



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 Women6, नया कटरा रोड, प्रयागराज (इलाहाबाद) - 211002  
6, New Katra Road, Prayagraj (Allahabad) - 211002

Date: 23.04.2025

NSTIA/A-36016/Estt/ 522

**कार्यालय आदेश**

सभी पूर्ववत आदेशों का अधिक्रमण करते हुए, तत्काल प्रभाव से निम्नवत् अधिकारियों / कर्मचारियों को उनके नाम के सामने उल्लिखित इयूटी सौंपी जा रही है:-

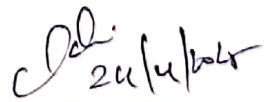
In supersession of all previous orders, the duties mentioned against the following officers / employees are entrusted with immediate effect:-

क्रम सं०	नाम (श्री/श्रीमती/सुश्री)	पदनाम	सौंपी गई इयूटी
1	Jaishiv Sharma	Deputy Director	Head of the Office / Principal; Nodal Officer Biometric Attendance; e-HRMS; Co-ordination of Training & Schemes, CPIO
2	Ajaipal Singh Somvanshi	Asst. Director, Training	Administrative Officer; Security Officer; Campus-in-charge; CPWD Liaison Officer; RTI, Extra Curricular activities; Allotment Officer (Quarter & Guest House) Legal Matters; Examination-in-Charge; Training classes of i. Electronic related trainings, ii. PoT Classes (Cosmetology, Electronics trade, C&H trade)
3	Umesh Kumar Mishra	Asst. Director	Co-Ordination NIESBUD, IGNOU, NIOS, PMV, PMKY & Self-Defense Training; Training-in-charge (Other than CTS/CITS); Industrial Training – in- Charge; Placement Officer; Verification & Certification; Training classes of i. Solar related trainings ii. Workshop calculation (Electronics mechanic & TESDR), iii. PoT Classes (CSA & OM trades), Apprenticeship
4	B. Murali Krishna	Asst. Director	Training-in-charge (CTS & CITS); Trade Test Cell; Store Officer; Training classes of i. Engineering Drawing (Electronics mechanic & TESDR), ii. PoT Classes (Dress making & FDT trade), House Keeping In-Charge
5	Renuka Tiwari	Training Officer (DM)	Trade-in-charge of DM (CTS & CITS), Short Terms Courses; Library Officer;
6	Ritu Shukla	Training Officer (PoT)	Trade-in-charge of POT; Correspondence of RTI matters; IT Nodal Officer; Coordinator ADIT / AI; Trainees Welfare Officer (CTS)
7	Neerja Sood	Training Officer (OM)	Trade-in-charge of SP (E) CTS&Office Management; DDO; Training Welfare Officer (CITS)
8	Sachin Kumar	Training Officer (C&H)	Trade-in-charge of Catering & Hospitality (CTS / CITS); Food Production (Gen) (CTS); Purchase Officer; Liaison Officer; GeM tender Out-Sourcing
9	Anil Kumar	Training Officer (PoT / EM)	Trade-in-charge of TESDR (CTS); EM (CITS); Sub-Nodal Officer – Roof Top Solar; Sports Activities, Canteen management
10	Babita	Training Officer (FDT)	Trade-in-charge of FDT (CTS / CITS); Coordinator House Keeping; Hostel & Mess Officer

24/4/2025

	Rajni Soni	Training Officer (Cosmetology)	Trade-in-charge of Cosmetology (CTS / CITS); In-charge of Gymkhana; Cultural Activities
12	Sarika Shrivastava	Training Officer (PoT)	Trade-in-charge of COPA (CTS) & CSA (CITS); Store Keeper, SIDH Portal
13	Kalpna Singh (Being Superannuated on 31 July 2025)	Junior Translation Officer	In-charge of Hindi Section; Office Superintendent; Establishment; Diary & Dispatch
14	Manoj Kumar	Stenographer	PA to Principal; Accountant & Cashier; Budget; CPWD Coordinator; Pump House & Generator management
15	Vandana Kumari	Hostel Warden	Hostel Warden; Care Taker (Guest House)
16	Naresh Kumar	MTS (Safaiwala)	Cleaning of Admin Block
17	Anil Kumar	MTS (Chowkidar)	Peon in Office & Training Section; Care Taker (Quarter)
18	Madhu	MTS (Chowkidar)	Diary & Dispatch; Care taker (Library)
19	Raj Kumar	MTS (Peon)	Peon in Office & Training Section; Store Attendant

1. श्री जयशिव शर्मा उप निदेशक / कार्यालयाध्यक्ष और श्री अजयपाल सिंह सोमवंशी, प्रशासनिक अधिकारी / सहायक निदेशक, प्रशिक्षण नियमित कार्यों के लिए एक-दूसरे के संपर्क अधिकारी होंगे और श्री उमेश कुमार मिश्रा, सहायक निदेशक और श्री बी. मुरली कृष्ण, सहायक निदेशक एक दूसरे के लिए संपर्क अधिकारी होंगे।  
Sh. Jaishiv Sharma DD/HOO & Sh. Ajaipal Singh Somvanshi, AO/ADT will be the link officer for each other for routine work and Sh. Umesh Kumar Mishra, AD & Sh. B. Murali Krishna, AD will be the link officer for each other.
2. संस्थान के प्रशासनिक आवश्यकता के अनुसार उपरोक्त कार्य आवंटन के अतिरिक्त अधिकारियों को कोई अतिरिक्त कार्य भी सौंपा जा सकता है।  
Official may be given any other extra work assigned other than the above said work allocated as per administrative need of the Institute.
3. उपरोक्त आवंटित कार्य के लिए कोई अतिरिक्त पारिश्रमिक देय नहीं होगा।  
No other extra remuneration will be given for the other assigned work.

  
 (रवि चिलुकोटि)  
 क्षेत्रीय निदेशक / विभागाध्यक्ष

सेवा में,

1. समस्त अधिकारी / कर्मचारी - दिनांक 28-4-2025 तक कार्य-भार का आदान-प्रदान कर कार्यालयाध्यक्ष को चार्ज रिपोर्ट जमा करें। All officers / employees are directed to complete the handing / taking over latest by 28/04/2025 and submit the charge report to HoO.
2. कार्यालय प्रति।
3. आई.टी. नोडल अधिकारी - वेब साइट हेतु।
4. सूचना पट्ट।