DGT Affiliation and Inspection Process

User Manual

July 2018

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Overview

This document explains the workflow for the Affiliation Management process in the ITI Online Affiliation Portal.

Important Links

- Registration Form: https://cdn3.digialm.com/EForms/configuredHtml/1972/55626/Registration.html
- Applicant Login: https://cdn3.digialm.com/EForms/configuredHtml/1972/55626/login.html
- Scrutiny Portal: https://cdn3.digialm.com/EForms/configuredHtml/1972/55714/login.html
- Member Portal: <u>https://www.digialm.com/EForms/configuredHtml/1972/56756/login.html</u>

Stage 1 Applications: ITI Registration, Change Management and Scrutiny

In this portal, new ITIs can file Stage 1 application for registration in this portal. Once the application is submitted, Desktop Assessment of application and documents is carried out by SPIU assessor. If there are any Non Compliances (NCs) raised by the SPIU assessor, ITI needs to close the NCs within the specified timelines. Thereafter, the SPIU assessor verifies and accepts the application. The application is then reviewed and finally approved by SPIU approver or Director.

New ITI Registration

To register a new ITI,

1. Go to DGT Registration Form link. The ITI registration screen is displayed.

	Directorate General of Ministry of Skill Development Government o	of Training (DGT) It And Entrepreneurs f India	Stall findie Stall findie Status partie
Registration Proposed Institute Details			
Important Note : On successful registration, you will receive th	ne Login ID and Password on your registered email. Use these to login and fill your o	nline application form.	
	Select		Select
	Type of Institute*		Is it Women ITI only? * ○ Yes ○ No ○ Coed
	Name of Institute*	0	Institute Location*
	Email Id*		Confirm Email Id*
	Mobile No*		Confirm Mobile No*
		Generate OTP	
		10.01.01	

- 2. Select State and District.
- 3. Select the **Type of Institute** as Government or Private.
- 4. Select **Is ITI Women Only**? as **Yes** for women only ITI, **No** for men only ITI or **CoEd** if the ITI is CoEd.
- Enter the Name of Institute, Institute Location, Block Name, Revenue Village/Area and Pin Code.
- 6. Enter **Email Id** for communication and **Confirm Email Id**. A link will be sent to the mentioned email id. User needs to click the link to validate the email id.
- 7. Enter **Mobile Number** for communication and **Confirm Mobile Number**. An OTP will be sent to the mobile number.
- 8. Click Generate OTP.
- Type the Captcha code in textbox and click Submit to receive OTP. A confirmation message "OTP has been sent to your mobile number" is displayed.
- 10. Enter the **OTP** in the text box and click **Validate OTP**.
- 11. A declaration section is displayed.
- 12. In this section, enter the Captcha in textbox. Select I Agree checkbox and click Register.

13. A confirmation pop-up 'Are you sure you want to submit the form?' is displayed. ClickProceed in the pop-up. Login Id and Password will be shared on the entered email id and mobile number. Save the login details for next login.

Welcome - New Gov ITI Lucknow-Government Industrial Ti	raining Institute - Lucknow		⊖Print @•Log out
	Directorate General of Ministry of Skill Development / Government of I	Training (DGT) And Entrepreneurship Buill mille	क्रम से के
(B) Applicant Details			
	An email has been sent to your re Please click on the link se	egistered email id (kanwad@gmail.com). int in email to verify your email id.	
Institute Details			
State Uttar Pradesh	District Lucknow	Type of Institute Government	Is Women ITI? Coed
Name of Institute New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	Institute Location Urban	Email Id kanwad@gmail.com	Mobile No 9935977011
	Version	1 13.04.01	

14. Click **OK** to proceed. The Institute details are displayed. Click **Continue Application** to complete your application details.

Welcome - New Gov ITI Lucknow-Government Industrial T			
	Directorate Generation Ministry of Skii Deve Loganari Government of In	Training (DGT) exit full screen de Anterpreneurship still india	का से वेद
Applicant Details Institute Details			
State Ultar Pradesh Name of Institute New Goy ITT Lucknow-Government Industrial Training Institute - Lucknow	District Lucknow Institute Location Urban	Type of Institute Government Email Id kanwad@gmail.com	Is Women ITT? Coed Mobile No 9935977011
	Version	13.04.01	

Additional tabs are displayed on screen. Here, you can use **Next** and **Back** buttons to navigate between the tabs.

Welco						
			Directorate General Ministry of Skill Developmen	of Training (DGT) at And Entrepreneurship f India	ि मिन्द्र पत कल मकता हो यो	
(2)	Institute Details	Organization Det	tails (2) Trades and Units Details	Staff Details		
Prop	posed Institute Details					
	State*		District*	Type of Institute*	Is it Women ITI only? *	
	Uttar Pradesh		Lucknow	Government	○ Yes ○ No	
	Name of Institute*	0	Institute Location*	Pin Code*	Email Id*	
	New Gov ITI Lucknow		Urban		kanwad@gmail.com	
	-Government Industrial Training Insti	tute - Lucknow				
	Mobile No*		Address Line 1	Khasra No./Khatauni No./ Plot No.*	Block Name	
	9935977011					
	Revenue Village / Area*		Latitude *	Longitude *		
						SAVE AND CONTINUE
			Vers	ion 13.04.01		

Enter the mandatory details and click Next to proceed to the next tab. The Organisation
 Details tab is displayed.

	ereit area	Directorate General of Ministry of Skill Developmen Government of	of Training (DGT) It And Entrepreneurship f India	स्ति गिर्वास Shifi गिर्वास अन्तर माण्ड थे जेर	
Institute Details	Organization Details	P Trades and Units Details	(2) Staff Details		
Frust/ Society/ Company/ Sole	e proprietary/ Individual/ Organiz	ation Details			
Name of the Organization					
Address Line-1	Address Line-	2	State	DistrictSelect	•
Revenue Village / Area	Pin Code		Registered Mobile No.	Email Address	
Website Address	Tel No.(With S	TD Code)	Fax Number with STD Code		
legistration Details					
Institute owned by registered body	Year of Regist	ration	Validity of Registration(Year)	PAN Card No.	
Browse No File Selected.	Upload Registration d Upload	ocument of the Organization/ Trust/ Society/	Company/ Sole proprietary/ Individual (ind	dicaling its members, objectives and Memorandum of Associations and F	Rules)
Note: The allowed document type are .pdf 8	 jpg and the maximum allowed document size is 1 MB. 				
Browse No File Selected. Note: The allowed document type are .pdf 8	Upload i, jpg and the maximum allowed document size is 1 MB.				

- 16. In the **Organisation Details** tab, enter the Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details.
- 17. In this section, enter the Name of the Organization, Address, State, District, Revenue Village
 / City, Pin Code, Registered Mobile Number, Email Address, Website Address, Telephone
 Number with STD Code and Fax Number with STD Code.
- 18. Next, in the Registration Details section, select Institute owned by registered body.
- 19. Enter the Year of Registration, Validity of Registration (Year) and PAN Card Number.
- 20. Upload Registration document of the Organization/ Trust, Pan Card, Resolution to start ITI and NOC Document. You can also **Preview** the uploaded documents.
- 21. Next, in the Trustee/Members/Directors/Owner/Partners/Principal Details section, enter the Name, Designation, Email ID, Mobile Number, PAN Number, ID Type, ID Number and upload document. You can add more rows to provide additional details.
- 22. The Preview button is displayed. Click Preview to view the uploaded documents.
- 23. Next, in the Authorized Person Details section, enter Name of Authorized Person, Designation, Email ID and Mobile Number.

24. Upload the ID Proof and Resolution pertaining to nominating authorized person and click Next. The Trades and Unit Details tab is displayed.

ome - New Gov							"	€+Log
		Industrial Training Institute	Directorate General o Ministry of Skill Development	f Training (DGT) And Entrepreneurship	Skill India	स्त्र का स्व		
		यमेव अपते	Government of	India	and the second			
Institute Details	(P) Orga	anization Details	Trades and Units Details	Staff Details				
des and Units fo	or which Affiliation is S	ought						
Minimum of 4 tra	ides is mandatory.							
Serial No.	Trade Type	Trade Name			Unit in 1st Shift	Unit in 2nd Shift	Unit in 3rd Shift	Total Units
1	Select	·Select			•			0
2	Select	Select			•			0
3	Select	Select			•			0
4	Select	Select			•			0
+ Add New Row	Delete Last Row			Grand Total	00	00	00 00	
details of othe	er NCVT affiliated ITIs w	hich are running under	the same organization:					
Serial No.	DGT File Reference	No.	MIS Code		DGT A	ffiliation No.		
1								

25. In the Trade and Units for which Affiliation is Sought, enter the Trade Type, Trade Name Unit in 1st Shift, Unit in 2nd Shift, Unit in 3rd Shift and Total Units' details.

Note: In this tab, you need to enter minimum 4 trades and at least 1 unit for first two shifts in each trade.

You can add more rows for additional trades.

26. Next, in The details of other NCVT affiliated ITIs which are running under the same organization tab, fill the details of related ITI's and click **Next**. The **Staff Details** tab is displayed.

Welcome - New Gov ITI Luci	know-Government Industrial Training	Institute - Lucknow				€+Log out
	erreiter oreit	Directorate General o Ministry of Skill Development Government of	f Training (DGT) And Entrepreneurship India	Skill India Annus yorke	रित तरन लाइज से ओर	
Institute Details	Organization Details	Trades and Units Details	B Staff Details			
Declaration to recruit min	imum technical staff as per norms					
Important Note :						
1. The post of Allied Trade Instruct Allied Instructor is not required.	or may not be provided in the it is in which allied	trade training could be carried out by the respe	ctive trade instructor. However, the	e existing staff on all such p	oosts may be phased out gradually.	n case of new institutes the post of
2. Please click here for more detail	s about the "Manpower Requirements, Role and	l Responsibilities.				
Serial No.				As per Norms(No.)	
Principal/ Head of Institute				1		
Vice-Principal				0		
Superintendent				0		
Training Officer/ Group Instru	ctor			2		
IT Skills Instructor				3		
Employability Skill Instructor				3		
Engineering Drawing Instruct	or			2		
Vocational/Craft Instructor				4		
T 04	-			•		•

- 27. In the Staff Details tab, Declaration to recruit minimum technical staff as per norms section displays the details filled in the Trades and Units Details tab.
- 28. Select the I/We declare that the minimum technical staff will be recruited is as per norms checkbox.
- 29. Next in the Payment Section, enter DD Amount, DD Number, DD Drawn Bank, and DD Branch Name.
- 30. Upload the scanned image of DD.
- 31. In the **Declaration** section, read each point carefully and select the corresponding declaration checkbox.
- 32. Then, enter Captcha and click Application Preview.
- 33. Validate the application details in the **Preview** and click **OK**.
- 34. Select I Agree checkbox and click Submit. A confirmation pop-up 'Are you sure you want to final submit the form?' is displayed.
- 35. Click **Proceed** to submit the ITI registration application. The application is submitted.

<u></u>	Directorate Gene Ministry of Skill Develop	ral of Training (DGT) ment And Entrepreneurship		
सल्यमेव अपते	Governme	nt of India	জনাল দাবনাল বিভাগন দুবনাল	
Applicant Details	Land and Infrastructure Details			
stitute Details				
State Uttar Pradesh	District Lucknow	Type of Institute Government	Is Women ITI? Coed	
Name of Institute New Gov ITI Lucknow-Government Industrial Training	Institute Location Urban	Pin Code 123456	Email Id kanwad@gmail.com	
Institute - Lucknow	Mobile No 9935977011	Address Line 1 NA	Khasra No./Khatauni No./ Plot No. 124	
Block Name 123123	Revenue Village / Area 123241	Latitude 12	Longitude 12	
ist/ Society/ Company/ Sole proprietary/ Indivi	dual/ Organization Details			
Name of the Organization	Address Line-1	Address Line-2	State	
District NA	Revenue Village / City NA	Pin Code NA	Registered Mobile No. NA	
Email Address NA	Website Address NA	Tel No.(With STD Code) NA	Fax Number with STD Code NA	
gistration Details				
Institute owned by registered body NA	Year of Registration NA	Validity of Registration	PAN Card No.	
Other Institute owned by Registered body				

36. Click **Print** to print the application.

Now, you can view and track the Stage 1 application request.

Existing ITIs Registration

The existing ITIs can,

- 1. Go to Applicant Login Portal.
- 2. Click Already Affiliated ITI Register.

		र्म्सिय जयते	Industrial Training Institute	Directorate General of Ministry of Skill Development Government of I	Training (DGT) And Entrepreneurship ndia	Skill India dise wa yao wa	क्लाए पाल एक करन लाइन्द्र से ओर	
(E) Registration								
Seach Existing ITI De	etails	MIS No						
				Version	SEARCH 13.04.01			

- 3. Enter **MIS number** and click **Search**. The registered details are auto populated.
- 4. You can edit and check **I/We agree to the above information** checkbox.

- 5. Then, click **Generate OTP**. **Captcha** screen is displayed. Once the captcha is verified, **OTP** is sent to the registered mobile number.
- 6. Enter the **OTP** and click **Validate OTP**.
- 7. Enter the **Captcha** and select **I Agree** checkbox.
- 8. Click **Register**. Login ID and Password are shared on registered email id.

Change Management for Existing ITIs

After successful registration, existing ITIs can proceed for placing change management request.

- 1. ITIs can login on the Applicant Login Portal with credentials.
- 2. In the **Change Management** tab, click **View** icon in **Action** column. The application details are displayed.
- 3. Click **Continue Application** to change the details.
- 4. Existing ITIs can place Change Request in one or more categories by selecting the required checkboxes.

	*	Directorate General Ministry of Skill Developmen	of Training (DGT) nt And Entrepreneurship		
	स्थिते आहे संख्येत आहे	Government	of India	Skill India There we gene we	
Institute Details	P Organization Details	Trades and Units Details	Staff Details		
ange Request					
	Kindly select request(s) as required * Amendment in Name of Institute Amendment in Email Amendment in Ambite Minor Amendment in Andress without ch. Amendment in Address without ch. Addition of Trade(s) Addition of Varender of Unit(s) Surrender of Trade(s) Renewal of Affilation	inge of Location e of Location			
I/We declare that on selecting	, multiple requests, even if one request gets r	ejected then all other selected requests will also b	e rejected.		
State	District		Type of Institute	Is it Women ITI only?	
Jammu and Kashmir	Doda		Government	▼	
Name of Institute	Institute	Location	Pin Code	Email Id	
Govt Industrial Training In	Rural Rural	-	182202	qatest2@dc01.tcs-itontap.com	
-Government Industrial Tr	aining Institute - Doda				
Mobile No	Address	Line 1	Khasra No./Khatauni No./ Plot No.	Block Name	

For Example, if you select Addition of Trade(s), Addition / Surrender of Unit(s), and Surrender of Trade(s).

