



Government of Maharashtra

**Directorate of Skill Development, Employment & Entrepreneurship**  
3<sup>rd</sup> Floor, Konkan Bhavan (Annex), CBD Belapur,  
**Navi Mumbai – 400 614.**

**17 MANUALS**

OF

**DIRECTORATE OF SKILL  
DEVELOPMENT, EMPLOYMENT  
AND ENTREPRENEURSHIP**

UNDER

**THE RIGHT TO INFORMATION  
ACT, 2005**

As on 20<sup>th</sup> September, 2017

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## Manual – 1

### **PARTICULARS, ROLE, FUNCTIONS AND DUTIES OF SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP ORGANIZATION.**

- 1. Background of the Organization:** The Employment service came into existence in India under the stress of post World War demobilization. It worked for rehabilitation of demobilized service personnel and discharged war workers. After independence, these services were extended to displaced people as a result of partition of India. Thereafter, the employment services were thrown open to all categories of applicants.
  - 1.1. The first change in Employment policy:** On 6<sup>th</sup> October, 2000 the first change in employment policy was adopted by the government of Maharashtra. Besides providing employment assistance to the job seekers, it decided make them eligible for self employment. The name of the department thus was changed to **The Employment and Self Employment Department** and accordingly, names of offices under the department were changed.
  - 1.2. The Second change in department's policy:** The global labour market employment ecosystem demanded skilled manpower. Therefore, the government at Central level established a separate Skill & Entrepreneurship Development Department by subsuming employment department. The Govt. of Maharashtra, too, adopted same policy by adopting to provide skill development and entrepreneurship assistance to unemployed persons and on 15<sup>th</sup> January, 2015 vide Government Resolution क्रमांक – एईओ-१०१५/प्र.क्र.०६/दहा, it, too, established new department, known by the name as “**The Skill Development and Entrepreneurship Department**”. Here, at state level the earlier Employment and Self Employment Department got merged into the new department.
- 2. The Role of Skill Development, Employment and Entrepreneurship Organization:** The main role of the organization is to provide employment assistance, career guidance and career counselling to the registered job seekers and motivate them to be an entrepreneur.
- 3. The Functions of Skill Development, Employment and Entrepreneurship Organization:**
  - 3.1.** Registration of job seekers.
  - 3.2.** Assistance towards employment.
  - 3.3.** Vocational Guidance.
  - 3.4.** Implementation of the department's schemes.
  - 3.5.** Collection and compilation of Employment Market Information.
  - 3.6.** Organization of Job Fairs.
  - 3.7.** Implementation of skill development programme of the department.
- 4. The Duties of Skill Development, Employment and Entrepreneurship Organization:** It is the duty of the organization to implement *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules made there under*. It is also a duty of the organization to provide employment assistance, career guidance & career counselling to the job seekers.

5. **The organization chart:****COMMISSIONER SKILL DEVELOPMENT, EMPLOYMENT & ENTREPRENEURSHIP****DIRECTORATE OF SKILL DEVELOPMENT, EMPLOYMENT & ENTREPRENEURSHIP, NAVI MUMBAI**

