



Government Of Maharashtra

Maharashtra State Skill Development Society
1st Floor, Elphinstone Technical High School, 3, Mahapalika Marg,
Opposite Metro Cinema, Fort, Mumbai 400001.

**17 MANNUALS OF
MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY**

Under
THE RIGHT TO INFORMATION ACT, 2005
As on 31st March, 2025

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Right to Information Act, 2005

MANUAL – 1:- PARTICULARS, ROLE, FUNCTIONS AND DUTIES OF MAHARASHTRA STATE SKILL DEVELOPMENT OF SOCIETY.

महाराष्ट्र राज्य कौशल्य विकास सोसायटी

- रोजगाराबाबत बदलत्या राष्ट्रीय व आंतरराष्ट्रीय परिस्थिती कौशल्य विकास व उद्योजकता अधिक प्रोत्साहन देण्याच्या उद्देशाने केंद्र शासनाच्या धर्तीवर राज्य शासनाने दि.१५.०१.२०१५ रोजी स्वतंत्र कौशल्य विकास व उद्योजकता विभागाची स्थापना केली आहे.
- केंद्र व राज्य शासनामार्फत राबविण्यात येणाऱ्या योजनांची प्रभावी अंमलबजावणी करिता राज्यस्तरावर संस्था रजिस्ट्रेशन अॅक्ट, १८६० अंतर्गत महाराष्ट्र राज्य कौशल्य विकास सोसायटी दि. १५.०२.२०११ रोजी स्थापना करण्यात आली आहे.
- केंद्र व राज्य शासनाच्या विविध कौशल्य विकास योजना राज्य शासनाच्या विविध विभागाकडून राबविण्यात येतात. परिणामी त्यात एकसूत्रता यावी तसेच, कौशल्य विकास, रोजगार व उद्योजकता विषयक राष्ट्रीय व राज्यापातळीवर धोरणांचे संनियंत्रण, नियोजन व प्रभावी अंमलबजावणी व्हावी या दृष्टीने कौशल्य विकास संबंधित सर्व योजना महाराष्ट्र राज्य कौशल्य विकास सोसायटी या नोडल संस्थेमार्फत राबविण्याचे निश्चित करण्यात आले आहे. त्यानुषंगाने, राज्यातील कौशल्य विकास योजनेकरीता ही सोसायटी नोडल एजन्सी म्हणून कार्यरत आहे.

१. धोरण व उद्दिष्टे :

- राज्य शासनाच्या तसेच केंद्र शासनातील विविध विभागांतर्गत कौशल्य विकास प्रशिक्षणाशी निगडित सर्व योजना व कार्यक्रमांखाली निधीची सांगड घालून या कार्यक्रमाच्या एकात्मिक अंमलबजावणीद्वारे कार्यप्रवण वयोगटातील (१५-४५ वर्षांपर्यंतच्या वयोगटातील) उमेदवारांचे अधिक मागणी असलेल्या क्षेत्राच्या आवश्यकतेनुसार व्यावसायिक कौशल्य विकास (Skill Development), कौशल्य वर्धन (Up-skilling), पुनकौशल्य विकास (Reskilling) करणे.
- राज्याचा आर्थिक विकास दर वाढता ठेवण्यासाठी मेक इन इंडिया आणि मेक इन महाराष्ट्र या धोरणास अनुसरून, राज्याच्या वाढत्या औद्योगिकरणास आणि विविध सेवा उद्योगास कुशल मनुष्यबळ पुरवठ्यातून त्यांची उत्पादकता वाढविणे
- जागतिक, राष्ट्रीय व स्थानिक पातळीवरील बदलती आर्थिक परिस्थिती आणि त्यामुळे रोजगार बाजारात होत असलेले बदल, सतत निर्माण होणारी नवनवीन क्षेत्रे व रोजगार संधी यांचा शोध घेवून अद्ययावत माहितीच्या आधारे मनुष्यबळाची मागणी व पुरवठ्याचे नियोजन करणे व रोजगाराच्या संधीनुसार सातत्याने राज्यातील कुशल मनुष्यबळ पुरवणे.

- उद्योग नोकरी पुरविणाऱ्या कंपनी, यांचेशी समन्वय साधून उद्योगांच्या आवश्यकते नुसार कुशल मनुष्यबळ निर्माण करणे.
- कौशल्य विकास कार्यक्रमाकरिता केंद्रीय पोर्टल तयार करून सर्व औद्योगिक आस्थापना, त्यामधील रिक्त पदे, रोजगार जाहिरात, सर्व कौशल्य विकास प्रशिक्षण संस्था, औद्योगिक प्रशिक्षण संस्था, प्रशिक्षित युवकांची माहिती एकत्रित करून राज्य तसेच, राष्ट्रीय स्तरावरील कुशल मनुष्यबळाची मागणी व पूर्तता यांचे सोबत महाराष्ट्रातील युवकांना जोडणे.

२. महाराष्ट्र राज्य कौशल्य विकास सोसायटीची रचना:

राज्यातील कौशल्य विकास योजनेकरिता ही सोसायटी नोडल एजन्सी म्हणून कार्यरत आहे. आयुक्त, कौशल्य विकास, रोजगार व उद्योजकता यांच्याकडे या सोसायटीच्या समन्वयाचे कामकाज सोपविण्यात आलेले असून महाराष्ट्र राज्य कौशल्य विकास सोसायटीचे ते पदसिद्ध “मुख्य कार्यकारी अधिकारी” म्हणून कामकाज पाहत आहेत.

सर्वसाधारण सभा				
नियामक समिती				
मुख्य कार्यकारी अधिकारी				
अति.मुख्य कार्यकारी अधिकारी				
अ.क्र.	पदनाम	मंजूर पदे	भरलेली पदे	रिक्त पदे
१	कौशल्य अभियान अधिकारी - १	४	३	१
२	कौशल्य अभियान अधिकारी - २	२	२	०
३	कौशल्य अभियान अधिकारी - ३	२	२	०
४	कौशल्य अभियान अधिकारी - १ (सेवानिवृत्त)	१	१	०
५	कौशल्य अभियान अधिकारी - २ (सेवानिवृत्त)	२	२	०
६	कौशल्य अभियान अधिकारी - ३ (सेवानिवृत्त)	१	१	०
७	सहायक लेखा अधिकारी (सेवानिवृत्त)	२	२	०
८	सहायक (वरिष्ठ लिपिक) (सेवानिवृत्त)	४	४	०
९	विधी अधिकारी	१	१	०
१०	कार्यालयीन सहायक	३	३	०
११	कौशल्य अभियान सहायक	४	४	०
१२	पदवीधर प्रशिक्षणार्थी	१	१	०
१४	हाउसकीपर	६	६	०
-	एकूण	३३	३२	१

३. संकेतस्थळ:

कौशल्य विकास प्रशिक्षणासंबंधित संपूर्ण कामकाज उदा. प्रशिक्षण संस्था नोंदणी, उमेदवारांची नोंदणी, प्रशिक्षण तुकड्या तयार करणे, प्रशिक्षणाचे संनियंत्रण करणे, संबंधित प्रशिक्षण शुल्क अदा करणे ई. सर्व बाबी <https://kaushalya.mahaswayam.gov.in/> या सोसायटीच्या वेबसाईटवर ऑनलाईन पद्धतीने करण्यात येते.

या सोबतच महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत राबविण्यात येणारे उपक्रम सोशल मिडिया वरही उपलब्ध करून देण्यात आलेले आहेत.

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४. व्यावसायिक अभ्यासक्रम :

National Skills Qualification Framework (NSQF) अन्वये स्थापित मानकांनुसार National Skill Development Corporation (NSDC) मार्फत Sector Skill Councils (SSC) अशा एकूण १५९५ व्यावसायिक अभ्यासक्रमाचे संबंधित प्रशिक्षण संस्थांमार्फत उमेदवारांना प्रशिक्षण देण्यात येते. प्रशिक्षण तुकडीमध्ये किमान २० आणि कमाल ३० इतकी उमेदवारांची संख्या असते. सदर उमेदवारांची नोंदणी ही AADHAAR क्रमांकावर आधारित असून प्रशिक्षणाचे संनियंत्रण बायोमेट्रिक उपस्थिती प्रणाली द्वारे करण्यात येते.

५. व्यावसायिक प्रशिक्षण संस्था:

महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत राबविण्यात येणाऱ्या योजनांतर्गत अल्पमुदतीचे व्यावसायिक प्रशिक्षण प्रदान करण्यासाठी इच्छुक प्रशिक्षण संस्थांना National Skill Development Corporation NSDC च्या Skill India Portal वर नोंदणी करणे आवश्यक आहे.

६. मूल्यमापन व प्रमाणीकरण:

उमेदवारांचे मूल्यमापन हे केंद्र शासनाच्या National Skill Development Corporation-NSDC आणि Sector Skill Councils (SSC) कडील मान्यताप्राप्त मूल्यमापन संस्था (Assessing Body) मार्फत करण्यात येते तसेच प्रमाणीकरण (Certification) हे National Council for Vocational Education Training-NCVET, Sector Skill Councils (SSC) तसेच, Maharashtra State Council on Vocational Training- MSCVT यांचेमार्फत करण्यात येते.

७. प्रशिक्षण शुल्क निकष-

प्रशिक्षण शुल्काचे निकष हे केंद्र शासनाच्या कौशल्य विकास व उद्योगिता मंत्रालयाद्वारे Common Norm Policy अन्वये निर्धारित करण्यात आलेले आहेत. सोसायटीकडे सूचीबद्ध असलेल्या प्रशिक्षण संस्थांना प्रती उमेदवार प्रती तास याप्रमाणे Pro-rata तत्वावर प्रशिक्षण संस्थांना ऑनलाईन पद्धतीने अदा करण्यात येते.

८. सर्वसाधारण सभा:-

महाराष्ट्र राज्य कौशल्य विकास सोसायटीच्या अधिकृत मसुद्यामध्ये (MoA) नमूद मुद्दा क्र. ६ अन्वये मा. मुख्य सचिव यांच्या अध्यक्षतेखाली सोसायटीच्या सर्वसाधारण सभेची रचना स्वीकृत करण्यात आलेली आहे.

९. सर्वसाधारण सभेची रचना:-

GENERAL BODY MEMBERS OF MSSDS		
Sr. No.	Position in General Body	Designation & Department
1	President (Ex-officio)	Chief Secretary, Government of Maharashtra, Maharashtra State
2	Vice- President (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Skills, Employment, Entrepreneurship and Innovation Department
3	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Higher and Technical Education Department
4	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Industries, Mumbai Government of Maharashtra
5	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Rural Development Department, Government of Maharashtra
6	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Agriculture Department, Government of Maharashtra
7	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Tribal Development Department, Government of Maharashtra
8	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Social Justice Department, Government of Maharashtra
9	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Public Health Department, Government of Maharashtra
10	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Tourism, Government of Maharashtra
11	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Planning Department, Government of Maharashtra
12	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Labour Department, Government of Maharashtra
13	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Urban Development Department, Government of Maharashtra

14	Member (Ex-officio)	Director, Directorate of Vocational Education and Training, 3, Mahapalika Marg, Mumbai - 01
15	Member (Nominated)	Representatives of Employers Organisations/Industry Associations
16	Member (Nominated)	Representatives of Employers Organisations/Industry Associations
17	Member (Nominated)	Representatives of Employers Organisations/Industry Associations
18	Member (Nominated)	Representatives of Employers Organisations/Industry Associations
19	Member (Ex-officio)	Joint Director/ Director (I/c), Regional Directorate of Skill Development and Entrepreneurship, Mumbai, V.N. Purav Marg, Sion, Mumbai - 22
20	Member (Ex-officio)	Chief Executive Officer, National Skill Development Corporation
21	Member (Ex-officio)	Vice-Chancellor, MSSU, Mumbai
22	Member (Nominated)	Director, Maharashtra State Board of Vocational Education and Training (EX-OFFICIO)
23	Member (Nominated)	Chairman, Confederation of Indian Industry (EX-Officio)
24	Member (Nominated)	-
25	Member (Nominated)	-
26		All individual with proven ability and experience in the field of employment, self-employment and skill development (Nominated)
27	Member (Ex-officio)	CEO, Maharashtra State Rural Livelihoods Mission

१०. नियामक समिती (Governing Council):-

महाराष्ट्र राज्य कौशल्य विकास सोसायटीच्या अधिकृत मसुद्यामध्ये (MoA) नमूद मुद्दा क्र. ५ अन्वये सोसायटी नियामक समितीची रचना स्वीकृत करण्यात आली असून, मा.अमुस/प्र.स/स कौशल्य विकास व उद्योजकता विभाग यांच्या अध्यक्षतेखाली अति.मुकाअ, महाराष्ट्र राज्य कौशल्य विकास सोसायटी हे समन्वयक म्हणून कामकाज पाहत आहेत.

GOVERNING COUNCIL MEMBERS OF MSSDS		
Sr. No.	Position in GC	Designation & Department
1	Chairman (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Skills, Employment, Entrepreneurship and Innovation Department
2	Vice-Chairman (Ex-officio)	Chief Executive Officer, Maharashtra State Skill Development Society

3	Member (Ex-officio)	Additional Chief Secretary/ Principal Secretary/Secretary, Industries, Government of Maharashtra/ representative
4	Member	Vice-Chancellor, Maharashtra State Skills University, Mumbai
5	Member (Ex-officio)	Director, Directorate of Vocational Education and Training
6	Member (Ex-officio)	Chief Executive Officer, National Skill Development Corporation/ representative
7	Member	Chairman, Confederation of Indian Industry / representative
8	Member	Vice President National Association of Software and Service Companies (NASSCOM) / representative
9	Member (Nominated)	Joint Secretary - Skills, Employment, Entrepreneurship and Innovation Department
10	Member (Nominated)	Deputy Secretary, Skills, Employment, Entrepreneurship and Innovation Department
11	Member (Ex-officio)	Joint Director/Director (I/c), Regional Directorate of Skill Development and Entrepreneurship, Mumbai
12	Member (Ex-officio)	Director, Maharashtra State Board of Vocational Education and Training
13	Co-ordinator (Ex-officio)	Additional Chief Executive Officer, Maharashtra State Skill Development Society

1 Introduction

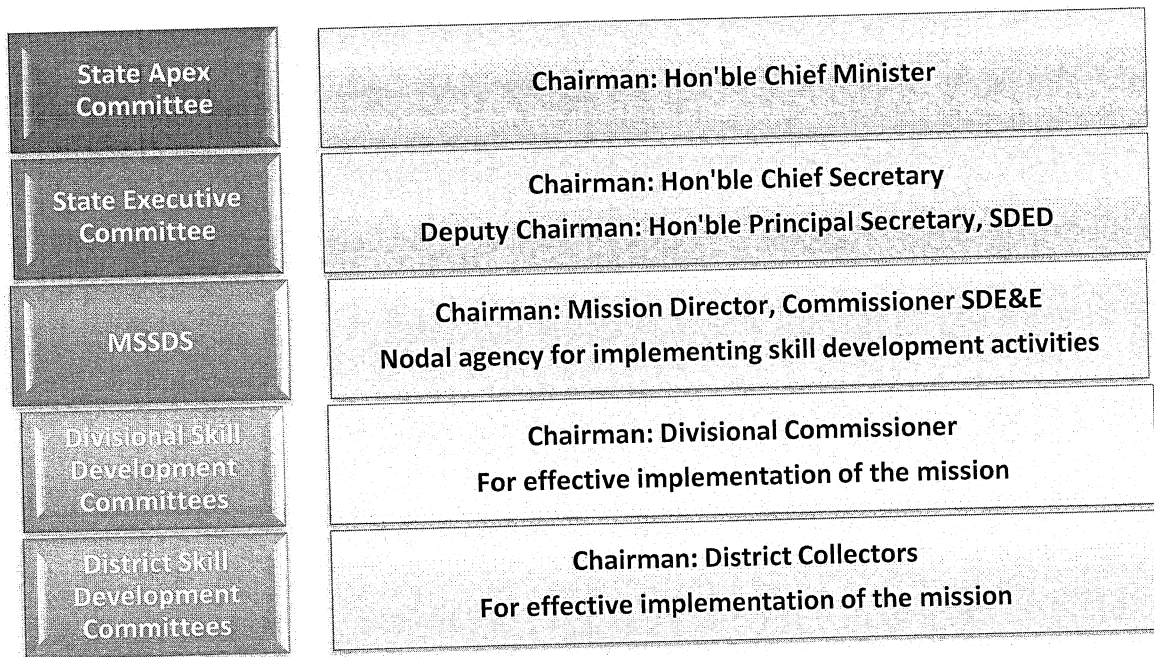
While India has a large young population, only 5% of the Indian labour force in the age group of 20-24 years has obtained vocational skills through formal means. According to Ministry of Labour and Employment, Government of India, about 63% of the school students drop out at different stages before reaching high school yet there are very few training programs accessible to early drop outs.

Approximately 2.5 million vocational training seats are available in the country whereas about 12.8 million people enter the labour market every year. This significant gap ensures that large number of youth do not have access to skill development for improving their employability. Gauging this need of the local community, especially the youth, who find themselves inept at supporting their family due to absence of any professional skill, Government of Maharashtra operates various skill development & training programs.

In line with the Hon'ble Prime Minister's vision, Government of Maharashtra has also prioritized the Skill Development activities in the State and has set a vision to skill 4.5 crore youth by 2022. To accomplish this mission, Maharashtra State Skill Development Society (MSSDS) was established on 15th February, 2011 under the Skill Development & Entrepreneurship Department of the State for implementing all skill development initiatives. The Society is the single nodal agency for planning, coordination, execution & monitoring of all Skill Development initiatives of Government of Maharashtra. Various Skill Development schemes of various departments of Government of Maharashtra are implemented through the active coordination under the single umbrella of this society. The schemes of Government of India are also being implemented by MSSDS.

1.1 State Governance Organization Structure

The organization of skill development initiatives is guided by the following structure of committees:



1.2 Functions of MSSDS

- 1 To design, develop and implement need based skill development schemes and placement initiative in the state; implement skill development schemes of Government of India and Government of Maharashtra as per the prescribed guidelines and orders
- 2 To prepare State Skill Gap Assessment Report, sectoral and territorial skill development plans, projects and schemes in consultation with stakeholders including Government departments, industry and institutions & update as per changing industrial and commercial scenario
- 3 To support LMIS initiative of Directorate of Employment and Self-Employment and regularly monitor skill demand supply status
- 4 To plan and implement multi-pronged awareness campaign for the schemes of skill development, employment and self-employment; partner and enter into MoU with any agency/institution for promoting the cause of skill development, employment and self-employment

- 5 To empanel and grade skill development agencies, determine fee structure and terms and conditions for providing requisite training across the sectors under various Government programmes
- 6 To help the Government departments & District Skill Development Executive Committees in preparation & execution of skill development plans
- 7 To regularly monitor & circulate the outcome of skill development schemes of the state
- 8 To engage agencies for pre-skilling assessment, counseling, training, placement and handholding programmes for unemployed youth under its own initiative or initiative of any other agency



MANUAL - 2 :- THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF MAHARASHTRA STATE SKILL DEVELOPMENT OF SOCIETY.

