

Instruction Manual - CTS – Profile Grievance – Nodal ITI/NSTI Approver

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1 Introduction

The **CTS Profile Grievance - Nodal ITI/NSTI Approver** is designed to provide the information on, how the Nodal ITI/NSTI Approver can create grievance behalf of Trainee for both Category A and Category B. Also, the Nodal ITI/NSTI Approver can approve or Reject grievance request.

- Login
- View Trainee Details
- Create Grievance (Non-Aadhaar Trainee) – Category A
- Create Grievance – (Aadhaar and Non-Aadhaar Trainee) – Category B
- Approve/Reject Grievance – Category A
- Approve/Reject Grievance – Category B
- Download Report

2 Login

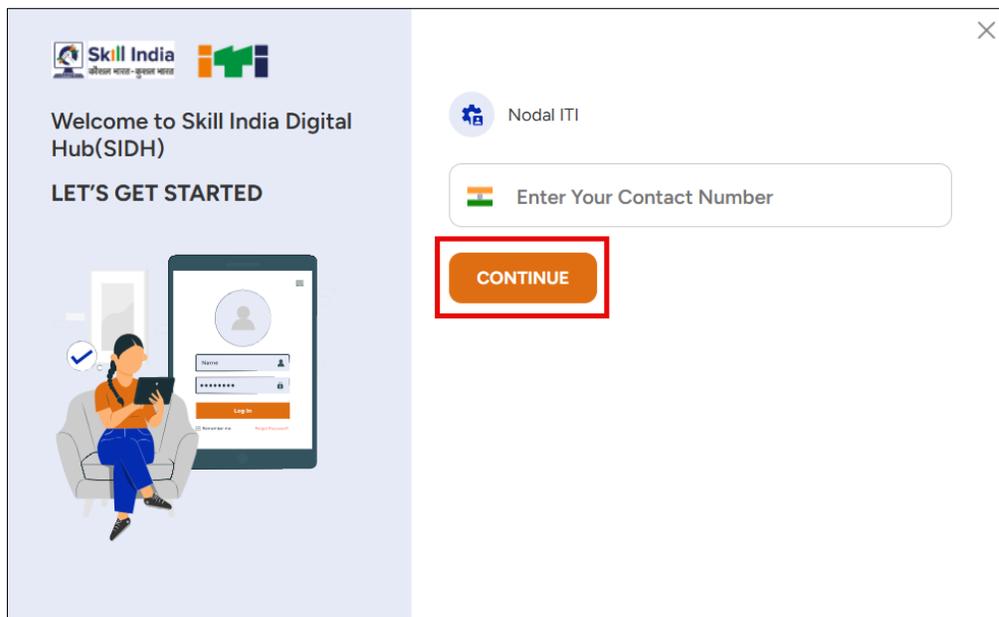
The Login screen allows the user to login as Nodal ITI.

To Navigate

Home --> Login --> CTS --> Examination --> Nodal ITI

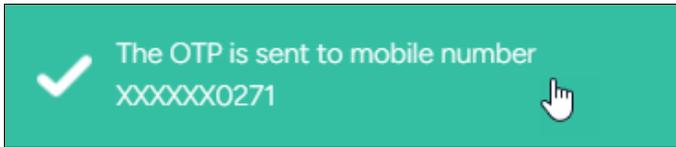


➤ Click **Nodal ITI**, the following screen appears.

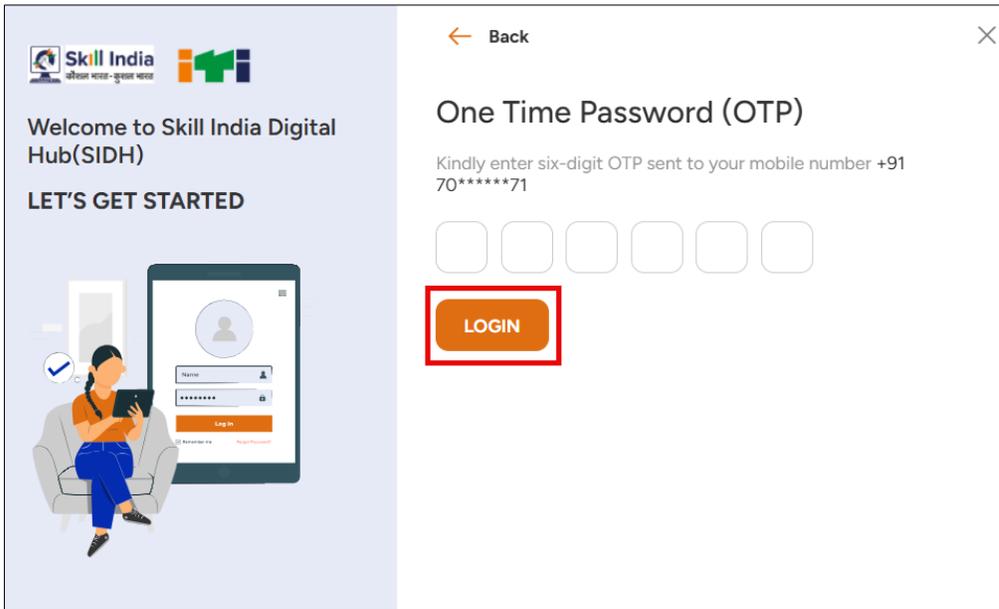


➤ Enter your registered Contact number.

