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भारत सरकार  
Government of India  
अल्पसंख्यक कार्य मंत्रालय  
Ministry of Minority Affairs  
11वाँ तल, पर्यावरण भवन  
11th Floor, Paryavaran Bhawan  
सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली -110003  
C.G.O. Complex, Lodhi Road, New Delhi-110003

D.O.No. 3/31/2012-PP


Dated: 28.01.2014

Dear

As you are well aware, the revised guidelines for the implementation of Multi-sectoral Development Programme (MsDP) during the 12<sup>th</sup> Five Year Plan provide for earmarking of 10% of the total allocation of the State for the skill training of the minority youth. The State Governments have also been requested to take steps for the skill training under MsDP.

2. While taking up the project of skill training under MsDP, the following points may be kept into consideration:
- The Skill Training Programme would be taken up for Modular Employable Skills (MES) courses which are approved by National Council for Vocational Training (NCVT).
  - The Skill Training Programme should be implemented through reputed skill training organizations which may be empanelled for the purpose either by the Central Government or the State Government through a transparent process. A list of Skill Training Organizations/Institutions/Agencies selected by the Ministry of Minority Affairs for 12<sup>th</sup> Five Year Plan is enclosed herewith. States may select organization from this list based on relevant criteria and following laid down procedure.
  - The skill training organization should guarantee 75% placement of the youth trained.
  - The skill training organization should establish linkages with agencies recognized by NCVT to provide a Certificate/Diploma to the candidates for the trades in which they have been trained.
  - The payment to the skill training organization may be made based on the cost norms of the skill training as per the Directorate General of Employment & Training (DGET) of Ministry of Labour the Employment. An extract of the instructions relating to payment of training cost as per the DGET' Circular No.2/2/2013-MES/IS dated 11<sup>th</sup> Sept., 2013 is enclosed herewith.
  - Beneficiary candidates should be selected in a transparent manner giving representation to all minority communities in that block/town.
  - Past performance of the skill training organizations should be ascertained while empanelling them for this work.
  - On all other aspects the guidelines of Seekho Aur Kamao may be followed.
3. I request you to prepare the project for the skill training under MsDP keeping into consideration the above guidelines. You may also consult the Department of the State Govt. dealing with the subject of Skill Development.
4. This letter is issued with the approval of Joint Secretary (PP), Minority Affairs.

Yours sincerely,

  
(Dheeraj Kumar)  
o/c

To

As per list attached :-

**Extracts Of DGET Circular No. 2/2/2013- MES/15 dated 11.9.2013**

- (xii) Each VTP would be required to ensure availability of instructors during the training period. For this purpose, trainer's attendance would be captured on the bio-metric device. Every trainer would be expected to remain present at least 90% of the days for every batch and in case the attendance of trainer is found less than 90% level, the reimbursement of the VTP will be reduced 10% for every shortfall up to next 5%.
- (xiii) The new norms related to payment of training cost would be as given below :
  - (a) Rs 25 per hour per trainee appearing for assessment after the training for modules/ sector as at Annexure-I.
  - (b) Rs 20 per hour per trainee appearing for assessment after the training for modules/ sector as at Annexure-II.
  - (c) 10% additional expenditure per hour per trainee appearing for assessment after the training, for modules run in North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts (Annexure III), Jammu & Kashmir, Special Category States of Himachal Pradesh & Uttarakhand, Andaman and Nicobar Islands and Lakshadweep.
- (xiv) The training cost would further be increased by Rs. 2.50 per hour per trainee at the beginning of every financial year starting from 1<sup>st</sup> April, 2014. The increase of cost at the beginning of Financial Year would be applicable on batches starting after 1<sup>st</sup> April of the correspondence financial year.
- (xv) The VTPs would be required to track trainees successfully for at least six months period after the end of the training and enter details like status of placement, salaries/incomes in the portal. 10% of the payment of training related to reimbursement to the VTPs shall be made under the Scheme only after such data is entered for at least 80% of the trainees passing out for every batch.
- (xvi) An incentive at the rate of Rs. 3000 per placed trainee would be payable under the Scheme to such VTPs which are able to ensure wage employment to at least 70% trainees of a batch at a minimum salary of Rs. 6000 per month within three months of training and for a period of at least six months.
- (xvii) Expenditure at the rate of Rs. 300 per day per trainee on boarding and lodging and up to Rs. 5000 per trainee for to and fro transportation for trainees living in areas mentioned at para (xiii) © would be admissible under the scheme when candidate living in such areas undergo training outside these areas.

