

दूरभाष: 0532-2971803



भारत सरकार

GOVERNMENT OF INDIA

कौशल विकास एवं उद्यमशीलता मंत्रालय

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

प्रशिक्षण महानिदेशालय

DIRECTORATE GENERAL OF TRAINING

राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)

NATIONAL SKILL TRAINING INSTITUTE FOR WOMEN

6, नया कटरा रोड, इलाहाबाद.211002

6, New Katra Road, Allahabad-211002

एनएसटीआईए / 36016 / स्था /

दिनांक:22.11.2022

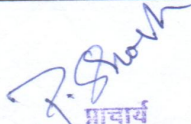
To,  
RD/HOD  
RDSDE, Kanpur (UP)

**Subject : Orders of work allocation in Institutes-regarding**

Sir,

With reference to DGT, New Delhi E. Mail dated 21.11.2022, the work allocation to the Officers/Employees of this institute are furnished as under :-

क्रम सं०	अधिकारी/कर्मचारी का नाम व पद ( श्री/श्रीमती/सुश्री)	सौंपी गई ड्यूटी
1	Pabitra Ghosh, DDT	1. Principal/HOO 2. Looking after administration/Training
2.	Prianka Kaul, ADT	1. Over all Training In-Charge. 2. Act as HOO/Linked Officer 3. Liason with DGT and RDSDE, Kanpur 4. Imparting Training in Electronics Mechanic (CITS)
3	LR Ramesh Babu, ADT	1. Purchase Officer 2. Imparting training in Dress Making (CITS) 3. RTI & All Court Cases 4. RTI Correspondence 5. Nodal Officer- MGNF
4	Renuka Tiwari, TO (DM)	1. In-Charge of DM (CITS- I & III) FT (CTS) & (CITS) 2. Hostel Officer
5	Kamini Kashyap, TO (Cosmetology)	1. In-Charge of Cosmetology (CITS) 2. CITS in-Charge (including MIS portal) 3. Quarter allotment officer and Guest House Officer.
6	Ritu Shukla, TO (POT)	1. POT In-Charge 2. In-Charge of Courses under Skill Hub initiative, PMKVY, SSC, ADIT IBM & Employability skills 3. Bio-metric nodal Officer 4. Institute & IT Nodal Officer and in-charge of IT related works including website

  
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	Dinesh Kumar, TO (Electronics)	<ol style="list-style-type: none"> <li>1. In-Charge of Electronic Mechanic (CITS-), &amp; (CTS) , IoT Smart City (CTS) &amp; IoT Smart Agriculture (CTS)</li> <li>2. Security Officer &amp; Campus In-Charge</li> <li>3. In-Charge of Sports activities</li> <li>4. Store Officer</li> <li>5. All CPWD related Works including Electrical ( Gen Set &amp; Pump House I/C)</li> </ol>
8	Neerja Sood, TO (OM)	<ol style="list-style-type: none"> <li>1. In-Charge of SP (CTS&amp; CITS), DTP (CTS) Stenography &amp; SA (CTS) &amp; ATS Courses</li> <li>2. DDO</li> <li>3. Library Officer.</li> <li>4. Apprentiship &amp; Placement Officer</li> </ol>
9	Sachin Kumar, TO ( C&H)	<ol style="list-style-type: none"> <li>1. In-Charge of C&amp;H (CTS &amp; CITS) . &amp; FP (CTS)</li> <li>2. Monitoring of Guest Faculties</li> <li>3. In-Charge of Soft Skill, IGNOU Co-ordinator , NIOS Co-ordinator &amp; NIESBUD</li> <li>4. Hostel Mess In-Charge</li> <li>5. Liasioning work on protocall</li> </ol>
10	Sundri , TO (DM)	<ol style="list-style-type: none"> <li>1. . In-Charge of DM (CITS-II) &amp; CTS</li> <li>2. House Keeping In-charge</li> </ol>
11	Rajni Soni, VI (H&SC)	<ol style="list-style-type: none"> <li>1. . In-Charge of Cosmetology (CTS)</li> <li>2. In-charge of short term courses &amp; , AKAM etc.</li> <li>3. Cultural Activities</li> <li>4. Gymkhana Co-ordinator</li> </ol>
11	Sarika Srivasta, VI ( COPA)	<ol style="list-style-type: none"> <li>1. In-Charge of CSA (CITS) &amp; COPA (CTS)</li> <li>2. CTS In-charge (including MIS portal)</li> </ol>
12	KN Singh, JTO	<ol style="list-style-type: none"> <li>1. Translator Work</li> <li>2 - Perform the duties of Office Supdt</li> <li>2. . Work relating to implementation of official language and organizing quarterly Official language implementation committee meetings.</li> <li>3. In-Charge of Establishment and Diary &amp; Despatch</li> <li>4. Finalisation of tender on GEM Portal for all services matter including Hostel Mess</li> <li>5. Maintenance of ACRs folder</li> </ol>
13	Manoj Kumar, Steno	<ol style="list-style-type: none"> <li>1. PA to Principal and performa the related work.</li> <li>2.. Peform the duty of Cashier and Accountant ( excluding Salary, and Medical head. )</li> <li>3. Assist Shri Dinesh Kumar, TO</li> </ol>
14	Vandana Kumari, HW	<ol style="list-style-type: none"> <li>1. Perform the duties of Hostel Warden as per duties &amp; responsibility</li> <li>2. Independent Charge of Accountant to look after all matter pertaing to the Salary bill and Medical head bills</li> </ol>
15	Ram Rishpal Singh, WSA	<ol style="list-style-type: none"> <li>1. Perform the duties of Store Keeper</li> <li>2. In-charge of Residential quarter &amp; Guest house</li> </ol>
16	Naresh Kumar, MTS	<ol style="list-style-type: none"> <li>1. Cleaning the decided place.</li> <li>2. Other duties assigned by the superiors from time to time</li> </ol>
17	Anil Kumar, MTS	<ol style="list-style-type: none"> <li>1. Doing the duty on Main Gate when ever necessary</li> <li>2. Doing the duty of peon in Office &amp; training section.</li> <li>3. Other duties assigned by the superiors from time to time</li> </ol>
18	Madhu, MTS	<ol style="list-style-type: none"> <li>1. Performing the duty in Diary &amp; Despatch</li> <li>2. Performing the duty of Librarian</li> <li>3. Other duties assigned by the superiors from time to time</li> </ol>

*P. Ghosh*  
( Pabitra Ghosh )  
Principal

प्राचार्य  
राज कौश प्रशिक्षण संघ  
6, नया इन्डियन रोड  
वाराणसी (221005)