महाराष्ट्र राज्य कौशल्य विकास सोसायटी कार्यालयातील अधिकारी / कर्मचारी यांच्या कामकाजाचे स्वरूप

अ.क्र.	कामकाजाचे स्वरूप	जबाबदार अधिकारी / कर्मचारी
१	<ol style="list-style-type: none"> १. आचार्य चाणक्य कौशल्य विकास केंद्र २. अल्पसंख्यांक प्रवर्गातील उमेदवारांना प्रशिक्षण ३. सारथी या संस्थेमार्फत प्रशिक्षण ४. महिला सुधारगृहातील महिलांकरिता प्रशिक्षण ५. शासनाच्या विविध विभागांतर्गत असलेल्या कृतीसंगामांतर्गत राबविण्याचे कौशल्य विकास प्रशिक्षण कार्यक्रम ६. मंत्रालयीन विभागाशी कामकाजाचे समन्वय ७. कार्यक्रम अंदाजपत्रकाचे / Gender Budget समन्वय ८. महिला व बाल विकास कक्ष, विकलांग कक्ष (सर्व संबंधित कामे) ९. UNDP, UNICF, Foreign Collaboration & NGOs यांच्या कामकाजाचे समन्वय १०. ITI व GTHS येथे कौशल्य विकास प्रशिक्षण सुरु करणे 	श्री.विनय काटोलकर, कौशल्य अभियान अधिकारी १
२	<ol style="list-style-type: none"> १. आचार्य चाणक्य कौशल्य विकास केंद्र २. आचार्य चाणक्य कौशल्य विकास केंद्राचे कामकाज श्री.विनय काटोलकर व श्री.संपत चाटे यांच्या समन्वयाने. 	श्री.संपत चाटे कौशल्य अभियान अधिकारी २ श्री. राजेंद्र बोरसे (कौशल्य अभियान अधिकारी २, से.नि) श्री.श्रीजन तायडे, Young Professional Fellow
२	<ol style="list-style-type: none"> १. प्रधानमंत्री कौशल्य विकास योजना २.० व ३.० या योजनांच्या अंतिम स्वरूप देण्याविषयी कार्यवाही. २. किमान कौशल्य कार्यक्रम (DPC) ची आखणी करून प्रभावी अंमलबजावणी. ३. State Skill Development Plan ची प्रभावी अंमलबजावणी (KPMG व ML Info Map यांच्या समन्वयाने) 	श्री.मनोज हांडे, कौशल्य अभियान अधिकारी १

	<p>४. DSDP -Annual Action Plan</p> <p>५. Micro Level Skill Gap Study</p> <p>६. Implementing Best Practices & Gol Correspondence.</p>	<p>श्रीम. कांचन सराटे, कौशल्य अभियान सहायक</p>
३	<p>१. प्रमोद महाजन कौशल्य व उद्योजकता विकास अभियान (PMKUVA)</p> <p>२. World Skill Competition चे कामकाज.</p> <p>३. ToT & Coordination with SSCS</p> <p>४. Implementing Best Practices about Skill Training Assessment, Certification.</p>	<p>श्रीम.अर्चना झा, कौशल्य अभियान अधिकारी १</p> <p>श्रीम. स्नेहल शेलार, कार्यालयीन सहायक</p> <p>श्रीम.कांचन सराटे, कौशल्य अभियान सहायक</p>
४	<p>१. प्रमोद महाजन ग्रामीण कौशल्य विकास केंद्र या विषयी संपूर्ण कामकाज.</p> <p>२. संकल्प योजनेचे कामकाज श्रीम छाया कुबल, प्रकल्प समन्वयक. यांच्या समन्वयाने)</p>	<p>श्री. दिनेश माने, कौशल्य अभियान अधिकारी २</p> <p>श्रीम. स्नेहल शेलार, कार्यालयीन सहायक</p> <p>श्रीम. कांचन सराटे, कौशल्य अभियान सहायक</p>
५	<p>१. रतन टाटा महाराष्ट्र राज्य कौशल्य विद्यापीठ(RTMSSU)</p> <p>२. शबरी आदिवासी वित्त व विकास महामंडळ</p> <p>३. महाराष्ट्र राज्य इतर मागासवर्गीय वित्त आणि विकास महामंडळ</p> <p>४. AEBAS हजेरी प्रणाली</p> <p>५. महा-टेंडर या विषयी कामकाज (MAHA Tender)</p> <p>६. NIC संदर्भातील संपूर्ण कामकाज.</p> <p>७. MAHA-IT व DIT संदर्भातील कामकाज.</p> <p>८. ई-ऑफिस प्रणाली.</p> <p>९. PG पोर्टल आणि आपले सरकार विषयी संपूर्ण कामकाज.</p> <p>१०. NSDC संदर्भातील कामकाज.</p>	<p>श्री. वैभव काळेकर, कौशल्य अभियान अधिकारी ३</p>
६	<p>१. प्रधानमंत्री विश्वकर्मा कौशल्य सन्मान योजना</p>	<p>श्री. संकेत पगारे, कौशल्य अभियान अधिकारी ३</p>
७	<p>१. संकल्प योजनेचे संपूर्ण कामकाज</p>	<p>श्रीम. छाया कुबल, प्रकल्प समन्वयक</p>

८	<p>१. महास्वयम पोर्टल, Google Suite, बाबत विहित मुदतीत करावयाची सर्व प्रकारची कार्यवाही.</p> <p>२. पोर्टल संदर्भातील संपूर्ण तांत्रिक बाबीचे कामकाज</p> <p>३. Portal Data Handling</p> <p>४. NICSI संदर्भातील संपूर्ण कामकाज</p> <p>५. महास्वयम व आधार सलग्न हजेरी प्रणाली(AEBAS) श्री.वैभव काळेकर व श्री.कानाराम मंगेशकर यांच्या समन्वयाने.</p>	<p>श्री.कानाराम मंगेशकर कौशल्य अभियान अधिकारी (आय-टी)</p> <p>श्री.रविंद्र धमनीकर (कौशल्य अभियान सहायक, से.नि)</p>
९	<p>१. सोसायटी कार्यालयाचे व्यवस्थापन</p> <p>२. Memorandum of Association (MOA)</p> <p>३. Administration Rules & Regulation (AFR)</p> <p>४. भरतीप्रक्रिया बाबतचे सर्व कामकाज</p> <p>५. आस्थापना विषयक सर्व कामकाज</p> <p>६. सामग्री (Stationery) आणि रचना व कार्यपद्धती</p> <p>७. वाहन विषयक सर्व बाबी</p> <p>८. बैठकांचे समन्वय व व्यवस्थापन</p> <p>९. कार्यालयीन जागे विषयक कामकाज</p> <p>१०. कार्यालयातील नस्ती व्यवस्थापन व हाताळणी</p> <p>११. माहिती अधिकारी कायदा विषयक सर्व कामकाज</p> <p>१२. कार्यालयीन उपस्थिती व्यवस्थापन</p> <p>१३. वेतन, रजा आणि वार्षिक गोपनीय अहवाल बाबतचे कामकाज</p> <p>१४. शासकीय कामकाजासाठी करण्यात येणाऱ्या प्रवासाचे व्यवस्थापन.</p> <p>१५. संगणक व Laptop च्या खरेदी / दुरुस्ती, Spare Part, Tonner / Cartage Refill इ. कामकाज</p> <p>१६. खरेदी विषयकचे दरपत्रक कामकाज</p> <p>१७. Key Result Areas Mantralaya SEEID Coordination, GC/GB/HPC Coordination</p>	<p>श्री. पराग पाटील, प्रबंधक (अ.का.)</p> <p>श्री. गणेश सकुंडे, कौशल्य अभियान सहायक</p> <p>श्री. रोहित पराडकर, कार्यालयीन सहायक</p>
१०	<p>१. अर्थसंकल्प नियोजन व संबंधित कामकाज</p> <p>२. खर्चाचे सनियंत्रण</p> <p>३. अनुज्ञेय प्रदान देयाकाची अदायगी करणे</p> <p>४. Preparation and Maintain of Book of Account Audits</p> <p>५. बँकेच्या व्यवहारांची सर्व कामकाज</p> <p>६. वित्तीय व्यवस्थापन</p>	<p>श्री. पराग पाटील, वित्त अधिकारी</p> <p>श्रीम.प्रियंका परदेशी (कार्यालयीन सहायक)</p> <p>श्रीम. सायली पाटील (सहायक, से.नि)</p>

	<p>७. वार्षिक लेखे तयार करणे</p> <p>८. Appointments of Statutory Auditors</p> <p>९. वित्त विषयक मंत्रालीन कामकाज</p> <p>१०. PFMS</p>	<p>श्री.विलास घोरपडे सहायक लेखा अधिकारी(से.नि)</p> <p>श्री.पंडित पाटील सहायक लेखा अधिकारी(से.नि)</p> <p>श्री.विकास परदेशी (सहायक, से.नि)</p> <p>श्रीम.दिपाली कोकरे Young Professional Fellow</p>
११	<p>१. धर्मादाय आयुक्त (Charity Commissioner) संबंधित सर्व बाबी.</p> <p>२. सर्व न्यायालयीन प्रकरणे</p> <p>३. सोसायटी कार्यालयातील सर्व कायदेशीर बाबी</p> <p>४. Minutes of Meeting GB & GC (along with Registrar Section)</p>	<p>श्रीम.प्रेरणा देवघरे, विधी अधिकारी</p>
१२	<p>१. कौशल्य विकास योजनाचे देखरेख व संनियंत्रण (Monitoring & Evaluation) कक्ष.</p> <p>२. TPTC related complaints management of all schemes along with handling SMOS</p> <p>३. Public & Staff Grievances Handling along with MSSDS Team raised on PG Portal, Aaple Sarkar & e-Samiksha Portal</p> <p>४. Grievances Redresal Asset Management</p> <p>५. Inspection & Supervisory Visits / ATR</p> <p>६. Incomplete Batches (Options ९ to ४)</p>	<p>श्री. नागनाथ भोगे, कौशल्य अभियान अधिकारी १ (सेवानिवृत्त अधिकारी)</p> <p>श्री. विनायक चुरी, कौशल्य अभियान अधिकारी ३ (सेवानिवृत्त अधिकारी)</p> <p>श्री.काशीराम आरोसकर (सहायक, से.नि)</p>

Manual – 3:- PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

१. प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र (PMUKVK) या योजनेचे नावामध्ये बदल होवून सदर योजनेचे नवीन नाव प्रमोद महाजन ग्रामीण कौशल्य विकास केंद्र (PMGKVK) असे आहे.
२. आचार्य चाणक्य कौशल्य विकास केंद्र (ACKVK)
३. प्रमोद महाजन कौशल्य व उद्योजकता विकास अभियान (PMKUVA)

वरील योजनांची आदर्श कार्य पद्धती.



महाराष्ट्र शासन

महाराष्ट्र राज्य कौशल्य विकास सोसायटी

पहिला मजला, एल्फिन्स्टन तांत्रिक विद्यालय परिसर,
३, महापालिका मार्ग, धोबी तलाव, मुंबई-४००००९



ईमेल: ceo@mssds.in

दूरध्वनी क्र. ८६५५८९६२४०/८६५५८९६२४९

जा.क्र.MSSDS/PMUKVK/2023/1091

दि.२५/०८/२०२३
३९

प्रति,

सहायक आयुक्त,

जिल्हा कौशल्य विकास, रोजगार व उद्योजकता मार्गदर्शन केंद्र तथा

सदस्य सचिव, जिल्हा कौशल्य विकास कार्यकारी समिती

जिल्हा... (३४ जिल्हे)

विषय : “ प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” कार्यक्रम राबविण्याची कार्यपद्धती.

संदर्भ :

- कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग यांचे पत्र क्र. कौविउ-२०२३ / प्र. क्र. ०६/ कौ.१ दि. २३/०८/२०२३.
- शासन निर्णय क्र. कौविउ-२०२१/प्र.क्र.४८/कौशल्य-१, दि. ०२ सप्टेंबर २०१५.

ग्रामीण भागात “प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” स्थापित करण्यास शक्ती प्रदत्त समितीने मान्यता प्रदान आहे. या मान्यतेच्या अनुषंगाने महाराष्ट्र राज्यात ग्रामीण भागात “प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” निर्माण करण्याकरिता <https://organizations.maharashtra.nextprocure.in> या पोर्टलवर दि.०९.०६.२०२३ रोजी स्वारस्याची अभिव्यक्ती (EOI) राज्यपातळीवरून ३४ जिल्हानिहाय वेळापत्रकासह प्रसिद्ध करण्यात आली होती. त्यानुषंगाने, स्वारस्याची अभिव्यक्ती (EOI) ची प्रक्रिया पूर्ण करून पात्र प्रशिक्षण संस्था निवड ५३ अर्जदारांना Paper Based Evaluation व Presentation evaluation score तसेच त्यांच्या अर्जांमध्ये कौशल्य प्रशिक्षण प्रदान करण्याच्या अनुभव लक्षात घेता गठीत समिती मार्फत पात्र संस्थांची जिल्हानिहाय गावांकरीता निवड करण्यात आली आहे. तसेच, सदर ५४ अर्जदारांना उपरोक्त संदर्भाकित शासनाकडून मान्यता प्रदान करण्यात आले आहे.

जिल्हानिहाय ग्रामीण भागात "प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र" कार्यक्रमाची अंमलबजावणी जिल्हा स्तरावरून करण्यात येणार असून सदर कार्यक्रम राबविण्याची कार्यपद्धती सोबत जोडण्यात येत आहे.

सोबत : वरीलप्रमाणे.



डॉ. रामास्वामी, एन. (भा.प्र.से)

मुख्य कार्यकारी अधिकारी

महाराष्ट्र राज्य कौशल्य विकास सोसायटी

प्रत पुढील कार्यवाहीस्तव:

मा. उप आयुक्त, कौशल्य विकास, रोजगार व उद्योजकता, विभागीय आयुक्तालय : मुंबई, पुणे,
नाशिक, नागपूर, औरंगाबाद, अमरावती

प्रत माहितीस्तव:

मा. आयुक्त, कौशल्य विकास, रोजगार व उद्योजकता विभागीय आयुक्तालय, नवी मुंबई.

“प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र कार्यक्रम राबविण्याची कार्यपद्धती:

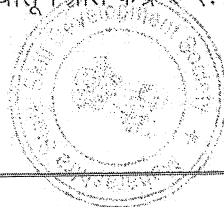
संदर्भ : शासन निर्णय क्र. कौविउ-२०२१/प्र.क्र.४८/कौशल्य-१, दि. ०२ सप्टेंबर २०१५.

ग्रामीण भागात “प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” निर्माण करण्यासाठी शक्ती प्रदत्त समितीमार्फत मान्यता प्रदान करण्यात आली आहे. सदर मान्यतेच्या अनुषंगाने महाराष्ट्र राज्यात ग्रामीण भागात “प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” निर्माण करण्याकरिता <https://organizations.maharashtra.nextprocure.in> या पोर्टलवर दि.०९.०६.२०२३ रोजी राज्यपातळीवरून ३४ जिल्हानिहाय स्वारस्याची अभिव्यक्ती (EOI) प्रसिद्ध करण्यात आली होती. सदर प्रक्रीयेद्वारे प्रत्येक प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र निर्माण करण्यासाठी पात्र अर्जदारांची निवड करण्यात आली आहे.

ग्रामीण भागात “प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र” कार्यक्रमाची अंमलबजावणी जिल्हा स्तरावरून करण्यात येणार असून सदर कार्यक्रम राबविण्याची कार्यपद्धती खालीलप्रमाणे आहे.

१. प्रशिक्षण संस्थांची निवड:

- १.१. महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत EOI द्वारे निवड केलेल्या संस्थांमार्फत प्रशिक्षण कार्यक्रम राबविण्यात येईल.
- १.२. निवड केलेल्या पात्र प्रशिक्षण संस्थांची प्रति केंद्र रु २.५० लाख अग्रीम निधीकरिता मागणी असल्यास, प्रति केंद्र रु २.५० लाखाची Performance Bank Guarantee Eol document मध्ये देण्यात आलेल्या विहित नमुन्यात सहाय्यक आयुक्त, जिल्हा कौशल्य विकास, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्या नावे जिल्हा कार्यालयामध्ये जमा करण्यात यावी.
- १.३. निवड केलेल्या पात्र प्रशिक्षण संस्थांची प्रति केंद्र रु २.५० लाख अग्रीम निधीकरिता मागणी नसल्यास, संबंधित प्रशिक्षण संस्थांनी एकूण प्रकल्प मूल्य रकमेच्या ३% इतक्या रकमेची (300 candidates x १५,००० per candidates estimated training cost x ३%) Performance Bank Guarantee, Eol document मध्ये देण्यात आलेल्या विहित नमुन्यात सहाय्यक आयुक्त, जिल्हा कौशल्य विकास, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्या नावे जिल्हा कार्यालयामध्ये जमा करण्यात यावी.
- १.४. निवड केलेल्या पात्र प्रशिक्षण संस्था व सहाय्यक आयुक्त, जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामध्ये करार करण्यात यावा. सदर करार रु.१०० रकमेचा स्टॅप पेपरवर करण्यात यावे.
- १.५. निवड केलेल्या पात्र प्रशिक्षण संस्थानां सहाय्यक आयुक्त, जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत सविस्तर कार्यादेश निर्गमित करण्यात येईल.
- १.६. प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्रांच्या भौतिक सुविधेसाठी आवश्यकता असल्यास, मागणीनुसार PMKUYA योजनेच्या निधीतून प्रति केंद्र रु २.५० लाख अग्रीम देण्यात येईल. अग्रीम



मागणीसाठी, Performance Bank Guarantee व कराराचे कागदपत्र प्रशिक्षण संस्थांनी महास्वयंम वेब पोर्टलवर अपलोड करावेत व त्यानंतर वेब पोर्टलवर देयक सादर करावे.

१.७. सदरअग्रीम निधीचा वापर कौशल्य केंद्रामध्ये (फर्निचर, टेबल, खुर्ची, संगणक, प्रिंटर तसेच प्रशिक्षण कार्यशाळा व साधन सामुग्री) यासारख्या भौतिक सुविधा निर्माण करण्यासाठी करण्यात यावा. सदर अग्रीम निधी प्रशिक्षण संस्थाना देय होणाऱ्या पुढील ५ देयकांमधून समान हप्त्यात समायोजित करण्यात येणार आहे.

१.८. प्रशिक्षण संस्थांनी प्रशिक्षण केंद्राची नोंदणी SIP पोर्टलवर करणे बंधनकारक आहे.

२. योजनेचा प्रचार व प्रसार :

महाराष्ट्र राज्य कौशल्य विकास सोसायटी योजनेचा प्रिंट, इलेक्ट्रॉनिक मिडिया तसेच सोशल मिडिया च्या माध्यमातून योजनेचा राज्य स्तरीय प्रचार व प्रसार करेल. तसेच, प्रत्येक जिल्ह्याकरिता जिल्हा कौशल्य विकास कार्यकारी समिती मार्फत विशेष जनजागृती मोहीम राबविण्यात येईल.

