



Government of Jammu & Kashmir
Industrial Training Institute (Kishtwar)
Technical Education Department



landline : 01995 – 259352

website : www.itikishtawar.com

our motto “ skilled hands secured future ”

email : itikishtawar@gmail.com

fax : 01995 - 261264

mis code: GR01000007

Correspondence Address : Shaheedi Road, Kishtwar, Jammu, J&K, India. Pin code : 182204

ORDER No :- 01 of 2017
Date :- 03 – 10 - 2017

Subject :- Creation of Suggestion/Grievance Cell.

Suggestion/Grievance Cell of below officials is hereby created, for this Institute. Staff and Trainees of this Institute can approach this cell for any suggestion, idea, proposal, complaint, objection, injustice, etc. The representation can also be made anonymously/secretly by writing through secret ballot/box.

S. No	Members of Cell	Designation	Contact No
1	Mr. Muhammad Ashraf Butt	Supervisor	9469651888
2	Mr. Akhter Hussain	Supervisor	9622178456
3	Mrs. Rajani Devi	Vocational Instructor	9796451827
4	Mrs. Gulzarina Bano	Vocational Instructor	8803773826
5	Mr. Subash Chander	In-charge Training	9858036104

Committee will route the related communications to the Principal ITI Kishtwar with relevant comments and for further action.

Supervisors (member committee) will check secret ballot/box once every week.

Committee will meet at least once every month to work on the representation received.

If complaint is received against any of the above member. He/she won't be part for analyzing/scrutinizing that representation.

No. : ITI / Esstt / 648 - 56

Date : 03 / 10 / 2017

Sd/-

(Er. Imran Wajahat)

Principal

Govt. Industrial Training Institute, Kishtwar
Technical Education Department

Copy to :

- 1) **Director**, Technical Education Department, Srinagar, Govt. of Jammu & Kashmir for information.
- 2) **Chairman**, IMC OF ITI Kishtwar.
- 3) **Deputy Director**, Jammu Province, Technical Education Department.
- 4) **Foreman/Supervisor**, ITI Kishtwar.
- 5) **Establishment Section**, ITI Kishtwar, with a direction to circulate among all the concerned.
- 6) **Accounts Section**, ITI Kishtwar.
- 7) **All Concerned Employees**, ITI Kishtwar.
- 8) **All Instructor's**, with a direction to communicate to trainees about this cell.
- 9) **In-charge Website/Email**, ITI Kishtwar.
- 10) **Notice Board**, ITI Kishtwar.