➤ Click **Continue**, the **OTP is sent to your registered mobile number** message appears.



- Enter the six-digit OTP received on your mobile number.



- Click **Login**.

3 View Trainee Profile Details

The **View Trainee Profile Details** screen allows the Nodal ITI/NSTI Approver to view all created Grievance sent by Trainee.

To Navigate

Login --> Grievance Menu --> Profile

The screenshot displays the 'Grievance' profile details interface. On the left, a navigation menu includes 'Grievance' (highlighted with a red box). The main area features a 'Grievance' header with a 'DOWNLOAD REPORT' button. Below this are two tabs: 'MARKS' and 'PROFILE' (the latter is highlighted with a red box). The interface contains several filter fields: 'Schedule Type' (dropdown), 'Schedule' (dropdown), 'ITI' (dropdown), 'Admission Year' (dropdown), 'Grievance ID' (text input), 'Category' (dropdown), 'Status' (dropdown), 'Created at' (calendar icon), 'Trade' (dropdown), 'Shift' (text input), 'Unit' (text input), 'Trainee Name' (text input), 'Trainee Code' (text input), 'Mobile No.' (text input), and 'Email ID' (text input). At the bottom right, 'SEARCH' and 'RESET' buttons are highlighted with red boxes. A table header at the very bottom lists columns: Trainee PRN, Trainee Name, Grievance ID, Grievance Created at, Admission Year, Trade, Shift, Unit, Category, Status, Ageing, TAT Status, and Action.

- The **Nodal ITI/NSTI Approver** can view the details such as Trainee PRN, Trainee Name, Grievance ID, Grievance Created at, Admission Year, Trade, Shift, Unit, Category, Status, Ageing, TAT Status and Action.
- The **Nodal ITI/NSTI Approver** can search for a particular profile based on Grievance ID, Trainee Name, Trainee Code, Mobile Number and Email ID. Click **Search**.
- The **Nodal ITI/NSTI Approver** can filter out the profile based on Schedule Type, Schedule, Admission Year, and Category.

Note:

Update requests are categories in **two** categories.

- 1. Category A includes the option –**
 - Trainee Name Change/Mismatch/Not Updated
 - Gender mismatch/Incorrect
 - DOB incorrect/Mismatch
 - Photograph Incorrect/Blur/Old
 - 2. Category B includes the Option –**
 - Mobile Number Change/Update
 - Email ID Change Update
 - Father Name Change/Mismatch/Not Update
 - Mother Name Change
 - Caste Category incorrect/Not update
- Non-Aadhaar Trainee can raise both Category A and Category B change requests.
 - Aadhaar Trainee can only do Category B change requests.

4 Create Grievance (Non-Aadhaar Trainee) – Category A

The **Create Grievance** screen allows the Nodal ITI/NSTI Approver to create the grievance for Non-Aadhaar Trainee for category A Grievance.

To Navigate

Login --> Trainee --> Action --> Trainee Details --> Trainee Journey --> Create Grievance

Trainee Details

Name	XXXXXXXXXX	Profile Picture	
Mobile	XXXXXXXXXX	Date of Birth	XXXXXXXXXX
Father Name	XXXXXXXXXX	State	HIMACHAL PRADESH
District	UNA	ITI Name	XXXXXXXXXX
ITI Code	XXXXXXXXXX	Mother Name	XXXXXXXXXX
Gender	Male	Caste Category	General

Trainee Journey

Exam Type	Academic Year	Trainee Code	Trainee Name	FA Marks	Attendance Percentage	Action
N/A	1 Year	XXXXXXXXXX	XXXXXXXXXX	179	92.72 %	Create Grievance  View Trainee Journey
Mains	2 Year	XXXXXXXXXX	XXXXXXXXXX	190	97.33 %	

- The Trainee Details screen displays the details into **two** sections as listed below.
 - Trainee Details
 - Trainee Journey
- The Trainee Details section displays the details such as Name, Mobile, Father Name, District, ITI Code, Gender, Profile Picture, Date of Birth, State, ITI Name, Mother Name and Category.
- The Trainee Journey section displays the details such as Exam Type, Academic Year, Trainee Code, Trainee Name, FA Marks, Attendance Percentage and Action.
- Click **Create Grievance**, the **Create Grievance** screen appears.

Note:

- Non-Aadhaar Trainee can select both Category Type (Category A and Category B) from the category drop-down.
- The Nodal ITI/NSTI Approver will receive the OTP on the registered mobile number to submit the grievance.

Create Grievance ← BACK

Non-Aadhaar Trainee

Trainee PRN: XXXXXXXXXXXX

Trainee Name: XXXXXXXXXXXX

Trainee Mobile No. *
XXXXXXXXXX
Note: One time password will be received on this mobile number to submit the grievance.

Email ID *
XXXXXXXXXX@XXXXXXXXXX

Type *
Select Type

- The **Create Grievance** screen displays the details such as Trainee PRN, Trainee Name, Trainee Mobile No, and Email ID.
- The **Trainee** can select Type (Profile Related) from the drop-down.

