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3/15/3/2021

भारतीय डाक विभाग  
DEPARTMENT OF POSTS, INDIA  
मुख्य पोस्टमास्टर जनरल का कार्यालय  
OFFICE OF THE CHIEF POSTMASTER GENERAL,

पश्चिमबंगाल सर्किल / WEST BENGAL CIRCLE, कोलकाता/ KOLKATA - 700012.

U/E

To,

1. The Postmaster General, Kolkata Region, Kolkata -700012/South Bengal Region, Kolkata -700012/M & BD, Kolkata -700012/North Bengal Region, Siliguri-734001.
2. The Postmaster General, Sikkim, Gangtok -737101/A&N Islands, Port Blair-744101.
3. The General Manager (PAF), Yogayog Bhawan, Kolkata- 700012.
4. The Director, Kolkata GPO, Kolkata - 700001.
5. The Supdt. Engineer, Postal Civil Circle, Kolkata - 700012.
6. The Executive Engineer, Postal Civil Division, No. I & II, Kolkata - 700012.
7. The Executive Engineer, Postal Electric Division, Kolkata - 700012.
8. The Dy. Architect (P), Kolkata - 700012.
9. The SSPOs, North Kolkata Divn, Kolkata-700037/SSPOs, East Kolkata Divn, Kolkata-700014/SSPOs South Kolkata Divn, Kolkata-700029/SSPOs, Central Kolkata Divn, Kolkata-700007/SSPOs, North Presidency Divn, Kolkata 700120/SSPOs, Asansol Divn, Asansol-713301/SSPOs Bankura Divn, Bankura-722101/SSPOs Burdwan Divn, Burdwan-713101/SSPOs Howrah Divn, Howrah -711101/SSPOs Midnapore Divn, Midnapore-721101/SSPOs South Hooghly Divn, Shreerampore-712201.
10. The SPOs South Presidency Divn. Barulpore -700144/SPOs, Nadia North Divn. Krishnagar - 741101/SPOs Nadia South Divn. Kalyani-741235/SPOs Barasat Division, Kolkata -700124/SPOs, Murshidabad Divn. Berhampore (WB)-742101/SPOs Birbhum Divn. Suri -731101/SPOs, North Hooghly Divn. Chinsurah-712101/SPOs Purulia Divn. Purulia -723101/SPOs, Contai Divn, Contai-721401/SPOs Tamluk Divn. Tamluk-721401/SPOs Darjeeling Divn. Darjeeling -734101/ SPOs Jalpaiguri Divn, Jalpaiguri-735101/SPOs Cooch Behar Divn, Cooch Behar -736101/SPOs Dinajpur Divn, Balurghat -733101/SPOs Malda Divn, Malda-732101.
11. The Supdt. Postal Store Depot, Kolkata -700001/Siliguri -734001/CSD, Kolkata -700007/Foreign Post, Kolkata -700001.
12. The SSRMs Kolkata RMS Divn, Kolkata -700001/SSRMs, AP Stg Divn Kolkata -700004/SSRMs WB Divn. Howrah -711101.
13. The SRMs, RMS SB Divn, Howrah-700001/RMS SG Divn, Siliguri -734001/RMS H Divn, Kolkata -700004.
14. The Sr. Manager, MMS, Kolkata -700015.
15. The Manager, RLO, Kolkata -700001.
16. The ADPS (TO), Circle Office, Kolkata -12 for uploading the copy in Circle website.
17. The ADPS (P&SR), Circle Office, Kolkata -700012.
18. All Group Officers, Circle Office, Kolkata -700012.
19. The Sr. PS to CPMG, WB Circle, Kolkata -700012.
20. The PS to PMG, M & BD, WB Circle, Kolkata- 700012.
21. The PS to DPS (HQ), Kolkata -700012.
22. The Office Supdt. Circle Office, Kolkata -700012.

No. Est/B/Z-89/Out Sourcing/Skill Workers/2021

Dated at Kolkata-12 the 11.03.2021.

