

No. A-110015/3/2015-SDE
Government of India
Ministry of Skill Development and Entrepreneurship

*Shivaji Stadium Annexe Building
New Delhi-110 001
Dated: 28.12.2017*

Subject: Consolidated Orders regarding Work Allocation amongst different Wings of the Ministry.

Orders of work allocation amongst the different Wings of the Ministry were issued vide Office Orders No. 03/2017 dated 13.10.2017 and No. 23/2017 dated 17.11.2017. Further, another Office Order has been issued vide No. A.11021/1/2015-SDE (Pt) dated 26-12-2017 wherein some items of work have been transferred from DGT to MSDE. All these Office Orders have been consolidated and is hereby circulated for easy reference.

**Wing -1 (Administration and Entrepreneurship)
Wing head –JS (A&E) - Ms Jyotsna Sitling**

S.No.	Item of work
A	
1.	Establishment matters:
2.	Cadre controlling matters relation to CSS/CSSS/CSCS Service officers in MSDE and DGT
3.	Annual Performance Appraisal Reports
4.	Seniority, Probation, Confirmation and Promotion etc of employees
5.	Recruitment including framing of Recruitment Rules
6.	Training cell
7.	Cash- salary, TA/ DA including foreign travel, NPS, Pension, TDS.
8.	General administration including stores and purchase (except procurement of high value services). Staff car, CGHS , General Pool Accommodation, Employees Welfare
9.	Protocol
10.	Official language unit
11.	Public grievances, e- Samiksha and Pragati, RTI
12.	Budget co-ordination including preparations of BE,RE, Supplementary Grants etc, as well as monitoring of FM's Budget Announcement
13.	General Co-ordination involving the whole Ministry including monthly DO letter to Cabinet Secretary etc.
14.	Annual report
15	Cadre Management of CSS/CSCS/CSSS Officers of DGT and MSDE

JS


16	Line ministry coordination: - In respect of following ministries:-Cabinet Secretariat, PMO, President Secretariat, Ministry of Personnel , Public Grievances & Pension, M/o Finance (Department of Exp), M/o Law, Lok Sabha , Rajya Sabha, Election Commission of India, MHA(Internal Security), Any other Ministry not allotted to any Wing.
17	State Engagement: - Odisha, Andhra Pradesh, Telangana, Karnataka and Kerala
E.	ENTREPRENEURSHIP
1.	Entrepreneurship Policy
2.	Entrepreneurship Promotion including awards and schemes
3.	Skilling for entrepreneurship development for Science and Technology
4.	Expansion of youth entrepreneurship education and capacity through forging strong partnership between educational institutions, business and other community organisations and set national standards for it.
5.	International Collaboration in Entrepreneurship
6.	National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida, & Indian Institute of Entrepreneurship (IIE), Guwahati
7.	Co-ordination with Line Ministries/Department viz: MSME, Textiles, D/o Financial Services, Agriculture, Rural Development , Panchayati Raj, DIPP, Ministry of Environment, Forest and Climate Change, Tourism.
8.	State Engagement: Goa, Himachal Pradesh, J&K , Uttrakhand UTs of Andaman and Nicobar Island, Chandigarh, Dadra & Nagar Haveli, Lakshadweep, Pondicherry.
Wing-II- Skill Development & Vigilance	
Wing Head: JS(SD&V)- Shri Rajesh Aggarwal	
1.	National Skill Development Corporation(NSDC)
2.	National Skill Development Fund(NSDF) including CSR initiatives
3.	PMKVY, PMKK, IISC
4.	Convergence of Skill Development Schemes of other Ministries
5.	Role of Coordination relating to skill development
6.	Large Scale Skill Development related to Information Technology and computer education
7.	Capacity Building & Technical Assistance (CB&TA) Scheme (transferred from M/o DONEAR)
8.	World and India Skills
9.	Externally Assisted Programme (EAP) of World Bank
10.	Media & Advocacy
11.	Vigilance
12.	Co-ordination with the Ministries/Departments viz: Civil Aviation, Electronics & IT, Housing & Urban Poverty Alleviation, Defence , Railways, Shipping, Telecommunications, MHA, DONER, Finance, External Affairs, Ministry of Road Transport and Highways, Steel, Water Resurces, Atomic Energy, Space and I&B.
13.	State Engagement: Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Delhi, Uttar Pradesh, Bihar, Jharkhand