- a. Go to the Trades and Units Details using Next button.
- b. Here, you can select the **Surrender** checkbox corresponding to a trade, if you want to surrender the trade.
- Next, you can update the number of units against existing trades in Existing Trade
 Details section. Then, you can add new trades in Addition of Trade Details section.
- d. Based on the change management request, system will populate the required staff count as per the norms. Update the **Staff Details** tab and select all declaration checkboxes and submit the change request.
- 5. The change request details are displayed.

New ITI Stage 1 Application: Scrutiny Overview

The State Directorate will now scrutinize the applications submitted in the Scrutiny Portal, to ensure credentials of applicants like Institute details, Organization details, Authorized persons' details, Trade/ Unit details, Location details, Category of application, NOC from State Directorate and other norms prescribed in this manual. State Directorate would review the applications from the point of view of requirement of an ITI at the proposed location as well as requirement of Trades/Units proposed by the applicant. They will submit their NOC accordingly. At the completion of Stage I, State Directorate will issue a Letter of Intent (LoI) to the applicant for proceeding to the next stage.

Let us see the steps for application scrutiny.

Stage 1 Application Scrutiny Process

To perform application scrutiny,

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- 4. Go to **Stage 1 Scrutiny** >> **New ITIs Initial Scrutiny**. The search screen is displayed.
- 5. Select the search criteria and click Search. Here, you can review the application details.

	Directorate General Ministry of Skill Developme	of Training (DGT) ent And Entrepreneu	ırship			
सत्यमेव जयते	Government	of India		Skil	I India प्रक करम स्वच्छता	की ओर
	←Se	lect your filter(s)				
Form Name DGT: New ITIs Stage 1 Application	Application Date (From)			Application Date (To))	
Applicant ITI Name	Type of Institute		Ŧ	Institute Location		Ŧ
Assessors Application Status Initial Scrutiny Applications	¥					
		Search				
		List of Data				
S. Vertical Display Application View Institute Pin Code	Institute Address Line 1	Institute Khasra No./Khatauni No./ Plot No.	Institute Bl	ock Name	Institute Revenue Village / Area	Institute Lat
1 (1809014471 123456 (Recommend ()	Raise NC Recommend Raise NC	124 © Recommend © Raise NC	123123 © Recon	nmend © Raise NC	123241 © Recommend © Raise NC	12 © Recomi
Showing (1 - 1) of 1 record(s).		Submit				

- Select Recommend or Raise NC radio button for each column as applicable and add Comments.
- 7. Click icon in Vertical View column for vertical view of the application.

1 Scrutiny				
		View Detail		Close
		•		
DD Date	30/06/2018 © Recommend © Raise N	IC		
DD Scanned Image	Click here to view Click here to view Recommend Raise N	ic T		
Overall Recommendation	Yes 🔘 No	Remarks	ITI NC Remarks	
		Save		
		Version 13.04.01		

- Click on any document to preview it. In the document preview screen, click Close to return to the Scrutiny Portal.
- 9. If you select Raise NC for any of the columns, the Overall Recommendation column is default selected as No. Next, add Remarks and click Submit to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.

Close Non-Compliances

To close the NCs raised by SPIU assessor,

1. ITIs can login on the **Registrarion Portal** with credentials. Here, a notification for NCs is displayed.

Some Here Sovern Eucknow-Sovernment indus	and training institute - Eucknow			Log 0
<u></u>	Directorate (Ministry of Skill De	General of Training (DGT) velopment And Entrepreneurship		
स् <u>राणम्</u> सत्यमेव जयते	Gove	ernment of India	India रक्त करन लप्छळ से ओर	
Applicant Details	Land and Infrastructure Details			
	Yor Please click th	ur form is resend due to some NCs. e Continue Application Button to clear all NCs.		
stitute Details				
State Uttar Pradesh	District Lucknow	Type of Institute Government	Is Women ITI? Coed	
Name of Institute New Gov ITI Lucknow-Government Industrial Training	Institute Location Urban	Pin Code 123456	Email Id kanwad@gmail.com	
Institute - Lucknow	Mobile No 9935977011	Address Line 1 NA	Khasra No./Khatauni No./ Plot No. 124	
Block Name 123123	Revenue Village / Area 123241	Latitude 12	Longitude 12	
st/ Society/ Company/ Sole proprietary/ Indivi	dual/ Organization Details			
Name of the Organization	Address Line-1 NA	Address Line-2	State	
District NA	Revenue Village / City NA	Pin Code NA	Registered Mobile No. NA	
Email Address NA	Website Address NA	Tel No.(With STD Code) NA	Fax Number with STD Code	
istration Details				
Institute owned by registered body	Year of Registration	Validity of Registration	PAN Card No.	

2. Click **Continue Application** to close NCs. The fields where NC has been raised are mentioned in the notification on the screen.

Welcome - New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow											
	Industrial Tasing In	Directorate General Ministry of Skill Developme	of Training (DGT) nt And Entrepreneurship	Skill India							
	सत्यमेव जयते	Government	of India	annan jaran							
(E) Institute Details	Organization Details	Trades and Units Details	Staff Details								
Scrutiny FeedBack is ok Following field have NCs. Kindly resolve it. DD Date											
Proposed Institute Details											
State*	District*		Type of Institute*	Is it Women ITI only? *							
Uttar Pradesh	Lucknow		Government	○ Yes ○ No							
Name of Institute*	Institute Local	lion*	Pin Code*	Email Id*							
New Gov ITI Lucknow	Urban		123456	kanwad@gmail.com							
-Government Industrial Training I	Institute - Lucknow										
Mobile No*	Address Line	1	Khasra No./Khatauni No./ Plot No.*	Block Name							
9935977011			124	123123							
Revenue Village / Area*	Latitude *		Longitude *								
123241	12		12								
					NEXT						
		Ver	sion 13.04.01								

3. Go to the fields to view the NC comments.

22.4	22.11	55 D	
DD Amount (in rupees) *	DD No*	DD Drawn Bank*	DD Branch Name*
125450	12324	12231	213124124
DD Date*			
30/06/2018			
DD Scanned Image*			
File Uploaded.	Preview		
Note: The allowed document type are .pdf & .jpg and the ma	ximum allowed document size is 1 MB.		
Remarks			
NC Remarks *			
I agree that the information provided by me is	g s correct in response to the NC Raised by the State SPIU Ar	ccessor.	
I agree that the information provided by me is	g s correct in response to the NC Raised by the State SPIU Ar	ccessor.	
I agree that the information provided by me is	g correct in response to the NC Raised by the State SPIU Ar	ccessor.	
l agree that the information provided by me is claration	scorrect in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in response to the NC Raised by the State SPIU Are a correct in the State SPIU Are	ccessor.	
I agree that the information provided by me is claration	correct in response to the NC Raised by the State SPIU A	cessor.	
I agree that the information provided by me in cclaration live hereby certify and agree:	g correct in response to the NC Raised by the State SPIU A	scessor.	
cclaration Wwe hereby cetify and agree: Whe have carefully read and understood all of	correct in response to the NC Raised by the State SPIU A correct in response to the NC Raised by the State SPIU A response to the state of the st	ccessor. g NCVT affiliation. The conformity with requirements of the accre	dilation criteria has been verified by us at our end. We confirm that the information
I agree that the information provided by me is cclaration We hereby certify and agree: Whe have carefully read and understood all cc provided in support of this application is correr	is correct in response to the NC Raised by the State SPIU A scorrect in response to the NC Raised by the State SPIU A iteria for accreditation of Industrial Training Institutes seekin at to the best of our knowledge and belief.	ccessor. g NCVT affiliation. The conformity with requirements of the accre	dilation criteria has been verified by us at our end. We confirm that the information
I agree that the information provided by me is ecclaration We hereby certify and agree: We have carefully read and understood all ci provided in support of this application is corre That <i>U</i> we will comply with all the latest NGVT	Iteria for accreditation of Industrial Training Institutes seekin to be best of our knowledge and belief.	scessor. g NCVT affiliation. The conformity with requirements of the accre	ditation criteria has been verified by us at our end. We confirm that the information
Caration We hereby certify and agree: We hereby certify and agree: We have carefully read and understood all cr provided in support of this application is core That U We will comply with all the latest NCVT That U we are sware that the nons prescribe	is correct in response to the NC Raised by the State SPIU Are in the second	ccessor. g NCVT affiliation. The conformity with requirements of the accre e initiated surred that all safety norms shall be adhered to . It has to be ensu	dilation criteria has been verified by us at our end. We confirm that the information red that overall aesthetic sense of the building/ plot is impressive.
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Update the details where NC has been raised. Select all declaration checkboxes, enter
 Captcha and click Submit. The application is resent for Scrutiny.

Scrutiny of NC Applications reverted by ITIs

To perform scrutiny of NC Applications reverted by ITIs,

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- As per scrutiny stage, go to Stage 1 Scrutiny/Stage 2 Scrutiny/ Stage 2 Scrutiny Infrastructure/ Stage 3 Scrutiny >> New ITIs Initial Scrutiny.
- 5. In the search screen, select search criteria and click **Search**.

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- You can update the columns where Raise NC is selected and share your Overall Recommendation as Yes or No.
- 7. Click **Submit** to submit scrutiny recommendation.

View Scrutinized Applications

To view the scrutinized applications,

- As per scrutiny stage, go to Stage 1 Scrutiny/Stage 2 Scrutiny/ Stage 2 Scrutiny
 Infrastructure/ Stage 3 Scrutiny >> Scrutinized ITIs screen. Search screen is displayed.
- 2. Select the required search filter and click **Search**.

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3. Click **Print** icon in the **Print Scrutinised Application** column to print the application.

Application Review by State SPIU Director

To perform Application review,

- 1. Go to Scrutiny Portal Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your **Role** as **SPIU Approver/Director**.
- 3. Click Login. The details of the SPIU Approver/Director are displayed.
- 4. As per scrutiny stage, go to **Stage 1 Scrutiny** >> **ITIs Initial Scrutiny**.

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- 5. Specify the search criteria and click **Search**.
- 6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

Downloading LOI

Once the Stage 1 application is approved, to download the LOI,

- 1. Go to Stage 1 >> Scrutinized ITIs.
- In this screen, select Approver/Director Application Status as Approved and click Search.

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3. Click the print icon in **Print LOI** column. The LOI is displayed.

You can send the printed LOI to ITIs. On receipt of LOI, ITI can submit next Stage application.

Stage 2 Land and Infrastructure Application

Once the ITI is registered and application is approved by State SPIU Director. ITI can submit Stage 2 (Civil Infrastructure) application.

The Stage 2 application is divided in two parts.

- 1. Land and Infrastructure details
- 2. Building Details

An ITI can first submit Stage 2 Part 1 application for scrutiny. If NC is raised in part 1 of the application, ITI will close the NC and submit it for scrutiny.

After the approval on part 1, ITI can submit Stage 2 part 2 application for scrutiny. If NC is raised in part 2 of the application, ITI will close the NC and submit it for scrutiny.

After the approval of part 2, LOI will be sent to the ITI for Stage 3 application.

Part 1 (Land and Infrastructure Details) Application process

To submit stage 2 application for Land and Infrastructure details,

1. ITIs can login on the **Applicant Login Portal** with credentials. Stage 1 application details are displayed on successful login.

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Applicant Details	Land and Infrastructure Details			
Selected Change Request				
Addition of Trade(s) Addition / Surrender of Unit(s)				
New Institute Details				
State Jammu and Kashmir	District Doda	Type of Institute Government	Is Women ITI? Yes	
Name of Institute Govt ITI Doda-Government Industrial	Institute Location Rural	Pin Code 182202	Email Id shailendra8.k@tcs.com	
Training Institute-Doda	Mobile No 8299144939	Khasra No./Khatauni No./ Plot No. 1234	Revenue Village / Area New Village	
Resolution for Amendment in Name of In	stitute/Email/Mobile/Infrastructure	File/Image is not Uploaded.		
Affidevit for Amendment in Name of Instit	tute/Email/Mobile/Infrastructure	File/Image is not Uploaded.		
Existing Infrastructure Drawing (for only	infrastructure category)	File/Image is not Uploaded.		
New Infrastructure Drawing (for only infra	astructure category)	File/Image is not Uploaded.		
Trust/ Society/ Company/ Sole propri	etary/ Individual/ Organization Details			

- 2. Go to Land and Infrastructure Details tab. Click Fill Land and Infrastructure Details.
- 3. The Institute details are displayed in the **Proposed Institute Details** tab.
- 4. In the Land Details tab, specify Total plot area (Sq.m), Possession of the Land, Date of commencement of lease, Date of expiry of lease, Duration of registered Live Lease (in years) and upload the ownership and building plan documents.

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	Direct Ministry of S	torate General of Training (DGT) Skill Development And Entrepreneurship Government of India	रियो India Skill India रत सरह माठा से बोर	
Part 1 Land Details				
pposed Institute Details				
Name of Institute Govt ITI Doda-Government Industrial Training In Doda	Address Line 1 stitute- NA	Khasra No./Khatauni No./Plot No. 1234	Block Name NA	
Revenue Village / Area New Village	Pin Code 182202	District Doda	State Jammu and Kashmir	
Latitude NA	Longitude NA	Mobile No 8763184195	Email Id qatest2@dc01.tcs-itontap.com	
Type of Institute Government	Institute Location Rural	is Women ITI ? Yes		
nd Details				
Sr.No. Partice	ilars	Norms	Availability	
1. Total p	ot area (Sq.m)	As mentioned in civil norms - click here		
2. Posse	ision of the Land	As mentioned in civil norms - click here	Select	•
2 a. Date o	commencement of lease.	NA	DDMM/YYYY	

- 5. In the **Declaration for Building Plan** tab, select the availability of the classrooms, lab and workshops as per norms, as Yes or No.
- 6. Select I Agree in the Declaration section and click Submit.

Land a	nd Infrastructure Deta	ils				Close 🗙
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	Applicant Details	(P) Machineries	Equipment Tools and Power Details			
Ins	titute Address					
	Name of Institute New Gov ITI Lucknow Institute - Lucknow	-Government Industrial Training	Address Line 1 NA Revenue Village / Area 133041	Khasra No./Khatauni No./Plot No. 124 Pin Code 123456	Block Name 123123 District Lucknow	
	State Uttar Pradesh		Latitude	Longitude 12	Mobile No 9935977011	
	Email Id kanwad@gmail.com		Type of Institute Government	Institute Location Urban	is Women ITI ? Coed	
La	nd Related Details					
	Sr.No.	Particulars			Availability	
	1.	Total plot area (Sq.m)			4000	_
	2.	Possession of the Land			Owned	
	2 a.	Date of commencement of lease.				
	2 b.	Date of expiry of lease				
	2 c.	Duration of registered Live Lease (in years)		0	
	3.	Documents showing ownership in competent Authority establishing in the vernacular language, notaria	the name of the applicant by the concerned authority of (the ownership and possession of the land in the name of ted English translation of the documents shall be produce	Goverments any other documnets issued by the applicant. In case, the land documents and d.	rthe Click here to view re	
	4.	Building plan shall be approved by	Town Planning Department/ District Magistrate (Collector	r)/ Development Authority/ Municipal	Click here to view	*

Now, the application will be assessed and approved.

