



भारत सरकार / Government of India  
कौशल विकास एवं उद्यमशीलता मंत्रालय/  
Ministry of Skill Development & Entrepreneurship  
क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय, तमिलनाडु/



Regional Directorate of Skill Development and Entrepreneurship, Tamil Nadu

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नं/No: RDSDE/CH/F-17012/2022-23/Adm/ 1452

दिनांक /Date: 23.01.2023

OFFICE ORDER

The following duties and responsibilities are hereby allocated to the Staff members in connection with the celebration of 74<sup>th</sup> Republic Day on 26<sup>th</sup> January 2023, as detailed below.

Sl.No	Connection with the celebration	Staffs Members
1	Flag Hoisting Ceremony	Shri S. Sankar, Training Officer, Shri N.Ragavendran,UDC
2	PA System arrangements	Smt.k.Arulsevi, AD ,& Shri Gaurav.Sharma, JC
3	Photo & Video coverage	Shri Manu Kumar, H.A, TO Shri Diggvijay Kumar, MTS
4	Refreshment arrangements & Purchase for Independence Day celebration	Smt. R. Arulmozhi, Hostel Supdt Smt. J. Jayanthi, Care Taker Smt. R. Usha, purchase Assistant Shri. D. Nageswar, LDC
5	Vehicle Arrangements	Shri N. Ramesh Kumar, TO /VCO
6	Driver Duty	Shri E. Durairaj (contract Driver)
7	Multipurpose Hall arrangements	Shri Naresh kumar T.O Shri R.Edward Savaridoss, Asst. Caretaker Shri B. Rajagopalan, TSI
8	Opening /Closing of Office	Shri Manukumar, H.A, TO/Security Officer
9	Distribution of Refreshments	Shri Dhureve S.M, VI Shri S. Mahesh, SK Shri S. Gnanasundaram, WSA Shri. J. Nithya Raj, MTS Shri Neeraj Kumar, MTS Shri Pathasarathy Banik, MTS Shri Manoj Kumar, MTS Shri Shrikanth Kumar, WSA Shri Sambandh Kumar,MTS Shri Ravindra Kumar, MTS Shri Santosh Kumar, MTS Shri V.Sivaraman, MTS Shri Srinivasalu, MTS Shri Akhilesh Kumar Singh, MTS Shri. Vikash Kumar Singh,MTS
10	Flag arrangements	Shri Kumbex Mathaih, LDC Shri D.Nageswar, LDC
11	Stage Decaration	Shri Nitin Maheshwari, Office Superintendent, Shri Sambandh Kumar,MTS, Shri Akhilesh Kumar Singh, MTS.

In addition of the above, the following responsibilities are also allocated to the staff as detailed below:-

1. Fancy dress, speech about Freedom Fighters, Patriotic songs, musical Instrument competitions / programmes will be held on 26.01.2023 at Multipurpose Hall after flag hoisting. A committee is constituted below for conducting this programme:-

- I. Smt. Soniya Vijayanandan, Training Officer,
- II. Shri Nitin Maheshwari, Office Superintendent
- III. Shri S. Mahesh, Store Keeper
- IV. Shri. Santosh Kumar, MTS

Staffs and their family members are requested to register the name of participants to the above committee.

1. Eassy wirting competition and speech on 24.01.2023 2.30.P.M onwards is scheduled. The topic for the Essay competition is “ Tragedy of the partition & Agony of people “ The freedom fighter who inspires me” A committee is hereby constituted to conduct the programme:-
  - I Shri S.Sumsudeen, DD
  - II Shri Naresh Kumar , Training Officer
  - III Smt. Rejani,P.S, Training Office:
  - IV Shri Manoj Kumar, MTS

Staff & Their family members who are willing to participate in the programme shall register their name to the above committee members.

2. A Swachh Bharat Drive is scheduled from 23.01.2023 to 25.01.2023. all staffs members are requested to involve themselves for the programme. A committee is hereby constituted to make schedule of Swachh Bharat Drive:-
  - I. Shri Thirunavukkasau, AD
  - II. Shri. Sunil, M.K, T.O
  - III. Smt. J. Jayanthi, Care Taker,
  - IV. Shri Edward Savaridoss, Sign Painter
  - V. Shri J. Nithya Raj, MTS

Shri Sankar, S, Training Officer & Shri Nitin Maheshwari,, O.S will look after the overall co-operation for the celebration of the Independence Day in befitting manner.

Staff members are requested to encourage their family members to participate in the events as per the schedule.

All are requested to perform the above assigned duties for celebrating the Independence Day and make it a grand success.



Regional Director

Copy to:-

- 1.. All above nominated officers/ Staff members
2. OS /AO /DDO /HOO,RDSDE, Chennai-32.