

PROCEEDINGS OF THE STATE PROJECT DIRECTOR
(Present: B.Sreekumar, Additional Director (In-Charge))

Sub:- Industrial Training Department –SPIU-MIS-Posting of Approver
& Creators – Orders issued – Reg.

Read:- Letter No.DGET-35(4)MIS-4/2015-NPIU Dated 16.04.2015.

ORDER NO. SPIU2/15821/13 DATED: 16 .06.2015.

The DGET vide order referred to above has intimated that the NCVT MIS portal has become Go-live and is available under the link www.ncvt.mis.gov.in. The portal has been designed to offer distinct functionalities and access rights to all stake holders mainly the ITIs, State Directorates and DGET as per existing NCVT guidelines and orders. It has also been decided to delegate the administrative access to the respective State Directorate to carry out the following business process on NCVT MIS Portal by creating details of Officers for “Approver” and “Creator”. Accordingly list of officers was forwarded to DGET for Approver and Creators^{and it} was approved by DGET.

- a. Transfer of Trainee from one ITI to another.
- b. Change of trade for a trainee
- c. Generate Question Paper Indent
- d. Generate Hall Ticket
- e. Practical Marks Entry/Upload
- f. Editing critical fields of Trainee Profile like; Trainee name, father name etc.
- g. Editing Shift/Unit of Trainee
- h. Approving Bank Police Station Mapping

To undertake the above functions, a team of officials has to be deputed for initiating timely action on the above functionalities. In the circumstances mentioned above, the following officials are posted for initiating action on the above.

Sl. No.	Name & Designation	Official Email ID & Mobile Number	Role
1	K.S.Dharmarajan, Additional State Project Director	spiudtkerala@gmail.com misitdkerala@gmail.com 9447214700	Approver & Nodal Officer, MIS
2	B.Balachandran, Deputy Director (Training)	deputydirectoroftraining@gmail.com 9446335604	Creator (Examination)
3	D.Meneksh Prasad, Deputy Director (Planning)	dettraining@gmail.com 9447528187	Creator (Affiliation & Admission)

The works entrusted to the above officials will be conducted in a fair and smooth manner. The works entrusted into the Creator and Approvers by DGE&T should be carried out by the above officials in due course.

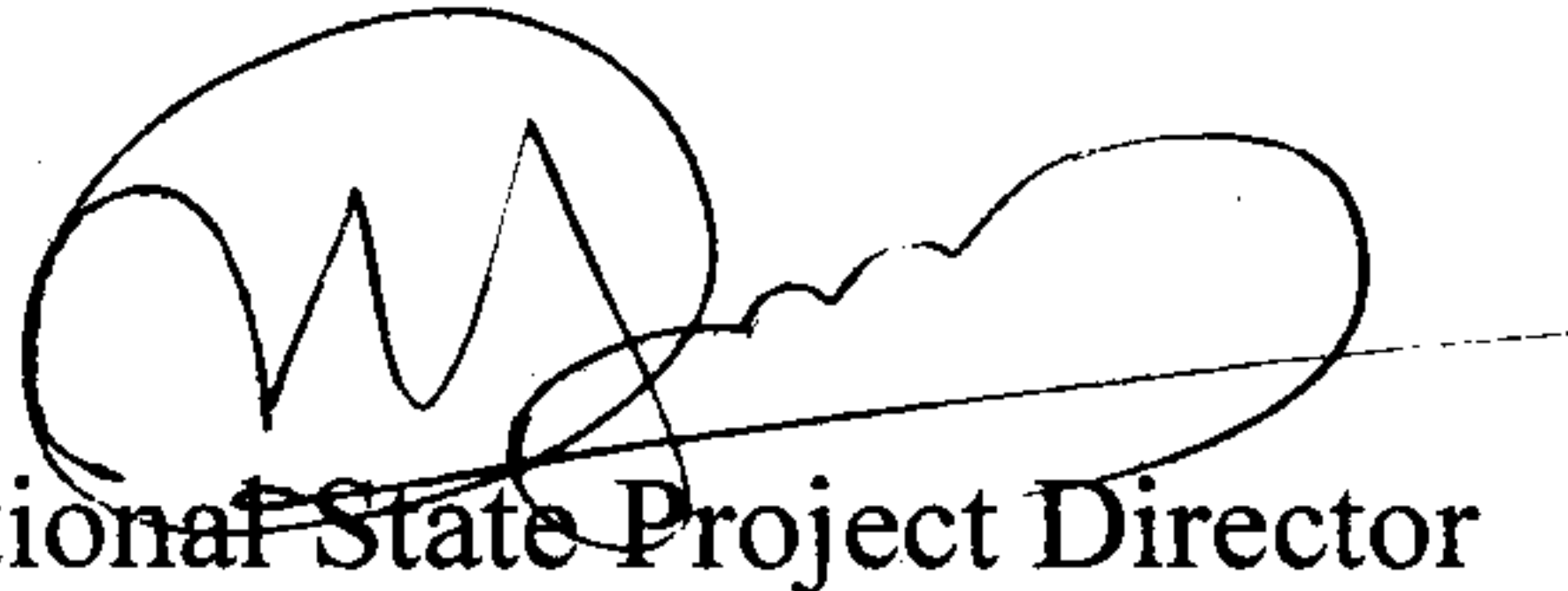
Sd/-
STATE PROJECT DIRECTOR

To
The officials concerned

Copy to:

CA to DT/CA to ADT/CA to JDT/DD(T)/DD(P)/DySAA/
SS(A)/SS(I)/JS (C)/JS(F)/All Govt./Private ITI Principals.
Sri.Manoj Mathew, Uploading Website.

// Approved for issue//



Additional State Project Director