

GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP/ कौशल विकास और उद्यमिता मंत्रालय
DIRECTORATE GENERAL OF TRAINING (DGT) / प्रशिक्षण महानिदेशालय
NATIONAL SKILL TRAINING INSTITUTE

राष्ट्रीय कौशल प्रशिक्षण संस्थान

Govindapuram- PO, Calicut, Kerala 673016 / गोविन्दपुरम, कोषिकोड, केरल, ६७३०१६

Telephone & Fax :0495-2742500,

Email : dirati.clt-mosde@gov.in

No.NSTI/D-30011/2/21 /633

Dated: 12-10-21

OFFICE ORDER


In modification of earlier Office order dated 18-10-21, and as per the recent instructions of Secretary, MSDE , New-Delhi and HOD, RDSDE, Kerala, the distribution of work amongst the following staff, is hereby made with immediate effect as per details described herein under.

Name of Staff S/Shri	Main Responsibility	Additional charges	Urgent work assigned
Shaukhath Hussain, Training Officer	1.Overall Training Incharge of CITS CTS and AVTS courses. 2.Section Incharge of CITS-Electronic Mechanic	D.D.O Store Officer Purchase Committee Member	1)E-Office implementation 2)Supervision for Quality Improvement in Training
T.C.Shantilal, V.I	CITS- RAC Sec i/c (four Units)	Security Officer GEM Member/consignee Court cases monitoring	1)Coordinate and ensure the preparation and display of Daily Time table in all sections.
U.M.Prasad, V.I	CITS- Electrical & Wireman & CTS- EPD Sec i/c IBM- Diploma Sec i/c Computer/Automation Section I/c	NSTI website maintenance Biometric Attendance incharge MIS Portal In charge Placement Cell Incharge	1)Updating website everyday. 2)Take up with CGHS / State Govt. /AMA to get the services of Doctor.
M.P.Rajan, V.I	CTS- Solar Technician i/c CITS-POT -All sections	Hindi Officer CPWD Works Coordinator GEM Member/ Buyer Vehicle Incharge	1)Conduct Azadi ka Amrit Mahotsav activities.
Rajendra Meena, V.I	CITS- Welder Sec i/c	Hostel , Mess and Library Incharge	1)Inspect quality of food in Mess & hygiene.
Bijoy.B.K, V.I	CITS & CTS- Engineering Tech Sec i/c for all trades CTS- ITOT Sec. i/c	Gymkhana i/c Automation section Pharmacy / Horticulture	1)Compiling and uploading of Lesson Plan and Demo Plan of all sections in Bharat skill Portal. 2)Provisioning of Gym, Indoor / Outdoor games facility to trainees.
Milju.P.V, WSA	Store i/c	1)General Maintenance of Main building and Hostels. 2)Maintenance of Water Coolers, EPABX and other common equipment	1) Arrange to provide adequate lighting in Main Building and Hostels. 2)Arrange Wi-fi facilities in entire campus.

- As per instructions of DGT, the Institute Labs/Workshops / Library facility has to be kept functional beyond working hours and holidays for the benefit of trainees. Accordingly, as per the directives, all Section Incharges are requested to devise a comprehensive plan to keep their sections open and the schedule be submitted for approval.
- The copy of the Instructions issued by Secretary ,MSDE for strict compliance in Institute is enclosed
- This setup of allocation of duties and working arrangement shall be subject to review as and when necessary.

Copy to

Concerned Staff.


HEAD OF OFFICE.
National Skill Training Institute
P.O. Govindapuram, Calicut

INSTRUCTIONS FROM SECRETARY MSDE

I. Welfare of trainees

1. Grievances: create grievance cell
2. Hostel: Assign to a Dedicated Officer
3. Mess: Mess committee
4. Recreation facilities
5. Library Facility: Beyond working hours and holidays
6. Labs/workshops: Beyond working hours and holidays
7. WiFi facilities: Entire campus
8. Open air Gym
9. All lab facilities to be extended to all trainees depending upon their interest
10. Good maintenance of toilets/washrooms, corridors
11. Provision of medical facilities
12. Periodic inspection of hostel/mess/workshops/class rooms by HoO/Training I/c
13. Training day wise schedule with faculty members
14. Provision for production/manufacturing where ever possible for trainees
15. Placement and Alumina
16. Login ID creation for CITS trainees in Bharat skill portal

II. NSTIs

1. Regular updates in websites
2. Self affiliation of labs
3. CTS – under DST
4. MoUs with Industries
5. BTP registrations
6. Formation of IMC
7. Flexi MoUs with Industries
8. Teaching in Hindi/Local language
9. Condemnation of Equipments
10. NSTIW Bengaluru– Introduction of Special IT courses in new technology (MoU with IT giants)
11. Hiring of Apprentices at NSTIs
12. Expedite pending MACP/DPC
13. Training for faculty in their trades
14. Welfare measure of staff – such as increments/pay fixation/ passing of pension paper/APARS
15. Action on non performers
16. Timely payment for contractual/daily wages employees.
17. Updating of Employee corner
18. Multiple tasking for all employees
19. Disposal of condemned items
20. 100% utility of lab/workshop equipments
21. Completion of major work (NSTI Yeshwanthpur Hostel Building)
22. Procurement of software for DM section NSTIW
23. Utility of Hostel rooms at NSTIW Blr
24. 100% E-Office implementation in all Office
25. Correspondence to DGT through E-Office only
26. No AVTS course
27. Disposal of Physical files (Movement to a record room before 31/10/2021)

III. RDSDE

1. Scaling up apprenticeship
2. Follow up the outcomes of Apprenticeship Mela
3. RDSDE and DETs work together
4. NSTIs Officers to share the load of RDSDEs on part time basis
5. More flexi MoUs with industries
6. Resolving all portal issues
7. Utilisation of NAPS funds by RDSDEs and DETs

HoOs/ Training I/cs of all the offices under jurisdiction of RDSDE Karnataka and Kerala for strict implementation.

Compressive plan and strategy may be evolved for achieving the best result in shortest possible time.