

No. DGET-19(5)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi

Dated: 21st May, 2012

23rd

To

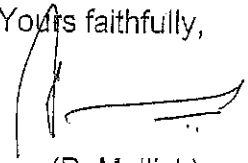
1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: Dual System of Training in Government and Private ITI(s).

Sir/Madam,

1. The 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Dual system of training in Government and Private ITI(s) was discussed as Agenda item No. 4003.3.
2. In Dual System practical training is conducted in the industry and theoretical training in the institutes. The skills and theory are taught strictly according to syllabus prescribed.
3. The Council approved the proposal to introduce Dual System of Training in Government and Private ITI(s) under Craftsmen Training Scheme as an option, and this option shall be available only for institutes against their affiliated trade units.
4. Government of India has accepted the above recommendations of the council. Accordingly, Dual System of Training is being introduced in Government and Private ITI(s) under Craftsmen Training Scheme as an option. The procedure which should be adopted by Government and Private ITIs & Industries / Industrial clusters willing to join in Dual System of Training is annexed (as Annexure 'A').
5. Accordingly, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs of their respective State/UTs. Any Government and Private ITIs desirous of conducting training under dual system may be allowed to do so and their detail may be sent to this Directorate General.

Yours faithfully,



(D. Mallick)

Director of Training
Member Secretary, NCVT

Encl: As above

Contd/-2

Copy to:-

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh

21/05/2012

(Amrit Pal Singh)

Deputy Director of Training

Copy for information:

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/JS

Annexure 'A'

- i. The Government and Private ITIs which are affiliated with NCVT may tie up with the industries / Industry clusters including MSME (Micro Small & Medium Enterprises) cluster. If one industry does not have capacity to engage students of whole unit, cluster of industries may be clubbed.
- ii. In both the above (i) and (ii), theory classes including basic skills will be taught in the institutes minimum two days a week.
- iii. Curriculum of CTS (Craftsmen Training Scheme) shall be followed.
- iv. Trainees will be admitted in the institutes only in NCVT affiliated trades/ units.
- v. The institute will identify industry / industry cluster relevant to the trade for training of trainees.
- vi. Trainees shall be on roll of the institute even when they are working in the industry. The institute will be the main custodian.
- vii. The institute shall be responsible for any health hazard, accident, safety etc. Trainees shall be insured against accident etc.
- viii. Trainees shall undergo training in the industry in general shifts only.
- ix. The institutes will provide free conveyance for transportation of the trainees between institute and industry.
- x. Training in the industry, will be according to the trade syllabus and will be aligned with the post training job profile of the trainee only.

DGE&T-19(10)/ 2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi

Dated: 09th May, 2012
10

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: Qualification of the instructor for the subject 'Employability Skills'

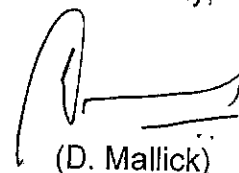
Sir/Madam,

40th Meeting of National Council for Vocational Training (NCVT) under the Chairmanship of Union Minister for Labour & Employment was held on 16th December, 2011. Qualification of the instructor for the subject 'Employability Skills' was discussed vide agenda item No. 4003.8 in the said meeting.

2. The subject 'Employability Skills' will be introduced in Government and Private ITIs session starting from August, 2012. The subject covers topics such as Communication Skills, English Proficiency, Quality Management Tools, Entrepreneurial Skills, Occupational Safety and Health. It was proposed that minimum qualification for instructor for the subject 'Employability Skills' be Bachelor of Business Administration (BBA). The existing instructors in the 'Social Studies' subject may also be retrained for teaching the subject. The council recommended and approved the minimum eligibility criteria for appointment of instructor for "Employability Skills" as Bachelor of Business Administration (BBA).

4. Government of India has accepted the above recommendations of Council for implementation with immediate effect. Accordingly, the qualification for instructors (to be recruited now onwards) for teaching 'Employability Skills' is "Bachelor of Business Administration (BBA)" with two years experience in industry or institute. Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs, affiliated to NCVT, of their respective State/UTs to appoint instructors for teaching 'Employability Skills' as per above norms.

