



भारत सरकार/Government of India
कौशल विकास एवं उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय/Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान महिलाएं/National Skill Training Institute For Women-Mohali
नियर गोल्ड्स जिम (पी सी एल/पन्कोम चौक)C-134, Industrial Area, Phase-08
एस ए एस नगर/मोहाली-पंजाब SAS Nagar/Mohali-Punjab-160071

File No- :- A-19011/21/2026-O/o NSTI(W) MOHALI (E-77682)/264 Dated :- 29.04.2026

कार्यालय आदेश/Office Order

DGT, MSDE, नई दिल्ली के कार्यालय आदेश संख्या A-22012/16/2022-O/o DEPT.SECY (ESTT.I)(E-56362) दिनांक 25.03.2026 के अनुपालन में, श्रीमती सुनीता भट्ट, उप निदेशक प्रशिक्षण (DDT) ने NSTI (W) नोएडा से स्थानांतरण के बाद, 28/04/2026 (पूर्वाह्न) को NSTI (W) मोहाली में उसी पद पर कार्यभार ग्रहण कर लिया है। तदनुसार, उन्हें 28/04/2026 (पूर्वाह्न) से NSTI (W) मोहाली के कार्यबल में शामिल किया जा रहा है।

In pursuance of DGT, MSDE, New Delhi Office order no. A-22012/16/2022-O/o DEPT.SECY (ESTT.I)(E-56362) Dated 25.03.2026, Smt. Sunita Bhat, Deputy Director of Training /DDT has joined the duty in the same capacity at NSTI (W) Mohali on 28/04/2026 (FN) on her transfer from NSTI (W) Noida. She is accordingly being taken on the Strength of NSTI (W) Mohali w.e.f.28/04/2026 (FN).

(लेफ्टिनेंट कर्नल विशाल अरोड़ा /Lt Col Vishal Arora)
क्षेत्रीय निदेशक / विभागाध्यक्ष / Regional Director/HOD
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

Copy to :-

1. Principal/ HOO, NSTI (W), Noida.
2. RD/HOD, NSTI (W)Mohali for information
3. Deputy Secretary (Estt.) DGT (HQ) New Delhi for information.
4. PS to DG/Secretary, DGT, New Delhi.
5. The Pay & Accounts Officer, DGT, Ministry of Skill Development & Entrepreneurship, New Delhi for information.
6. DDO, NSTI (W), Mohali for further necessary action.
7. Officer Concerned for information.
8. Service Book.

(लेफ्टिनेंट कर्नल विशाल अरोड़ा /Lt Col Vishal Arora)
क्षेत्रीय निदेशक / विभागाध्यक्ष / Regional Director/HOD
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.



भारत सरकार/Government of India
कौशल विकास और उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय /Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), मोहाली /National Skill Training Institute for Women, Mohali
एस ए एस नगर पंजाब- मोहाली/ SAS Nagar, Mohali-Punjab-160071

File No. GA/23/2023-O/o NSTI(W) MOHALI /E-58278/ 282

Date: 13/05/2026

Office Order

Due to Retirement/Superannuation of Sh. Satish Kumar, Training Officer the following charge order has been revised with immediate effect in supersession to all earlier orders, the distribution of various works/responsibilities among present officials/staffs of NSTI (W) Mohali is as below: -