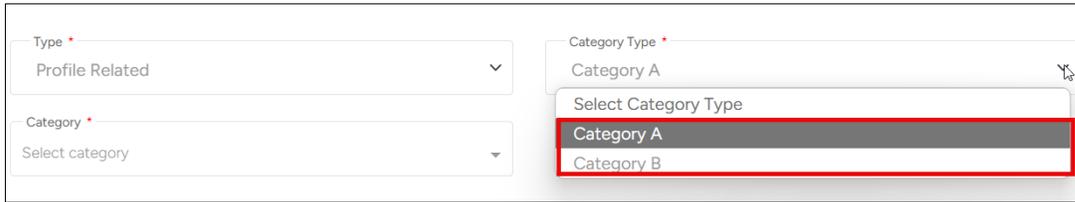
Select Type

Profile Related

Marks Related

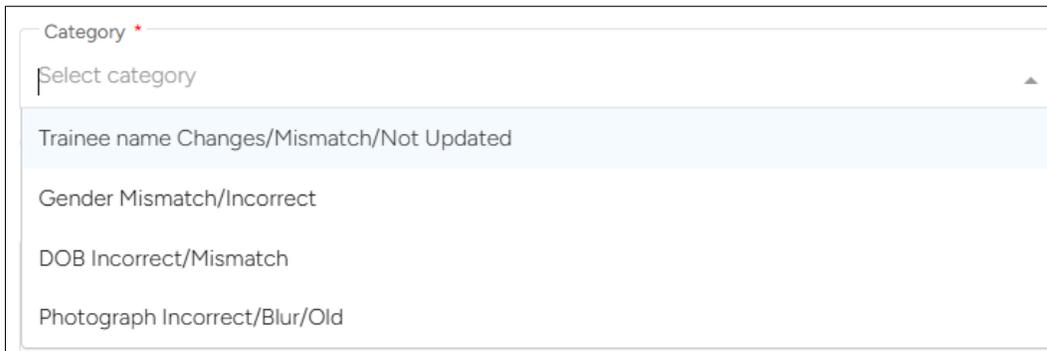
- Select **Profile Related**, the **Category Type** section appears.

- The **Category Type** section allows the Nodal ITI/NSTI Approver to select Category A or Category B.



The screenshot shows a form with two dropdown menus. The first dropdown, labeled 'Type', has 'Profile Related' selected. The second dropdown, labeled 'Category Type', has 'Category A' selected. A red box highlights the 'Category A' and 'Category B' options in the dropdown menu.

- When the Nodal ITI/NSTI Approver select category A, the following option available under Category.



The screenshot shows a dropdown menu for 'Category'. The dropdown is open, showing a list of options: 'Trainee name Changes/Mismatch/Not Updated', 'Gender Mismatch/Incorrect', 'DOB Incorrect/Mismatch', and 'Photograph Incorrect/Blur/Old'. The first option is highlighted in blue.

- The Nodal ITI/NSTI Approver can select single or multiple option from the given list. Based on the selected category, respective category update form appears.

- The screen displays the details such as Category Type, Category, Trainee Details as per the Profile and Details to be Updated.

Category Type	Category	Trainee Details As Per The Profile	Details To Be Updated
Category A	Gender Mismatch/Incorrect	Male	Select Gender
Category A	Trainee name Changes/Mismatch/Not Updated	XXXXXXXXXX	Trainee name
Category A	DOB Incorrect/Mismatch	XXXXXXXXXX	dd-mm-yyyy
Category A	Photograph Incorrect/Blur/Old		

- Upload the appropriate documents such as Valid ID Proof, 10th/12th/Other Documents, Affidavit, Photograph, Other Documents for the respective new changes and also allows to enter Description.

Valid ID Proof *


Click here to Upload
Choose file (Eg: JPG, JPEG, PNG, PDF).
Maximum 2MB allowed

10th/12th/Other Document *


Click here to Upload
Choose file (Eg: JPG, JPEG, PNG, PDF).
Maximum 2MB allowed

Affidavit *


Click here to Upload
Choose file (Eg: JPG, JPEG, PNG, PDF).
Maximum 2MB allowed

Photograph *


Click here to Upload
Choose file (Eg: JPG, JPEG, PNG).
Maximum 2MB allowed

Other Document

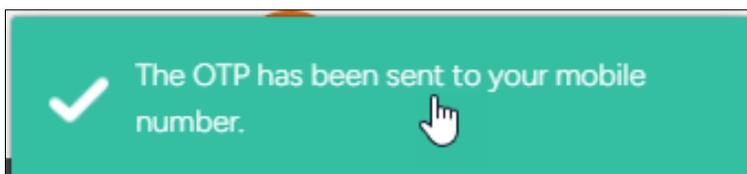

Click here to Upload
Choose file (Eg: JPG, JPEG, PNG, PDF).
Maximum 2MB allowed.

