

# TIME-BOUND SERVICES OFFERED BY DEPARTMENT OF CRAFTSMEN TRAINING

as per the Department of Public Grievances Notification  
No.1/22/2013-14/DPG/GPGRAMS/III/1(2)/1168 dated 8<sup>th</sup> April,2015

## SCHEDULE

### C. DEPARTMENT OF CRAFTSMEN TRAINING

Sr. No.	Service	Designated Officer	Time limit in working days	1 <sup>st</sup> Appellate Authority	
(1)	(2)	(3)	(4)	(5)	
1.	Refund of Caution money	Principal	Seven days	Director of Craftsmen Training	
2.	Issue of bonafide certificate to outgoing trainees after completion of training	Principal	Seven days	Director of Craftsmen Training	
3.	Return of all Original Certificates submitted by the trainees at the time of availing admissions	Principal	Fifteen days from the date of admission	Director of Craftsmen Training	
4.	Issue of identity cards for the trainees	Principal	Forty Five days from the date of admission	Director of Craftsmen Training	
5.	BPL Scholarships	Forwarding application to the Directorate	Principal	Fifteen days	Director of Craftsmen Training
		Disposal of application	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training
6.	Merit Scholarships	Forwarding application to the Directorate	Principal	Fifteen days from the date of publication of Merit list	Director of Craftsmen Training
		Forwarding application to Government	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training
7.	Authentication of certificates.	Assistant Controller of Examination	Seven days	Director of Craftsmen Training	
8.	Valuation of examination answer papers	Assistant Controller of Examination	Forty Five days	Director of Craftsmen Training	
9.	Verifications of certificates	Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training	
10.	Correction of Provisional National Trade Certificate	Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training	