**Annexure I**

**List of MES Sectors/Modules for which training cost @ Rs. 25/- per trainee per hour would be allowed.**

S. No.	MES Sector	Number of MES Module
1.	Agriculture	AH 30
2.	Automotive Repair	AH 18
3.	Animal Husbandry and Meat processing	AH 60
4.	Beauty Culture & Hair Dressing	AH 10
5.	Construction	AH 42
6.	Construction Equipment	AH 01
7.	Chemical	AH 14
8.	Carpet	AH 22
9.	Electronics	AH 18
10.	Electro Mechanical	AH 03
11.	Electrical	AH 11
12.	Food Processing and Preservation	AH 11
13.	Fabrication	AH 11
14.	Fashion Design	AH 26
15.	Fisheries and Allied Sector	AH 16
16.	Fragrance, Flavour & perfume	AH 08
17.	Glassware	AH 16
18.	Garment Making	AH 132
19.	Gem & Jewelry	AH 31
20.	Home Décor – Art Jewelry	AH 06
21.	Hospitality	AH 81
22.	Indian Sweets, Snacks and food	AH 36
23.	Information & Communication Technology	AH 32 (Except ICT101, 104, 208,129,230)
24.	Industrial Electrical	AH 03
25.	Khadi	AH 08
26.	Leather and Sports Goods	AH 12
27.	Medical & Nursing	AH 43
28.	Marine Engineering	AH 07
29.	Media	AH 06
30.	Plastic Processing	AH 26
31.	Production and Manufacturing	AH 13
32.	Poultry	AH 31
33.	Printing	AH 10
34.	Paint	AH 06
35.	Process Instrumentation	AH 07
36.	Refrigeration and Air conditioning	AH 06
37.	Renewal Energy	AH 10
38.	Security	AH 10
39.	Spa and Wellness	AH 02
40.	Sponge Iron	AH 03
41.	Ship Construction	AH 04
42.	Toy Making	AH 07
43.	Telecom	01
44.	Wood Work	AH 02

Annexure II

List of MES Sectors/Modules for which training cost @ Rs. 20/- per trainee per hour would be allowed.

S. No.	MES Sector	Number of MES Module
1.	Allied Health Care	AH 04
2.	Apiculture	AH 06
3.	Banking and Accounting	AH 04
4.	Business and Commerce	AH 08
5.	Brassware	AH 03
6.	Bamboo Fabrication	AH 06
7.	Counseling Skills	AH 09
8.	Courier & Logistics	AH 10
9.	Clock and Watch Repair	AH 03
10.	Fire and Safety Engineering	AH 02
11.	Fast Moving Consumer Goods (FMCG)	AH 01
12.	Film Production	AH 12
13.	Handmade Paper and Paper products	AH 26
14.	Home Décor – Art Bonsai	AH 13
15.	Home Décor- Art Flower	AH 08
16.	Home Décor – Art Water fall	AH 05
17.	Home Décor – Art Painting	AH 13
18.	Home Décor – Art Ceramic Craft	AH 09
19.	Home Décor – Art Wood	AH 04
20.	Home Décor – Art Mehandi	AH 03
21.	Insurance	AH 04
22.	Information & Communication Technology	05 (ICT 101, 104, 208, 129, 230)
23.	Jute	AH 20
24.	Jute and Diversified Products	AH 06
25.	Material Management	AH 05
26.	Retail	AH 04
27.	Rain Water Harvesting	AH 02
28.	Soft Skills	AH 04
29.	Sericulture	AH 26
30.	Travel and Tourism	AH 10
31.	Textile	AH 395

