

**SPEED POST**

DGET-12/1/2009-TC  
Government of India  
Ministry of Labour and Employment  
Director General of Employment & Training

Shram Shakti Bhawan, Rafi Marg,  
New Delhi Dated 11<sup>th</sup> September, 2009

To,

1. The Secretaries/Principal Secretaries of all state Govts/UT Administrations dealing with Vocational training.

Subject: Affiliation of ITIs/ITCs in your state, conveying recommendation of the Sub Committees of the NCVT on Inspection Report for affiliation.

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 .From time to time important decisions were taken by the Sub-Committee on the affiliation procedures and these were conveyed to each State/UT while sending the minutes of the various meetings. It is noticed that decisions are not being followed completely by the State Govt. Therefore, all the decisions have now been compiled and given below for proper implementation, non following of these instructions/decision in fresh proposals would lead to rejection of cases.

- (I) The preliminary inspections are to be carried out as per Annexure-III of the affiliation procedure by the officer of the State Training Directorate. If this inspection is found satisfactory then it is followed by a Standing Committee Inspection (SCI). State Directors constitute the Standing Committee after satisfactory report of preliminary inspection.

Several instances have been noticed that no serious thought is given while carrying out preliminary inspections leading to rejection of cases by the SCI. In such cases where the trades/Units of the institute are rejected by the Standing the committee, then the State Directors must take action

against officer who carried out the preliminary inspection. It is regretted that such actions are not taken, resulting in wastage of precious time of Standing Committee Officials and it compounds the shortages of manpower because of which it becomes difficult to adhere to schedule of SCI.

(II) **Composition of Standing Committee Members:**

The Trade/Unit for which affiliation to NCVT is sought shall be inspected by a Standing Committee constituted by the State Director In-charge of Craftsmen Training. It will have the following composition:

- (a) Two members to be nominated by the SCVT (one from the Industry and the other from Labour). Industry does not mean only Department of Industry, it could be from any credible industrial establishment and the incumbent should hold a senior technical post like Senior Manager. Similarly, Labour does not mean only Department of Labour, it may be from trade union also.
- (b) One member to be nominated by the Secretary of the NCVT/ (designated officer).
- (c) State Director in-charge of Craftsmen Training or his senior Officer of the training side.
- (d) The Committee may co-opt one/two Experts in the relevant trade/trades.

All the members should not be below the rank of Assistant Director of Training in case of Govt. employee and in case of Private employee he/she should be holding a senior position equivalent to Chief Manager/ Sr. Manager and Senior Office Bearer of Trade Union in case of Trade Union.

The Standing Committee with minimum three members (at least one of whom should be a representative of NCVT and one representative of State Director), should inspect the Institute to ensure that the information furnished by the institute in the prescribed proforma (Annexure III) is correct and the Trade/Unit has been equipped as per prescribed norms in respect of tools and equipment, building, land, furniture, power supply, appointment of staff etc. (Also refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.7.2009). Ensure that tools & equipments are as per latest syllabus for the trade.

## **1. Effective date of affiliation and training session thereof :-**

As per new affiliation procedure, the effective date of affiliation is the date on which the affiliation is granted by the Sub Committee of the NCVT for affiliation, which is mentioned below:-

- a) 1<sup>st</sup> January to 30<sup>th</sup> June will be effective from the session beginning in August of the same year.
- (b) 1<sup>st</sup> July to 31<sup>st</sup> December will be effective from the session beginning in February next year.

(Please refer to letter No. DGET-19/5/2008-CD dated 15.12.2008 of the 37<sup>th</sup> Meeting of the NCVT held on 23<sup>rd</sup> November, 2008 and Minutes of Meeting of the sub-Committee of NCVT held on 19.2.2009, 20.3.2009, 24.6.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letter No DGET-12/1/2009-TC dated 6.1.2009, 5.5.2009).

## **2. One Inspection in a Session:**

It was unanimously decided in Sub-Committee of NCVT for affiliation meeting to allow Standing Committee Inspections only twice in a year i.e., one for August session and one for February session of every year.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.2.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letters No DGET-12/1/2009-TC dated 5.5.2009, 25.6.2009).

## **3. Barring for one year if institute refuses to get inspected**

The institute, which refuses to get inspected after fixing the date for inspection or requests for postponing inspection after fixing the date, shall be barred from inspection for one year.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.2.2009, 20.3.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letter No DGET-12/1/2009-TC dated 5.5.2009).

