

No. A-110015/3/2015-SDE  
Government of India  
Ministry of Skill Development and Entrepreneurship

Shivaji Stadium Annexe Building  
New Delhi-110 001  
Dated: .20.08.2018

**Subject: Revised Work Allocation amongst different Wings of the Ministry.**

Consequent upon joining of Smt Sunita Sanghi as Senior Adviser and Ms Juthika Patankar, as Additional Secretary in the Ministry, the revised work allocation amongst different officers at the level of JS/EA/AS and SA would be as follows:-

**Wing -1 (Administration and Entrepreneurship)**  
**Wing head -JS (A&E) - Ms Jyotsna Sitling**

S.No.	Item of work
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1.	Establishment matters:
2.	Cadre controlling matters relation to CSS/CSSS/CSCS Service officers in MSDE and DGT
3.	Annual Performance Appraisal Reports
4.	Seniority, Probation, Confirmation and Promotion etc of employees
5.	Recruitment including framing of Recruitment Rules
6.	Training cell
7.	Cash- salary, TA/ DA including foreign travel, NPS, Pension, TDS.
8.	General administration including stores and purchase (except procurement of high value services). Staff car, CGHS, General Pool Accommodation, Employees Welfare
9.	Protocol
10.	Official language unit
11.	Public grievances, e- Samiksha and Pragati, RTI
12.	Budget co-ordination including coordination with MSDE for preparations of BE,RE, Supplementary Grants etc, as well as monitoring of FM's Budget Announcement
13.	General Co-ordination involving the whole Ministry including monthly DO letter to Cabinet Secretary etc.
14.	Annual report
15.	Cadre Management of CSS/CSCS/CSSS Officers of DGT and MSDE
16.	All legal matters
17.	Line ministry coordination: - In respect of following ministries:-Cabinet Secretariat, PMO, President Secretariat, Ministry of Personnel, Public Grievances & Pension, M/o Finance (Department of Exp), M/o Law, Lok Sabha, Rajya Sabha, Election Commission of India, MHA (Internal Security), Any other Ministry not allotted to any Wing.
18.	State Engagement: - Odisha, Andhra Pradesh, Telangana, Karnataka and Kerala

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<b>E.</b>	<b>ENTREPRENEURSHIP</b>
1.	Entrepreneurship Policy
2.	Entrepreneurship Promotion including awards and schemes
3.	Skilling for entrepreneurship development for Science and Technology
4.	Expansion of youth entrepreneurship education and capacity through forging strong partnership between educational institutions, business and other community organisations and set national standards for it.
5.	International Collaboration in Entrepreneurship
6.	National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida. & Indian Institute of Entrepreneurship (IIE), Guwahati
7.	Co-ordination with Line Ministries/Department viz: MSME, Textiles, D/o Financial Services, Agriculture, Rural Development, Panchayati Raj, DIPP, Ministry of Environment, Forest and Climate Change, Tourism.
8.	State Engagement: Goa, Himachal Pradesh, J&K, Uttarakhand UTs of Andaman and Nicobar Island, Chandigarh, Dadra & Nagar Haveli, Lakshadweep, Pondicherry.
<b>Wing-II- Skill Development &amp; Vigilance</b>	
<b>Wing Head: JS(SD&amp;V)- Shri Rajesh Aggarwal</b>	
1.	National Skill Development Corporation(NSDC)
2.	National Skill Development Fund(NSDF) including CSR initiatives
3.	PMKVY, PMKK
4.	Co-ordination with DGT and NSDC for integration of short term and long-term skilling and vocational education and training
5.	Policy, Legislation, and co-ordination aspects of National Apprenticeship Programmes (NAPS)
6.	Jan Shiksha Sansthan (JSS)
7.	Capacity Building & Technical Assistance (CB&TA) Scheme (transferred from M/o DONEAR)
8.	World and India Skills
9.	Media & Advocacy
10.	<b>Vigilance</b>
11.	Co-ordination with the Ministries/Departments viz: Civil Aviation, Electronics & IT, Housing & Urban Poverty Alleviation, Defence, Railways, Shipping, Telecommunications, MHA, DONER, Finance, External Affairs, Ministry of Road Transport and Highways, Steel, Water Resources, Atomic Energy, Space and I&B.
12.	State Engagement: Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Delhi, Bihar, Jharkhand
<b>Wing-III: Economic &amp; Policy</b>	
<b>Wing Head:- EA(Mrs. Vinita Aggarwal)</b>	
1.	Implementation of National Policy on Skill Development
2.	Making Broad Policies for all other Ministries/Departments with regard to market requirements and skill development
3.	National Skill Development Mission and Convergence of Skill Development Schemes of other Ministries including skill gap studies etc.
4.	Common Norms

