

Ministry of Skill Development & Entrepreneurship
Directorate General of Training
National Skill Training Institute for Women
Jhalana Doongri, Jaipur

File No. A-11011/60/50/Office Order/NSTI (W)/2019-20 /253

Dated: 24.09.2020
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OFFICE ORDER

As job rotation through restructuring of officials (holding different portfolio) is required, the undersigned has changed the work allotted to the following officials as per the suggestion and approval of RD/HOD.

SL No	Designation Post	Present Incumbent	New Incumbent
1.	DDO	✓ Mr. S. B. Gordey, TO	Ms. Sonu Ghiya, TO
2.	Training Incharge	Ms. Manu Agrawal, TO	Mrs. Mahima Totla, TO
3.	Purchase Officer	Ms. Rinku Soni, TO	Ms. Manu Agrawal, TO
4.	IT Cell	Ms. Manu Agrawal, TO	Mr. S. B. Gordey, TO
5.	Store Officer	Mrs. Poonam Verma, TO	Mrs. Omwati Udaigiria, TO
6.	Placement Officer	Ms. Sonu Ghiya, TO	Ms. Rinku Soni TO
7.	Hostel Officer and House Keeping Incharge	Mrs. Toshi Verma, TO/ Mrs. Mahima Totla, TO	Mrs. Toshi Verma, TO
8.	Assisting Training Section (CITS)	Mrs. Shahana Parveen, WSA	Mr. Amit Kumar, Steno
9.	Accountant	Mr. D. S. Nahlia, Accountant	Mr. Anil Goyal, Steno in addition to PA duties
10.	Cashier & Guest House Incharge, Assisting in maintaining service book	Mr. Ram Babu Meena, LDC	Mr. Ram Babu Meena, LDC
11.	Office Superintendent	Mr. D.S. Nahlia, Accountant (Part Time)	Mr. D. S. Nahlia, Accountant (Full Time)
12.	RDSDE-Junior Technical Assistant	Mr. Mahendra Kumar Saini, JTA (Additional Duty-Part Time)	Mr. Mahendra Kumar Saini, JTA (Full Time Duty)
13.	Security Officer	Mrs. Toshi Verma, TO	Mr. Anil Yadav, TO (RDSD&E)
14.	Assisting Purchase Officer	Mr. Mahendra Kumar Saini, JTA	Mr. Bhupinder Singh, UDC In addition to Establishment Work
15.	Hindi Rajbhasha Officer, Vehicle Control Officer, General Maintenance & AMC	Mrs. Anju Goyal, TO/ Ms. Rinku Soni, TO	Mrs. Anju Goyal, TO
16.	CPWD Incharge	Mrs. Poonam Verma, TO	Mrs. Poonam Verma, TO
17.	Assisting CPWD work	Mrs. Arpita Jha, VI	Mrs. Pebem Prerna Singh, VI
18.	Assisting Rajbhasha Officer & General Maintenance, AMC	Mrs. Arpitha Jha, VI/ Mr. Mahendra Kumar Saini, JTA	Mrs. Arpitha Jha, VI
18.	Library Incharge	Mrs. Nirmala Devi, VI	Mrs. Nirmala Devi, VI
19.	Storekeeper	Ms. Neetu Shukla, VI	Ms. Neetu Shukla, VI
21.	Assisting Establishment Section	----	Mrs. Shahana Parveen, WSA
22.	Assisting Training Section(CTS)	Mrs. Sunita Teterwal, HW/	Mrs. Sunita Teterwal, HW

During the absence of Security Officer, Mrs. Poonam Verma, TO will do the duties of Security Officer. In addition to his duty, Shri. Shailendra Gordey, TO will look after RTI/Court cases.

The order will be implemented with effect from 28.09.2020. The above concerned officials are directed to submit Handing Over/Taking Over charge to the undersigned latest by 30.09.2020.


 25.9.2020
 (D. Subhashree)
 Principal

Copy to:

1. The above concerned
2. Shri. Anil Yadav, TO, RDSDE, Jaipur