Initial Land Scrutiny in Stage 2

To perform application scrutiny,

- 1. Go to **Scrutiny Portal**. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- 4. Go to Stage 2 Scrutiny >> ITIs Initial Land Scrutiny. The search screen is displayed.
- 5. Select the search criteria and click **Search**. Here, you can review the application details.
- Select Recommend or Raise NC radio button for each column as applicable and add Comments.
- 7. Click **View** for vertical view of the application.
- 8. Click on any document to preview it. In the document preview screen, click **Close** to return to the Scrutiny Portal.
- If you select Raise NC for any of the columns, the Overall Recommendation column is default selected as No. Next, add Remarks and click Submit to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.

Application Review by State SPIU Director

To perform Application review,

- 1. Go to **Scrutiny Portal**. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your **Role** as **SPIU Approver/Director**.
- 3. Click Login. The details of the SPIU Approver/Director are displayed.
- 4. As per scrutiny stage, go to Stage 2 Scrutiny Infrastructure >> ITIs Initial Scrutiny.

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d © Raise NC	No Recommend Raise NC	Click here to view Recommend Raise NC 	Click here to view Recommend Raise NC 	Click here to view Recommend Raise NC	Approved Rejected Rejected Approved O Rejected O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O	ok				
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- 5. Specify the search criteria and click **Search**.
- 6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 7. Select Overall Recommendation. Enter Remarks to Approve or Reject and click Submit.

After approval, ITI can submit Stage 2 Part 2 application.

Part 2 (Building Details) Application process

To submit stage 2 part 2 application for building details,

1. ITIs can login on the **Applicant Login Portal** with credentials. Stage 1 application details are displayed on successful login.

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(P) Applicant Det	ails 😰 Machineries	Equipment Tools and Power Details	5		
		GPROC	EED TO COMPLETE PART 2 BUILDING DETAILS		
nstitute Address					
Name of Institute New Gov ITI Luck	now-Government Industrial Training	Address Line 1 NA	Khasra No./Khatauni No./Plot No. 124	Block Name 123123	
Institute - Lucknov	v	Revenue Village / Area 123241	Pin Code 123456	District Lucknow	
State Uttar Pradesh		Latitude 12	Longitude 12	Mobile No 9935977011	
Email Id kanwad@gmail.co	om	Type of Institute Government	Institute Location Urban	is Women ITI ? Coed	
and Related Deta	ails				
Sr.No.	Particulars			Availability	
1.	Total plot area (Sq.m)			4000	
2.	Possession of the Land			Owned	
2 a.	Date of commencement of lease.				
2 b.	Date of expiry of lease				
2 c.	Duration of registered Live Lease	(in years)		0	
3.	Documents showing ownership ir competent Authority establishing	the name of the applicant by the concerr the ownership and possession of the land	ned authority of Goverments any other documnets issued by the d in the name of the applicant. In case, the land documents are	Click here to view	

- Go to Land and Infrastructure Details >> Proceed to Complete Part 2 Building Details.
- The Institute details, Land and Infrastructure Details are displayed in the Part 1 Land Details tab. Click Next.
- In the Part 2 Building Details tab, specify Is your building ready? As Yes or No.
 If you select No here, you will get an option Do you seek additional 365 days for completion of building? In this option you can seek an additional period of 365 days for building completion.

Land and Infrastructure De	tails		Close ×
Land and Infrastructure De	tails		Close ×
	Directorate General of Ministry of Skill Development Government of	Training (DGT) And Entrepreneurship India	^ /
Part 1 Land Details	Part 2 Building Details (2) Classroom Details (2) Administrative and C	Other Details	
Building Details			
*ls your building rea ○ Yes ● No *Do you seek addition ○ Yes ● No	dy? onal 365 days for completion of building?		
Sr. No.	Particulars	Norms	Availability
1.	Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector) (Shali include certification for Land Use Conversion, Safety of lift wherever applicable).	Mandatory	Click here to upload
2.	Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT.	Mandatory	⊙ Yes ⊛ No
З.	Is the building integrated?	As mentioned in civil norms - click here	⊖ Yes ⊛ No
4.	Plot Entrance Gate	As mentioned in civil norms - click here	Click here to upload
5.	Building Entrance Gate	As mentioned in civil norms - click here	Click here to upload

5. Next upload the specified documents. Click **Save and Next**. The **Classroom Details** tab is displayed.

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	Sr. No.	Trade Name		No. of Classrooms Required	No. of Classrooms Available	Space Norms per Classroom (in sqm)	Actual area of smallest classroom (in sqm)	Minimum width of each classroom (in m)	Floor Type	Specify Floor Type	Upload Photograph	
	1.	Early Childhood Educator		1	1	25	25	25	Cemented •		Click here to upload	
	2.	Database System Assistant		1	1	25	25	25	Tiled •		Click here to upload	
	3.	Software Testing Assistant		1	1	25	25	25	Cemented •		Click here to upload	
	4.	House Keeper		1	1	250	250	10	Cemented -		Click here to upload	
	NOTE	1. The minimum size of the classroom shall be 25 Sqm. 2. The minimum width of the classroom shall be 3 m. 3. Floor shall be tiled/ higher specification.										
W	orkshop	Area Details										

- In the Classroom Details tab, specify the Classroom, Workshop Area Details, IT Lab Details (other than COPA) and Drawing Hall Details (For Engineering Trade(s)(except Draughtsman (Civil)/ Draughtsman (Mechanical) trades)
- 7. Click Save and Next. The Administrative and Other Details tab is displayed.

nd Infrastructure Dete	dis erreite artit	Directorate General of Training (DG Ministry of Skill Development And Entrepren Government of India	f) eurship Seil nota Swite space	र् (m) सन माठा से जेर	
Part 1 Land Details	😰 Part 2 Building Details 😰 Cla	ssroom Details (B) Administrative and Other Details			
ninistrative Area D	etails				
Sr. No.	Details	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)	
1.	Reception cum Waiting Looby	As mentioned in civil norms - click here			
2.	Principal Room	As mentioned in civil norms - click here			
3.	Staff Room	As mentioned in civil norms - click here			
4.	Administrative Half / Section	As mentioned in civil norms - click here			
5.	Placement / Couselling room	As mentioned in civil norms - click here			
NOTE 1.The minim	um width of the rooms shall be 3 m.				
enities Area Detail	s				

- In the Administrative and Other Details tab, specify Administrative Area Details, Amenities Area Details and Finishing Details.
- 9. In **Declarations** section, Download the declaration formats and submit the declarations.
- 10. Select **I Agree** in the **Declaration** section and click **Application Preview** to preview the application.
- 11. Click Submit.

Now, the application will be assessed and approved.

Infrastructure Scrutiny in Stage 2

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- 4. Go to **Stage 2 Scrutiny Infrastructure** >> **ITIs Initial Scrutiny**. The search screen is displayed.
- 5. Select the search criteria and click **Search**. Here, you can review the application details.

	Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship									
	सत्यमेव ज	ायते			G	overnment of India		Skill India alter ver-per ver	एक कदम स्वच्छता की ओर	
						←Select your filte	er(s)			
Form DG	Name T: New ITI:	s Stage 2 Applic	ation	T	Application DD/MN	on Date (From)		Application Date (To)		
Applic	ant ITI Nar	ne			Type of I	nstitute ect	¥	Institute Location	¥	
Asses Init	sors Applic	Applications		¥						
						Search				
						List of Data				
S. No.	Vertical View	Stage 1/Change Management Application View	Stage 2 Application View	Building Completion/ Occupancy Certificate Local Building bye-law of India duly approvec Municipal Authority/ D Magistrate (Collector) include certification fo Use Conversion, Safe wherever applicable).	as per vs/NBC i by vistrict (Shall r Land rty of lift	Is having Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT?	Fire Safety Certificate, duly approved by Authority from Fire and Safety department the concerned State Government/ UT.	Is the building integrated?	Plot Entrance Gate	
1	۲	1809014471	1809014471	Click here to view Click here to view Recommend OF	Raise NC	No Recommend Raise NC	NA © Recommend © Raise	NO NC Recommend Raise NC	Click here to view Click here to view Recommend Raise N	
4										

- Select Recommend or Raise NC radio button for each column as applicable and add Comments.
 - a. Click the link in Classroom Details, Workshop Details, IT Lab Details and Drawing
 Hall Details columns to view complete details and all photographs of each. Select
 and save your recommendations for details in each of the columns.
- 7. Click icon in **Vertical View** for vertical view of the application.

Resolution regarding Electrical Connection Click here to view © Recommend © Raise NC Certificate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Certificate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Recommend © Raise NC © Verail Recommendation © Verail Recommendation © Verail Recommendation Store	Resolution regarding Electrical Connection Cick here to view © Recommend © Raise NC Pecommend © Raise NC Certificate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Registration Documents, Land Documents, Land Documents, Land Documents, Certificate New Recommend © Raise NC Overall Recommendation © Ves © No Remarks ITI NC Remarks	Resolution regarding Electrical Connection Cick here to view © Recommend © Raise NC © Recommend © Raise NC Certificate - 1 issued by an advocate in a Format prescribed Cick here to view Registration Documents, Land Documents, Land Use © Recommend © Raise NC Overall Recommendation © Ves © No Remarks ITI NC Remarks ITI NC Remarks Store Store		View Detail	Close
Resolution regarding Electrical Connection Click here to view Recommend Raise NC regrading authentically and appropriateness of TrustSociety Registration Documents, Land Documents, Land Use Click here to view Overall Recommendation viss	Resolution regarding Electrical Connection Click here to view Recommend Raise NC Crepticate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Click here to view Recommend Raise NC Recommend Rearks ITI NC Remarks ITI NC Remarks Iti NC Remarks Iti NC Remarks Recommend Recommend	Resolution regarding Electrical Connection Click here to view Recommend © Raise NC Recommend © Raise NC regrading authentically and appropriateness of Trust/Society Click here to view Recommend © Raise NC Recommend © Raise NC Overall Recommendation Ves © No Remarks Sove Sove Version 13.04.01 Version 13.04.01			
Certificate -1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Recommend Raise NC Recommend Resource Recommendation Vers No Remarks ITI NC Remarks ITI NC Remarks	Certificate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use Overall Recommendation Vers © No Remarks Save	Certificate - 1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society encommend Alaise NC Overall Recommendation Overall Recommend	Resolution regarding Electrical Connection	Click here to view Recommend Raise NC	
Overall Recommendation © Yes © No Remarks ITI NC Remarks	Overall Recommendation • Yes • No Remarks ITI NC Remarks Save	Overall Recommendation • Yes • No Remarks ITI NC Remarks	Certificate -1 issued by an advocate in a Format press regrading authentically and appropriateness of TrustS Registration Documents, Land Documents, Land Use	Society Cick here to view Cick	
Save	Save	Save Version 13.04.01	Overall Recommendation	© Yes © No Remarks	ITI NC Remarks
		Version 13.04.01		Save	

- 8. Click on any document to preview it. In the document preview screen, click **Close** to return to the Scrutiny Portal.
- If you select Raise NC for any of the columns, the Overall Recommendation column is default selected as No.
- You need to view the details in each Classroom Details, Workshop Area Details, IT Lab Details and Drawing Hall Details columns. Click on the link in each column to view the details.
- 11. Next, add **Remarks** and click **Submit** to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.

Close Non-Compliances

To close the NCs raised by SPIU assessor,

1. ITIs can login on the **Applicant Login Portal** with credentials. Here, a notification for NCs is displayed.

Institute Address Line 1 Khasra No./Khatauni No./Plot No. Block Name Name of Institute Address Line 1 Khasra No./Khatauni No./Plot No. Block Name Name of Institute Address Line 1 Khasra No./Khatauni No./Plot No. Block Name Name of Institute Address Line 1 Khasra No./Khatauni No./Plot No. Block Name Name of Institute Na 1/24 1/24 1/24 Name of Institute Line 1 Khasra No./Khatauni No./Plot No. Block Name Institute - Lucknow Address Line 1 Khasra No./Khatauni No./Plot No. Block Name 1/24 1/24 1/24 1/24 1/24
Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship General of Institute Applicant Details
Applicant Details Machineries Equipment Tools and Power Details PROCEED TO RESPOND NC Support of the second due to some NCs. Please click the Proceed to Respond NC Button to clear all NCs. Institute Address Name of Institute Address Line 1 Address Line 1 NA Revenue Vilage / Area Pin Code District Vides
PROCEED TO RESPOND NC Your form is resend due to some NCs. Please click the Proceed to Respond NC Button to clear all NCs. Institute Address Mame of Institute Name of Institute Block Name NA Institute No/Plot No. Block Name 124 Name of Institute Institute - Lucknow NA 124 123123 Revenue Vilage / Area Pin Code District District District
Your form is resend due to some NCs. Please click the Proceed to Respond NC Button to clear all NCs. Institute Address Name of Institute New Gov Tit Lucknow-Government Industrial Training Institute - Lucknow Address Line 1 NA Khasra No./Khatauni No./Plot No. 124 Block Name 123123 Revenue Village / Area 2010 Pilc Code 123125 District Institute - Lucknow
Institute Address Name of Institute New Gov ITI Lucknow-Government Industrial Training NA Revenue Vilage / Area Revenue Vilage / Area Pin Code District 124 District
Name of Institute Address Line 1 Khasra No./Khatauni No./Plot No. Block Name New Gov ITI Lucknow-Government Industrial Training NA 124 123123 Institute - Lucknow Revenue Vilage / Area Pin Code District 12324 12326 Lucknow Lucknow
125241 125450 Edukitow
State Latitude Longitude Mobile No Ultar Pradesh 12 12 9935977011
Email Id Type of Institute Institute Location is Women ITI ? kanwad@gmail.com Government Urban Coed
Land Related Details
Sr.No. Particulars Availability
1. Total plot area (Sq.m) 4000
2. Possession of the Land Owned
2 a. Date of commencement of lease.
2 b. Date of expiry of lease

 Click Proceed to Respond NC to close NCs. The fields where NC has been raised are mentioned in the notification on the screen.

