

A-44011/1/2021-O/o US(CASH)

Government of India  
Ministry of Skill Development & Entrepreneurship  
(Establishment Section)

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Room No. 327, B Wing  
Shram Shakti Bhavan,  
New Delhi-110001  
Dated: 9<sup>th</sup> Dec, 2021

Subject:- Level Jumping Order with revised Work Allocation in MSDE: JS(in situ) (VKS)- Finance Wing (IFD, Budget), MSDE

Name & Designation of the Officer	Work Allocation
V.K.Sinha, Joint Secretary  (Reporting to AS&FA)	<u>IFD</u> i) Release of Funds to States/UTs under CSS ii) Grant-in-Aid to Autonomous Bodies iii) Scrutiny of Annual Accounts and other records of Autonomous Bodies iv) Release of Payments to implementing agencies like NSDC, NIESBUD, IIE, IIM etc. v) Award of Contract to vendors/agencies like PMU, PMC, Software developers under various schemes vi) Scrutiny of and concurrence to foreign deputation proposal of officials. vii) Ensuring compliance of Instructions issued by the Department of Expenditure on economy/rationalization of expenditure viii) Evaluation of SFC/EFC/Cabinet note etc. & rendering advice thereon ix) Relaxation for travel by Air lines other than Air India
	<u>Budget</u> i) Supplementary Grants proposals. ii) Finalisation of BE/RE. iii) Material for Pre-Budget discussion with Secretary (Expdr.) iv) Compilation and Printing of DDG.

	v) Surrender of unutilized funds. vi) Vetting of Appropriation Accounts. vii) Action Taken Notes on Audit Paras. viii) Savings Note. ix) Opening of new head of account. x) Re-appropriation of funds. xi) Furnishing of various information to Ministry of Finance as per the Budget Circular xii) Miscellaneous information to be furnished to PAO.
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2. Shri V.K.Sinha, Joint Secretary (Finance) will be assisted by US(IFD) and US(Budget), ASO (IFD), ASO(Budget) and Consultant (Budget) .
3. Shri V K Sinha Joint Secretary (Finance) will be supported by personal staff of one PPS, one DEO, one MTS.
4. 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)/SEA(SM)
- 4.All DS/Director/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, MSDE
- (ii) EM- NCVET
- (iii) DG- NIESBUD
- (iv) CEO- NSDC
- (iv) Director- IIE/ NIMI /JSS