Sr. No.	Name & Designation	Work Allocation
1.	Smt. Kamini Kashyap Assistant Director	Training Incharge, CPIO, Hindi Officer, Marking of Dak / Emails to various sections (in absence of PPL/HOO), PM-Vishwakarma SPOC, Link Officer of Principal, IGOT, PM-Setu.
2.	Smt. Reeta Prajapati Training Officer	Trade Incharge Cosmetology Unit I & II (Trade Theory & Practical, Soft Skill (Theory & Practical) with the help of Guest faculty, Cultural Activities, & Drawing & Disbursing Officer (Account related correspondence and associated works). <u>Till Smt. Geeta Join her duty after maternity Leave will look after:-</u> Establishment, Maintaining Service book and Personal file of officials, Dairy Dispatch Incharge.
3.	Sh. Alok Daulta Training Officer	Trade Incharge Fashion Design & Technology (Trade Theory & Practical) & Soft Skill (Theory & Practical) Unit I & II with the help of Guest faculty, Placement Officer, Gymkhana Officer, Welfare officer -Trainees & Staff, AVTS & Short Term contract co-ordinator, Store Officer/Incharge (with Consignee), IGNOU & NIOS Coordinator, Outside works, Electric bill reading/ record maintain.
4.	Sh. Mukesh Kaushik Training Officer	Trade Incharge CITS-Electronic Mech. (Theory & Practical) & IT Cell, Land Nodal Officer, Purchase Officer-I, Electrical Generator Incharge, Website Incharge, Nodal Officer for IEM. Guiding of Establishment section & Attestation of Service book entries. <u>Till Smt. Geeta Join her duty after maternity Leave will look after:-</u> Vehicle Incharge, Outsourcing Staff Incharge
5.	Smt. Sarita Mahla Vocational Instructor	Trade Incharge CSA (with the help of Guest Faculty) & Soft Skill (Theory & Practical), Fashion Design & Technology Unit I & II (Soft Skills Basic Mathematical calculation), Cosmetology Unit I & II (Soft Skills Basic Mathematical calculation), Purchase Officer-II, Media Incharge, Institute Cleanliness/ House-keeping, Extra-curricular activities, Library, Store Keeper. Guiding Accountant on account matters if required.
6.	Smt. Geeta UDC	<u>After Joining her duty from Maternity Leave:-</u> Establishment section, Maintaining Service book and Personal file of officials, Dairy Dispatch Incharge, Outsourcing Staff Incharge and Vehicle Incharge.
7.	Sh. Paramjit Singh Accountant	Accounts, Assisting Purchase Officers & DDO, GeM etc.

Note:

1. Apart from above, any other official work may be assigned to officials/staffs depending upon exigency of the situation.

2. No extra remuneration will be paid to any official/staff for the additional work assigned.
3. All official must take/handover their charge on or before 20.05.2026.
4. Officials at Sr. No. 02 are requested to take the charge from Sh. Satish Kumar, TO with immediate effect.

सुनीता भट्ट
(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

Copy to:

- 1) All staff, NSTI(W) Mohali, for information and necessary action
- 2) Regional Director, RDSDE Punjab for information
- 3) Notice Board

सुनीता भट्ट
(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

सीता भजपति
13/05/26

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भारत सरकार/Government of India
कौशल विकास और उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय /Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान महिलाएँ /National Skill Training Institute for Women- Mohali
एस ए एस नगर पंजाब- मोहाली/ SAS Nagar, Mohali-Punjab-160071

File No. A-22012/27/2021-O/o NSTI(W) MOHALI /E-44010/319

Date: 19/06/2026

कार्यालय आदेश /OFFICE ORDER

मुख्यालय के कार्यालय आदेश क्रमांक A-32013/2/2024-O/o DEPT.SECY (ESTT.D) (E-64846) दिनांक 29.05.2026 के अनुपालन में और सक्षम प्राधिकारी के निर्देशानुसार, श्रीमती कामिनी कश्यप, सहायक निदेशक प्रशिक्षण को राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), मोहाली से 22.06.2026 (दोपहर बाद) को कार्यमुक्त किया जा रहा है, ताकि वे राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), इलाहाबाद में अपनी नई पोस्टिंग वाली जगह पर कार्यभार संभाल सकें।

श्रीमती कामिनी कश्यप, सहायक निदेशक प्रशिक्षण को TA/DA लागू नियमों के अनुसार दिया जाएगा।

यह आदेश सक्षम प्राधिकारी की मंजूरी से जारी किया गया है।

(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

प्रतिलिपि:

