

No.A-11015/3/2015-SDE  
Government of India  
Ministry of Skill Development and Entrepreneurship

March 9, 2016

**OFFICE ORDER No. 14/ 2016**

**Subject: Work Allocation among Divisional Heads (DS/Directors) of MSDE**

In supersession of all earlier orders in this regard, the revised work allocation amongst various Divisional Heads (Deputy Secretaries / Directors) in respect of existing as well as new Divisions created in three Bureaux of the Ministry along with their support staff and Officers would be as follows:

| <b>Bureau of Entrepreneurship- ENP Bureau (Bureau Head – JS (JS))</b> |  |
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| <b>Sl.No.</b>   | <b>Item of Work – Division – Entrepreneurship -ENP</b>   |
| <b>1</b>  | <b>Director / DS (ENP-1) – * to be posted</b>  |
|   | <ul style="list-style-type: none"> <li>i. Implementation of all new Entrepreneurship Schemes / Programmes /initiatives</li> <li>ii. Domestic and International Collaboration in Entrepreneurship</li> <li>iii. Policy matters relating to RPL.</li> <li>iv. Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</li> </ul> |
|   | <b><u>Officers / Staff / Consultants</u></b>   |
|   | <ul style="list-style-type: none"> <li>i. Consultant-1 &amp; Consultant-2</li> <li>ii. US-1, SO -1* ASO-1*</li> </ul>  |
| Sub-total   | DS/Director: 01; US-01; SO: 01; ASO: 01; Consultant : 02 =05   |
| <b>2.</b>   | <b>Director / DS (ENP-2) – Shri A K Tripathy, DS *</b>   |
|   | * also to hold addl charge of ENP-1 Division   |
|   | <ul style="list-style-type: none"> <li>i. NIESBUD, NOIDA,; ii. IIE Guwahati</li> <li>ii. All Reports, Returns, and Co-ordination of ENP Bureau.</li> <li>iii. Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</li> </ul>   |
|   | <b><u>Officers / Staff / Consultants</u></b>   |
|   | US-1 – Shri Muraleedharan ; SO-2*<br>ASO-2 – Shri Lovish Satija<br><b>* to be posted later</b>   |
| Sub-total   | DS/Dir: 01; US:-01; SO:-01; ASO:- 01; = 04   |

| <b>Bureau of Administration &amp; Programme Implementation –API Bureau –<br/>(Bureau Head – JS (RA))</b>                             |   |
|--|---|
| <b>1. DS/ Director ( (General Administration, Vigilance &amp; Co-Ordination- [AVC Division] Shri J P Singh, Director (GA&amp;VC)</b> |   |
|  | <ul style="list-style-type: none"> <li>i. General Administration including Protocol</li> <li>ii. Procurement of Goods and Services</li> <li>iii. Works, Estate and House keeping</li> <li>iv. Telephone, Internet and Staff Cars</li> <li>v. Central Registry &amp; Central Record Room</li> <li>vi. Employees Welfare, CGHS/CHS matters and Staff Quarters</li> <li>vii. Departmental Canteen and Staff Club.</li> <li>viii. All Vigilance Matters including issue of VC and other Disciplinary matters under CCS (CCA) Rules</li> <li>ix. Reports and Returns to CVC</li> <li>x. Security of MSDE and Issue of Identity Card and Aadhaar Enabled Biometric Attendance System (AEBAS)</li> <li>xi. Co-ordination of the Bureau including overall co-ordination of the Ministry vis-à-vis Cabinet Sectt., PMO, and President's Office and other Ministries / Departments including CPWD, NDMC etc.</li> <li>xii. Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</li> </ul> <p><b><u>Officers / Staff</u></b></p> <ul style="list-style-type: none"> <li>i. US-(Vigilance &amp; Coordination) * @</li> <li>ii. SO-1(S&amp;P) – Shri Shankar Pandit</li> <li>iii. SO-2 (Co-ordination)*</li> <li>iv. ASO-1 (Admn)- Shri Devender Prasad</li> <li>v. ASO-2 (Vigilance)*</li> <li>vi. ASO-3 (CDN)</li> <li>vii. ASO-4 (Central Registry) – Shri Jagat Lal</li> <li>viii. ASO-5 (Protocol) - Shri Ramesh Pandey</li> <li>ix. Caretaker : Shri Yashpal</li> </ul> <p><i>* to be posted later @ Smt Prabha Sharma, US (Estt &amp; DDO) to hold additional charge of Vigilance Section as Branch Officer</i></p> |
| Sub-total  | DS/Dir: 01; US-01; SO: 02; ASO: 05; Caretaker-1, = . 12   |
| <b>2. Director/ DS (Establishment &amp; NSDC, NSDF, NSDA- Division – E&amp;NNN)- Dr B K Ray, DS (E&amp;NNN)</b>                      |   |
|  | <ul style="list-style-type: none"> <li>(i) Establishment Section</li> <li>(ii) Training Cell</li> <li>(iii) Cash Section</li> <li>(iv) Implementation of Official Language Act &amp; Rules.</li> <li>(v) All Administrative and financial matters pertaining to NSDC, NSDF, and NSDA including administrative matters pertaining to PMKVY</li> </ul>  |

