



**Skill India**  
कौशल भारत-कुशल भारत



GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

Directorate General of Training

National Skill Training Institute (Women)

Old Directorate Building of Industries and Commerce Department

Pt. Nehru Complex, Gurkha Basti, Agartala, West Tripura, PIN – 799001, Phone: 0381 2300047

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File no: NSTI(W)/AGT/Estt/2020/2224


Date: 15/09/2021

**OFFICE ORDER**

As per instruction of the **Regional Director**, the following officers will perform the duties as shown against their name in addition to the regular duties with immediate effect:

Sl. No.	Name of the Officer	Nature of duties / In-charge	Remarks
01	D. N. Sharma, Asst. Director of Training	Principal/ Administration	All administrative work, regular update of service book, Liasoning with State Directorate & Industries etc.
02	Paul T. Antony Asst. Director of Training	Purchase, Minor Work & Major Work	All activities related to local purchase/ GeM etc., Civil repair works, Liasoning with CPWD & PAO regarding major work and regular inspection at site
03	Benzing Kumbang Training Officer	DDO, Training & Section i/c , Store i/c , IT i/c.	All activities related to signing and clearing of bills, Admission & Exam , NCVT Portal, NIMI Portal, Tools and Equipments , Website and other IT related activities.

No extra remuneration will be paid for the same.

  
15/09/2021  
(D.N. Sharma)

Principal/Head of Office

Copy to

- ✓ 1. The Regional Director, RDSD&E, A.K Azad Road, Guwahati, Assam
2. The Sr. Accounts Officer, PAO (MSDE), New Delhi
3. The Accounts Section, NSTI(W) – Agartala (2 Copies)
4. Officers Concerned
5. Personal File of the officer concerned
6. Service Book of the officer concerned