Description

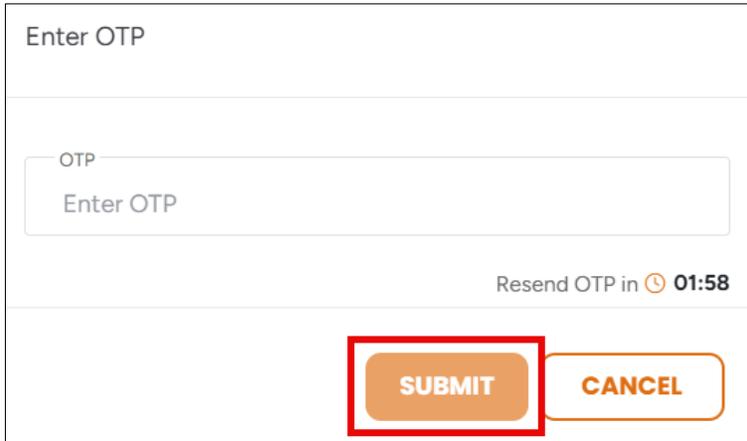
Enter Description

SAVE

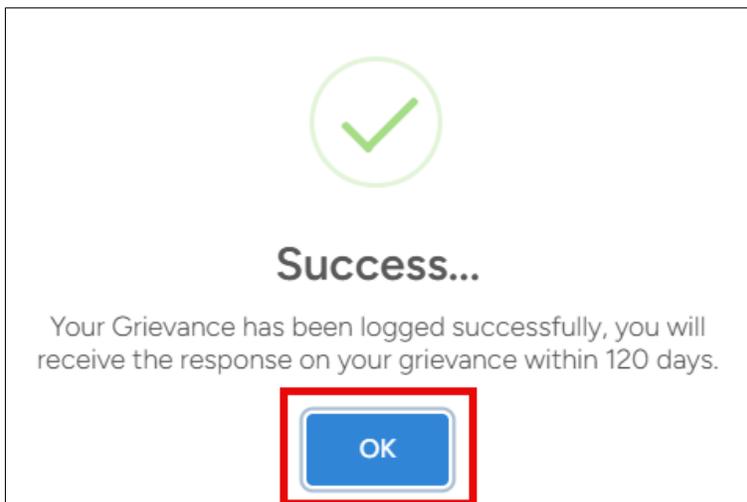
- Click **Save**, the **OTP has been sent to your mobile number** message appears.



- Enter the OTP received on your registered mobile number.



- Click **Submit**, the **Success message** appears.



- Click **OK**, to navigate to the **Trainee Details** screen.

5 Create Grievance – (Aadhaar and Non-Aadhaar Trainee) – Category B

The **Create Grievance** screen allows Nodal ITI/NSTI Approver to create Grievance of category B for both Aadhaar and Non-Aadhaar Trainee.

To Navigate

Login - - > Nodal ITI/NSTI Approver - - > Action - - > Trainee Details - - > Trainee Journey - - > Create Grievance

Trainee Details

Name	XXXXXXXXXX	Profile Picture	
Mobile	XXXXXXXXXX	Date of Birth	XXXXXXXXXX
Father Name	XXXXXXXXXXXX	State	HIMACHAL PRADESH
District	UNA	ITI Name	XXXXXXXXXXXX
ITI Code	XXXXXXXXXX	Mother Name	XXXXXXXXXXXX
Gender	Male	Caste Category	General

Trainee Journey

Exam Type	Academic Year	Trainee Code	Trainee Name	FA Marks	Attendance Percentage	Action
N/A	1 Year	XXXXXXXXXXXX	XXXXXXXXXXXX	179	92.72 %	Create Grievance  View Trainee Journey
Mains	2 Year	XXXXXXXXXXXX	XXXXXXXXXXXX	190	97.33 %	

- The Trainee Details screen displays the details into **two** sections as listed below.
 - Trainee Details
 - Trainee Journey
- The Trainee Details section displays the details such as Name, Mobile, Father Name, District, ITI Code, Gender, Profile Picture, Date of Birth, State, ITI Name, Mother Name and Category.
- The Trainee Journey section displays the details such as Exam Type, Academic Year, Trainee Code, Trainee Name, FA Marks, Attendance Percentage and Action.

➤ Click **Create Grievance**, the **Create Grievance** screen appears.

Note:

- Aadhaar Trainee can only select Category B (Default).
- Non-Aadhaar Trainee can select both Category A and Category B.
- The Nodal ITI/NSTI Approver will receive the OTP on the registered mobile number to submit the grievance.

Create Grievance ← BACK

Non-Aadhaar Trainee

Trainee PRN: XXXXXXXXXXXX

Trainee Name: XXXXXXXXXXXX

Trainee Mobile No: XXXXXXXXXXXX

Email ID: XXXXXXXXXXXX

Note: One time password will be received on this mobile number to submit the grievance.

Type: Select Type

➤ The **Create Grievance** screen displays the details such as Trainee PRN, Trainee Name, Trainee Mobile No, Email ID.

➤ The **Nodal ITI/NSTI Approver** can select Type (Profile Related) from the drop-down.

Select Type

Profile Related

Marks Related

➤ Select **Profile Related**, the **Category Type** section appears.

➤ The **Category Type** section allows the Nodal ITI/NSTI Approver to select Category A or Category B.

