

Sent by email on
23/11/2022 at 4.07 PM.



भारत सरकार
प्रशिक्षण महानिदेशालय
कौशल विकास एवं उद्यमशीलता मंत्रालय
राष्ट्रीय कौशल प्रशिक्षण संस्थान
राजकीय पॉलिटेक्निक परिसर, आदित्यपुर
जमशेदपुर, झारखण्ड - 832109
दूरभाष : 0657-2383470 / 2383461

Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship
National Skill Training Institute
Govt. Polytechnic Campus, Adityapur
Jamshedpur, Jharkhand - 832109
Tele.: 0657-2383470/2383461
Email : nsti-jamshedpur@dgt.gov.in

No. A-Dir./Misc./2/NSTI/JSR/2022/2611

Dated: 22.11.2022

To
Shri Amit Yadav, ISDS
Assistant Director,
CFI Section, DGT, MSDE,
Employment Exchange Building,
Pusa Complex, New Delhi - 110 012.

Sub: Work allocation details of all Officers/Staffs i.r.o. NSTI Jamshedpur - reg.

Sir,

With reference to your email dated 21.11.2022, regarding details of work allocation to all Officers/Staffs in respect of this Institute is as under:

Sl. No.	Name & Designation	Work Allocation
1.	Shri B. Ravi, Deputy Director, Administration	<ul style="list-style-type: none">Performing the duties of Head of Office.CPWD in-charge. <i>Taking POT classes</i>Attending meeting with industries for OJT and placement, SSDEC.
2.	Shri Tarak Nath Rudra, Assistant Director (Ad-hoc), Training & Administration	<ul style="list-style-type: none">He is performing the duties of DDO of this Institute.He is overall In-charge of the Training Section, monitoring all activities related to CITS, AVTS training programme and other training activities i.e. PMKVY, IGNOU, NIESBUD.In charge of Admission & Examination and portal related works.Imparting training to CITS, STT/AVTS & PMKVY trainees.In-charge of Workshop & Main Store look after related works.He is performing duty of Purchase Officer (GeM buyer), IT institute Nodal, institute website etc.In case of leave / tour of HOO he is performing the work of HOO.
3.	Shri Gopal Jee, Assistant Store Keeper	<ul style="list-style-type: none">He is performing duty of Assistant Store Keeper, maintain & upkeep of main store and store related records.Local purchase of Goods & services in emergency cases.Assist in Trade Practical of CITS trainees.Event in-charge of all programmes organized by this institute.
4.	Shri Jay Kumar Singh, UDC, Establishment Section	<ul style="list-style-type: none">Updating of all Govt. service matters - leave records, service records, physical pension papers, appointment of AMA, List of holidays i.r.o. Officers & Staff members.Works related to Court Cases, Land related matters.Works related to CPWD - Civil & Electrical.Hindi related work - quarterly Hindi report and work related to Hindi unit.Electrical, Plumbing maintenance works related to Workshop, Hostel & Office.Assist to RDSDE Jharkhand establishment work.

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Sl. No.	Name & Designation	Work Allocation
5.	Shri Manoj Hembrom, LDC, Accounts Section	<ul style="list-style-type: none"> • Preparation of Salary bills, tour bills, medical bills, GeM procurement bills etc. • Work related to GPF Advance/Withdrawal papers • Work related to calculation of Income Tax of all employees. Filling of e-TDS return related to Office. • Preparation of B.E/R.E/F.E. All report/returns related to Accounts Section. • Updating of Cash Book & PBR & other register related to Accts. Section. • Depositing of Govt. revenue in Govt. Accounts. Maintenance of Govt. Accounts deposit Register. • Bhavishya Portal related Works • Assist to RDSDE Jharkhand accounts work.
6.	Shri Ambika Paswan, LDC, Diary & Dispatch, Library Section	<ul style="list-style-type: none"> • Work related to Diary & Dispatch section. • Library In-charge - issue books to CITS trainees and maintained records. • Assist in training section related works.
7.	Shri Rameshwar Prasad, Workshop Attendant	<ul style="list-style-type: none"> • Cleaning & Lubricating of all machines in the Workshop. • Maintenance of Generator and its log book. • Assist in trade practical and issuing of tools & equipment to CITS trainees.
8.	Shri Shiv Kumar Rajak, MTS	<ul style="list-style-type: none"> • Opening & closing of Office Rooms and Workshop as per office hours. • Xerox of official documents & other works which is allotted from time to time by the superiors. • Look after the work related to maintain and cleanliness of hostel rooms, maintaining hostel register.

Yours faithfully,



(Ishwar Singh)
Director

