

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 Parliament Division in MSDE – Reg.

Name & Designation of the Officer	Work Allocation
Shri Promode Kumar Singh, Deputy Secretary, Reporting to Sh. Atul Kumar Tiwari, Additional Secretary	Handling/Coordination of All Parliamentary Matters of MSDE as mentioned below :- <u>Session Period (Budget, Monsoon and Winter):-</u> (i) Parliament Questions pertaining to MSDE (All coordination from Distribution of Notices/Printed Versions till submission of Final Replies in Parliament and Uploading on Lok Sabha/Rajya Sabha Websites) (ii) Issuance of All Entry Passes for Hon'ble Minister/MoS Staff & their Vehicles (RF Tags/Parking Labels) and Entry Passes for officers of the Ministry (General Entry/Official Gallery) (iii) Handling of Private Member Bills/Resolutions, Cut Motions, Calling Attention Motion, Govt. Bills (Amendments), Other Urgent Govt Businesses pertaining to MSDE. (iv) All coordination regarding Laying of papers by Hon'ble Minister/MoS on Table of House such as Annual Reports (autonomous Bodies, Gazette Notifications, Statements under Rule 73-A etc.) (v) Monitoring of Parliamentary Assurances including laying on Table of House and handling of Online Assurance Monitoring System (OAMS) portal (vi) Convening of Consultative Committee Meeting of MSDE <u>Inter Session Period :-</u> (vii) Coordination of Meetings of Parliamentary Standing Committee on Labour, Textiles and Skill Development including submission of ATRs on Reports (viii) Coordination related to Other Parliamentary Committee's such as Committee on Papers laid on Table, Empowerment of Women, Other backward Classes, Subordinate Legislation, Public Accounts Committee etc.

(ix) Handling/Coordination of Study Visits of the Standing Committee on Labour, Textiles & Skill Development and Other Committees of Parliament

(x) Review of Parliamentary Assurances of MSDE and Submission of Implementation Reports/Extensions/Dropping on OAMS portal.

(xi) Handling of Matters raised under Rule 377 in Lok Sabha/Special Mention in Rajya Sabha, Zero Hour and other Matters of Urgent Importance raised during Session Period

(xii) Coordination with Line Ministries – Ministry of Parliamentary Affairs, Lok Sabha/Rajya Sabha Secretariat.

The details of level of submission is placed at **Annexure-I**.

Shri Promode Kumar Singh, Deputy Secretary will be assisted by one Under Secretary and two ASOs. Details of Support staff is placed at **Annexure-II**

2. This issues with the approval of Secretary, MSDE.

Rajendra Gupta
(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

PARLIAMENT DIVISION

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

Sl No	Activity	Channel of Submission (Max 3 Level)	Final Disposal level
1.	Marking of Provisional Notices of Parliament Questions(PQs)	ASO-US-AS	AS
2.	Transfer/Return of Doubtful Provisional PQs to concerned Ministries/Departments	DS-AS-Secy	Secy
3.	Printing of Final Replies Starred/Unstarred PQ in bilingual version	ASO-US	US
4.	Uploading of Replies of PQs on the Lok Sabha/Rajya Sabha Portal	ASO-US	US
5.	Issuance of Session Passes, General Entry Passes , issue of RF Tag and Bar Coding for entry in Parl for Hon'ble Minister (vehicle), Secretary and other officers for entry into Parliament House Estate	ASO-DS	DS
6.	Matter relating to Private Member Bills/Resolutions, Cut Motions, Calling Attention Motion, Govt. Bills(Amendments), Other Urgent Govt. Business	DS-AS-Secy	Hon Min(SDE)/MoS
7	Authentication and Laying of Papers by Hon'ble Minister/MoS on Table of House (Annual Reports of Autonomous Bodies, Gazette Notifications, Statements under Rule 73-A etc.)	US-AS-Secy	Hon'ble MoS
8	Meetings of Parliamentary Standing Committee on Labour, Textiles and Skill Development including Submission of ATRs	DS-AS-Secy	Secy
9	Meeting of Other Parliamentary Committees such as Committee on Papers laid, Empowerment of Women, Subordinate Legislation, Public Accounts Committee etc.	DS-AS- Secy	Secy
10	Study Visits of Parliamentary Standing Committee on Labour, Textiles and Skill Development and Other Committees	US-AS-Secy	Secy
11	Monitoring of Parliamentary Assurances including handling of Online Assurance Monitoring System (OAMS) portal.	ASO-US-AS	AS
12	Fulfilment/Extension/Dropping of Parliamentary assurances	US-AS-Secy	MoS
13	Handling of Zero Hour matters/Matter under Rule 377/Calling Attention Motion/Special Mentions matter raised during Session Period	DS-AS-Secy	MoS
14	Organizing and coordination of meeting of Consultative Committee of the Ministry	DS-AS-Secy	Minister/MoS
15	Coordination with Line Ministries – Ministry of Parliamentary Affairs, Lok Sabha Secretariat/Rajya Sabha Secretariat	ASO-US-AS	AS
16	Misc. Inputs/information sought by Hon'ble Minister/MoS/Secretary alongwith other Misc works assigned by Senior officers.	ASO-DS-AS	AS
17	All Periodical Returns/Status Monitoring for Senior Officers meetings	ASO-US-DS	DS

Staffing position in Parliament Division**O/o. Deputy Secretary (Parl)**

Sl No	Name of the Officer and Designation
1	Shri Promode Kumar Singh, Deputy Secretary
2.	Shri MohitPundora Steno Gr "D" #
2.	DEO : Vacant
3.	MTS : Vacant

Services of Shri Pundora may also be shared with other Senior Officer on need basis.

O/o Under Secretary(Parl) & Parliament Section.

Sl No	Name of the Officer and Designation
1.	Shiv Nandan Kumar, Under Secretary
2.	Shri Lovish Satija, ASO
3.	Shri Rishabh, Srivastava, ASO
4.	Shri Vinod, DEO
5	Shri Yashab Singh, DEO
6.	Shri Suraj, MTS
7	MTS : Vacant