३. अभ्यासक्रम:

३.१. कौशल्य विकास प्रशिक्षण कार्यक्रम राबविण्यासाठी NSQF संलग्नित रोजगार/स्वयंरोजगारक्षम अभ्यासक्रमाची निवड करावी.

३.२. अल्प कालावधीत (साधारणतः ३ महिने) पूर्ण होतील असे (किमान २०० व कमाल ६०० तास प्रशिक्षणाचा कालावधी) अभ्यासक्रमाची निवड जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत करण्यात यावी.

३.३. प्रत्येक प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्रामध्ये एकावेळेस जास्तीत जास्त २ जॉब-रोल्सचे प्रशिक्षण प्रदान करण्यात यावे.

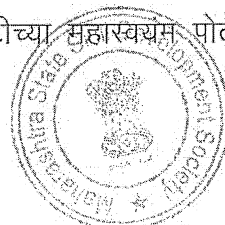
३.४. अभ्यासक्रमांची निवड करताना Beauty and Hair dressing , Fashion Designing, Sampling Tailor, Hand Embroidery या सारख्या पारंपारिक अभ्यासक्रमाची निवड करू नये. अपवादात्मक परिस्थितीत सदर अभ्यासक्रमांच्या प्रशिक्षणपश्चात रोजगार प्राप्त होण्याची हमी असल्यास त्याची कारणमिमांसा करून सहाय्यक आयुक्त यांनी सोसायटी कार्यालयास प्रस्ताव सादर करून मान्यता घ्यावी.

३.५. प्रामुख्याने स्थानिक पातळीवर रोजगार/स्वयंरोजगार उपलब्ध होऊ शकेल अशा NSQF संलग्नित अभ्यासक्रमाची कौशल्य, रोजगार, उद्योजकता व नाविन्यता जिल्हा कार्यकारी समितीच्या मान्यतेने करावी.

४. उमेदवारांची जमवाजमव व समुपदेशन:

४.१. प्रशिक्षण संस्थेने स्थानिक पातळीवर प्रचार आणि प्रसार करून उमेदवारांची जमवाजमव करावी. उमेदवारांची जमवाजमव करण्यासाठी स्थानिक ग्रामपंचायत व जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांची मदत घ्यावी.

४.२. महाराष्ट्र राज्य कौशल्य विकास सोसायटीच्या महास्वयंम पोर्टलवर उमेदवारांची ऑनलाईन पद्धतीने नोंदणी करण्यात यावी.



४.३. प्रशिक्षण संस्थेने नोंदणी केलेल्या उमेदवारांचे कौशल्यपूर्व मार्गदर्शन व समुपदेशन करावे

५. कार्यादेश आणि प्रशिक्षण तुकडीस मान्यता:

- ५.१. सहाय्यक आयुक्त, जिल्हा कौशल्य रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत प्रशिक्षण संस्थाना कार्यादेश देण्यात येईल.
- ५.२. प्रत्येक प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्र साठी प्रथम वर्षासाठी १०० उमेदवारांचे उद्दिष्ट निश्चित केलेले आहे. मात्र, सदरचे उद्दिष्ट बंधनकारक नाही याची प्रशिक्षण संस्थांनी नोंद घ्यावी. चालू असलेल्या batch चे प्रशिक्षण यशस्वीरित्या पूर्ण केल्यानंतरच उर्वरित उद्दिष्टाचे कार्यादेश देण्यात येतील.
- ५.३. प्रशिक्षण तुकडीमध्ये उमेदवारांची संख्या किमान २० व कमाल ३० असावी.
- ५.४. कार्यादेशाप्रमाणे महास्वयंम पोर्टलवर सहाय्यक आयुक्त जिल्हा कौशल्य रोजगार व उद्योजकता मार्गदर्शन केंद्र हे प्रशिक्षण तुकड्यांची batch phase मध्ये Yet to start ते Ready to start असा बदल करतील.
- ५.५. Ready to start phase असलेल्या प्रशिक्षण तुकड्यांना महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत batch phase न बदलता TBN देण्यात येईल.
- ५.६. TBN मिळाल्यावर batch phase संबंधित PMUKVK ने १५ दिवसांच्या आत batch phase Inprogress करून प्रत्यक्ष प्रशिक्षण चालू करावे.

६. प्रशिक्षण:

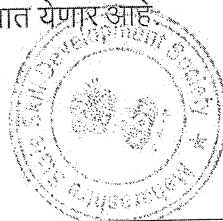
- ६.१. प्रशिक्षण संस्थांनी TBN प्राप्त झाल्यावर प्रशिक्षण तुकडी विहित कालावधीत पूर्ण करावी.
- ६.२. उमेदवारांची दैनंदिन हजेरी AEBAS पद्धतीने नोंदविण्यात यावी.
- ६.३. सहाय्यक आयुक्त व इतर संबंधित अधिकाऱ्यांनी प्रशिक्षण कालावधीत प्रशिक्षण संस्थाना आकस्मिक भेट देऊन प्रशिक्षणाची गुणवत्ता व AEBAS (Aadhaar Enabled Biometric attendance System) हजेरीची पडताळणी करावी.

७. मुल्यांकन व प्रमाणपत्र :

प्रशिक्षण पूर्ण झाल्यानंतर प्रशिक्षण तुकड्यांचे मुल्यांकन SSC/MSBSVET मार्फत करण्यात यावे.

८. प्रशिक्षणोत्तर कार्यवाही:

- ८.१. प्रशिक्षण संस्थांनी यशस्वीरित्या प्रशिक्षण पूर्ण केलेल्या उमेदवारांना योजनेतील अटीनुसार रोजगार किंवा स्वयंरोजगार उपलब्ध करून द्यावा व त्याचा किमान सहा महिने पाठपुरावा करावा.
- ८.२. जिल्हा कौशल्य विकास ,रोजगार व उद्योजकता मार्गदर्शन केंद्र, कौशल्य विकास ,रोजगार व उद्योजकता विभागीय आयुक्तालय तसेच महाराष्ट्र राज्य कौशल्य विकास सोसायटी यांच्यामार्फत रोजगार प्राप्त उमेदवारांची पडताळणी करण्यात येणार आहे.



८.३. प्रशिक्षण संस्थांनी रोजगार/स्वयंरोजगार प्राप्त उमेदवारांचे आवश्यक कागदपत्र (उदा. नियुक्तीपत्र, पगारपत्र, बँक पासबुक, शॉप अँक्ट परवाना इ.) महास्वयंम पोर्टलवर अपलोड करणे आवश्यक आहे.)

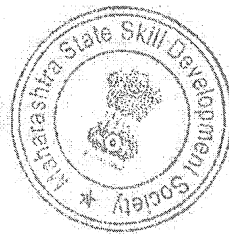
९. देयके अदा करण्याचे टप्पे:

९.१. प्रशिक्षण शुल्काची निश्चिती केंद्र शासनाने निर्गमित केलेल्या Common Cost Norms (CCN) च्या मार्गदर्शक सुचनांप्रमाणे होईल व प्रशिक्षण शुल्क प्रमोद महाजन कौशल्य विकास व उद्योजकता विकास अभियानाच्या (PMKUVA) मार्गदर्शक सुचनांप्रमाणे खालीलप्रमाणे अदा करण्यात येईल.

अ.क्र.	प्रशिक्षण खर्चाच्या प्रतीपुर्तीचे टप्पे	प्रतीपुर्तीचे टप्पे
१	प्रशिक्षण सुरु झाल्यावर ७ दिवसांचे आंत (प्रशिक्षणातल्या पहिल्या आठवड्यातील महत्तम उपस्थितीच्या आधारे)	३०%
२	प्रशिक्षण संपल्यानंतर (मूल्यमापन व प्रमाणीकरणाअंती)	३०%
३	यशस्वी उमेदवारांपैकी किमान ७५% उमेदवारांना रोजगार/स्वयंरोजगार प्राप्त झाल्यानंतर (नोकरी प्राप्त झाल्यापासून / स्वयंरोजगार मिळून ३ महिन्यांनंतर विहित कागदपत्रे/ पुरावे सादर करणे आवश्यक)	२०%
४	उमेदवारांना ६ महिन्यापर्यंत रोजगार/ स्वयंरोजगार उपलब्ध झाल्याबाबत विहित कागदपत्रे/पुरावे सादर केल्यावर आणि त्याचे मूल्यमापन फॉर्म MSSDS यांना पोर्टलद्वारे प्राप्त झाल्यानंतर	२०%

९.२. प्रशिक्षण कार्यक्रमाची टप्पेनिहाय प्रशिक्षण शुल्काची प्रतिपुर्ती संबंधित प्रशिक्षण संस्थेच्या (PMUKVK-TP) बँक खात्यात थेट जमा करण्यात येईल.

९.३. प्रत्येक प्रधानमंत्री उद्योजकता कौशल्य विकास केंद्राकरिता मागणी केल्यास रु.२,५०,०००/- अग्रीम देण्यात येईल. प्रशिक्षण संस्थेने आवश्यक पायाभूत सुविधांसाठी रु.२,५०,०००/- च्या अग्रीमची मागणी केल्यास, रु.२,५०,०००/- अग्रीम समतुल्य बँक हमीच्या बदल्यात निविदेतील अटी व शर्तीनुसार सदरचा अग्रीम प्रदान करण्यात येईल व सदरचा अग्रीम प्रशिक्षण संस्थाना देय होणाऱ्या पुढील ५ देयकांमधून समान हप्त्यात समायोजित करण्यात येईल.



आदर्श कार्यपद्धती
“आचार्य चाणक्य कौशल्य विकास केंद्र” (ACKVK)

संदर्भ :

- शासन निर्णय क्र. कौविउ-२०२१/प्र.क्र.४८/कौशल्य-१, दि. ०२ सप्टेंबर २०१५.
- मा. मंत्री, कौशल्य, रोजगार, उद्योजकता व नाविन्यता यांच्या अध्यक्षतेखालील दि. २७ डिसेंबर २०२३ रोजीच्या बैठकीमधील निर्देश
- सोसायटी कार्यालयाचे पत्र क्र. MSSDS/२०२३-२४/१५६१, दि. २८ डिसेंबर, २०२३
- कौशल्य विकास, रोजगार व उद्योजकता विभाग यांचे पत्र क्र.कौरोउ-२०२३/प्र.क्र.१५७, दि.०१ जानेवारी, २०२४
- महाविद्यालयांची इच्छुकता नोंदविण्यासाठी तयार करण्यात आलेला गुगलफॉर्म
- सोसायटी कार्यालयामार्फत प्राचार्यांना निर्गमित करण्यात आलेले पत्र क्र. MSSDS/२०२३-२४/११, दि.०१ जानेवारी, २०२४
- मा. मंत्री, कौशल्य, रोजगार, उद्योजकता व नाविन्यता यांचे मार्फत प्राचार्यांना निर्गमित करण्यात आलेले पत्र क्र. मंत्री कौ.उदयो.रोज.नावि./टिप्पणी/०३९/२०२४ दि.०९ जानेवारी, २०२४
- मा. मंत्री, कौशल्य, रोजगार, उद्योजकता व नाविन्यता यांचे मार्फत कुलगुरुंना निर्गमित करण्यात आलेले पत्र क्र. मंत्री कौ.उदयो.रोज.नावि./टिप्पणी/४६-६०/२०२४ दि.११ जानेवारी, २०२४
- कौशल्य विकास, रोजगार व उद्योजकता विभाग यांचे पत्र क्र.कौविउ-२०१५/प्र.क्र.१२२/रोस्वरो.१(कौ.१) दि.१७ जानेवारी, २०२४.
- कौशल्य विकास, रोजगार व उद्योजकता विभाग यांचे पत्र क्र.कौविउ-२०२३/प्र.क्र.११५७/कौशल्य-१ दि.१५ मार्च, २०२४.

कौशल्य विकास या संकल्पनेचा अधिकाधिक फायदा राज्यातील युवक युवतींना व्हावा, या दृष्टिकोनातून राज्यामधील नामांकित महाविद्यालयांमध्ये कौशल्य विकास केंद्र स्थापन करून महाविद्यालयीन युवक युवतींना रोजगारक्षम बनविण्याच्या दृष्टीने प्रयत्न करण्यात यावेत, असे निर्देश मा.मंत्री, कौशल्य, रोजगार, उद्योजकता व नाविन्यता यांनी दि. २७ डिसेंबर २०२३ रोजीच्या बैठकीमध्ये दिले. सदर निदेशास अनुसरून राज्यात संदर्भ क्र.१ अन्वये राबविण्यात येत असलेल्या “प्रमोद महाजन कौशल्य व उद्योजकता विकास अभियान” योजनेच्या धर्तीवर राज्यातील महाविद्यालयांमध्ये कौशल्य विकास केंद्रांची स्थापना करणेबाबत प्रस्ताव महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत संदर्भ क्र. ३ अन्वये शासनास सादर करण्यात आला.

२. सदर प्रस्तावामध्ये राज्यातील महाविद्यालयाकडून कौशल्य विकास केंद्र स्थापन करावयाची इच्छुकता नोंदविण्याकरिता गुगल फॉर्मच्या माध्यमातून कार्यवाही सोसायटी कार्यालयामार्फत करण्यात येईल. तथापि, महाविद्यालयीन युवक-युवतींना आवश्यक कौशल्य प्रशिक्षणाकरिता आवश्यक अभ्यासक्रमांची निवड संबंधित महाविद्यालयात मार्फत करण्यात येईल. महाविद्यालयांमध्ये विहित कार्यपद्धतीने कौशल्य विकास केंद्र स्थापन करून National Skills Qualification Framework (NSQF) सुसंगत असलेल्या अभ्यासक्रमाचे कौशल्य प्रशिक्षण केंद्र शासनाच्या मार्फत निश्चित करण्यात आलेल्या करीता केंद्र

शासनामार्फत निश्चित केलेल्या Common Cost Norms नुसार प्रशिक्षण शुल्क अदा करण्यात येईल, असे नमूद करण्यात आले.

३. मा. उपमुख्यमंत्री तथा वित्त मंत्री यांनी वित्तीय वर्ष २०२४-२५ च्या पहिल्या अर्थसंकल्पीय अधिवेशानामध्ये “१ हजार महाविद्यालयांमध्ये कौशल्य विकास केंद्र सुरु करण्यात येणार आहेत” अशी घोषणा केली आहे. त्यास अनुसरून सद्यस्थितीत सोसायटीमार्फत निवडण्यात आलेल्या राज्यातील नामांकित महाविद्यालयांमध्ये टप्पाटप्पाने १ हजार कौशल्य केंद्र स्थापन करण्यात येणार आहेत.
४. कौशल्य, रोजगार उद्योजकता व नाविन्यता विभागामार्फत पहिल्या टप्प्यात राज्यातील ११० महाविद्यालयांमधील कौशल्य विकास केंद्रांचे दृकश्राव्य प्रणालीद्वारे ऑनलाईन उद्घाटन मा. उपमुख्यमंत्री तथा गृहमंत्री श्री. देवेंद्र फडणवीस यांच्या शुभहस्ते “मेघदूत” या शासकीय निवासस्थानी करण्यात आले. यावेळी कौशल्य, रोजगार, उद्योजकता व नाविन्यता मंत्री मंगल प्रभात लोढा, महाराष्ट्र राज्य कौशल्य विकास सोसायटीच्या आयुक्त निधी चौधरी, यांची प्रमुख उपस्थिती होती. तसेच, दृकश्राव्य प्रणालीद्वारे १०० महाविद्यालयातील विद्यार्थी आणि प्राचार्य यावेळी उपस्थित होते.
५. संदर्भ क्र. ९ अन्वये राज्यात प्रधानमंत्री कौशल्य विकास योजना ४.० योजनेच्या धर्तीवर “प्रमोद महाजन कौशल्य व उद्योजकता विकास अभियान” योजनेच्या कार्यपद्धतीमध्ये करण्यात आलेल्या बदलांच्या अनुषंगाने महाविद्यालयांमध्ये “आचार्य चाणक्य कौशल्य विकास केंद्र” (ACKVK) कार्यक्रमाची अंमलबजावणी जिल्हा स्तरावरून करण्यात येणार असून सदर कार्यक्रम राबविण्याची कार्यपद्धती पुढीलप्रमाणे आहे.

५.१. प्रशिक्षण संस्थांची निवड:

- ५.१.१. निवड केलेल्या महाविद्यालयांमध्ये पात्र ACKVK व सहायक आयुक्त, जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामध्ये करार करण्यात यावा.
- ५.१.२. निवड केलेल्या पात्र महाविद्यालयांना सहायक आयुक्त, जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत सविस्तर कार्यादेश निर्गमित करण्यात येईल.
- ५.१.३. महाविद्यालयांनी कौशल्य विकास प्रशिक्षण केंद्राची नोंदणी SIP पोर्टलवर करणे बंधनकारक आहे.

५.२. अभ्यासक्रम:

- ५.२.१. कौशल्य विकास प्रशिक्षण कार्यक्रम राबविण्यासाठी NSQF संलग्नित रोजगार/स्वयंरोजगारक्षम अभ्यासक्रमाची निवड करावी.
- ५.२.२. अल्प कालावधीत (साधारणतः ३ महिने) पूर्ण होवू शकणारे (किमान २०० व कमाल ६०० तास प्रशिक्षणाचा कालावधी) अभ्यासक्रमाची निवड जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत करण्यात यावी.

- ५.२.३. महाविद्यालयातील कौशल्य विकास केंद्रामध्ये एकावेळेस जास्तीत जास्त २ जॉब-रोल्सचे प्रशिक्षण प्रदान करण्यात यावे.
- ५.२.४. प्रामुख्याने स्थानिक पातळीवर रोजगार/स्वयंरोजगार उपलब्ध होऊ शकेल अशा NSQF संलग्नित अभ्यासक्रमाची निवड करणे अपेक्षित आहे.
- ५.२.५. अभ्यासक्रमाची निवड करतांना उमेदवारांची आवड व नोकरीची उपलब्धता व स्थानिक उद्योगांची गरज लक्षात घ्यावी.
- ५.२.६. तंत्रज्ञानामध्ये होत असलेले अत्याधुनिक बदल लक्षात घेऊन NSDC मार्फत निश्चित करण्यात आलेल्या ११९ Future Job-roles पैकी अभ्यासक्रमांची निवड केल्यास यूवक-युवतींना तंत्रज्ञानाच्या क्षेत्रामध्ये रोजगाराच्या अधिक संधी उपलब्ध होतील.

५.३. उमेदवारांची जमवाजमव व समुपदेशन:

- ५.३.१. ACKVK यांनी स्थानिक पातळीवर प्रचार आणि प्रसार करून उमेदवारांची जमवाजमव करावी. उमेदवारांची जमवाजमव करण्यासाठी स्थानिक महानगरपालिका/ नगरपालिका/ ग्रामपंचायत व जिल्हा, कौशल्य, रोजगार व उद्योजकता मार्गदर्शन केंद्र यांची मदत घ्यावी.
- ५.३.२. ACKVK यांनी महाविद्यालयांतील आजी-माजी विद्यार्थ्यांच्या सहायाने उमेदवारांची जमवाजमव करावी.
- ५.३.३. महाराष्ट्र राज्य कौशल्य विकास सोसायटीच्या महास्वयम पोर्टलवर उमेदवारांची ऑनलाईन पद्धतीने नोंदणी करण्यात यावी.
- ५.३.४. ACKVK यांनी नोंदणी केलेल्या उमेदवारांचे कौशल्यपूर्व मार्गदर्शन व समुपदेशन करावे.

