

**No. A-42/39/2019-Estt.**  
**Ministry of Skill Development & Entrepreneurship**  
**Government of India**

New Delhi  
23<sup>rd</sup> March, 2020

**OFFICE MEMORANDUM**

**Subject - COVID-19 Management from 23-03-2020 to 31-03-2020 - Roster Duty of Officers and Staff of MSDE regarding**

The undersigned is directed to refer to OM No. 11013/9/2014-Estt.(A(III)) dated 22<sup>nd</sup> March, 2020 issued by the Department of Personnel & Training on the subject mentioned above and to say that the following essential Officers /Staff of different Wings of the Ministry would be on roster duty from 23-03-20 to 31-03-20 for smooth operation of the Ministry depending upon exigencies:-

(i) All Officers of the level of JS and above;

(ii) **Wing /Division wise Officers:-**


Sl.No	Wing /Division	Name of the Officers
1.	Admn	Shri D P Singh, DS & HOD
2.	Estt	Shri Narendra Singh, DS
3.	E&P and ENP	Dr B K Ray, DS
4.	ICT & Parliament	Shri B K Sikdar, Dir
5.	Skill Dev.	Shri R K Gupta, Dir
6.	IFD	Shri RK Mehraulia, US
7.	PAO	Shri Satbir Singh, PAO
8.	NIC	Shri V Ringe, STD

2. All Divisional Head concerned / Officers above may requisition the services of staff under them as deem appropriate preferably those residing in Delhi keeping in view exigencies of the work in consultation with their Wing Heads.

3. General Administration would provide dedicated vehicles at the disposal of the Divisional Head concerned including IFD and PAO for smooth operation of the official work.

4. The files relating to release of funds, and actual transfer of funds may be done during this period.

5. This issues with the approval of Secretary, MSDE.

  
**(Narendra Singh)**  
**Deputy Secretary**  
**Tel: 23465820**

**Copy to :**

1. Officers concerned as above.
2. All Officers and Staff in MSDE
3. PS to Minister of SDE / PS to MOS (SDE)
4. PPS to Secretary, MSDE
5. CCA / PAO, MSDE
6. Chairman, MSDE COVID-19 Management Committee.
7. DG, DGT / DG, NIESBUD / DG NSDA / CEO, NSDC
8. NIC, MSDE for uploading in website.