

Government of Punjab
Department of Technical Education and Industrial Training
(Technical Education –I Branch)

Notification

No. 12/7/14-STE1/ 180

Dated, Chandigarh 2nd September, 2014

The Governor of Punjab is pleased to constitute 'Punjab Skill Development Mission'. The Mission would be a single point within the Government to formulate and steer various skill development schemes. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various skill development schemes across the Departments. The structure of Mission is as follows:-

Governing Council:- Composition

1. The Governing Council of the Mission shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the mission. The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Technical Education and Industrial Training	Member
(iii).	Minister, Finance and Planning	Member
(iv).	Minister, Industries & Commerce	Member
(v).	Minister, Labour	Member
(vi).	Minister, Employment Generation	Member
(vii).	Minister, Local Government	Member
(viii).	Minister, Rural Development and Panchayats	Member
(ix).	Minister, Health and Family Welfare	Member
(x).	Minister, Welfare of SC and BC	Member
(xi).	Minister, Social Security, Women and Child Dev.	Member
(xii).	Minister, School Education	Member
(xiii).	Chief Secretary	Member
(xiv).	Financial Commissioner Development	Member
(xv).	Principal Secretary, Finance	Member
(xvi).	Principal Secretary, Labour	Member
(xvii).	Principal Secretary, School Education	Member
(xviii).	Principal Secretary, Industries & Commerce	Member
(xix).	Principal Secretary, Rural Development and Panchayats	Member
(xx).	Principal Secretary, Local Government	Member
(xxi).	Principal Secretary, Health and Family Welfare	Member
(xxii).	Principal Secretary, Welfare of SC and BC	Member
(xxiii).	Principal Secretary, Social Security	Member
(xxiv).	Secretary, Employment Generation	Member
(xxv).	Secretary, Planning	
(xxvi).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xxvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xxviii).	MD and CEO, NSDC	Member
(xxix).	Secretary, Technical Education & Industrial Training	Member Secretary

2. The Chairman of the Governing Council may co-opt other Ministers/Experts as per the need.

Functions of the Governing Council

3. The Governing Council will carry out the following functions:
 - (i). To provide guidance, support and overall policy direction to Skill Development Mission of the state.
 - (ii). To consider State Annual Action Plan for Skill Development.
 - (iii). To review progress of Skill Development Plan once in six months.
 - (iv). To consider the Audited accounts of previous year.
 - (v). To consider the annual report of the Skill Development Mission.
 - (vi). Any other matter that is referred to it by the State Steering Committee.

State Steering Committee:- Composition

4. The Mission shall have a Steering Committee. The State Steering Committee will be responsible for laying down the policies, guidelines, regulations and rules for the mission under the overall guidance of Governing Council and will be fully empowered to take all financial and administrative decisions for the Mission. The Steering Committee shall meet once in every three months. The Steering Committee shall have following members:

(i).	Chief Secretary	Chairman
(ii).	Financial Commissioner Development	Member
(iii).	Principal Secretary Industries & Commerce	Member
(iv).	Principal Secretary Rural Development and Panchayats	Member
(v).	Principal Secretary Finance	Member
(vi).	Principal Secretary Labour	Member
(vii).	Principal Secretary Local Government	Member
(viii).	Principal Secretary Health and Family Welfare	Member
(ix).	Principal Secretary Social Security	Member
(x).	Principal Secretary Welfare of SC and BC	Member
(xi).	Principal Secretary Food Processing Industries	Member
(xii).	Principal Secretary Information Technology	Member
(xiii).	Principal Secretary School Education	Member
(xiv).	Secretary, Technical Education & Industrial Training	Member
(xv).	Secretary, Employment Generation	Member
(xvi).	Secretary, Planning	Member
(xvii).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xviii).	Representative from NSDC/NSDA	Member
(xix).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xx).	Mission Director, State Skill Development Mission	Member Secretary

5. The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee.

Functions of State Steering Committee

6. The State Steering Committee will carry out the following functions:
- (i). To frame policies, guidelines, regulations and rules for the mission.
 - (ii). To approve guidelines for functioning of the Mission like engaging private partners, recruitment rules, purchase rules etc.
 - (iii). To approve delegation of administrative and financial powers at various levels.
 - (iv). To approve Annual Action Plan of the state.
 - (v). To approve budgets of the Mission.
 - (vi). To approve communication and social mobilization strategy.
 - (vii). To approve the recruitments for the Mission as prescribed in the rules.
 - (viii). To approve procurement of services beyond specified amount.
 - (ix). To facilitate inter-departmental coordination.
 - (x). To appoint sub committees for addressing specific issues.
 - (xi). To periodically review the progress of the Mission.
 - (xii). Any other matter referred by the State Executive Committee.

