

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

Shram Shakti Bhavan,
New Delhi-110001
30 March, 2021

Subject: Work allocation amongst divisional/wing heads in MSDE-regarding

In supersession of this Ministry's earlier orders on work allocation amongst senior officers in MSDE, the revised work allocation in view of promotion/posting/retirement of officers is as follows:

Wing Head	Reporting Route	Divisional Head (Director/Deputy Secretary)	Work allocation	Ministries to be coordinated (including associated Departments & Institutions)	State Engagements
<u>International Cooperation, Coordination & Establishment Wing (ICE)</u> Ms. Juthika Patankar, Additional Secretary (AS-I)	Direct to Secretary	<u>International Cooperation Division (IC)</u> Shri B.K.Sikdar, Director	<ul style="list-style-type: none"> i. International Cooperation ii. NIMI, Chennai, iii. CSTARI, Kolkata, iv. IISC, v. Procurement of high value services, vi. Information & Technology and interface with NIC including dashboard, Website, e office related matters including coordination with NIC vii. DGT liaison & coordination viii. Any other matter as directed 	President Secretariat, PMO, Cabinet Secretariat (except Cabinet Notes), External Affairs, Electronics & Information Technology,	Maharashtra, Gujarat, UT of Daman & Diu and Dadra & Nagar Haveli

	<u>Parliament Division</u> Shri Promode Kumar Singh, DS	Parliament matters and coordination related to standing committee and consultative committee, coordination, compilation, printing and laying in parliament of the detailed Demands for Grants (DDG)	Parliamentary Affairs, Lok Sabha/Rajya Sabha	Tamil Nadu, Goa UT of Puducherry
	<u>Externally Aided Programmes Division (EAP)</u> Ms. Deepti Srivastava, Director	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 Andaman and Nicobar
	<u>Establishment Division (Est)</u> Shri R.K.Gupta, Director	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 officers v. Official Languages vi. Public Grievances, e-Samiksha, Pragati, RTI	Personnel, Public Grievances & Pensions, Women & Child Development, DONER, Law & Justice, Election Commission of India	Kerala, Nagaland, UT of Lakshadweep,

			<ul style="list-style-type: none"> vii. Annual Report viii. Budget Coordination – Budget Announcement, BE, RE, Expenditure review meetings ix. Gender Sensitization, Women’s Day & Internal Complaints Committee x. Any other matter as directed 		
<u>Skill Development & General Administration (SD&A) Wing</u> Shri Atul Kumar Tiwari Additional Secretary (AS-II)	Direct to Secretary	<u>Short Term Training & Media Division (STTM)</u> Sanjeev Kumar, Joint Director	<ul style="list-style-type: none"> i. PMKVY, PMKK and NSDC ii. Coordination with DGT and NSDC for integration of short term and long term skilling, vocational education iii. Media & Advocacy iv. CB&TA Scheme v. Any other matter as directed 	Housing & Urban Affairs, Panchayati Raj, Rural Development,	Bihar, Manipur, Arunachal Pradesh
		Shruti Pandey Deputy Director	(AS-II will divide the work between JD and DD and issue orders accordingly)	Youth Affairs & Sports, Civil Aviation, Coal & Mines	Jharkhand, Mizoram
		<u>JSS Division (JSS)</u> Shri Sanatan Srivastava, Deputy Secretary	<ul style="list-style-type: none"> i. Jan Shikshan Sansthan ii. Any other matter as directed 	Power, New and Renewable Energy, Culture,	Assam, Meghalaya
		<u>General Administration Division (GA)</u> Shri D. P .Singh, Deputy Secretary	<ul style="list-style-type: none"> i. General Administration including stores and purchase, staff car, newspapers, telephones, sanitizing/sterilizing, GPA, (except procurement of high value services) 	Tribal Affairs, Jal Shakti, (Water Resources, Drinking Water), Petroleum and Natural Gas, Chemical & Fertilizers, Pharmaceuticals	Andhra Pradesh, Telangana, Tripura