Deputy Director – (H.Q.) - 1 Deputy Director (Statistics) -1	Deputy Director Divisional H.Q. (Mumbai) D.D.-1 S.D.E.&E.G. O.I	Deputy Director Divisional H.Q. (Pune) D.D.-1 S.D.E.&E.G.O. 1	Deputy Director Divisional H.Q. (Aurangabad) D.D.-1 S.D.E.&E.G.O. 1	Deputy Director Divisional H.Q. (Nagpur) D.D.-1 S.D.E.&E.G.O. 1	Deputy Director Divisional H.Q. (Amravati) D.D.-1 S.D.E.&E.G.O. 1	Deputy Director Divisional H.Q. (Nashik) D.D.-1 S.D.E.&E.G.O. 1
Desk Officer – 1 Desk-1(O&M)	Asst.Director. DSDE&EGC Mumbai Suburban	Asst.Director. SD&E&EGC Pune	Asst.Director. DSDE&EGC Aurangabad	Asst.Director. DSDE&EGC Nagpur	Asst.Director. DSDE&EGC Amravati	Asst.Director. DSDE&EGC Nashik
Desk Officer – 2 Desk-2 (Establishment)	Asst.Director. DSDE&EGC Mumbai Shahar	Asst.Director. SDE&EGC (Technical) Pimpri.	Asst.Director. DSDE&EGC Parbhani	Asst.Director. DSDE&EGC Wardha	Asst.Director. DSDE&EGC Yavatmal	Asst.Director. DSDE&EGC Jalgaon
Desk Officer – 3 Desk-3 (Policy)	Asst.Director. DSDE&EGC PHP Mumbai	Asst.Director. U.S.D.E.&E.G.C Pune	Asst.Director. DSDE&EGC Hingoli	Asst.Director. DSDE&EGC Bhandara	Asst.Director. DSDE&EGC Buldhana	Asst.Director. DSDE&EGC Dhule
Desk Officer – 4 Desk-4 (Planning)	S.D.E.&E.G. officer DSDE&EGC (Technical) Mumbai.	Asst.Director. DSDE&EGC Solapur	Asst.Director. DSDE&EGC Beed	Asst.Director. DSDE&EGC Gondia	S.D.E.&E.G. officer SDE&EGC for Adivasi Achalpur	Asst.Director. DSDE&EGC Nandurbar
Desk Officer – 5 Desk-5 (EMI & Statistics)	Asst.Director. DSDE&EGC Mumbai	Asst.Director. DSDE&EGC Kolhapur	Asst.Director. DSDE&EGC Nanded	Asst.Director. DSDE&EGC Chandrapur	Asst.Director. UDSDE&EGC Amravati	Asst.Director. DSDE&EGC Ahmednagar
Desk Officer – 6 Desk-6 (Accounts)	Asst.Director. DSD&E&EGC Thane	Asst.Director. DSDE&EGC Sangli.	Asst.Director. DSDE&EGC Osmanabad	Asst.Director. DSDE&EGC Gadchiroli	Asst.Director. DSDE&EGC Akola	S.D.E.&E.G. officer SDE&EGC for Adivasi Raver
Desk Officer – 7 Desk-7 (Computer)	Asst.Director. DSDE&EGC Raigad	Asst.Director. DSDE&EGC Satara	Asst.Director. SD&E&EGC Mumbai Suburban	Asst.Director. UDSDE&EGC Nagpur	Asst.Director. DSDE&EGC Washim	Asst.Director. DSDE&EGC Nagpur
Desk Officer – 8 Desk-8 (Schemes)	Asst.Director. DSDE&EGC Ratnagir	Asst.Director. USDE&EGC Kolhapur	Asst.Director. UDSDE&EGC Aurangabad	S.D.E.&E.G. officer SDE&EGC for Adivasi Kamthi		S.D.E.&E.G. officer SDE&EGC for Adivasi Kalvan
Desk Officer – 9 Desk-9 (Schemes)	Asst.Director. DSDE&EGC Sindhudurg.	S.D.E.&E.G. officer SDE&EGC for Adivasi Manchar	Asst.Director. DSD&E&EGC Jalna	S.D.E.&E.G. officer SDE&EGC for Adivasi Devri		
	S.D.E.&E.G. officer SDE&EGC (Technical) Panvel.		S.D.E.&E.G. officer SDE&EGC for Adivasi Kinvat	S.D.E.&E.G. officer SDE&EGC for Adivasi Gadchiroli		

## Manual – 2

### THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP ORGANIZATION

1. **The Commissioner, Skill Development, Employment and Entrepreneurship, Maharashtra State** is the head of the department. This is a cadre post. The following are the administrative and financial powers vested with the commissioner.

• **Administrative Powers:**

- To be the *Head of Department* the commissioner is empowered to administer, supervise and discipline the Directorate of Skill Development, Employment and Entrepreneurship and its subordinate offices according to the various Maharashtra State Civil Services Rules (MCSR).
- To implement various schemes designed by the Skill Development and Entrepreneurship Department, Govt. of Maharashtra.
- To be the Head of the Department the commissioner is empowered to transfer non gazetted employees in group C and D as provided under Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Official Duties Act, 2005.
- To be the member secretary of *Anna Saheb Patil Aarthik Magas Vikas Mahamand Ltd.*
- To be the Chief Executive Officer of the *Maharashtra State Skill Development Society.*
- As the head of the Directorate, the commissioner is empowered to notify services under Sec.3 (1) of *Maharashtra Right to Service Act, 2015.*
- To be the member secretary of the *Maharashtra State Innovation Society.*

• **Statutory Powers:** Under *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rule.* Under, Rule 6 the Act, the Commissioner has right to access records and document of establishment/employers defined. However, now these powers are being delegated to Dy. Directors of respective divisions.

• **Financial Powers:** As the *Head of Department* the commissioner vested with powers under the following:

- i) *The Bombay Financial Rules, 1959.*
- ii) *The Maharashtra Treasury Rules, 1968.*
- iii) महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र.विअप्र-2013/प्र.क्र.30/2013/विनिमय,भाग-2. दि.17 एप्रिल, 2015 अन्वये निर्दिष्ट वित्तीय अधिकार.

2. **The Dy. Director, Skill Development, Employment And Entrepreneurship, Divisional Head Quarters** is the head of the division. There are six divisions under the Directorate of Skill Development, Employment and Entrepreneurship, Konkan Bhavan, Navi Mumbai. They are:

- a) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Mumbai** Division.
- b) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Pune** Division.
- c) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Aurangabad** Division.
- d) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Nagpur** Division.
- e) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Amravati** Division.
- f) The Skill Development, Employment and Entrepreneurship Divisional Head Quarter, **Nashik** Division.

