

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF CRAFTSMEN TRAINING  
D.C. OFFICE COMPLEX, LAMPHELPAT, IMPHAL WEST-795004**

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**OFFICE MEMORANDUM**

Imphal, the 7<sup>th</sup> January, 2025

**Subject: Call for Staff Grievances and Streamlining of Service Conditions.**

NO. 1/136/2016 – DCT : The Directorate of Craftsmen Training oversees Industrial Training Institutes (ITIs) and employs a diverse workforce, including Engineering Crafts Instructors, Non-Engineering Crafts Instructors, Ministerial Staff, Storekeepers, Hostel Supervisors, Grade IV Staff etc. . It has been observed that the service conditions, Recruitment Rules (RRs), and organizational structure of the Directorate and ITIs have not been reviewed or updated for an extended period, leading to several grievances and requests from staff.

To address these issues comprehensively and ensure equity, efficiency, and staff satisfaction, the Directorate has decided to initiate a holistic review of:

1. **Service conditions and pay structure**, including parity and revision requests.
2. **Seniority lists** and related concerns.
3. **Recruitment Rules (RRs)** for all categories of posts.
4. **Organizational structure** of ITIs and the Directorate.
5. **Any other grievances or suggestions** relevant to staff welfare and operational improvement.

**Objective :**

This initiative aims to:

- Resolve long-standing grievances.
- Ensure parity and fairness in pay and service conditions.
- Update the Recruitment Rules to meet current and future organizational needs.
- Strengthen the organizational structure for improved efficiency and service delivery.

**Submission of Grievances and Suggestions:**

All staff members are invited to submit their grievances and suggestions in writing to facilitate this review process. Submissions must adhere to the following guidelines:

1. **Format:** Grievances and suggestions should be submitted in the prescribed format (attached to this memorandum). Clear and specific details should be provided to enable effective consideration.
2. **Submission Deadline:** Submissions must be sent on or before **21<sup>st</sup> January, 2025**.
3. **Mode of Submission:** Submissions may be made through the following channels:
  - **By Hand:** To the Undersigned at Directorate of Craftsmen Training, Lamphelpat.
  - **By Email:** Send scanned copies to **longjam.yai@gmail.com**
4. **Confidentiality:** All submissions will be treated with strict confidentiality to encourage openness and participation.

Your cooperation and active participation in this process are crucial to achieving a fair and balanced outcome. Let us work together to ensure a better and more equitable working environment for all staff.



**(Yaiphaba Longjam)**

Joint Director of Craftsmen Training,  
Manipur.

Copy to :

1. All Principal/Superintendent, Govt. ITI's concerned.
2. All Staff of this Directorate.
3. Shri H. Boboy, LDC for uploading in the Official Website.
4. Notice Board,
5. Relevant file.

**PRESCRIBED FORMAT FOR SUBMISSION OF GRIEVANCES AND SUGGESTIONS:**

(Directorate of Craftsmen Training's OM dated 7<sup>th</sup> January, 2025 vide No. 1/136/2016 – DCT :  
Subject: Call for Staff Grievances and Streamlining of Service Conditions)

1. **Name of the Employee:** \_\_\_\_\_

2. **Designation:** \_\_\_\_\_

3. **Institute/Office:** \_\_\_\_\_

4. **Contact Details:**

○ Phone: \_\_\_\_\_

○ Email: \_\_\_\_\_

5. **Nature of Submission (Tick as applicable):**

○ Grievance [ ]

○ Suggestion [ ]

6. **Details of Grievance/Suggestion (Attach additional sheets if necessary):**

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7. **Supporting Documents (if any):**

○ Document 1: \_\_\_\_\_

○ Document 2: \_\_\_\_\_

8. **Proposed Solution/Recommendation (Optional):**

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Date: \_\_\_\_\_

Signature of the Employee: \_\_\_\_\_

Name of the Employee: \_\_\_\_\_