



भारतसरकार/Government of India  
कौशलविकासएवंउद्यमशीलतामंत्रालय/  
Ministry of Skill Development & Entrepreneurship  
क्षेत्रीयकौशलविकासएवंउद्यमशीलतानिदेशालय, तमिलनाडु/  
Regional Directorate of Skill Development and Entrepreneurship, Tamil Nadu



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नं/No: RDSDE/CH/A-22015/2022-23/Admn/1331

दिनांक/Date: 08.12.2022

12

**OFFICE ORDER No.60 of 2022**

In partial modified earlier order of this Directorate even no.3630, dated 20.01.2022, the following order is issued with Immediate effects:-

Sl No.	Name & Designation Shri/Smt	Duty allocation	Reporting Officer
1	S.Vasanthi, DD	<ul style="list-style-type: none"><li>• Training In charge for all Courses under PMKVY Scheme</li><li>• Responsible for complete activities of ECM Section I/C for conducting all relevant training activities.</li><li>• The Following sections officials will report to her for all training related activities including leave and APAR and other development activities</li><li>• ELM section</li><li>• Electronic Mechanic Section</li><li>• Sewing Technology</li><li>• Draftsman Civil</li><li>• C S A</li><li>• Engineering Drawing</li><li>• Library</li><li>• CITS Hostel</li><li>• Girls Hostel (Trainees residing at Residential Quarters)</li><li>• ATI Hostel</li><li>• Any other work assigned by the Head of Office / Regional Director.</li></ul>	JDT/HOO
2	P. Namasivayam, DD	<ul style="list-style-type: none"><li>• Training In charge and Course Co-ordinator for all Short term &amp; Tailor made courses under AVTS Labs. He will be also work as Administrative Officer to look after "Administration, Establishment, Accounts, Purchase, Court Cases, RTI, Store Accounts, CPWD, Internal Audit, Hindi" and all relevant files should be routed through him.</li><li>• Any other work assigned by the Head of Office / Regional Director</li></ul>	JDT/HOO
3	R.Purushothaman, VI	<ul style="list-style-type: none"><li>• Posted in RODA Section and conducts all relevant training programs</li><li>• Engineering Drawing class.</li></ul>	Shri T.V. Rajasekar, DD
4	K.Hemalatha, VI	<ul style="list-style-type: none"><li>• In Addition to duties assigned vide office order dated 20.01.2022 the additional duties as section in charge of JIO CSR Lab and will associate in conducting all relevant training programs</li></ul>	Smt S. Vasanthi, DD
5	K Thavamani, UDC	<ul style="list-style-type: none"><li>• Responsible for all activities of short-term related training like Scheduling, admission, Certification, Collecting Course fees, etc</li></ul>	Shri P Namasivayam, DD
6	Shri N. Ragavendran, UDC	<ul style="list-style-type: none"><li>• Responsible for all activities of Training Section under CITS related &amp; Long term courses in addition to duties assigned by this Office Order No.42 of 2022, dated: 02.08.2022.</li></ul>	Shri T.V. Rajasekar, DD

The Handing over/ taking over of the charge through Main Stores wherever required should be completed immediately. The above officers are not entitled for any extra remuneration for the additional duties assigned to them.

In addition to the above, they will also carry out the duties, as and when assigned by the training in charges / Head of Office / Regional Director.

  
(B.V.S.Sessa Chari)  
Regional Director

Copy to:-

1. The Store Officer / Main Store (Store Keeper), RDSDE, Chennai
2. JDT/AO/DDO/Accounts/ Estt, RDSDE, Chennai-32
3. Shri Ganesh VI : To upload the same in institute website