

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

Shram Shakti Bhavan,  
New Delhi 110001

10<sup>th</sup> January, 2020

**Subject: Revised Work allocation amongst different Wings of the Ministry**

In supersession of this Ministry's order of even number dated 3<sup>rd</sup> January, 2020, consolidated work allocation, incorporating recent modifications in the work allocation amongst officers in different wings of the Ministry, would be as follows:

**Wing -1 (Entrepreneurship)**

**Wing Head- JS(ENP) – Ms. Anuradha Vermuri, Joint Secretary**

**Reporting: Secretary through Senior Adviser, Ms. Sunita Sanghi**

S.No.	Item of work
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 organizations and set national stands 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. Panchayati Raj, DIPP, Ministry of Environment, Forest and Climate Change, Tourism
8.	State Engagement: Himachal Pradesh, J&K, Uttrakhand UTs of Andaman and Nicobar Island, Chandigarh, Dadra & Nagar Haveli, Lakshadweep, Puducherry, Andhara Pradesh, Telengana
9.	Vigilance matter of MSDE as CVO

**Wing II – Skill Development, Apprenticeship, World Skills, Administration, NSDC**

**Wing Head JS(SD&Admn.)- Shri K.C.Gupta**

**Reporting to Secretary through Senior Adviser, Ms. Sunita Sanghi**

S.No.	Item of work
1.	PMKVY, PMKK & NSDC
2.	Co-ordination with DGT and NSDC for integration of short term and long-term skilling and vocational education and training, LIMBS and court cases pertaining to DGT
3.	Policy, legislation and co-ordination aspects of Apprenticeship Act and Rules including NAPS
4.	Jan Shiksha Sansthan(JSS)
5.	Capacity Building & Technical Assistance (CB&TA) Scheme (transferred from M/o DONER)
6.	World and India Skills
7.	Media & Advocacy
8.	General administration including stores and purchase (except procurement of high value services). Staff car, General Pool Accommodation, Employees Welfare, Newspaper, telephone matters and Protocol.
9.	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 Resources, Atomic Energy Space and I&B. Any other ministry not allotted to any wing.
10.	State Engagement: Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Delhi, Jharkhand, Madhya Pradesh, Chhattisgarh

**Wing III- International Co-operation & Technology-IC&T,  
Administration, NSDF, World Skill, SANKLAP  
Wing Head: AS(IC&T) -Ms. Juthika Patankar(Additional Secretary)  
Reporting: Secretary**

S.No.	Item of work
1.	Establishment matters
2.	Cadre controlling matters relating 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
6.	Training Cell
7.	Cash-salary, TA/DA including foreign travel, NPS, Pension TDS.
8.	CGHS
9.	Official language unit
10.	Public grievances, e-Samiksha and Pragati, RTI
11.	Budget co-ordination including coordination with MSDE for preparations of BE,RE, Supplementary Grants etc, as well as monitoring of FM's Budget Announcement
12.	General Co-ordination involving the whole ministry including monthly DO letter to Cabinet Secretary etc. Different programmes/schemes will be coordinated by the implementing wing.
13.	Annual Report
14.	Legal Matters pertaining to Estt /Admn.
15.	Co-ordination with line Ministries/Departments viz 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), 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.
16.	Cadre Management of ISDS Officers-viz; recruitment, seniority, promotion, disciplinary matters, training, deputation, and transfer/posting of Gr. A Officers.
17.	Central Staff Training and Research Institute (CSTARI), Kolkata
18.	National Instructional Media Institute of Skills (NIMI), Chennai
19.	Indian Institutes of Skills (IIS) and other similar autonomous bodies as may be set up in the field of Skill Development and Entrepreneurships
20.	Externally Assisted Programme (EAP) of World Bank
21.	International Cooperation including Indian International Skill Centers (IISC)
22.	Parliament matters of MSDE including co-ordination relating to Standing Committees and Consultative Committees
23.	Coordination and compilation and printing and laying in Parliament of the Detailed Demand for Grants (DDG) and Outcome Budget of Ministry
24.	Procurement of high value services
25.	State Engagements: Maharashtra, Uttar Pradesh, Gujarat, Goa and West Bengal, Nagaland , Karnataka and Kerala

**Wing IV-Economic & Policy , NCVET  
Wing Head: Post of Economic Adviser is vacant.  
Ms. Anuradha Vermuri, Joint Secretary will look after.  
Reporting to Secretary through Senior Adviser, Ms. Sunita Sanghi**

