

No.A-1100015/3/2015-SDE
Government of India
Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhavan,
New Delhi-110001
1st May, 2020

Subject: Revised work allocation amongst officers of MSDE

In supersession of this Ministry's order of even number dated 10th January, 2020, consolidated work allocation amongst senior officers of MSDE in different wings of the Ministry, would be as follows :

Wing Head	Reporting Route	Divisional Head (Director/Deputy Secretary)	Work allocation	Ministries to be coordinated (including associated Departments & Institutions)	State Engagements
Ms. Juthika Patankar, Additional Secretary (AS)	Direct to Secretary		Work of International Cooperation (IC) Division, Externally Aided Programmes (EAP) Division, Establishment (Est) Division, Entrepreneurship (Ent) – I and II Divisions, as detailed below.		
Ms. Sunita Sanghi, Senior Adviser, (SA)	Direct to Secretary		Work of Short Term Training & Media (STTM) Division, Jan Shikshan Sansthan (JSS) Division, General Administration (GA) Division, Apprenticeship (App) Division, Policy (Pol) Division, Sectoral Group of Secretaries (SGOS) Division, as detailed below.		
<u>International Cooperation, Coordination & Establishment Wing (ICE)</u> Ms. Juthika Patankar, Additional	Direct to Secretary	<u>International Cooperation Division (IC)</u> Shri B.K.Sikdar, Director	i. International Cooperation ii. NIMI, Chennai, iii. CSTARI, Kolkata, iv. IISC, v. Parliament matters and coordination related to standing committee and consultative committee, coordination,	President Secretariat, PMO, Cabinet Secretariat (except Cabinet Notes), Parliamentary Affairs, External Affairs, Electronics & Information Technology,	Maharashtra, Gujarat, Goa, UT of Daman & Diu and Dadra & Nagar Haveli

Secretary (AS)			<ul style="list-style-type: none"> vi. Procurement of high value services, vii. Information & Technology and interface with NIC including dashboard, Website, e office related matters including coordination with NIC viii. DGT liaison & coordination ix. Any other matter as directed 	Lok Sabha/Rajya Sabha	
	<u>Externally Aided Programmes Division (EAP)</u> Ms. Deepti Srivastava, Director	<ul style="list-style-type: none"> i. Externally assisted programmes coordination ii. Indian Institute of Skills and similar institutions iii. SANKALP iv. NSDF v. Any other matter as directed 	Finance, Home Affairs, Labour & Employment, Corporate Affairs, Statistics and Programme Implementation	Uttar Pradesh, Karnataka, UT of Puducherry, UT of Andaman and Nicobar	
	<u>Establishment Division (Est)</u> Shri R.K.Gupta, Director	<ul style="list-style-type: none"> i. Establishment matters, including Promotion, Recruitment, Confirmations, CGHS, Training, APRs, etc ii. Cash-Salary, TA/DA, Pension, other Personnel Bills, etc iii. Coordination, including monthly DO, VIP References, inter-wing cross cutting issues, except those items for whom coordination has been specifically allocated to any division. iv. Cadre management of ISDS 	Personnel, Public Grievances & Pensions, Women & Child Development, DONER, Law & Justice, Election Commission of India	Kerala, Tamil Nadu, Nagaland, UT of Lakshadweep,	

