

No. 249.

Dated: 29 July, 2025


OFFICE ORDER

In compliance to the decision taken in the staff meeting dated on 25/07/2025, it has been decided to adjust the lunch break timings for "Trainees & their respective trade Instructors/Trainers" of different Trades/Units of this institution, in order to streamline the lunch break period and avoid overcrowding in common areas such as the institution canteen and corridors etc.

The lunch breaks will now be staggered into two Groups as detailed below & will be effective from 01/08/2025. Instructors/Trainers will also strictly ensure the presence of the trainees in their respective trades sharply after completion of their respective lunch breaks.

Groups	Timings (lunch break)	Trades/Units Assigned
Group-I	01:00 PM - 01:30 PM	SSA(H), SSA(E), Sewing Technology, SOT(Emb.), Electrician, Wireman, FBSA, ICTSM, Turner, CHNM.
Group-II	01:30 PM - 02:00 PM	MMV, Fitter, Draughtsman(C), Surveyor, Information Technology, COPA, Plumber, Welder

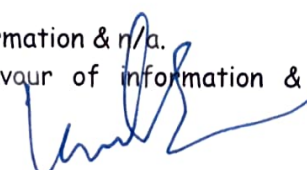
All Instructors and Trainees are directed to follow the revised schedule strictly. This staggered arrangement has been made to ensure better management of facilities and maintain discipline within the institute premises.


Principal,
Industrial Training Institute,
Shimla, District Shimla, H.P.
Dated:- 29, July, 2025

Endst. No.- STV(IT)Trg./2024-2354-2356.

Copy to: -

1. The Group Instructors of this institution for favour of information & n/a.
2. All the Instructors/Trainers of this institution for favour of information & strict compliance.
3. Institution Notice Board.


Principal,
Industrial Training Institute,
Shimla, District Shimla, H.P.