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Wing-III: Economic & Policy-
Wing Head:- EA(Mrs. Vinita Aggarwal)

1.	Implementation of National Policy on Skill Development
2.	Making Broad Policies for all other Ministries/Departments with regard to market requirements and skill development
3.	National Skill Development Mission
4.	Common Norms
5.	Academic equivalence of skill sets
6.	Doing market research and devising training curriculum in important sectors
7.	Sector Skill Councils
8.	Industry- Institute linkage
9.	Skill University
10.	Skill loan Scheme
11.	DBT related co-ordination
12.	Co-ordination of Flagship Programmes viz:, Swachh Bharat, Digital India , Make in India etc.
13.	NBSC, NSQF
14.	NSDA
15.	Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship
16.	Skill Gap Studies and Skill Awards
17.	Co-ordination with Line Ministries/Departments: - HRD, Culture, Youth Affairs & Sports, M/o Statistics and Programme Implementation, Health & Family Welfare, Ayush, Drinking Water and Sanitation, Urban Development, New & Renewable Energy, Consumer Affairs, Food and Public Distribution, Earth Sciences, Social Justice & Empowerment, Minority Affairs, NITI Ayog, Tribal Affairs, Women, and Child Development.
18.	State Engagement: Madhya Pradesh, Rajasthan, Haryana, Tamil Nadu
Wing-IV- International Co-operation & Technology- IC&T	
Wing Head: JS(IC&T)- Shri Asheesh Sharma	
1.	Cadre Management of ISDS Officers -viz; recruitment, seniority, promotion, disciplinary matters, training, deputation, and transfer/postings of Gr. A Officers.
2.	Co-ordination with DGT and NSDC for integration of short term and long-term skilling and vocational education and training
3.	Central Staff Training and Research Institute (CSTAR), Kolkata
4.	National Instructional Media Institute (NIMI), Chennai
5.	Indian Institute of Skills (IIS) and other similar autonomous bodies as may be set up in the field of Skill Development and Entrepreneurships
6.	Polytechnics including PwD
7.	Policy, Legislation, and co-ordination aspects of National Apprenticeship Programmes (NAPS)
8.	International Cooperation
9.	Indian Institute of Skills and new autonomous Institutes on Skilling as may be set up by MSDE
10.	All issues relating to technology, digitization, and Information Technology issues etc.

11.	Website and e-office related matters including co-ordination with NIC
12.	All legal matters
13.	Parliament matters of MSDE including co-ordination relating to Standing Committees and Consultative Committees
14.	Coordination and compilation and printing and laying in Parliament of the Detailed Demand for Grants (DDG) and Outcome Budget of the Ministry
15.	Procurement of high value services
16.	Co-ordination with line ministries/ departments: -M/O L&E, Power, Electronics and Information Technology, Science and Technology, Petroleum, and Natural Gas, Chemical and Fertilizers, Coal, Mines, Commerce & Industry, M/O Heavy Industries & Public Enterprises, Corporate Affairs, Parliamentary Affairs.
17.	State engagements: Maharashtra, Gujarat, Punjab, and West Bengal
Wing- V (Finance), Wing Head: AS&FA	
1.	Tendering financial advice on all matters involving government expenditure /concurrence to financial proposals of the MSDE and their attached and subordinate offices
2.	Scrutiny of foreign deputation proposals of officers of MSDE
3.	Monitoring and reviewing the progress of expenditure against sanctioned grant on a monthly and quarterly basis. Ensuring compliance of inactions issued by the department of expenditure on economy/rationalization of expenditure. Reviewing progress of schemes included in the Outcome Budget
4.	Co-ordination relating to Audit Paras and PAC
5.	Quarterly Projections/ waiver of quarterly ceilings


 (D.P. Singh)
 Under Secretary to the Govt. of India
 28.12.12

1. All Wing Heads of MSDE as above
2. Sr Adviser
3. CCA, MSDE
4. PS to Minister of SDE
5. PS to MOS (SDE)
6. PS to Secretary, MSDE
7. All DS / Directors of MSDE
8. NIC, MSDE for uploading in Website of the Ministry.

Copy to :- (i) DG, DGT, MSDE

Copy for information to:-

- (i) DG, NSDA / DG, NIESBUD
- (ii) CEO, NSDC.