



No. 108

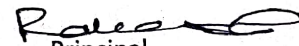
Office of the Principal  
Govt. Industrial Training Institute  
Kotli, Distt. Mandi, 175003  
Ph. 01905281281 Email: itikotli@gmail.com

Date: 25/07/2025

OFFICE ORDER

In supersession of all the previous orders of this office, Red Ribbon Club of this institution is hereby reconstituted with immediate effect:

| Sr. No. | Name              | Designation          | Role                       | Duty   |
|---------|-------------------|----------------------|----------------------------|--|
| 1       | Sh. Rakesh Kumar  | Principal            | Chairperson                |  |
| 2       | Sh. Ishwar Dass   | Group Instructor     | Nodal Officer -cum- Member | <ul style="list-style-type: none"><li>Will carry out RRC Activities as per HPSACS Calendar.</li><li>Timely submission of Activity Reports to HPSACS.</li><li>Will maintain the RRC Activities – cum - Consumption Register.</li><li>Action taken report of activities be communicated to HPSACS every month.</li></ul> |
| 3       | Sh. Niraj Awasthi | Instructor, Drg/Math | Member                     | <ul style="list-style-type: none"><li>Will assist the Official at Sr. No. 2</li></ul>  |
| 4       | Smt. Heema        | DEO                  | Member                     | <ul style="list-style-type: none"><li>Will maintain the records/accounts like Cash Book, vouchers etc. of RRC Funds, Income and expenditure etc.</li><li>To ensure timely submission of Utilization Certificates.</li></ul>  |
| 5       | Sh. Naveen Kumar  | JOA (IT)             | Member                     | <ul style="list-style-type: none"><li>Will maintain details of all RRC receipts and utilization Bills in Register.</li></ul>   |

  
Principal

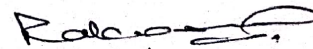
Govt. Industrial Training Institute,  
Kotli, Distt. Mandi H.P.

Date: 25/07/2025

Endst. No. ITI/Kotli/ Office Order file/2024- 627 - 629

Copy to:

- The Director, Technical Education, Vocational & Industrial Training HP Sundernagar for information please.
- CMO/Distt. AIDS Programme Officer NSCE Zonal Hospital, Mandi Distt. Mandi HP for information please.
- Above committee members for information and further instructed to conduct activities as per revised activities calendar received (DTE Letter No EDNTEH-F007/31/2024-NCVET/ 44142-300 dated 16/07/2025 and STV (TE) H –(5) – Misc. Information-2019-/4552-700 Dated 25/07/2025)

  
Principal

Govt. Industrial Training Institute,  
Kotli, Distt. Mandi H.P.

