

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

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

Room No. 327, B Wing
Shram Shakti Bhavan,
New Delhi-110001
Dated: 22nd Dec, 2021

Subject: Level Jumping Order with revised Work Allocation in MSDE: Policy Wing-Division

Name & Designation of the Wing Head officer	Name & Designation of Divisional Head officer	Work Allocation
Shri Santanu Mitra, Senior Economic Advisor Direct reporting to Secretary MSDE	Shri Abhishek Meena, DD reporting to SEA MSDE	Economy & Policy-I i) Implementation of National Policy on Skill Development, ii) Making broad Policies for all other Ministries/Department 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) Centre of Excellence vii) Relevant Parliament Questions, GPGRAMS, RTIs and other responsibilities
	Shri R K Khatri, US reporting to SEA MSDE	Economy & Policy-II i) Co-ordination of Flagship Programmes viz. Swachha Bharat, Digital India, Make In India etc. ii) Comments of MSDE on Cabinet Notes received from different Ministries iii) SGOS and Coordination of SGOS implementation iv) MSDE Vision Plan v) Any other matter as directed vi) Relevant Parliament Questions, GPGRAMS, RTIs and other responsibilities vii) Intra-Division Coordination
	Shri Arpit Srivastava, AD reporting to SEA MSDE	Data Analytics Unit i) Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship ii) Websites iii) GIGW compliance

		iv) STQC v) eOffice vi) IT matters vii) Domain change viii) Interface with NIC ix) Dashboard
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2. Shir Santanu Mitra, SEA will be supported by personal staff ie Ms Veena Beri PPS, Shri Irshad Alam PA, Ms Nandita Sharma Consultant, one DEO (to be posted), Shri Sunil Kumar MTS.
3. Shri Abhishek Meena DD will be supported by Shri Deepak Sharma ASO, Shri Kapil Dalal ASO, Shri Aarzo Verma DEO, one MTS (to be posted).
4. Shri R K Khatri US will be supported by Shri Anuj Dalal ASO, Shri Yash Singh Consultant, Shri Aman-YP, One DEO (to be posted), Shri Poli MTS
5. Data Units will be supported by one ISDS and Shri Rajesh- Consultant for data unit.
6. One YP is to be posted as Ms. Amita-YP completed her engagement period and left the Ministry.
7. This issues with the approval of Secretary MSDE.

Rajendra 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
- 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