Type: Profile Related

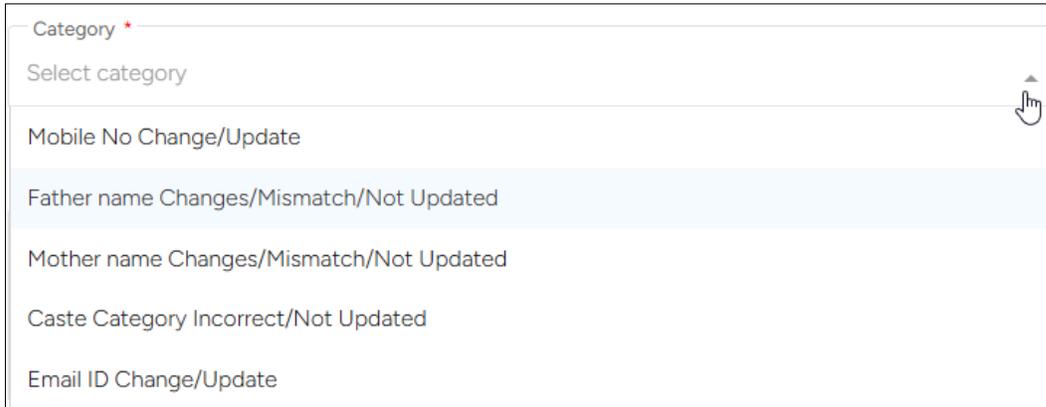
Category Type: Category B

Select Category Type

Category A

Category B

- When the Nodal ITI/NSTI Approver select category B, the following option available.



The image shows a web form with a dropdown menu. The dropdown is titled "Category" with a red asterisk indicating it is a required field. The text "Select category" is displayed inside the dropdown. A mouse cursor is pointing at the top right corner of the dropdown. The dropdown menu is open, showing five options: "Mobile No Change/Update", "Father name Changes/Mismatch/Not Updated", "Mother name Changes/Mismatch/Not Updated", "Caste Category Incorrect/Not Updated", and "Email ID Change/Update". The "Father name Changes/Mismatch/Not Updated" option is currently selected and highlighted in light blue.

- The Nodal ITI/NSTI Approver can select single or multiple option from the given list. Based on the selected category, respective category update form appears.

Note:

- If the Nodal ITI/NSTI Approver raise Grievance only for **Email ID** and **Mobile number**, then the request directly goes to State Admin for approval.

- The screen displays the details such as Category Type, Category, Trainee Details as per the Profile and Details to be Updated.

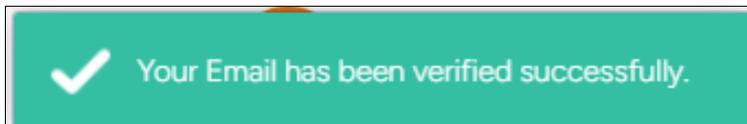
Category Type	Category	Trainee Details As Per The Profile	Details To Be Updated
Category B	Father name Changes/Mismatch/Not Updated	XXXXXXXXXX	Father name
Category B	Mother name Changes/Mismatch/Not Updated	XXXXXXXXXX	Mother name
Category B	Caste Category Incorrect/Not Updated	General	Select Category
Category B	Email ID Change/Update	XXXXXXXXXXXXXX	Email ID <input type="button" value="GET OTP"/>

- Enter the correct details based on category selected.
- Enter the new Email ID and click **Get OTP**, the **OTP has been sent to your email** message appears.

Enter OTP

Resend OTP in ⌚ 01:59

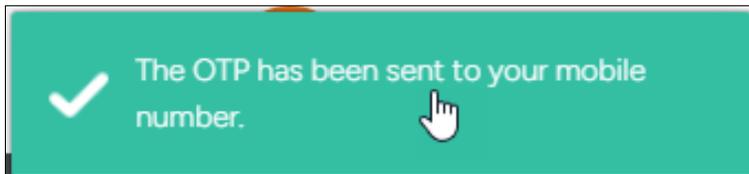
- Click **Verify**, the **Your Email has been verified successfully** message appears.



- Upload the appropriate documents such as 10th/12th/Other Documents, Caste Certificate, Other Documents for the respective new changes and also allows to enter Description.

The screenshot shows a form with four main sections. The first three are file upload areas: '10th/12th/Other Document', 'Caste Certificate', and 'Other Document'. Each upload area contains an orange arrow icon, the text 'Click here to Upload', 'Choose file (Eg: JPG, JPEG, PNG, PDF)', and 'Maximum 2MB allowed'. The fourth section is a text input field labeled 'Description' with the placeholder text 'Enter Description'. At the bottom right of the form, there is a red-bordered button labeled 'SAVE'.

