**MINISTRY OF EDUCATION**

**STATE DEPARTMENT OF V.T.T**

**KIMASIAN TECHNICAL AND VOCATIONAL COLLEGE**

**P.O. BOX 1149- 20200, KERICHO**

 **Email:** **kimasiantvc@gmail.com** **MOBILE NO: 0748186340**

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| **CITIZEN’S SERVICE DELIVERY CHARTER** |
| **S/NO.** | **SERVICE/GOOD** | **REQUIREMENT TO****OBTAIN****SERVICE/GOOD** | **COST OF****SERVICE/GOOD** | **TIME LINE** |
|  |  **INDUSTRIAL ATTACHMEN T** |
| **i.** | **Attachment placement** | * **Full payment of fees.**
* **An insurance cover with a reputable company.**
* **A log book**
* **Must have** **successfully completed module 1, 2 or** **3**
 | **Ksh 2,000** | **One month from the date of application.** |
| **ii.** | **Assessmen** **of trainees on attachment** | * **Duly filled attachment information form**
 | **Free** | **Two months from the date of reporting to the station.** |
| **iii.** | **Issuance of industrial attachment certificates** | * **Duly filled log book**
* **Industrial attachment report.**
* **Confidential report from where the trainee was attached**
 | **Free** | **Two weeks from the date the attaché submits all the requirements.** |

**WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE** **DELIVERY**

Any service/good rendered that does not conform to the above standards or any officer who does not live up to commitment to courtesy and excellence in service Delivery should be reported to:

The Principal Kimasian Technical and Vocational College.

P.O BOX 1149-20200, KERICHO

Mobile. 0716746760

Email: kimasiantvc@gmail.com

The Commission Secretary/Chief Executive Officer, Commission on Administrative Justice 2ND Floor, West End Towers, Waiyaki Way, Nairobi.

P.O BOX 20414-00200 Nairobi

Tel: +254(0)202270000/2303000

Email: complain@ombudsman.go.ke

 **HUDUMA BORA NI HAKI YAKO**