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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

ब्लॉक नं: ८/२, डॉ. जीवराज मेहता भवन, सेक्टर - १०/बी, गांधीनगर, गुजरात - ३८२०१०.

Block No: 8/2, Dr. Jivraj Mehta Bhavan, Sector -10/B, Gandhinagar, Gujarat- 382010.

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दिनांक: 22.08.2022

OFFICE ORDER

In suppression of all earlier orders, the following duties/works assigned to the officer of this Directorate. All officers should maintain related records/e-files up to date and these records/e-files must be available for reference to the officers/staff member during leave/tour period.

Sl. No	Name of the Officer	Duties/Work assigned
1	Shri D. Sudhakar, Deputy Director	Head of Office under rule 14 of DFPR, 1978 for the purpose of FR & SR, DFPRs & General Financial Rules (GFR), CIOP under Right to Information Act, Court cases, Implementation of Apprenticeship Act Vadodara Region, Team Leader of NAPS, Affiliation, Deputy Controller of Examination (Dy. CoE) of CBT and overall In Charge of Trade Testing Cell including Examination and Certifications of ATS, CTS and CITS/CITS-RPL, Coordination & monitoring of NSTI (W) Vadodara, Coordination with State Directorate
2	Shri P. Ramkumar, Assistant Director	Implementation of Apprenticeship Act in Ahmedabad District, ACPIO under Right to Information Act, Purchase Officer/GeM Buyer, Coordinate with State for STRIVE, Model ITI, PMKVY, DST, Flexi MoU, Polytechnic Scheme, Administrative member of NAPS, All Consolidated Progress Reports of ATS, NAPS, MIS to DGT on all matters, DBT under NAPS
3	Shri H. B. Mali, Training Officer	Implementation of Apprenticeship Act in Ahmedabad Region except Ahmedabad District, Budget, Account Section and DDO, Administrative Officer, SSDEC related works for Gujarat & UT of DNH & DD, IT Nodal admin and Update/ Maintenance of Directorate's website, Administrative member of NAPS, Monitoring BTP and TPA under NAPS, CPWD/ Maintenance & Repair related work, Assist in Court Cases matter and Coordination with State Directorate.
4	Shri Sohil Khalani, Training Officer	Implementation of Apprenticeship Act in Surat & Rajkot region including UT of DNH & DD, Store Officer/GeM Consignee, Raj Bhasa Adhikari, Assist Deputy Controller of Examination (Dy. CoE) for CBT of CTS, ATS, CITS/CITS-RPL for examination & certification, Updating of Notice/Display boards of Directorate regularly,

It is note that all Correspondence/e-files of all the sections will be routed through Shri D. Sudhakar, HOO/Deputy Director.

The Officer will perform the duties as per above and other work may be assigned to him time to time by undersigned/ controlling officer.

(J. P. Meena)
Regional Director

Copy to:

1. All Concerned Officer of RDSDE, Gandhinagar