५.४. कार्यादेश आणि प्रशिक्षण तुकडीस मान्यता:

- ५.४.१. सहाय्यक आयुक्त, जिल्हा कौशल्य रोजगार व उद्योजकता मार्गदर्शन केंद्र यांच्यामार्फत ACKVK यांना कार्यादेश देण्यात येईल.
- ५.४.२. प्रत्येक ACKVK मध्ये कौशल्य विकास केंद्रासाठी प्रथम वर्षासाठी १५० उमेदवारांचे उद्दिष्ट निश्चित केलेले आहे. मात्र, सदरचे उद्दिष्ट बंधनकारक नाही याची महाविद्यालयांनी नोंद घ्यावी. चालू असलेल्या batch चे प्रशिक्षण यशस्वीरित्या पूर्ण केल्यानंतरच उर्वरित उद्दिष्टाचे कार्यादेश देण्यात येतील.
- ५.४.३. प्रशिक्षण तुकडीमध्ये उमेदवारांची संख्या किमान १० व कमाल ३० असावी.
- ५.४.४. कार्यादेशाप्रमाणे महास्वयम पोर्टलवर सहाय्यक आयुक्त जिल्हा कौशल्य रोजगार व उद्योजकता मार्गदर्शन केंद्र हे प्रशिक्षण तुकड्यांची batch Phase मध्ये Yet to start ते Ready to start असा बदल करतील.
- ५.४.५. Ready to start phase असलेल्या प्रशिक्षण तुकड्यांना महाराष्ट्र राज्य कौशल्य विकास सोसायटी मार्फत मान्यता (TBN) देण्यात येईल.

५.५. प्रशिक्षण:

- ५.५.१. ACKVK यांनी TBN प्राप्त झाल्यावर प्रशिक्षणाची बॅच विहित कालावधीत पूर्ण करावी.
- ५.५.२. उमेदवारांची दैनंदिन हजेरी AEBAS पद्धतीने नोंदविण्यात यावी.

५.५.३. सहाय्यक आयुक्त व इतर संबंधित अधिकारी प्रशिक्षण कालावधीत ACKVK यांना आकस्मिक भेट देऊन प्रशिक्षणाची गुणवत्ता व AEBAS (Aadhaar Enabled Biometric attendance System) हजेरीची पडताळणी करतील.

५.६. ऑन जॉब ट्रेनिंग (OJT) :

५.६.१. PMKVY ४.० च्या धर्तीवर प्रात्यक्षिक प्रशिक्षण देण्याच्या उद्देशाने OJT आवश्यक आहे. OJT चा कालावधी संबंधित अभ्यासक्रमावर अवलंबून असेल.

५.७. मुल्यांकन व प्रमाणपत्र :

५.७.१. प्रशिक्षण पूर्ण झाल्यानंतर प्रशिक्षण तुकड्यांचे मुल्यांकन SSC/MSBSVET मार्फत करण्यात यावे.

५.७.२. PMKVY ४.० च्या धरतीवर मुल्यांकन शुल्क प्रति उमेदवार रु.६०० प्रदान करण्यात येईल.

५.८. देयके अदा करण्याचे टप्पे:

प्रशिक्षण शुल्काची निश्चिती केंद्र शासनाने निर्गमित केलेल्या Common Cost Norms (CCN) च्या मार्गदर्शक सुचनांप्रमाणे होईल व प्रशिक्षण शुल्क प्रमोद महाजन कौशल्य विकास व उद्योजकता विकास अभियानाच्या (PMKUYA) मार्गदर्शक सुचनांप्रमाणे ACKVK यांना खालीलप्रमाणे अदा करण्यात येईल.

अ.क्र.	प्रशिक्षण खर्चाच्या प्रतीपुर्तीचे टप्पे	प्रतीपुर्तीचे टप्पे
१	प्रशिक्षण सुरु झाल्यावर	३०%
२	५०% प्रशिक्षण पूर्ण झाल्यावर, या ५०% प्रशिक्षण दिवसांमध्ये AEBAS वर ७०% उपस्थिती नोंदविलेल्या उमेदवारांच्या संख्येच्या प्रमाणात.	३०%
३	प्रमाणीकरण झाल्यानंतर (फक्त पास उमेदवारांच्या संख्येच्या प्रमाणात)	४०%
४	पुनर्मूल्यमापनात पास झालेल्या उमेदवारांच्या संख्येच्या प्रमाणात	उर्वरित

५.९. PMKVY ४.० च्या धरतीवर प्रमोद महाजन कौशल्य विकास व उद्योजकता विकास अभियानाच्या (PMKUYA) मार्गदर्शक सुचनांप्रमाणे ACKVK यांना ३ श्रेणीमध्ये खालीलप्रमाणे प्रती तास प्रती उमेदवार प्रशिक्षण शुल्क अदा करण्यात येईल

Category-I - Rs. ३२.२४/-

Category-I - Rs. २७.७२/-

Category-I - Rs. २३.१६/-

उदा. प्रती प्रशिक्षण तुकडी ३० उमेदवार Category-I मध्ये अंतर्भूत अभ्यासक्रमाकरीता ग्राह्य धरल्यास प्रशिक्षण शुल्क आकारणी खालीलप्रमाणे

Category-I - Rs. ३२.२४

Course duration- ५०० hrs

Training Batch- ३० Candidates

Batch Cost= Rs. ३२.२४ X ५०० X ३० = Rs.४,८३,६००

१st Milestone of ३०%- Rs. १,४५,०८०

२nd Milestone of ३०%- Rs. १,४५,०८०

३rd Milestone of ४०%- Rs. १,९३,४४०

- *केंद्र शासनाने निर्गमित केलेल्या Common Cost Norms (CCN) व्यतिरिक्त कौशल्य विकास केंद्रांना कोणतेही इतर शुल्क अदा करण्यात येत नाही
- प्रशिक्षण कार्यक्रमाची टप्पेनिहाय प्रशिक्षण शुल्काची प्रतिपूर्ती संबंधित महाविद्यालयाच्या) बँक खात्यात थेट जमा करण्यात येईल.



GOVERNMENT OF MAHARASHTRA
Skills, Employment, Entrepreneurship and Innovation Department
Maharashtra State Skill Development Society
1st floor Elphinstone Technical Highschool Campus
3, Mahapalika Marg, Dhobi Talao, Mumbai-400001

email: ceo@mssds.in

Contact-8655816240/41

O/w.MSSDS/PMKUVA/2023-24/485

Date: 08/02/24

To,
All Concerned Sector Skill Councils,

Sub: SOP for conducting skilling of candidates under Pramod Mahajan Kaushaly v Udyojakata Vikas Abhiyan (PMKUVA) scheme through SSC.

Dear Sir/Madam,

With reference Provisional Work Order, issued to you for conducting skilling of candidates under Pramod Mahajan Kaushaly v Udyojakata Vikas Abhiyan (PMKUVA) scheme. The Sector Skill Council will be implementing the Scheme at the district level and the SOP for implementing the program is as follows.

1. Selection of Training Institutes:

- 1.1. The training program will be implemented through the institutions selected by SSC's .The Sector Skill Councils need to conduct proper verification and due diligence before selecting any training Institutes with regards to Accreditation, blacklisting, training capacity, qualified Trainer etc.
- 1.2. Detailed instructions and guidelines should be issued through the Sector Skill Council to the selected qualified training institutes.
- 1.3. The Sector Skill Council should conduct the physical/virtual inspection of the training centre and issue work order only to training centres which have training capacity, tools and equipment.
- 1.4. SSC and training centre shall jointly complete the process of on boarding of Training Centres on MSSDS Portal.
- 1.5. The training centre should be accredited on SIP and empanelled on MSSDS Portal.

2. Mobilisations of Candidates :

- 2.1. Branding and publicity of training program as per scheme guidelines.
- 2.2. Sector Skill Council shall ensure that the training centre conducts counselling of candidates after allocation of target.
- 2.3. Sector Skill Council shall ensure that the training centre mobilises candidates as per the Scheme Guidelines and candidates meet the minimum eligibility criteria defined in respective Job role.
- 2.4. Sector Skill Council shall ensure that the training centre shall make every possible effort to mobilise needy candidates from various institutes, colleges and other sources to meet the average yearly target.
- 2.5. Conduct registration of the mobilised candidates on SIP & MSSDS Portal.

3. Job role/Course selection:

- 3.1. The Sector Skill Council shall select the Job Roles which are aligned with District Skill Development Plan approved by Skills, Employment, Entrepreneurship & Innovation District Executive Committee.
- 3.2. The Sector Skill Council shall coordinate with Assistant Commissioner, District Skill, Employment, Entrepreneurship & Innovation Guidance Centre and align the Training batch as per District Skill Development.
- 3.3. Aligned with PMKVY 4.0, On Job Training (OJT) will be a component under PMKUYA Short Term Training (STT) as mandated by NCVET. The duration of OJT will depend on the job role selected.
- 3.4. In case of the job roles for which the Job role duration is not defined guidelines issued from MSDE & NSDC from time to time needs to be followed.

4. Issuance of Work order by SSC:

- 4.1. Work order issuing authority (in this case SSC) will allocate target and will issue Job role wise work order to TP/TC based on the basis of target received from MSSDS.
- 4.2. SSC should verify training centre before giving work order. SSC should issue the work order on its letter head, duly signed by authorised signatory, indicating training centre wise, job role wise, training batch wise (no. of candidates).
- 4.3. The Sector Skill Council shall coordinate with Assistant Commissioner, District Skill, Employment, and Entrepreneurship & Innovation Guidance Centre and verify the capacity of training centre as other Skill Development Schemes may be simultaneously implemented by the training centre. This work order must be shared to MSSDS by SSC through their authorised email id in pdf format.
- 4.4. Prior to issuance of the work order to the training centre, SSC should conduct the physical/virtual inspection of the training centre/s and verify the capacity of the training centre and availability of qualified trainer for the training batch duration.
- 4.5. Before issuing the work order SSC should verify the validity of job roles. Work order should be issued to active job roles only.
- 4.6. Video recording/record of training to be maintained by training centres and SSC.

5. Sanction approval on MSSDS Portal by SSC :

- 5.1. The Work Order issuing authority (in this case SSC) will create a request for sanction approval based on the target mentioned in the work order issued to TC.
- 5.2. SSC will (Approve/Reject /Revert for compliance) the sanction order after verifying the Work Order.
- 5.3. MSSDS will not be liable to pay the invoice in case if SSC approves the sanction order beyond the target allocated by MSSDS to SSC.

Work order issuing authority (SSC) will check and verify the following before approving sanction order:

- Centre has the capacity to conduct this training during the time proposed for approval of this batch.
- Training centre has a qualified trainer for conducting training of this batch.
- Training centre is fully accredited for the job roles for which sanction request is created.
- The sanction is approved only for active job roles.

6. Training Batch creation and approval:

- 6.1. Post approval of Sanction order training centre will be able to create batch/batches only for the job role for which sanction is approved by SSC.
- 6.2. Batch will be created by the training centre and submitted to the Work order issuing Authority ((In this case SSC) for changing the batch status.
- 6.3. SSC (Work order issuing Authority) will be able to change the batch status from 'Yet to Start' to 'Ready to Start' after the training centre has enrolled all the candidates.
- 6.4. SSC Admin login is provided with access on MSSDS Portal to change the batch status from 'Yet to Start' to 'Ready to Start'
- 6.5. Prior to changing batch status the Work order issuing Authority (SSC) need to verify and certify the following:
 - Candidate is mobilized as per the scheme guidelines.
 - Work order is allocated by SSC as per District Skill Development Plan.
 - Centre has the capacity to conduct this training during the time proposed for approval of this batch.
 - Training Centre has a ToT certified trainer for conducting training of this batch.
 - The training batch size is minimum 10 candidates and maximum 30 candidates.
 - The training batch start timing is not prior to 7.00 am and batch end timing is not beyond 7.00 pm.
- 6.6. The training partner/training centre shall ensure that training centre shall maintain daily attendance for all candidates under training and trainers from start to end of training on AEBAS (Aadhaar Enabled Biometric Attendance System).
- 6.7. The Sector Skill Council shall inform regarding the schedule of training, venue and other details to Assistant Commissioner, District Skill Development Employment & Entrepreneurship Guidance for respective district in which target is allocated.
- 6.8. The Sector Skill Council shall comply with all the processes required to maintain information at the MSSDS & SIP portal.
- 6.9. For any notification/notices/orders etc., SSC shall regularly visit MSSDS portal.
- 6.10. SSC shall abide by all the instructions issued by MSSDS from time to time and also ensure that the training centres also follow and abide by all instructions.
- 6.11. The training partner shall ensure that training centre arranges Industry visits & on the job training and SSC shall monitor the same.

7. Assessment and Certification:

- 7.1. To ensure that the eligible candidates in the batch are assessed by SSC/ MSBSVET.
- 7.2. To ensure that the training centre coordinates with the Assessor and Assessing body and ensure that assessment is carried out on the scheduled date for all candidates who appeared for training and are eligible for assessment.
- 7.3. To ensure that the training centre coordinates with the Assistant Commissioner, District Skill Development Employment & Entrepreneurship Guidance for respective district and inform the schedule of assessment, venue and other details.
- 7.4. The assessment fees will be payable to SSC/ MSBSVET as per PMKVY 4.0 guidelines.
- 7.5. The assessment of the training batch should be conducted only after successful completion of the On the Job Training (OJT).

8. Monitoring :

- 8.1. District/Divisional/MSSDS and State Department Officials may visit the Training Centres during the Training/Assessment of the training batches.
- 8.2. Quality of training and AEBAS (Aadhaar Enabled Biometric Attendance System) attendance should be verified by SSC through random/surprise visits by SSC.
- 8.3. Call validation should be carried by SSC out on regular basis for taking feedback of

- candidates on their experiences and SSC should support investigation process in case of grievances.
- 8.4. Physical inspection of the training centre by representative from SSC should be conducted at least twice for every batch of training in case of Short-Term Training and Special Projects.
 - 8.5. The Sector Skill Council shall share batch wise progress report and monitoring visit reports with MSSDS on a monthly basis
 - 8.6. Any default/malpractice/non-compliance found during visit/inspection conducted by official's penalties will be applicable as per approved Penalty Matrix of MSSDS.
 - 8.7. In case of incomplete training batches (non-completion of training/assessment within stipulated timeline) the penalty will be applicable as per Penalty Matrix.

9. On the Job Training, Placement & Post-Placement Tracking :

- 9.1. IT-based tracking of candidate's for on the job training and placement up to 1 year from the date of certification shall be done for all the candidates by SSC/TC as per PMKVY 4.0 guidelines chapter no. 5, clause no.11.1, pg. no.25.
- 9.2. SSC should set up mechanism for tracking on the Job Training.
- 9.3. The Sector Skill shall verify and ensure that the training institutes maintain the OJT roaster and scanned copy of the OJT roaster must be submitted to MSSDS office.
- 9.4. SSC should set up mechanism for post placement tracking of candidates so that number of actually placed candidates, number of candidates retained & its timeframe, career progression of candidates may be tracked.
- 9.5. The Sector Skill shall ensure that the training institutes should provide employment or self-employment to the candidates who have successfully completed the training as per the scheme guidelines and do post placement tracking of these placed candidates for at least six months.
- 9.6. The training institutes are required to upload the necessary documents of the employed/self-employed candidate (eg. appointment letter, salary slip, bank passbook, shop act license etc.) on the MSSDS portal.

10. Payment Terms:

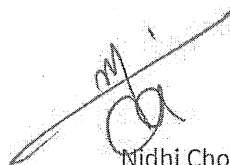
As per the Government norms referring to the Common norms 4th amendment Gazette notification as per Ministry of Skills Development and Entrepreneurship, New Delhi, Notification F. No. H-22011/2/2014-SDE (Vol-IV) dated 11th November 2020 and 5th amendment Common Norms for Skill Development Schemes Fifth Amendment, 2021.

- 9.7. The cost per hour of training for trades/sectors is as per cost common norms & will be paid as per PMKVY 4.0 as per PMKVY 4.0 guidelines chapter no. 6, clause no.5.7., pg. no.32:

Milestone	PMKCUVA (Proposed, subject to change as per final approval by HPC)
1	30% - On commencement of training
2	30% - On completion of 50 % training and proportionate to number of candidates achieving 70% AEBAS attendance of the 50 % training days.
3	40% - On Certification (passed candidates only).
4	Payment against the candidates passed in the reassessment. Any excess payment paid to be recovered in this milestone, if applicable.

MSSDS agrees to release payment to SSC upon completion of following activities and as per the scheme guidelines:

- MSSDS shall reimburse the training cost to SSC's bank account as per payment terms mentioned in the common cost norms & relevant scheme guidelines amended from time to time by GOM & GOI.
- Timely creation of invoices on MSSDS Portal on compliance and completion of milestone.
- Milestone wise payment will be released as per compliance of scheme guidelines and availability of funds under the scheme.
- The Sector Skill Council should release the payment to Training Centres within stipulated time from the date of receipt of payment from MSSDS office.



Nidhi Choudhari, I.A.S
Chief Executive Officer

Maharashtra State Skill Development Society

Copy to

- 1) All 6 Region, Deputy Commissioner, Skill, Employment, Entrepreneurship & Innovation Divisional Commissionerate- all 6 regions.
- 2) All 36 districts, Assistant Commissioner, District Skill, Employment, Entrepreneurship & Innovation Guidance Center

MANUAL - 4:- THE NORMS SET BY THE MAHARASHTRA STATE SKILL DEVELOPMENT OF SOCIETY FOR THE DISCHARGE OF ITS FUNCTIONS.

- As per above SOP of Manual-3

MANUAL - 5

MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY

Administrative & Financial Rules

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Chapter – 1

INTRODUCTION

- 1.1 These rules may be called the 'Administrative & Financial Rules', hereinafter referred as the 'AFR', of the "Maharashtra State Skill Development Society", hereinafter referred as the 'MSSDS/Society'.
- 1.2 This AFR shall come into effect from 27.09.2012 after approval by the Governing Council & General Body.
- 1.3 The day to day operations of the Society shall, hereafter, be governed by this AFR provided that the General Body shall decide on any other issue having financial and/or administrative implications not covered under this AFR.

Chapter –2

DEFINITIONS

Unless the context requires otherwise, the words and expressions used in these AFR but not defined, shall have the meanings assigned to them under Rules & Regulations of the Society.