**ANNEXURE III**

**List of 106 Left Wing Extremist districts**

S. No.	State	Number of Districts	Name of Districts
1.	Andhra Pradesh	16	Anantapur, Adilabad, East Godavari, Guntur, Karimnagar, Khammam, Kurnool, Medak, Mehboobnagar, Nalgonda, Prakasam, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and Nizamabad.
2.	Bihar	22	Arwal, Aurangabad, Bhojpur, East Champaran, Gaya, Jamui, Jehanabad, Kaimur, Munger, Nalanda, Nawada, Patna, Rohtas, Sitamarhi, West Champaran, Muzaffarpur, Sheohar, Vaishali, Banka, Lakhisarai, Begusarai and Khagaria.
3.	Chhattisgarh	16	Bastar, Bijapur, Dantewada, Jashpur, Kanker, Korea (Baikunthpur), Narayanpur, Rajnandgaon, Sarguja, Dhamtari, Mahasamund, Gariyaband Balod, Sukma, Kondagaon and Balrampur.
4.	Jharkhand	21	Bokaro, Chatra, Dhanbad, East Singhbhum, Garhwa, Giridih, Gumla, Hazaribagh, Koderma, Latehar, Lohardagga, Palamu, Ranchi, Simdega, Saraikela-Kharaswan, West Singhbhum, Khunti, Ramgarh, Dumka, Deoghar and Pakur.
5.	Madhya Pradesh	1	Balaghat
6.	Maharashtra	4	Chandrapur, Gadchiroli, Gondia and Aheri
7.	Odisha	19	Gajapati, Ganjam, Keonjhar, Koraput, Malkangiri, Mayurbhanj, Navrangpur, Rayagada, Sambhalpur, Sundargarh, Nayagarh, Kondhamal, Deogarh, Jajpur, Dhenkanal, Kalahandi, Nuapada, Bargarh and Bolangir
8.	Uttar Pradesh	3	Chandauli, Mirzapur and Sonbhadra,
9.	West Bengal	4	Bankura, West Medinipur, Purulia and Birbhum
	Total	106	

**List of Selected Skill Development Organizations/Institutions/Agencies  
for 12<sup>th</sup> Five Year Plan**

S. No.	Name of Organizations /Institutions/ Agencies	Address	Sector Expertise	Remarks
1	IL&FS Skill Development Corporation Ltd.	2 <sup>nd</sup> Floor, NTBCL Building, Toll Plaza, DND Flyway, Noida - 201301	Light Engg. Retail, Hospitality, IT, Garments, Sales, Electrical	All Over India
2	Orion Edutech	Orion house, 28, Chinar park, Rajarhat Road, Kolkata -700157	Hospitality, BPO, Sales, Retail, Construction	Prominent presence in West Bengal and North East (NCVT approved Centres)
3	CAP Foundation	101, Gowri Shankar Residency, Plot No. 53&54, Kamalpuri colony, phase-III (Hyderabad)- 500073	Office automation, Hospitality, Health care, Repair/Maintenance, Sales and Marketing	All over India (NCVT approved Centres of the organization)
4	Jahnvi Skills IITM	217, Ram Vihar, Near Bharat National Public School, Karkarduma, New Delhi -110092	IT, BPO, Retail	Prominent in Delhi and NCR (NCVT approved Centres)
5	Human Welfare Organization	344, Ist Floor, BDA Complex, 7 No. Bus Stop, Shivaji Nagar, Bhopal (MP)	IT, BPO, Mechanics, Repairing, Front Office Management, Back Office Management, Sales, Garments and Handicraft	For Madhya Pradesh and Chhattisgarh (NCVT Approved Centres)
6	Indian Institute of Skill Development	B-13, Infocity, Sector -34, Gurgaon -122002 (Haryana)	Light Engg., Textiles, Pharma, IT	Presence in Delhi, H.P., Haryana, J&K, Rajasthan, U.P., Meghalaya (NCVT approved Centres)