**Subject:** Instructions for engagement of only certified skill workers for all Government contract works-regarding.

Kindly find enclosed herewith the Directorate letter No. Z-92011/7/2021-Coord./O and M-DOP dated 08.03.2021 for information, guidance and compliance.  
Enclo: As stated above.

(S. Das)

Asstt. Postmaster General (Staff, Estt & Plg.)  
O/o the Chief Postmaster General  
West Bengal Circle, Kolkata-12.

Government of India  
Ministry of Communications  
Department of Posts  
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Dak Bhawan, Sansad Marg,  
New Delhi - 110 001  
Dated 08.03.2021

To,

1. All Chief Postmasters General
2. Director, RAKNPA
3. Director, PTCs

**Subject: Instructions for engagement of only certified skill workers for all Government contract works - regarding.**

Please find enclosed herewith copy of the D.O. letter No. SD-12/1/2021-US (ECO DIV)/58 dated 12.02.2021 received from Secretary, Ministry of Skill Development and Entrepreneurship on the subject mentioned above for information and compliance.

2. This issues with the approval of Competent Authority.

Encl.: As above

(Rajeev Yadav) 08/03/2021  
Assistant Director General (Coord./O and M)

Copy to:

All CGMs / Sr. DDsG / DDsG / GM (CEPT)

प्रवीण कुमार

सचिव

Praveen Kumar  
Secretary

D.O. No. SD-12/1/2021-US(ECO DIV)/58



सत्यमेव जयते

भारत सरकार  
कोशल विकास और उद्यमशीलता मंत्रालय  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
AND ENTREPRENEURSHIP

February 12, 2021

Dear Secretary Madam/Sir

As you might be aware, the Government has been trying to bring in an elaborate skiing ecosystem so as to change the labour market structure from a largely unskilled one to a predominantly formally skilled one. Towards this end, the Skills Regulator, National Council for Vocational Education and Training (NCVT) has approved the qualifications for around 4000 job roles, which has standardized the competencies required for these job roles. It has also set up a system of recognizing Awarding Bodies and Assessment Agencies, along with a uniform, standardized, unique, verifiable certification system.

However, as per PLFS survey 2018-19, only 2.4% of the work force in the country is formally trained. This is because of the absence of the healthy practice of using only certified workers for the work. Especially, contractors, even for Government contracts, prefer to rely on informal workers with low salaries for meeting their labour needs. This has led to a situation that, while on one hand Government is trying to promote skilling in the country, on the other it is not insisting on use of skilled labour for the contracts it enters into. Perhaps, the time has come for mandating the engagement of certified skilled workers by Government contractors. Besides higher workforce productivity and output quality in Government and Government contract works, a beneficial impact would be the improvement in wages for the skilled manpower hired. Given the quantum of manpower engaged in Government / Government contract works, this would help in making skilling aspirational for our youth and spread the culture of certified skilling. And demand for skilling would start coming from the industry/ labour force itself, which will prefer to pay for skilling itself, doing away with the present system of Government trying to drive skilling through funding.

3. In order to ensure that the culture of utilizing certified workers grows in the country, your Ministry/ Department may kindly engage only certified skill workers for all Government contract works. Further, your Ministry/ Department may issue necessary instructions to all entities/ bodies under its administrative control for engaging certified skilled workers for their works. If the above provision cannot be applied in toto immediately, then a phase-wise application can be thought of i.e. it can be mandated that up to 10% of the strength of skilled workers utilized in 2021-22 will be certified skilled workers, which shall be progressively increased to 100% by the year 2026-27.