Yours faithfully,



(D. Mallick)

Director (Training)

Member Secretary, NCVT

Contd/-2

Copy to:-

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

1. PS to Minister of Labour and Employment
2. PS to Secretary (L&E)
3. PS to DG/AS

No. DGET-19(11)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi

Dated: 16th April, 2012

30th

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: Setting up of a Computer Lab as an infrastructure resource at all Government and Private ITIs affiliated to NCVT

Sir/Madam,

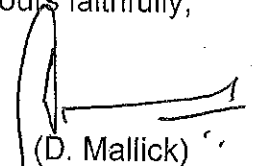
The 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Setting up of a Computer Lab as an infrastructure resource at all Government and Private ITIs affiliated to NCVT was discussed as agenda item no. 4003.9 in the said meeting.

2. In order to give an opportunity to students and instructors to get connected with the international learning resources, the council recommended and approved the above proposal for setting up an exclusive computer lab with internet connectivity on every computer with multimedia, in every Government and Private ITI affiliated to NCVT.

3. Government of India has accepted the above recommendations of the council. Accordingly, it is mandatory for all the Government and Private ITIs to set up an exclusive computer lab with internet connectivity on every computer with multimedia by 31st October, 2012. The setup of the computer lab must have minimum ten computers/workstations and peripherals with internet facility irrespective of trade(s) or trade related computer requirement for an ITI affiliated with NCVT up to seating capacity of 100. For each additional unit affiliated, two computers/workstations must be added.

4. Accordingly, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs, affiliated to NCVT, of their respective State/UTs in this regard, and ensure that exclusive computer lab with internet connectivity on every computer with multimedia is set up in every Government and Private ITI by 31st October, 2012.

Yours faithfully,



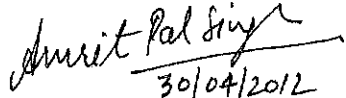
(D. Mallick)

Director of Training
Member Secretary, NCVT

Contd/-2

Copy to:-

1. Principal, CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.


30/04/2012
(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/JS

No. DGET-19(12)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi
Dated: 12th April, 2012

To

1. Director, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
2. Principal, CTI Chennai
3. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: Delegation of power to HODs for Approval and Declaration of results of all the examinations conducted at DGE&T field institutes.

Sir/Madam,

The 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Delegation of power for Approval and Declaration of results of the exams conducted by DGE&T field institutes to their respective HOD(s) was discussed as agenda item no. 4003.10 in the said meeting.

2. Present system of declaration of results is time consuming. For the benefits of the trainees, declaration of result should be faster. As the Directors of the field institutes and HODs are quite senior officers and enjoying the same status as Director of Training in the hierarchy of administrative system, so it was proposed to delegate power for Approval and Declaration of results of the exams conducted by DGE&T field institutes to their respective HOD(s).

3. The Council approved the proposal and recommended that Directors/HODs of field institutes be authorized to approve and declare the result of all NCVT examinations conducted in the Institutes under their control.

4. Government of India has accepted the above recommendations of the council for implementation. Accordingly, **power to approve and declare the results of all examinations including NCVT examinations conducted in institutes under their control is delegated with immediate effect to Directors/HODs of all the institutes under DGE&T.**

Yours faithfully,


(D. Mallick)

Director of Training
Member Secretary, NCVT

Copy to:-

1. Principal MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. TT Cell at DGE&T (HQ)
4. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh
22/04/2012

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/JS

No. DGET- 19(14)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi.

Dated: 7th May, 2012

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: AVAILABILITY OF WEBSITE FOR ALL GOVERNMENT & PRIVATE ITIs AS PER APPROVED FORMAT

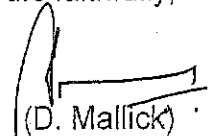
Sir/Madam,

This is to inform you that the 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Developing of web-site for all Government and Private ITIs was discussed vide agenda item No. 4003.12 in the meeting.

2. The council approved the proposal for the blue print of format for website and all the institutes shall design their website, according to the approved format. Availability of website would be a pre-condition for Standing Committee inspection for the purpose of considering grant of affiliation carried out on or after 01st July, 2012.

3. Government of India has accepted the above recommendations of council for implementation with immediate effect. Accordingly, all the Government and Private ITIs which are already affiliated or are desirous of seeking affiliation from NCVT should design, develop & maintain their website as per the approved format (copy enclosed) positively by 1st July, 2012. Hence, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue necessary instructions in this regard and ensure that website, as per the approved format is developed with immediate effect and not later than 01st July, 2012, by every Government and Private ITI falling under their jurisdiction. It is once again reiterated that availability of website would be a pre-condition for all the inspections for the purpose of affiliation which are to be carried out on or after 01st July, 2012. It is further added that the website, once operational, has to be updated atleast on monthly basis.