- 2.1 **Administrative approval** means formal acceptance, by the competent authority, of the proposal for incurring expenditure on any work/activity.
- 2.2 **Age** means the upper age limit specified in the Recruitment Rules under these AFR.
- 2.3 **Annual Action Plan (AAP)** means the details of the activities/programmes to be undertaken by the Society during any financial year as approved by the Competent Authority.
- 2.4 **Bank** means a scheduled bank or its subsidiary institution, where the funds of the Society may be kept in current/savings account or medium to long-term deposit accounts.
- 2.5 **Budget** means the statement of estimated income and expenditure of the Society for any Financial Year as approved by the Competent Authority.
- 2.6 **Candidate** means an individual who is eligible for consideration for any position or responsibility as specified in the Recruitment Rules under these AFR.
- 2.7 **Capital Expenditure** means expenditure involved in the acquisition of assets of permanent nature including a portion of revenue expenditure which is specially treated so under orders of the competent authority.
- 2.8 **Capital Receipts** means receipts realised from the sale or disposal of assets, equipments or any specific portion of revenue receipts so treated.
- 2.9 **Chief Executive Officer (CEO)** means Commissioner, Employment, Self-Employment & Skill Development, Government of Maharashtra who shall, as head of the secretariat of the Society, be the controlling & supervising officer of the society with such powers as prescribed in the Rules & Regulations of the Society or any Rules or any delegation by the Governing Council.

- 2.10 **Competent Authority** means the authority with whom powers to accord administrative approval and/or sanction of expenditure vests under these AFR or under any Rules or has been delegated by the Governing Council.
- 2.11 **Daily Allowance** means an amount to which an individual is entitled, as per these AFR, to meet the daily expenses, including lodging and boarding charges, while on tour.
- 2.12 **Day** means a Calendar day.
- 2.13 **Detailed head** means a break-up below a Sub-head indicating the nature of expenditure on a scheme/activity in terms of inputs, such as, salaries, office expenses, etc.
- 2.14 **Emolument** means the amount to which an individual appointed/engaged, whether on deputation or on regular appointment or on contractual assignment or on adhoc basis with the Society, is entitled on a monthly basis or such basis as per the terms and conditions of his/her engagement contract agreement and shall include honorarium.
- 2.15 **Financial Sanction** means sanction accorded by the Competent Authority to the expenditure by a separate order or by signature or counter-signatures on bills or proposals.
- 2.16 **Financial Year** means the year commencing on 1st April of a calendar year and ending on 31st march of the following calendar year.
- 2.17 **Head of Account** means the sector of component programme provided in the budget with the object of classifying the income and expenditure of the Society.
- 2.18 **Imprest** means cash maintained for routine office expenses, travel and other personnel advances.
- 2.19 **Job Function** means set of responsibilities and duties as would be determined, as per requirement, from time to time by the CEO for any job position within the secretariat of the Society.
- 2.20 **Job Position** means specific name of the job function communicated in writing to an individual along with his/her terms and conditions of engagement/appointment or at any time thereafter as determined by the CEO.
- 2.21 **Member Secretary** means the Commissioner, Employment, Self-Employment & Skill Development, Government of Maharashtra who shall be ex-officio Member Secretary of the Society.
- 2.22 **Non-recurring expenditure** means expenditure on an item or a work incurred occasionally.
- 2.23 **Performance Appraisal** means process of evaluation and assessment of the performance of any individual, engaged to discharge any duty or provide any service pertaining to the Society, based on such parameters, manner and format as decided and communicated in writing by the CEO.
- 2.24 **Recurring Expenditure** means expenditure incurred on an item or a work at regular intervals.
- 2.25 **Revenue Expenditure** means expenditure other than Capital and debt expenditure on items of routine nature, such as, pay and allowances of staff, office expenses, expenditure on minor repairs etc.

- 2.26 **Revenue Receipts** means receipts other than capital and dept receipts, of routine nature, such as, rent receipts, interest on bank deposits, service charges, commissions, etc.
- 2.27 **Rules & Regulations** mean the Rules of the Society registered along with the Memorandum of Associations and modified from time to time in accordance with the procedure laid down in this regard.
- 2.28 **Secretariat** means the organisational structure of the Society comprising individuals responsible for discharging such roles and responsibilities as assigned by the CEO to achieve the aims and objectives of the Society.
- 2.29 **Secured advance** means an advance made on the security of materials brought at site of work or on furnishing of Bank Guarantee of a suitable amount determined by the Competent Authority.
- 2.30 **Society** means the Maharashtra State Skill Development Society with registration No. Maharashtra State Mumbai/2011/G/BB/SD/559 dated February 15, 2011 of Assistant Registrar of Societies, Greater Bombay region, Mumbai.
- 2.31 **State Government** means Government of Maharashtra.
- 2.32 **Sub-Head** means a head sub-ordinate to a Head of Account indicating a series of activities within a programme.
- 2.33 **Tour** means any journey, away from the head quarters of the Society, undertaken by individual in discharge of his/her duties related to his/her job function or any other duty assigned by the CEO.
- 2.34 **Travelling Allowance** means a compensatory allowance granted to an individual to cover the actual travelling expenses which he/she incurs while on tour.

Chapter -3

SECRETARIAT OF THE SOCIETY

3.1 Secretariat of the Society

- 3.1.1 The Society's Secretariat shall function under the overall control & supervision of the Commissioner, Employment, Self-Employment & Skill Development (ESE&SD) who shall be ex-officio Chief Executive Officer of the Society.
- 3.1.2 The initial structure of the Secretariat shall be as prescribed in Annex - I of these AFR and shall be subject to such alterations as would be decided by the Society.

Chapter –4

SERVICE MATTERS

4.1 Creation of Job Position and Appointment:

- 4.1.1 The creation of a job position for the secretariat shall be decided by the Society with the prior approval of the State Government.
- 4.1.2 All job positions shall be filled as per the Recruitment Rules of the Society as prescribed in these AFR.
- 4.1.3 The Recruitment Rules of the Society, including job function description, eligibility qualifications and selection procedure for the various job positions, shall be as prescribed in the Annex – II of these AFR.
- 4.1.4 The CEO shall be fully responsible for recruitment of suitable individuals for various job positions.
- 4.1.5 Notwithstanding anything contained in the recruitment rules of the Society, the Chief Executive Officer shall have the powers to appoint on pure contractual basis either on deputation or through campus placement or through paper advertisement suitable candidates for a short period not exceeding 11 months at a time or till the candidates are available through completion of the prescribed recruitment process, whichever is earlier, for ensuring smooth functioning of the Society.

4.2 Terms & Conditions of Appointment:

- 4.2.1 Every job position, except the Chief Executive Officer, shall be filled for a specific period on contractual or adhoc basis.
- 4.2.2 The terms and conditions of appointment/engagement of the individuals for various job positions shall be governed by the engagement contract agreement between the Society and the candidate provided that such terms and conditions shall not put any individual taken on deputation from the state government to pecuniary disadvantage in terms of emoluments and financial entitlements with regard to his/her position in his/her parent organisation.

4.3 Emoluments:

4.3.1 On Deputation from Government

- 4.3.1.1 The government staff working for the society on deputation shall be entitled to the same emoluments as the pay rules of their parent organisation may prescribe.

4.3.2 On Contract Hire

- 4.3.2.1 The individuals on contractual engagement with the Society shall be entitled to following consolidated compensation per month:-

Name of Post	Consolidated Compensation in Rs. Per Month
Mission Co-ordinator	75000/-
Skill Mission Officer	
1. for 5 Year Experience	75000/-
2. for 3 Year Experience	60000/-
3. for 2 Year Experience	50000/-
Finance Officer	75000/-
Office Registrar	35000/-
Assistant	20000/-
House Keeper	15000/-
Graduate Executive Trainees*	20000/-

*Fresh MBA/PMP/BTech graduates/final year students from reputed institutions on short term project specific assignment.

4.4 Rules of Emoluments & Allowances:

4.4.1.1 Subject to the relevant provisions of the AFR, the emoluments and allowances of all individuals engaged by the Society should be drawn in such form and in such manner as prescribed by the terms and conditions of the office order of such engagement provided that the Pay and allowances and arrears thereof, as sanctioned and revised by the State Government for its employees from time to time, shall be applicable to such employees who are on deputation to Society.

4.4.1.2 The monthly emoluments of previous month shall be paid on 1st working day of next month subject to submission of certificate of recommendation for release of emoluments based on attendance and leave record of the previous month.

4.4.1.3 If a claim of emoluments and allowances of an individual is drawn for part of a month or omitted from the monthly pay bill due to leave being not sanctioned or for any other reason, such claim as soon as it becomes due for payment, may be drawn in the next month's regular bill.

4.4.1.4 When an individual engaged by the Society dies, his pay and allowances up to the date of his death should be paid to his legal heirs without considering the time of this death or whether he attends office or not on the date of death.

4.4.1.5 The details of every individual and his emoluments shall be maintained in the Society in the Emolument Bill Register(s).

4.4.2 Arrear Claims:

4.4.2.1 The claims up to 12 months from the date it is due for payment may be paid after sanction is accorded by the Competent Authority.

4.4.2.2 The claims which have not been within 12 months for any reason shall be paid only with the special sanction of the Competent Authority on satisfactory explanation of

the reasons for such delay and on submission of a certificate that the claim was not preferred and paid previously.

4.4.2.3 The 12 months period mentioned above shall be reckoned as follows: -

- In case of travelling Allowance bills from the date of return to head quarters.
- In the case of leave salary, the date of order granting the leave.
- In other cases, from the date on which the claim becomes due.

4.4.3 **Refund:**

4.4.3.1 If any amount is credited to Society account on account of excess recovery of rent or any other charges etc., the refund of such amount to the person concerned shall be made with the prior sanction of the Competent Authority.

4.4.3.2 Before a remission or refund is allowed the original receipt and entries in cash book and other accounts should be traced and a note of refund should be taken against original entries, so as to avoid entertainment of double claim in future.

4.4.4 **Advance for official purpose:**

4.4.4.1 Advance for official purpose such as advance of travelling allowance on tour or advance for purchase of certain articles/ material from the market may be granted by the Competent Authority restricted to the prudent assessment of the probable expenditure likely to be incurred on the object.

4.4.4.2 The individual drawing an advances must furnish a detailed account of expenditure incurred duly supported by vouchers and/or by refunds as may be necessary within 30 days from the date of sanctioning the advance or a shorter duration as specified by the Competent Authority.

4.4.4.3 Normally no further advance should be granted unless and until the first advance is adjusted/recovered or account is submitted.

4.4.4.4 It is the personal responsibility of the individual to whom the advance is granted to follow the prescribed procedures in incurring expenditure and to keep the balance amount with him in safe custody.

4.4.4.5 The powers to sanction second advance when first advance is outstanding, in exceptional circumstances, are delegated to the CEO/Member Secretary.

4.4.4.6 The advances granted but not adjusted within maximum period of one month from the date of sanction are liable to be recovered from the monthly emoluments of the individual concerned.

4.4.4.7 The Finance and Accounts Officer shall keep a proper watch over adjustment of such advances by keeping a register of advances and a list of advances remaining outstanding for more than one month shall be submitted to the CEO/Member Secretary in the first week of each month.

4.4.5 Deposits:

4.4.5.1 Deposits received by the Society should be accounted for in prescribed form by allotting separate pages for each kind of deposit, if necessary.

4.4.5.2 Refund of deposit shall be made on the application itself after the sanction of authority that ordered the acceptance and on the receipt of the application from the person entitled to receive it.

4.4.5.3 The refund of deposit should as far as possible be supported by original receipt issued to the depositor and for deposit given in the Bank fixed deposit or any other certificate form, the discharges should be given on the receipt or certificate itself.

4.4.5.4 Before refund is allowed, original entry of receipt in the Deposit Register should be traced and note of refund against the entry should be made.

4.4.5.5 An abstract of Deposits pending as on 31st March each year should be drawn, indicating reference of entry in Deposit Register, date of receipt of deposit and amount.

4.4.6 Lapsed Deposits:

4.4.6.1 Deposits due but not claimed by the parties within three complete financial years should be treated to have been lapsed and will form part of Society fund.

4.4.6.2 Refund of lapsed deposits should not be made except with sanction of CEO/Member Secretary of Society.

4.4.6.3 The procedure, as in the case of deposits, should be followed for refund of lapsed deposits and the bill should be prominently marked on the top in red ink "Refund of lapsed deposit" to avoid misclassification in accounts.

4.4.7 Transfer of charge:

4.4.7.1 When an individual entrusted with handling of cash, store, stationary, valuable articles or any other property, is transferred or has to relinquish his charge due to transfer, completion of contract period, termination of contract or resignation or for any other reason, the full charge thereof should be given by him to his successor as per provisions of the AFR.

4.4.7.2 The cash book, imprest account and other accounts as the case may be, should be closed on the date of transfer and a note recorded in each of them over the signature of both the relieved and relieving individual, showing the cash balance, number of unused cheques, blank receipt books, balance of postage stamps made over and received in transfer by them respectively.

4.4.7.3 In case of stores and stationery, a list of articles handed over giving reference of page of the Stock Register where the articles in balance are recorded should be prepared and signed by both the relieved and relieving individual after examination and counting.

4.4.7.4 The relieving individual shall report to CEO about the completion of transfer of charges and bring to his notice any shortage or irregularity noticed during the taking over of charge.

4.4.7.5 In the absence, due to death or any other reason, of the relieved individual to hand over the charge, the individual who is asked to take over charge, should examine the accounts/ Registers concerned and take action as above in 4.4.7.1 to 4.4.7.4.

4.4.8 Leave Rules:

4.4.8.1 ~~For individuals on deputation~~ – An individual on deputation shall be entitled to Casual Leave/Earn Leave and any other leave as per their service condition in the parent organization

4.4.8.2 ~~For individuals on contract~~ – An individual on contract shall be entitled for ~~two and half~~ day of leave on completion of every 30 days period and such leave shall be accumulated for a calendar year and shall be carried forward for the contract period.

4.4.8.3 Notwithstanding anything contained anywhere, leave shall be a privilege granted by the Society and not as a matter of right.

4.4.9 Travel Rules:

4.4.9.1 These rules shall apply to each individual engaged by MSSDS either on deputation or on contract.

4.4.9.2 Any new rule or alteration of existing rules shall be ratified by the Governing Council.

4.4.9.3 Daily Allowance:

4.4.9.3.1 Individual required to go on tour shall be entitled to draw admissible daily allowance from the time of his departure from headquarters till the time of his arrival to his headquarter as follows.

4.4.9.3.2 If boarding and lodging arrangements are made by the office/ organization, only ¼ of admissible daily allowance will be permissible.

4.4.9.3.3 The time spent on journey will also count for daily allowance out of district: -

- Less than six hours- No daily allowance.
- Between Six and Twelve hours- Half daily allowance
- Above Twelve hours - Full daily allowance

4.4.9.3.4 For purpose of calculating actual duration of journey while on tour, the actual departure time of departure and arrival by airplane/train/bus will be considered, and not the scheduled time of departure/arrival.

4.4.9.3.5 For actual duration of halt at places outside the State for which special rates of daily allowance are admissible, the amount of daily allowance shall be worked out on the basis of rates of daily allowance applicable to those places.

4.4.9.3.6 An individual who performs journeys on tour by a conveyance provided by the Society will be entitled for only daily Allowance.

4.4.9.3.7 No tour expenses shall be allowed if the tour out side the jurisdiction is undertaken without prior written or verbal approval of Competent Authority provided that in case of verbal approval, a formal written approval will have to be sought after the journey.

4.4.9.3.8 The rates of daily allowance admissible on tours will be as specified in the table below:-

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

4.4.9.4 **Lodging Charges:** Ceiling for lodging charges actually paid by an employee while on tour shall be reimbursed to the extent indicated below on production of actual receipts:

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

Note:

- (1) The above rates indicate maximum limits up to which actual charges incurred shall be reimbursable on the basis of receipts. The claim for lodging charges must be supported by printed receipts, duly serial numbered and dated. The receipts should indicate the date of arrival and departure from the hotel/lodge.
- (2) CEO/Member Secretary is the competent authority to authorize/permit an individual to stay in a higher class of accommodation than his eligibility during official tour.

4.4.9.5 Conveyance:

4.4.9.5.1 An individual who while on tour outside the State incurs expenditure on hiring a conveyance for movement within the city of halt, may draw actual charges paid by him for the distance travelled subject to a maximum Rs.1000/- per day, in capital cities and Rs. 750/- per day for other cities.

4.4.9.5.2 An individual who while on travel in the State incurs expenditure on hiring a conveyance for movement within the city of halt, may charge local conveyance on actual basis in the city of journey.

4.4.9.5.3 An individual claiming charges vide para 4.4.9.5.1 and 4.4.9.5.2 above shall be required to furnish a declaration / receipt with detailed account of journeys undertaken and expenditure incurred by them.

4.4.9.5.4 This expenditure shall be allowed with concurrence of the Competent Authority.

4.4.9.6 Entitlement to Travel:

4.4.9.6.1 The eligibility to travel by the various modes while on tour will be as follows

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

4.4.9.6.2 CEO/Member Secretary may authorize/permit, on case to case basis, to travel in a higher class than his eligibility during official tour.

4.4.9.6.3 The actual fare paid includes.

- (a) Service Charges collected by travel agency and deductions made by it on cancellation of travel arrangement, when the cancellation of journey is solely due to official reasons.

- (b) Any service charges / surcharge levied by the IRCTC (Ministry of Railways) when the booking is made on the internet.
- (c) Tatkal charges levied by the Indian Railways in case journey was planned and approved two days in advance.

4.4.9.7 The CEO/Member Secretary may authorize any individual to undertake journeys by special means of conveyance, the cost of which should not exceed travelling expenses, which would otherwise be admissible. Individuals claiming the actual cost of transport for such journeys will, however, furnish a certificate to the effect that the use of the special means of conveyance was necessary in the interest of official work and was authorized by the Competent Authority.

Chapter – 5

FINANCIAL MATTERS

- 5.1 Budget & Annual Action Plan:** The Society will prepare and submit an annual budget for approval of the Governing Council and, thereafter, to the General Body for each financial year.
- 5.2 Flow of Funds & Maintenance of Accounts:** The society shall be entitled to receive funds from the State Government, Government of India and any other public/private organisation in India or abroad for its administrative expenditure and for undertaking any activity to fulfil its objects.
- 5.3 Financial And Accounting Policies:** The financial and accounting policies for the society with respect to funding as well as the payments related to the society will be as follows-
- 5.3.1 Method of accounting**
- 5.3.1.1 Accounting shall be done on cash basis i.e. a transaction shall be accounted for at the time of receipt and payment only.
- 5.3.1.2 No reimbursements can be claimed for accrued liabilities.
- 5.3.1.3 The limit for cash payment is Rs. 15000 per transaction excluding statutory liabilities and impress provided that a higher limit may be fixed by the CEO/Member Secretary based on situation.
- 5.3.1.4 The limit of cash balance shall be Rs. 25000 (Rs. Twenty Five Thousand Only).
- 5.3.1.5 All payments shall be charged off to the relevant expense account head at the time of making the payment.

5.3.2 Treatment of society allocation

5.3.2.1 Society Allocation is defined as money given against approved budget.

5.3.2.2 No advances to suppliers/vendors for procurement of goods and services will be made under normal circumstances.

5.3.2.3 Security deposits will be treated as money spent, however at the end of the arrangement and on return of the amount; there will be 'contra entry' in the accounts. All such security deposits shall be maintained in a register.

