

Annexure of Office Order No-MSSDS/AEP/A06/00001/2013/145 Dt-10/12/2013

Standard Operating Procedure  
(SOP) -Nomenclature and  
Movement of documents and  
files

**For Maharashtra State Skill Development  
Society**

## **Sections in the society and their related subsections**

### **1. Knowledge, Planning and Innovation Cell**

- a. Skill Gap Assessment Study
- b. Skill Development Plan including sectoral/territorial annual action plans
- c. LMIS
- d. Stakeholders Coordination
- e. Workshops, Seminars, Study Tours, Awareness campaign, evaluations etc.
- f. eGovernance
- g. Sectoral / Territorial Annual Action plans

### **2. Program Formulation and Implementation Cell**

- a. Scheme formulation, implementation and monitoring at State and District level
- b. Implementation and monitoring of Government of India schemes including MES
- c. Facilitation of Skill Development Initiatives of Various State Departments and Agencies
- d. Pre-training assessment, counseling and guidance
- e. Convergence with Employment and Self Employment Initiatives
- f. Outreach program
- g. Placement initiatives

### **3. Design, Development and Resource Cell**

- a. Sectoral Skill Consultative Groups
- b. Design and Development of need based courses across sectors and territories
- c. Development of competency standards, learning material and assessment standards
- d. Empanelment and management of suitable training providers
- e. Establishment of accreditation, assessment and certification mechanism including creation of pool of accreditors, assessors and certifiers
- f. Development of adequate training infrastructure including optimum utilization of existing physical and human resource both in Government and private sectors
- g. Development of resources

### **4. Administration, Establishment and Procurement Cell**

- a. Office Administration
  - i. Stationary management
  - ii. Housekeeping
  - iii. Vehicle management
  - iv. Meeting management
  - v. Office premises management
  - vi. Document / File Management System
  - vii. Office Management and Procedure Practice
- b. RTI
- c. Establishment
  - i. Recruitments
  - ii. Attendance management

- iii. Leave
- iv. Salary, Annual Confidential Reports
- d. Travel and Tours
- e. Staff Grievance Redressal
- f. Asset management
- g. Procurement
- h. LAQ

**5. Corporate and Legal Affairs Cell**

- a. Society Management
  - i. Memorandum of Association (MoA)
  - ii. Rules and Regulation of the society
  - iii. Statutory Reporting
  - iv. Minutes of Meeting (MoM), Governing Council and AGM
- b. Court Matters

**6. Finance, Accounts and Audit Cell**

- a. Budget Planning and Preparation
- b. Monitoring of expenditure
- c. Release of authenticated payments
- d. Preparation and Maintenance of book of Accounts
- e. Audit
- f. Banking Transactions and Relationship Management
- g. Financial Management
- h. Preparation of Annual Accounts
- i. Appointment of Statutory Auditors

**File naming convention**

The following nomenclature is being proposed for naming the MSSDS files:

MSSDS / Major Cell Head / Function code / File Number / Year

┌───┐	┌───┐	┌───┐	┌───┐	┌──┐
5 digits	3 digits	1 digit alpha +	5 digits	4 digits
alpha	alpha	2 digit numeric	numeric	numeric

The names of the cells would be abbreviated into 3 digit alpha codes to define the major head of the cell. Accordingly the following major heads have been defined:

- Knowledge, Planning and Innovation – Abbreviated as KPI
- Program Formulation and Implementation – Abbreviated as PFI
- Design, Development and Resource – Abbreviated as DDR
- Administration, Establishment and Procurement – Abbreviated as AEP
- Corporate and Legal Affairs – Abbreviated as CLA
- Finance, Accounts and Audit – Abbreviated as FAA

The functions and their related abbreviation/code is mentioned separately in the Annexure I

