

SUB: Re-organisation of SDI cell

Subsequent to Government order No. dated 12/1/2012, as the heads of Administration branch, Technical branch and Finance & Account branch we propose the re-organisation of the SDI cell as below:

2.0 Presently, the SDI cell has the following staff doing various duties under the SDI scheme.

- a) Sri Surinder Singh, Senior Technical Assistant
- b) Sri Manjit Singh, Technical Assistant
- c) Sri Rajiv Kumar Setia, Technical Assistant
- d) Sri Mandeep Singh, Technical Assistant
- e) Smt Jaspal Kaur, Senior Assistant
- f) Sri Kanwaljit Singh, Clerk/cashier
- g) Ms Maninder Kaur, Accounts Executive
- h) Ms. Jasbir Kaur, DEO
- i) Sri Satpreet Singh, DEO

3.0 The SDI cell was under unitary control and work was distributed among the above employees. However, subsequent to the re-structuring of the Punjab State Skill Development Society (PSSDS) three distinct branches have been created by the State Government vide order No.9/106/07-5TE1/67-69 dated 6/1/12. In the light of this re-structuring it was decided that the existing staff may be suitably included in the three branches on the basis of their competency and previous exposure to various components of SDI scheme. Such an arrangement it is believed would help each branch to work efficiently and ensure greater accountability. Further, the work distribution among the three branches has been delineated and hence there is a need to re-distribute the employees of the SDI cell amongst the three branches of PSSDS.

4.0 The undersigned officers in the presence of the ASTE/Member Secretary, PSSDS discussed the issue and agreed upon the following re-distribution or re-organisation of SDI cell.

- a) Administration branch: The following employees of SDI cell shall be placed in the Admn Branch and shall report to Sri Harpal Singh, Joint Project Coordinator (Admn)
 - 1) Sri Surinder Singh, Senior Technical Assistant
 - 2) Smt Jaspal Kaur, Senior Assistant
 - 3) Ms. Jasbir Kaur, DEO

b) Technical branch: The following employees of the SDI cell shall be placed in the Technical Branch and shall report to Sri Ravinder Singh, Joint Project Coordinator (Technical) and Sri Harjit Pal Singh, Assistant Director, PSSDS.

1) Sri Rajiv Kumar Setia, Technical Assistant

2) Sri Satpreet Singh, DEO

The Technical branch has the all important work of planning, designing and executing the Central Web portal and the State Help Line. Therefore, this branch would need technically qualified employees proficient in web designing and web-based applications. They shall be taken from the technical education wing. A separate note in this regard shall be placed before the competent authority in due course.

c) Finance & Accounts branch: The following employees of the SDI cell shall be placed in the F&A branch and shall report to Sri.R.C.Grover, Deputy Chief Accounts Officer, PSSDS.

1) Sri Manjit Singh, Technical Assistant

2) Sri Kanwaljit Singh, Clerk/cashier

3) Ms Maninder Kaur, Accounts Executive

5.0 Sri Mandeep Singh, Technical Assistant has been transferred to..... Vide order No..... dated..... and he may be relieved with immediate effect.

6.0 The Government of Punjab vide order No... dated... has detailed the work distribution among the three branches of the PSSDS. After the approval of the re-organisation of SDI cell, heads of the three branches of PSSDS through written orders shall give the work allotment to each individual employees of the respective branch of PSSDS.

R.C.Grover,

Ravinder Singh,

Harpal Singh

Deputy Chief Accounts Officer,

JPC(Tech),

JPC(Admn)

PSSDS

PSSDS

PSSDS

ASTE cum MS/PSSDS

CTE& IT

PSTE& IT