

GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 28C, CHANDIGARH

CITIZEN'S CHARTER

OUR ACTIVITIES

The Department of Technical Education, UT, Chandigarh controls and coordinates **Govt. Industrial Training Institute, Sector 28C, Chandigarh.**

OBJECTIVES:

1. Facilitate provision of State of Art quality skill education and training in different trades and areas of Technical Education.
2. To develop strong linkages with Industries to ensure relevance and effectiveness of our trainees.
3. To promote entrepreneurship development.
4. To train the drop out students by providing skill training / technical education through short term courses.
5. To facilitate continuous staff development by training and seminars.
6. To facilitate net working and collaboration among the various institutions under the Chandigarh Administration.
7. Details of our activities in respect of this Institute are enclosed as per Annexure A. Details of courses along with duration, sanctioned intake and admission qualifications in respect of this Institute is enclosed as per Annexure B or the same can be viewed from Institute's website www.itichd.net.in or www.chdtechnicaleducation.gov.in

ENQUIRIES:

All efforts are made to settle any complaint related to this Institute expeditiously.

Principal
Govt. Industrial Training Institute
Chandigarh

CITIZEN'S CHARTER**GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 28C, CHANDIGARH**

No.	Name of the service being provided	Given Time Limit for delivery of each service (Working day)	Designation of the Designated Officer	Designation of the Appellate Authority	Designation of the second Appellate Authority
1	2	3	4	5	6
01.	Registration of newly admitted students of GITI	20 Days.	Training Cell.	In-charge Admission Committee GITI, Chandigarh.	Principal, GITI, Chandigarh.
02.	Conduct of NCVT Examination.	As per schedule issued by Govt. of India, MSDE, DGT, New Delhi.	Dealing Asstt./Clerk Examination Branch.	Supdt. Exam GITI, Chandigarh.	Principal/ Chairman of Exam.
03.	Declaration of result	As received from Govt. of India, MSDE, DGT, New Delhi.	Dealing Asstt./Clerk Examination Branch.	Principal, GITI, Chandigarh.	Research Officer, DTE, UT, Chandigarh.
04.	Issue of certificates	01 Month	Dealing Asstt.	Principal, GITI, Chandigarh.	Research Officer, DTE, UT, Chandigarh.
05.	Issue of duplicate certificates/ Verification of certificates	01 Month	Dealing Asstt.	Principal, GITI, Chandigarh.	Research Officer, DTE, UT, Chandigarh.
06.	Issue of Bus Pass	7-10 days from date of admission	Nodal Officer for issue of Bus Pass.	Group Instructors	Principal, GITI, Chandigarh.
07.	Issue of Identity Cards to trainees	One month from the date of start of session	Dealing Assistant Training.	Group Instructors	Principal, GITI, Chandigarh.
08.	Security Refunds	One month after passing out of AIT examination.	Student Fund Clerk / Cashier.	Drawing and Disbursing Officer.	Principal, GITI, Chandigarh.
09.	Issue of Roll Nos.	As per availability of roll Nos. on DGT portal before start of the examination.	Dealing Assistant	Supdt. Examinations	Principal, GITI, Chandigarh.
10.	RTI Information	As per RTI Act	CAPIO	CPIO	Principal, GITI, Chandigarh.
11.	Campus Development	As and when required.	Dealing Assistant.	Designated campus Development Officer.	Principal, GITI, Chandigarh.
12.	Conduct of Apprenticeship Examination	As per schedule issued by Govt. of India, MSDE, DGT, New Delhi.	Asstt. Apprenticeship Advisor.	Dy. State Apprenticeship Advisor.	Additional State Apprenticeship Advisor.
13.	Declaration of the result of Apprenticeship Examination	As received from Govt. of India, MSDE, DGT, New Delhi.	Asstt. Apprenticeship Advisor.	Dy. State Apprenticeship Advisor.	Additional state Apprenticeship Advisor.

DETAILS OF COURSES ALONG WITH DURATION, SANCTIONED INTAKE AND ADMISSION QUALIFICATIONS

S. No.	Name of Trade	No. of Units	Sanctioned Intake		Duration of Course	Entry Level Qualification for Admission
			Permanent	Supernumerary		
1.	Fitter	4	64	20	2 Years	10 th
2.	Turner	2	24	8	2 Years	10 th
3.	Machinist	2	24	7	2 Years	10 th
4.	Instrument Mechanic	2	40	12	2 Years	10 th
5.	Mech. Refrigeration & A.C.	2	40	12	2 Years	10 th
6.	Electrician	2	32	9	2 Years	10 th
7.	Electronics Mechanic	3	60	18	2 Years	10 th
8.	Information & Communication Technology System Maintenance	1	20	6	2 Years	10 th
9.	Draughtsman Mechanical	1	16	5	2 Years	10 th
10.	Draughtsman Civil	1	20	6	2 Years	10 th
11.	Machinist (Grinder)	1	12	4	2 Years	10 th
12.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	1	16	5	2 Years	10 th
13.	Mechanic Motor Vehicle	2	32	9	2 Years	10 th
14.	Mechanic Diesel Engine	2	32	10	1 Year	10 th
15.	General Carpenter	1	20	6	1 Year	8 th
16.	Welder	2	32	10	1 Year	10 th
17.	Plumber	1	20	6	1 Year	10 th
18.	Sewing Technology	1	16	5	1 Year	8 th
19.	Stenography and Secretarial Assistant(English)	1	20	6	1 Year	10 th
20.	Stenography and Secretarial Assistant(Hindi)	1	20	6	1 Year	10 th
21.	Computer Operator Programming Assistant	2	40	12	1 Year	10 th
G. Total		35	600	182	782	

Principal
Govt. Industrial Training Institute
Chandigarh

