



भारत सरकार / GOVERNMENT OF INDIA

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



क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय जम्मू & कश्मीर और लद्दाख
Regional Directorate of Skill Development and Entrepreneurship J&K and Ladhak



Skill India
कौशल भारत - कुशल भारत

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&K)

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No. :RDSDEJK-D-32021/1/2023/HRO/61 (E-62125) Dated : 31/08/2023

DUTY ROSTER

The Security Staff (Human Resources Outsourcing) will be perform their security duties as per schedule given below from 01-09-2023 to 30-09-2023.

Sl. No.	Name of Security Staff	Working Hours every day for month of September, 2023	Duty Point	Mobile No.
1	Sh. Joginder Kumar	22.00 PM to 6.00 AM	Main entry Gate of RDSDE/ NSTI (W)	9622135810
2.	Sh. Rajender Singh	06.00 AM to 14.00 PM	Main entry Gate of RDSDE/ NSTI (W)	9622527626
3.	Sh. Pinka Singh	14.00 PM to 22.00 PM	Main entry Gate of RDSDE/ NSTI (W)	700682387

- All electric equipment like tube light, fans, A/Cs etc. should be turned off before closing the office of Directorate /Institute.
- The Security Staff will be ensure that all doors and windows should be closed & locked at the time of closing Directorate /Institute.
- After closing the office of Directorate/Institute, key set will be handed over to Sh. Gourav Rai Bhuyan VI/HO and take key set from his residence for opening the office of the Directorate / Institute next day at 8.30 AM on working days.
- The security staff will take over posts during holidays and hand over to the office on next working day.
- Normally Office Opening time is 8.30 AM and Closing time 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 person should not leave duty point until handing over duty to reliving Security Person. Any Security Person want to go on leave, approve leave in advance from SO.

Sunil Jyotiram
Wakde

Digitally signed by
Sunil Jyotiram Wakde
Date: 2023.08.31
17:29:11 +05'30'

(Sunil Wakde)

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.