

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

Shram Shakti Bhavan,  
New Delhi-110001  
6<sup>th</sup> November, 2020

**Subject: Revised work allocation amongst officers of MSDE**

In supersession of this Ministry's order of even number dated 1<sup>st</sup> May, 2020, consolidated work allocation amongst senior officers of MSDE in different wings of the Ministry, would be as follows :

Wing Head	Reporting Route	Divisional Head (Director/Deputy Secretary)	Work allocation	Ministries to be coordinated (including Departments & Institutions)	State Engagements
Ms. Sunita Sanghi, Principal Adviser, (PrA)	Direct to Secretary		Policy (Pol) Division, Sectoral Group of Secretaries (SGOS) Division, as detailed below.  In addition, till 30/11/2020, for STT, JSS and Apprenticeship, consultation would continue to be held with Principal Advisor on Policy and scheme formulation matters.		
Ms. Juthika Patankar, Additional Secretary (AS-I)	Direct to Secretary		Work of International Cooperation (IC) Division, Externally Aided Programmes (EAP) Division, Establishment (Est) Division, Entrepreneurship (Ent) – I and II Divisions, as detailed below.		
Shri Atul Kumar Tiwari, Additional Secretary (AS-II)	Direct to Secretary		Work of Short Term Training & Media (STTM) Division, Jan Shikshan Sansthan (JSS) Division, General Administration (GA) Division, Apprenticeship (App) Division, as detailed below.  However, till 30/11/2020, for STT, JSS and Apprenticeship, consultation would continue to be held with Principal Advisor on Policy and scheme formulation matters.		
<u>International Cooperation, Coordination &amp; Establishment Wing (ICE)</u>	Direct to Secretary	<u>International Cooperation Division (IC)</u> Shri B.K.Sikdar, Director	i. International Cooperation ii. NIMI, Chennai, iii. CSTARI, Kolkata, iv. IISC, v. Parliament matters and	President Secretariat, PMO, Cabinet Secretariat (except Cabinet Notes), Parliamentary Affairs,	Maharashtra, Gujarat, Goa, UT of Daman & Diu and Dadra

Ms. Juthika Patankar, Additional Secretary (AS-I)		<p>coordination related to standing committee and consultative committee, coordination, compilation, printing and laying in parliament of the detailed Demands for Grants (DDG)</p> <p>vi. Procurement of high value services,</p> <p>vii. Information &amp; Technology and interface with NIC including dashboard, Website, e office related matters including coordination with NIC</p> <p>viii. DGT liaison &amp; coordination</p> <p>ix. Any other matter as directed</p>	External Affairs, Electronics & Information Technology, Lok Sabha/Rajya Sabha	& Nagar Haveli
	<p><u>Externally Aided Programmes Division (EAP)</u> Ms. Deepti Srivastava, Director</p>	<p>i. Externally assisted programmes coordination</p> <p>ii. Indian Institute of Skills and similar institutions</p> <p>iii. SANKALP</p> <p>iv. NSDF</p> <p>v. Any other matter as directed</p>	Finance, Home Affairs, Labour & Employment, Corporate Affairs, Statistics and Programme Implementation	Uttar Pradesh, Karnataka, UT of Puducherry, UT of Andaman and Nicobar
	<p><u>Establishment Division (Est)</u> Shri R.K.Gupta, Director</p>	<p>i. Establishment matters, including Promotion, Recruitment, Confirmations, CGHS, Training, APRs, etc</p> <p>ii. Cash-Salary, TA/DA, Pension, other Personnel Bills, etc</p> <p>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.</p> <p>iv. Cadre management of ISDS officers</p> <p>v. Official Languages</p>	Personnel, Public Grievances & Pensions, Women & Child Development, DONER, Law & Justice, Election Commission of India	Kerala, Tamil Nadu, Nagaland, UT of Lakshadweep,

			<ul style="list-style-type: none"> <li>vi. Public Grievances, e-Samiksha, Pragati, RTI</li> <li>vii. Annual Report</li> <li>viii. Budget Coordination – Budget Announcement, BE, RE, Expenditure review meetings</li> <li>ix. Gender Sensitization, Women’s Day &amp; Internal Complaints Committee</li> <li>x. Any other matter as directed</li> </ul>		
<u>Skill Development &amp; General Administration (SD&amp;A) Wing</u> Shri Atul Kumar Tiwari Additional Secretary (AS-II)	Reporting to Secretary	<u>Short Term Training – PMKVY (STT - PMKVY)</u> Sanjeev Kumar, Joint Director/	<ul style="list-style-type: none"> <li>i. PMKVY, PMKK</li> <li>ii. Coordination with DGT and NSDC for integration of short term and long term skilling, vocational education</li> <li>iii. All other works issued under Office Order Z-11025/23/2020 - Estt</li> <li>iv. Any other matter as directed</li> </ul>	Housing & Urban Affairs, Rural Development,	Jharkhand, Bihar,
		<u>Short Term Training –NSDC (STT - NSDC)</u> Ms Shruti Pandey, Deputy Director	<ul style="list-style-type: none"> <li>i. NSDC Administration</li> <li>ii. CB&amp;TA Scheme</li> <li>iii. All other works issued under Office Order Z-11025/23/2020 - Estt</li> <li>iv. Any other matter as directed</li> </ul>	Panchayati Raj, Agriculture & Farmers Welfare, Agricultural Research Animal Husbandry, Dairying and Fisheries, Information & Broadcasting Land Resources	Delhi, Manipur
		<u>JSS Division (JSS)</u> Shri Sanatan Srivastava, Deputy Secretary	<ul style="list-style-type: none"> <li>i. Jan Shikshan Sansthan</li> <li>ii. Any other matter as directed</li> </ul>	Power, New and Renewable Energy, Culture, Youth Affairs & Sports, Civil Aviation	Assam, Uttarakhand, Meghalaya, Arunachal Pradesh
		<u>General Administration Division (GA)</u> Shri D. P .Singh,	<ul style="list-style-type: none"> <li>i. General Administration including stores and purchase, staff car, newspapers, telephones, sanitizing/sterilizing, GPA,</li> </ul>	Tribal Affairs, Jal Shakti, (Water Resources, Drinking Water) Petroleum and Natural Gas,	Andhra Pradesh, Telengana, Tripura

