

Government of Haryana
Haryana Skill Development Mission
Department of Skill Development & Industrial Training

Subject: Regarding the constitution of District Skill Development Agency.

Government of Haryana is pleased to inform that the State Government has constituted a District Skill Development Agency in every District under the Chairmanship of Deputy Commissioner at District level to look after the following details:-

1. Identification of Skill needs in the District.
2. Making plans for providing skill training to the unemployed youth
3. Counselling to unemployment youth for taking up right Skill Training.

The committee will have the following members:-

1. Deputy Commissioner (Chairman)
2. Sub-Divisional Officer/Magistrate (HQ) (Member Secretary)
3. Member/Members of Legislative Assembly (Member)
4. Principal Govt, ITI (Member) (Nodal ITI)
5. All Sub-Divisional Officer/Magistrate (Field) (Member)
6. DSP/ACP (HQ) (Member)
7. Chief Medical Officer (Member)
8. Joint/Deputy Director-cum-District Registrar (Firms & Societies) (Member)
9. District Development and Panchyat Officer (Member)
10. District Informatics Officer (Member)
11. District Education Officer (Member)
12. AGM/DGM, HSSIIDC (District's) (Member)
13. District Employment Officer (Member)
14. Mayor, Municipal Corporation/Chairman, Municipal committee (Member)
15. Commissioner Municipal Corporation (Member)
16. CEO, Zila Parishad (Member)
17. Chairman of all Panchyats/block Samiti (Member)
18. Chairman/Chairman's of Local Mandi Board/Marketing Committee (Member)
19. Chairman/Chairman's of Local Industries Association (Member)
20. 2 Senior Citizen Members (Member)
21. Any other officer/person recommended as Member by Deputy Commissioner, and approved by W/ACS-SDIT-cum-Vice President 1, HSDM
22. District Skill Coordinator (HSDM) (Member Secretary)

Member/Member's of Legislative Assembly may be invited as special invitee.

The Detailed Roles & Responsibilities of DSDA are as under:-

1. Quarterly meeting to overview the demand and progress made in the district
 - a. Agenda to be circulated 21 days before meeting to Executive Committee-HSDM
 - b. Minutes of meeting to be circulated within 7 days of the meeting to all members of Executive committee of HSDM.
Members of EC-HSDM are as under:
 - i. ACS-SDIT (Chairman)
 - ii. Mission Director (Member Secretary)
 - iii. Special Secretary/ Secretary, Finance, (Member)
 - iv. MD, Hartron (Member)
 - v. Director, Technical Education (Member)
 - vi. Director, Labour & Employment (Member)
 - vii. Director, Rural Development (Member)
 - viii. Director, Urban Local Bodies (Member)
 - ix. Director, Skill Development & Industrial Training (Member)
 - x. Director, Higher Education (Member)

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- xi. Director, Animal Husbandry & Dairying (Member)
 - xii. Director, School Education (Member)
 - xiii. Director, Medical Education (Member)
 - xiv. Director, Tourism (Member)
 - xv. Director, SCs & BCs Welfare Department (Member)
 - xvi. Director, Women & Child Development (Member)
 - xvii. One Technical Expert Member
2. Each member of DSDA will go for two mandatory inspections of the training centre undergoing in the District and submit its report along with recommendations to Chairman DSDA. The Chairman will take the final decision and forward a copy of decision to Mission Director within 36 hours of inspection. In case Chairman DSDA himself conducts the inspection and takes the necessary action as required, the same may also be communicated to Mission Director. The Chairman is authorised to take decision on the inspections and the frequency of inspections.
 3. DSDA will organise a minimum of one Job Placement Mela every month in the district.
 4. Two sub committees (for Target allocation) which will assess the skilling needs of the district, targets will be given only on the basis of the recommendations of the committee