			<p>officers</p> <p>v. Official Languages</p> <p>vi. Public Grievances, e-Samiksha, Pragati, RTI</p> <p>vii. Annual Report</p> <p>viii. Budget Coordination – Budget Announcement, BE, RE, Expenditure review meetings</p> <p>ix. Gender Sensitization, Women’s Day & Internal Complaints Committee</p> <p>x. Any other matter as directed</p>		
<p><u>Skill Development & General Administration (SD&A) Wing</u> Shri K.C.Gupta, Joint Secretary (JS-1)</p>	<p>Reporting to Secretary through SA</p>	<p><u>Short Term Training & Media Division (STTM)</u> Shri Narendra Singh, Deputy Secretary</p>	<p>i. PMKVY, PMKK and NSDC</p> <p>ii. Coordination with DGT and NSDC for integration of short term and long term skilling, vocational education</p> <p>iii. Media & Advocacy</p> <p>iv. CB&TA Scheme</p> <p>v. Any other matter as directed</p>	<p>Housing & Urban Affairs, Panchayati Raj, Rural Development, Agriculture & Farmers Welfare, Animal Husbandry, Dairying and Fisheries, Information & Broadcasting</p>	<p>Delhi, Jharkhand, Bihar, Manipur</p>
		<p><u>JSS Division (JSS)</u> Shri Sanatan Srivastava, Deputy Secretary</p>	<p>i. Jan Shikshan Sansthan</p> <p>ii. Any other matter as directed</p>	<p>Power, New and Renewable Energy, Culture, Youth Affairs & Sports, Civil Aviation</p>	<p>Assam, Uttarakhand, Meghalaya, Arunachal Pradesh</p>
		<p><u>General Administration Division (GA)</u> Shri D. P .Singh, Deputy Secretary</p>	<p>i. General Administration including stores and purchase, staff car, newspapers, telephones, sanitizing/sterilizing, GPA, (except procurement of high value services)</p> <p>ii. World and India Skills</p>	<p>Tribal Affairs, Jal Shakti, Petroleum and Natural Gas, Chemical & Fertilizers, Coal & Mines</p>	<p>Andhra Pradesh, Telengana, Tripura</p>

			<ul style="list-style-type: none"> iii. Protocol, etc iv. Any other matter as directed 		
		<u>Apprenticeship Division (App)</u> Ms. Anita Srivastava, Joint Director	<ul style="list-style-type: none"> i. Policy, legislation and co-ordination aspects of Apprenticeship Act and Rules including NAPS ii. Any other matter as directed 	Heavy Industries & Public Enterprise, Micro, Small & Medium Enterprises, Textiles, Ministry of Environment, Forest and Climate Change, Earth Sciences	Madhya Pradesh, Chhattisgarh, Mizoram
<u>Entrepreneurship (Ent) Wing</u> Ms. Anuradha Vemuri, Joint Secretary & CVO (JS-II & CVO)	Direct to Secretary	<u>Vigilance Division (Vig)</u> Shri R.K Gupta, Director as Dy CVO (addl charge)	<ul style="list-style-type: none"> i. Vigilance matters of MSDE ii. Any other matter as directed 	Consumer Affairs, Food & Public Distribution, Atomic Energy, Space	
	Reporting to Secretary through AS	<u>Entrepreneurship Division -I (Ent - I)</u> Shri B. K. Ray, Deputy Secretary (addl charge)	<ul style="list-style-type: none"> i. Entrepreneurship Policy ii. Entrepreneurship Promotion including awards and schemes, iii. Skilling for entrepreneurship development for Science and Technology, iv. Expansion of youth entrepreneurship education and capacity through forging strong partnership between educational institutions, business and other community organizations and set national stands for it, v. Indian Institute of Entrepreneurship (IIE), Guwahati, vi. Any other matter as directed 	Commerce & Industry, Science & Technology, Steel, Tourism	Punjab, Haryana, Himachal Pradesh, UT of Chandigarh

		<u>Entrepreneurship Division -II (Ent - II)</u> Shri P L Meena, Deputy Secretary	<ul style="list-style-type: none"> i. National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida ii. International Collaboration in Entrepreneurship iii. Any other matter as directed 	Defence, Railways, Shipping, Communications, Road Transport & Highways	Rajasthan, UT of J&K, UT of Ladakh
<u>Policy (P) Wing</u> Economic Adviser(vacant) Addl Charge: Ms. Anuradha Vemuri, (JS-II & CVO)	Reporting to Secretary through SA	<u>Policy Division (Pol)</u> Shri B. K. Ray, Deputy Secretary	<ul style="list-style-type: none"> i. Implementation of National Policy on Skill Development, ii. Making broad Policies for all other Ministries/Departments with regard to market requirements and skill development,, iii. National skill Development Mission iv. Convergence of Skill Development Schemes of other Ministries including skill gap studies etc, v. Common Norms, vi. Academic equivalence of skill sets, vii. Sector Skill councils, viii. Skill University, ix. Skill Loan Scheme, x. DBT related co-ordination, xi. Co-ordination of Flagship Programmes viz Swachh Bharta, Digital India, Make in India. Etc, 	Human Resource Development, Health & Family Welfare, AYUSH, Social Justice & Empowerment, Minority Affairs, Planning, NITI Aayog	West Bengal, Odisha, Sikkim

