

No.SD-17/46/2019-ICT
Government of India
Ministry of Skill Development and Entrepreneurship
(ICT Division)

2nd Floor,
PTI Building, Sansad Marg,
New Delhi-110001.
Dated: 20th May, 2019

OFFICE MEMORANDUM

Sub: Standard guidelines/structures in domain of managing international issues by different organizations under MSDE.

The undersigned is directed to say that different implementation arms of the Ministry of Skill Development and Entrepreneurship (MSDE) participate in various public interaction forums (national and international) and deliver various talks and discussion using Power Point Presentations (PPTs). These presentations generally include basic introduction & background of MSDE covering brief on functional aspects of MSDE including brief on different implementation arms. A uniformity and standardization in presentation shall be of importance to convey different aspects of MSDE with all clarity & a unified view- point for the benefit of audience.

2. All the organisations under MSDE or those linked with MSDE, such as National Skill Development Agency (NSDA), Directorate General of Training (DGT), National Institute for Entrepreneurship and Small Business Development (NIESBUD), Central Staff Training and Research Institute (CSTARI), National Instructional Media Institute (NIMI), National Skill Development Corporation (NSDC), Sector Skill Councils (SSCs) etc. if they are required at any point of time to make a presentation with MSDE before any international delegation or any other Ministry of Government of India should adhere broadly to own standardized overall presentation of the issue and should ensure that their individual presentations do not present facets which are in conflict with MSDE's vision, policy or objectives.

3. In view of the above, in order to streamline the designing of talks, deliberations & presentations, the following guidelines are issued to all implementation arms of MSDE for its compliance by officials at different levels :-

- i. There should be uniformity of content and structure on general background and introduction. As a part of this NSDA, NSDC & DGT may have standard slides covering brief about their own organization which would be used by any implementation arm of MSDE with updated data on any occasion whether Inter-Ministerial or international presentations are to be made. Likewise there may be a standard slides about MSDE with an overall picture of MSDE with a brief on the different implementation arms.

- ii. Information on some of the programs / schemes which is not in direct domain of MSDE may be avoided. Information on program related to like Left Wing Extremism (LWE) districts, Udaan, North-East (NE) specific areas etc. may be avoided particularly before the foreign delegates. If absolutely necessary, it may be done with prior vetting from MSDE and sponsoring Ministry/ departments.
 - iii. Information with details about initiatives with different countries through existing Memorandum of Understandings (MoUs) or discussing issues about different countries where MoUs have still not been finalized need to be avoided in international fora. Ministry of External Affairs (MEA) is an important stakeholder on this subject and as such we must obtain vetting from MEA.
 - iv. Deliberations on fund allotment figures (Grant, CSR, Private etc.) and mechanism of fund distribution like under National Skill Development Fund (NSDF) (NSDF centrally managed by MSDE) etc. may be avoided in international fora.
 - v. Presentation must represent the latest and updated information on the subject. As an example conveying the old process of certification by Sector Skill Councils (SSCs) without any mention of new emerging entities like National Council for Vocational Education and Training (NCVET) may create confusion in audience. Similarly any other policies which are still evolving may be highlighted separately.
4. This issues with the approval of Secretary, MSDE.

Shiv Nandan Kumar

(Shiv Nandan Kumar) 20/5/19

Under Secretary to the Government of India

E-mail: shivn.kumar@gov.in

To

1. All Divisional Heads of MSDE
2. All Directors/ DSs/ USs/ DDs of MSDE
3. NSDA/ DGT/ NIESBUD/ NIMI/ IIE/ CSTARI/ ATIs/NSDC/SSCs
4. NIC Cell, MSDE- with the request to upload on the MSDE's portal

Copy to:-

1. PS to Secretary, MSDE
2. PS to AS (ICT), MSDE

Sh. Rohan Kumar Sharma,