a. Manufacturing Sector

- i. Sub-Divisional Officer/Magistrate (HQ) (Chairman)
- ii. District Skill Coordinator (HSDM) (Member Secretary)
- iii. Joint/Deputy Director-cum-District Registrar (Firms & Societies) (Member)
- iv. District Development and Panchayat Officer (Member)
- v. AGM/DGM, HSIIDC (District's) (Member)
- vi. Chairman of all Panchayats/ Block Samiti (Member)
- vii. Chairman/Chairman's of local Mandi Board/Marketing Committee (Member)
- viii. Chairman/Chairman's of local Industries association (Member)

b. Service Sector

- i. Sub-Divisional Officer/Magistrate (HQ) (Chairman)
- ii. District Skill Coordinator (HSDM) (Member Secretary)
- iii. Principal Govt. ITI (Member) (Nodal ITI)
- iv. All Sub-Divisional Officer/Magistrate (Field) (Member)
- v. DSP/ACP (HQ) (Member)
- vi. Chief Medical Officer (Member)
- vii. District Development and Panchayat Officer (Member)
- viii. District Informatics Officer (Member)
- ix. District Education Officer (Member)
- x. District Employment Officer (Member)
- xi. Chairman of all Panchayats/ Block Samiti (Member)
- xii. Chairman/Chairman's of local Mandi Board/ Marketing Committee (Member)
- xiii. Chairman/Chairman's of local Industries association (Member)

5. These two sub committees will give it report to DSDA, decision of DSDA will be considered by Mission Director, the report for target distribution is to be presented before DSDA in the 3rd quarter and the DSDA will submit its report in the format as presented below in the 1st week of January:

District	Block	Locality	Sector	Job Role	Target to be allocated (in numbers)

6. The DSDA will analyse the placement opportunities in the District, for which the Job roles as recommended by the committee in point 4, before submitting the report to the HSDM HQ, HSDM HQ will allocate targets only on the basis of the report submitted by DSDA.

7. Following sub-committees should also be formed by the Chairman DSDA :
- Mobilization, Counselling and skilling awareness committee for taking up right Skill Training
 - Placement and industry linkages committee
 - Monitoring and quality assurance committee
 - Job Fair/ Job Mela organising committee
 - IT assistance & awareness committee
 - Any other committee as deemed fit by chairman
8. This committee is fully empowered to take any action if found any malpractices during inspection after taking approval from the Chairman of the committee, with a copy to Mission Director, HSDM.
9. The Mission Director or any other senior officer (above the rank of MD-HSDM) of HSDM, can call for a meeting of the committee with a short notice of minimum 24 hours. The HSDM-HQ will inform the chairman of the committee and further necessary action be taken by them.

Devender Singh, IAS
Additional Chief Secretary to Govt. Haryana
Skill Development & Industrial Training Department
Vice President 1, Haryana Skill Development Mission


Memo no. MTP/SKD/DC/DSDA/ 1003

Dated: 24.04.2019

CC:

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

- PS to Hon'ble CM, Haryana for information of Hon'ble CM
- PS to Hon'ble Speaker, Vidhan Sabha Haryana for information of Hon'ble Speaker
- PS to W/PSCM for information of PSCM
- PS to W/CS to Govt. Haryana for information of WCS
- PS to DGP Haryana Police for information of W/DGP
- PS to W/ACS, SDIT for information of W/ACS, SDIT
- PA to W/MD-HSDM for information of MD, HSDM.


Chief Skills Officer
for Additional Chief Secretary to Govt. Haryana
Skill Development & Industrial Training Department
Vice President 1, Haryana Skill Development Mission

Endst:

A copy of the above is forwarded to the following for further necessary action please:-

- All Administrative Secretaries to Govt. Haryana
- All the Head of the Departments in Haryana.
- All Divisional Commissioners in Haryana.
- All Deputy Commissioners in Haryana.
- All Sub-Divisional Officers (Civil) in Haryana.
- All District Skill Coordinators, Haryana Skill Development Mission.


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for Additional Chief Secretary to Govt. Haryana
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