State Executive Committee (SEC):- Composition

7. The Mission shall have an Executive Committee. The Executive Committee shall be responsible for implementation and monitoring of all activities of the mission as prescribed by the state steering committee. The executive committee shall meet at least once every month. The executive committee shall have following members:

(i).	Secretary, Technical Education & Industrial Training	Chairman
(ii).	Representative of Principal Secretary, Finance (Not below the level of Additional Secretary)	Member
(iii).	Labour Commissioner	Member
(iv).	Director, Rural Development & Panchayats	Member
(v).	Director, Industries & Commerce	Member
(vi).	Director, Health & Family Welfare	Member
(vii).	Director, Employment Gen. and Training	Member
(viii).	Director, Local Government, SUDA / Mission Director, SULM	Member
(ix).	Mission Director, SRLM	Member
(x).	Director, Social Security, Women & Child Development	Member
(xi).	Director, Welfare of SC & BC	Member
(xii).	Director Genreal, School Education	Member
(xiii).	Director, Agriculture	Member
(xiv).	Director, Tourism	Member
(xv).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xvi).	Representative from NSDC/NSDA	Member
(xvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xviii).	Mission Director, Skill Development Mission	Member Secretary

8. The Chairman may nominate any other person(s) as special invitee in the meeting of the State Executive Committee.

Functions of State Executive Committee

9. The Executive Committee shall have the responsibilities in respect of the following:

- (i). To review the district action plans and finalize Annual Action plan for the State
- (ii). To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
- (iii). To finalize the RFP /RFQ for engaging private sector training providers and after seeking approval of the competent authority, engage private sector training providers and enter into contracts with them.
- (iv). To finalize and seek approval of the State Steering Committee on the Process Guidelines for implementing the skill development programme/Mission.
- (v). To review the progress of implementation of the approved action plan at least quarterly.
- (vi). To approve registration of training organisations as VTP under the SDI scheme.
- (vii). To supervise the functioning of the District Executive Committees, SPMU and the DPMUs.
- (viii). To exercise administrative and financial powers as per delegation.
- (ix). To finalize innovative Arrangements/Agreements with Industrial units and other private organizations for skill development and seek the approval of the State Steering Committee for signing of MoUs.
- (x). To plan for setting up of skill development centres and for upgradation of infrastructure and seek approval of the State Steering Committee after tying up the financial arrangements.
- (xi). To engage with central government training organizations, and NSDC for follow up on trainings being imparted by them.
- (xii). To approve research and evaluation studies in the area of Skill development.
- (xiii). To strengthen the institutional infrastructure for skill training and certification.
- (xiv). Any other work assigned by the Steering committee.

State Program Management Unit (SPMU)

10. The SPMU shall be headed by Mission Director, State Skill Development Mission. He shall be responsible for proper administration of the affairs and funds of the Mission, and implementation of its' various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the Executive Committee. Mission Director shall have following responsibilities:

- (i). Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work in a Mission Mode for the achievement of the objects of the Mission.
- (ii). Prescribe the duties of officers and staff of the Mission at state and district level.
- (iii). Exercise due supervision and control over the officers and staff of mission at state and district level.
- (iv). Coordinate and exercise general control and supervision over the activities of the Mission.
- (v). Conduct meetings of the State Steering Committee and Executive Committee and keep a record of proceedings of the meetings in accordance with these Rules.
- (vi). Exercise such financial and administrative powers as delegated by the State Steering Committee from time to time,
- (vii). Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Mission.

- (viii). Plan, direct, coordinate, organize and supervise day to day work of the Mission.

Functions of SPMU

11. The broad functions and roles of SPMU will include:
- (i). Preparation of EOI/RFO/RFP and Contract for engaging private sector training providers.
 - (ii). Assisting the mission in finalization of courses, their syllabus and normative training fees.
 - (iii). Assisting the Mission in empanelment of training providers as per the approved RFP.
 - (iv). Developing Process guidelines for implementation of skill development programs as per the broad principles approved by the mission.
 - (v). Developing templates for District and State Skill Development plans and training of district teams in preparing their plans.
 - (vi). Developing an integrated IT system for managing the programme as per the approved process guidelines and support for its implementation.
 - (vii). Developing monitoring system for the mission activities at various levels.
 - (viii). Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences.
 - (ix). Design of Mobilization campaign and communication strategy and assistance in its roll out.
 - (x). Designing systems for post placement tracking of trainees.
 - (xi). Assisting the mission in engaging short term specialists / consultants for undertaking special research studies / surveys etc.

District Executive Committee:- Composition

12. There shall be a District Executive Committee at each district. The committee shall be responsible for preparing district annual plan for skill development and implementing the approved district plan as per the guidelines laid down by the mission.