**Annexure I – Abbreviations/code proposed for functions**

<b>Sr. #</b>	<b>Abbreviation</b>	<b>Definition</b>
<b>1.</b>	<b>KPI</b>	<b><i>Knowledge, Planning and Innovation Cell</i></b>
1.1.	<b>A</b>	<i>Skill Gap Assessment Study</i>
1.2.	<b>B</b>	<i>Skill Development Plan including sectoral/territorial plans</i>
1.3.	<b>C</b>	<i>LMIS</i>
1.4.	<b>D</b>	<i>Stakeholders Coordination</i>
1.5.	<b>E</b>	<i>Workshops, Seminars, Study Tours, Awareness campaign, evaluations etc.</i>
1.6.	<b>F</b>	<i>eGovernance</i>
1.7.	<b>G</b>	<i>Sectoral / Territorial Annual Action plans</i>
<b>2.</b>	<b>PFI</b>	<b><i>Program Formulation and Implementation Cell</i></b>
2.1.	<b>A</b>	<i>Scheme formulation, implementation and monitoring at State and District level</i>
2.2.	<b>B</b>	<i>Implementation and monitoring of Government of India schemes including MES</i>
2.3.	<b>C</b>	<i>Facilitation of Skill Development Initiatives of Various State Departments and Agencies</i>
2.4.	<b>D</b>	<i>Pre-training assessment, counseling and guidance</i>
2.5.	<b>E</b>	<i>Convergence with Employment and Self Employment Initiatives</i>
2.6.	<b>F</b>	<i>Outreach program</i>
2.7.	<b>G</b>	<i>Placement initiatives</i>
<b>3.</b>	<b>DDR</b>	<b><i>Design, Development and Resource Cell</i></b>
3.1.	<b>A</b>	<i>Sectoral Skill Consultative Groups</i>
3.2.	<b>B</b>	<i>Design and Development of need based courses across sectors and territories</i>
3.3.	<b>C</b>	<i>Development of competency standards, learning material and assessment standards</i>

<b>Sr. #</b>	<b>Abbreviation</b>	<b>Definition</b>
3.4.	<b>D</b>	<i>Empanelment and management of suitable training providers</i>
3.5.	<b>E</b>	<i>Establishment of accreditation, assessment and certification mechanism including creation of pool of accreditors, assessors and certifiers</i>
3.6.	<b>F</b>	<i>Development of adequate training infrastructure including optimum utilization of existing physical and human resource both in Government and private sectors</i>
3.7.	<b>G</b>	<i>Development of resources</i>
<b>4.</b>	<b>AEP</b>	<b><i>Administration, Establishment and Procurement Cell</i></b>
4.1.	<b>A</b>	<i>Office Administration</i>
4.1.1.	<b>01</b>	<i>Stationary management</i>
4.1.2.	<b>02</b>	<i>Housekeeping</i>
4.1.3.	<b>03</b>	<i>Vehicle management</i>
4.1.4.	<b>04</b>	<i>Meeting management</i>
4.1.5.	<b>05</b>	<i>Office premises management</i>
4.1.6.	<b>06</b>	<i>Document / File Management System</i>
4.1.7.	<b>07</b>	<i>Office Management and Procedure Practice</i>
4.2.	<b>B</b>	<i>RTI</i>
4.3.	<b>C</b>	<i>Establishment</i>
4.3.1.	<b>01</b>	<i>Recruitments</i>
4.3.2.	<b>02</b>	<i>Attendance management</i>
4.3.3.	<b>03</b>	<i>Leave</i>
4.3.4.	<b>04</b>	<i>Salary, Annual Confidential Reports</i>
4.4.	<b>D</b>	<i>Travel and Tours</i>
4.5.	<b>E</b>	<i>Staff Grievance Redressal</i>
4.6.	<b>F</b>	<i>Asset management</i>

Sr. #	Abbreviation	Definition
4.7.	<b>G</b>	<i>Procurement</i>
4.8.	<b>H</b>	<i>LAQ</i>
5.	<b>CLA</b>	<b><i>Corporate and Legal Affairs Cell</i></b>
5.1.	<b>A</b>	<i>Society Management</i>
5.1.1.	<b>01</b>	<i>Memorandum of Association (MoA)</i>
5.1.2.	<b>02</b>	<i>Rules and Regulation of the society</i>
5.1.3.	<b>03</b>	<i>Statutory Reporting</i>
5.1.4.	<b>04</b>	<i>Minutes of Meeting (MoM), Governing Council and AGM</i>
5.2.	<b>B</b>	<i>Court Matters</i>
6.	<b>FAA</b>	<b><i>Finance, Accounts and Audit Cell</i></b>
6.1.	<b>A</b>	<i>Budget Planning and Preparation</i>
6.2.	<b>B</b>	<i>Monitoring of expenditure</i>
6.3.	<b>C</b>	<i>Release of authenticated payments</i>
6.4.	<b>D</b>	<i>Preparation and Maintenance of book of Accounts</i>
6.5.	<b>E</b>	<i>Audit</i>
6.6.	<b>F</b>	<i>Banking Transactions and Relationship Management</i>
6.7.	<b>G</b>	<i>Financial Management</i>
6.8.	<b>H</b>	<i>Preparation of Annual Accounts</i>
6.9.	<b>I</b>	<i>Appointment of Statutory Auditors</i>