- The Deputy Director is the head of the respective division. The following are the administrative and financial powers of the deputy directors of the divisions:

**2.2. (a) Administrative Powers:**

- To be the *Head of Division* the deputy director is empowered to administer, supervise and discipline the Divisional H.Q. and District Skill Development, Employment and Entrepreneurship Guidance Centers coming under him utilizing powers as per civil services rules and powers delegated by the Commissioner, Skill Development, Employment and Entrepreneurship Directorate.
- To be the Head of Division, he is empowered to transfer Group – C & D employees within the division.
- To implement various schemes designed by the Skill Development and Entrepreneurship Department, Govt. of Maharashtra.
- To be the member secretary of *Divisional Skill Development Executive Committee*.

**2.2. (b) Statutory Powers:** Under *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rule*. Under, Rule 6 the Act, the Deputy Directors have right to access records and document of establishment/employers defined.

**2.2.(c) Financial Powers:** As the *Head of Department* the deputy directors are vested with powers under the following:

- *The Bombay Financial Rules, 1959.*
- *The Maharashtra Treasury Rules, 1968.*
- महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र.विअप्र-2013/प्र.क्र.30/2013/विनिमय,भाग-2. दि.17 एप्रिल, 2015 अन्वये निर्दिष्ट वित्तीय अधिकार.

**3. The Assistant Director of District Skill Development, Employment And Entrepreneurship Guidance Center, PHP & University Skill Development, Employment And Entrepreneurship Information and Guidance Center, & Skill Development, Employment and Entrepreneurship Guidance Officer, Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi Candidates & Technical offices are the head of the respective offices.**

3.1. Under the Directorate of Skill Development, Employment and Entrepreneurship, Konkan Bhavan, Navi Mumbai, there are **35** district S.D.E.&.E.G.O., **8** Adivasi S.D.E.&.E.G.O., **6** University S.D.E.&.E.G.O., **4** Technical S.D.E.&.E.G.O. and **1** Special S.D.E.&.E.G.O. for Physically Handicapped Persons. They are:

- 1** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Mumbai Suburban
- 2** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Mumbai City
- 3** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Thane
- 4** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Raigad
- 5** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Ratnagiri
- 6** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Sindhudurg
- 7** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Pune
- 8** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Solapur
- 9** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Kolhapur
- 10** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Sangali
- 11** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Satara
- 12** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Aurangabad
- 13** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Parbhan
- 14** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Hingoli
- 15** District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center, Beed

16	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Nanded
17	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Osmanabad
18	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Jalna
19	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Latur
20	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Nagpur
21	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Wardha
22	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Bhandara
23	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Gondia
24	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Chandrapur
25	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Gadchiroli
26	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Amravati
27	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Yavatmal
28	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Buldhana
29	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Akola
30	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Washim
31	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Nashik
32	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Jalgaon
33	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Dhule
34	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Nandurbar
35	District Skill Development Skill Development, Employment and Entrepreneurship Guidance Center,	Ahmednagar
36	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Manchar
37	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Kinwat
38	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Devri
39	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Chandrapur
40	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Gadchiroli
41	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Achalpur
42	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Raver
43	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi.	Kalvan
44	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Mumbai
45	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Pune
46	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Kolhapur
47	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Aurangabad
48	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Nagpur
49	University Skill Development Skill Development, Employment and Entrepreneurship Info. & Guidance Center	Amravati
50	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center (Technical)	Mumbai
51	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center (Technical)	Panvel
52	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center (Technical)	Pimpri
53	Skill Development Skill Development, Employment and Entrepreneurship Guidance Center (Technical)	Kamthi
54	Spl. Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for PHP	Mumbai

3.2. The Assistant Director is the head of the office of District, University & Spl. Skill Development Skill Development, Employment and Entrepreneurship Guidance Center and Skill Development, Employment and Entrepreneurship officer is the head of Skill Development Skill Development, Employment and Entrepreneurship Guidance Center for Adivasi & Technical offices. The following are their administrative and financial powers:

**3.2.(a) Administrative Powers:**

- To be the *Head of the he/she has* to administer, supervise and disciple the office.

- To implement various schemes designed by the Skill Development and Entrepreneurship Department, Govt. of Maharashtra.
- In the case of District in charge, he is the member secretary of *District Skill Development Executive Committee*.

**3.2. (b) Statutory Powers:** Under *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rule*. Under, Rule 6 the Act, the Assistant Directors have right to access records and document of establishment/employers defined.

**3.2. (c) Financial Powers:** As the *Head of Office* the assistant Directors & S.D.E.&E. Officers are vested with financial powers under the following:

1. *The Bombay Financial Rules, 1959.*
2. *The Maharashtra Treasury Rules, 1968.*
3. महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र.विअप्र-2013/प्र.क्र.30/2013/विनिमय,भाग-2. दि.17 एप्रिल, 2015 अन्वये निर्दिष्ट वित्तीय अधिकार.

