

A-44011/1/2021-O/o US(CASH)
Government of India
Ministry of Skill Development and Entrepreneurship
(Establishment Section)

Room No 327, B Wing,
Shram Shakti Bhawan,
New Delhi-110001
Dated: 27th Dec 2021

OFFICE MEMORANDUM

Subject:- Level Jumping Order with revised Work Allocation related to General Administration (GA), Division in MSDE – Reg.

General Administration Division consists of, as given below:

1. General Administration Section
2. Central Registry Section
3. Protocol Unit

Name & Designation of the Officer	Work Allocation
Shri Dev Prakash Singh, Deputy Secretary and Head of Department (under DFPRs 1978) Reporting to Sh. Atul Kumar Tiwari, Additional Secretary	Matters related to General Administration: i) To ensure that the requirements of O/o Hon'ble Minister, SDE and O/o Hon'ble MoS, SDE including their camp offices are attended well in time. ii) Hiring of contractual Manpower services (DEO, MTS, Office Assistant, Housekeeping staff, Driver, Security Staff, Technical Support Staff etc.) through Bidding on GeM portal. Maintenance of daily attendance of the contractual staff and processing of monthly bills including payment of Bonus to them. Deployment of contractual staff as per the justified requirement in the office. iii) Hiring of vehicles services through bidding on GeM portal. Supervision, monitoring of vehicle services for the officers and staff. Processing of monthly bills for the vehicle services hired through vendors. Also processing of bills relating to consumption of petrol/ diesel in Staff Cars and their maintenance charges. iv) Procurement of Furniture and fixtures for the office, procurement of gift items for dignitaries and processing/ settlement of bills thereof. v) Liaisoning with CPWD for renovation of rooms & maintenance of Stair cases, open courtyards and toilets in SSB. Modernization/renovation of office accommodation. vi) Arrangement of Refreshment/ Lunch/ Dinner for the meetings/ events and processing/settlement of bills thereof.

- vii) Forwarding of application forms to the MHA for issue of identity cards and Vehicle parking labels to the officers/officials of MSDE, Issuance of CGHS Cards, Entry Passes and E-Sampada (Govt. Quarters) matters for the employees.
- viii) RTI application, CPGRAM, VIP references, Audit Paras, and other misc. matters.
- ix) Seating arrangement of the employees.
- x) All matters related to shifting of Office.
- xi) All matters relating to installation /shifting /disconnection /transfer of Office/ Residential telephones. Scrutiny of telephone bills and settlement thereof. Liaison work with various telephone exchanges at New Delhi. Preparation of Telephone Directory/Chart of MSDE.
- xii) Procurement of Stationary items, Housekeeping items and payments of bills thereof.
- xiii) Maintenance of General Cleanliness in office.
- xiv) Payment of rent for the hired space by MSDE. Upkeep and maintenance of R.K. Puram office (O/o JSS).
- xv) Keeping/ Disposal of obsolete and irreparable items as per GFRs. Maintenance of Store Room.
- xvi) Budget and Expenditure matters related to GA Division.
- xvii) Matters related to welfare measures of the employees.
- xviii) Matters related to Swachhata Action Plan (SAP), monitoring/ updating of Govt. portals related to GA Division such as GEM Portal, Samadhan Portal, E-Samiksha, etc.
- xix) Procurement of IT as well as Electrical goods and services and award of AMC thereof. Installation/ repairs/ maintenance of electrical items.
- xx) Scrutiny and Reimbursement of Hospitality bills/ Office Bags bills/ Newspaper/ Magazines bills of the employees.
- xxi) Payment of Hospitality Bills received from Parliament, Canteen Board-Coffee Board etc.
- xxii) Matters related to procurement of Rubber Stamps, Name-Plates, Sign Board-Banners, Letter Heads and Visiting Cards etc.
- xxiii) Matters related to sanitation, sanitization, floral services and drinking water services in the Office.
- xxiv) Digitalization of records in connection with e-office.

The details of levels of submission along with work allocation in GA Division is placed at **Annexure-I**.

Matters related to Central Registry (CR):

- i) Acknowledgement of DAK.
- ii) Registration/ E-Diarizing and Forwarding of DAK.
- iii) Distribution of DAK in the section/ units.
- iv) Delivery of DAK to Various offices through speed post and through special messenger.
- v) Payment/ settlement of bills related to speed post.

Matters related to Protocol duties (on all day and all night):

- i) Protocol Duties in respect of Hon'ble Minister, SDE, Hon'ble Minister of State, SDE, Secretary, MSDE

and other dignitaries/ higher officials of MSDE as required.