Land and Infrastructure Details				Close ×
Land and Infrastructure Details				Close 🗙
	Directorate Inductor Teering Institute	e General of Training (DGT) levelopment And Entrepreneurship	हितांस I rolat रात कर माठड से बोर	Î
Part 1 Land Details				
	Highlighted fields are	Scrutiny FeedBack is ok found Non Compliant by SPIU Assessor.Kindly Resol	lve it.	
Proposed Institute Details				
Name of Institute New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	Address Line 1 NA	Khasra No./Khatauni No./Plot No. 124	Block Name 123123	
Revenue Village / Area 123241	Pin Code 123456	District Lucknow	State Uttar Pradesh	
Latitude 12	Longitude 12	Mobile No 9935977011	Email Id kanwad@gmail.com	
Type of Institute Government	Institute Location Urban	is Women ITI ? Coed		
Land Details				
Sr.No. Particulars		Norms	Availability	
1. Total plot area (S	Sq.m)	As mentioned in civil norms - click here	4000	
2. Possession of th	e Land	As mentioned in civil norms - click here	Owned -	

- 3. Go to the fields to view the NC comments.
- Update the details where NC has been raised. Select all declaration checkboxes and click
 Submit. The application is resent for Scrutiny.

Scrutiny of NC Applications reverted by ITIs

To perform scrutiny of NC Applications reverted by ITIs,

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- 4. As per scrutiny stage, go to **Stage 2 Scrutiny** >> **New ITIs Initial Scrutiny**.
- 5. In the search screen, select search criteria and click **Search**.

		Directorate Ministry of Skill D	e General of Trainin evelopment And En	g (DGT) trepreneurship		(111)	
र <u>स्वाप्</u> सत्यमेव व	ायते	Go	vernment of India		Skill India where entringent and	एक कदम स्वच्छता की	जोर
			←Select your filter	(s)			
Form Name Part 1 Land D	etails	Application DD/MM/ Assessors NC Rais	Date (From) Application Status eed Applications	A	pplication Date (To) DD/MM/YYYY		
			Search				
wing 2 name of the concerned remment	Building plan approval document by concerned authority of Government Click hare to view norms	Are the No /Size of Classrooms for industrial Painter, Driver Cum Mechanic, Marine Engine Fitter, Computer Operator & Programming Assistant (VI)as per norms Citck here to view norms	Certo o toma Are the No JSice of Workshop for Industrial Painter, Driver Cum Mechanic Marine Engine Fitter, Computer Operator & Programming Assistant (VI) as per norms Citck here to view norms	Is the Principal room, IT lab applicable), Drawing Hall (if applicable), first-aid room, Canteen, Library and readin room, Mulipurpose hall, Pa ground, Storage room for ar material, Tolet (for staffinainess, male/female), Parking (Car, scooler etc.) is as per norms Citck here to view norms	(f Overall Recommendation g y w	Remarks	ITI NC Remarks
d © Raise NC	Click here to view Recommend Raise NC	Yes • Recommend Raise NC	Yes * Recommend Raise NC	Yes Recommend Raise I no	© Yes© No		ok
4			Submit				

- You can update the columns where Raise NC is selected and share your Overall Recommendation as Yes or No.
- 7. Click **Submit** to submit scrutiny recommendation.

View Scrutinized Applications

To view the scrutinized applications,

- As per scrutiny stage, go to Stage 2 Scrutiny /Stage 2 Scrutiny Infrastructure >> Scrutinized ITIs screen. Search screen is displayed.
- 2. Select the required search filter and click Search.
- 3. Click **Print** icon in the **Print Scrutinised Application** column to print the application.

					Directorate G	eneral of Training (D	GT)				K	2
Industrial Training Institute					nistry of Skill Deve	elopment And Entrep	eneurship		Skill Ind	ia	स्वच्छ भा एक कदम स्वा	गत) व्हता की ओर
					Goven	nment of India						
						←Select your filter(s)						
Form I	Name				Application Date	(From)		Application	Date (To)			
DG	T: New ITIs Stag	e 2 Application						DD/MM/	mm			
Applic	ant ITI Name				Type of Institute			Institute Lo	cation			
					Select		•	Selec	t			•
Appro	ver/Director App	lication Status										
App	proved				Ŧ							
						Search						
						List of Data						
S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Print Scrutinised Application	Print LOI	Building Completion/ Occupancy Certificate as pe Local Building bye-laws/NB of India duly approved by Municipal Authority/Detrict Magistrate (Collector) (Shall include certification for Land Use Conversion, Safety of li wherever applicable).	Is having Fire Safety Certificate, duly approved by C Authority from Fire and Safety department of the concerned State Government/UT? It	Fire Safety Certifi approved by Auth Fire and Safety d of the concerned Government/ UT.	cate, duly ority from epartment State	Is the building integrated? Click here to view norms	Plot Entrance Gate	Building Entrance Gate	Open Spaces are Building Click here to view
1	1809014466	1809014466	₽	₽		Yes			Yes			Yes
Showi	ng (1 - 1) of 1 r	ecord(s).										+
						Version 13.04.01						

Application Review by State SPIU Director

To perform Application review,

- 1. Go to **Scrutiny Portal**. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Approver/Director.
- 3. Click Login. The details of the SPIU Approver/Director are displayed.
- 4. As per scrutiny stage, go to Stage 2 Scrutiny Infrastructure >> ITIs Initial Scrutiny.

ucture	Industrial Training Institute	Directorate Ministry of Skill D	e General of Trainin levelopment And En	g (DGT) trepreneurship	Skill India Water size part water	्स्ट्र पाल एक करम सरहजा की ओर					
		GU	TSelect your filter	s)							
List of Data											
vainting of ernal walls and w norms	Painting/ lamination of door, window, ventiliator, gate, grill, railing of the institute Click here to view norms	Resolution to allocate resources	Resolution regarding Electrical Connection	Certificate -1 issued by an advocate in a Format prescribed regrading authentically and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use	Overall Recommendation	Remarks					
d © Raise NC	No Recommend Raise NC	Click here to view Recommend Raise NC 	Click here to view Recommend Raise NC	Click here to view Recommend Raise NC 	Approved O Rejected	ok					
Suburnel Showing (1 - 1) of 1 record(s). Version 13.04.01											

- 5. Specify the search criteria and click **Search**.
- 6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

Downloading LOI

Once the Stage 2 application is approved, to download the LOI,

- 1. Go to Stage 2 Scrutiny Infrastructure >> Scrutinized ITIs.
- 2. In this screen, select **Approver/Director Application Status** as Approved and click **Search**.
- 3. Click the print icon in **Print LOI** column. The LOI is displayed.

You can send the printed LOI to ITIs. On receipt of LOI, ITI can submit next Stage application.

Stage 3 Application

The Stage 3 application is divided in two parts.

- 1. Machinery Equipment and Tools Details
- 2. IT Lab and Drawing Hall and Power Supply

An ITI can first submit Stage 3 Part 1 application for each trade. After which the ITI can submit Stage 3 part 2 application. The scrutiny will be performed for both the parts. If NC is raised in any part of the application, ITI will close the NC and submit for scrutiny.

Stage 3 Application

1. ITIs can login on the **Applicant Login Portal** with credentials. Stage 1 and Stage 2 application details are displayed on successful login.

and the set	Directorate General of Ministry of Skill Development / Government of It	Training (DGT) And Entrepreneurship India	रिक रस्त माठा से को					
Applicant Details	Land and Infrastructure Details							
Institute Details						ł		
State Uttar Pradesh New Gov IT Lucknow-Government Industrial Training Institute - Lucknow Block Name 123123 Trust/ Society/ Company/ Sole proprietary/ Indivi	District Lucknow Institute Location Urban Mobile No 9935977011 Revenue Village / Area 123241 dual/ Organization DetailS	Type of Institute Government 123456 Address Line 1 NA Latitude 12	Is Women ITI? Coed Email Id kanwad@gmail.com Khasra No./Khatauni No./ Plot No. 124 Longitude 12					
Name of the Organization NA District NA Email Address NA	Address Line-1 NA Revenue Village / City NA Website Address NA	Address Line-2 NA Pin Code NA Tel No.(With STD Code) NA	State NA Registered Mobile No. NA Fax Number with STD Code NA					
Registration Details								
Institute owned by registered body NA Other Institute owned by Registered body NA Benistration document of the Organization Trust Socie	Year of Registration NA NA V/ Company/ Sole proprietary/ Individual (indication in	Validity of Registration	PAN Card No. NA			•		

Go to Land and Infrastructure Details >> Select Trade >> Proceed to Fill Details. The Machine Details tab is displayed.

Land and Tofestmetwo Netale	Close ×
Land and initiation and an analysis of the form	Close X
Nachineries Equipment Tools and Power Details	Close 🗙
Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship Government of India	
B Machinery Equipment and Tools Details	
Machinery Equipment and Tools Details *Select Trade: Early Childhood Educator Proceed to Fil The Details Refresh	
Account 0 to 0 of 0 Entries.	
Version 13.04.01	

2. In this tab, for the selected trade, specify Machinery Details.

nd and Infras	structure Details									
nd and Infras	tructure Details									
achineries Equ	uipment Tools and Po	ower Details								
achinery Equip	pment and Tools Det	ails								
		titulita a	industrial Training Institute	Directorate G Ministry of Skill Deve Gover	eneral of Training (De elopment And Entrepre nment of India	GT) eneurship	स्रोति India स्रोत India स्रोत प्रवर्ध			
Equipme Details	ent 🕐 To	ool (I letails	Equipments Cost Details	Details	Classroom Furniture Details					
Trade Deta	ails									
Trade	Name :	Early Childhood Educ	cator		Trade Co	de: 314				
Equipment	t Details									
Sr. No.	Description of Equi	ipment		Qty. Required/ uni per Norms	t as Qty. of units in 1st shift	Qty. Required for Tota No. of Units	al Qty. Actually Available for units	Deficiency (if any)	is Equipment Cost above Rs. 10,000?	
1.	Swing			1	1	1			⊙ Yes ⊙ No	
2.	Conventional slide			3	1	3			⊙ Yes ⊙ No	
3.	Rubber rings			100	1	100			© Yes ⊙ No	
4.	Plastic ballsseamles	s		1	1	1			© Yes ⊙ No	
5.	Sand pit / Sand box kinetic sand	with trays, plastic contair	ners, moulds of different typ	les / 1	1	1			⊙ Yes ⊙ No	
6.	Water play arrangen Sieves etc. gardenin	nent with basin, basket, r g tools	mugs and cups of different s	sizes, 4	1	4			⊙ Yes ⊙ No	

- 3. Click Save and Next.
- 4. In **Equipment Details** tab, for the selected trade, specify Machinery Details.
- 5. Click Save and Next.
- 6. In the **Tool Details** tab, specify the details and click **Save and Next**.

and an	id Infras	tructure Details							Clos
and an	ıd Infras	tructure Details							Close
achine	eries Equ	ipment Tools and Power Details							Close
lachine	ery Equip	pment and Tools Details							Close
		Received and the second s	Directorate Gene Ministry of Skill Develop Governm	eral of Training (DGT) oment And Entrepreneursh ent of India	Nip Skill India down porter	(बाहा) पिछा एता वयन स्वाइत्या की ओर			
	Equipme Details	nt (Details (Details	Details	Classroom Furniture Details					
Tool	l Detail	s							
	Sr. No.	Description of Tool	Qty. Required/ unit per Norms	as Qty. of units in 1st shift	Qty. Required for Total No. of Units	Qty. Actually Available for units	Deficiency (if any)	is Tool Cost above Rs. 10,000?	
	1.	Table Tops	2	1	2			🔾 Yes 🔘 No	
	2.	Scissors (Big)	2	1	2			🛛 Yes 💿 No	
	3.	Scissors (Small) material plastic	1	1	1			🛛 Yes 💿 No	
	4.	Cupboards (Steel)	1	1	1			⊙ Yes ⊙ No	
	5.	Show cases	1	1	1			⊙ Yes ⊙ No	
	6.	Display Boards	1	1	1			⊙ Yes ⊙ No	
	7.	Measuring Foot rule	1	1	1			⊙ Yes ⊙ No	
	8.	Puppet show back Drop curtain Block cloth	4	1	4			© Yes ⊚ No	
	9.	Bulletin Board	1	1	1			⊙ Yes ⊙ No	

- 7. In the Machinery Cost Details tab, click Proceed to Costing Details.
- In the pop-up, specify Make, Purchased From, Tax Invoice No., Invoice Date, Tin No./GST No., upload Tax Invoice Document and Photograph.
- 9. Similarly, complete the costing details for all machineries in the trade.
- 10. Click Save and Next.
- 11. In the Equipments Cost Details tab, click Proceed to Costing Details.

and Infrastru	ucture Details					Clos
and Infrastru	ucture Details					Clos
ineries Equip	ment Tools and Power Details					Clos
inery Equipm	ent and Tools Details					Clos
		Directorate Ministry of Skill De Gove	General of Training (D evelopment And Entrep ernment of India	IGT) reneurship Skill India Skill India	रत सन माउट हो यो	
Equipment Details	Tool Details Cost Details	Tools Cost Details	Classroom Furniture Details			
uipment C	Costing Below Rs. 10,000					
Sr. No.	Name of the Equipment	Qty. Required fo	r Total No. of Units	Qty. Actually Available for units	Costing Details	
1.	Swing	1		0	Proceed to Costing Detail	
2.	Conventional slide	3		0	Proceed to Costing Detail	
3.	Rubber rings	100		0	Proceed to Costing Detail	
4.	Plastic ballsseamless	1		0	Proceed to Costing Detail	
5.	Sand pit / Sand box with trays, plastic containers, moulds of different ty / kinetic sand	/pes 1		0	Proceed to Costing Detail	
6.	Water play arrangement with basin, basket, mugs and cups of different sizes, Sieves etc. gardening tools	4		0	Proceed to Costing Detail	
7.	Rockers	2		0	Proceed to Costing Detail	
	Ride on			0	Proceed to Costing Detail	

- 12. In the pop-up, specify Make, Purchased From, Tax Invoice No., Invoice Date, Tin No./GST No., upload Tax Invoice Document and Photograph.
- 13. Similarly, complete the costing details for all equipments in the trade.
- 14. Click Save and Next.
- 15. In the Tools Cost Details tab, click Proceed to Costing Details.

