

A-44011/1/2021-O/o US(CASH)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
(Establishment Section)

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Room No 327, B Wing,  
Shram Shakti Bhavan,  
New Delhi-110001

Dated: 7<sup>th</sup> Dec 2021

OFFICE MEMORANDUM

Subject:- Level Jumping Order with revised Work Allocation related to Entrepreneurship Division in MSDE – Reg.

Name & Designation of the Officer	Work Allocation
Shri B. K. Mathur, Deputy Secretary, Entrepreneurship  Reporting to Ms. Anuradha Vemuri, Joint Secretary	i) All Policy Matters related to Entrepreneurship ii) All administrative and financial matters (release of Grant-in-aid) to NIESBUD and IIE iii) Budget (RE/BE), outcome/output budget ,new scheme on Entrepreneurship etc. iv) Parliament related matters including Parliament Questions and Assurances v) Cabinet Notes / PIB Notes / Notes for CCEA / Policy guidelines to States etc including Comments on Cabinet Notes/EFC Note/SFC Note from other Ministries / Departments vi) Replies to Letters from MPs /Ministers /MLAs addressed to the Minister /MoS vii) References from PMO / Cabinet Sectt and E-Samiksha Issues/Complaints related to Enp and autonomous institutes/RTI/Coordination with Ministries/States viii) International Collaboration in Entrepreneurship  The details of level of submission is placed at Annexure.

Shri B K Mathur, Deputy Secretary (Personal Staff: Shri Adiya Pratap Singh, Steno-D, MTS- Vacant) will be assisted by:-

- i) 1 Under Secretary {supported by DEO and MTS(vacant)}
- ii) 2 ASOs (section supported by 1 DEO and 1 MTS)

iii) Team of Consultant {2 Consultants (presently 1 consultant through NSDC and 1 vacant which is proposed to be filled through SANKALP) and 2 YPs (presently both vacant)} supported by 1 MTS (to be provided)

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

*Rajiv Kumar Gupta*  
(R. K. Gupta)  
Director

1. PPS to Secretary, MSDE
2. PPS to AS/ PS to AS&FA
3. PPS to JS(AV)/SEA(SM)
4. All Director/DS/JD, MSDE
5. CCA, MSDE
6. All US/DD/SO/AD, MSDE
7. NIC, MSDE for uploading in website of the Ministry

Copy for information to:-

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

## Annexure

Sl No	Type of Cases	Channel of Submission	Level of Final Approval
1	All Policy Matters	DS/Dir >JS/AS>Secy>	Minister
2	Cabinet Notes / PIB Notes / Notes for CCEA / Policy guidelines to States etc including Comments on Cabinet Notes from other Ministries / Departments	DS/Dir >JS/AS>Secy>	Minister
3	SFC/EFC Note involving New Policy / Scheme	DS/Dir >JS/AS>Secy>	Minister
4	Appointments of Heads of Autonomous Bodies/ matters HR	DS>JS/AS>Secy	Minister
5	Inter Ministry MOUs	DS/Dir > JS/AS >Secy	Minister
6	Replies to Starred Questions	DS/Dir > JS/AS >Secy>	Minister
7	Replies to Un-Starred Questions	US>DS > JS/AS >	MOS (SDE)
8	Assurance Matters	US>DS > JS/AS >	MOS (SDE)
9	Examination and Action on Private Members Bill	US>DS > JS/AS >	Minister
10	Replies to Letters from MPs /Ministers /MLAs addressed to the Minister /MoS	US > JS/AS >	Minister /MoS (SDE) (as the case may be)
11	Comments on EFC /SFC Notes received from other Ministries /Departments	ASO>DS > JS/AS	Secretary
12	References from PMO / Cabinet Sectt	DS > JS/AS	Secretary
13	E_Samiksha Issues/RTI/Compaints related to Enp and autonomous institutes	US>DS	JS/AS /Secretary

14	Release of GIA to NIESBUD and IIE	US>DS>JS	Secretary
15	Budget(RE/BE),outcome/output budget etc.	US>DS>JS	Secretary
16	HR and other issues(EC/GC/GB meetings) of IIE/NIESBUD	US>DS>JS	Secretary/Minister as the case maybe
17	Laying of Annual Reports and Annual Accounts of NIESBUD and IIE in Parliament	ASO>DS>JS	MOS/Minister
18	International Collaboration in Entrepreneurship	ASO>DS>JS	Secretary