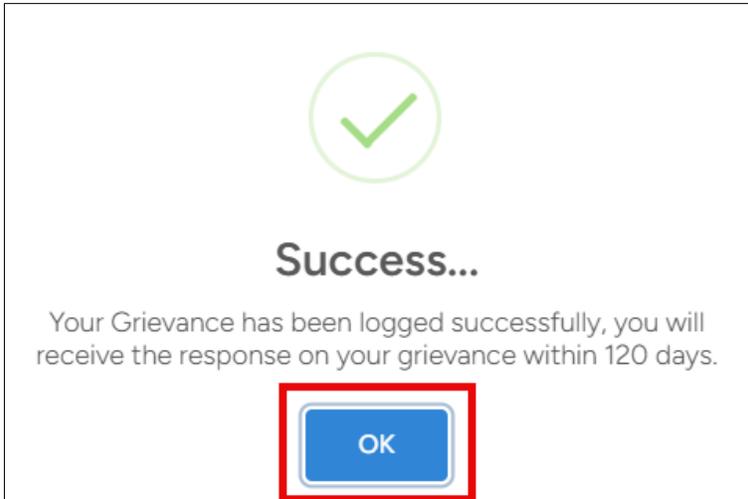
- Click **Save**, the **OTP has been sent to your mobile number** message appears.



- Enter the OTP received on your registered mobile number.

The screenshot shows an OTP entry form. At the top, it says 'Enter OTP'. Below that is a text input field with the placeholder text 'Enter OTP'. To the right of the input field, there is a timer that says 'Resend OTP in 01:58'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'. The 'SUBMIT' button is highlighted with a red border.

- Click **Submit**, the **Success message** appears.



- Click **OK**, to navigate to the **Trainee Details** screen.

6 Approve/Reject Grievance – Category A

The **Nodal ITI/NSTI Approver** can approve or reject the grievance request sent by Trainee for Category A.

To Navigate

Login --> Grievance Menu --> Profile --> Action --> View Grievance

Grievance DOWNLOAD REPORT

MARKS **PROFILE**

Schedule Type: Mains | Schedule: CTS AITT Mains Examination 2024 | ITI: Select ITI

Admission Year: Select Admission Year | Grievance ID: Grievance ID | Category: Select Category

Status: Select Status | Created at: DD-MM-YYYY | Trade: Select Trade

Shift: Shift | Unit: Unit | Trainee Name: Trainee Name

Trainee Code: Trainee Code | Mobile No.: Enter Mobile Number | Email ID: Enter Email ID

SEARCH RESET

Trainee PRN	Trainee Name	Grievance ID	Grievance Created at	Admission Year	Trade	Shift	Unit	Category	Status	Ageing	TAT Status	Action
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	07-04-2025 13:33:05	2022	Electrician (NSQF)	1	1	Mother name Changes/Mismatch/Not Updated, Mobile No Change/Update	Pending at Nodal	4	Not Expired	View Grievance

- The **Nodal ITI/NSTI Approver** can view the details such as Trainee PRN, Trainee Name, Grievance ID, Grievance Created at, Admission Year, Trade, Shift, Unit, Category, Status, Ageing, TAT Status and Action.
- Click **View Grievance**, the **View Grievance** screen appears.

- The View Grievance screen displays the details such as Category Type, Trainee PRN, Admission Year, Shift, Trainee Mobile Number, ITI Code, State, Description, Remarks, Grievance ID, Trainee Name, Trade, Unit, Trainee Email ID, ITI Name, District, Grievance Created at and Grievance Status.

View Grievance ← BACK

Category Type	Category A	Grievance ID	XXXXXXXXXXXXXXXX
Trainee PRN	XXXXXXXXXX	Trainee Name	XXXXXXXXXX
Admission Year	2022	Trade	Electrician (NSQF)
Shift	1	Unit	1
Trainee Mobile No.	XXXXXXXXXX	Trainee Email ID	XXXXXXXXXXXXXXXXXX
ITI Code	XXXXXXXXXX	ITI Name	XXXXXXXXXXXX
State	HIMACHAL PRADESH	District	UNA
Description	Testing TW	Grievance Created at	09-04-2025 21:40:06
Remarks	--	Grievance Status	Pending at Nodal

- The Nodal ITI/NSTI Approver can also view the updated request such as Category, Trainee Details As Per The Profile and Details To Be Updated.
- Click Upload to upload Supporting Documents.

Category	Trainee Details As Per The Profile	Details To Be Updated
Gender Mismatch/Incorrect	Male	Female
Trainee name Changes/Mismatch/Not Updated	XXXXXXXXXX	XXXXXXXXXX
DOB Incorrect/Mismatch	27-Apr-2003	26-Apr-2003

Supporting Document

Click here to Upload

Choose file (Eg: JPG, JPEG, PNG, PDF).

I am certifying that; I have verified the supporting document with original documents

APPROVE
REJECT

- Select the **checkbox**, to accept “I am certifying that; I have verified the supporting document with original documents.

- Click , to download and view the uploaded documents.

Documents	
Document Name	Document
Other Document	
Ten Twelve Other Document	
Valid Id Proof	

- If the Nodal ITI/NSTI Approver click **Reject**, the following screen appears.
- Enter the appropriate remarks for rejecting the request.

