



Government of India

भारत सरकार

Ministry of Skill Development & Entrepreneurship

कौशल विकास और उद्यमिता मंत्रालय

Directorate General of Training

प्रशिक्षण महानिदेशालय

National Skill Training Institute for Women /राष्ट्रीय कौशल प्रशिक्षण संस्थान(महिला)

CP-16, Salt Lake City, Sector - 5, Kolkata - 700091

सीपी-16, साल्ट लेक सिटी, सेक्टर - 5, कोलकाता - 700091

F. No. T-11025/89/2022-O/o NSTI(W) KOLKATA/230

Dated. 26.08.2022

OFFICE ORDER

In continuation of office order vide no. T-11025/89/2022-O/o NSTI(W) KOLKATA, Dated. 25.08.2022, Convocation for award of National Trade Certificate is going to be held on 17.09.2022 in Institute premises.

Accordingly, work allocation for the above mentioned programme has been decided by the competent authority as detailed below: -

Sl. No.	Responsibility allocated	Performed by
1	Certificate preparation	Mrs. Manjil and Mrs. Sahoo
2	Preparation of list of toppers(trade wise)	
3	Invitation letter and distribution of email	Mr. Kiran & Mr. Hemant
4	Welcome of Chief guest and delegates	Dr. Prusty & Mr. Neogi
5	Vishwakarma puja arrangement	Mrs. Manjil, Mrs. Sahoo, Mr. Kiran
6	Cultural events and anchoring	Mrs. Jyoti & Mrs. Shweta
7	Stage, pandel, photography, video, Guest and trainees arrangement	Mrs. L. Singha, Mr. Neogi, Mrs. Soma
8	Refreshment arrangement	Mr. Himanish, Ms. Ashia, Mr. Kanak
9	Media & Publicity	Dr. Prusty
10	Budget & Purchase	Mr. Pintu & Mr. Vijay

All concerned staff are hereby instructed to raise your demand as early as possible.



Principal

Copy to: -

1. Regional Director, RDSDE(WB), Salt Lake, Kolkata - 700064

2. All concerned Officer

3. Notice Board


26/8/2022
Principal



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National Skill Training Institute for Women /राष्ट्रीय कौशल प्रशिक्षण संस्थान(महिला)

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सीपी-16, साल्ट लेक सिटी, सेक्टर - 5, कोलकाता - 700091

F. No. T-11025/89/2022-O/o NSTI(W) KOLKATA/229

Dated. 25.08.2022

OFFICE ORDER

The Convocation for award of National Trade Certificate is going to be held on 17.09.2022 in Institute premises.

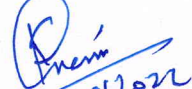
Accordingly, Convocation committee member is formed by the competent authority as detailed below: -

Sl. No.	Name of the officer	Designation	Act as
1	Mrs. Kanchan Nair	ADT	Chairperson
2	Mrs. Lakshmi Singha	ADT	Member
3	Dr. Alok Ranjan Prusty	Training Officer/POT	Member
4	Swagatika Sahoo	Training Officer/DM	Member
5	Manjil N. Bhajani	Training Officer/COSMO	Member
6	Shweta Jaiswal	Training Officer/COSMO	Member
7	Jyoti Tamrakar	Training Officer/IDD	Member
8	Soma Das Talukdar	Training Officer/AD	Member
9	Sarbojit Neogi	Vocational Instructor/COPA	Member
10	Himanish Bhattacharya	Vocational Instructor/AD	Member
11	T. Kiran	Vocational Instructor/DTPO	Member
12	Pintu Dey	UDC	Member
13	Vijay Kumar	DEO	Member
14	Hemant Kumar Chaudhary	LDC	Member


25/8/2022
Principal

Copy to: -

1. Regional Director, RDSDE(WB), Salt Lake, Kolkata - 700064
2. All concerned Officer
3. Notice Board


25/8/2022
Principal