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|           | <p>(vi) Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</p> <p><b><u>Officers /Staff /Consultants</u></b></p> <p>US-1 (Estt and Cash ) – Smt Prabha Sharma<br/> SO-1 (Cash-/ DDO)*<br/> ASO-1 (Cash) – Shri Ravi Meena<br/> ASO-2 (Estt -NG) – Shri Anuj Dalal<br/> ASO-3 (Estt-Gazetted) – Ms Chanchal Tyagi<br/> US -2 (NSDC &amp; PMKVY)- Shri Parveen Jargar<br/> US-3 (NSDF &amp; NSDA) –*<br/> SO-2 (NSDC/NSDF)*<br/> ASO-1 ( NSDC &amp; PMKVY) – Shri Sudhir Kumar (On training)<br/> ASO-2 (NSDA &amp; NSDF) – Shri Vinay Agarwal<br/> * to be posted later</p>   |
| Sub-total | DS/Dir: 01; US: 03; SO: 02; ASO: 05 =10   |
| <b>3</b>  | <b><i>Director / DS - (SSCs, NSDB, PMKVY) * - SNP Division</i></b>  |
|           | <p>(i) Overall Coordination in respect of Common Policy, administrative and financial matters concerning Sector Skill Councils;</p> <p>(ii) All matters relating to functioning of the National Skill Development Board (NSDB);</p> <p>(iii) Implementation and monitoring issues pertaining to PMKVY;</p> <p>(iv) Policy Issues and GIA to implementing organisations of PMKVY excluding NSDC;</p> <p>(v) STEPPP</p> <p>(vi) International Collaboration relating to Skill Development;</p> <p>(vii) Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</p> <p><b><u>Officers / Staff/ Consultants</u></b></p> <p>(viii) Consultant-1<br/> (ix) Consultant-2<br/> (x) US:-01 (NSDB &amp; SSCs)<br/> (xi) SO-1 * (SSCs)<br/> (xii) ASO-1 (PMKVY) – Shri Prahalad Meena<br/> * to be posted later</p> |
| Sub-total | DS/ Dir: 01; US: 01; SO: 01; ASO: 01; Consultant : 02 = 05  |
| <b>4</b>  | <b><i>DS/Director (NSDM &amp; Common Norm)- NSDM Division *</i></b>   |
|           | <p>i. Management and operationalisation of the National Skill Development Mission on <b><i>(a) Institutional Training (b) Infrastructure, (c) Convergence, (d) Trainers (e) Overseas Employment, (f) Sustainable Livelihoods; and (g) Leveraging Public Infrastructure.</i></b></p> <p>ii. Skill Loan and Credit Guarantee Fund</p>   |

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|   | <ul style="list-style-type: none"> <li>iii. Skill Awards and WorldSkills;</li> <li>iv. Media, Advocacy and Convergence relating to Skill Development;</li> <li>v. Implementation of <b>Common Norms</b></li> <li>vi. Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</li> </ul> <p><u>Officers / Staff / Consultant</u></p> <ul style="list-style-type: none"> <li>vii. US-01*; SO-1(NSDM &amp; CN) -*</li> <li>viii. ASO-1-Ms Sital Verma; and ASO-2*</li> <li>ix. Consultant –1 and Consultant-2</li> </ul>   |
| Sub-total   | DS/Director: 01; US:01; SO: 01; ASO:02; Consultant: 02= 07  |
| <b>Bureau of Policy, Apprenticeship &amp; Training – PAT Bureau (Bureau Head – JS (AS))</b> |   |
| 1   | <b>DS/ Director – Shri Anand Sherkhane, Director [PAT] (to join)</b>  |
|   | <ul style="list-style-type: none"> <li>i. National Skill Policy</li> <li>ii. National Skill Universities</li> <li>iii. Use of ICT in Skill Development</li> <li>iv. Academic equivalence of Skill Sets</li> <li>v. Parliament and Parliamentary Committees</li> <li>vi. Annual Report</li> <li>vii. e-Samiksha and PRAGATI;</li> <li>viii. RTI &amp; Court Cases</li> <li>ix. Public Grievances</li> <li>x. Management of Ministry's website</li> <li><b>xi. All matters pertaining to DGT</b></li> <li>xii. Establishment of ITIs in PPP Mode</li> <li>xiii. STRIVE</li> <li>xiv. Co-ordinations with SSCs and States /UTs as per allocation assigned to Bureau Head. (Break-up within the Bureau to be decided by the Bureau Head)</li> </ul> <p><u>Officer / Staff / Consultant</u></p> <p>US-1 (Parliament, PG, Pragati &amp; Skill Universities) – Shri G K Choudhary<br/> ASO-1 (Parliament) – Shri Virender Kumar<br/> SO-1 (RTI, PG, Pragati, VIP Receipts and e-Samiksha) – Shri Jay Prakash<br/> ASO-2 (Co-ordination) – Shri A. Solanki<br/> ASO-3 (DGT Matters) –Ms Sital Verma<br/> Consultant-1 (Skill University);<br/> Consultant-2 (matters relating to DGT)</p> |
| Sub-total   | DS/Dir- 01; US-01; SO-2; ASO-3 = 07   |
| <b>Grand Total</b>  | <b>DS/Director: 08; US: 09; SO: 10; ASO: 18; Consultants: 08</b>  |

3. Posting of Officers and Staff with \* mark as per allocation above would be made to the respective Division soon after receipt of their nominations from the DOP&T / Cadre authority concerned. A separate order would be issued in respect of other support staff including stenographers, PAs/PSs, MTS etc.
4. A separate order relating to work allocation among the consultants and their attachment to different Bureaux is being issued separately.
5. This issues with the approval of the Competent Authority.

  
9-3-2016  
(Parveen Jargar)

**Under Secretary to the Govt of India**  
**Tel: 23450836**

Copy to:-

1. DS/Director concerned
2. JS (JS)/ JS (RA) / JS (AS)
3. AS&FA, MSDE / Sr Economic Adviser
4. PS to MOS (IC), SDE
5. PS to Secretary, MSDE
6. All Under Secretaries / SOs / ASOs in MSDE
7. All Consultants in MSDE
8. PAO, MSDE / DDO, MSDE
9. Office Order file