S.No.	Item of work
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 and Convergence of Skill Development Schemes of other Ministries including skill gap studies etc
4.	Common Norms
5.	Academic equivalence of skill sets
6.	Sector Skill councils

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7.	Skill University
8.	Skill Loan Scheme
9.	DBT related co-ordination
10.	Co-ordination of Flagship Programmes viz Swachh Bharta, Digital India, Make in India. etc
11.	NBSC, NSQF
12.	NSDA, NCVET
13.	Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship
14.	Co-ordination with line Ministries/Departments: HRD, Youth Affairs & Sports, Ministry of Statistics and Programme Implementation, Health & Family Welfare, AYUSH, Drinking Water and Sanitation, Urban Development, New & Renewable Energy, Consumer Affairs, Food & Public Distribution, Earth Sciences, Social Justice & Empowerment, Minority Affairs, NITI Ayog, Tribal Affairs, Women and Child Development
15.	State Engagement: Rajasthan, Haryana, Tamil Nadu, Punjab, Odisha, Bihar

2. Shri B.K.Sikdar, Director will assist Secretary, MSDE in all matters related to the Sectoral Group of Secretaries (SGoS) through Ms. Sunita Sanghi, Senior Adviser. He will be Link Officer to Shri Narendra Singh, Deputy Secretary.

3. Shri B.K.Ray, Deputy Secretary will look after ENP Wing and E&P Wing, Technology and Interface with NIC including Dashboard and report directly to Ms. Sunita Sanghi on this. He will also be specifically responsible in his capacity as DS(ENP) Entrepreneurship, IIE, NIESBUD issues of Recruitment Rules, Budget, Governing Body/Council. He would also undertake regular field visits to monitor the above mentioned issued in NIESBUD and IIE. All Issues relating to technology, digitization and information Technology issues etc. Website and e-office related matters including co-ordination with NIC.


4. Shri Lendup Sherpa, Under Secretary will be dealing NSDF, SANKLAP.

5. Shri R.K.Gupta, Director will be working as Dy. CVO.

5. This may be read in conjunction with Annexure 1

6. The above order comes into effect from the date of issue of the order.

7. This issues with the approval of competent authority.

  
(B.K.Sikdar)  
Director

To

1. All wing Heads of MSDE as above
2. Senior Advisor
3. CCA, MSDE
4. PS to Minister of SDE
5. PS to MoS(SDE)
6. PS to Secretary, MSDE
7. All Ds/Directors, MSDE
8. NIC, MSDE for uploading in website of the Ministry

Copy to: DG, DGT, MSDE

Copy for information to: DG, NSDA, DG, NIESBUD, CEO, NSDC

**ANNEXURE -1**

<b>S.No</b>	<b>Wing</b>	<b>Wing Head</b>	<b>Officers</b>	<b>Work Allocation</b>	<b>Reporting to</b>
1	<b>Wing-I (Entrepreneurship)</b>	Ms. Anuradha Vermuri, Joint Secretary	Dr. B. K. Ray (Deputy Secretary)	Entrepreneurship, Vigilance Economic & Policy	Secretary through SA Ms. Sunita Sanghi
2	<b>Wing-II (Skill Development and General Administration)</b>	Sh. K. C. Gupta, Joint Secretary	Sh. R. K. Gupta (Dir.), Sh. Sanatan (DS), Sh. D. P. Singh (DS) Ms. Anita Srivastava (JD),	PMKVY, PMKK, NSDC, JSS, Apprenticeship, World Skills, General Administration	Secretary through SA Ms. Sunita Sanghi
3	<b>Wing-III (IC, Establishment &amp; NSDF)</b>	Ms. Juthika Patankar, Additional Secretary	Sh. B. K. Sikdar (Dir.), Ms. Deepti Srivastava(Dir.), Sh. Narendra Singh (DS)	International Co-operation, Establishment, IIS, IISC, NSDF, Sankalp	Secretary
4	<b>Wing-IV (Economic &amp; Policy)</b>	Economic Advisor (Vacant) Ms. Anuradha Vermuri, Joint Secretary will look after	Sh. B. K. Ray (DS)	Economic and Policy, NCVET	Secretary through SA
5	<b>IFD &amp; Budget</b>	Smt. Sibani Swain, AS&FA	Shri VK Sinha (Dir.)	Budget & IFD	Secretary