2. Shri Dev Prakash Singh, Deputy Secretary & HoD will be supported by the personal staff viz. one Steno/PA (to be posted), one DEO (to be posted) and Sh. Khusant, MTS.
3. Shri Dev Prakash Singh, Deputy Secretary & HoD will be supported by Sh. Arun Kumar, Under Secretary and Sh. Ashutosh Mishra, Section Officer for GA, CR and Protocol related works.
4. GA Section will be supported by Sh. Ravi Yadav, ASO, Sh. Ravi Verma, ASO, Ms. Sonam, DEO and Sh. Kalicharan, MTS.
5. CR Section will be supported by Sh. Nikhil Choudhary, ASO, Sh. Ravi Tagala, DEO, Sh. Abhishek, MTS.
6. Protocol Unit will be managed by one dedicated Protocol Officer (to be posted), Sh. Rakesh, DEO as Protocol Assistant and one MTS (to be posted).
7. This issues with the approval of Secretary, MSDE.


(R. K. Gupta)
Director

1. PPS to Secretary, MSDE
2. PPS to AS/ PS to AS&FA
3. PPS to JS(AV)/SEA(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

Copy for information to:-

- (i) DG-DGT
- (ii) EM-NCVET
- (iii) DG- NIESBUD
- (i) CEO-NSDC
- (ii) Director-IIE/NIMI/JSS

Channel of Submission and Level of Final Approval relating to various types of cases in the Ministry of Skill Development and Entrepreneurship (MSDE)

1. DS (GA) has been declared HoD under DFPRs 1978. For all such cases where HoD is not competent under DFPRs and approval of Secretary is required, the channel of submission will be as under:

DS (GA) → Additional Secretary (GA) → Secretary

1.1. Since, DS (GA) has been declared HoD under DFPRs 1978, all the files of procurement will be submitted to DS (GA) as HoD for approval. For such matters the channel of submission and level of final approval will be as under:

ASO/SO → US → HoD.

The work allocation amongst the SO/ ASOs in GA Division is as under

S. No.	Name/ Designation	Matters
(i).	Sh. Ashutosh Mishra, SO	<ul style="list-style-type: none"> i) Procurement/ Hiring of Manpower services and payments of bills thereof. ii) Procurement/ Hiring of vehicles services and payments of bills thereof. iii) Procurement of Furniture, gift items for dignitaries and payments of bills thereof. iv) Arrangement of Refreshment/ Lunch/ Dinner for meetings and processing of bills thereof. v) Issuance of CGHS Cards, Identity Cards, Photo-Pass, Entry Passes and GPRA matters for the employees. vi) RTI application, CPGRAM, VIP references, Audit Paras, and other misc. matters. vii) Seating arrangement of the employees. viii) Matters related to MTNL
(ii).	Sh. Ravi Yadav, ASO	<ul style="list-style-type: none"> i) Procurement of Stationary items, Housekeeping goods and services and payments of bills thereof. ii) Payment of rent to PTI Building Ltd. iii) Keeping/ Disposal of all Old stocks and Auction. Maintenance of Store Room. iv) Budget and Expenditure related matters. v) Matters related to welfare measures of the employees. vi) Matters related to SAP, monitoring/ updating of Govt. portals related to GA Division such as GEM Portal, Samadhan Portal, E-Samiksha, etc.
(iii).	Sh. Ravi Verma, ASO	<ul style="list-style-type: none"> i) Procurement of IT as well as Electrical goods and services and award of AMC thereof. ii) Reimbursement of telephone bills/ mobile bills/ Hospitality bills/ Office Bags bills/ Newspaper/ Magazines bills of the employees.

		iii) Payment of Hospitality Bills received from Parliament, Canteen Board-Coffee Board etc. iv) Matters related to Rubber Stamps, Name-Plates, Sign Board-Banners, Letter Heads and Visiting Cards etc. v) Matters related to floral services and drinking water services.
(iv)	Sh Nikhil Choudhary	i) Overall supervision and the matter related to CR Section

2. For cases related to Establishment Division such as GPF withdrawal, Pension matters, EL Encashment, Gratuity matters, TA/ DA Bills, Medical Bills, LTC matters, Reimbursement of CEA which need the approval of Head of Department, the channel of submission may be as under:

ASO (Estt. Section) → US (Estt. Section) → HoD

2.1 In the above cases where HoD is not competent and approval of Secretary is required, the channel of submission may be as under:
 US (Estt. Section) → HoD → Secretary