and and Infr	astructure Details				Close
Land and Infr	astructure Details				Close
Machinery Eq	uipment Tools and Power Details				Close ;
		Directorate General of Tra Ministry of Skill Development And Government of India	ining (DGT) Entrepreneurship Still India	र्ण करन महाउ से तेर	Í
Equips Details	nent (2) Tool (2) Equipments Details Cost Details	Tools Cost Details Classroo Euroiture	m . Details		l.
Tools Cos	ting Below Rs. 10,000				
Sr. No	Name of the Tool	Qty. Required for Total No. of Units	Qty. Actually Available for units	Costing Details	
1.	Table Tops	2	0	Proceed to Costing Detail	
2.	Scissors (Big)	2	0	Proceed to Costing Detail	
3.	Scissors (Small) material plastic	1	0	Proceed to Costing Detail	
4.	Cupboards (Steel)	1	0	Proceed to Costing Detail	
5.	Show cases	1	0	Proceed to Costing Detail	
6.	Display Boards	1	0	Proceed to Costing Detail	
7.	Measuring Foot rule	1	0	Proceed to Costing Detail	
8.	Puppet show back Drop curtain Block cloth	4	0	Proceed to Costing Detail	-

- In the pop-up, specify Make, Purchased From, Tax Invoice No., Invoice Date, Tin No./GST No., upload Tax Invoice Document and Photograph.
- 17. Click **Save** to save the costing detail for the tool.
- 18. In the Tool Cost Details tab, click Proceed to Costing Details.
- In the pop-up, specify Make, Purchased From, Tax Invoice No., Invoice Date, Tin No./GST No., upload Tax Invoice Document and Photograph.
- 20. Click Save to save the costing detail for the tool.
- 21. Similarly, complete the costing details for all tools in the trade.
- 22. Click Save and Next. The Classroom Furniture Details tab is displayed.

and Infrastruc	ture Details						
nd Infrastruc	ture Details						
neries Equipm	ent Tools and Power Details						
nery Equipme	nt and Tools Details						
		realizer orack	Directorate Ministry of Skill D Go	e General of Training (DGT evelopment And Entreprene vernment of India	r) eurship Skill India deven gener	क सम लाइड से बोर	
Equipment Details	Details	Equipments Cost Details	Details	(P) Classroom Furniture Details			
ssroom Fu	rniture Details						
Sr. No.	Room No.	Chai	r For Instructor	Table For Instructor	Chair or Desk for Trainee	Black or White Board 4x6 Feet	
1	Class 1	• Y	es 🔘 No	⊛ Yes _ No	⊛ Yes _ No	e Yes O No	
1. Submit the 2. One chair 3. One chair/	information for each classroom and table for instructor shall be desk for each of the trainees so	1. available. ought affiliation in a shift, shall be a	vailable.				
allation of	Machineries, Equipmer	nt					
we hereby cer	tify and agree:						
	and equipments are installed a s and equipments are connected	as per supplier manual and ISO saf d as per electrical safety standards.	ety standards.				
Machinaries Machinaries			acticing for electrical writing.				
 Machinaries Machinaries Machinaries 	s and equipments are connected	d as per Indian standard code of pr					
Machinaries Machinaries Machinaries	s and equipments are connected	d as per Indian standard code of pr					

- 23. Specify all the details in this tab.
- 24. Select **I Agree** in the **Declaration** section and click **Application Preview** to preview the application.
- 25. Click Submit.
- 26. Similarly, submit the Machinery Equipment and Tools Details for all trades. IT Lab and Drawing Hall and Power Supply tab is displayed.

Land a	nd Infrastructure	Details					Close 🗙			
Land ar	nd Infrastructure	Details					Close 🗙			
Machin	eries Equipment 1	ools and Power Details					Close 🗙			
		arabie sub	Directo Ministry of Sk	rate General of Training (DGT) ill Development And Entrepreneurship Government of India		र् से बोर				
(Machinery Equipment and Tools Details IT Lab Drawing Hall and Power Supply									
N	lachinery Equ	ipment and Tools Details								
				Refresh						
	Action	Application Seq No 🗢	Trade Code 🗢	Trade Name 🗢	Shift 1 Unit 🗘	Available Classroom 🗢				
	۲	327	255	House Keeper	1	1				
	۲	326	311	Software Testing Assistant	1	1				
		325	312	Database System Assistant	1	1				
	۲	324	314	Early Childhood Educator	1	1				
Aq	count 1 to 4 of 4 Entries									
				Version 13.04.01						

27. Go to IT Lab and Drawing Hall and Power Supply >> Fill IT Lab and Drawing Hall and Power Supply.

28. Specify the details in IT Lab Details section.

Land	and Infrastructure	Details			Close >
Land	and Infrastructure	Details			Close >
Mach	ineries Equipment	Tools and Power Details			Close x
ΠLa	Drawing Hall and	Power Supply			Close x
			Directorate General of Tr stry of Skill Development Ar Government of Inc	raining (DGT) nd Entrepreneurship State butter dia)
e	IT Lab Details	Drawing Hall Details P	ower Supply	Boards and Other Details	
IT	Lab Details				
	Sr. No.	Details	Norms	Actual Quantity	Deficiency if Any
	1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed) $\label{eq:lowed}$	11		·
	2.	Internet connection	Minimum 2 mbps connection	Yes O No	
	3.	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS $% \left(1,1,2,2,3,2,3,3,3,3,3,3,3,3,3,3,3,3,3,3,$	Yes	Ves No	
	4.	LAN Cabling, LAN Switch	As Required	Yes No	
	5.	Printer (Inkjet, Laser)	1	Yes No	
	6.	Scanner	1	⊙ Yes ⊙ No	
	7.	Server	1	○ Yes ○ No	
	8.	External Hard Disk (1TB)	1		
	0	Instructor/ Office Chair	4	ſ	

- 29. Click **Save and Next**. The Drawing Hall Details tab is displayed.
- 30. In the Drawing Hall Details tab, specify the details.

Aawing Adli dik		Directorate Ge Ministry of Skill Deve Govern	neral of Training (I lopment And Entrep liment of India	DGT) reneurship	्रिक स्टन माइज हो ओर		
IT Lab Details	C Drawing Hall Details	Power Supply	😰 Boa	rds and Other Details			
ving Hall Deta Sr. No. 1.	Name of Tool Equipment Drawing Board (Standard Stze , Adjustable Type)		Norms 20	Actual Quantity		Deficiency if Any	
2.	Models: Solid & cut section		As Required				
3.	Table for Trainees Stool for Trainees (Adjustable Type)		20				
5.	Cupboard (big)		1				
6. 7.	White Board (size: 8fL x 4ft.) Trainer's Table		1				
8.	Trainer's Chair		1				

- 31. Click **Save and Next**. The Power Supply tab is displayed.
- 32. Specify the details in this tab.

nd Infrastru				
_	icture Details			
heries Equipr	ment Tools and Power Details			
Drawing Ha	II and Power Supply			
	moder and	Directorate General of Training (Ministry of Skill Development And Entrep Government of India	DGT) preneurship Ssill foola Serve poer	
IT Lab Det	ails 😰 Drawing Hall Detail	s 🕑 Power Supply 😰 Boa	ards and Other Details	
*Date Of Co		e ITI address		
Backup e	electric supply is available as per norms			
Backup (electric supply is available as per norms Trade Name	No of Units applied in one shift	Power Supply Required For Each Unit as per Total Power Supply Required in KW Norms in KW	
Backup (Sr. No.	electric supply is available as per norms Trade Name Early Childhood Educator	No of Units applied in one shift	Power Supply Required For Each Unit as per Total Power Supply Required in KW Norms in KW 3.00 3.00	
 Backup (Sr. No. 1. 2. 	electric supply is available as per norms Trade Name Early Childhood Educator Database System Assistant	No of Units applied in one shift 1 1	Power Supply Required For Each Unit as per Norms in KW Total Power Supply Required in KW 3.00 3.00 3.45 3.45	
 Backup (Sr. No. 1. 2. 3. 	electric supply is available as per norms Trade Name Early Childhood Educator Database System Assistant Software Testing Assistant	No of Units applied in one shift 1 1 1	Power Supply Required For Each Unit as per Norms in KW Total Power Supply Required in KW 3.00 3.00 3.45 3.45 3.45 3.45	
 Backup (Sr. No. 1. 2. 3. 4. 	electric supply is available as per norms Trade Name Early Childhood Educator Database System Assistant Software Testing Assistant House Keeper	No of Units applied in one shift 1 1 1 1	Power Supply Required For Each Unit as per Norms in KW Total Power Supply Required in KW 3.00 3.00 3.45 3.45 3.45 3.45 3.23 3.23	

- 33. Click Save and Next. The Boards and Other Details tab is displayed.
- 34. In the **Boards and Signages** section, specify details and upload the required images.

Land and Infrastructure Details				Close 🗙
Land and Infrastructure Details				Close 🗙
Machineries Equipment Tools and Power Details				Close 🗙
IT Lab Drawing Hall and Power Supply				Close ×
	Directorate General of Trai Ministry of Skill Development And Government of India	ning (DGT) Entrepreneurship	हिम्ले Reale तत्र स्वत मराज से येत	Ĺ
IT Lab Details I Drawing Hall Details	Power Supply	Boards and Other Details		
Boards and Signages Please indicate the availability of the boards: Ising appeared on plot entrance (include ITTs name, logo and complete addressing to the state of t	ss along with Skill India logo) III India logo). nstallation/ Panels)			

- 35. Select **I Agree** in the **Declaration** section and click **Application Preview** to preview the application.
- 36. Click Submit.

Now, the Stage 3 application will be assessed and approved.

Stage 3 Part 1 Scrutiny

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.
- Go to Stage 3 Scrutiny >> New ITIs Initial Scrutiny Stage 3 Part 1. The search screen is displayed.
- 5. Select the search criteria and click **Search**. The Application listing is displayed.

Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship Government of India	Directorate General of Training (DGT) Initary of Skill Development And Entrepreneurship Image: Construction Skill Covernment of India Seessors Application Skills Covernment Or India Image: Construction Skills Covernment Name Application No Covernment Skills Image: Construction Skills Covernment Skills Image: Construction Skills Second Second							
Control of India Control of India Control of India	Stage 1/Charge Management Application Stage 2 Application Stage 2 Application Mage 3 Application MSS 1 100014471 100014471 100014471 NA Select Trade	Industrial Training Institute	Directorate G Ministry of Skill Dev	eneral of Training (DGT elopment And Entrepren	T) eurship	Skill India	स्विद्ध पाल एक कदम स्वरकता की	ी
	Select your filter(s) Form Name Application. Part 1 Application. Part 1 Initial Scrutiny Applications Initial Scrutiny Applications	सत्यमेव जयते	Gover	mment of India		สโรรส พระม-พูดมา พระร	Can dorive Anarotati nat	SIR
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List of Data S. No. Stage 1/Change Management Application Veew Stage 2 Application Veew Stage 3 Application Veew Applicant ITI Name Application Registration No Mo 1 1809014471 1809014471 New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow 1809014471 NA Select TradeSelect Version 13.04.01	List of Data Sites Stage 1/Change Management Application View Stage 2 Application View Stage 3 Application View Application View Application No MiS No 1 1809014471 1809014471 New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow 1809014471 NA Select Trade Select V Vervicon 13.04.01			Search				
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Version 13.04.01	Version 13.04.01	Select TradeSelect Showing (1 - 1) of 1 record(s).	Y					
				Version 13.04.01				

6. Select **Trade** for the application. Here, you can review the trade details.

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						-Select	vour filter/	el						
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DG	Name T: New IT	Is Stage 3 Applicat	ion- Part 1	Applie	cation N	0			ור	Assessors Initial S	Application Sta crutiny Applicat	atus ions		٣
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S. No.	Stage View	1/Change Manage	ment Application	Stage 2 Application View	Stage View	a 3 Application	Applicant l	TI Name				Applic: No	ation Registration	MIS No
1	18090)14471		1809014471	1809	014471	New Gov I' Lucknow	TI Lucknow-Governm	nent Ind	dustrial Tra	ining Institute -	18090	14471	NA
		Select Trade	Early Childhoo	od Educa										
S. No.	Vertical View	Machineries Deta	iils E	quipment Details	Т	ool Details		Machineries Costing Rs. 10,000	g Above	re Ma Rs.	chineries Costir 10,000	ng Below	Equipment Costin 10,000	ng Above
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Showi	ng (1 - 1) of 1 record(s).				s	ubmit							
						Version	n 13.04.01							

- Select Recommend or Raise NC radio button for each column as applicable and add Comments.
- 8. Click **View** for vertical view of the application.
- Click on any document to preview it. In the document preview screen, click Close to return to the Scrutiny Portal.
- If you select Raise NC for any of the columns, the Overall Recommendation column is default selected as No.
- 11. Next, add **Remarks** and click **Submit** to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.
- 12. Similarly, verify all trades to complete Stage 3 Part 1 scrutiny.

Stage 3 Part 2 Scrutiny

- 1. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 3. Click Login. The details of the SPIU assessor are displayed.

- Go to Stage 3 Scrutiny >> New ITIs Initial Scrutiny Stage 3 Part 2. The search screen is displayed.
- \$ Government of India sessors Application Status DGT: New ITIs Stage 3 Application- Part 2 Initial Scrutiny Application Search List of Da 809014471 1809014471 11 1809014471 2 mbps Recommend
 Raise NC end 🔍 Raise NC Recor Submit ing (1-1) of 1 record(s Version 13.04.01
- 5. Select the search criteria and click **Search**. The Application listing is displayed.

- Select Recommend or Raise NC radio button for each column as applicable and add Comments.
- 7. Click **View** for vertical view of the application.
- 8. Click on any document to preview it. In the document preview screen, click **Close** to return to the Scrutiny Portal.
- 9. If you select **Raise NC** for any of the columns, the **Overall Recommendation** column is default selected as **No**.
- 10. Next, add **Remarks** and click **Submit** to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.

Close Non-Compliances

To close the NCs raised by SPIU assessor,

 ITIs can login on the Applicant Login Portal with credentials. Here, a notification for NCs is displayed. 2. Click **Continue Application** to close NCs. The trades where NC has been raised are mentioned in the notification on the screen.

and and Infrastruct	ure Details ure Details					Close
4achineries Equipme	nt Tools and Power Details	Directorate Ministry of Skill D Go	e General of Training (DGT) levelopment And Entrepreneurship vernment of India	Skill India dia ma para atr	मित्र कि का का के और	Close
(B) Machinery	/ Equipment and Tools Details	🔋 IT Lab Draw	ing Hall and Power Supply			
Machinery I	Equipment and Tools Deta	ils				
		NC has be	een Raised on below Trades. Kindly Clear Health Safety & Environment	NC.		
			Refresh			
Action	Application Seq No 🗢	Trade Code 🗢	Trade Name 🗢	Shift 1 Unit 🗢	Available Classroom 🗢	
۲	315	115	Human Resource Executive	1	1	
۲	183	111	Health Safety & Environment	1	1	
۲	182	102	Digital Photographer	1	1	
۲	181	076	Driver Cum Mechanic	1	1	
Account 1 to 4 of 4 E	ntries.					

