



महामिदेशालय,
दत्तोपंत ठेंगडी राष्ट्रीय
श्रमिक शिक्षा एवं विकास बोर्ड
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
पूसा मंजिल, रोजगार कार्यालय भवन,
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DIRECTORATE GENERAL
DATTOPANT THENGADI NATIONAL BOARD FOR
WORKERS EDUCATION AND DEVELOPMENT
(Ministry of Labour and Employment, Government of India)
2nd Floor, Employment Exchange Building,
Pusa Complex, Pusa Road, Near I.T.I.,
NEW DELHI - 110 012



No. DTNBWED/Admin./OO/2025/6183

Date: 22/08/2025

To,
Regional Director, Education Officer (SG) & Education Officer,
DTNBWED,
ALL.
& IIWE, Mumbai.

Subject: Assigning responsibility to officer posted at Regional Directorate & IIWE

Sir/Madam,

The undersigned has been directed by competent Authority to inform that for smooth functioning of Regional Directorate responsibility be assigned to an officer; in this connection it is brought to the notice of all officers and staff that the officer mention below have been hereby directed to managed the day to day work of Regional Directorate with their designation mentioned thereof:-

Sr.No.	Regional Directorate	Name and Designation of Officer
1	Bhopal	Arvind S.Dhurve, RD
2	Gwalior	Prithviraj Sinha, EO
3	Indore	Jagdeep Singh Boora, EO
4	Jabalpur	Sudha Vijay Atram, EO (SG)
5	Jaipur	Mayur Gangrade, EO
6	Raipur	Pramod V. Ratnaparkhi, EO (SG)
7	Udaipur	Puneet Gautam, RD
8	Nagpur	Darshan S. Sahare, EO (SG)
9	Barrackpore	Chinmay Bhattacharjee, RD
10	Kolkata	Chinmay Bhattacharjee, RD
11	Ranchi	Shyam Mohan Singh Yadav, EO
12	Dhanbad	C. W. Vaidya, RD
13	Berhampur	Dillip Kumar Satapathy, EO
14	Bhubaneshwar	Dharmendra Kumar Mishra, EO
15	Patna	Vinod Joshi, EO
16	Asansol	Bijan Chakraborty, EO(SG)
17	Rourkela	S. K. Behera, EO (SG)
18	Jamshedpur	Raj Kishore Gope, EO (SG)
19	Guwahati	SagolsemBijendra Meitei, EO (SG)
20	Tinsukia	N.Boisi Misao, EO (SG)
21	Imphal	B.Bobin Sharma, EO
22	Siliguri	SitlhouHentinlien, EO
23	Ahmedabad	P.S.Banerjee, EO(SG)
24	Goa	Prashant D Edavi, EO

25	Mumbai	Ramesh M. Madavi, RD
26	Pune	Aruna L. Chodankar, EO (SG)
27	Rajkot	J.J. Patel, RD
28	Nashik	Sarika Dafare, EO
29	Vadodara	Yogesh A. Chati, EO
30	IIWE	Ramesh M. Madavi, RD
31	Bareilly	Balbir Singh Yadav, EO
32	Chandigarh	Karnail Singh, RD
33	Gorakhpur	S. F. Hasan, EO
34	Jammu	Pankaj Kumar Rastogi, EO
35	Parwanoo	Tilak Raj, EO
36	Allahabad	Vivek Singh, EO
37	New Delhi	Sanjay Kumar, RD
38	Faridabad	Ajay Kumar Dixit, EO
39	Ghaziabad	Ajay Singh, EO
40	Kanpur	Pramod Kumar, EO
41	Chennai	S.Seran, EO (SG)
42	Madurai	B. Prabhakaran, EO (SG)
43	Coimbatore	J. Shenbagarajan, EO
44	Hyderabad	M.R. Deshpande, EO
45	Vijayawada	B Venkat Rao, EO
46	Visakhapatnam	Y. Aruna Sree, EO (SG)
47	Bangalore	R Kumresan, EO
48	Hubli	Shankar Lingegowda, EO
49	Mangalore	Jayashree T. RD (Pending Court Case)
50	Cochin	G. Appukuttan
51	Kozhikode	Sumesh C., EO

The aforementioned officers will be looking after the following work in Regional Directorate: -

- 1) Maintaining Discipline & Decorum in office.
- 2) Passing order for purchase and other expenditure within the delegated financial power.
- 3) Verification of voucher & cash Book entries
- 4) Approving Casual leave and Restricted Holiday of officer(other than self) and staff working in Regional Directorate / IIWE.
- 5) Timely submission of reports /statements in r/o accounts, admin, GAD & Legal matters to Head Office. Conducting actual physical verification of Dead Stock Articles & publication, library books (only for IIWE) from time to time.
- 6) Ensuring achievement of physical targets with regard to training programme assigned to Regional Directorate / IIWE by Head Office.
- 7) Reporting of APAR for officer(other than self) and staff working in Regional Directorate.
- 8) Verifying & passing the entries in MIS & PFMS portal.
- 9) Any other work allotted by Head Office from time to time.

In case the above mentioned officer is on leave or absent or not able to attend office for reasons thereof; the other officer available in Regional Directorate / IIWE will look after the aforesaid nature of work which was undertaken by the officer until he / she joins office. In Regional Directorate where there are only one officer available and while proceeding on leave an officer proposed by the outgoing officer and approved by Headquarter will be looking after the work of such Regional Directorate until the officer returns from leave and / or absence, or as per nomination.

There should be no deviation in any of the above until further orders. This should be followed scrupulously.

This is issued with the approval of Competent Authority.

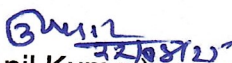
Yours faithfully,


(Anil Kumar)

Assistant Director (Admin.)

Copy to:

- 6184 ✓ 1) O/o the Chairperson, DTNBWED, New Delhi for kind information.
6185 ✓ 2) Sectional Heads (ALL), Headquarter, DTNBWED, New Delhi for information.
6186 ✓ 3) O/o the Director General, DTNBWED, New Delhi for information.


(Anil Kumar)

Assistant Director (Admin.)