## **4. Limiting number of inspection in a single day**

It was also decided that the inspection of not more than two ITIs/ITCs shall be carried out in a single day. Inspection must be carried out during working hours only (Generally 9 AM to 5 PM).

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.3.2009, 24.6.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letter No. DGET-12/1/2009-TC dated 5.5.2009).

5. **DIR-Inspection for 3<sup>rd</sup> Unit (3<sup>rd</sup> Shift)**

It was decided that for 3<sup>rd</sup> Unit (3<sup>rd</sup>Shift) Departmental Inspection Reports (DIRs) may be considered to grant the affiliation. Proof of affiliation for base unit shall have to be attached with DIRs and DIR would be considered only if proof of affiliation of base unit is submitted.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.2.2009, 24.6.2009, and letters No. DGET-12/1/2009-TC dated 6.1.2009, 5.5.2009).

6. **Proof of power supply/connection**

The following documents as proof of availability of power supply for grant of affiliation are required:

- Power sanction order issued by the competent electricity authority.
- Meter sealing report.
- Current Electricity bill.
- Electrical connected load proof.

The matter was discussed in detail and it was revised as follows:

- (i) For existing institutes: Electricity bill indicating connected load is required to be produced.
- (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load , proof of payment of dues for the same along with meter sealing report to be produced/submitted.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 19.2.2009, 20.3.2009, 24.6.2009, and letter No. DGET-12/1/2009-TC dated, 5.5.2009).

7. **Each page of report to be signed by each Officer/official**

### **with date and stamped**

The reports (SCIR/DIR/SIR) must be properly signed with date, name, designation and stamp of the Inspecting officers/officials at the time of inspection itself and one copy of the report should be handed over to the head of the institute on the same day.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 19.2.2009, 20.3.2009 and letter No. DGET 12/1/2009-TC dated 5.5.2009).

### **8. Submission of report to DGE&T, (Hqr), New Delhi within a week**

The report must be submitted to State Directorate immediately, which subsequently should be forwarded within a week to DGET (HQ) (duly signed by Director/Joint Director). The State Directors must ensure that the files/cases must reach DGET (HQ) on or before 31<sup>st</sup> May and 30<sup>th</sup> November for August and February session respectively, so that these files are processed on time.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.3.2009, 24.6.2009, and letter No. DGET 12/1/2009-TC dated 5.5.2009).

### **9. Timely constitution of inspection committees**

State Governments should constitute the inspection committees on continuous basis for inspection and conduct the inspection (SCIR/DIR/SIR) for the respective sessions. Inspections conducted up to 31<sup>st</sup> May are considered to grant affiliation to trades/ units w.e.f. the following August session and inspections conducted upto 30<sup>th</sup> November are considered for the following February session. State Directorates are requested to send the inspection report to DGET (HQ) New Delhi within a week from date of inspection.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.3.2009, 24.6.2009 and letters No. DGET 12/1/2009-TC dated 5.5.2009).

### **10. Eligibility of candidates to appear in NCVT Exams**

The candidates of trades/units which were affiliated with NCVT on the date of admission only are eligible to appear in All India Trade Test (AITT) for the award of National Trade Certificate. The students should seek admission in the ITIs/ITCs after ascertaining the affiliation of the trade with the NCVT.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.3.2009, 24.6.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letters No. DGET 12/1/2009-TC dated 6.1.2009, 5.5.2009).

State Directors should give wide publicity about the system of affiliation & admission.

State/UT Governments are, therefore, requested to give a copy of the above instructions to all the officers involved in the process of affiliation and also to the institutes who desire to get affiliated to NCVT and also display it on your website.

Yours faithfully

(R.K. Chugh)  
Deputy Director General (Training)

Copy to:-

1. The Directors/Commissioners dealing with Vocational Training of States/UT Administration.
2. The Director, ATI Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI)Hyderabad, & Dehradun, FTI Bangalore , Jamshedpur & NIMI Chennai.
3. The Regional Director, RDAT, Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad.
4. The Principal, CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar.
5. The Principal, NVTI Noida, All RVTIs.
6. All the officers/sections of Training Directorate of DGET.

(M.M.GERA)  
Joint Director of Training

