



Government of India
Ministry of Skill Development & Entrepreneurship
NATIONAL SKILL TRAINING INSTITUTE
P.O-Udyog Nagar Kanpur-208022

File NO. NSTIK/Oxygen plant trg./Admission/2021-22

Date: 15.06.2021

Office Order

As per DGT instruction this institute is conducting online training program of operation and maintenance PSA oxygen plant for ITI pass out trainees in different batches. Following officials/officers are assigned work to run the above course smoothly manner.

Sl No.	Team in-charge	Name of officials/officers	Batch no./Schedule	Work allocation
1.	Shri G.C.Saha, DDT	Shri Ravi Pandey, VI	Batch No. 2 21.06.2021 to 25.06.2021	* Motivating the trainees to do the training. *Helping the trainees pay the registration fees through bharatkosh.gov.in. *Filling the registration form of the trainees through Google form. *Adding trainees to what's app group. *The all details must be submitted training section before three day of starting the course by the responsible team.
		Shri Dinesh Kumar, TO		
		Shri Ritesh Maurya, VI	Batch No. 4 05.07.2021 to 09.07.2021	
2.	Shri Shammi Jha, ADT	Shri Bharat Yada, TO	Batch No. 3 28.06.2021 to 02.07.2021	
		Shri J.P.Meena, TO	Batch No. 5 12.07.2021 to 16.07.2021	
		Shri A. K. Kesharwani, TO		
3.	Shri Vidyanand, DDT	Shri Subhash Chander, TO		Data compilation, record maintain, attendance, feedback, create zoom schedule etc.
		Shri Vinod Kumar Sharma, VI		Prepare certificate and send to trainees by email
		Shri Atthar, MTS		Arrangement of water, tea, dusting,
		Shri Manoj, MTS		

1. The faculty members who are involved in taking classes in various sessions for course schedule from 14.06.2021 to 18.06.2021 will remain same for all courses.
2. The entire responsibility of the above works will be of the team.
3. The training section will provide the list of trainees & other related documents/Google link for each batches.

(L. K. Mukherjee)
 Joint Director/HOO

Copy to:-

1. The concerned officer,
2. RD, RDSDE Kanpur.
3. Notice board.

(L. K. Mukherjee)
 Joint Director/HOO