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### Manual – 3

#### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

- 3.1. The Commissioner**, Skill Development, Employment and Entrepreneurship, Maharashtra State is the head of the department. This is a cadre post. As per the organization chart give in Manual – 2, the decisions, as regards to the implementation of schemes, taken at government level, are implemented through the Commissioner. However, as per power vested with him, in respect of service matters, in respect of officers & staff of the organization, are taken by the Commissioner, as per the respective Maharashtra Civil Services Rules, G.Rs. and Circulars issued, time to time, by the government.
- 3.2. Implementation of Schemes of the Department:** In the first place, the government takes decision and issues a G.R. for implementation of certain scheme. Thereafter, the subordinate office/s starts its implementation. The Commissioner, Directorate of Skill Development, Employment & Entrepreneurship, oversees its implementation through the Deputy Director of Skill Development, Employment & Entrepreneurship of Divisional Head Quarters (D.H.Q.) The D.H.Q. then, oversees its implementation by the field offices, i.e. District/University/Adivasi/Technical/PHP Skill Development, Employment & Entrepreneurship Guidance Centers.
- 3.3. Implementation of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959:** as per the provisions of *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959* the Commissioner is the authority to implement this act in a state, since this a central government act. However, he does delegate his powers to his subordinate officers, for more effective implementation. And therefore, the Deputy Directors of Divisional H.Q. and/or the Assistant Directors of District offices are also empowered to do the inspection of the establishments.
- 3.4. The National Employment Exchange Service Manuals:** as provided in the National Employment Exchange Service Manuals, the services in respect of employment are provided to the registered individuals and accordingly, the records are maintained. The decisions in respect of various services to stakeholders are taken by the respective offices/officers as provided in these manuals.
- 3.5. The decisions in respect of financial matters** are taken by the respective officers according to powers vested with them as provided in the respective financial rules.
- 3.6. The decisions in respect of services provided as per the Maharashtra Right to Service Act, 2015** – the Commissioner, Skill Development, Employment and Entrepreneurship is empowered U/sec.3(1) of the act to notify services and issue notification in this regards.
- 3.7. The decision in respect of training of officials of the directorate and its subordinate offices:** is taken by the commissioner as per training policy of the State of Maharashtra.
- 3.8. The decision in respect of Skill Development Trainings:** is taken by the Chief Executive Officer (C.E.O.), Maharashtra State Skill Develops Society. (MSSDS).
- 3.9. The decision in respect of various sanctions/proposals:** is taken by the commissioner as per policy of the State of Maharashtra.
- 3.10. All other decisions not mentioned above:** are taken by the commissioner after government's approval, if it is necessary do so.

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## Manual – 4

### THE NORMS SET BY THE SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP ORGANIZATION FOR THE DISCHARGE OF ITS FUNCTIONS.

- 4.1. Registration of Job Seekers:** Job Seekers register with the organization for employment assistance. It is done *on line* through web portal [www.mahaswayam.in](http://www.mahaswayam.in). The time limit set for this service is one day; however, this is a real time electronic service delivery system through web portal.
- 4.2. Registration of Employers:** Employers register with the organization for mandatory notification of vacancies and filing ER-I return, as prescribed under *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959*. It is done *on line* through web portal [www.mahaswayam.in](http://www.mahaswayam.in). The time limit set for this service is one day only; however, this is a real time electronic service delivery system through web portal. The establishments have also been provided with a facility to notify vacancies on line.
- 4.3. Implementation of department's Scheme, career guidance and assistance towards employment to Job seekers:**
- 4.3.1.** Job seekers are provided with information on job opportunities through the web site mentioned above.
- 4.3.2.** Under **Organization of Job Fairs** scheme, they are provided with on the spot job opportunities.
- 4.3.3.** Under **Library** scheme, they are provided with more than **5000** books for preparation of competitive exams and self employment, so that they would succeed and be employed or self employed through libraries established at **49** offices in the state. .
- 4.3.4.** Under **Seva Society** scheme, a society of unemployed registered job seekers' is formed and registered under the Societies Registration Act, 1860. Thereafter, the registered seva societies are provided with government works. These societies are provided with certain facilities including waiver of payment towards tender security deposit, where cost of the work is below Rs.3 lac.
- 4.3.5.** Under, **Employment Promotion Programme** scheme, they are provided with stipend according to their educational qualification and job for six months as a matter of getting them job experience. This is on the job training scheme.
- 4.3.6.** For Tribal candidates, a specific scheme facilitating tribal job seekers to prepare themselves for competitive exams is implemented at 8 offices. Besides stipend they are also provided with a set of 4 books for self study after completion of the training.
- 4.3.7.** Under, **career guidance and career counselling scheme**, five offices are being converted into *Career Guidance and Career Counselling Centers*. They are, Mumbai Suburban, Sindhudurg, Nagpur, Aurangabad and Sangli.
- 4.3.8.** Officers and staff are provided with trainings required under *Training of Officials of Directorate of Employment Scheme*.
- 4.4. Collection Compilation of Employment Market Information:** under *The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959*, employers need to furnish manpower information. They are provided with user-id and password to furnish this information *on line*. The defaulter establishments are visited and/or inspected by the concerned offices. Information received through ER-I returns, is collected and compiled at the Directorate

level and it submitted to the Central Government Department of Labour & Employment for man power planning.