3. Go to the trades. The fields where NC has been raised are mentioned in the notification on the screen.

Land and Infrastructure Details							Close 🗙
Land and Infrastructure Details							Close X
Machineries Equipment Tools and Power Details							Close 🗙
Machinery Equipment and Tools Details							Close X
स्वयंद जिया।	Dire Ministry o	ectorate General o f Skill Development Government of	f Training (DGT) : And Entrepreneurs India	hip Skill In	dia एक करन स्वाइजा ब	a aix	
Machinery Equipment and Tools De	tails						
	Please	Your form is n e click the Proceed to	esend due to some No Respond NC Button ED TO RESPOND NC	Cs. to clear all NCs.			
Trade Details Trade Name : Health Safety &	& Environment		Trade Code :	111			
Machineries Details							
Sr. Description of Machinery No.	Qty. Required/ unit as per Norms	Qty. of units in 1st shift	Qty. Required for Total No. of Units	Qty. Actually Available for units	Deficiency (if any)	is Machinery Cost above Rs. 10,000?	
1. NA	NA	NA	NA	NA	NA	NA	

4. Update the details where NC has been raised.

and Infrast						
and Infrast	ucture Details					
ineries Equi	pment Tools and Power Details					
	Recific Section	Directorate (Ministry of Skill Dev Gove	General of Training (D velopment And Entrep ernment of India	GT) eneurship	स्ति सम् Skillindia अन्य सम्प्र	िपाल) न सरकता की ओर
Machinerie Details	es (⊒ Equipment Details	(≘ Tool Details	Machineries Cost Details	l≘ Equipments Cost Details	(<u>□</u> Tools Cost Details	Classroom Furniture Detail
		Highlighted sections are fou	Scrutiny FeedBack is of nd Non Compliant by SP	t IU Assessor.Kindly R	esolve it.	
assroom F	urniture Details	Highlighted sections are fou	Scrutiny FeedBack is of nd Non Compliant by SP ised NC with below Rem ok	(IU Assessor.Kindly R arks	esolve it.	
assroom F Sr. No.	Furniture Details	Highlighted sections are fou Ra Chair For Instructor	Scrutiny FeedBack is of nd Non Compliant by SP ised NC with below Rem ok Table For Instructor	t IU Assessor.Kindly Ri arks Chair or Desk for Th	esolve it. ainee Black or	White Board 4x6 Feet
assroom F Sr. No. 1	urniture Details Room No. Fluid Mechanics Class 1	Highlighted sections are fou Ra Chair For Instructor • Yes No	Scrutiny FeedBack is of nd Non Compliant by SP ised NC with below Rem ok Table For Instructor	Chair or Desk for Tr Yes O No	rainee Black or (e) Yes	White Board 4x6 Feet

5. Select all declaration checkboxes, enter **Captcha** and click **Submit**. The application is resent for Scrutiny.

Scrutiny of NC Applications reverted by ITIs

To perform scrutiny of NC Applications reverted by ITIs,

- 8. Go to Scrutiny Portal. Scrutiny Login screen is displayed.
- 9. Enter your credentials and select your Role as SPIU Assessor for scrutiny.
- 10. Click Login. The details of the SPIU assessor are displayed.
- 11. As per scrutiny stage, go to Stage 3 Scrutiny >> New ITIs Initial Scrutiny Stage 3 Part 1/2.
- 12. In the search screen, select search criteria and click Search.
- You can update the columns where Raise NC is selected and share your Overall Recommendation as Yes or No.
- 14. Click **Submit** to submit scrutiny recommendation.

View Scrutinized Applications

To view the scrutinized applications,

- As per scrutiny stage, go to Stage 3 Scrutiny >> Scrutinized ITIs screen. Search screen is displayed.
- 5. Select the required search filter and click **Search**.

	Industrial Tra	aining Institute	D Ministry	irectorate General of Skill Developme	of Training (DGT) ent And Entrepreneu	urship		Total Case
सत्यमेव जयते				Government	of India		after were geer wer	एक करम स्वच्छता की ओर
				←Sel	lect your filter(s)			
Form Name DGT: New ITIs St	age 3 Applicatio	n- Part 2	Ŧ	Application No			Assessors Application Status Approved	•
					Search			
					List of Data			
S. Stage No. 1/Change Managemen Application View	Stage 2 Application t View	Stage 3 Application View	Print Scrutinised Application	Desktop computer with latest configuration (only LCD or LED monitor to be allowed) – Norms	Desklop computer with latest configuration (only LCD or LED monitor to be allowed) – Actual Ouantity	Internet connection – Norms	Internet connection – Actual Quantity	Computer with multimedia, anti-virus software, (Leened operating software (Leened software) with UPS – Norms
1 1809014471	1809014471	1809014471	₽	11	0	Minimum 2 mbps connection	No	Yes
Showing (1 - 1) of	record(s).							•
				v	ersion 13.04.01			

6. Click **Print** icon in the **Print Scrutinised Application** column to print the application.

Application Review by State SPIU Director

To perform Application review,

1. Go to https://dc2-qa-efmprd-

g21.digialm.com//EForms/configuredHtml/1972/55714/login.html. Scrutiny Login screen is displayed.

- 2. Enter your credentials and select your Role as SPIU Approver/Director.
- 3. Click Login. The details of the SPIU Approver/Director are displayed.
- 4. As per scrutiny stage, go to Stage 3 Scrutiny >> New ITIs Initial Stage 3 –Part 1.

Stage 3 Part 1

Select your filter(s) List of Data List of Data Salage 1/Change Management Application Mage application <th col<="" th=""><th>Select your filter(s) Select your filter(s) Ext of Data Application Registration MS 0 Stage 1/Change Management Application Vew Vew Vew Vew Vew Vew Vew Vew Vew Vew</th><th></th><th>Directorate Ministry of Skill D</th><th>e General of Development /</th><th>Trainin And En</th><th>g (DGT) trepreneurship</th><th></th><th></th><th>RIGI UTCH</th><th></th></th>	<th>Select your filter(s) Select your filter(s) Ext of Data Application Registration MS 0 Stage 1/Change Management Application Vew Vew Vew Vew Vew Vew Vew Vew Vew Vew</th> <th></th> <th>Directorate Ministry of Skill D</th> <th>e General of Development /</th> <th>Trainin And En</th> <th>g (DGT) trepreneurship</th> <th></th> <th></th> <th>RIGI UTCH</th> <th></th>	Select your filter(s) Select your filter(s) Ext of Data Application Registration MS 0 Stage 1/Change Management Application Vew		Directorate Ministry of Skill D	e General of Development /	Trainin And En	g (DGT) trepreneurship			RIGI UTCH	
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Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Early Childhood Educe Select Trade Ea	Select Trade Early Childhood Educa Select Trade Early Childhood Educa Select Trade Early Childhood Educa Select Trade Early Childhood Educa Select Trade Recommend Details Tool Details Tool Details Recommend Res 10,000 Machineries Costing Above Res 10,000 Select Trade Recommend Realise NC Recommend Realise NC Recommend Realise NC Recommend Realise NC Subort Subort Subort Subort Select Trade S	1 1809014471	1809014471 1	809014471	New Gov Lucknow	TI Lucknow-Government Industria	al Training Institute -	180901	4471	NA	
1	1 • • • Recommend • Raise NC • Recommend • Ra	Select Trade Early Childl S. Vertical Machineries Details No. View	hood Educa 🔻	Tool Details		Machineries Costing Above Rs. 10,000	Machineries Costing B Rs. 10,000	elow	Equipment Costi 10,000	ng Above	
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Version 13.04.01		4 Showing (1 - 1) of 1 record(s).		Su	Jbmit 13.04.01					•	

- 5. Specify the search criteria and click **Search**.
- 6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.
- 8. Go to Stage 3 Scrutiny >> New ITIs Initial Stage 3 –Part 2.

सत्यमेव जयते	Minis	Directorate Gener stry of Skill Developi Governme	ral of Training (DGT ment And Entreprene nt of India	T) eurship	Skill India	प्सक पाल एक करम स्वरहता वही ओर	
		-	- <u>Select your filter(s)</u>				
Form Name DGT: New ITIs Stage 3 Applic	cation- Part 2	Application No			Assessors Application Status Recommended		Ŧ
			Search				
			List of Data				
S. Vertical Stage No. View ItChange Management Application View	Stage 2 Stage 3 Application Application View View	Desktop computer with latest configuration (only LCD or LED monitor to be allowed) – Norms	Desktop computer with latest configuration (only LCD or LED monitor to be allowed) – Actual Quantity	Internet connection – Norms	Internet connection – Actual Quantity	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS – Norms	Ci ar op Sc Qi
1 👁 1809014471	1809014471 1809014471	11	0 Recommend Raise NC	Minimum 2 mbps connection	No Recommend Raise NC	Yes	N4 @
•							×.
Showing (1-1) of 1 record(s)			Submit				
			Version 13.04.01				

Stage 3 Part 2

- 9. Specify the search criteria and click **Search**.
- 10. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 11. Select Overall Recommendation. Enter Remarks to Approve or Reject and click Submit.
- 12. Inspection Date Confirmation pop-up is displayed. In this pop-up, select **Yes** to allot inspection date range.

Note: If you select No is this pop-up, the application will be approved for Stage 3 scrutiny. To allot Inspection date range to this application, go to **Member Allotment** tab.

Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship Covernment of India	प्राप्ता भी ओर
Government of India Government of India Inspection Date Confirmation Do you want to give Inspection Date?? Yes No dicators Signage boards showing E commendation	
Inspection Date Confirmation Do you want to give Inspection Date?? Yes No Micators Signage boards showing E commendation	
Do you want to give Inspection Date?? O Yes O No dicators Signage boards showing E	
dicators Signage boards showing E	
ry etc.) directions (include directions e bowing the different sections of the building tike classrooms, work-shows (T. bu) admin	
building etc.) Training officer if any)	
Click here to view Approved © Rejected Approved © Research and Click here to view © Recommend © Raise NC ©	ok //
Submit Showing (1 - 1) of 1 record(s).	

13. Select Inspection Date Range and click Submit.

	Ricelice Stad	Directora Ministry of Skill	ate General of Trainir Development And Er Government of India	ng (DGT) htrepreneurship	Skill India Marcele ger en	पाल मा ज्याहशा की ओर
			Inspection Date Cont	firmation		
		Do you want to gi	ive Inspection Date??	es 🔘 No		
dicators ry etc.)	Signage boards showing directions (include directions showing the different sections of the building like classrooms.	E From Date 21/08/2018	To Da	ite 08/2018	commendation	
	workshops, IT lab, admin building etc.)		Submit Cano	el		
Raise NC	Click here to view Recommend Raise NC	Click here to view Recommend Raise NC	Click here to view Recommend Raise NC	Click here to view Recommend Raise NC	Approved Rejected	ok
4			Submit			>
Showing (1 -	1) of 1 record(s).		COMIN			
			Version 13.04.01			

These dates will be shared with ITI, for their confirmation. Once the ITI confirms the date range, you can allot members for Inspection.

Inspection Process Overview

In the Stage 3 - Part 2 Scrutiny, the State Directorate approver gets a pop-up to propose Inspection dates to the ITI. If the approver, selects **Yes** in this pop-up, the inspection dates will be assigned to the ITI. If the approver selects **No**, the application is moved to the **Member Allotment** tab where the approver can later choose to propose dates.

These dates are shown to ITI in Inspection tab. In this tab, the ITI can Agree or Disagree to this date range. If the ITI agrees to the proposed date range, then ITI can select a date as Inspection date from the calendar and submit it.

The date is shared with approver in the **Member Allotment** tab. Here, the approver can allot a member.

The allotted members then physically visit the ITI and enter the recommendation details in Member Login portal using individual login ID Password.

These recommendations are then shared with the Approver.

Approver: Inspection Date Allotment

To allot Inspection date range,

- 1. Go to Scrutiny Portal. The Scrutiny Login screen is displayed.
- 2. Enter your credentials and select your **Role** as **SPIU Approver/Director**.
- 3. Click Login. The details of the SPIU Approver/Director are displayed.
- 4. Go to Member Allotment tab.

							SPIU A	pprover/Dire	ctor:User 2 L
	ý	Mir	Directorate General of 1 histry of Skill Development A	Training (DGT) and Entrepreneu	rship		(ena)		
	र् <u>देव</u> सत्यमेः	nouseral training inscision	Government of Ir	ndia	Skill	India	एक कदम स्वच्छता व	र्ग ओर	
Persona	l Details 🔋 St	age 1 Scrutiny 🕒 Stage 2 Scruti	ny Change Managemen 🛛	Stage 2 Scrutiny Infra	Member Profile Form	Member	Allotment F	Stage 3	Scrutiny
Memb	er Allotment F	orm							
		*S	elect Allotment Status: Date Allotment F	Pending -					
			*Select Institute: Govt ITI Women	Bhonal-Gov -					
			Select Instate.						
			Proceed Refresh						
Action	Application Seq No	Inspection From Date (dd/MMM/yyyy)	Sinspection To Date (dd/MMM/yyyy)	🕈 Form Status 🖨	Name of the Organization	\$ State \$	District 🖨	doc2	videoUpload
۲	173	21/Aug/2018	08/Sep/2018	dateAlloted	New Private ITI Lucknow- Private Industrial Training Institute - Lucknow			Not available	Not available
	172			memberResponded	New Gov ITI Lucknow- Government Industrial Training Institute - Lucknow	Haryana	Bhiwani	Download	Download
۲	34	01/Aug/2018	18/Aug/2018	memberResponded	New Gov ITI Lucknow- Government Industrial Training Institute - Lucknow	Punjab	ADAMPUR	Download	Download

- 5. Select the Allotment Status as Date Allotment Pending.
- 6. Select the Institute Name and click Proceed.

