



भारत सरकार/ Government of India

कौशल विकास और उद्यमशीलता मंत्रालय / Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

क्षेत्रीय कौशल विकास और उद्यमशीलता निदेशालय

**Regional Directorate of Skill Development and Entrepreneurship**

ब्लोक नं : ८/२, डॉ. जीवराज मेहता भवन, सेक्टर - १०/ बी, गांधीनगर, गुजरात - ३८२ ०१०.

Block No: 8/2, Dr. Jivraj Mehta Bhavan, Sector -10/B, Gandhinagar, Gujarat- 382 010.

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**No. RDSDEG/B-13015/2/2020/Admn/**

**Dated: 22/02/2022**

**OFFICE ORDER**

In supersession of earlier order, the following duties are assigned to the officers of RDSDE, Gandhinagar, Gujarat. All officers should maintain the related record/files up to date and these files must be available for the reference by the officers/staff members during officer's leave/tour period.

Sl. No.	Name of the officer	Duties assigned
1	Shri Ketan Patel, Deputy Director	Head of Office under Rule 14 of Delegation of Financial Powers Rules (DFPRs), 1978 for the purpose of FR & SR, DFPRs & General Financial Rule (GFR), Administration Officer (AO), Court case reply, Right to Information CPIO, Implementation of App. Act in Ahmedabad district, Co-ordination with State Directorate, Team leader of NAPS. Coordination & monitoring of NSTI(W) Vadodara.
2.	Shri D Sudhakar, Deputy Director	Implementation of App. Act in Vadodara region, Technical Member of NAPS, Deputy CoE for CBT and overall in charge Trade Testing Cell (TTC)- Examination and certifications, All DGT scheme i.e. CTS, CITS, DST, RPL, Affiliation, Polytechnic Scheme, Flexi MOU, PMKVY etc. All Consolidate progress reports of ATS, NAPS, MIS to DGT on all matters.
3.	Shri Sohil Khalani, Training Officer	Implementation of App. Act in Surat & Rajkot region, DNH & DD; Trade Testing Cell (TTC) of all Schemes, Store officer, Purchase officer (PO), Government e Marketplace (GeM) buyer & Consignee, Raj Bhasha Adhikari, All correspondences of NSTI(W) Vadodara, Updating work of notice / display boards of RDSDE regularly.

4.	Shri H B Mali, Training Officer	Implementation of App. Act in Ahmedabad region except Ahmedabad district, Drawing and Disbursing Officer (DDO), IT nodal admin and Develop & maintenance of RDSDE website development & update / maintenance of website regularly, Basic Training Provider (BTP), Third Party Agency (TPA), Monitoring and implementation of STRIVE & Model ITI scheme, Vehicle controlling officer, Right to Information ACPIO, Administrative member of NAPS, He will also assist in Administrative, Establishment & Court case work. , Central Public Work Department (CPWD) work (Civil & Electrical), Maintenance, Repair & Annual Maintenance Contract (AMC) of existing infrastructure/ Equipment/ Machinery, etc
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The Deputy Directors will report to Regional Director and Training Officers will report to Head of Office. The charge Handing / Taking over should be completed by 25/02/2022.

All the correspondence related to Apprentices Act, NAPS, BTP, TPA, Administrative & Establishment will be routed through Sh. Ketan Patel, DD and all the correspondence related to TTC, CTS, CITS, DST, RPL, Affiliation, Polytechnic Scheme, Flexi MOU, STRIVE etc scheme will be routed through Sh. D Sudhakar, DD.

The officer will perform the duties as per the above and other works assigned to him time to time by undersigned / his controlling officer.

(J P Meena)  
Regional Director

Copy to:

1. All Concerned Officers of RDSDE Gandhinagar

**List of Districts and Coordinator for Apprenticeship Training Scheme****RDSDE, Gandhinagar, Gujarat**

Name of State/UT	Region	Districts	Name of Officer
Gujarat	Ahmedabad	<ul style="list-style-type: none"> <li>Ahmedabad</li> </ul>	Shri Ketan Patel, Deputy Director
Gujarat	Vadodara	<ul style="list-style-type: none"> <li>Vadodara</li> <li>Anand</li> <li>Chhota Udaipur</li> <li>Dahod</li> <li>Kheda</li> <li>Mahisagar</li> <li>Panchmahal</li> </ul>	Shri D Sudhakar, Deputy Director
Gujarat	Rajkot	<ul style="list-style-type: none"> <li>Rajkot</li> <li>Amreli</li> <li>Bhavnagar</li> <li>Botad</li> <li>Devbhoomi Dwarka</li> <li>Gir Somnath</li> <li>Jamnagar</li> <li>Junagadh</li> <li>Morbi</li> <li>Porbandar</li> <li>Surendranagar</li> <li>Kutch</li> </ul>	Shri Sohil Khalani, Training Officer
Gujarat	Surat	<ul style="list-style-type: none"> <li>Surat</li> <li>Bharuch</li> <li>Dang</li> <li>Narmada</li> <li>Navsari</li> <li>Tapi</li> <li>Valsad</li> </ul>	
Dadara Nagar Haveli	Dadara Nagar Haveli	UT of Dadara Nagar Haveli	
Daman & Diu	Daman & Diu	UT of Daman & Diu	
Gujarat	Ahmedabad	<ul style="list-style-type: none"> <li>Gandhinagar</li> <li>Aravalli</li> <li>Banaskantha</li> <li>Mehsana</li> <li>Patan</li> <li>Sabarkantha</li> </ul>	Shri H B Mali, Training Officer