**4.5. Implementation of Skill Development Programme of the department:** महाराष्ट्र शासन, कौशल्य विकास व उद्योजकता विभाग, शासन निर्णय क्र.कौविउ-2015/प्र.क्र.122/रोस्वरो-1. दि.02 सप्टेंबर, 2015 अन्वये कौशल्य विकास धोरण रावलिण्यांत येत आहे.

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Right to information Act, 2005

## Manual – 5

### THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY THE EMPLOYEES OF THE SKILL DEVELOPMENT, EMPLOYMENT & ENTREPRENEURSHIP ORGANISATION IN THE DISCHARGE OF FUNCTIONS.

#### 5.1. Manuals :

The National Employment Services Manual Vol. I & II.

#### 5.2. Act & Rules :

- (a) The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- (b) The Employment Exchanges (Compulsory Notification of Vacancies), Rules, 1960.
- (c) Right to Information Act, 2005.
- (d) The Maharashtra Right to Information Rules, 2005.
- (e) The Maharashtra Right to Information (Amendment) Rules, 2015.
- (f) The Maharashtra Right to Service Act, 2015.
- (g) The Maharashtra Right to Service Rules, 2016.
- (h) The Maharashtra Civil Services Rules.
- (i) The Bombay Financial Rules, 1959.
- (j) The Maharashtra Treasury Rules, 1968.
- (k) महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र.विअप्र-2013/प्र.क्र.30/2013/विनिमय,भाग-2. दि.17 एप्रिल, 2015 अन्वये निर्दिष्ट वित्तीय अधिकार.

#### 5.3. Government Resolutions :

All GRs issued by the Skill Development and Entrepreneurship Department are subject wise enlisted and uploaded on web portal <http://mahaswayam.in>

#### 5.4. Record Type:

- (a) Manuals.
- (b) Acts.
- (c) Rules.
- (d) Government Resolutions.
- (e) Circulars.
- (f) E-minutes.

#### 5.5. All rules, regulations, instruction manuals, acts, GRs can be obtained on payment of cost, as prescribed, from:

**The Commissioner,**

Directorate of Skill Development, Employment & Entrepreneurship,  
Maharashtra State, Konkan Bhavan (Annex), 3<sup>rd</sup> Floor, C.B.D.Belapur,  
Navi Mumbai: 400 614.

**Phone No.** (022) (27571942).

**Fax No.** (022) (27573016).

**E-mail:** [dode1.mumbai@ese.maharashtra.gov.in](mailto:dode1.mumbai@ese.maharashtra.gov.in)

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Right to information Act, 2005

**Manual – 6****STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY & UNDER THE CONTROL OF SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP ORGANISATION**

Statement regarding document held by the Commissioner, Skill Development, Employment and Entrepreneurship Directorate:

<b>Sr. No.</b>	<b>Particulars of Document</b>	<b>Remarks</b>
<b>1</b>	The National Employment Services Manual Vol. I & II.	The manuals are published and released by the government of India, Ministry of Labour and Employment, Director General of Employment & Training, New Delhi.
<b>2</b>	<b>Act &amp; Rules:</b>	
	(a) The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.	This is a Central Government Act therefore, reviewing authority & powers lies with the said government.
	(b) The Employment Exchanges (Compulsory Notification of Vacancies), Rules, 1960.	The rules made under the act by the central govt. therefore, reviewing authority & powers lies with the said government.
	(c) Right to Information Act, 2005.	This is a Central Government Act therefore, reviewing authority & powers lies with the said government.
	(d) The Maharashtra Right to Information Rules, 2005.	The rules made under the act by the state govt. therefore, reviewing authority & powers lies with the said government.
	(e) The Maharashtra Right to Information (Amendment) Rules, 2015.	
	(f) The Maharashtra Right to Service Act, 2015.	This is a State Government Act therefore, reviewing authority & powers lies with the said government.
	(g) The Maharashtra Right to Service Rules, 2016.	The rules made under the act by the state govt. therefore, reviewing authority & powers lies with the said government.
	(h) The Bombay Financial Rules, 1959.	This is a State Government Act therefore, reviewing authority & powers lies with the said government.
	(i) The Maharashtra Treasury Rules, 1968	
	(j) The Maharashtra Civil Services Rules	
<b>3</b>	GRs issued by the Skill Development and Entrepreneurship Department	The Department of Skill Development and Entrepreneurship is the reviewing authority of all the GRs.