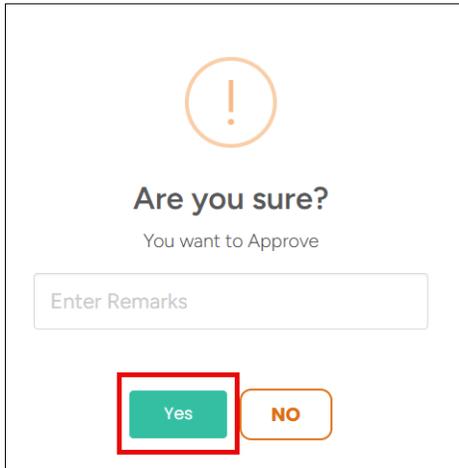


Are you sure?
You want to Reject

Enter Remarks

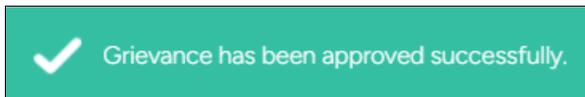
- Click **Yes**.

- If the Nodal ITI/NSTI Approver click **Approve**, the following screen appears.



The image shows a confirmation dialog box with a white background and a thin black border. At the top center is an orange circular icon containing a white exclamation mark. Below the icon, the text "Are you sure?" is displayed in a bold, dark grey font. Underneath that, in a smaller, lighter grey font, is the text "You want to Approve". Below the text is a white rectangular input field with a light grey border and the placeholder text "Enter Remarks". At the bottom of the dialog are two buttons: a green button with the text "Yes" and an orange button with the text "NO". The "Yes" button is highlighted with a red rectangular border.

- Enter the appropriate remarks to approve the request.
- Click **Yes**, the **Grievance has been approved successfully** message appears.



7 Approve/Reject Grievance – Category B

The **View Grievance** screen allows the Nodal ITI/NSTI Approver to approve or reject the grievance requests.

To Navigate

Login --> Grievance Menu --> Profile --> Action --> View Grievance

Grievance DOWNLOAD REPORT

MARKS **PROFILE**

Schedule Type: Mains | Schedule: CTS AITT Mains Examination 2024 | ITI: Select ITI

Admission Year: Select Admission Year | Grievance ID: Grievance ID | Category: Select Category

Status: Select Status | Created at: DD-MM-YYYY | Trade: Select Trade

Shift: Shift | Unit: Unit | Trainee Name: Trainee Name

Trainee Code: Trainee Code | Mobile No.: Enter Mobile Number | Email ID: Enter Email ID

SEARCH RESET

Trainee PRN	Trainee Name	Grievance ID	Grievance Created at	Admission Year	Trade	Shift	Unit	Category	Status	Ageing	TAT Status	Action
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	07-04-2025 13:33:05	2022	Electrician (NSQF)	1	1	Mother name Changes/Mismatch/Not Updated, Mobile No Change/Update	Pending at Nodal	4	Not Expired	View Grievance

- The **Nodal ITI/NSTI Approver** can view the details such as Trainee PRN, Trainee Name, Grievance ID, Grievance Created at, Admission Year, Trade, Shift, Unit, Category, Status, Ageing, TAT Status and Action.
- Click **View Grievance**, the **View Grievance** screen appears.

- The **View Grievance** screen displays the details such as Category Type, Trainee PRN, Admission Year, Shift, Trainee Mobile Number, ITI Code, State, Description, Remarks, Grievance ID, Trainee Name, Trade, Unit, Trainee Email ID, ITI Name, District, Grievance Created at and Grievance Status.

View Grievance ← BACK

Category Type	Category B	Grievance ID	XXXXXXXXXXXXXXXX
Trainee PRN	XXXXXXXXXX	Trainee Name	XXXXXXXXXX
Admission Year	2022	Trade	Electrician (NSQF)
Shift	1	Unit	1
Trainee Mobile No.	XXXXXXXX	Trainee Email ID	XXXXXXXXXXXXXXXXXX
ITI Code	XXXXXXXX	ITI Name	XXXXXXXXXX
State	XXXXXXXXXXXXXX	District	UNA
Description	--	Grievance Created at	07-04-2025 13:33:05
Remarks	--	Grievance Status	Pending at Nodal

- The Nodal ITI/NSTI Approver can also view the updated request such as Category, Trainee Details As Per The Profile and Details To Be Updated.
- Click Upload to upload Supporting Documents.

Category	Trainee Details As Per The Profile	Details To Be Updated
Mobile No Change/Update	XXXXXXXXXXXX	XXXXXXXXXXXX
Father name Changes/Mismatch/Not Updated	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Mother name Changes/Mismatch/Not Updated	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX
Caste Category Incorrect/Not Updated	XXXXXXXXXXXXXX	XXXXXXXXXXXX
Email ID Change/Update	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX

Supporting Document

Click here to Upload

Choose file (Eg: JPG, JPEG, PNG, PDF).

I am certifying that; I have verified the supporting document with original documents

APPROVE

REJECT

- Select the **checkbox**, to accept “I am certifying that; I have verified the supporting document with original documents.

- Click , to view the uploaded documents.

Documents	
Document Name	Document
Caste Certificate	
Other Document	
Ten Twelve Other Document	

- If the Nodal ITI/NSTI Approver click **Reject**, the following screen appears.
- Enter the appropriate remarks for rejecting the request.