1. Ms. Kamini Kashyap, ADT, NSTI(W) Mohali for information and further necessary action.
2. Regional Director, RDSDE Punjab for information.
3. DGT (HQRS), New Delhi for information please & necessary action.
4. Director(Estt.), DGT, MSDE, New Delhi for information.
5. Sr. PPS to DG(T), DGT, MSDE, Kaushal Bhawan, New Moti Bagh, New Delhi-110014 for information.
6. The DDG, DGT, MSDE, New Delhi for information.
7. The PAO, MSDE, Kaushal Bhawan, New Moti Bagh, New Delhi-110001 for information.
8. The Principal, NSTI (W) Allahabad for information and further necessary action.
9. Account Section, NSTI(W), Mohali for necessary action please.
10. Personal File/ Service Book Record of the concerned official.
11. Extra Copy

कामिनी कश्यप
22/06/2026

(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.
Principal / Deputy Director
NSTI FOR WOMEN



भारत सरकार/Government of India
कौशल विकास और उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय /Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान महिलाएँ /National Skill Training Institute for Women- Mohali
एस ए एस नगर पंजाब- मोहाली/ SAS Nagar, Mohali-Punjab-160071

File No. A/13/2026O/o NSTI(W) MOHALI /E-7860/ 325

Date: 24/06/2026

कार्यालय आदेश /OFFICE ORDER

मुख्यालय के कार्यालय आदेश क्रमांक A-32013/2/2024-O/o DEPT.SECY (ESTT.I) (E-64846) दिनांक 29.05.2026 के अनुपालन में, श्रीमती ज्योति बलवानी, सहायक निदेशक प्रशिक्षण (ADT), को राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), नोएडा के कार्यालय आदेश क्रमांक एनएसटीआई/ए-11011/52/21/स्था./ई-फाइल-58590/422 दिनांक 17.06.2026 के अनुसार दिनांक 19.06.2026 को कार्यमुक्त किए जाने के उपरांत, उन्होंने राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), मोहाली में दिनांक 22.06.2026 (पूर्वाह्न) को कार्यभार ग्रहण कर लिया है।

तदनुसार, श्रीमती ज्योति बलवानी, सहायक निदेशक प्रशिक्षण (ADT) को दिनांक 22.06.2026 (पूर्वाह्न) से इस संस्थान के कार्यबल में सम्मिलित किया जाता है।

In compliance with Headquarters Office Order No. A-32013/2/2024-O/o DEPT. SECY (ESTT.I) (E-64846) dated 29.05.2026, Mrs. Jyoti Balwani, Assistant Director of Training (ADT), was relieved from the National Skill Training Institute (Women), Noida vide Office Order No. NSTI/A-11011/52/21/Estt./e-file-58590/422 dated 17.06.2026, on 19.06.2026. Thereafter, she assumed charge at the National Skill Training Institute (Women), Mohali on 22.06.2026 (F.N.).

Accordingly, Mrs. Jyoti Balwani, Assistant Director of Training (ADT), is hereby taken on the strength of NSTI(W) Mohali with effect from 22.06.2026 (F.N.).

(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

प्रतिलिपि:

1. Ms. Jyoti Balwani, ADT, NSTI(W), Mohali
2. Principal/HOO, NSTI(W), Noida.
3. Regional Director, RDSDE Punjab for information.
4. Deputy Secretary (Estt.)DGT (HQRS), New Delhi for information.
5. PS to DG/Secretary, DGT New Delhi.
6. The PAO, MSDE, Kaushal Bhawan, New Moti Bagh, New Delhi-110001 for information.
7. Account Section, NSTI(W), Mohali for necessary action please.
8. Personal File/ Service.

Principal, Deputy Director
रा.कौ.प्रशि.संस्थान (महिला)
NSTI FOR WOMEN
मोहाली (पंजाब)/Mohali (Punjab)

(सुनीता भट्ट/Sunita Bhat)

उप निदेशक प्रशिक्षण /कार्यालय प्रमुख /DDT /HOO
रा.कौ.प्रशि.संस्थान(महिला), मोहाली/ NSTI (W), Mohali.

Principal, Deputy Director
रा.कौ.प्रशि.संस्थान (महिला)
NSTI FOR WOMEN