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*Right to information Act, 2005*

**Manual – 7**

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION.

Sr. No.	Subject of consultation	Procedure of arrangement	Particulars of Act, Rules, GRs, Circulars, Office Orders etc.	Review periodicity.
No specific arrangement exists.				

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Right to information Act, 2005

**Manual – 8**

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS; COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

<b>Sr. No.</b>	<b>Name of Board, Council and other bodies.</b>	<b>Structure</b>	<b>Objective</b>	<b>Meeting frequency</b>	<b>Whether public allowed to attend?</b>	<b>Whether MoM made available to public?</b>	<b>MoM available with whom?</b>
1	Internal Complaint Committee for women Grievance Redressal	Chairman and four other members.	The committee is an internal committee formed by the order of commissioner , for redressal of complaints of women in respect of sexual harassment.	No frequency of meetings is fixed.	No	Yes	Desk Officer, Desk-1, O & M of Directorate of Skill Development, Employment and Entrepreneurship.

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Right to information Act, 2005

**Manual – 9 and 10****DIRECTORATE OF SKILL DEVELOPMENT, EMPLOYMENT AND  
ENTREPRENEURSHIP DIRECTORY OF OFFICERS AND EMPLOYEES AND THEIR  
MONTHLY SALARY**

(As on date 22.08.2017)

Sr. No	Name of Employees	Designation	Pay Scale	Basic Pay	Grad Pay	Gross Pay
1	Shri. E.Ravendiran	Commissioner		91400	-	95356
2	Vacant	Dy. Director	15600-39100	-	-	-
3	Smt. R.A.Chavan	Asst. Director Acct	15600-39100	25140	5400	82715
4	Shri. R.L.Kolhar	Dy. Director (Stat)	9300-34800	26660	5400	86697
5	Shri.V.V.Gavandi	Asst. Director	9300-34800	26130	5000	83061
6	Shri.S.N.Mhaske	Asst.Director	9300-34800	25560	5000	81567
7	Smt. C.A.Kubal	Asst.Director	9300-34800	28290	5000	75620
8	Shri.B.B.Nimgaonkar	Asst Director	9300-34800	25560	5000	81567
9	Shri. S.B.Kadam	SDE&EOfficer	9300-34800	27690	5000	87148
10	Vacant	SDE&EOfficer	9300-34800	22380	4400	61755
11	Smt.S.R.Khirodkar	SDE&EOfficer	9300-34800	12330	4400	44196
12	Vacant	SDE&EOfficer	9300-34800	-	-	-
13	Vacant	SDE&EOfficer	9300-34800	-	-	-
14	Vacant	SDE&EOfficer	9300-34800	-	-	-
15	Shri. S.N.Gade	Asst.Acct.Officer	9300-34800	19060	4400	62965
16	Smt.J.D.Bandkar	Asst Acct Officer	9300-34800	16830	4400	57123
17	Smt.D.J.Koli	Asst.Acct.Officer	9300-34800	19070	4400	62991
18	Shri.G.S.Nimbalkar.	Stenographer (h.g.)	9300-34800	25460	4900	81043
19	Vacant	Stenographer (h.g.)	9300-34800	-	-	-
20	Shri. H.R.Gore.	Jr.SDE&E Officer	9300-34800	11010	4200	40550
21	Vacant	Jr.SDE&E Officer	9300-34800	-	-	-
22	Vacant	Jr.SDE&E Officer	9300-34800	-	-	-
23	Vacant	Jr.SDE&E Officer	9300-34800	-	-	-
24	Vacant	Jr.SDE&E Officer	9300-34800	-	-	-
25	Vacant	Jr.SDE&E Officer	9300-34800	-	-	-
26	Smt.D.J.Chaudhari	Steno-Typist	5200-20200	20210	4300	64916
27	Smt.S.A.Pawar.	Steno Typist	5200-20200	9460	2400	34525
28	Smt.D.G.Babtiwale.	Steno-Typist	5200-20200	7510	2400	25891
29	Smt.V.M.Athavale.	Senior Clerk	5200-20200	11500	2400	37118
30	Smt.R.A.Dalvi.	Senior Clerk	5200-20200	16750	4200	55589
31	Smt.A.A.Devdhar.	Senior Clerk	5200-20200	11760	2400	33551
32	Shri.R.K.Dharmadhikari	Senior Clerk	5200-20200	9990	2400	28578
33	Smt.R.R.Kolambe.	Senior Clerk	5200-20200	11500	2400	37118
34	Smt.S.S.Gawade.	Senior Clerk	5200-20200	14080	2400	43878
35	Smt.R.J.Nijsure.	Senior Clerk	5200-20200	11930	2400	38245
36	Shro.B.M.Sagare.	Senior Clerk	5200-20200	11930	2400	38245
37	Smt. S.S.Wartha	Senior Clerk	5200-20200	9610	2400	32166
38	Vacant	Senior Clerk	5200-20200	-	-	-
39	Smt.N.A.Jadhav.	Clerk Typist	5200-20200	9830	1900	28639
40	Shri. P.D.Deorukhkar	Clerk Typist	5200-20200	6310	1900	24015
41	Shri. S.D.Shelke.	Clerk Typist.	5200-20200	7079	1900	23543
42	Shri. K.V.Devkate	Clerk Typist.	5200-20200	6310	1900	21532
43	Shri. K.Y.Dhangare	Clerk Typist.	5200-20200	6310	1900	21532
44	Shri. B.B.Mogle	Clerk Typist.	5200-20200	6310	1900	24015
45	Shri. S.A.Padghan (Handicapped)	Clerk Typist.	5200-20200	6310	1900	23152
46	Smt.N.S.Barahate	Clerk Typist.	5200-20200	6070	1900	23330
47	Smt.P.N.Chougale	Clerk Typist.	5200-20200	6070	1900	23330
48	Shri.S.B.Mane	Clerk Typist.	5200-20200	6070	1900	23330



