

OFFICE ORDER No. 03 / 2017

Subject: Revised Work Allocation among different Wings of the MSDE

In supersession of all earlier orders on the subject mentioned above subject, the revised work allocation among different **Wings** of the Ministry would be as under:

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

S. No.	Item of Work
A	ADMINISTRATION
1.	Establishment Matters
2.	Cadre Controlling matters relating to CSS/CSSS/CSCS service officers in MSDE and DGT and matters relating to cadre control of ISDS where MSDE action is necessary as per rules
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, Staff Car, CGHS, General Pool accommodation, Employees welfare
9.	Protocol
10.	Official Language Unit
11.	Public Grievances, e-samiksha and Pragati
12.	Website and e-office related matters including co-ordination with NIC.
13.	RTI & Legal Cell
14.	General Co-ordination involving the whole Ministry including monthly DO Letter to Cabinet Secretary etc
15.	Parliament matters of MSDE
16.	Annual Report
17.	Line Ministry Coordination: - - In respect of following Ministries: - Cabinet Secretariat, PMO, President's Secretariat, Ministry of Personnel, Public Grievances & Pension, M/o Finance (Department of Exp), M/o Law, M/o Parliamentary Affairs, Lok Sabha, Rajya Sabha, Election Commission of India, MHA (Internal Security) and any other Ministries / Department not assigned to any Wing
18.	State engagement: - Odisha, J&K, Andhra Pradesh, Telangana and Karnataka and Kerala
E	ENTREPRENEURSHIP
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; DIPP, DONER, MSME, NITI Aayog, D/o Financial Services, Social Justice and Empowerment, M/o Tribal affairs, Agriculture, Animal Husbandry, Environment & Forest, Women and Child Development, Tourism, M/o Minority Affairs
8.	State engagement:- Chhattisgarh, Goa, Pondicherry, Himachal Pradesh, Uttarakhand and West Bengal, UTs of Andaman and Nicobar Island, Chandigarh, Dadra & Nagar Haveli, Lakshadweep

Wing-II – Skill Development & Vigilance
Wing Head: - JS (SD&V) -Shri Rajesh Agrawal,

S. No.	Item of Work
1.	National Skill Development Corporation (NSDC)
2.	National Skill Development Fund (NSDF) including CSR initiatives
3.	PMKVY, PMKK, IISC
4.	Convergence of Skill Development Schemes of other Ministries
5.	Role of coordination relating to skill development
6.	Large scale Skill Development related to Information Technology and computer education.
7.	Capacity Building & Technical Assistance (CB&TA) Scheme (transferred from M/o DONER)
8.	World and India Skills
9.	International Collaboration.
10.	Externally Assisted Programmes (EAP)
11.	Media & Advocacy
12.	Vigilance
13.	Co-ordination with line Ministries / Departments viz; Civil Aviation; Electronics & IT, Housing & Rural Development Urban Poverty Alleviation; Defence; Railways; Shipping; MORTH; Commerce & Industry; M/o Heavy Industries & Public, MEA Enterprises; Telecommunication; MHA, and Finance
14.	State Engagements: - Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Delhi, Uttar Pradesh, Bihar, Jharkhand, Maharashtra, and Gujarat

Wing-III : Policy, Quality & Standards. Wing Head: - EA (Mrs Vinita Aggarwal)

S. No.	Item of Work
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 its Sub-Missions on (i) <i>Institutional Training</i> , (ii) <i>Infrastructure</i> , (iii) <i>Convergence</i> , (iv) <i>Trainers</i> , (v) <i>Overseas Employment</i> , (vi) <i>Sustainable Livelihoods</i> , (vii) <i>Leveraging Public Infrastructure</i> .
4.	Common Norms
5.	Academic equivalence of skill sets
6.	Doing market research and devising training curriculum in important sectors.

