

**OFFICE ORDER No. 11 / 2016**

**Subject: Work Allocation among the Joint Secretaries of the Ministry.**

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In supersession of this Ministry's Office Orders of even number dated 8/1/2015, 18/2/2015, 30/7/2015, 2/11/2015 and 10/11/2015 on the above subject, the revised work allocation among the three Joint Secretaries in the Ministry would be as under:

<b>Ms Jyotsna Sitling, IFS, Joint Secretary (JS-JS)</b>	
<b>Sl.No.</b>	<b>Item of Work</b>
1	Entrepreneurship Education and Promotion including Entrepreneurship Policy
2	Domestic and International Collaboration including co-ordination with Central Ministries / Departments and States and UTs in Entrepreneurship.
3	National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida, and Indian Institute of Entrepreneurship (IIE) Guwahati.
4	Entrepreneurship Awards
5	Mudra Bank including Pradhan Mantri Mudra Scheme Policy matters relating to Recognition of Prior Learning (RPL)
6	<b>Co-ordination of Sector Skill Councils</b> :- Agriculture; Food Processing; Rubber; Life Sciences; Tourism & Hospitality; Handicrafts; Textile; Apparel; Gems & Jewellery; ;Leather; Strategic Manufacturing; Management & Entrepreneurship, Green Jobs.
7	<b>State /UT Specific Co-ordination:-</b> Arunachal Pradesh, Assam, Meghalaya, Mizoram, Nagaland, Sikkim, Uttaranchal, Telangana, Andhra Pradesh, West Bengal, Chhattisgarh, Odisha, Jammu & Kashmir, Himachal Pradesh and Kerala.
8	<b>Ministry / Department Specific Co-ordination:-</b> Agriculture; Food Processing; Textiles; Micro, Small & Medium Enterprises; Animal Husbandry; Environment , Forests & Climate Change; Tourism; Rural Development; Social Justice(SC/STs/OBC); Tribal Affairs; Women & Child Development; Development of North Eastern Region; Culture
<b>Shri Rajesh Agrawal, IAS, Joint Secretary (JS-RA)</b>	
1	National Skill Development Corporation (NSDC)
2	National Skill Development Fund (NSDF) including charge of CEO, NSDF
3	National Skill Development Board (NSDB)
4	National Skill Development Agency (NSDA)
5	National Skill Development Missions (NSDMs)
6	Pradhan Mantri Kaushal Vikas Yojana (PMKVY)
7	STEPPP
8	Implementation of <b>Common Norms</b> for Skill Development Schemes

9	Skill Loans and Credit Guarantee Fund
10	National Skill Awards and World Skill
11	Policy and Administrative matters pertaining to Sector Skill Councils (SSCs) including their incubation and amalgamation.
12	Overall Co-ordination relating to International Collaborations for Skill Development including multi-lateral and bilateral funding for the purpose.
13	<b>Coordination of SSCs:-</b> Aviation & Aerospace; Health; IT&ITES; Banking , Financial Services and Insurance; Logistics; Construction; Media and Entertainment; Telecom; Beauty & Wellness; Security; Plumbing; Strategic Manufacturing; PWDs, Domestic Workers; Electronics
14	Media, Advocacy and Convergence and Co-ordination relating to Skill Development
15	<b>State / UT Specific coordination:-</b> Manipur, Tripura, Delhi, Uttar Pradesh, Bihar , Jharkhand, UTs of Chandigarh, A&N Islands, Puducherry and Lakshadweep
16	<b>Ministry / Department Specific Coordination :-</b> Civil Aviation; Electronics & IT; Health & Family Welfare; HRD; Housing & Urban Poverty Alleviation, Defence; Railways; Shipping; MORTH; Commerce & Industry; Ministry of Heavy Industries & Public Enterprises; Telecommunication; MHA; External Affairs; Finance
17	<b>Administration, Establishment and Vigilance</b>
18	Inter and Intra Ministry Co-ordination including co-ordination with PMO and Cabinet Secretariat.
<b>Shri Asheesh Sharma, IAS, Joint Secretary (JS-AS)</b>	
1	<b>All matters pertaining to Directorate General of Training (Apprenticeship and Training verticals) including charge of DG</b>
2	Establishment of ITIs in PPP Mode
3	STRIVE
4	National Policy on Skill Development
5	Skill Universities
6	<b>Co-ordination of SSCs: -</b> Retail; Sports; Steel; Coal; Mines; Hydrocarbon; Power; Capital Goods; Chemical; Automotive; Earthmoving & Infrastructure and other SSCs not assigned to any other Joint Secretary.
7	<b>State / UT Specific co-ordination:-</b> Maharashtra, Karnataka, Punjab, Rajasthan, Gujarat, Tamil Nadu, Goa, Haryana, Madhya Pradesh, Dadra & Nagar Haveli, Daman & Diu
8	<b>Ministry / Department Specific coordination:-</b> Labour & Employment; Youth Affairs & Sports; Iron & Steel; Coal; Mines; Minority Affairs; Petroleum & Natural Gas ; Power; Chemicals & Fertilizers;, Drinking Water & Sanitation and any other Ministry / Department not assigned to any other Joint Secretary.
9	<b>Parliament</b>
10	Public Grievances
11	Co-ordination including <b>e-Samiksha and PRAGATI</b>
12	RTI and Legal Cell
13	Annual Report
14	Website Management including Networking and co-ordination with NIC



15	Use of ICT in Skill Development
16	Academic equivalence of Skill Sets
17	Industry-Institute linkage for skilled manpower
18	Co-ordination with all States, UTs and Central Ministries for appropriate implementation of the National Policy on Skill Development

2. This issues with the approval of Competent Authority.



(DR. B K RAY)

Deputy Secretary to the Govt. of India

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- (i) JS (JS) / JS (RA) / JS (AS)
- (ii) PS to MoS(I/C), MSDE
- (iii) PS to Secretary, MSDE
- (iv) PS to AS&FA, MSDE.
- (v) PA to Senior Economic Adviser.
- (vi) CCA, MSDE / PAO, MSDE
- (vii) Director(JPS)/DS(BKR)/ DS (AKT)
- (viii) US(PJ)/US(GKC)/US(M)/US(PS)
- (ix) SO(SP)/SO(JP)/Office Order folder
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