

A-44011/1/2021-O/o US(CASH)

Government of India  
Ministry of Skill Development & Entrepreneurship  
(Establishment Section)

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Room No. 327, B Wing  
Shram Shakti Bhavan,  
New Delhi-110001  
Dated: 9<sup>th</sup> Dec, 2021

Subject: Level Jumping Order with revised Work Allocation in MSDE: Dir(RKG)

Name & Designation of the officer	Work Allocation
Shri R K Gupta Director Direct reporting to Secretary MSDE for Estt and Cash	i. Transfer/Posting/Work Allocation of officials in MSDE ii. Pay Fixation of officials in MSDE iii. Engagement/Extension of Consultants in MSDE iv. Engagement of Interns in MSDE v. Various reports to DoPT/DARPG regarding manpower/reforms in MSDE vi. Increasing Efficiency vii. Training of manpower in MSDE viii. iGOT Karmyogi platform for MSDE ix. Salary, Allowances, Advances of MSDE officials/staffs x. DA, Incremental Bills, Other Bills xi. All types of Grant Bills/RBI Advices xii. Challan Deposits xiii. GPF Ledger xiv. Pension Bills xv. Pay Bill Register xvi. Income Tax xvii. TA Bills, Office Expenses Bills xviii. GST Challan xix. Any other work allocated

2. Transfer ASO and below level is hereby delegated to Dir(Estt). But transfer of any personal staff of JS and above level official, is to be done with concurrence of Secretary MSDE.
3. Shri R K Gupta Director is being assisted by one PS, one MTS. Two Assistant and Two MTS were already provided to Estt/Cash divisions.
4. This issues with the approval of Secretary MSDE.

  
(R K Gupta)  
Director

To

- 1.PPS to Secretary, MSDE
- 2.PPS to AS/PS to AS&FA
- 3.PPS to JS(AV)/SEA(SM)
- 4.All DS/Director/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, MSDE
- (ii) EM- NCVET
- (iii) DG- NIESBUD
- (iv) CEO- NSDC
- (iv) Director- IIE/ NIMI /JSS

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**Subject: Level Jumping Order with revised Work Allocation in MSDE: Dir (RKG)**

Name & Designation of the officer	Work Allocation
Shri R K Gupta Director Reporting to Senior Economic Advisor (SEA) MSDE for Coordination and Rajbhasha	i. OOMF ii. Annual Report iii. Updation on eSmaiksha Portal iv. Kaushalacharya Awards v. Important reports to PMO, Cabinet Secretariat vi. Monthly DO letter vii. Budget Announcements Updation viii. VIP references ix. RTI x. CPGRAM xi. Public Grievances xii. Legal Monitoring xiii. Rajbhasha xiv. Rajbhasha Awards xv. Rajbhasha Pakhwada xvi. Hindi Salahkar Samiti xvii. Hindi Translation of Guidelines, Manuals, Order etc of MSDE xviii. Any other work allocated

2. Shri R K Gupta Director is already being assisted by one PS, one MTS. Five Consultants, Two DEOs and One MTS were already provided to Rajbhasha division.

3. This issues with the approval of Secretary MSDE.

*R K Gupta*  
(R K Gupta)  
Director

To

1. PPS to Secretary, MSDE
2. PPS to AS/PS to AS&FA
3. PPS to JS(AV)/SEA(SM)
4. All DS/Director/JD, MSDE
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