

Sr. No.	Service		Designated Officer	Time Limit in working days	1st appellate authority
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 answers papers		Assistant Controller of Examination	Forty five days	Director of Craftsmen Training
9	Verification of certificates		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training
10	Correction of provisional National Trade certificates		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training