Member Allotment Form	Directorate C Ministry of Skill Dev	General of Training (DGT) velopment And Entrepreneurship	
	सल्पपेत जमते Gove	rnment of India	aharana garrana
Member Allotment Form			
Institute Details			
Name of Institute :	Govt ITI Women Bhopal-Government Industrial Training Institute-Bhopal	State :	Uttar Pradesh
District :	Lucknow	Type of Institute :	Government
Institute Location :	Urban	Mobile No :	7754915575
Mis No :		Request Type :	Change in Name of Institute,Change in Email,Change in Address with Geo-tagging,Addition of Trade(s)
Member Allotment Date			
From Date *		To Date *	
19/07/2018		19/07/2018	
		SUBMIT	
		Version 13.04.01	

7. Select Date Range and click **Submit**.

ITI: Accepting the Inspection Date

To view and confirm the allotted Inspection Date,

- 1. Login to Applicant Login Portal.
- 2. Go to **Inspection** tab. Here, you will view the Application in the listing, if the date is allotted.

lcome - Govt ITI, Baroh-Go	overnment Industrial Training Instit	ute-Kangra					⊖ Print	€€Log
	M	Directorate General of inistry of Skill Development	Training (DGT) And Entrepreneurshi	p Skill India Server parent	(जव्य) पाल एक कारम स्वयका	ा चरे ओर		
	सल्यमय जयत	Government of	India					
P Applicant Details	(🖻 Change M	anagement	(B) Inspection					
nspection								
Your Selection								
Action Application Seq N	lo 🗣 Inspection From Date (dd/MMM/yyy	/) 🔭 Inspection To Date (dd/MMM	1/yyyy) 🗣 Form Status 🗣	Name of the Organization 📍	-State 🛧 Dis	strict 🔭 doc2	videoUplo	bad
23	01/Aug/2018	11/Aug/2018	dateAlloted C C T	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Dh Pradesh	aramsala Not availabl	Not availa e	able
4								•
ccount 1 to 1 of 1 Entries.								
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3. Click con to view details.

Inspection				Close ×
	Directorate Ministry of Skill D Co	: General of Training (DGT) evelopment And Entrepreneurship vernment of India	Skill India असल स्वया भी वोर	
Member Allotment Form				
Institute Details				
Name of Institute :	Govt ITI, Baroh Government Industrial Training Institute Kangra	State :	Uttar Pradesh	
District :	Lucknow	Type of Institute :	Government	
Institute Location :	Urban	Mobile No :	9450017636	
Mis No :		Request Type :	Amendment in Name of Institute	
Member Allotment Date				
From Date 01/08/2018		To Date 11/08/2018		
Action on proposed Date * Agree Disagree 		Inspection Date *	m	
		SUBMIT		Ţ

- 4. Here, you can select Action on Proposed Date as Agree or Disagree.
 - If you select Agree, select and Inspection Date for your ITI, fill Site Visit Payment Details section and click Submit.

nspection	Urban		WODIE 140 .	5450017536
Mis No :			Request Type :	Change in Name of Institute,Change in Email,Change in Address with Geo-tagging,Addition of Trade(s)
Member Allotment Date				
From Date 19/07/2018 Action on proposed Date * Agree Disagree			To Date 19/07/2018 Inspection Date *	m
Site Visit Payment Details			DD No*	
DD Drawn Bank*			DD Branch Name*	
DD Date*	a		DD Scanned Image* Browse File Uploaded. Note: The allowed document type are .	Upload Preview pdf & jog and the maximum allowed document size is 1 MB.
		SUBMIT		
		Version 1	3.04.01	

• If you select Disagree, enter the remarks and click **Submit**. You can disagree to the proposed Inspection date range only once.

Approver: Reallot Dates

If the date is rejected by an ITI, it will be listed in **Member Allotment** tab with status date rejected.

To reallot inspection date,

- 1. Login to Scrutiny Portal with Approver Login.
- 2. Go to Member Allotment Form tab.
- 3. Select Allotment Status as Date Re-Allotment Pending.
- 4. Select an Institute and click Proceed. The details are displayed.

Member Allotment Form		r Development And Entrepreneursnip		Close X
	सत्यमेव जयते	Press F11 to exit full screen	Skill India स्वित्य प्राप्त करन स्वयन्ता की ओर	
Member Allotment Form				
Institute Details				
Name of Institute :	Govt ITI, Baroh Government Industrial Training Institute Kangra	State :	Uttar Pradesh	
District :	Lucknow	Type of Institute :	Government	
Institute Location :	Urban	Mobile No :	9450017636	
Mis No :		Request Type :	Amendment in Name of Institute	
Member Allotment Date				
From Date *		To Date *		
01/08/2018	(m)	11/08/2018		
Action on proposed Date *		Remarks *		
Disagree		OK		
		SUBMIT		
		Version 13.04.01		*

5. Enter Member Allotment Date range and click Submit.

Approver: Create Member Profile

There are four types of Member.

- Central Level Member from DGT
- State Level Member from State Government SCVT
- State level Member from Engineering College/Polytechnic
- State level Member from Employer (Industry/Chamber of Commerce)

A state directorate approver creates member profiles for different member types. The **Member Portal** login ID and passwords are generated for all created profiles.

To create a member profile,

- 1. Login to Scrutiny Portal with Approver Login.
- 2. Go to Member Profile Form tab >> Create Member Profile.
- 3. Select Category. State Code and State Name are auto populated.
- 4. Enter details such as Name, Designation, Date of Birth, Email ID and Mobile Number of the member.

- 5. Click **Register**. A confirmation pop-up is displayed, click **Proceed**. The profile is created.
- 6. Close the Member Profile form. The member is listed in the Member list.
- 7. Click icon to view member details.

Approver: Member Allotment for Inspection

All states will first create members and then allot inspections. Minimum three members must be allotted for an inspection.

Only, a DGT Member can fill the form. The DGT can recommend or Raise NC for each and finally share recommendations. Other members can only view DGT members' inputs and share final input as **Recommend** or **Raise NC**.

To allot members,

- 1. Login to Scrutiny Portal with Approver Login.
- 2. Go to Member Allotment Form tab.
- 3. Select Allotment Status as Member Allotment Pending from the dropdown.
- 4. Select Institute and click Proceed. The Institute Details are displayed.

	Realist State	Industrial Training I	Direc Ministry of	torate General of Train Skill Development And Government of India	ning (DGT) Entrepreneurship	Skill India Marsing part and	अस्ति विम स्वच्छता की ओर)	
Persona	al Details 📋 S	tage 1 Scrutiny	Stage 2 Scruting	y 🕒 Change Managen	nent 🔋 Stage 2 Scrutiny Inf	ra 📳 Member Profile For	m 📋 Men	nber Allotment F	ic i
Memb	per Allotment F	orm							
			*Select Allo	tment Status: Member Allotm	ent Pending -				
			*Se	lect Institute: JnK Anantnag I	TI-Private Ind -				
				Proceed Refresh					
Action	Application Seq No	Inspection From I	Date (dd/MMM/yyyy) 🗢	Inspection To Date (dd/MMM.	/yyyy) 🗢 Form Status 🗢	Name of the Organization :	¢ State ¢	District 🗢	dod
۲	172				memberResponded	New Gov ITI Lucknow- Government Industrial Training Institute - Lucknow	Haryana	Bhiwani	Do
۲	34	01/4	wg/2018	18/Aug/2018	memberResponded	New Gov ITI Lucknow- Government Industrial Training Institute -	Punjab	ADAMPUR	Do

5. Go to Sub Committee Inspection Team section in the form.

fined	
ite Visit Payment Details	
DD Amount (in rupees) * 100	DD No* 674
hgfh	jyjytj
DD Date" 16/07/2018	DD Scanned Image* Click here to view
Jb Committee Inspection Team	Momber from respective State Cou/(SCUT)*
Select	
Member from Engineering college/Polytechnic	Member from employer (Industry/Chamber of commerce /IndustriesDept) Select
	SUBMIT
	Version 13.0/.01

6. Select Members from the dropdowns.

Note:

- You will view the list of members that have been created for the state. If Member list is not shown, you need to create member profiles.
- You must allot at least three members in the **Sub Committee Inspection Team** section.
- 7. Click Submit.

DGT Member Recommendation

To enter recommendation as a DGT Member,

- 1. Login to Member Portal.
- 2. Go to Inspection Detail DGT tab.

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		*	Mini	Directorate General of Traini stry of Skill Development And E	ng (DGT) ntrepreneursh	ip 🔦					
		सत्यमेव जयते	industrial insining institute	Government of India		Skill India And one year out	एक करम स्व	व्छता की ओर			
(D) Member	r Details	(E)	ails DGT								
Inspectior	n Details DG	т									
Your Sele	ection										
Action	Application Se	q No 🗢 Inspection	From Date (dd/MMM/yyyy)	Inspection To Date (dd/MMM/yyyy)	Form Status 🗢	Name of the Organization 🗢	State \$	District \$	doc2	videoUpload	I
۲	23		24/Jul/2018	11/Aug/2018	memberAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	Not available	Not available	э
Account 1 to 1 of	1 Entries.										
				Version 13.04.	01						

3. Click icon to view Institute details.

Inspection Details DGT					Close X
	rector set	Directorate General of Training (DGT) ry of Skill Development And Entrepreneurs Government of India	hip Skill India Area power	(क्छ) पाछ एक करन लाउठता की ओर	
P Institute Details	Land and Infrastructure Details	Machinaries and Power Supply Details	Geo tagged Photo Upload		
Address Details					
*State	*District	*Institute Location		*Khasra No./Khatauni No./ P	lot No.
Himachal Pradesh	 Dharamsala 	Select	•		
*Revenue Village / Area	Block Name	Address Line 1		*Pin Code	
*Latitude	*Longitude				
Member Response					
Institute Details Click here to View Details	*DGT Response Select	•			
				SAVE AS DRAFT	SAVE AND NEXT
		Version 13.04.01			

- 4. Verify the Institute details tab and select DGT Response as Recommend or Raise NC.
- 5. Click Save and Next.
- In the Land and Infrastructure details tab, verify the details and select Response as Recommend or Raise NC.

nspection Details DGT			Close
Drawing Hall Details (For Engineerin	g Trade(s)(except Draughtsman (Civil)	Draughtsman (Mechanical) trades)	
Drawing Hall Details Click here to view details	*Response Recommend	-	
Administrative Area Details			
Adminstrative Area Details Click here to view details	*Response Raised NC	*Remarks Not as per norms.	
Amenities Area Details			
Amenities Area Details Click here to view details	*Response Recommend	-	

- 7. Click Save and Next.
- 8. In the Machinaries, Equipment and Tools Details tab, verify the details and select Response as Recommend or Raise NC.

uon Detail	ISDAT					
	urain	D Inductive Training Institute	irectorate General of Training (DGT) of Skill Development And Entrepreneursh Government of India	ip Skill India	रण स्वया से थो	
Institute [Details	Land and Infrastructure Details	Machinaries and Power Supply Details	Geo tagged Photo Upload		
achinarie	es, Equipment and To	ols Details				
Sr. No.	Trade Name		Details	Response	Remarks	
1.	Electrician		Click here to view details	Recommend -		1
2.	Fitter		Click here to view details	Raised NC •	s2	,
3.	Mechanic Auto Electrical	and Electronics	Click here to view details	Recommend •		
4.	Hair & Skin Care (VI)		Click here to view details	Recommend •		h
5.	Plumber		Click here to view details	Raised NC -	dsfdsfsdfsd	
6.	Electrician		Click here to view details	Raised NC -	dsfsdfs	1

- 9. Upload Recommendation of Inspection Committee in Stage III.
- 10. Click Save and Next.
- 11. In the **Machinaries, Equipment and Tools Details** tab, verify the details and select **Response** as Recommend or Raise NC

12. In the **Geo Tagged Photo Upload** tab, upload the required documents, photographs and videos.

ction Deta IV.	ails DGT Wechanic Auto Electricar and Electronics	Upload Here	Upload Here	Upload Here	
11.	Fitter	Upload Here	Upload Here	Upload Here	
12.	Mechanic Auto Electrical and Electronics	Upload Here	Upload Here	Upload Here	
13.	Mechanic Auto Electrical and Electronics	Upload Here	Upload Here	Upload Here	
14.	Mechanic Auto Electrical and Electronics	Upload Here	Upload Here	Upload Here	
*IT Lab Click I	here to upload				
*Drawin	ng Hall				
Click I	here to upload				
*Institute	te Inspection Video				
Brows	vse Stage3CloseNC0.jpg Upload				
:	The allowed document type are .mpg & .mpeg & mp4 and the maximum allo The Video must be geo-tagged with date & time details.	wed document size is 8 MB.			
Cala					
Recom	nmeno				
Raised	d NC				
Recor	mmend				
			BACK SAV	E SAVE AS DRAFT	SUBMIT
		Version 13.04.01			

13. Select **Overall Recommendation** and click **Submit**. The recommendation is submitted.

Inspection Details DGT			Close
eventer sunt	Directorate General of Ministry of Skill Development / Government of In	Training (DGT) And Entrepreneurship India	्रिक करन समस्रग से योर
Inspection Details			
Name of Institute Govt ITI, Baroh Government Industrial Training Institute Kangra	State Uttar Pradesh Institute Location Urban	District Lucknow Mobile No 9450017636	Type of Institute Government Request Type Amendment in Name of Institute
Member Allotment Date			
From Date 24/Jul/2018 Inspection Date 25/Jul/2018	To Date 11/Aug/2018	Action on proposed Date Agree	Remarks for Disagreement ok
Site Visit Payment Details			
DD Amount 1212 DD Date 24/Jul/2018	DD No. 1212 DD Scanned Image Click here to view	DD Drawn Bank 1212	DD Branch Name. 12121
Sub Committee Inspection Team			

SCVT Member Recommendation

Once approved by DGT Member, application is listed in SCVT member login in the **Inspection Details SCVT** tab.

To share your recommendation,

- 1. Login to Member Portal.
- 2. Go to Inspection Detail SCVT tab.

				Rentra ora	Ministr	Directorate General of Trair ny of Skill Development And I Government of India	ning (DGT) Entrepreneursh	ip Skill India dorse years	एक कारम स	भाल बाह्यता की ओर			
Mer	nber I	Details		ection Details SCVT									
Your	Selec	ction	3071										
Ac	tion	Applicatio	n Seq No 🕯	Inspection From Date (dd/N	ММИуууу) ≎	Inspection To Date (dd/MMM/yyyy) 11/Aug/2018	Form Status memberAlloted	Name of the Organization \$	State ≑ Himachal	District \$	doc2	videoUpload	d
	<u> </u>	25				11/ 49/2010	manipar alored	Industrial Training Institute Kangra	Pradesh	onaramoura		(0000000)	
Account 1	to 1 of 1	1 Entries.											
						Version 13.04	l.01						

3. Click icon to view Institute details.

Inspection Details SCVT				Close
स	Directorate Ministry of Sk II D	e General of Training (DGT) e Press [F11] to exit full screen riship vernment of India	र्द्धा Skill India अल्ला प्रमाण	îr
Inspection Details				
Overall Observation of Men	nber from respective State Govt(SCVT)			
	*Response (Member from SCVT)Select v	*Remarks		
Observed Address Details				
State Himachal Pradesh	District Dharamsala	Institute Location Urban	Khasra No./Khata 23	uni No./ Plot No.
Revenue Village / Area 23 Longitude 12	Block Name	Pin Code 232311	Latitude 12	
Member Response				
Institute Details				
Sr.No. Sectio	on Details View Details		Response	Remarks

You can view the recommendation from DGT member and enter you overall recommendation.

