



**Skill India**  
केन्द्रित भारत - कौशल भारत

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-22015/2023-24/Admn/1727

दिनांक/Date: 10.04.2023

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**OFFICE ORDER No.14 of 2023**

In partial modified earlier order of this Directorate even no.60 of 2022, dated: 12.12.2022 & 02 of 2023, dated:12.01.2023 the following order is issued with Immediate effects: -

Sl No.	Name & Designation Shri/Smt	Duty allocation	Reporting Officer
1.	S.Samsudeen, DD	<ul style="list-style-type: none"> <li>Section In-charge of Machine Tools Maintenance section and Advanced Welding section in conducting all relevant training programs.</li> <li>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 / HoD</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 programmes.</li> <li>Any other work assigned by the Head of Office / Regional Director</li> </ul>	JDT/HOO
3	K. Arulsevi, AD	Shall take IoT Section inventory take over charges from Smt. Rejani, P.S, T.O, and will coordinate in conducting all relevant training courses in IoT.	JDT/HOO
4	M. Ganesh, VI	To take over charges of CAD/CAM section work station table 20 no's, Computer chairs 40 no's, 2Ton ACs 06 Nos, Spike buster 20 nos from Shri G. Rajan Sr Dr. Man to conduct training program in IBM Diploma in Cloud Computing and Networking.	Shri V. Rajasekar, DD
5	N. Jayalakshmi, Assistant	<p><b>As Office Assistant</b></p> <ul style="list-style-type: none"> <li>Will be responsible to process DPC for Group officials.</li> <li>Will responsible for MACP activities of all eligible officials</li> <li>Will handle Grievances related activities including reply RTI etc,</li> <li>Will assist in Administration in pay fixation activities</li> <li>Will handle court case matters</li> <li>Any other works as and when assigned by AO/HOO/HOD</li> </ul>	Shri S.Samsudeen AO/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 / HoD

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

Copy to: -

- 1) Concerned Officials
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