

Speed-Post/Immediate

No.DGE&T-12/1/2010-TC

Government of India/Bharat Sarkar

Ministry of Labour & Employment/Shram aur Rozgar Mantralaya

Directorate General of Employment & Training/Rozgar aur Prashikshan

Mahanideshalaya

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated the 26th April, 2010

To

- (1) Principal Secretaries/Secretaries to all State Govts./UT Administrations (Dealing with Vocational Training)
- (2) Commissioners/Directors to all State Govts./UT Administrations (Dealing with Vocational Training)

**Subject: Affiliation of Trades/Units of ITIs/ITCs with NCVT.**

Sir/Madam,

As decided by the NCVT in the 37th meeting held on 23rd November, 2008, 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 as follows:

- (i) Affiliation granted between 1st January to 30th June will be effective from the session beginning August of the same year; &
- (ii) Affiliation granted between 1st July to 31st December will be effective from the session beginning February of next year.

2. Accordingly, this affiliation procedure was circulated through various letters/minutes of meetings in which it was directed to constitute the Standing Inspection Committees on continuous basis and conduct the inspections (SCIR/DIR/SIR) for the respective sessions. A comprehensive set of instructions have been issued, vide our letter of even number dated 20th April, 2010.

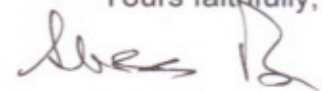
3. There will be huge rush for affiliation at the last moment before commencement of the next academic session in August, 2010. However, it takes considerable time and effort to examine the cases of affiliation and link them with the previous files, if any. In order to clear these cases expeditiously, it is requested to take following steps immediately:-

- (i) Whatever applications have been received in the Office of Director (Training & Employment), Standing Inspection Committees should be constituted as per the latest orders in vogue and all the inspections completed by 31st May, 2010.
- (ii) The inspection reports must be sent to DGE&T headquarter as and when the report is received in the office of Director (Training & Employment) after due processing and with clear recommendation immediately as the applications in the DGE&T are entered in a register and scrutinised on "first-come-first-served" basis and, therefore, applications received late will be processed later.

- (iii) It should be ensured that there is no bunching of applications. Whatever inspection reports have been received in a week must be forwarded along with recommendations of the Director to the DGE&T headquarter next week through special messenger/speed-post. The inspection reports should be completed in all respects. All the columns should be filled up properly and all the pages of the report must be signed by all the members of the Committee along with date and stamp.
- (iv) It should also be ensured that all the inspections are carried out according to the latest syllabus prescribed by the NCVT. Tools, equipments and machinery must also be according to the new syllabus. If there is any deficiency in tools, equipments and machinery or the list is according to old syllabus, the report shall be summarily rejected.
- (v) Inspections completed by 31st May, 2010 must reach the DGE&T headquarter by 7th June, 2010. **No reports/requests received after 7th June, 2010 shall be entertained for August, 2010 session.**
- (vi) As the affiliation will be effective from the date of granting affiliation by the NCVT Sub-Committee, no ITI/ITC should be permitted to admit trainees without getting affiliation in writing. This fact should be widely publicised through print and electronic media. If any institute admits trainees in violation of this, **the trainees shall not be examined and awarded NCVT certificates.**

4. It is, therefore, requested to kindly take immediate steps for affiliation of ITIs/ITCs accordingly.

Yours faithfully,



(SHARDA PRASAD)

Director General of Employment & Training

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