4. Hope you may examine the above suggestion for favourable consideration.

Secretary (Posts)

Dy. No. 2567-G

Date 19/2/21

Secretaries to the Government of India  
(as per list enclosed)

Yours sincerely,

(Praveen Kumar)



Skill India  
श्रम शक्ति - कुशल भारत

कमरा नं. 524, पांचवा तल, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001  
Room No. 524, 5th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001  
Tel.: 011-23465833, 23465834 Fax : 011-23465837 E-mail : secy-msde@nic.in

124C

**List of Secretaries to Government of India**

1. Shri Amitabh Kant, Chief Executive Officer, NITI Aayog, New Delhi
2. Shri Sanjay Agarwal, Secretary, Department Of Agriculture, Cooperation And Farmers Welfare, Krishi Bhawan, New Delhi
3. Dr. Trilochan Mohapatra, Secretary, Department of Agricultural Research and Education, Krishi Bhawan, New Delhi
4. Shri Vaidya Rajesh Kotecha, Secretary, Ministry Of Ayush, Ayush Bhawan, INA Market, New Delhi
5. Shri Yogendra Tripathi, Secretary, Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi
6. Shri Rajesh Kumar Chaturvedi, Secretary, Department of Fertilizers, Shastri Bhawan, New Delhi
7. Ms. S. Aparna, Secretary, Department of Pharmaceuticals, Shastri Bhawan, New Delhi
8. Shri Pradeep Singh Kharola, Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi
9. Shri Anil Kumar Jain, Secretary, Ministry of Coal, Shastri Bhawan, New Delhi
10. Shri Anup Wadhawan, Secretary, Department of Commerce, Udyog Bhawan, New Delhi
11. Dr. Guruprasad Mohapatra, Secretary, Department of Department for Promotion of Industry and Internal Trade, Udyog Bhawan, New Delhi
12. Shri Anshu Prakash, Secretary, Department of Telecommunications, Sanchar Bhawan, New Delhi
13. Shri Pradipta Kumar Bisoi, Secretary, Department of Posts, Dak Bhawan, Sansad Marg, New Delhi
14. Ms. Leena Nandan, Secretary, Department of Consumer Affairs, Krishi Bhawan, New Delhi
15. Shri Sudhanshu Pandey, Secretary, Department of Food and Public Distribution, Krishi Bhawan, New Delhi
16. Shri Rajesh Verma, Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi
17. Shri Raghvendra Singh, Secretary, Ministry of Culture, Shastri Bhawan, New Delhi
18. Shri Ajay Kumar, Defence Secretary, Ministry of Defence, South Block, New Delhi
19. Shri Raj Kumar, Secretary, Department of Defence Production, South Block, New Delhi
20. Dr. G. Satheesh Reddy, Secretary, Department of Defence Research & Development, New Delhi

21. Shri Ravi Kant, Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi
22. Dr. Inderjit Singh, Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi
23. Dr. M. Nair Rajeevan, Secretary, Ministry of Earth Sciences, C.G.O Complex, New Delhi
24. Shri Amit Khare, Secretary, Department of Higher Education, Shastri Bhawan New Delhi
25. Smt. Anita Karwal, Secretary, Department of School Education & Literacy, Shastri Bhawan, New Delhi
26. Shri Ajay Prakash Sawhney, Secretary, Ministry of Electronics and Information Technology, Electronics Niketan, CGO Complex, New Delhi
27. Shri Rameshwar Prasad Gupta, Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi
28. Shri Harsh Vardhan Shringla, Foreign Secretary, Ministry of External Affairs, South Block, New Delhi
29. Shri Tarun Bajaj, Secretary, Department of Economic Affairs, North Block, New Delhi
30. Shri A.B.P. Pandey, Finance Secretary and Secretary, Department of Revenue, North Block, New Delhi
31. Shri Tuhin Kanta Pandey, Secretary, Department of Investment and Public Asset Management, CGO Complex, New Delhi
32. Shri Debashish Panda, Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi
33. Shri Atul Chaturvedi, Secretary, Department of Animal Husbandry and Dairying, Krishi Bhavan, New Delhi
34. Shri Atul Chaturvedi, Secretary, Department of Fisheries, Krishi Bhavan, New Delhi
35. Smt. Pushpa Subrahmanyam, Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, New Delhi
36. Shri Rajesh Bhushan, Secretary, Department of Health & Family Welfare, Nirman Bhawan, New Delhi
37. Prof. Balram Bhargava, Secretary, Department of Health Research, Red Cross Society Building, New Delhi
38. Shri Arun Goel, Secretary, Department of Heavy Industry, Udyog Bhawan, New Delhi
39. Shri Ajay Kumar Bhalla, Home Secretary, Ministry of Home Affairs, North Block, New Delhi

