

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
ANDHRA PRADESH :: MANGALAGIRI

Memo. No. FI/18/2024

Dated:05.11.2024

Sub: Technical Education – Establishment – Employees Welfare – Conduct of Employee Grievance Day on Tuesdays of the week from 3:00 P.M. to 5.00 P.M. by the Head of Department on the individual grievances of Employees - Certain instructions – Issued.

Ref: This office Memo. No. FI/1084/2023, dt.20.09.2023.

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In the ref cited, this office has issued orders to conduct Employee Grievance day on third Friday of every month for attending the grievances of employees and resolving the issues in a time bound manner; to achieve the welfare of the employees.

2. It is further informed that, it has been observed that, in recent days, most of the staff members are sending messages/letters directly to the CTE without following proper channel; i.e., either through the Principal of the concerned institution or from concerned RJDTE office, which creates inconvenience to the administrative authorities.

3. In this connection, all the staff members are hereby ordered to follow the instructions while submitting their individual grievances through Principals of all Govt. Polytechnics/RJDTEs concerned:

- i. Employees shall submit any type of his/her individual grievance to the Head of the Department, i.e., Director of Technical Education, A.P., Mangalagiri including personal grievances only through the Principal of concerned institution/RJD concerned.
- ii. Employee who wishes to submit grievance to the Director of Technical Education personally, he/she should obtain leave/prior permission from the concerned Head of institution on the grievance day duly mentioning the reason that he/she has to attend the O/o Director of Technical Education for submission of grievance. (**Every Tuesday from 3:00 P.M. to 5.00 P.M.**).
- iii. If any employee approaching the Director of Technical Education directly to submit his/her grievance without getting prior permission from higher authorities, such action will be viewed seriously and necessary disciplinary action will be initiated as per rules.
- iv. Further, employees are not allowed on other days except on Tuesdays to submit their grievances personally under any circumstances.
- v. All the staff members are strictly instructed not to send any messages directly either through SMS or through WhatsApp to the Director of Technical Education. Any deviations in this regard will be viewed seriously and disciplinary action will be initiated as per rules in vogue.

4. The receipt of this memo shall be acknowledged.

Sd/- V. PADMA RAO  
For DIRECTOR

To:  
The Principals of all Government Polytechnics.  
Copy to the RJDTEs, Kakinada and Tirupati.  
Copy to Peshi, O/o DTE, A.P., Mangalagiri.  
Copy to the Secretary, SBTE&T, A.P., Mangalagiri.

M. Saileja  
ASSISTANT DIRECTOR  
26/11/24