5.3.4 Preservation of Records:

5.3.4.1 The following records should not be destroyed:

- Records connected with expenditure of Society work not completed although beyond the period of limit.
- Records pertaining to cases in which litigation is in progress.
- Records connected with claims to service and personal matters affecting persons in the service.
- Orders and sanctions of permanent character until revised.

5.3.4.2 The following record should be preserved for the period specified:

Sr. No.	Description of record	Period of Preservation in complete years	Remark
1	Pay bills and aquittance rolls	Permanent	
2	Cash Book	Permanent	
3	Service Book	5	After death /resigned whichever is earlier
4	Leave Accounts	5	After death /resigned whichever is earlier
5	TA Bills & aquittance rolls	5	
6	Account of service postage stamps	1	
7	Register of Dead stock articles	Permanent	
8	Annual Report on dead stock	1	Till the Audit of all Stakeholders
9	Stationery & forms Register	3	
10	Vouchers	Permanent	
11	Account of expenditure	3	
12	Charge Reports	3	
13	Casual Leave register & Papers	2	
14	Register of cheques drawn	5	
15	Challans / Receipts	3	
16	Increment Certificate	3	
17	Sanction to advances	3	
18	Government resolutions	Permanent	
19	Agreement with contractors	5	
20	Comparative Statement of Tenders	5	

Sr. No.	Description of record	Period of Preservation in complete years	Remark
21	Measurement books if any	5	After the date of completion of work
21	Register of contracts	5	
22	Register of Deposits / Advances	5	
23	Tender form	5	

5.3.4.3 The sanction of CEO/Member Secretary should be obtained for disposal of any of the records of the Society.

5.3.4.4 No account or other record which is subject to audit by the Accountant General or any other Authority should be destroyed unless the audit of the period for which record is maintained is completed and the audit objections are settled.

5.3.4.5 The above list of preservation of record is not exhaustive. Any other record not required for further use may be destroyed on the order of the CEO/Member Secretary.

5.3.5 Fixed assets:

5.3.5.1 Assets acquired under the society shall be valued at cost including all direct costs (i.e. purchase price, transportation expenses, installation charges, transit insurance and other expenses incurred for bringing the fixed asset in working condition) incurred prior to its first use.

5.3.5.2 No depreciation shall be charged on fixed assets in the society financial statements. Depreciation shall not be provided in view of the following:

- Depreciation is charged on the fixed assets with the object of providing funds for replacement of assets. The society is a cost-incurring society and there is no provision for replacement of assets in the society. No funds in respect of depreciation shall be released to MSSDS.
- The society is a no-profit no-loss principle society. Therefore, there is no revenue against which depreciation can be set off.

5.3.6 Funding of society activities:

5.3.6.1 The society activities shall be funded by State Government, Government of India and any other organisation. However, salary of the government staff on deputation will be borne by the State Government.

5.3.6.2 A Memorandum of Understanding (MoU) shall be entered into by the Society with the Industry/NGO/Institutions for execution of the projects of the society.

5.3.7 **Classification of expenditure to be charged under different disbursement categories:** Broad items of expenditure which shall be included under the different disbursement categories are given below:

5.3.7.1 Society activities/programmes/schemes approved by the Government/Governing Council/CEO/Member Secretary.

5.3.7.2 Goods, including equipment, material and vehicles.

5.3.2.4 Local expenditures which would inter-alia include all costs for purchases of goods, equipments, materials and vehicles, inclusive of all charges (e.g. transportation, duties & taxes) provided in the supplier's invoice.

5.3.7.3 Consultant's services:

5.7.3.1 All direct costs relating to training such as cost of trainers, travel expenses, cost of conducting trainings, workshops, printing of brochures, honorarium, etc. including the amount paid to external agencies engaged for imparting above services.

5.7.3.2 All charges for technical assistance and consultancy services including hiring of services of outside agencies including consultancy charges paid against contract with consultants and any direct expenditure reimbursed to the consultant.

5.7.3.3 The contract with outside agencies shall be mainly in the nature of service contracts. The payments shall mainly be linked to the output/ deliverables. Therefore, payments released to outside agencies shall generally be on account of payments and not in the nature of advances.

5.3.7.4 Study Tours and Exposure Visits: This will be a cost against creating awareness and building capacity of the staff and beneficiaries facilitated and organised by the society.

5.3.7.5 Incremental operating costs: This would include costs of operation and maintenance of additional buildings, equipments, vehicles and remuneration of additional human resource incurred for the purposes of carrying out society activities.

5.4 Accounting System including internal controls:

5.4.1 Accounting Centres: The accounting centres for the society shall be the office of the MSSDS.

5.4.1.1 The accounting centres are the office where the basic accounting in respect of expenditure on the society activities shall be carried out. These accounting centres shall be responsible for maintaining the relevant books of account and shall account for all the financial transactions entered into by each of them.

5.4.2 Chart of Account (CoA): The Society shall adopt a simple and operationally conducive accounting system to facilitate consolidation of its accounts which could be predictably mapped to State Government accounting system and to ensure that the data captured is in accordance with the cost tables prepared for the society so as to facilitate society monitoring and comparison of budgets with actual achievements.

5.4.2.1 Accounting head: The account heads representing the general ledger account heads for the society shall be designed to facilitate preparation of accounts which could be mapped to Government heads of accounts as per the budgetary allocation and, preferably, each account head shall be allotted a four digit account code as follows:

- a) The first digit of the account code shall represent the major head as per the general classification of accounts based on the nature of account heads e.g. Sources of funds, Utilisation of funds, etc.
- b) The second digit of the account code shall represent the minor head. The minor head is a further analysis of the major head, e.g. the major head for Utilisation of Funds shall be divided into the minor heads, like Expenses, Fixed Assets, Advances, etc.
- c) The third and fourth digit of the account code shall be called the sub-head, e.g. the minor head Expenses under a major head Utilisation of Funds shall comprise various account heads, each representing a different kind of expenditure within the minor head, like salaries, wages, etc.
- d) All four digits of the account code taken collectively shall represent the account code. The accounting of society related transactions should be done using these four-digit codes.

5.4.2.2 Activity Code: The activity codes shall represent the activities as per the cost tables of the society. The activity codes are proposed to be introduced so as to capture and retrieve the society expenses by:

- a) Component
- b) Sub - component
- c) Main activity
- d) Activity.

5.4.2.3 Disbursement Category: Disbursement categories shall represent the categories which the society authorities shall claim disbursement of funds. The disbursement categories applicable to this society shall be as follows:

- Society Activity
- Goods (including equipment), materials and vehicles
- Consultants services (including NGOs services), training, workshop
- Study Tours and Exposure Visits
- Incremental operating costs.

5.4.2.4 To facilitate the generation of disbursement category wise information from the computerized system, the disbursement categories shall be linked to the activities.

5.4.3 Accounting And Financial Procedures: This accounting of various accounting centres shall be done based on cash basis of accounting. Thus, the accounting transactions shall mainly comprise receipt and payments.

5.4.3.1 Accounting at MSSDS: The accounting procedures at the MSSDS are outlined under the following heads:

- Receipt accounting
- Payment accounting
- Accounting of bank transfers
- Bank reconciliation

- Accounting of fixed assets
- Correction of entries

5.4.3.1.1 Receipt Accounting:

- a) Based on the mode of receipts, the receipt transactions shall be classified as bank and cash receipts.
- b) On receipt of funds a bank/ cash receipt voucher shall be prepared.
- c) On authorization of the voucher by the competent authority, the voucher shall be updated in the receipt books.
- d) The posting of the voucher shall update the bank / cash receipt day book, bank/cash book/ cheque register and general ledger.
- e) In case of receipt of security deposits/earnest money deposits, the entry shall be made into the Register of security deposits/earnest money. The register of security deposits/ earnest money shall contain voucher wise details of the following:
 - Opening balance of deposit
 - Amount received during the period
 - Amount refunded during the period
 - Closing balance of deposit
 - Expected date of refund of deposit.
- f) The society office shall periodically review the register for security deposits/earnest money deposits to keep track of deposits nearing date of maturity and deposits overdue for payment.
- g) In case the security is in the form of bank guarantee then no accounting shall be done for the same. However record of such security shall be kept in the 'Register of Bank Guarantee'

5.4.3.1.2 Payment Accounting: The payments shall mainly be in respect of the following:

- Release of funds by MSSDS to individuals engaged for Society.
 - Payment under provisions of schemes/programmes/activities undertaken by Society under Government/Society Schemes and under MOU with external agencies.
 - Other payments (such as payment for goods and services, preparation/procurement of training material/ publications, payment to consultants, exposure visits, payment for operational expenses, refund of security deposit/ EMD, etc.).
- a) The accounting for payments shall be done as per the mode of payment i.e. bank payment or cash payment.
 - b) All bank payments shall be accounted for through Bank payment voucher and details of the payment shall be recorded in a Cheque register.
 - c) All payments made through cash shall be accounted for through Cash payment voucher.
 - d) In order to avoid preparation of cash payment voucher for petty expenses, an advance shall be given to Office Registrar of the office for the purposes of meeting the office expenses of a routine nature and small amounts (nature and amount to be specified by the competent authority of the society) who, at regular intervals, shall submit a statement of expenditure incurred, classifying the expenses according to the general ledger code classifications.

- e) After authorisation of expenses by the competent authority, a cash payment voucher shall be prepared to account for the expenses as per the statement of expenditure and the amount shall be reimbursed to the concerned individual.
- f) The posting of the voucher shall update bank/ cash payment day book, bank/ cash book and general ledger.
- g) The payment to NGO/Training Institute/Assessment Body or any agency shall be made as per the terms of the MOU entered into between MSSDS and NGO/Training Institute/Assessment Body or any agency for the society activities as per the agreed stage payments against substantial and measurable outputs.

5.4.3.1.3 Bank reconciliation:

5.4.3.1.3.1 The MSSDS office shall reconcile bank balance as per the bank statement and the bank book on a monthly basis and prepare a monthly Bank Reconciliation Statement by 7th of the succeeding month.

5.4.3.1.3.2 A list of unmatched transactions, grouped under the following heads, shall be generated:

- Cheque deposited but not credited
- Cheque issued but not presented
- Excess/ less amount debited / credited by bank
- Bank interest
- Bank charges

5.4.3.1.3.3 Appropriate correction entries, wherever necessary, shall be passed for the differences in the bank statement and bank book.

5.4.3.1.3.4 The bank reconciliation statement shall be regularly reviewed for cheques issued but not presented for payment for more than 3 months. These cheques shall be treated as stale cheques. The MSSDS office shall prepare a bank receipt voucher, crediting stale cheques account, to account for stale cheques. No activity shall be credited at the time of passing such entry.

5.4.3.1.3.5 The MSSDS office shall maintain a Stale Cheques Register for the purpose of control over the stale cheques in the books of account.

5.4.3.1.3.6 A fresh cheque shall be issued on demand from the party and necessary entry shall be made in the books of account and in the stale cheques register. On issue of the fresh cheque the society authorities shall debit the stale cheque account. The activity shall not be debited / credited on issue of fresh cheque.

5.4.3.1.3.7 If a cheque is reversed by the CEO/Member Secretary and no fresh cheque is issued against it for a period of three years from the date of issue of the original cheque, then the CEO/Member Secretary shall debit the stale cheques account and credit the other income account in the books of account.

5.4.3.1.4 Correction of entries:

5.4.3.1.4.1 Once an entry is authorised in the book, the editing of such entry shall not be permitted. The correction of such entries shall be done only through the journal

voucher. The corrections may be on account of errors in account code, activity code, location code, etc.

- 5.4.3.1.4.2 Journal voucher shall be passed with the appropriate narrations explaining in detail the reason for the correction made, giving reference to the earlier accounting entry.
- 5.4.3.1.4.3 At the time of preparation of voucher all the details of the transaction shall written on it.
- 5.4.3.1.4.4 On authorisation of the voucher by a competent authority the voucher shall be updated in the Books. The posting of the voucher shall update the journal book and general ledger.

Chapter – 6

GUIDELINES FOR PROCUREMENT OF GOODS & SERVICES

6.1 Introduction:

- 6.1.1 Procurement activity covers either the purchase of goods and contracting of either service alone or capital works which entails both goods and services.
- 6.1.2 Some of the procurement would occur outside conventional market places. In such instances, for example the procurement of services from NGOs and institutions whose objectives coincide with that of the Society, but which frequently operate under unusual conditions, innovative procurement methods may be required.

6.2 Procurement Types:

Major kinds and types of procurement envisaged are as under:

- 6.2.1 Human Capital Procurement -- at state and district level for implementation support to the programme;
- 6.2.2 Capital items procurement for MSSDS office including office/training space, goods, equipment, accessories and vehicles etc.;
- 6.2.3 Services procurement for the day-to-day functioning of MSSDS office including maintenance, housekeeping, security, etc.;
- 6.2.4 Technical assistance for planning;
- 6.2.5 Procurement of professional inputs for capacity building.
- 6.2.6 Consultancies, reviews, evaluation, studies, surveys, workshops, seminars and impact assessment, etc.

- 6.2.7 Procurement of institutional/individual services on empanelment/hire basis for implementation of specific scheme, project, programme, innovative activity etc.
- 6.2.8 Procurement of infrastructure for implementation of specific scheme, project, programme, innovative activity etc.
- 6.2.9 Any other procurement to fulfil the objects of the Society.

6.3 Administrative & Financial Powers:

6.3.1 Except as provided under this AFR, all expenditure made out of the funds of the Society shall have the administrative approval of the Governing Council provided that a contingent expense of upto Rs. 10,000/- at a time may be approved by the CEO/Member Secretary.

6.3.2 Following authorities shall have the financial power to incur expenditure of any nature (works, procurement of goods, services, consultancy, agency for implementation of skill development schemes/projects etc.) upto monetary limits as given below:

- | | |
|---|-----------------------------------|
| (a) Upto Rs. 5 lakh | - CEO/Member Secretary |
| (b) Above Rs. 5 lakh and upto Rs. 25 lakh | - Works and Procurement Committee |
| (c) Above Rs. 25 lakh | - Governing Council |

6.3.3 The CEO/Member Secretary shall exercise all the powers given in Annex – III of this AFR subject to availability of budget provision in the relevant financial year any exception made to meet unavoidable expenditure shall be put up for post-facto approval in the next Governing Council meeting.

6.3.4 The delegated powers under Annex – III can be further sub-delegated by the CEO/Member Secretary to a lower authority.

6.3.5 The powers delegated to a lower authority can be exercised by the higher authority.

6.4 Work & Procurement Committee :

The Work & Procurement Committee shall comprise as follows:

- | | | |
|----|--|---------------|
| 1. | The Chief Executive Officer/Member Secretary | - Chairperson |
| 2. | Mission Co-ordinator | - Member |
| 3. | One Governing Council member from | |
| 4. | among the representative of industry | - Member |
| 5. | Finance Officer | - Member |
| 6. | Office Registrar | - Convener |

6.5 CONTRACTING ACTIVITY

6.5.1 CEO/Member Secretary or any other individual under delegation from the CEO/Member Secretary shall sign all contracts on behalf of MSSDS.

6.5.2 MSSDS may engage an independent Procurement and Contracting Consultant (PCC), as and when necessary for specific procurements, for following broad purpose:

- Overall support to society in all procurement and contract matters;
- Introduce time and cost-effective procurement processes;
- Draft and circulate tenders/ bid requests;
- Conduct/ facilitate the commercial evaluation of tenders/ bids;
- Provide timely advice on procurement and contracting issues, etc.
- Prepare TORs for the procurement of services at all levels in the society.
- Carry out supervisory functions on all procurement;
- Capacity building for procurement;
- Undertake/organise Procurement Audit at appropriate intervals.

6.6 Procurement Procedure:

The authorities mentioned in rule 6.3 above shall carry out works and procure goods and services according to the procedure mentioned below:

SN.	Type and amount of Expenditure	Procurement Procedure
1.	<p>Works (Civil/Electrical)</p> <p>(i) Upto Rs. 5 lakh</p> <p>(ii) Above Rs. 5 lakh</p> <p>Note: For works Society may hire consultants to assist in preparing estimates, tendering, supervision of work, clearance of bills and payments, etc.</p>	<p>Limited tender enquiry: More than three tenders/quotations shall be called from the suitable contractors</p> <p>Open tenders to be called by advertising in at least one national daily having wide circulation.</p>
2.	<p>Goods</p> <p>(i) Upto Rs. 50,000/- on each occasion</p> <p>(ii) Above Rs. 50,000/- and upto Rs. 2 lakhs on each occasion</p>	<p>Prudent shopping without inviting quotation or bids. A certificate of satisfaction about the quality of goods and reasonableness of their prices to be recorded by the CEO/Member Secretary.</p> <p>Prudent shopping by a Committee of 3 members chosen by the Works and Procurement Committee who will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. A certificate of satisfaction about the quality of goods and reasonableness of their</p>

	<p>(iii) Above Rs. 2 lakhs and upto Rs. 25 lakhs</p> <p>(iv) Above Rs. 25 lakhs</p> <p>Note: Rate contracted goods can be procured from suppliers. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of purchase should be in line with those specified in the rate contract.</p>	<p>prices to be recorded by the 3 member committee.</p> <p>Limited tender enquiry: More than three tenders/quotations shall be called from suitable manufacturers/suppliers.</p> <p>Open tenders to be called by advertising in at least one state daily having wide circulation.</p> <p>(For purchasing high value plant, machinery, etc. of a complex and technical nature, bids may be obtained in two parts, i.e., Technical bid and Financial bid)</p>
<p>3.</p>	<p>Engaging Consultants</p> <p>(i) Upto Rs. 25 lakhs</p> <p>(ii) Above Rs. 25 lakhs</p>	<p>By calling for bids from more than three potential consultants, identified on the basis of formal / informal inquiries.</p> <p>By seeking "Expression of Interest" from consultants by publishing in at least one state daily having wide circulation and then following a two bid – Technical and Financial bid, procedure.</p>
<p>4.</p>	<p>Outsourcing of Services</p> <p>(i) Upto Rs. 10 lakhs</p> <p>(ii) Above Rs. 10 lakhs</p>	<p>Limited tender enquiry – by inviting offers from at least three contractors/service providers.</p> <p>Open tenders to be called by advertising in at least one state daily having wide circulation and then following a two bid – Technical and Financial bid, procedure.</p>

5.	Hiring of Premises (i) Government approved rate in government/PSU/private premises (ii) Market rate	On formal/informal enquiries Open tenders to be called by advertising in at least one state daily having wide circulation in the city
6.	Institutional/individual services on empanelment basis for training, assessment, accreditation, inspection, implementation of specific scheme, project, programme, innovative activity etc. for government schemes as well as MSSDS initiative	On line empanelment, in various grades based on quantifiable expected outcome, of suitable agencies meeting the requisite criterion and qualifying through prescribed process of inspection published on the web portal of the MSSDS. Unit cost, if not already prescribed in approved schemes, shall be determined through transparent process of inviting offers from empanelled institutions/individuals in various grades on need basis.

