

Office Order

O/o No. 1390

Dated: 06/10/2026.

In supersession of all previous orders, the work allocation/ distribution in respect of the Officers/ Officials of HSDM Head Quarter, Panchkula is as under with immediate effect: -

Sr. No.	Designation of the officers	Work Assigned	Attached officials Sh/ Smt	Remarks
1.	W/MD-HSDM		Paramjeet Kaur	Engagements / Emails / Meetings etc.
2.	Aneesh Kumar Gupta, Deputy Director (SPIO & VO) Vishal Garg, Legal Advisor (Files will be routed through DD)	• Administration - All Establishment related matters. - Salary-Regular, Contractual, Staff deployed through HKRNL & other Outsourcing Agencies etc. - Posting & Placement of Staff. - Payment of Statutory Liabilities- Electricity, Telephone Bills etc. - Meeting of EC, GC etc. - Carter Taker (CT), Maintenance of Vehicle, Hiring etc. - Medical Bills etc. - Progress Report of HKRNL staff/ ACR's of regular staff - Recruitment/Deputation - Leave Salary & Pension Contribution. - Maintenance of Service book - Diary & Dispatch work - Legal Matters - Vidhan Sabha Related Matters - Procurement - Apprenticeship - RTI - Office Building - Vigilance matters - Co-ordination outside of HSDM - Matters related to Hiring PMU/ Consultants/SMCs / PR Agencies or any other Agencies - Any other related matters	- Sunil Kumar Assistant - Ajay, Clerk - Deepak Kumar, CT Scheme - Samiti, Clerk	In addition to work assigned by Section In-charge All Clerks custodian in-charge of all the files of this section.
3.	Dr. Brij Pal, Joint Director (FAA/ CVO) Harish Bhatia, J-CITO, Haridas Kataria, Deputy Director (File of IT will routed through JD)	IT & Monitoring Branch - Website & MIS Portals of HSDM (Old and New) & their bills. - Command & Control Centre - HRMS - Call Centre - GeM/e-Tender - Verification of Placements - Mass Media & Publicity - Monitoring of Training - Any Related Matters	- Ram Nain, Clerk - Manjot Singh, Clerk will also work for establishments of skill centres	In addition to work assigned by Section In-charge All Clerks custodian in-charge of all the files of this section.
	Haridas Kataria, Deputy Director	Establishment of Skill Centers (SDC's/CoE's/ SIIC's/MKAKVK)		



4.	Aneesh Kumar Gupta, Deputy Director Krishan Kumar, Accounts Officer	• Accounts 1. All matters related to Accounts Branch, Finance, Planning & Audit including reply of Audit Para(s) 2. TA/DA Bills 3. Salary of Regular/contractual employees 4. Maintenance of Cash Book 5. All Payments related matters	1. Ankit Kumar, Assistant. 2. Dinesh Kakar, Clerk 3. Poonam Devi, Clerk 4. Geetanjli, Clerk	In addition to work assigned by Section In-charge All Clerks custodian in-charge of all the files of this section.
5.	Dr. Sikha Gupta, Joint Director 1. Contractor Saksham 2. Co-ordination with MSDE Manoj Bhardwaj, Deputy Director (Trg-I) Nodal Officer: 1. SURYA 2. PMKVY Ramita Jindal, Deputy Director (Trg-II) Nodal Officer: 1. Pink Cab 2. World Skill competition 3. SIDH Portal Mandeep Beniwal, Deputy Director Nodal Officer: 1. Drone Didi 2. NAL JAL Mitra	• Training & Monitoring Branch 1. All Trainings (SURYA, NULM, PMKVY, JAL Jivan Mitra Scheme etc.) 2. PEC, PAC Meetings 3. World Skill Centre 4. World Skill competition 5. New Initiatives/ Development Programme / Ideathon etc. 6. SANKALP Project 7. Skill Gap Study 8. Tracer Study 9. Maintenance of Records of Establishment of Skill Centre (DSC/ CoE/ MKAKVK / SIIC) 10. MMAPUY scheme 11. Assessment & Certification 12. Payments Related to Trainings 13. CM/PM Announcements/ Budget Announcement 14. SIDH Portal 15. 4 th and 5 th Chief Secretary Conference 16. Coordination for Training with other departments 17. Preparation of DSDP/SDP/Divisional Skill Development Program 18. Coordination with NSDC/MSDE & other departments for Training Purpose 19. Any other matter related to training	1. Dr. Sanjeev Sharma Project Manager 2. Pratik Kumar, Assistant 3. Virender Kumar, Asstt. 4. Saru Saini, Asstt. 5. Sudhir Malik, Clerk 6. Vaibhav, Clerk	In addition to work assigned by Section In-charge All Clerks custodian in-charge of all the files of this section. The Deputy Directors in addition to the work as Nodal officers will perform the duties as distributed/ allocated by the branch head among them.


Mission Director 06/10/26
Haryana Skill Development Mission
Panchkula

Endst. No. 139/-94

Dated: 06/10/2026.

A copy of the above the above is forwarded to the following for information & further necessary action:

1. PS to W/ACS-YEE, for kind information of W/ACS-YEE, please.
2. PA to W/MD
3. IT Branch to display on the website.
4. All concerned.


Mission Director 06/10/26
Haryana Skill Development Mission
Panchkula