



RDSDE/G.36012/01/2020/Accts 84

17-08-2020.

**OFFICE ORDER.**

In partial modification to Order No. NSTIT(W)/A.60011/01/2019/Estt. Dated 01-08-2020 the following changes are made to the allocation of duties in r/o Officials /Officers of NSTI(W) and RDSDE Trivandrum mentioned against their names. These changes shall come into effect immediately and until further orders.

Sl. No	Name of the Officer & Designation	Duties Allotted.	Immediate Reporting Officer.
1	Smt. R. Eswari. ISDS Deputy Director	<ul style="list-style-type: none"> <li>HOO/Principal NSTI(W) Tvp.m.</li> <li>Estate officer</li> </ul>	HOD
2	Shri. P.G. Rajendran, ISDS Deputy Director (RDSDE)	<ul style="list-style-type: none"> <li>HOO RDSDE Tvp.m.</li> <li>I/C RDSDE Kerala.</li> <li>DDO NSTI(W) &amp; RDSDE Tvp.m.</li> </ul>	HOD
3	Shri. Arpit Srivastava. ISDS Assistant Director (RDSDE)	<ul style="list-style-type: none"> <li>RDSDE work/ duties/ Strive project .</li> <li>IT admin and Nodal officer for RDSDE Tvp.m. Only.</li> </ul>	I/C RDSDE
4	Shri. K.N. Babu, TO	<ul style="list-style-type: none"> <li>RDSDE work/ duties</li> <li>To assist in court cases and RTI queries of RDSDE Kerala only</li> </ul>	I/C RDSDE
		<ul style="list-style-type: none"> <li>Vehicle Controlling Officer</li> </ul>	H.O.D
5	Shri. R.K Bhattacharyya, TO	<ul style="list-style-type: none"> <li>Training.</li> <li>Library in charge</li> <li>Hindi Officer</li> <li>Store officer</li> <li>To assist in court cases and RTI queries of NSTI(W) only</li> </ul>	Principal
6	Smt. C. Suja, TO	<ul style="list-style-type: none"> <li>RDSDE work/ duties</li> </ul>	I/C RDSDE



भारत सरकार

Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय / प्रशिक्षण महानिदेशालय

Ministry of Skill Development &amp; Entrepreneurship / Directorate General of Training

क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय- (केरल &amp; लक्षद्वीप)

**REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
(KERALA & LAKSHADWEEP REGION)Skill India  
शिक्षण और उद्यमिता

कपकूट्टम, तिरुवनन्तपुरम-६९५ ५८२

NSTI-W Campus, KAZHAKUTTOM, TRIVANDRUM- 695582



Sl. No	Name of the Officer & Designation	Duties Allotted.	Immediate Reporting Officer.
7	Smt. Sheeja Beegum M, TO	<ul style="list-style-type: none"> <li>Training.</li> <li>In charge Training Section &amp; TT Cell, Website Management and MIS portal maintenance.</li> <li>In charge CPWD (Civil &amp; Electrical) works.</li> <li>Hostel officer</li> </ul>	Principal
8	Smt. Suriya Kumari, TO On maternity leave till 13/11/2020.	<ul style="list-style-type: none"> <li>RDSDE work/ duties</li> </ul>	I/C RDSDE
9	Shri. D.Mahesh, TO	<ul style="list-style-type: none"> <li>Training</li> <li>Purchase Officer NSTI(W) &amp; RDSDE Tvpm.</li> <li>Maintenance of CCTV, Internet and Telephone</li> </ul>	Principal
10	Smt. Uma Naidu, TO (RDSDE)	<ul style="list-style-type: none"> <li>Training</li> </ul>	Principal.
11	Smt. Sulabha P A, V I	<ul style="list-style-type: none"> <li>Training</li> <li>Gymkhana in charge.</li> </ul>	Principal.
		<ul style="list-style-type: none"> <li>To assist Trg. Section &amp; TT cell related works, Website management and MIS portal maintenance.</li> </ul>	I/C Trg. section & TT cell.
12	Smt. Jayasree S S, V I	<ul style="list-style-type: none"> <li>Training .</li> <li>In charge Housekeeping &amp; Cleaning, civil maintenance.</li> </ul>	Principal
		<ul style="list-style-type: none"> <li>Store Keeper.</li> </ul>	Store Officer
13	Smt. Jisha V B, V I	<ul style="list-style-type: none"> <li>Training.</li> <li>In charge of AMC and all Maintenance &amp; Repair works of equipments</li> </ul>	Principal
		<ul style="list-style-type: none"> <li>In charge of Hostel Mess</li> </ul>	Hostel officer



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Sl. No	Name of the Officer & Designation	Duties Allotted.	Immediate Reporting Officer.
14	Shri. Saju T S, V I	<ul style="list-style-type: none"> <li>Training.</li> <li>In charge of Horticulture</li> <li>Electrical maintenance.</li> <li>IT admin and Nodal officer for NSTI(W) Tvpms only</li> <li>Security officer</li> </ul>	Principal
15	Ms. Jalaja V, DEO	<ul style="list-style-type: none"> <li>Accounts/Cash</li> </ul>	DDO
16	Shri. M. Subrahmanian. WSA	<ul style="list-style-type: none"> <li>To assist Library In charge</li> </ul>	Library in charge
		<ul style="list-style-type: none"> <li>To assist Store keeper.</li> </ul>	Store officer
17	Shri. TV. Radhakrishnan Nair MTS	<ul style="list-style-type: none"> <li>Principal Office</li> </ul>	Principal.
18	Ms. Soya Chandra. ( JC ) (Till alternate arrangements are made for RDSDE or Trainees resumes at NSTI(W) which ever happens first).	<ul style="list-style-type: none"> <li>RDSDE work/duty</li> </ul>	I/C RDSDE
19	Shri. Vikraman (On Contract)	<ul style="list-style-type: none"> <li>Estt./Admn. NSTI(W)&amp;RDSDE Tvpms.</li> </ul>	HOO NSTI(W) HOO RDSDE
20	Shri. Pradeep. (On Contract)	<ul style="list-style-type: none"> <li>MTS / Driver</li> </ul>	I/C RDSDE.

1. HOO NSTI(W) and HOO RDSDE has to maintain Estt /Admn of their respective staffs and to respond to Court cases and RTI queries of NSTI(W) and RDSDE respectively.
2. All the Staffs/Officers shall discharge their duties as may be assigned to <sup>them</sup> him by HOD from time to time.
3. Both the HOO has to take the prior approval of HOD on note for issuing any Office Order otherwise it will be treated as NULL and invalid.

**For strict compliance.**

JD/HOD. H/8/200

RDSDE Kerala.

**Head of Department****NSTI (W) / RDSDE****NSTI Campus, Kazhakuttom****TRIVANDRUM - 695 582.**

Copy to: All concerned Official/ sections.