The district level committee shall have following members:

(i).	Deputy Commissioner	Chairman
(ii).	Add. Dy. Commissioner (Development)	Vice Chairman
(iii).	DPM (NRLM)	Member
(iv).	District Welfare officer	Member
(v).	District Program Officer	Member
(vi).	District Education Officer	Member
(vii).	District Employment Officer	Member
(viii).	District Assistant Labour Commissioner	Member
(ix).	Representative of District RUDSETI	Member
(x).	Principal Nodal Polytechnic	Member
(xi).	Principal Nodal ITI	Member
(xii).	District Head of BACFINCO, Punjab SC Land Dev. And Finance Corporation, KVIB and Cooperative Banks	Member
(xiii).	District Dev. & Panchayat Officer	Member
(xiv).	General Manager DIC	Member
(xv).	Representatives from Industry nominated by the DC	Two members
(xvi).	District Coordinator (SSDM)	Member Secretary

13. Chairman may nominate any other person as a special invitee in the meetings of

the Committee.

Functions of District Executive Committee

14. The District Committee will perform the following functions:
- (i). To prepare District Action Plan for Skill Development
 - (ii). To coordinate the efforts of different departments in the district.
 - (iii). To organize campaigns/programs for Awareness Generation and Mobilization of Youth
 - (iv). To facilitate registration of candidates on IT portal.
 - (v). To supervise the training programs conducted by training providers.
 - (vi). To prepare a list of employment opportunities in the district and nearby areas and its updation on the IT portal periodically.
 - (vii). To conduct Job Melas on a regular basis
 - (viii). To organise meetings with local industries once in every three months for seeking feedbacks.
 - (ix). To review the progress of DPMU every month.
 - (x). To facilitate counselling and post placement support services to the candidates.
 - (xi). Any other work assigned by the State Steering or Executive Committee.

District Program Management Unit (DPMU)

15. Each district shall have a District Program Management Unit. This unit will be responsible for overall implementation of the skill development programme in the district including mobilization, registration, data collection, MIS, supervision, inspection and monitoring of the programs and counselling and post placement services in the district on a day to day basis. This unit will be headed by a District Coordinator (SSDM). The unit will have District Manager Skill & Placement (NRLM) and two counsellors as members. The district level unit will function under the direct control of ADC (D) and general supervision and guidance of Deputy Commissioner. The staffing scheme for DPMU detailing the positions, competencies for each position, compensation levels, source of recruitment etc. will be decided in due course of time.

Block Level Coordination and Monitoring Unity

16. At the block level, Block Manager (Social Mobilization) and Block manager (Skill and Placement) to be hired under NRLM will work for the skill development mission. In urban areas, Coordinators of SUDA will be co-opted for social mobilization function.

17. The Governor of Punjab is further pleased to set up a Skill Development Fund under the Mission for creation of infrastructure, capacity building and supporting various skill development initiatives. The contributions to the Skill Development Fund can be made from different sources such as:

- (i) Transfer of surplus funds from Punjab Board of Technical Education and Industrial Training;

- (ii) Transfer of funds from Punjab Building and Other Construction Workers Welfare Board as per stipulation for Skill Development Initiatives;
- (iii) Contributions from Punjab Technical University and other such institutions;
- (iv) Funds/Budget available under different schemes/projects of Central Government Ministries/Organizations;
- (v) Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations;
- (vi) Corporate Social Responsibility (CSR) Funds from companies and firms;
- (vii) Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
- (viii) The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;

18. The Punjab Skill Development Mission will be registered as Society under the Punjab Societies Registration Act, 1860. The Memorandum of Association & Rules & Regulations of the Society have also been approved.

19. The expenses on registration, administration and management of the Mission will be met by the Punjab Board of Technical Education and Industrial Training.

20. The Department of Technical Education and Industrial Training will be the Administrative Department for the Mission.

21. This issues with the approval of Chief Minister dated 28.08.2014.

R.K.VERMA
Secretary Technical Education &
Industrial Training, Chandigarh

Date: Chandigarh
02.09.2014

Endst. No. 12/7/14-5TE1/

Dated Chandigarh the 2nd September 2014

A copy along with a spare copy is forwarded to the Controller, Printing and Stationery, Punjab with the request that this notification may be published in Punjab Ordinary Gazette and 100 copies may be sent to this office for official use.

Special Secretary

Endst. No. 12/7/14-5TE1/ 182-1831

Dated Chandigarh the 2nd September 2014

A copy of the above is forwarded to the following for information please.

1. Principal Secretary to Chief Minister, Punjab
2. Private Secretary to Technical Education & Industrial Training Minister, Punjab
3. Private Secretaries of all the Ministers, Punjab.


Special Secretary

Endst. No. 12/7/14-5TE1/

Dated Chandigarh the 2nd September 2014

A copy of the above is forwarded to the following for information please.

1. Private Secretary to Chief Secretary, Punjab.
2. All the Financial Commissioners/Principal Secretaries/Administrative Secretaries of the State.
3. All the Heads of the Departments of the State.
4. All the Deputy Commissioners of the State.


Special Secretary

Endst. No. 12/7/14-5TE1/

Dated Chandigarh the 2nd September 2014

A copy of the above is forwarded to the following for information and necessary action please.

1. The Director Technical Education & Industrial Training, Punjab.
2. The Secretary, Punjab State Board of Technical Education & Industrial Training, Punjab.


Special Secretary