Yours faithfully,



(D. Mallick)

Director of Training
Member Secretary, NCVT

Encl.: As above

Contd/-2

Copy to:-

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/AS

**FORMAT FOR WEB-SITE FOR
GOVERNMENT AND PRIVATE ITIs AFFILIATED TO NCVT**

Date of Last Update:
(Must be updated on monthly basis)

1. About Institute

Sl. No.		
a	Name of the Institute	
b	Address of the Institute	
c	Date of Establishment	
d	DGET File Reference No.	
e	Code Allotted by DGET	
f	Contact Nos.	
g	Mobile No.	
h	Fax No.	
i	E mail ID	
j	Location-Rural/Urban	
k	Approach / How to Reach	

2. Introduction of the Institute with the Mission Statement and Objective

- a. History of the Institute, its Logo.
b. Managing Society/Trust / Company etc.

Name of the Society/Trust /Company etc.	
Registration Number and its validity	
Scanned copy of related certificates hyperlinked	
Remarks	

c. Name(s) of Chairman and Members

Name & Designation	Father's Name	Address	Mobile No.	UID No.	Whether member of any other Society/Trust/ company	If answer of column 6 is yes, please furnish details
1	2	3	4	5	6	7

10 (minimum) scrolling photographs (Admn. Block, Workshops and Library)

3. Schemes running in the Institute (CTS and MES etc.under NCVT)

Name of the Scheme	Total Capacity	Duration	Admitted in current Financial Year	Current Status
Craftsman Training Scheme				
Modular Employable Scheme				
Other Schemes				

4. Admission Criteria:

- (a. By percentage of Marks in qualifying Exam. b. Written Test c. Interview d. Any other)

Name of Trade under (NCVT)	Duration of Training	Eligibility Qualification

5. Trades Affiliated to NCVT and SCVT

Name of the Trade (linked to the respective Syllabus with DGET website)	No. of Units	Shifts Running (I/II/III)	Seating Capacity per Unit	Total Seating Capacity	Affiliation Date/ Copy of DGET order Link (SCANNED).

6. Summary of Trades affiliated to NCVT

Trade Name	Shift intake capacity			Total No. of Units	DGET order no.	Remarks
	1 st	2 nd	3 rd			

7. Summary of Trades affiliated to SCVT

Trade Name	Shift intake capacity			Total No. of Units	Remarks
	1 st	2 nd	3 rd		

8. Court Cases and Status

a. in which court, b. Institute/Management Committee/trainees/trainers are Party

CWP No./Name of Court	Year	Issue	Status

9. Faculty (Technical Staff)

S. no	Name	Designation	Qualification (class X onwards)	Trade	Date of Joining	Regular/ Adhoc/ Contract	CTI trained (Yes/ No)	Photo link

- i) Special achievement by instructors, if any
 ii) Awards received by Instructors, if any.

10. Achievements by Trainees

Name of the award	Under Scheme	Won By	Year	Remarks

11. Administrative Staff

Sl. No.	Name of Staff	Designation	Date of Joining	Remarks

12 (a). Infrastructure, Building and Workshop

Sl. No.	Ownership Document/Lease agreement for rented building	In Square Metres	Link to scanned document/image
a	Total Area		
b	Covered Area		
c	Total Class Rooms Area		
d	Total Workshops Area		
e	Drawing Hall		
f	Audio Visual Hall		
g	Computer Lab		
h	Play Area		
i	Library		
j	Remarks		

12 (b). Trade Specific Infrastructure, Building and Workshop

Trade	Unit	Class Room Area per Unit	Total class room area for Trade	Workshop Area per unit	Total Workshop area for Trade	Remarks (Photograph etc. in link)

13. Electric Power Supply

Present Electric Load	(in KW)	Hyperlink to document proof
Date of Connection		
Connection in the name of		
Meter No.		
Seal No.		
Remarks		

14. Record of Trainees –

Year Wise and Trade wise details of the trainees

Name	Father's Name	UID/DOB	Male/Female	General/SC/ST/OBC/Minorities/PH	Trade	Shift	Session

