To
1. All Secretaries/Principal Secretaries to State Governments/UT Administrations dealing with Vocational Training
2. Commissioner/Directors dealing with Vocational Training of all State Govts./UT Administrations

Subject: Instructions to be followed while forwarding the SIRs/SCIRs

Sir,

As you are aware that NCVT is granting affiliation to trades/units on the recommendations of Sub-Committee of NCVT for affiliation of Trades/Units of ITIs/ITCs. In the meeting of Sub-Committee of NCVT dealing with affiliation held on 28th June, 2012 at DGE&T Hqrs., New Delhi, has discussed the following issues and accordingly as mentioned below decisions were taken:-

1. The State Directors were simply forwarding the SIRs relating to clarification without authenticating the enclosures submitted by the concerned Pvt. ITIs. Therefore, it was anonymously decided that only those paper of SIRs which were submitted by the ITIs and authenticated by the respective State Directors would be considered and placed in the NCVT Sub-Committee Meeting dealing with affiliation.
2. The Instructional Staff as well as the Principal must have requisite qualification and experience. In case, qualification and experience of the Instructional Staff as well as the Principal do not meet the NCVT norms, it is liable to be rejected. In that case, the respective ITI could be asked to appoint new Instructors/GI/Principal meeting the qualification and experience as per NCVT norms, which has to be authenticated by the State Director while forwarding the SIR.
3. The layout plan of the workshop submitted by the Institutes must be signed by a Registered Architect, duly indicating the Registration Number.
4. All the members of the Standing Committee must sign the Inspection Report including relevant documents/annexures on the day of the Inspection itself.

The above instructions may strictly be followed while forwarding the SIR/SCIR to DGE&T Hqrs.

Yours faithfully,

(D Mallick)
Director of Training &
Member Secretary, NCVT
Directorate of Training,
Thycaud,
Thiruvananthapuram-14.
Dtd: 06-08-2012.

Endorsement on C3/20073/2009 (2)

Copy communicated for information and necessary action.

For DIRECTOR OF TRAINING

To
1. All the Principals of Govt. ITIs
2. All Inspectors of Training

Copy to: (1) Director, SCDD/STDD, TVPM (2) JD (Kannur) (3) JDT (4) DD (P) (5) SS (A) (6) SS (I) (7) JS (C) (8) CA to DT (9) CA to ADT (10) www.det.kerala.gov.in (11) SF-C3
No.DGET-12/1/2012-TC (Aff.)
Government of India
Ministry of Labour and Employment
Directorate General of Employment and Training

New Delhi, the 25th June 2012

1. All Secretaries/Principal Secretaries to State Governments/ UT administrations dealing with Vocational Training

2. Commissioners/Directors dealing with Vocational Training of all States/ UT Administrations.

Sub: Standing/ Departmental Committee Inspection for affiliation of trades/ units of Government/ Private ITIs with NCVT

Sir/Madam,

Your kind attention is invited to DGE&T letter No.DGET-12/1/2012-TC(Aff.) dated 29.5.2012 vide which all affiliation inspections were stopped w.e.f. 1.6.2012. Many representations have been received to continue inspections of ITIs for affiliation.

Embargo on inspection was imposed as there were already more than 700 proposals received for affiliation. However, considering various requests from various State Governments on the subject, it has been decided to resume Standing Committee inspections for affiliation of trades/units of Government/ Private ITIs for affiliation with NCVT. All the inspections will be carried out in accordance with the instructions issued from time to time which include the following:

1. Comprehensive instructions regarding Guidelines which have already been issued vide letter No.DGET-12/1/2010-TC dated 20.4.2010.

2. Revised Annexure III is to be followed during inspection by Standing Committee, which was circulated vide letter No.DGET-19(15)/2012-CD dated 31st May 2012.

3. Videography should be done while conducting SCIR/ DIR/ PIR / Joint Evaluation of Institute as per instructions contained in Letter No.DGET-12/1/2012-TC dated 31.5.2012. The cost of videography will be borne by the Institute and CD/Video should be handed over to the Standing Committee team, on the same day once...
the inspection is over. The videography should be done by a professional and video footage should very clearly indicate availability of required number of tools, equipment, machinery, layout of workshop, etc. so that it can be referred to for conclusive evidence in case of any doubt.

4. Availability of website is mandatory for Standing Committee Inspection for the purpose of considering grant of affiliation carried out hereafter. All the Government and Private ITIs should have their own websites as per approved format as circulated vide Letter No.DGET-19(14)/2012-CD dated 10th May 2012.

The above instructions may kindly be strictly followed during the PIR/ SCIR/ DIR/ Joint evaluation which will be carried out hereafter.

All RDATs and FTI, Bengaluru are requested to carry out inspections on “FIRST-COME FIRST-SERVE BASIS” without any delay so that the cases do not accumulate and reports of the Standing Committee are received in DGE&T well-on-time.

All the Directors of State Governments and UT Administrations should ensure that the report of SCIR reach DGE&T HQ within two weeks from the date of inspection. If there is any lapse or delay, the concerned State Director/ UT administrator will be responsible.

Yours faithfully,

(Sharda Prasad)
Director General/Addl. Secretary

Copy forwarded to the following for information & necessary action:-

1. The Regional Director, RDATs, Kanpur/ Mumbai/Kolkata/Chennai/Faridabad/ Hyderabad.

2. The Director, FTI, Bengaluru.

(Sharda Prasad)
Director General/Addl. Secretary

Endorsement on C3/16065/2012 (1)

Directorate of Training,
Thycaud,
Thiruvananthapuram-14.
Dtd: 30-07-2012.

Copy communicated for information and necessary action.

For DIRECTOR OF TRAINING

To
1. All the Principals of Govt: ITI's 2. All Inspectors of Training

Copy to: (1) Director, SCDD/STDD, TVPM (2) JD (Kannur) (3) JDT (4) DD (P) (5) SS (I) (6) J& (C) (7) CA to DT (8) CA to ADT (9) www.det.kerala.gov.in (10) SF-C3