4. To enter overall recommendation, select Response, enter Remarks and click Submit.

College Member Recommendation

Once approved by SCVT Member, application is listed in College member login in the **Inspection Details College** tab.

To share your recommendation,

- 1. Login to Member Portal.
- 2. Go to Inspection Detail College tab.

											(•)	Log out
				Minis	Directorate General of Traini stry of Skill Development And E	ing (DGT) intrepreneursh	ip 🚺		NICE			
				nculta oral	Government of India		that one-year out	एक करम स	वळत्ता की आर			
(B) M	ember	r Details	(E) Insp	ection Details Colleg								
Insp	ectior	n Details C	ollege									
Yo	ur Sele	ection										
	Action	Application	Seq No 🖨	Inspection From Date (dd/MMM/yyyy)	Inspection To Date (dd/MMM/yyyy)	♦ Form Status ♦	Name of the Organization \$	State 💠	District \$	doc2	videoUploa	d
	۲	23		24/Jul/2018	11/Aug/2018	memberAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	Download	Download	
Accour	nt 1 to 1 of	1 Entries.										
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3. Click icon to view Institute details.

		Directora Ministry of Skill	ate General of Training (DGT) Development And Entrepreneurst	ip 🜊	
	स्टब्स् सत्यांच जयते	G	Government of India	Skill India Aus etcpar etc	एव करन लाखवा की ओर
Inspection Details					
Overall Observation of	Member from Enginee	ering college/Polytechnic	c		
Observed Address Det	*Response (Membe Select ails	r from Polytecnic)	*Remarks	le de la constante	
State Himachal Pradesh		District Dharamsala	Institute Location Urban		Khasra No./Khatauni No./ Plot No. 23
Revenue Village / Area 23 Longitude 12		Block Name	Pin Code 232311		Latitude 12
Member Response					
Member Response					

You can view the recommendation from DGT and SCVT members and enter you overall recommendation.

4. To enter overall recommendation, select Response, enter Remarks and click Submit.

Employer Member Recommendation

Once approved by College Member, application is listed in Employer member login in the Inspection Details tab.

To share your recommendation,

- 1. Login to Member Portal.
- 2. Go to Inspection Detail tab.
- 3. Click icon to view Institute details.

You can view the recommendation from DGT, SCVT and College members and enter you overall recommendation.

4. To enter overall recommendation, select **Response**, enter **Remarks** and click **Submit**.

SIPU Approver Director Final Approval

You can finally approve or request a revisit for an ITI.

To review application,

- 1. Login to Scrutiny Portal with SIP Approver/Director role.
- 2. Go to Inspection Scrutiny tab >> New ITIs Initial Inspection Scrutiny.
- 3. Select search filters and click **Search**.
- 4. Upload recommendation of inspection document.
- 5. Select Overall Recommendation and enter Remarks.
 - a. If you select **Approved** here, the application is finally approved.
 - b. If you select **Rejected** here, the application is finally rejected.
 - c. If you select **Revisit** here, the application is submitted for revisit in **Member** Allotment tab.

	ख सन्दर्भ	💷 व जयते	dustrial Training Instit	ute		overnment of India		Skill India संसर स्वय्हता	की ओर
					G	overnment of India			
						▼Select your filter	r(s)		
						List of Data			
S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Sub- Committee Inspection Application View	Show Application History	Recommendations by the Members of Stage - III Inspection committee View	Upload Recommendation of Inspection Doc	Overall Recommendation	Remarks
1	1802000411	1802000411	1802000411	1802000411	1802000411	Click here to view	Click here to upload ID	Approved Rejected Revisit	ok
•						Submit	1		
Showi	ing (1 - 1) of 1	record(s).				Version 13.04.01			
						Veraion 13.04.01			

6. Click Submit.

On Approval from **SIPU Approver/Director** the application will be sent for DGT Approval.

Allotment for Revisit

To allot date and members for revisit,

1. Login to Scrutiny Portal with Approver Login.

- 2. Go to Member Allotment Form tab.
- 3. Select Allotment Status as Allotment Pending for Revisit from the dropdown.

Directorate General of Training (DGT) (Initry of Skill Development And Entrepreneurship) Image: Stage 1 Scrutiny Image: Stage 2 Scrutiny <tht< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>SPI</th><th>U Approver/Dir</th><th>ector : SPIU_</th><th>02_Approver Log</th><th>out 🤇</th></tht<>							SPI	U Approver/Dir	ector : SPIU_	02_Approver Log	out 🤇
Personal Details Stage 1 Scrutiny Stage 2 Scrutiny Infrastructure E Member Profile Form Member Member Profile Member Member Member Profile Member Member Member Profile Member Member Stage 2 Scrutiny Infrastructure Member Profile Member Member Member		राख्यमंत्र जयते	Dir Ministry o	ectorate General of of Skill Development Government of	Training (D And Entrepr India	GT) eneurship	Skill India	(बच्छ) पाल एक कदम स्वय्छता के) जोर		
Member Allotment Form *Select Allotment Status:	Personal Details	Stage 1 Scrutiny	😰 Stage 2 Scrutiny	(P) Change Management		Stage 2 Scrutiny Infrast	ructure (19	Member Profile	Form	Member	
Action Application Seq No Inspection From Date (dd/MIMM/yyyy) Inspection To Date (dd/MIMM/yyyy) Form Status Name of the Organization State District doc2 videoUpload 174 Inspection From Date (dd/MIMM/yyyy) Inspection To Date (dd/MIMM/yyyy) Form Status Name of the Organization State District doc2 videoUpload Inspection From Date (dd/MIMM/yyyy) Inspection To Date (dd/MIMM/yyyy) Form Status Name of the Organization State Under Upload 174 Inspection From Date (dd/MIMM/yy) Inspection To Date (dd/MIMM/yyy) Form Status Name of the Organization State VideoUpload Not available available available available 	Member Allotm	ient Form	*Select Allot	ment Status:Select Proceed Refrest	•						
Image: Not available Not available Training institute-Kangra Not available	Action Application S	eq No 🗢 Inspection From D	ate (dd/MMM/yyyy) 🗘 Inspec	tion To Date (dd/MMM/yyyy)	Form Status	Name of the Organization	\$ Sta	te 🗧 District :	doc2	videoUpload	
	174				revisitPending	Govt ITI, Baroh-Governmen Training Institute-Kangra	Industrial		Not available	Not available	

4. Select Institute and click Proceed. The Institute Details are displayed.

Member Allotment Form						Close >
Institute Details						
Name of Institute :	Govt ITI, Baroh-Governn Training Institute-Kangra	nent Industrial I	St	tate :	Himachal Pradesh	
District :	Kangra		Ту	/pe of Institute :	Government	
Institute Location :	Rural		Me	obile No :	8763184195	
Mis No :			Re	equest Type :	Addition of Trade(s),Additio	n / Surrender of Unit(s)
Member Allotment Date						
		Inspection Date *				
		DD/MM/YYYY			**	
Sub Committee Inspectio	Toom					
Sub committee inspection	Tream					
Member from DGT *			Mem	nber from respective Sta	te Govt(SCVT)*	
Select		•		Select	•	
Member from Engineering co	llege/Polytechnic		Mem /Indu	nber from employer (Indu ustriesDept)	stry/Chamber of commerce	
Select		•		Select	•	
			SUBMIT			
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- 5. Select Inspection Date.
- 6. Go to **Sub Committee Inspection Team** section in the form.
- 7. Select **Members** from the dropdowns.
- 8. Click Submit.

The members will then fill their recommendation in the same process as for a fresh Inspection. The recommendation will be shared with **SIPU Approver/Director** for recommendation. On Approval from **SIPU Approver/Director** the application will be sent for **DGT Approval**.

DGT Approval

To review application,

- 1. Login to Scrutiny Portal with DGT Member role.
- 2. Go to Inspection Scrutiny tab >> New ITIs Initial Inspection Scrutiny.
- 3. Select search filters and click Search.
- 4. Select Overall Recommendation and enter Remarks.

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				←	Select your filt	er(s)		
Form N	lame T: New ITIs Inspection Appli	cation	¥	Applicant ITI Name		Application No		
Applica Initia	ation Status al Scrutiny Applications		Ŧ					
					Search			
					List of Data			
S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Sub-Committee Inspection Application View	Show Application History	Recommendations by the Members of Stage - III Inspection committee View	Overall Recommendation	Remarks
1	1802000411	1802000411	1802000411	1802000411	1802000411	Click here to view	⊛ Yes ⊙ No	okļ
Showir	ng (1 - 1) of 1 record(s).				Submit			
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5. Click Submit.

The application (both recommended and not recommended) recommendation, is sent to NCVT Chairman.

NCVT Chairman Approval

To review application,

- 1. Login to Scrutiny Portal with NCVT Member role.
- 2. Go to Inspection Scrutiny tab >> New ITIs Initial Inspection Scrutiny.

- 3. Select search filters and click **Search**.
- 4. Select Overall Recommendation and enter Remarks.

Scrutiny	,							
	*	iti	Minist	Directorate Gene ry of Skill Develop	eral of Traini oment And E	ng (DGT) ntrepreneurship		
	सल्यमेव जयते	industrial training ins	CRUCKO	Governme	ent of India		Skill India alust was-part war	म्बच्छता को ओर
				-	-Select your fil	ter(s)		
Form	Name			Applicant ITI Name		Applicatio	on No	
DG	T: New ITIs Inspection Appli	cation	٣					
Applic	ation Status							
Re	commended by DGT Membe	er	•					
					_			
					Search			
					List of Data			
S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Sub-Committee Inspection Application View	Show Application History	Recommendations by the Members of Stage - III Inspection committee View	Overall Recommendation	Remarks
1	1802000411	1802000411	1802000411	1802000411	1802000411	Click here to view	⊛ Yes ⊝ No	ok
					Submit			
Showi	ing (1 - 1) of 1 record(s).				Version 13.04.0	1		

5. Click Submit.

If the application is recommended by NCVT Chairman, it is sent for Staff Verification, else the application is finally closed.

Staff Registration and Staff Transfer

Once the Application is recommended from NCVT. ITIs can add and transfer Staff.

Following are the key points for adding or transfering a staff

- 1. A staff is verified using the Email ID, Aadhaar number and mobile number entered while adding the staff details.
- 2. One staff can use one mobile number only.
- 3. The mobile number of a staff is verified using OTP verification while adding the staff.
- 4. The OTP is verified everytime a staff is added or transferred to an institute.
- 5. In case of a **private** ITI:
 - a. One staff can be added in one private institute only. The duplicacy is checked using the mobile number and aadhaar of the staff.

- b. Using the Staff Transfer tab, a staff can be transferred from one private institute to another institute.
 - i. When the staff is transferred from one private institute to another private institute, the staff is removed from the first institute and mapped to the new institute.
 - ii. When the staff is transferred from one private institute to a government institute, the staff is removed from the private institute and mapped to the government institute.
- 6. In case of a Government ITI,
 - a. One staff can be mapped multiple govt institutes
 - b. If a private staff is added or transfered to government institute, the staff will be removed from private institute.
 - c. When the staff is transferred from one govt institute to a private institute, the staff is removed from the govt institute and mapped to the private institute.

ITI Register a Staff

To register a staff in a government or a private ITI,

- 1. ITIs can login on the Applicant Login Portal with credentials.
- 2. Go to Staff Registration >> Fill Staff Details.

stan registration							C10:
		Directorate G Ministry of Skill Dev	ieneral of Trainin elopment And En	g (DGT) trepreneurship	Skill India	THE THE THE	
	सत्यमेव जयते	Gove	mment of India		uffant waar - gent stor	एक कदम स्वच्छता को आर	
Staff Details							
Personal Details							
*Aadhar No.		*Department Name	*Salu	ation		*Name	
		Select	•S	elect	•	Name	
*Father Name		Date of Birth	*Emai	íl ld			
		DD/MM/YYYY	#				
		*Mobile No.	*Conf	irm Mobile No			
			Generate OT	p			
			Version 13.05.01				

3. Enter the **Personal Details** of staff and click **Generate OTP**.

- 4. Enter the OTP and click **Submit**.
- 5. Enter Qualification Details, Salary Account Information and upload the documents.
- 6. Click I Agree and click Submit. The Staff Details are registered and displayed. Click close.
- 7. In the Staff Registration tab, click **Submit Staff Details**.

Staff Verification: Scrutiny Process

Following is the scrutiny process for Staff Details,

- 1. Assessor verifies the staff details.
- 2. Approver views assessor scrutiny details. Selects finally approved or rejected.
- 3. When approved, a new ITI application is sent to DGT approver for MIS code generation. In case of existing ITI, the affiliation application is finally closed.

SPIU Assessor: Staff Verification

To verify staff details submitted by an ITI,

- 1. Login to Scrutiny Portal with SPIU Assessor role and credentials.
- 2. Go to Staff Verification >> New ITIs Initial Scrutiny Staff.

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					▼ Select you	r filter(s)				
					List of I	Data				
S. No.	Staff Application View	Application	Registration No	Applicant ITI Nar	ne		To	otal Staff	Scrutinized Staff	Staff Pending for Scrutinization
1	۲	180101438	37	Lucknow Public	ITI college-Private Indus	trial Training Institute - Sopo	ore 1		0	1
					List of Sta	ff Data				
S. No.	Display Application Vi	ew Ap	pplicant Name	Date of Birth	Department Name	Photograph	Overall R	ecommer	ndation	Remarks
1	۲	Ка	anchan	13/01/1987	Technical	Click here to view	Verifie	ed 🔍 Not	t Verified	
Showing	(1 - 1) of 1 record(s).				Subm	it				
					Version 13	.05.01				

- 3. Select Overall Recommendation and Remarks.
- 4. Click Submit.

SPIU Approver/Director: Staff Verification

To verify staff details submitted by an ITI,

- 1. Login to Scrutiny Portal with SPIU Approver/Director role and credentials.
- 2. Go to Staff Verification >> New ITIs Initial Scrutiny Staff.

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	सत्यमेव जग	स्ति		Government of Indi	a				
				←Select you	r filter(s))			
Form I	Name			Applicant ITI Name			App	lication No	
DG	T: New ITIs Staff App	olication	*						
Applic	ation Status								
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					_				
				Seard	1				
				List of D	ata				
S. No.	Staff Application View	Application Registration No	Applicant ITI Nar	ne	Total Staff	Verified Staff	Not Verified Staff	Overall Recommendation	Remarks
1	۲	1801014387	Lucknow Public I	TI college-Private Industrial Training	1	1	0	Approved Rejected	
			Institute - Sopore						
				Submi					
Showi	ng (1 - 1) of 1 recor	d(s).		Cubh					
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- 3. Select Overall Recommendation and Remarks.
- 4. Click Submit.