

RE-DISTRIBUTION OF WORK OF TECHNICAL ASSISTANTS/ NON-TECHNICAL ASSISTANTS AND CLERK IN MACHINERY BRANCH

S.NO.	NAME & DESIGNATION OF EMPLOYEE	DUTIES/ WORK ALLOTTED
1.	Sh. Ashok Kumar, Tech. Asstt.	<ul style="list-style-type: none">• Machinery Status Report of all institutes.• All purchases & Follow up of the purchase made through HARTRON• Inspection reports/ complaints regarding transfer/ disposal of machinery in I.T.I.s & I.T.I.(W)s• Disposal of audit para relating to transfer or disposal of all the institutions of the department (Internal audit), A.G. Haryana and CAG etc.• Compilation of Biometric/ CCTV information• Physical verification of stores in all the institutes of the department.
2.	Sh. Mukesh Mongia, Sr. Tech. Assistant	<ul style="list-style-type: none">• Complete control of purchase for Craftsmen Training Scheme [ITIs & ITI(W)s]• All purchases of the Department to be made through DSD & COPS.• Follow up of the purchases made through DSD & COPS.• Follow up of the Furniture purchases• Sanction of machinery, tools for all institutes.• Disposal of audit para relating to sanction/ purchase of machinery of all the institutions of the department (Internal audit), A.G. Haryana.• Inspection reports regarding shortage of machinery/ complaints regarding machinery in I.T.I.s & I.T.I.(W)s
3.	Smt. Rekha Khanna, Assistant	<ul style="list-style-type: none">• Circulars and other Miscellaneous work of machinery section.• Recovery of shortage cases of machinery in I.T.I.s & I.T.I.(W)s• To issue N.D.C. of the employees working in the department by the machinery branch.• Sanction of old broken trees in all institutes• Theft cases in I.T.I.s & I.T.I.(W)s• Sanction of furniture for all institutes.• Transfer of machinery of all ITIs & ITI(W)s• Disposal of unserviceable machinery and equipment and other items of sub-offices.
4.	Sandeep Singh, Clerk	<ul style="list-style-type: none">• R.K. of all the above assistants.• Dak Diary/ Movement of files.• Despatch and other miscellaneous work of machinery branch.• E-mails receipt/ despatch

Date: 01.07.2015


Assistant Director (Mach.)