		Deputy Secretary	(except procurement of high value services) ii. World and India Skills iii. Protocol, etc v. Media & Advocacy iv. Any other matter as directed	Chemical & Fertilizers, Pharmaceuticals Coal & Mines	
		<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, Mizoram
<u>Entrepreneurship (Ent) Wing</u> Ms. Anuradha Vemuri, Joint Secretary & CVO (JS & CVO)	Direct to Secretary	<u>Vigilance Division (Vig)</u> Shri R.K Gupta, Director as Dy CVO (addl charge)	i. Vigilance matters of MSDE ii. Any other matter as directed	Consumer Affairs, Food & Public Distribution, Food Processing Atomic Energy, Space	
	Reporting to Secretary through AS-I	<u>Entrepreneurship Division -I (Ent - I)</u> Shri B. K. Ray, Deputy Secretary (addl charge)	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 institutions, business and other community organizations and set national stands for it, v. Indian Institute of Entrepreneurship (IIE), Guwahati, vi. Any other matter as directed	Commerce & Industry, Science & Technology, Bio-Technology Steel, Tourism	Punjab, Haryana, Himachal Pradesh, UT of Chandigarh

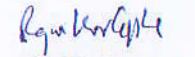
		<u>Entrepreneurship Division -II (Ent - II)</u> Shri P L Meena, Deputy Secretary	<ul style="list-style-type: none"> <li>i. National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida</li> <li>ii. International Collaboration in Entrepreneurship</li> <li>iii. Any other matter as directed</li> </ul>	Defence, Railways, Shipping, Communications, (Posts, Telecom) Road Transport & Highways	Rajasthan, UT of J&K, UT of Ladakh
<u>Policy (P) Wing</u> Shri Shakil Alam, Economic Adviser (EA)	Reporting to Secretary through PrA	<u>Policy Division (Pol)</u> Shri B. K. Ray, Deputy Secretary	<ul style="list-style-type: none"> <li>i. Implementation of National Policy on Skill Development,</li> <li>ii. Making broad Policies for all other Ministries/Departments with regard to market requirements and skill development,,</li> <li>iii. National skill Development Mission</li> <li>iv. Convergence of Skill Development Schemes of other Ministries including skill gap studies etc,</li> <li>v. Common Norms,</li> <li>vi. Academic equivalence of skill sets,</li> <li>vii. Sector Skill councils,</li> <li>viii. Skill University,</li> <li>ix. Skill Loan Scheme,</li> <li>x. DBT related co-ordination,</li> <li>xi. Co-ordination of Flagship Programmes viz Swachh Bharta, Digital India, Make in India. Etc,</li> <li>xii. Covid-19 coordination</li> <li>xiii. NBSC, NSQF, NSDA, NCVET,</li> <li>xiv. Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship</li> </ul>	Education, Health & Family Welfare, AYUSH, Social Justice & Empowerment, Empowerment of Persons with Disabilities Minority Affairs, Planning, NITI Aayog	West Bengal, Odisha, Sikkim

			xv. Comments of MSDE on Cabinet Notes received from different Ministry xvi. COVID-19 coordination xvii. Any other matter as directed		
Reporting to Secretary through PrA	<u>SGOS Division</u> Addl Charge:  Shri B.K.Sikdar, Director		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 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 issues with the approval of the competent authority.

  
(R K Gupta)  
Director

To

1. All wing Heads of MSDE as above
2. Principal Advisor
3. CCA, MSDE
4. PS to Hon'ble Minister of SDE
5. OSD to Hon'ble MoS(SDE)
6. PPS to Secretary, MSDE
7. All DS/Directors, DD-SP MSDE
8. NIC, MSDE for uploading in website of the Ministry

Copy to: DG- DGT, MSDE

Copy for information to: EM- NCVET; DG- NIESBUD; CEO- NSDC; Director- IIE; ED- NIMI