



भारत सरकार / GOVERNMENT OF INDIA

E-62125

कौशल विकास एवं उद्यमशीलता मंत्रालय / Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय / Directorate General of Training



क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय जम्मू &amp; कश्मीर और लद्दाख

Regional Directorate of Skill Development and Entrepreneurship J&amp;K and Ladhak

भोर (चट्टा सड़क), रीन पैलेस के पास, डाकघर भौर कैंप, जम्मू -181 101

Bhour (Chatha Road), Near Reen Palace, P/O Bhour Camp, Jammu -181 101(UT of J&amp;K)

Skill India  
कौशल भारत-कुशल भारत

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Dated : 27/09/2023

**DUTY ROSTER**

The Security Staff (Human Resources Outsourcing) will be perform their security duties as per schedule given below from **01-10-2023 to 31-10-2023**.

Sl. No.	Name of Security Staff	Working Hours every day for the month of <b>October, 2023</b>	Duty Point	Mobile No.
1	Sh. Pinka Singh	22.00 PM to 6.00 AM	Main entry Gate of RDSDE/ NSTI (W)	7006982387
2.	Sh. Joginder Kumar	06.00 AM to 14.00 PM	Main entry Gate of RDSDE/ NSTI (W)	9622135810
3.	Sh. Rajender Singh	14.00 PM to 22.00 PM	Main entry Gate of RDSDE/ NSTI (W)	9622527626

- All electric equipment like tube lights, fans, A/Cs, etc. should be turned off before closing the office of Directorate / Institute.
- The Security Staff will ensure that all doors and windows should be closed & locked at the time of closing Directorate /Institute.
- After closing the office of the Directorate/Institute, the key set will be handed over to Sh. Gourav Rai Bhuyan VI/HO and take the key set from his residence for opening the office of the Directorate / Institute the next day at 8.30 AM on working days.
- The security staff will take over posts during holidays and hand them over to the office on the next working day.
- Normally Office Opening time is 8.30 AM and Closing time is 6.00 PM on working days and if any urgent work to any Officer/s in the office on closed holidays or late Official work after 6.00 PM may be open and close as per directives received from the RD/JD with intimation to the Security Officer (SO).
- Security persons on the day shift will clear the dustbin of the Girls' hostel twice a week.
- The security person should not leave the duty point until handing over duty to the reliving Security person. Any Security Person wants to go on leave, approve leave in advance from SO.

Signed by

Sunil Jyotiram Wakde

Date: 27/09/2023 12:22:34

Dy. Director / Security Officer

Copy to :-

- Sh. Joginder Kumar /Sh. Rajender Singh /Sh. Pinka Singh, Security Staff(HRO)
- The Regional Director / HOD, RDSDE, J&K and Ladakh, Jammu.
- The Joint Director / HOO, RDSDE, J&K and Ladakh, Jammu.
- All the Officials / HOR Staff, RDSDE / NSTI(W), Jammu
- The DD/ Principal, NSTI(W), Jammu.
- Notice Board RDSDE, J&K and Ladakh / NSTI (W) /Girls Hostel, Jammu.