15. Quality Monitoring

a. ATTENDANCE (on monthly basis)

Attendance of Instructor

S. No.	Name of the Instructor	August	September	October	November	December

Attendance of Trainees

S. No.	Name of the Trainee	Trade	August	September	October	November	December

b. PROGRESS CARD**TRADE 1**

Trainees Name/Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

TRADE 2

Trainees Name/Roll No.	Monthly Test I				Monthly Test II				Monthly Test III				Monthly Test IV				Monthly Test V			
	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED	Th	Pr	Ws	ED
Studt 1																				
Studt 2																				

c. Electrical Energy Consumption per student per month

d. Raw material consumption per student per month

e. Maintenance expenditure per year on building and machines

16. Overall Results

Year wise (3 years record):

Trade	Number of Trainees admitted	Number of Trainees appeared for AITT	Number of Trainees passed	Number of Certificates issued

17. Details of certificates issued to Trainees

Year*	2009		2010		2011	
	February	August	February	August	February	August	
No. of Trainees appeared							
No. of Trainees passed							
No. of NTCs issued							
No. of NTCs pending							

(* Number of all the issued/pending certificates, year-wise, is to be given)

18. Placement :

i) Details of Placement Cell.

ii) Placement record of the trainees during last five years. (Year-Wise)

S. no.	Roll No.	Name	Trade	Year of Passing	Organization Name	Salary on Joining

19. Visitors:**20. Library (Brief information on journals and books):****21. Computer Lab (Brief information on Hardware and Software)****22. Sports/ Recreation (Brief information on Facilities Available)****23. Industry Institute Linkages**

- i) Name of the Industry Partner / MoU
- ii) Major Activities /Contributions
- i) Industry visit/ Industrial tour
- iii) Guest Faculty
- iv) Workshop & Seminars

24. Extra Curricular activities**25. Right to Information**

Appellate Officer Name	Designation	Contact No.
CPIO		

26. Details of Inspection(s) conducted by State & Central Government

Date of Inspection	Purpose of Inspection	Inspecting Team			Report(Hyperlink)
		Name	Designation	Office Address	

27. Application Format for Course(s)

Name of Course	Duration	Tentative date of course	When to apply	to	Application Format (Download Link)

28. State Directorate

Name and Address of Directorate	
Contact Number	
Mobile Number	
Fax Number	
Email Address	(Hyperlink to State Directorate Website)

29. Certification such as ISO 9000, ISO 29990 etc., if any.**30. Funds Status**

Sl. No.	Budget allotted	Assisted Scheme (DGET/World Bank etc.)	Annual/Five Year	Budget used (Hyperlink to Relevant Central/State Directorate Head)

31. DGET and State Government orders issued from time to time

Order reference Number & date	Subject of the order	Copy of the order scanned/ Hyperlink

32. Rating of Institute by QCI or any other agency.**33. Feedback and suggestions**

Address for sending Feedback and suggestions	
e-mail ID	
Contact no.	

34. Grievance Redressal Mechanism

No. DGET-19(15)/2012-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, New Delhi
Dated: 27th March, 2012

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
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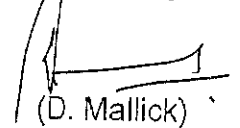
Subject: Revision of format for 'Annexure-III' for Standing Committee inspection report for the purpose of considering grant of affiliation to the institutes implementing CTS.

Sir/Madam,

This is to inform you that the 40th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16th December, 2011. Revision of 'Annexure-III' proforma for Standing Committee Inspection Report for the purpose of considering grant of affiliation to the institutes implementing CTS was discussed vide agenda item No. 4003.13 in the above meeting.

2. The council approved and recommended revision of 'Annexure-III' format for furnishing information for the purpose of considering grant of affiliation from NCVT.
3. Government of India has accepted the above recommendations of the council. Accordingly, the 'Annexure - III' format is under revision and will be issued in due course. In this regard, it is intimated that till 30th June, 2012 existing format of 'Annexure - III' is to be used.
4. Accordingly, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs of their respective State/UTs in this regard.
5. This order supersedes the existing order on the above subject.

Yours faithfully,



(D. Mallick)
Director of Training
Member Secretary, NCVT

Contd/-2

Copy to:-

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

Amrit Pal Singh
27/03/12

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:

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2. PPS to Secretary (L&E)
3. PPS to DG/JS