			ii. Protocol iii. Any other matter as directed		
		<u>Skill Competitions & Media</u> Shri Sanjay Sharma, Deputy Secretary	i. World and India Skills ii. Media and Advocacy	Agriculture & Farmers Welfare, Agricultural Research Animal Husbandry, Dairying and Fisheries, Information & Broadcasting Land Resources	Delhi, Uttarakhand
		<u>Apprenticeship Division (App)</u> Ms. Anita Srivastava, Joint Director	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,
<u>Entrepreneurship (Ent) Wing</u> Ms. Anuradha Vemuri, Joint Secretary & CVO (JS & CVO)	Direct to Secretary	<u>Vigilance Division (Vig)</u> Shri B.K.Mathur, Deputy Secretary	i. Vigilance matters of MSDE ii. Any other matter as directed	Consumer Affairs, Food & Public Distribution, Food Processing Atomic Energy, Space	Himachal Pradesh, UT of Chandigarh
	Direct to Secretary	<u>Entrepreneurship Division -I (Ent - I)</u> Shri B. K.Mathur, Deputy Secretary	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	Commerce & Industry, Science & Technology, Bio-Technology Steel, Tourism	Punjab, Haryana,

			<p>institutions, business and other community organizations and set national stands for it,</p> <p>v. Indian Institute of Entrepreneurship (IIE), Guwahati,</p> <p>vi. Any other matter as directed</p>		
		<p><u>Entrepreneurship Division -II (Ent - II)</u> Shri P L Meena, Deputy Secretary</p>	<p>i. National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida</p> <p>ii. International Collaboration in Entrepreneurship</p> <p>iii. Any other matter as directed</p>	<p>Defence, Railways, Shipping, Communications, (Posts, Telecom) Road Transport & Highways</p>	<p>Rajasthan, UT of J&K, UT of Ladakh</p>
<p><u>Policy (P) Wing</u> Shri Shakil Alam, Economic Adviser (EA)</p>	<p>Direct to Secretary</p>	<p><u>Policy Division (Pol)</u> Shri B. K. Ray, Director</p>	<p>i. Implementation of National Policy on Skill Development,</p> <p>ii. Making broad Policies for all other Ministries/Departments with regard to market requirements and skill development,,</p> <p>iii. National skill Development Mission</p> <p>iv. Convergence of Skill Development Schemes of other Ministries including skill gap studies etc,</p> <p>v. Common Norms,</p> <p>vi. Academic equivalence of skill sets,</p> <p>vii. Sector Skill councils,</p>	<p>Education, Health & Family Welfare, AYUSH, Social Justice & Empowerment, Empowerment of Persons with Disabilities Minority Affairs, Planning, NITI Aayog</p>	<p>West Bengal, Odisha, Sikkim</p>

			<ul style="list-style-type: none"> 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, 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. COVID-19 coordination xvii. Any other matter as directed 		
	Direct reporting to Secretary	<u>SGOS Division</u> Shri B.K.Sikdar, Director:Nodal officer	<ul style="list-style-type: none"> 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 a 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 is an interim order, following which separate orders will be issued where the reporting between officers of the same Category of Officers would not be done. The Categories would be: Category 1: Secretary; Category 2: AS/Sr EA/JS/ EA; Category 3: Dir/DS/US; Category 4: Others. There will be maximum only 4 layers in file movement: From Category 4 to Category 3 to Category 2 and Category 1. Independent work would have to be assigned to US level officers under Category 3 and who will report to JS/AS/EA/Sr EA. Similarly, division of work amongst officials at category 4 level will have to be worked out. The Wing Heads are to work out this division at category 3 and 4 level and submit the same to Establishment for issue of appropriate orders on this.

9. This issues with the approval of the competent authority.

Rajiv Kumar Gupta
(R K Gupta)
Director

To

1. PS to Hon'ble Minister of SDE
2. OSD to Hon'ble MoS(SDE)
3. PPS to Secretary, MSDE
4. PPS to AS-I/PS to AS-II
5. PPS to JS(AV)/EA(SA)
6. All DS/Director/JD, MSDE
7. CCA, MSDE
8. All US/DD/SO/AD, MSDE
9. NIC, MSDE for uploading in website of the Ministry

Copy to:

Copy for information to:

- (i) DG- DGT, MSDE
- (ii) EM- NCVET
- (iii) DG- NIESBUD
- (iv) CEO- NSDC
- (iv) Director- IIE/ ED- NIMI /Director JSS