49	Shri.J.G.Ingole	Clerk Typist.	5200-20200	6070	1900	23330
50	Smt.A.B.Thorat	Clerk Typist.	5200-20200	5830	1900	22647
51	Shri. N.P.Kamble	Driver.	5200-20200	6070	1900	23380
52	Vacant	Daftari	4440-7440	-	-	-
53	Vacant	Naik	4440-7440	-	-	-
54	Shri. P.R.Jathar	Peon	4440-7400	11080	1800	34496
55	Shri. N.G.Ratola	Peon	4440-7400	10260	1800	32347
56	Shri. H.G.Shinde.	Peon	4440-7400	9860	1600	30775
57	Vacant	Peon	4440-7440	-	-	-
58	Shri. R.V.Sawant	Peon	4440-7400	9170	1600	25736
59	Shri. J.J.Girase	Peon	4440-7440	4620	1300	17534
60	Smt.J.B.Batule	Peon	4440-7440	4620	1300	17534
61	Vacant	Peon	4440-7440	-	-	-

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## Manual – 11

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

अ.क्र.	योजना	मंजूर निधी बीडीएसनुसार रु. लाखात	खर्च रु. लाखात
	<b>योजनेतर योजना ( Non Plan Scheme)</b>	<b>२०१६-१७</b>	<b>२०१७ मार्च अखेर</b>
१.१	रोजगार प्रोत्साहन कार्यक्रम (लेखाशिर्ष २२३०११०७)	२३३.८५	२०४.२६
१.२	सेवा सहकारी संस्था (लेखाशिर्ष २२३०११०७)		
१.३	रोजगार मेळावा (लेखाशिर्ष २२३०११०७)		
१.४	२२३० ११०७ उर्वरित	७४२.५६	५४७.५३
१.५	<b>२२३० ११०७ एकत्रित</b>	<b>९७६.४१</b>	<b>७५१.७९</b>
१.६	आदिवासी उमेदवारांना स्पर्धा परीक्षा पूर्व तयारी प्रशिक्षण (२२३०११६१)	१६८१.४०	१३३२.७७
१.७	प्रशासन (२२३०१०७२)	४५६.०६	४५८.७१
१.८	अपंग कार्यालय (२२३०११८१)	७१.७४	५४.२७
	<b>एकूण</b>	<b>३१८५.६१</b>	<b>२५९७.५४</b>
	<b>योजनांतर्गत योजना ( Plan Scheme)</b>		<b>२०१७ मार्च अखेर</b>
२.१	संगणकीकरण (लेखाशिर्ष २२३०१०९२)	३२१.८२	१११.४९
२.२	अधिका-यांचे प्रशिक्षण (लेखाशिर्ष २२३०१०८१)	३०.४०	२३.७६
२.३	ग्रंथालय (लेखाशिर्ष २२३०१५५५)	८०	२७.९२
२.४	व्यवसाय मार्गदर्शन व समुपदेशन केंद्र (लेखाशिर्ष २२३०६०३८)	२०७.६८	४.१८
२.५	प्रमोद महाजन कौशल्य विकास योजना (लेखाशिर्ष २२३०६११८)	९५६३.६७	९५५७.६९
२.६	महाराष्ट्र राज्य कौशल्य विकास सोसायटी (लेखाशिर्ष २२३०६१२७)	६१९	६१९
२.७	मॉडेल करीयर सेंटर (लेखाशिर्ष २२३० ए ०११)	८.६	८.६
२.८	महाराष्ट्र राज्य कौशल्य विकास संस्था (लेखाशिर्ष २२३० ए ०२२) केंद्र पुरस्कृत योजना	७७.२	७७.२
	<b>एकूण</b>	<b>१०९०८.३७</b>	<b>१०४२९.८४</b>