*[Signature]*  
13/11/14

7	Mass Infotech Society	525, Darshan Lane, Behind Santpura Gurudwara, Yamuna Nagar	Banking, Customer Relations, Sales & Retail, Computer Hardware, Basic Architecture & Gas Welding, Filter, Electrician	Presence in Punjab, Haryana, J&K, Rajasthan, Jharkhand, U.P., and Uttarakhand (NCVT approved Centres)
8	Social Action for Welfare and Cultural Advancement	433, 3 <sup>rd</sup> Lane, Nishant Ganj, Lucknow	Security, Tourism, Hospitality, Fabrication	Empanelled for Sitapur (U.P.) Centre (NCVT approved Centre)
9	Institute of Computer Accountants	2 <sup>nd</sup> Floor, AG -29, Shalimar Bagh, Opp. Rana Motors, Near HDFC Bank, New Delhi - 110088	Computers (Hardware & Software), BPO, Accounts /Finance, Front Desk Office, Retail, Small Office Home Office, Tally	Presence in Delhi, Gujarat, Maharashtra, West Bengal, U.P. (NCVT approved Centres)
10	Nilachal Sewa Sansthan	At: Dayavihar, Post: Gadasahi, PS- Kanas, Distt. Puri - 752017	Fitter, Plumber, Stone carving, Cutting and Sewing, Hastshilp	For NCVT approved Centres at Odisha only
11	NIC Institute of Technology	Kalaberia, Rajarhat, Kolkata-700135	Welding, Plumbing, Refrigeration, Electrician	For centres at Kolkata and Malda in West Bengal and North East (NCVT approved Centres)
12	Youth Upliftment and Welfare Association (YUWA) - Asma Institute of Fashion Technology	1 <sup>st</sup> Floor, 27, M.G. Mrg, Hazratganj, Lucknow - 1	Designing, Fashion, Interior, Textiles, Metal Designing, Wood work design, Glass work, Chikankari, Zardosi, Stitching and Tailoring	U.P. (NCVT approved Centre)
13	ITCOT Consultancy and Services Ltd.	#50-A Greams Road, Thousand Lights, Chennai - 600006	IT, BPO, Retail and Garments	Karnataka, Tamil Nadu, A.P., Puducherry and Kerala (NCVT approved Centres) Subject to assessment by the Ministry)

12/11/13

14	Asia Pacific Institute of Management	3&4, Institutional Area, Jasola, New Delhi	Retail, Travel & Tourism, Tally, Courier & Logistics, Bakery & Confectionaries, Carpet making, Zardosi and Chikankari	All NCVT approved Centres at Delhi, Rajasthan, Haryana, U.P., Bihar
15	Sum Drishti Education Society	T-136/4, 1 <sup>st</sup> Floor, ABC Building, SHivalik Main Road, Malviya Nagar, New Delhi - 110017	Health care, Hospitality, Retail, Garment, Courier, Security	Delhi, Rajasthan, Haryana, Chattisgarh, Punjab, UP, Uttrakhand and J&K. (NCVT approved Centres)
16	All India Society for Advance Education & Research and Mewat Social Development	M.I.A. North Extension, Alwar - 301030 (Rajasthan)	IT, Tally, BPO, Automobiles, Mechanics	For centres at Mewat (Haryana) and Alwar (Rajasthan) only
17	Aide - at-Action	16, Gilchrist Avenue, Harrington Road, Chetpet, Chennai	All Modular Employable Skills	For Gujarat, Kerala, Rajasthan and Assam (NCVT approved Centres)
18	Don Bosco Tech Society	Nangloi Road, Najafgarh - 110043, New Delhi	Mechanical, Welding, Driving, Electrical, Construction, Plumbing, Hospitality and Patient care	27 States (NCVT approved Centres)

  
12/11/17



**2<sup>nd</sup> List of Selected Skill Development Organizations/Institutions/  
Agencies for 12<sup>th</sup> Five Year Plan**

S. No.	Name of Organizations / Institutions/ Agencies	Address	Sector Expertise	Remarks
1	National Institute of Technical Training (NIIT)	3-A, Private Opposite Church, Gandhi Nagar, Jammu - 180004	IT, Business and Commerce, Engg. & Tech. (Plumber, Fitter, Mobile repairing),	Jammu & Kashmir (Own branches which are NCVT approved)
2	Shriram New Horizons Limited	A-12, Sector-59, Noida -201301, Gautam Budh Nagar (UP).	ICT, BPO, Construction, Travel and Tourism, Security guards, hospitality, engineering works	All India, particularly in U.P., North Eastern States and Kerala (own NCVT approved Centres only)
3	Academy for Computer Training Pvt. Ltd.	2nd Floor, Silicon Tower, Nr. Law Garden, Ahmedabad - 380009.	IT, BPO, Retail, Accounts/ Tally, Hardware networking	Gujarat (For own NCVT approved Centres)
4	Vivekanand Paryavaran Evam Arogya Mission(VPAM)	Budh Nagar,(Kothwa), Near Kashyap Green City Appt., PO-Khagaul, Distt. Patna - 801105 (Bihar).	Mason, Food and Beverages, Para-medical and nursing, carpet making, garment making	Bihar (own NCVT approved Centres)
5	OM Metal Infra Projects Limited	J-28, Subhash Marg, C-Scheme, Jaipur, Rajasthan-302001.	Sales, Welders, Fitters, Electricians, Drivers, Mechanics, Mason, Turners, Manufacturing helpers, House keeping	All India (Own NCVT approved Centres)
6	APITCO Limited	8th Floor, Parisrama Bhavan, Basheerbagh, Hyderabad - 500004	Automobiles, Pharma, Health care, Carpets, Textiles, Electronics, ITES	Andhra Pradesh, Kerala, Orissa, Tamil Nadu, Karnataka, Bihar, Maharashtra, Haryana,