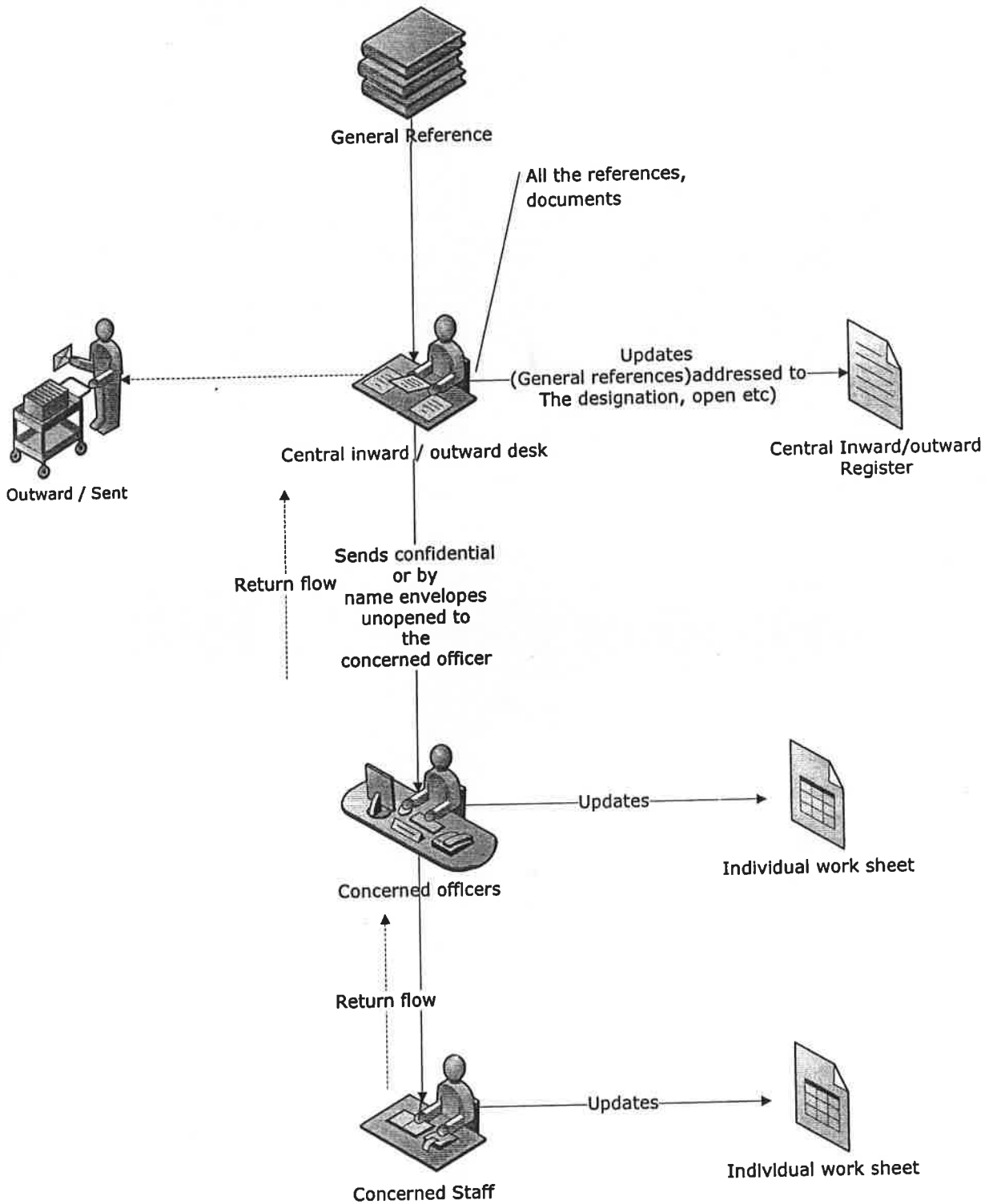
**Example:**

The first file created during the year 2013 by Knowledge, Planning and Innovation cell and pertaining to Stakeholder Coordination function would be named as:

***MSSDS / KPI / D / 001 / 2013***

Second file created during FY 2013 by Corporate and Legal Affairs and pertaining to Society Management function and Statutory reporting sub-function would be named as:

## Reference and file movement



**Figure 1. Reference flow in MSSDS office**

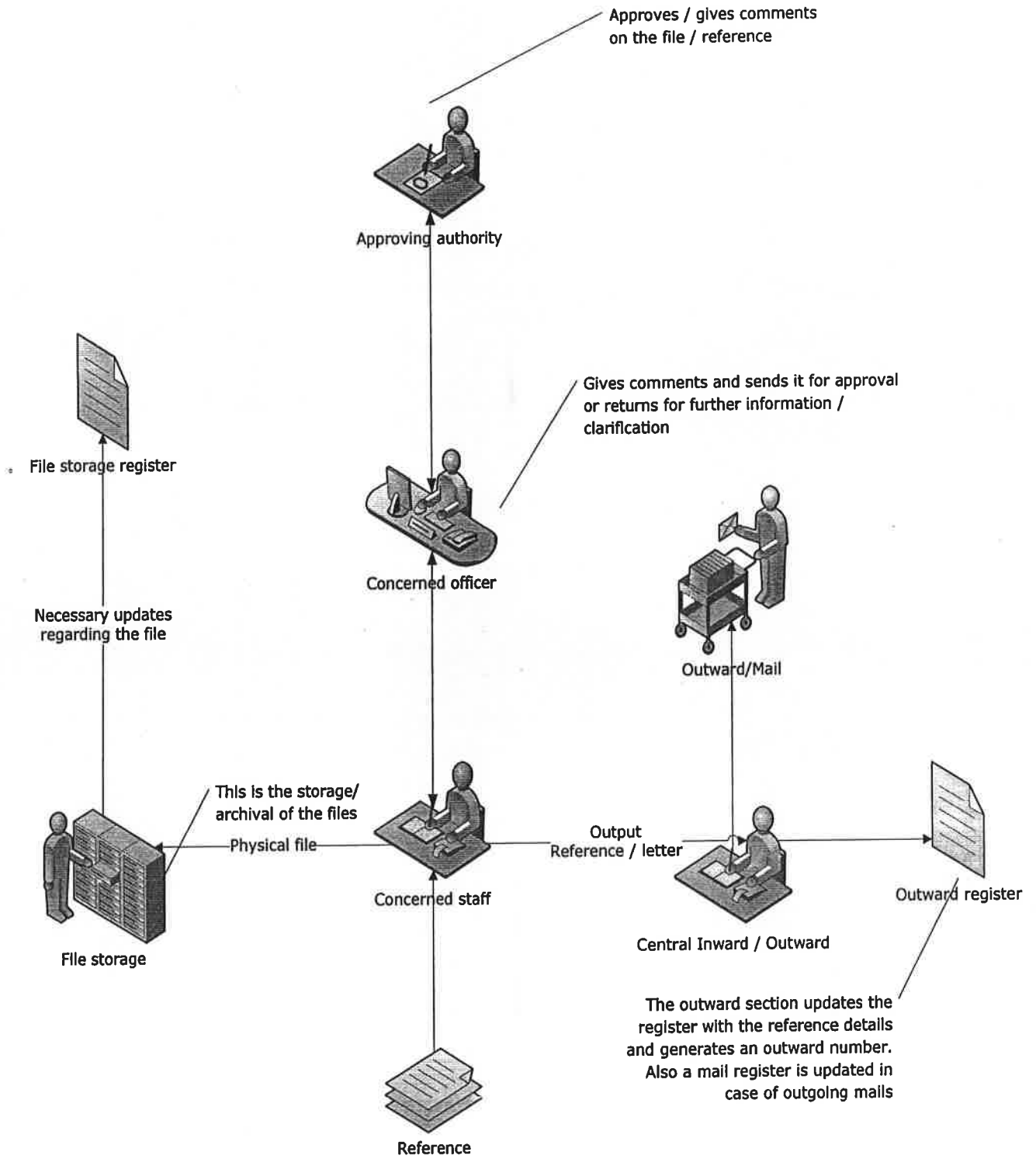


Figure 2. File flow in MSSDS office

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