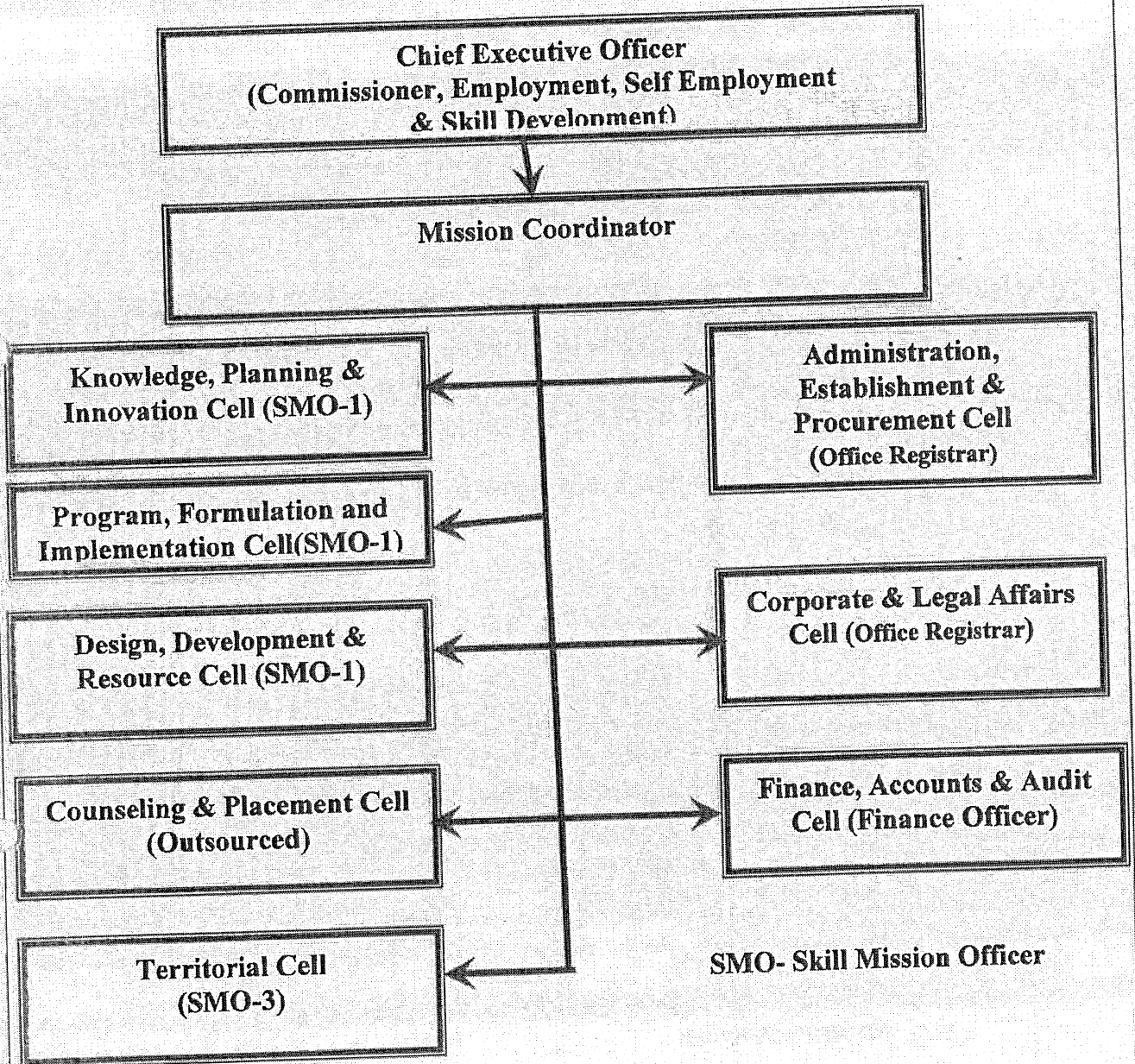
6.7 **SIGNING OF CHEQUES:** All cheques shall be signed jointly by the Finance Officer and the Member Secretary of the Society.

Sd/-
Shri Vijay Kumar Gautam, IAS
Member Secretary

Sd/-
Shri Sanjay Kumar, IAS
Chairman

Annex - I

I. Proposed Schematic Presentation of the Secretariat of the Maharashtra State Skill Development Society



II. Illustrative responsibility matrix of the Secretariat

1. Knowledge, Planning & Innovation Cell:

- Skill Gap Assessment Study
- Skill Development Plan
- LMIS
- Tie-ups, MoUs etc.
- Stakeholders Coordination
- Workshops, Seminars, Study Tours, Awareness campaign etc.
- E-Governance

2. Program Formulation & Implementation Cell

- Scheme formulation, implementation & monitoring at State & District level
- Implementation & monitoring of Govt. of India Schemes including MES
- Facilitation of Skill Development Initiatives of Various State Depts. and Agencies
- Pre-training assessment, counseling and guidance
- Outreach program

3. Design, Development & Resource Management Cell

- Design & Development of need based courses across sectors and territories
- Development of competency standards, learning material and assessment standards
- Empanelment and management of suitable training providers
- Establishment of accreditation, assessment and certification mechanism
- Development of adequate training infrastructure including optimum utilization of existing physical and human resource both in the Govt. and private sectors
- Development of requisite trainers
- Sector Skill Consultative Groups

4. Counseling & Placement Cell

- Convergence with Employment & Self-Employment Initiatives
- Placement Initiatives

5. Territorial Cell

- Divisional Skill Development Executive Committee
- District Skill Development Executive Committee
- Annual District Action Plans
- Coordination with other cells of the Society

6. Administration, Establishment & Procurement Cell

- Office Administration
- RTI
- Establishment
- Grievance Redressal
- Asset Management
- Procurement
- LAQ

7. Corporate & Legal Affairs Cell

- Society Management
- Court Matters

8. Finance, Accounts & Audit Cell

- Budget Planning & Expenditure
- Books of Accounts
- Audit
- Financial Management

Annex-II Rules of Recruitment

1. Positions

1.1. Mission Coordinator

Name of the Post	Mission Coordinator
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. Postgraduate in Science/Commerce/Arts or Graduate in Engineering/Technology or equivalent from a reputed institution. ii. A minimum 10 years experience at middle management level in Government or private sector. iii. Having proven experience of planning & executing mission mode projects on a wide scale, strategy formulation, creation & implementation of the action plans, managing a large team of consultants, managers & officers. iv. Knowledge of various Govt. policies & schemes with respect to skill development in Maharashtra, in addition to the knowledge of scheme formulation, management, finance, accounts, budgeting & financial control, team management & administration with or within the Government sector or autonomous bodies. v. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector. vi. Age ≤ 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> i. Postgraduate Qualification in management, engineering or equivalent. ii. Proven work experience spanning across the all high demand skill sectors, as identified by the Govt. of Maharashtra. iii. Proven experience in driving a State wide Government Mission Mode Project successfully. iv. Profound knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra. v. Knowledge of Government rules, policies, regulations and practices regarding financial matters.
Salary / month	Rs. 75,000/- (Consolidated)
Roles & Responsibility	<p>Under the supervision and control of the Chief Executive Officer:</p> <ul style="list-style-type: none"> • Provide strategic vision & pathway aligned with the guidelines provided by the society. • Develop and maintain a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission. • Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward.

- Responsible for task allocation, handling & coordinating assignments
- Ensure effective implementation of the skill development initiative program
- Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed
- Build & maintain strong public private partnership to strengthen the skill development initiative
- Oversee the functioning of the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative
- Supervise & monitor the State wide and District wide skill gap analysis & manpower survey on continuum basis
- Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs
- Oversee & monitor tracking of the beneficiaries of the skill development programs
- Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to the Society
- To drive the skill development initiative of Maharashtra in a mission mode & result oriented manner
- Any other work assigned from time to time, by the Chief Executive Officer

Selection Procedure

Selection of the Mission Coordinate can be executed by the following methods:

A. Deputation

Selection of the Mission Coordinator by deputation will be based on the suitable candidate from Indian Administrative Services (I.A.S) / State Services - Group I Senior (equivalent to Additional Collector). The remaining rules for selection of Mission Coordinator by Deputation will be as per the Section 5 of this document

B. Direct Recruitment

- By a Selection Committee constituted by the Governing Council as follows:
 1. Chairman of Governing Council - Chairperson
 2. Chief Executive Officer - Member;
 3. Two Governing Council's Member nominated by Member Secretary in consultation with Chairman;

*In addition, industry expert / experts can be nominated as deemed appropriate by the Member Secretary

- Selection Committee to prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	Maximum Marks
1. Qualifications	10
2. Experience	10
3. Special Achievements/Awards	10
4. Personal Interview	70
Total	100

(Breakdown of marks under each criterion to be decided by the Selection Committee)

- Selection Committee to recommend the merit list in each case to Governing Council, for approval;
- Merit lists approved to be valid for six months from the date of Governing Council meeting;
- Member Secretary to issue appointment letters to the best candidate in each, only if the score >75%.
- The candidates appointed shall take up the posts within a maximum period of Thirty days from the dates of receipt of the appointment letter;
- In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered.

1.2. Skill Mission Officer

Name of the Post	Skill Mission Officer
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. Graduate from any stream (or equivalent) with MBA (or equivalent) from a reputed institution. ii. A minimum 2 - 5 years of experience in project management or skill development planning and implementation in any sector. iii. Having proven experience of planning & executing mission mode projects on strategy formulation, creation & implementation of the action plans. Team management & multi-tasking abilities are essential. iv. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector. v. Age is 45 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> i. Sector Specific work experience, as identified by the Govt. of Maharashtra. ii. Experience in driving a Mission Mode Project successfully. iii. Knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra is preferable.

Salary / month	Salary range: 1. Rs. 75,000/- (For 5 years' experience) (Consolidated) 2. Rs. 60,000/- (For 3 years' experience) (Consolidated) 3. Rs. 50,000/- (For 2 years' experience) (Consolidated)
Roles & Responsibility	<ul style="list-style-type: none"> • Formulate a strategic plan & pathway aligned with the guidelines provided by the society under the supervision and control of Mission Coordinator • Develops and drives a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission • Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward • Responsible for task allocation, handling & coordinating assignments • Ensure effective implementation of the skill development initiative programs within the allocated region • Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed • Build & maintain strong public private partnership to strengthen the skill development initiative • Updating skill development related information & other details on the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative • Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs for the allocated region / sector / sectors • Oversee & monitor tracking of the beneficiaries of the skill development programs • Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to MSSDS • To drive the skill development initiative in the allocated region / sector / sectors in a mission mode & result oriented manner • Any other work assigned from time to time, by higher authorities
Selection Procedure	<p>A. Direct Recruitment</p> <p>Selection procedure of candidates through direct recruitment will be similar to the selection procedure of the Mission Coordinator with variance in the composition of the Selection Committee, which is as follows:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer - Chairperson; 2. Mission Coordinator - Member 3. Finance Officer - Member 4. Industry Member - Member 5. Registrar - Convener <p>*In addition, industry expert / experts can be nominated as deemed appropriate by the Chief Executive Officer</p>

1.3. Finance Officer

Name of the Post	Finance Officer
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. Graduation in finance / Account stream (or equivalent) from a reputed Institution. ii. A minimum 8 years' experience in accounting/auditing/costing. iii. Proven experience of finance, accounts, budgeting & financial control, team management & administration with or within the Government sector or autonomous bodies. iv. Age < 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> i. Qualification in MBA (Finance), Chartered Accountancy or equivalent. ii. Experience in working with accounting / financial software and on financial modeling. iii. Knowledge of Government rules, regulations and practices regarding financial matters.
Salary / month	Rs. 75,000/- (Consolidated)
Roles & Responsibility	<ul style="list-style-type: none"> • Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of MSSDS. • Act as a treasurer of the Society & responsible for overall finance and accounts procedure of the Society. • Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures. • Liaise effectively with State Govt. departments & personnel on financial matters. • Advise the Governing Council on all financial matters especially on financial policy and strategic issues. • Keep the Member Secretary informed about financial position and financial performance of the project. • Preparation and approval of budget and financial projections/ forecasts. • Ensure optimal development of financial and accounting policies, finance management system, procedures for the project and its adherence to these policies and procedures. • Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards & ensure effective cash management including short-term forecasting. • Any other finance / account related responsibility assigned by Member Secretary of MSSDS.
Selection Procedure	The selection procedure of the Finance Officer is same as that of the Skill Mission Officer.

1.4. Office Registrar

Name of the Post	Office Registrar
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. A Graduate in any discipline of engineering/technology/management from a reputed Institution or PG Degree in Science/Arts. ii. A minimum of 5 years of administrative experience of working in a multitasking group with a minimum of 3 years being spent in a responsible position. iii. Age < 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> i. Post Graduate Management Degree from a reputed institution. ii. Familiarity with administrative practices, financial matters, human resource management, statutory functions and academic activities at autonomous organizations.
Salary / month	Rs. 35,000/- (Consolidated)
Roles & Responsibility	<ol style="list-style-type: none"> 1. The office registrar will function as the administrative officer & will bear the overall administrative & management duties of the Society. 2. Ensure that the activities of the Society are in accordance with the Act, Statutes, ordinance rules and regulations. 3. Act as HR personnel & handle people management & related issues. 4. Act as custodian of the records, the common seal and such other property of the Society. 5. Maintain the minutes of all meetings of the Governing Council & General Body, and of the boards and committees appointed by the authorities of the Society. 6. The Registrar shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the designated authority. 7. Any other work assigned from time to time, by higher authorities.
Selection Procedure	The selection procedure of the Registrar is same as that of Skill Mission Officer.

1.5. Assistant

Name of the Post	Assistant
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. Graduate with at least Second Class (or equivalent) in any discipline of Arts/Commerce/Science from a reputed Institution. ii. Working experience of a minimum of 1 year. iii. English typing having 40 words per minute and Marathi typing 30 words per minute. iv. Awareness of Computer Handling is compulsory. v. Age < 40 years on the last date of receiving application.

	<p>Desirable:</p> <ol style="list-style-type: none"> i. PG Degree in Science/Arts, preceded by a consistently good academic record, ii. Familiarity with administrative practices, financial matters, human resource management, statutory functions and academic activities at society.
Salary / month	Rs. 20,000/- (Consolidated)
Roles & Responsibility	<ul style="list-style-type: none"> • Responsible for overall filing of the documents, record maintenance, data management & other related activities. • To collect the relevant material required for taking action on a receipt v/z. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc. • To supply other relevant facts and figures and also papers pertaining to previous decisions of policy. • To prepare routine letters/replies for approval where nothing is not required issue reminders. • To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers. • Preparation monthly arrears report and submission. • Officers and/or Section Officers for perusal and guidance/instructions. • To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc. • To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent. • To send relevant extracts or any part of a receipt through Section Officers/Assistant Registrar/Superintendent to the Section branch concerned for remarks and/or necessary action. • Any other work assigned from time to time, by higher officials.
Selection Procedure	<p>The procedure for selection will be as follows:</p> <ul style="list-style-type: none"> • Candidates to be called for the interviews with a notice of at least 15 days. • The Selection Committee shall be the same as that of the Skill Mission Officer. • Selection committee to make the recommendations to the Member Secretary with a panel of names in order of merit.

2. Recruitment Norms

2.1. All the appointments shall be either on contract basis or will be on short term deputation basis.

2.2. The minimum educational qualification for all the posts shall be as prescribed in preceding sections. Educational qualifications of recognized University/Board will only be accepted.

- 2.3. The experience specified for all the posts shall be the experience acquired after obtaining the minimum educational qualifications required for the post. .
- 2.4. The exact nature of experience in specific field of discipline shall be indicated in the advertisement for the relevant post.
- 2.5. Qualifications in respect of experience are relaxable at the discretion of the Chief Executive Officer in consultation with the Chairman in the case of the candidates otherwise well qualified.
- 2.6. Recruitment shall be made by direct recruitment, deputation or by appointment of consultants as the case may be.
- 2.7. Whenever the posts are to be filled up by direct recruitment, the posts shall be advertised in the newspapers or by such appropriate methods as the Chief Executive Officer deems fit. However, campus placement for Graduate Executive Trainees can be held by publishing a notice on the notice board of such institution for the interview by the Selection Committee constituted by the Chief Executive Officer.

3. Age Limit & Experience for Direct Recruitment

- 3.1. The upper age limit for direct recruitment in each category of post shall be as specified in these rules provided that there would be no upper age limit in respect of officers/staff members already working on regular basis in the Government or Government Undertaking Organizations. The upper age shall be relaxable in accordance with the orders issued by the Society from time to time. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates.
- 3.2. In case of the direct recruitment, age limit, qualification and other requirements for any post may be relaxed by the Governing Council in respect of the candidates otherwise qualified.

4. Direct Recruitment

- 4.1. The candidates possessing the educational qualifications and experience as specified in Section 1 are eligible for direct recruitment and shall be selected by the Selection Committee as prescribed in these rules.
- 4.2. The selected candidates, from the date of assuming the duties will be hired on contract basis. The initial contract period will be for a year & further continuance will be based on the performance assessment.

- 4.3. An Assessment committee may be appointed by the Chief Executive Officer to conduct periodic assessment of performance of the candidates. In case candidate's performance is not found to be satisfactory, his/her contract service will stand terminated at the end of the initial contract appointment.
- 4.4. In case a departmental candidate is selected for appointment for the post through this method, the same shall be deemed to have been filled by Direct Recruitment.
- 4.5. Direct recruits may be given, in deserving cases, to be so recorded by the Member Secretary, higher initial start than the minimum of the pay to which they are appointed. Recommendations, if any, by the Chief Executive Officer for grant of more pay will be examined by the Governing Council of the Society, which is the competent body to decide the same.

5. Method of Recruitment on Deputation

- 5.1. Subject to the candidate having minimum qualification and experience as specified in these rules, candidates from other Central Government/State Government, Ministries/Departments, Semi-Govt. organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation, if found suitable by the Selection Committee.
- 5.2. The period of such deputation shall be subject to a minimum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization.