				Chattisgarh, U.P., and M.P. (Own NCVT approved Centres)
7	BASIX Academy for building lifelong Employability Ltd.	23, Zamrudpur, Greater Kallash-I, New Delhi - 110048	Retail, Automobile, Hospitality, Electricians, Plumbing, Masonary	BPO, IT, Rajasthan, Assam (Own NCVT approved Centres only)
8	Madeeha Educational Welfare Society	Kushali Bazar, Shaukat All Road, Rampur - U.P.	Banking, Tailoring, Zardosi	Tally, Zari, U.P. (particularly Rampur District)
9	Synchro Serve Global Sololutions Pvt. Ltd.	207, 2nd floor, Maximus 2B Tower, K. Raheja IT Park (MindSpace), Hitech City, Hyderabad 500081	IT, Insurance, Accounting, Engineering, BPO.	Andhra Pradesh, Jharkhand, Bihar (Own NCVT approved Centres only)
10	IMS Proschool Pvt. Ltd.	529, Commodity Exchange Market Building, Plot No. 2, 34 Sector 19 A, Vashi, Navi Mumbai - 400705, Maharashtra.	Retail, Insurance, Finance, Automobiles, IT	Gujarat, Maharashtra, M.P. (Own NCVT approved Centres only)
11	E-Herex Technologies Pvt. Ltd.	1st Floor, Rachna Trade Centre, Above PNB Bank, Chunabhatti, Bhopal -462042	IT/ITES	Rajasthan, U.P., M.P. (Own NCVT approved Centres only)
12	Integrated Rural Development and Educational Organization (IRDEO)	Wangbal, P.O. - Thoubal, Thoubal District, Manipur - 795138	Agriculture, Electronics, Food Processing, Garment making, Hospitality, Textiles, Medical & Nursing, Sericulture, Wood work, Computer IT	Assam, Manipur, Mizoram and Tripura (Own NCVT approved Centres only)
13	Society for Training and Employment Promotion (STEP)	1-7-224, Hanuman Nagar, Chaitanayapuri, Dilsukhnagar, Hyderabad -500035 (AP).	Hotel Management, Retail, Home care nursing, nursing assistant	Rajasthan (Own NCVT approved Centres)

14	Ambika Shiksha Samaj Kalyan Samiti	43-B, Ansal Pradhan Enclave, Near Dena Pani Restaurant, Bawadiakala, Bhopal - 462039 (M.P.).	Retail, Welding, Tally, Electrical, Motor winding	M.P., Chattisgarh, U.P. (Own NCVT approved Centres only)
15	Thredz Information Technology Pvt. Ltd.	No. 203, 2nd Floor, Reliance Mansions, Lower Tank Bund, Rama Krishna Matt, Hyderabad	Electrical, Retail, Medical/ Nursing, Food Processing, IT	Andhra Pradesh, Kerala, Karnataka, Jharkhand, Odisha, Bihar, M.P. (Own NCVT approved Centres only)