			xii. Covid-19 coordination xiii. NBSC, NSQF, NSDA, NCVET, xiv. Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship xv. Comments of MSDE on Cabinet Notes received from different Ministry xvi. Any other matter as directed		
	Reporting to Secretary through SA	<u>SGOS Division</u> Addl Charge: Shri B.K.Sikdar, Director	i. SGOS and coordination of SGOS implementation ii. MSDE Vision Plan 2025 iii. Any other matter as directed		

2. For **COVID-19** issues, each division would work on COVID related matters relating to that division, while Policy Division responsible for Covid Coordination, would be responsible for getting information from all divisions and collating the same for further reporting.

3. All **EFC Note/ Cabinet Notes** from other Ministries would be coordinated by the Policy division. The Policy division would send any reference received on EFC Note/ Cabinet Note to the concerned division/ divisions for further action. If the Note pertains to subject relevant to only one division, that division would send the remarks directly to the concerned Ministry after taking due approval, with copy marked to Policy division. If the Note involves collection of comments from a number of divisions, then the Policy Division would collect the comments from the divisions, and send the comments to the Ministry after collating the same and getting due approvals.

4. The Ministries have been allocated to the individual Divisional Heads only for coordination purposes related to those Ministries. That is the division allocated any particular Ministry will deal with only that reference from the allocated Ministry which does not pertain to any specific subject allocated to any of the divisional heads, or pertains to subjects related to more than one divisional head, requiring coordination with multiple divisions. Any reference on any particular subject received from Ministry would be dealt with by the subject dealing division only. This does not apply to EFC Notes/ Cabinet Notes which would be dealt in a manner given above in Para 3. For example, if a reference comes from

Cabinet Secretariat regarding PMKVY, then only the STTM Division dealing with PMKVY will deal with that reference. However, if a reference comes from Cabinet Secretariat on status of skilling programmes in MSDE, then the IC division, which is in charge of Cabinet Secretariat, will deal with the same.

5. References from States would also follow the principle given in Para 4 above. Also the concerned division in charge of any state should maintain the status of all programmes in the allocated states, along with background note on the state, updated at least once a month.
6. All individual **E-samiksha** points would be updated by the respective divisions after taking approval of Secretary. Establishment division in charge of E-samiksha coordination wing would ensure that such actions are taken regularly by the individual divisions. It will also take up e-samiksha points which are not particular to any division, or would require inputs from more than one division.
7. EAP Division in-charge of **externally aided programme coordination** would be the nodal agency for interacting with DEA and dealing with any external institution which is funding/ proposing to fund any activity of MSDE. It will act along with the division whose schemes/ activities are sought to be funded, till at least sanction of loan /grant. During the time of implementation, the implementing division would be responsible for the programme, but the EAP division would continue to get periodical reports from the implementing division, and maintain a master chart for all externally-aided programmes of the Ministry.
8. This issues with the approval of the competent authority.



(Narendra Singh)
Deputy Secretary

To

1. All wing Heads of MSDE as above
2. Senior Advisor
3. CCA, MSDE
4. PS to Minister of SDE

5. PS to MoS(SDE)
6. PS to Secretary, MSDE
7. All Ds/Directors, MSDE
8. NIC, MSDE for uploading in website of the Ministry

Copy to: DG, DGT, MSDE

Copy for information to: DG, NSDA; DG, NIESBUD; CEO, NSDC; Director, IIE; ED, NIMI