



भारत सरकार

Govt. of India

Ministry of Skill Development & Entrepreneurship (DGT)

राष्ट्रीय कौशल प्रशिक्षक संस्थान (एनएसटीआई - महिला) तुरा

NATIONAL SKILL TRAINING INSTITUTE FOR WOMEN

डकोपगिरी - तुरा (मेघालय) - 794101

DAKOPGRE- TURA MEGHALAYA - 794101

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Email: nsti.tura@gmail.com

No: I-28011/5/2010-Estt

125

Date: 07/01/2022

OFFICE ORDER

The following changes have been made in the allocation of duties with immediate effect.

Sl No	Name	Designation	Duties allotted
1.	Miss. D. Kharwanlang	Training Officer, Dress Making	<ul style="list-style-type: none">• Dress Making (CITS)• Sewing Technology (CITS)• FDT (CTS)• Hostel i/c• DDO• Training Incharge
2.	Mrs. Chengme M. Marak	Training Officer, Cosmetology	<ul style="list-style-type: none">• Cosmetology (CTS)• Secretarial Practice Eng (CTS)• Store Incharge/Officer• Placement Officer• Open Gym Incharge
3.	Mr. Gourav Rai Bhuyan	Vocational Instructor, COPA	<ul style="list-style-type: none">• COPA, CTS (Unit - I & II)• CSA, CITS• STCT (CTS)• Purchase Section• CPWD, Civil & electrical Works & Maintenance• IT & Website Nodal• Library Officer• Apprenticeship Training
4.	Mrs. Aparna Chanda	Vocational Instructor, DM	<ul style="list-style-type: none">• Dress Making (Unit - I & II)• Travel & Tour Assistant, CTS• Security/Outsourcing• Gymkhana i/c
5.	Mrs. Niva Kundu	UDC	<ul style="list-style-type: none">• Account Section• Hindi Section

6.	Mr. Ganesh Kar	DEO	<ul style="list-style-type: none"> • Establishment & Gen Section • Cash Section • Vehicle i/c • NCVT MIS Portal CTS &CITS • Guest Room i/c • Office Equipments Maintenance • Record Room I/c
7.	Mr. N C Saha	Driver	<ul style="list-style-type: none"> • Driver • Motor Vehicle Maintenance • Campus Maintenance • To assist Record Room I/c
8.	Mr. Dewan Ch. Marak	MTS	<ul style="list-style-type: none"> • Diary, Despatch & Post office related works
9.	Mr. K M Sangma	MTS	<ul style="list-style-type: none"> • Office Dusting Cleaning
10.	Miss. Femina Ch. Sangma	MTS	<ul style="list-style-type: none"> • To Assist Account Section • To assist Library & Gymkhana I/c

- They will perform these additional duties in addition to their normal duties.
- They are not entitle for additional remuneration for this additional duties.

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(A P Singh Somvanshi)
Principal

Copy to:

1. RD/HOD, NSTI(W) – Tura, RDSD&E, Guwahati for kind information please
2. All concern with an instruction to complete handing over and taking over of charges at the earliest.
3. IT Nodal, NSTI(W) – Tura with an instruction to upload the same in institute website.

Ajay

(A P Singh Somvanshi)
Principal