5.	Academic equivalence of skill sets
6.	Sector Skill Councils
7.	Skill University
8.	Skill loan Scheme
9.	DBT related co-ordination
10.	Co-ordination of Flagship Programmes viz.: Swachh Bharat, Digital India, Make in India etc.
11.	NBSC, NSQF
12.	NSDA
13.	Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship
14.	Co-ordination with Line Ministries/Departments: - HRD, Culture, Youth Affairs & Sports, M/o Statistics and Programme Implementation, Health & Family Welfare, Ayush, Drinking Water and Sanitation, Urban Development, New & Renewable Energy, Consumer Affairs, Food and Public Distribution, Earth Sciences, Social Justice & Empowerment, Minority Affairs, NITI Ayog, Tribal Affairs, Women, and Child Development.
15.	State Engagement: Madhya Pradesh, Rajasthan, Haryana, Tamil Nadu
<b>Wing-IV- International Co-operation &amp; Technology- IC&amp;T</b>	
<b>Wing Head: AS(IC&amp;T)- Ms. Juthika Patankar</b>	
1.	Cadre Management of ISDS Officers -viz: recruitment, seniority, promotion, disciplinary matters, training, deputation, and transfer/postings of Gr. A Officers.
2.	Central Staff Training and Research Institute (CSTARI), Kolkata
3.	National Instructional Media Institute (NIMI), Chennai
4.	Indian Institute of Skills (IIS) and other similar autonomous bodies as may be set up in the field of Skill Development and Entrepreneurships
5.	Externally Assisted Programme (EAP) of World Bank
6.	International Cooperation including Indian International Skill Centres (IISC)
7.	All issues relating to technology, digitization, and Information Technology issues etc.
8.	Website and e-office related matters including co-ordination with NIC
9.	Parliament matters of MSDE including co-ordination relating to Standing Committees and Consultative Committees
10.	Coordination and compilation and printing and laying in Parliament of the Detailed Demand for Grants (DDG) and Outcome Budget of the Ministry
11.	Procurement of high value services
12.	Co-ordination with line ministries/ departments: -M/O L&E, Power, Electronics and Information Technology, Science and Technology, Petroleum, and Natural Gas, Chemical and Fertilizers, Coal, Mines, Commerce & Industry, M/O Heavy Industries & Public Enterprises, Corporate Affairs, Parliamentary Affairs.
13.	State engagements: Maharashtra, Uttar Pradesh, Gujarat, Punjab, and West Bengal
<b>Wing- V (Finance), Wing Head: AS&amp;FA</b>	
1.	Formulation of Budget Estimate(BE), Revised Estimate(RE) of the Ministry

	including Supplementary Demands for Grants etc.
2.	Compilation of Detailed Demands for Grants (DDGs)
3.	Preparation of Outcome Budget
4.	Monthly and Quarterly review of expenditure.
5.	Coordination relating to Audit Reports, Audit Para, PAC etc.

2. Economic Adviser (VA) shall submit all files to Senior Adviser (SA) excepting those files where the final level of disposal of EA (VA) herself as per Office Order No. No.A.41017/03/2017-Estt. Dated 26-12-2017. Similarly files relating to Admn& ENP Divisions shall be submitted to Senior Adviser by JS (JS) excluding those files where the final level of disposal is at her level.

3. Further, all files relating to World Bank Projects, ILO and other International Co-operation related matters shall be submitted / routed through AS by the JS concerned.

4. The above order comes with effect from the date of issue.

5. This issues with the approval of competent authority.



(A.S. Muraleedharan)

Under Secretary to the Govt. of India

Tele:23450867

1. All Wing Heads of MSDE as above
2. Sr Adviser
3. CCA, MSDE
4. PS to Minister of SDE
5. PS to MOS (SDE)
6. PS to Secretary, MSDE
7. All DS / Directors of MSDE
8. NIC, MSDE for uploading in Website of the Ministry.

Copy to :- (i) DG, DGT, MSDE

Copy for information to:-DG, NSDA / DG, NIESBUD / CEO, NSDC.