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*[Signature]*  
27/1/2014

<p><b>Shri Sayed Omer Jaleen ,</b> S.Secretary, Minorities Welfare Department, A Block, Ground Floor, Room No. 106, A.P. Secretariat Govt. of Andhra Pradesh, Hyderabad-500022</p>	<p><b>Dr. Shalini Verma,</b> Secretary, Social Welfare and Women and Child Development, Banquet Hall, Room No.11, Govt. of Arunachal Pradesh, Itanagar-791111.</p>
<p><b>Shri B.R. Samal,</b> Secretary and Commissioner Minorities and Welfare Development Department, Govt. of Assam, Assam Secretariat, Dispur-781006</p>	<p><b>Shri Subrat Sahu,</b> Secretary, Department of Social Welfare, Govt. of Chhattisgarh, D.K.S. Bhawan, Mantralaya, Raipur-492001 07712510062</p>
<p><b>Shri Amir Subhani,</b> Secretary, Minority Welfare Department, Barrack No. 6, Main/Old Secretariat, Govt. of Bihar, Patna</p>	<p><b>Shri Sanjay Prasad,</b> Principial Secretary, Social Justice and Empowerment Department, Block No. 5, 8th Floor, Sachivalaya, Govt. of Gujarat, Gandhinagar</p>
<p><b>Shri P.K. Das,</b> Principal Secretary, Social Justice Empowerment Department, Govt. of Haryana, Civil Secretariat, Room No. 507, SSO Building, Sec.-17, Chandigarh-160017</p>	<p><b>Shri Gazzanfar Hussain,</b> Secretary, Social Welfare Department, Civil Secretariat, Govt. of Jammu and Kashmir, Jammu-180001</p>
<p><b>Shri L.Khaingte,</b> Secretary, Social Welfare Department, Project Bhawan, Room No. 205, 2nd Floor, Government of Jharkhand, Ranchi</p>	<p><b>Dr. N Naga M Bika Devi,</b> Principal Secretary, Minority Welfare, Haj and Wakf Department, Vikas Soudha, Govt. of Karnataka, Bangalore.</p>
<p><b>Mr. K.R. Joytilal,</b> Secretary, General Administration (Minority Welfare) Department, Room No. 394, 1st Floor, Govt. of Kerala, Secretariat, Main Block, Thirvanathapuram-695001.</p>	<p><b>Shri Vishwa Mohan Upadhaya,</b> Commissioner, Backward Classes and Minority Welfare, Govt. of Madhya Pradesh, Room No. 241, 2nd Floor, Vallabh Bhawan, Mantralaya, Bhopal-462004</p>
<p><b>Shri Manoj Saunik ,</b> Principal Secretary, Minority Development Department, Mantralaya Annexe, Govt. of Maharashtra, Madam Cama Road, Mumbai-400032</p>	<p><b>Shri P.C. Lawnkunaga,</b> Addl. Chief Secretary, (MI/Minority and Other Backward Classes), New Secretariat, Western Block, Govt. of Manipur, Imphal.</p>
<p><b>Shri P.W. Ingty,</b> Principal Secretary, Social Welfare Department, Addl. Secretariat Building, Room No. 212A, Govt. of Meghalaya, Shillong-793001</p>	<p><b>Shri M. Sathiyavathy,</b> Additional Chief Secretary, Social Welfare Department, Civil Secretariat, Room No. 723, Govt. of Mizoram, Aizwal.</p>

<p><b>Shri Sanjeeb Kumar Mishra,</b> Secretary and Commissioner, Minority and OBC Welfare Department, Govt. of Odisha, Odisha Secretariat, Bhubaneswar-751001</p>	<p><b>Shri Anurag Agrawal,</b> Secretary, Department of Welfare of SC/BC, SCO 33-34-35, Sector 34-A, Govt. of Punjab, Chandigarh.</p>
<p><b>Dr. G.S. Sandhu,</b> Principal Secretary, Department of Minority Affairs, Room No. 2217, 2nd Floor, Main Building, Govt. Secretariat, Jan path, Govt. of Rajasthan, Jaipur</p>	<p><b>Shri G.P. Upadhaya,</b> Principal Secretary, Social Justice Empowerment and Welfare Department, Govt. of Sikkim, Old Secretariat, Gangtok-737101</p>
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<p><b>Shri K.K. Jindal,</b> Secretary, Department of Social Welfare, Andaman and Nicobar Administration, Secretariat, Andaman and Nicobar Island, Port Blair-744101.</p>	<p><b>Shri Lalmal Sawna,</b> Principal Secretary, Department of SC/ST and Minority, B-Block, 2nd Floor, Govt. of Delhi, Vikas Bhawan, New Delhi.</p>