ANNEX – III

DELEGATION OF POWERS

S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
1	Contractual appointment against sanctioned post.	CEO/Member Secretary	Full Powers
2	Fixation and revision of qualifications and emoluments	CEO/Member Secretary	Full Powers
3	To sanction annual and advance increment and withhold annual increment	CEO/Member Secretary	Full Powers
4	To fix salary, wages, and draw advances and other allowances	CEO/Member Secretary	Full Powers
5	Recoveries from emoluments	CEO/Member Secretary	Full Powers
6	To approve tour programme and to accord approval and sanction for Tour advances	CEO/Member Secretary	Full Powers
7	To sanction claims with regard to travel.	CEO/Member Secretary	Full Powers
8	To sanction leave	CEO/Member Secretary	Full Powers
9	To take disciplinary action including termination of contract and cash penalties	CEO/Member Secretary	Full Powers
10	To accord administrative approval and financial sanction for procurement of goods.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
11	To accord administrative approval and financial sanction for procurement of services	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
12	To accord administrative approval and financial sanction for printing / purchasing books, journals and news letters	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
13	To accord administrative approval and financial sanction for petty construction in nature of repairs, and maintenance/ repairs of goods, equipment, furniture and supplies	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
14	To accord administrative approval and financial sanction for purchase of consumable stores and fuel, oil and lubricants and repairs/maintenance of vehicle.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
15	To accord administrative approval and financial sanction for field visits and attending trainings / seminars / workshops within the state and outside state	CEO/Member Secretary	Full Powers
16	To accord administrative approval and financial sanction for attending trainings/ seminars/ workshops and study/exposure tours abroad	CEO/Member Secretary	Full Powers
17	Cheque Signing Authority for MSSDS	CEO/Member Secretary & Finance officer	Full Powers (Jointly)

Administrative and Financial Rule of Maharashtra State Skill Development Society

S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
18	To accord administrative approval and financial sanction for hosting lunch/dinner or invite VIPs, experts and delegates attending meetings.	CEO/Member Secretary	Full Powers
19	To Approve Receipt -Expenditure Plan	CEO/Member Secretary	Full Powers
20	To Revise / Amend Receipt -Expenditure Plan	CEO/Member Secretary	Full Powers
21	To Approve territorial Action Plans	CEO/Member Secretary	Full Powers
22	Approval of Unanticipated activities undertaken by the MSSDS.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
23	Authority as administrative head of MSSDS office	CEO/Member Secretary	Full Powers
24	To sanction renting of ordinary office accommodation.	CEO/Member Secretary	Full Powers
25	To sanction reimbursement of cancellation charges for rail / air tickets.	CEO/Member Secretary	Full Powers
26	To permit travel by air in exceptional cases.	CEO/Member Secretary	Full Powers
27	Power to grant permission for presentation of TA or other bill after 12 months from the date on which it became due.	CEO/Member Secretary	Full Powers
28	Write off of Unserviceable articles of dead stock.	CEO/Member Secretary	Full Powers
29	Write off of petty losses or irrecoverable value of stores due to theft where the police recommend classification as undetected.	CEO/Member Secretary	Full Powers
30	To sanction Telephone bill, Light Bill, Water Bill, other miscellaneous administrative expenses incurred for MSSDS office	CEO/Member Secretary	Full Powers
31	Sanction recurring contingent expenditure.	CEO/Member Secretary	Full Powers
32	Sanction non-recurring contingent expenditure (not specified elsewhere)	CEO/Member Secretary	Full Powers
33	Sanction of Capital Expenditure including furniture fixture, Office Equipments, Electrical Equipments like tubes, etc, Severs, Computers, Laptops and Peripherals, Software, LCD Projector, Active & Passive Networking components, Refrigerator, Tea/Coffee making machine etc	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
34	Sanction expenditure on organization of trainings, workshops, seminars, exhibitions etc.	CEO/Member Secretary	Full Powers
35	Sanction expenditure on hiring vehicles on rental basis for the MSSDS.	CEO/Member Secretary	Full Powers
36	(i) Sanction expenditure on taxi fares for official use when the need for hiring of taxi arises. (ii) For the use of distinguished visitors for	CEO/Member Secretary	Full Powers

Administrative and Financial Rule of Maharashtra State Skill Development Society

S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
	want of a staff car.		
37	(i) Sanction installation of requisite telephone connections with internet facilities for MSSDS office. (ii) Sanction intercom and EPABX in office. (iii) Sanction purchase of telephone instruments (including cordless phones, mobile phones) (iv) Sanction re-connection charges for disconnected telephones. (v) Sanction the capital & recurring expenditure on Internet Services	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each item of expenditure)
38	(a) To sanction expenditure on purchases of hot weather equipment. (i) Fans (ii) Air Conditioner (iii) Purchase of Water/ Air Cooler	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each item of expenditure)
39	Procure Furniture for MSSDS Office.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
40	Sanction TA Bill & Tour Programme of Governing Council Member, other persons nominated by CEO/Member Secretary, Officers and Staff of MSSDS including own bill travelling in the state & out of state.	CEO/Member Secretary	Full Powers
41	Commissioning studies, surveys, action research, impact assessment, documentation & publication, film making etc.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
42	Planning, initiating innovative schemes pertaining to skill development, placements, self-employment, counselling and guidance etc. on pilot basis	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each pilot)
43	Signing of Contract Agreements, MoUs etc. on behalf of MSSDS	CEO/Member Secretary	Full Powers

Sd/-
Shri Vijay Kumar Gautam, IAS
Member Secretary

Sd/-
Shri Sanjay Kumar, IAS
Chairman

MANUAL - 6:- STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY & UNDER THE CONTROL OF MAHARASHTRA STATE SKILL DEVELOPMENT OF SOCIETY.

Sr. No.	Particular
1	Memorandum of Association of Maharashtra State Skill Development Society
2	Administrative and Financial Rules of Maharashtra State Skill Development Society
3	Proceedings of all General Body Meeting & Governing Council Meetings
4	ALL GR
5	SOPs of all Schemes

MANUAL – 7:- PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION.

सर्वसाधारण सभा व नियामक समिती द्वारे धोरण निश्चित करण्यात येते.

MANUAL – 8 :- A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS; COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Sr.No.	Name of Board, Council and other bodies.	Structure	Objective	Meeting frequency	Whether Public allowed to attend ?	Whether MoM made available to public?	MoM available with whom?
1	General Body	Chairman and Fifteen other members	Policy Decision	6 Months	No	No	Registrar, MSSDS, Mumbai
2	Governing Council	Chairman and Twelve other members	Policy Decision	3 Months	No	No	Registrar, MSSDS, Mumbai
3	POSH Committee	Chairman and Four other members	To Protect Woman's from sexual harassment at work place as per provision of POSH Act, 2013	3 Months	No	No	Registrar, MSSDS, Mumbai

Manual 9 & 10 :- MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY DIRECTORY OF OFFICERS AND EMPLOYEES AND THEIR MONTHLY SALARY.

(as on 31st March, 2025)

अ.क्र.	अधिकारी / कर्मचारी यांचे नाव	पदनाम	मासिक वेतन
१	श्री.नितीन पाटील,भा.प्र.से.	मुख्य कार्यकारी अधिकारी	२,०५,६००/-
२	श्री.अनिल सोनवणे	अति. मुख्य कार्यकारी अधिकारी	१,३०,६००/-
३	श्रीम. अर्चना झा	कौशल्य अभियान अधिकारी - १	१,२६,०००/-
४	श्री.विनय काटोलकर	कौशल्य अभियान अधिकारी - १	१,२६,०००/-
५	श्री. मनोज हांडे	कौशल्य अभियान अधिकारी - १	१,२६,०००/-
६	श्री.नागनाथ भोगे	कौशल्य अभियान अधिकारी - १ (सेवानिवृत्त)	९०,८७५/-
७	श्री.दिनेश माने	कौशल्य अभियान अधिकारी - २	९०,०००/-
८	श्री.काना राम	कौशल्य अभियान अधिकारी - २ (IT Officer)	५९,८००/-
९	श्री.राजेंद्र बोरसे	कौशल्य अभियान अधिकारी - २ (सेवानिवृत्त)	८०,७५०/-
१०	श्री.संपत चाटे	कौशल्य अभियान अधिकारी - २ (सेवानिवृत्त)	९०,५००/-
११	श्री.विनायक चुरी	कौशल्य अभियान अधिकारी - ३ (सेवानिवृत्त)	८०,३७५/-
१२	श्री.संकेत पगारे	कौशल्य अभियान अधिकारी - ३	७२,०००/-
१३	श्री.वैभव काळेकर	कौशल्य अभियान अधिकारी - ३	७२,०००/-
१४	श्री. प्रेरणा देवघरे	विधी अधिकारी	६३,०००/-
१५	श्री.छाया कुबल	प्रकल्प समन्वयक (सेवानिवृत्त)	८०,६२५/-
१६	श्री.विलास घोरपडे	सहायक लेखाधिकारी (सेवानिवृत्त)	६०,१२५/-
१७	श्री.पंडित पाटील	सहायक लेखाधिकारी (सेवानिवृत्त)	५७,५००/-
१८	श्री.काशीराम आरोसकर	सहायक वरिष्ठ लिपिक (सेवानिवृत्त)	८२,८७५
१९	श्री.विकास परदेशी	सहायक वरिष्ठ लिपिक (सेवानिवृत्त)	५४,२५०/-
२०	श्रीम.सायली पाटील	सहायक वरिष्ठ लिपिक (सेवानिवृत्त)	५३,२५०/-
२१	श्री.रवींद्र धामनिकर	सहायक वरिष्ठ लिपिक (सेवानिवृत्त)	७०,७५०/-
२२	श्री.रोहित पराडकर	कार्यालयीन सहायक	४४,१००/-
२३	श्रीम.प्रियांका परदेशी	कार्यालयीन सहायक	४४,१००/-
२४	श्रीम.स्नेहल शेलार	कार्यालयीन सहायक	४४,१००/-
२५	श्रीम.कांचन सराटे	कौशल्य अभियान सहायक	४४,१००/-
२६	श्री.रोहित सोनावणे	कौशल्य अभियान सहायक	४४,१००/-
२७	श्री.गणेश सकुंडे	कौशल्य अभियान सहायक	४४,१००/-
२८	श्री.सुरेश कुन्हाडे	हाउसकीपर	२५,२००/-
२९	श्री.मेहबूब इलाई शेख	हाउसकीपर	२५,२००/-
३०	श्री.संदीप सोनावणे	हाउसकीपर	२५,२००/-
३१	श्री.तेजस सागवेकर	हाउसकीपर	२५,२००/-
३२	श्री.रुपेश पाटील	हाउसकीपर	२५,२००/-
३३	श्री.चेतन कंठे	हाउसकीपर	२५,२००/-

Skills, Employment, Entrepreneurship And Innovation Department /
कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग

(Rs. in Thousands) / (रुपये हजारोंत)

Demand No. ZA-2 / मागणी क्रमांक झेडए -2

Description	प्रत्यक्ष रकमा	अर्थसंकल्पीय अंदाज		सुधारित अंदाज		अर्थसंकल्पीय अंदाज		तपशील
	2023-2024 Actuals	2024-2025 Budget Estimates	2024-2025 Revised Estimates	2024-2025 Budget Estimates	2025-2026 Budget Estimates	2025-2026 Budget Estimates		
28, Professional Services	1,12,03	5,44,99	2,76,53	1,75,00	28, व्यावसायिक सेवा			
Total-(01)(07)	2,07,80	5,94,99	3,11,53	2,24,99	एकूण-(01)(07)			
(22306118)	164,43,00	250,00,00	175,00,00	130,00,00	(01)(08) प्रमोद महाजन कौशल्य व उद्योजकता विकास अभियान(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)			
(22306127)	14,00,00	22,00,00	15,40,00	8,74,99	(01)(09) महाराष्ट्र राज्य कौशल्य विकास संस्था(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)			
(2230A011)	..	2,21,71	2,21,71	8,13,65	(01)(10) मॉडेल करिअर सेंटर (केंद्र हिस्सा 100%)(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)			
(2230A307)	..	100,00,00	100,00,00	1	(01)(12) प्रधान मंत्री कौशल्य विकास योजना (100% केंद्र पुरस्कृत योजना)(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)			
(2230A334)	31,17,10	53,24,65	37,27,26	21,98,99	(01)(13) महाराष्ट्र राज्य नाविन्यपूर्ण स्टार्टअप धोरण(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)			
(2230A343)	1,85	3,95	2,57	1,00	(01)(14) महाराष्ट्र राज्य नाविन्यता सोसायटी(कार्यक्रम) 06, दूरध्वनी, वीज व पाणी शुल्क 10, कंत्राटी सेवा 13, कार्यालयीन खर्च 14, भाडेपट्टी व कर 26, जाहिरात व प्रसिद्धी 28, व्यावसायिक सेवा			
Total-(01)(14)	2,77,19	6,75,35	4,87,73	3,01,01	एकूण-(01)(14)			

**Skills, Employment, Entrepreneurship And Innovation Department /
कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग**

(Rs. in Thousands) / (रुपये हजारोंत)

Demand No. ZA-2 / मागणी क्रमांक झेडए-2

Description	प्रत्यक्ष रकमा 2023-2024 Actuals 2023-2024	अर्थसंकल्पीय अंदाज		सुधारित अंदाज		अर्थसंकल्पीय अंदाज		तपशील
		Budget Estimates 2024-2025	Budget Estimates 2024-2025	Revised Estimates 2024-2025	Budget Estimates 2025-2026			
(2230A381)								(2230A381)
(01)(15) The Skill Acquisition and Knowledge Awareness for Livelihood Project Sankalp (60% Central Share-General)(Scheme)								(01)(15) उपजीविकेसाठी कौशल्य संपादन व ज्ञान जागरूकता अभियान-संकल्प (60% केंद्र हिस्सा-सर्वसाधारण)(कार्यक्रम) 31, सहायक अनुदाने (वेतनेतर)
31, Grants-in-aid(Non-Salary)	..	1	29,93	1				(2230A399)
(01)(16) The Skill Acquisition & Knowledge Awareness for Livelihood Project-SANKALP (40% State Share General)(Scheme)								(2230A399)
31, Grants-in-aid(Non-Salary)	..	1	1	1				(2230A844)
(01)(17) Development of Applied Knowledge and Skill for Human Development (DAKSH) Project (State Share 30%)(Scheme)								(2230A853)
31, Grants-in-aid(Non-Salary)	15,00,01	15,00,00				(2230A853)
(01)(18) Development of Applied Knowledge and Skill for Human Development (DAKSH) Project (World Bank Share 70%)(Scheme)								(2230A853)
31, Grants-in-aid(Non-Salary)	35,00,01	35,00,00				(2230A853)
Total-(01) Voted	222,26,14	452,06,08	397,50,63	235,20,27	रत्नमत एकूण-(01)			
(02) Computerisation of employment Exchanges								(2230I092)
(02)(01) Computerisation of Employment Exchanges(Scheme)	14,10	25,00	16,25	11,00				(2230I092)
13, Office Expenses	1,20,00	2,20,00	1,54,00	56,00				
17, Computer Expenses								
Total-(02)(01)	1,34,10	2,45,00	1,70,25	67,00				

MANUAL-12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

- MANUAL 12 – NA

**MANUAL-13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS
GRANTED BY MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY**

- MANUAL 13 – NA

MANUAL-14 :- DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY AND REDUCED IN AN ELECTRONIC FORM BY MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY.

Sr. No.	Document Type	Particular of Document	Electronic form of information stored	Custodian of Information
1	Data	Candidate Enrolled for Skill Development Schemes	Web Server	Chief Executive Officer
2	Data	Training Partner and Training Training Center	Web Server	Chief Executive Officer

MANUAL -15 :- THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Sr. No.	Particulars of Facilities	Time
1.	Web Portal https://mahaswayam.gov.in	Any time available.
2.	District Skill Development, Employment and Entrepreneurship Guidance Centre & other offices.	During office hours of respective centers.
3.	Notice Board.	Daily.



महाराष्ट्र शासन

कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग



महाराष्ट्र राज्य कौशल्य विकास सोसायटी

पहिला मजला, एल्फिन्स्टन तांत्रिक विद्यालय परिसर,

३, महापालिका मार्ग, धोबी तलाव, मुंबई-४००००९



ईमेल: registrar@mssds.in

दूरध्वनी क्र .०२२ २२६२५६५१/५३

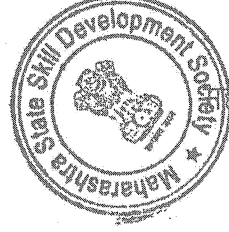
जा.क्र.MSSDS/RIT/२०२४-२५/२२१०

दि.१०/१०/२०२४

माहितीचा अधिकार अधिनियम, २००५ च्या अंमलबजावणीकरीता पदनिर्देशित करण्यात आलेल्या कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभागाच्या प्रशासकीय नियंत्रणाखालील सार्वजनिक प्राधिकरणांमधील सहाय्यक जन माहिती अधिकारी/जन माहिती अधिकारी/प्रथम अपिलीय अधिकारी

विषय	सहाय्यक जन माहिती अधिकारी	जन माहिती अधिकारी	प्रथम अपिलीय अधिकारी
शासनाच्या विभागासमवेत एकसुत्रीकरण	श्री. रोहित सोनवणे कौशल्य अभियान सहाय्यक	श्री. विनय काटोलकर कौशल्य अभियान अधिकारी १	श्री. अनिल सोनवणे अतिरिक्त मुख्य कार्यकारी अधिकारी
आचार्य चाणक्य कौशल्य विकास केंद्र	--	श्री. विनय काटोलकर कौशल्य अभियान अधिकारी १	
जिल्हा नियोजन समिती पुरस्कृत किमान कौशल्य विकास योजना	श्रीम. कांचन सराटे कौशल्य अभियान सहाय्यक	श्री. मनोज हांडे कौशल्य अभियान अधिकारी १	
केंद्र शासन पुरस्कृत योजना प्रधानमंत्री कौशल्य विकास योजना	--	श्री. मनोज हांडे कौशल्य अभियान अधिकारी १	
प्रमोद महाजन कौशल्य व उद्योजकता अभियान (PMKUVA)	श्रीम. कांचन सराटे कौशल्य अभियान सहाय्यक	श्रीम. अर्चना झा कौशल्य अभियान अधिकारी १	
मुख्यमंत्री महा-आरोग्य कौशल्य स्पर्धा	श्रीम. स्नेहल शेलार कार्यालयीन सहाय्यक	श्रीम. अर्चना झा कौशल्य अभियान अधिकारी १	
प्रमोद महाजन ग्रामीण कौशल्य विकास केंद्र	श्री. वैभव काळेकर कौशल्य अभियान अधिकारी - ३	श्री. दिनेश माने कौशल्य अभियान अधिकारी - २	
महास्वयम पोर्टल	--	श्री. काना राम कौशल्य अभियान अधिकारी - २ (IT Officer)	
पीएम विश्वकर्मा आणि एनएसडीसी समन्वयक	--	श्री. संकेत पगारे कौशल्य अभियान अधिकारी - ३	
केंद्र शासन पुरस्कृत संकल्प [प्रकल्प] योजना	श्री. दिनेश माने कौशल्य अभियान अधिकारी - २	श्रीम. छाया कुबल प्रकल्प समन्वयक	

दक्षता कक्ष, (न्यायालयीन बाब)	—	श्रीम. प्रेरणा देवघरे विधी अधिकारी	
वित्त, लेखा आणि लेखापरीक्षण	श्रीम. प्रियंका परदेशी कार्यालयीन सहाय्यक	श्री. पराग पाटील वित्त अधिकारी	
प्रशासकीय, स्थापना आणि खरेदी	श्री. रोहित प्रकाश पराडकर कार्यालयीन सहाय्यक	श्री. पराग पाटील व्यवस्थापक	



Pranve
(प्रदीपकुमार डांगे, भा.प्र.से)
मुख्य कार्यकारी अधिकारी

महाराष्ट्र राज्य कौशल्य विकास सोसायटी

Any other information of Public Use

NIL