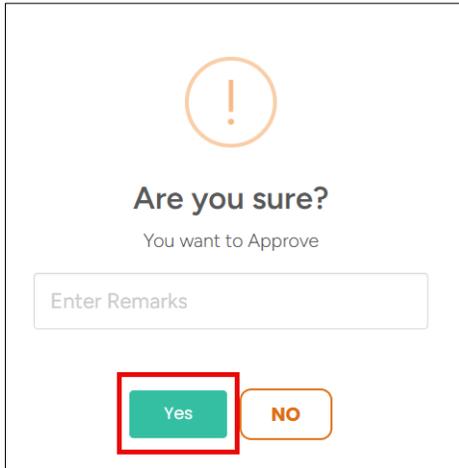


Are you sure?

You want to Reject

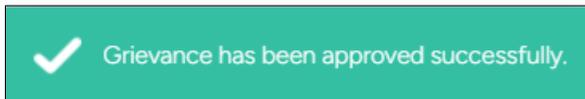
- Click **Yes**.

- If the Nodal ITI/NSTI Approver click **Approve**, the following screen appears.



The image shows a confirmation dialog box with a white background and a thin black border. At the top center is an orange circle containing a white exclamation mark. Below this, the text "Are you sure?" is displayed in a bold, dark grey font. Underneath, in a smaller font, it says "You want to Approve". A white text input field with a light grey border and the placeholder text "Enter Remarks" is positioned below the text. At the bottom of the dialog, there are two buttons: a green button with the text "Yes" and an orange button with the text "NO". The "Yes" button is highlighted with a red rectangular border.

- Enter the appropriate remarks to approve the request.
- Click **Yes**, the **Grievance has been approved successfully** message appears.



Note:

- For Category A - non Aadhaar and Category B (Aadhaar and Non-Aadhaar) Once Nodal ITI/NSTI Approver/NSTI Approver either Approve or Reject profile Grievances, the same will be sent to State admin/RDSDEs for further action.

8 Download Report

The **Grievance** screen allows the Nodal ITI/NSTI Approver to download the report of the grievance based on Status.

To Navigate

Login --> Grievance Menu --> Download Report

The screenshot shows the 'Grievance' screen. On the left sidebar, 'Grievance' is highlighted. The main area has a 'Grievance' title and a 'DOWNLOAD REPORT' button. Below the title are 'MARKS' and 'PROFILE' buttons, with 'PROFILE' highlighted. The form contains the following fields:

- Schedule Type: Select Schedule Type (dropdown)
- Schedule: Select Schedule (dropdown)
- ITI: Select ITI (dropdown)
- Admission Year: Select Admission Year (dropdown)
- Grievance ID: Grievance ID (text)
- Category: Select Category (dropdown)
- Status: Select Status (dropdown)
- Created at: DD-MM-YYYY (calendar)
- Trade: Select Trade (dropdown)
- Shift: Shift (text)
- Unit: Unit (text)
- Trainee Name: Trainee Name (text)
- Trainee Code: Trainee Code (text)
- Mobile No.: Enter Mobile Number (text)
- Email ID: Enter Email ID (text)

At the bottom right, there are 'SEARCH' and 'RESET' buttons.

- Click **Download Report**, to download the list of grievance (all Status) in bulk.
- The Nodal ITI/NSTI Approver can download report based on status by selecting the status from the drop-down list.

- Filter the Status and Click **Search**.
- Click **Download Report**, to download the report.

Grievance

DOWNLOAD REPORT

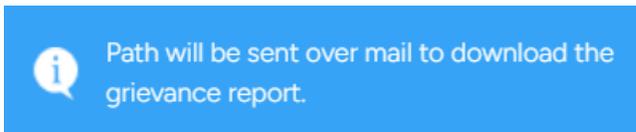
MARKS
PROFILE

<div style="border: 1px solid #ccc; padding: 2px;">Schedule Type Select Schedule Type ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">Schedule Select Schedule ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">ITI Select ITI ▼</div>
<div style="border: 1px solid #ccc; padding: 2px;">Admission Year Select Admission Year ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">Grievance ID Grievance ID</div>	<div style="border: 1px solid #ccc; padding: 2px;">Category Select Category ▼</div>
<div style="border: 1px solid #ccc; padding: 2px; border: 2px solid red;"> Status Pending at State ▼ </div>	<div style="border: 1px solid #ccc; padding: 2px;">Created at DD-MM-YYYY </div>	<div style="border: 1px solid #ccc; padding: 2px;">Trade Select Trade ▼</div>
<div style="border: 1px solid #ccc; padding: 2px;">Shift Shift</div>	<div style="border: 1px solid #ccc; padding: 2px;">Unit Unit</div>	<div style="border: 1px solid #ccc; padding: 2px;">Trainee Name Trainee Name</div>
<div style="border: 1px solid #ccc; padding: 2px;">Trainee Code Trainee Code</div>	<div style="border: 1px solid #ccc; padding: 2px;">Mobile No. Enter Mobile Number</div>	<div style="border: 1px solid #ccc; padding: 2px;">Email ID Enter Email ID</div>

SEARCH

RESET

- The Downloaded report will be sent in mail.



Note: Based on the following status Nodal ITI/NSTI Approver can download report.

- Pending at State
- Pending at Nodal
- Approved by Nodal
- Approved by State
- Approved by NPIU Creator
- Rejected by Nodal
- Rejected by State
- Rejected by NPIU Creator
- Lapsed