

F.No. 22012/5/2017-O/o US(Estt)
Government of India
Minsitry of Skill Development & Entrepreneurship

3rd Floor, Shram Shakti Bhawan
New Delhi-110001
Dated: 14-12-2021

Subject: Level Jumping Order with revised Work Allocation related to Vigilance Division, MSDE-reg.

Name & Designation of the Officer	Work Allocation
Shri B. K. Mathur, Deputy Secretary, Entrepreneurship	i. Issuance of Vigilance Clearance to officers of various grades. ii. Suspension/Review of suspension cases iii. Preliminary Inquiry cases iv. Obtaining Prosecution sanction in respect of in respect of Minor/Major Penalty v. Obtaining advice of CVC. DoPT/UPSC vi. Imposition of penalty
Reporting to Ms. Anuradha Vemuri, Joint Secretary	vii. Furnishing of reports to CVC/ Updation on Probiy Portal/ Quarterly Review meetings by Secretary viii. Court cases ix. Complaint cases x. Appeal cases xi. 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) will be assisted by:-

- i. Under Secretary {supported by DEO and MTS}
- ii. Two ASOs (section supported by MTS)

2. 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)/EA(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

Annexure

Sl No	Type of Cases	Channel of Submission	Level of Final Approval
1	Issue of Vigilance Clearance		
1.1	JS & above	DS>JS	Secretary
1.2	Upto Director level	A.S.O/SO > US	CVO
2	Investigation cases		
2.1	Preliminary Inquiry (JS & above)	DS->CVO	Secretary
2.1.1	Preliminary Inquiry (Upto Director level)	US>CVO	Secretary
2.2	Suspension (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.2.1	Suspension (Upto Director level)	US>CVO> Secretary	Disciplinary Authority
2.3	Review of Suspension cases (JS & above)	DS>CVO	Secretary
2.3.1	Review of Suspension cases (Upto Director level)	US>CVO	Secretary
2.4	Prosecution sanction (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.4.1	Prosecution sanction (Upto Director level)	US>CVO> Secretary	Disciplinary Authority
2.5	Disciplinary Cases (charge sheet)- (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.5.1	Disciplinary Cases (charge sheet)	US>CVO> Secretary	Disciplinary Authority
2.6	CVC advice (1 st /2 nd stage)- (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.6.1	CVC advice (1 st /2 nd stage)- (Upto Director level)	US>CVO> Secretary	Disciplinary Authority
2.7	Conduct of inquiry (appointment of IO/PO)- (JS & above)	DS>CVO	Secretary
2.7.1	Conduct of inquiry (appointment of IO/PO)- (Upto Director level)	US>CVO	Secretary
2.8	Action on inquiry report (JS & above)	DS>CVO	Secretary
2.8.1	Action on inquiry report- (Upto Director level)	US>CVO	Secretary
2.9	Consultation with DoPT/UPSC	DS>CVO> Secretary	Disciplinary Authority
2.10	Appeal (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.10.1	Appeal (Upto Director level)	US>CVO> Secretary	Disciplinary Authority
2.11	Imposition of penalty (JS & above)	DS>CVO> Secretary	Disciplinary Authority
2.11.1	Imposition of penalty (Upto Director level)	US>CVO> Secretary	Disciplinary Authority