7.	Sector Skill Councils
8.	Industry-Institute linkage
9.	Skill Universities
10.	Co-ordination with DGT and NSDC for integration of short term and long term skilling as well as vocational education and training.
11.	Skill Loan Scheme
12.	DBT related Issues
13.	Co-ordination of Flagship Programmes viz; Swachh Bharat, Digital India, Make in India
14.	NBSC, NSQF
15.	NSDA
16.	All Data and Statistical issues of MSDE
17.	Skill Gap Studies and Skill awards
18.	Co-ordination with Line Ministries / Departments: - HRD, M/o Science & Technology, D/o Bio-Technology, D/o Economic Affairs, MEA M/o Statistics and Programme Implementation, Health & FW, Ayush, Drinking Water and sanitation, Urban Development. Culture, Sports & Youth Affairs; Steel & Mines, Petroleum and Natural Gas, Power, Chemical and Fertilisers.
19.	State Engagement:- Madhya Pradesh, Punjab, Rajasthan, Haryana, Tamil Nadu.

**Wing-IV –Training & Apprenticeship Training- T&AT / DGT
Wing Head: JS (T&A) – Shri Asheesh Sharma**

S. No.	Item of Work
1.	All matters relating to DGT except cadre control of ISDS Officers and CSS/CSCS/CSSS Officers
2.	Polytechnics
3.	Line Ministry/Department co-ordination: MoLE

Wing-V (Finance). Wing Head :- AS&FA

1.	Tendering financial advice on all matters involving government expenditure/concurrence to financial proposals of the MSDE and their attached and subordinate offices.
2.	Scrutiny of foreign deputation proposals of officers of MSDE;
3.	Monitoring and reviewing the progress of expenditure against sanctioned grant on a monthly and quarterly basis, ensuring compliance of instructions issued by the Department of Expenditure on economy/rationalisation of expenditure. Reviewing progress of schemes included in the Outcome Budget.
4.	Co-ordination relating to Standing Committee of Parliament on Finance/PAC and Audit Paras.
5.	Preparation of Budget and related work in respect of Grant of MSDE .
6.	Coordination, compilation and printing and laying in Parliament of the Detailed Demand for Grants (DDG) and the Outcome Budget of the Ministry.
7.	Generic Financial Advice on all matters as required by GFR / DoE-MoF Instructions

2. All files of Wing-I and Wing-III requiring approval of Secretary / Minister are to be routed through the Senior Adviser while the files pertaining to Wing-IV and Wing-V would be submitted to the Secretary directly by the Wing Heads. Similarly, files relating to Item Nos 1, 2, and 9 of Wing-II would be submitted to the Secretary directly. Order regarding detailed Channel of Submission would be issued separately.

3. The Wing Allocation in respect of DS/ Directors would be as under: -

Sl.No.	Name of Officer	Name of Wing
1	Dr B K Ray, DS	Wing-I
2.	Sh Anand Sherkhane, Dir	Wing-I
3	Shri A K Sachdeva, Dir	Wing-II
4	Deepti Srivastava, Dir	Wing-II
5	Shri A K Tripathi, DS	Wing-III
6	Shri B K Sikdar, Dir	Wing-IV

4. Under Secretaries, Section Officers and other staff of MSDE would continue to handle the same work as already assigned till issue of separate order in this regard. However, the reporting structure would change as per above allocation.
5. The above order shall be effective from 1-4-2017 till further order.
6. This issues with the approval of the Secretary.

(Sonu Bhatia)

Under Secretary to the Govt. of India

Tel: 2345 0836

- (i) JS (JS) / JS (RA) / JS (AS)/ EA / AS & FA
- (ii) All DSs/Directors in MSDE
- (iii) PS to MoS(I/C), MSDE
- (iv) PPS to Secretary, MSDE
- (v) PA to Sr Adviser
- (vi) CCA, MSDE / PAO, MSDE
- (vii) All Officers in MSDE
- (viii) SO(SP)/SO(JP)/Office Order folder
- (ix) STD, NIC, MSDE for uploading of the order on website.