1-4/10

40. Dr. Sumeet Jerath, Secretary, Department of Official Languages, Lok Nayak Bhawan, New Delhi
41. Shri Durga Shanker Mishra, Secretary, Ministry of Housing And Urban Affairs, Nirman Bhawan, New Delhi
42. Shri Amit Khare, Secretary, Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi
43. Shri Pankaj Kumar, Secretary, Department of Drinking Water & Sanitation, CGO Complex Lodhi, New Delhi
44. Shri Pankaj Kumar, Secretary, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi
45. Shri Apurva Chandra, Secretary, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi
46. Shri Barun Mitra, Secretary, Department of Justice, Shastri Bhawan, New Delhi
47. Shri Anoop Kumar Mendiratta, Secretary, Department of Legal Affairs, Shastri Bhawan, New Delhi
48. Dr. G. Narayana Raju, Secretary, Legislative Department, Shastri Bhawan, New Delhi
49. Shri Bidyut B. Swain, Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi
50. Shri Alok Tandon, Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
51. Shri Pramod Kumar Das, Secretary, Ministry of Minority Affairs, Paryavaran Bhawan, New Delhi
52. Shri Indu Shekhar Chaturvedi, Secretary, Ministry of New and Renewable Energy, CGO Complex, Lodhi Road, New Delhi
53. Shri Sunil Kumar, Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi
54. Dr. R.S. Shukla, Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi
55. Shri Kshatrapati Shivaji, Secretary, Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi
56. Shri Kshatrapati Shivaji, Secretary, Department of Pension & Pensioner's Welfare, Sardar Patel Bhavan, Sansad Marg, New Delhi
57. Shri Tarun Kapoor, Secretary, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi
58. Dr. Sanjeev Ranjan, Secretary, Ministry of Ports, Shipping and Waterways, Transport Bhawan, Sansad Marg, New Delhi

15/6

59. Shri Alok Kumar, Secretary, Ministry of Power, Shram Shakti Bhawan, New Delhi
60. Shri Suneet Sharma, Chairman, Railway Board, Rail Bhavan, New Delhi
61. Shri Aramane Giridhar, Secretary, Ministry of Road Transport and Highways, Transport Bhawan, Sansad Marg, New Delhi
62. Shri Ajay Tirkey, Secretary, Department of Land Resources, Krishi Bhawan, New Delhi
63. Shri Nagendra Nath Sinha, Secretary, Department of Rural Development, Krishi Bhavan, New Delhi
64. Prof. Ashutosh Sharma, Secretary, Department of Science & Technology, Technology Bhavan, New Delhi
65. Dr. Renu Swarup, Secretary, Department of Biotechnology, CGO Complex, Lodi Road, New Delhi
66. Shri Shekhar C. Mande, Secretary, Department of Scientific & Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi
67. Smt. Shakuntala Gamlin, Secretary, Department of Disability Affairs, Shastri Bhavan, New Delhi
68. Shri R. Subrahmanyam, Secretary, Department of Social Justice and Empowerment, Shastri Bhavan, New Delhi
69. Dr. Kshatrapati Shivaji, Secretary, Ministry of Statistics and Programme Implementation, Sansad Marg, New Delhi
70. Shri Pradip Kumar Tripathi, Secretary, Ministry of Steel, Udyog Bhawan, New Delhi
71. Shri Upendra Prasad Singh, Secretary, Ministry of Textiles, Udyog Bhawan, New Delhi
72. Shri Arvind Singh, Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi
73. Shri R. Subrahmanyam, Secretary, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi
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76. Ms. Usha Sharma, Secretary, Department of Youth Affairs, Shastri Bhawan, New Delhi
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78. Dr. K. Sivan, Secretary, Department of Space, Antariksh Bhavan, Bangalore