

**Office of the Regional Director,
Regional Directorate of Skill Development & Entrepreneurship [J& K] Jammu.
National Skill Training Institute Jammu.**

No: RDSDE/JK/O-32019/1/2021/AAM/

Dated: 11-07-2023

DUTY ROSTER

The security staff [outsourcing staff] will perform their duties as per schedule given below from 11-07-2023 To 31-07-2023.

SR. NO.	Name of staff	Time	Duty Point	Mobile No.
1	Sh. Prabhat Singh	01.00 to 09.00	Main Entry gate Office	9622211478
2	Sh. Rajender Singh.	09.00 to 17.00	Main Entry Gate Office	9622527626
3	Sh. Pinka	17.00 to 01.00	Main Entry Gate Office	700682387
4	Sh. Joginder Kumar	18.00 to 22.00 06.00 to 10.00	Main Entry Gate Hostel	9622135810


The security staff will ensure that all doors and windows should be closed & locked at the closing time. After closing, key set will be handed over to sh. Gourav Rai Bhuyan VI and taken from their home for opening the office.

All electric equipment like: light, fans, A/Cs etc. should be turned off before closing the office.

The security staff will take over posts during holidays and hand over to the office on next working day.

To:

1. Sh. Pinka Singh [Security]
2. Sh. Rajender Singh [Security]
3. Sh. Joginder Kumar [Security]
4. Sh. Prabhat Singh [MTS] .



Sh. Gurmeet Singh
Security Officer/Astt. Director

Copy to:

1. PA of Regional Director RDSDE Jammu.
2. HOO, RDSDE Jammu .
3. Principal , NSTI Jammu.
4. All the officers of RDSDE and NSTIw Jammu.
5. Concerned File/ Notice Board.