**Manual – 12**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;**

**Departmental Financial Support Scheme Beneficiaries, Implementation Procedure, Distributed Fund:**

1	Scheme Name	1.Seva Society Grant Allocation 2.Employment Promotion Program (EPP) 3.Skill Development, Employment & Entrepreneurship Guidance & Training Centers for Tribal Candidates
2	Aim	1.Financial Support to Seva Societies for Initial Expenditure Like Administration Setup, Furniture, Phone Facility, Electric Connection, Various Licenses , Dissemination & Publicity of Society 2.Training facilities to achieve & develop various Skills in different fields 3.Training for Competitive Exam Preparation to Tribal Candidate
3	Physical & Financial Target (Last Year)	1.Administrative Grant 2.Stipend EPP –900, Tribal -800
4	Essentials for Beneficiaries	1.Registered Seva Societies (1stInstallment) 2. Candidate Submitted by Employment Exchange who joins to the Training under EPP. 3.Admitted & actual Join Tribal Candidates for Training under Employment & Self Employment Guidance & Training Centres for Tribal Candidates Scheme
5	Procedure for Grant	1. By Sending Grand Demand Application Letter. 2.After Receiving Training Attendance Report & Grand Demand From Employer 3.Monthly Distribution of Grand According to attendance Report
6	Requirement Rules	As per Govt. Resolution
7	Allotted Grant Details	1.Seva Society 1200/-per Member per Year ( Register SevaSociety) 2.EPP –300 To 1000 per Month 3.Tribal 1000/-per Month
8	Grand Distribution Process	1.Seva Society-Given
9	Contact Detail for Application	1.Concern District Employment Exchange for Seva Society Grant 2.Concern District Employment Exchange for EPP 3. For Tribal Candidate Information is available in Guidance & Training Center.
10	Application Form	As per Norms
11	Application support document	As per Norms
12	Contact for Grievance Redresses	Local Employment & Self Employment Exchange, Concern Deputy Director Of Skill Development, Employment & Entrepreneurship.

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Right to information Act, 2005

**Manual – 13**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS  
GRANTED BY SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP  
ORGANISATION.**

<b>Sr.No.</b>	<b>Name of License Holder</b>	<b>License No.</b>	<b>License issue date</b>	<b>Validity</b>	<b>Terms and conditions</b>	<b>License details</b>
No scheme or programme exists.						

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*Right to information Act, 2005***Manual – 14**

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY AND REDUCED IN AN ELECTRONIC FORM BY SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP ORGANISATION

<b>Sr.No.</b>	<b>Document Type</b>	<b>Particulars of Document</b>	<b>Electronic form of information stored</b>	<b>Custodian of information</b>
1	Data	Job Seekers' Profile	Web Server	Commissioner
2	Data	Employers' Profile	Web Server	Commissioner
3	Data	ER-I Return	Web Server	Commissioner
4	Data	Vacancy Notification	Web Server	Commissioner
5	Data	Job Fair Schedule	Web Server	Commissioner
6	Data	Submission of Registered Job Seekers under Employment Promotion Programme Scheme.	Web Server	Commissioner

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Right to information Act, 2005

### Manual – 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

Sr.No.	Particulars of Facilities	Time
1	Web Portal <a href="http://mahaswayam.in">http://mahaswayam.in</a>	Any time available.
2	Library	Available at 49 centers during office hours
3	District Skill Development, Employment and Entrepreneurship Guidance Centers & other offices.	During office hours of respective centers.
4	Notice Board	Daily.

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Right to information Act, 2005

**Manual – 16**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS OF DIRECTORATE OF SKILL DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP.**

Sr.No.	Office Name & Address	Name & Designation of Asst. State Public Information Officer.	Name & Designation of State Public Information Officer.	Name & Designation of State Public Information Appellate Officer.
1	Directorate of Skill Development, Employment and Entrepreneurship, Maharashtra State, Konkan Bhavan, Annexe, 3 <sup>rd</sup> Floor, CBD Belapur, Navi Mumbai – 400 614.	Jr.Skill Development, Employment & Entrepreneurship Guidance Officer of respective Desks.	Assistant Director/Skill Development, Employment & Entrepreneurship Guidance Officer of respective Desks.	Shri.A.B.Pawar, Deputy Director & First Appellate Authority.

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*Right to information Act, 2005*

**Manual – 17**

ANY OTHER INFORMATION TO BE PROVIDED BY THE DIRECTORATE OF SKILL  
DEVELOPMENT, EMPLOYMENT AND ENTREPRENEURSHIP.

**NIL**

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