



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
NATIONAL SKILL TRAINING INSTITUTE
SION, MUMBAI- 400 022

No. NSTIM.13011/1/2022-23/Allocation Duty/Adm/1273 Dated:

20 DEC 2022

OFFICE ORDER

The following officers and officials will perform opening and closing duties as regard to Main Workshop, Administrative building, Class rooms and New AVTS Building during the period mentioned against each as indicated below for the year 2023, the timing of the opening and closing will 8.15 hrs. and 18.00 hrs. respectively.

1. MAIN WORKSHOP

Sl,No	Opening Duty Officer Ms/Mrs/Shri	Month	Closing Duty Officer Ms/Mrs/Shri
1.	J.B. Mahajan, VI	January	R.B. Warude, VI
2.	Dhanya Raveendran, TO	February	J.V. Ramteke, VI
3	Nisha Patel, VI	March	Mahananda Kante, JTA
4	Seema Chokse, SK	April	N.J. Mane, VI
5	N.B. Maske, VI	May	Sahdev, VI
6	G.Sambasiva Rao, VI	June	A.N. Rajankar, VI
7	S. Kaleel Rahuman, VI	July	J.B. Mahajan, VI
8	K. Periasamy, TO	August	R.B. Warude, VI
9	N.B. Maske, VI	September	J.V. Ramteke, VI
10	G. Sambasiva Rao, VI	October	Sahdev, VI
11	S. Kaleel Rahuman, VI	November	N.J. Mane, VI
12	K. Periasamy, VI	December	A.N. Rajankar, VI

Sl,No	Opening Duty Official Ms/Mrs/Shri	Month	Closing Duty Official Ms/Mrs/Shri
1.	D.S. Bendal, WSA	January	Rohan Chavan, WSA
2.	P.S. Gaikar, MTS	February	Ganesh Pawar, WSA
3	S.S. Jadhav, WSA	March	S.G. Makwana, WSA
4	M.M. Kuswarkar, WSA	April	Musheer Ahmed, WSA
5	P.S. Gaikar, MTS	May	Rohan Chavan, WSA
6	S.S. Jadhav, WSA	June	B.S. Shinde, WSA
7	M.M. Kuswarkar, WSA	July	S.G. Makwana, WSA
8	D.S. Bendal, WSA	August	Rohan Chavan, WSA
9	Musheer Ahmed, WSA	September	B.S. Shinde, WSA
10	S.S. Jadhav, WSA	October	Ganesh Pawar, WSA
11	M.M. Kuswarkar, WSA	November	Musheer Ahmed, WSA
12	D.S. Bendal, WSA	December	Rohan Chavan, WSA

1. AVTS BUILDING

Sl,No	Opening Duty Officer Ms/Mrs/Shri	Months	Closing Duty Officer Ms/Mrs/Shri
1.	Amrish Sagar, SK	January & April	Anil Sachan, SW
2.	Ruchi Rai, VI	February & May	Purnima Sarkar, SW
3.	Nitesh A. Patil, VI	March & June	G.S. Rawat, TO
4.	Shailendra Gordey, TO	July & October	Hitesh Boricha, SW
5.	Dhanya Raveendran, TO	August & November	Vikram Wadate, ASK
6.	D.M. Basha, TO	Sept. & December	Sujay Barik, SW

AVTS BUILDING

Sl,No	Opening Duty Official Ms/Mrs/Shri	Month	Closing Duty Official Ms/Mrs/Shri
1.	Santosh Malusare, MTS	January	Renu Devi, WSA
2.	N.B. Katariya, WSA	February	Raviraj Khandare, MTS
3	D.S. Bendal, WSA	March	Narayan Jadhav, MTS
4	Raviraj Khandare, MTS	April	Santosh Malusare, MTS
5	M.M. Kuswarkar, WSA	May	S.G. Makwana, WSA
6	Santosh Malusare, MTS	June	Narayan Jadhav, MTS
7	P.S. Gaikar, MTS	July	Renu Devi, WSA
8	Raviraj Khandare, MTS	August	Ganesh Pawar, WSA
9	P.S. Gaikar, MTS	September	Narayan Jadhav, MTS
10	N.B. Katariya, WSA	October	Santosh Malusare, MTS
11	Musheer Ahmed, WSA	November	B.S. Shinde, WSA
12	Raviraj Khandare, MTS	December	Narayan Jadhav, MTS

MAIN OFFICE

Sl,No	Opening Duty Official Ms/Mrs/Shri	Month	Closing Duty Official Ms/Mrs/Shri
1.	Dilip Kashid, WSA	January	Mahesh Tawade, WSA
2.	Dinesh Landge, WSA	February	Rohini Yelve, MTS
3	Amruta R., WSA	March	Dilip Kashid, WSA
4	Dinesh Landge, WSA	April	B.S. Bamble, M/c. Op.
5	Mahesh Tawade, WSA	May	Smt. Rohini Yelve, MTS
6	Dilip Kashid, WSA	June	B.S. Bamble, MTS
7	Dinesh Landge, WSA	July	Mahesh Tawade, MTS
8	Mahesh Tawade, WSA	August	B.S. Bamble, MTS
9	Dilip Kashid, WSA	September	Dilip Kashid, MTS
10	Amruta R, WSA	October	Mahesh Tawade, MTS
11	Dinesh Landge, WSA	November	Smt. Rohini Yelve, MTS
12	Mahesh Tawade, WSA	December	Dilip Kashid, WSA

NOTE

1. During the leave period of any duty officer & officials the next officer & official as per duty roster will perform the duty. However, the preceding on leave has to compensate the same during the duty period of others.
2. All the opening duty officers & officials present at their regular duty place after performing opening duty.
3. Shri S. S. Jadhav, WSA will perform 2nd & 3rd floor class rooms opening & closing.
4. The opening & closing duties of Officers & Officials are tentative.

K.P. Patel
20/12/2022

(KETAN P. PATEL)
DIRECTOR INCHARGE

Copy to

1. All concerned officers & officials.
2. HOO/AO/DDO
3. TTC In charge/Purchase Officer.
4. Establishment Section/Accountant
5. PA to Director