

# **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:** <https://www.digialm.com/EForms/configuredHtml/1972/56756/login.html>

## 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.

Registration

Proposed Institute Details

**Important Note :**  
On successful registration, you will receive the Login ID and Password on your registered email. Use these to login and fill your online application form.

State\*  
---Select---

District\*  
---Select---

Type of Institute\*  
---Select---

Is it Women ITI only? \*  
 Yes  No  CoEd

Name of Institute\*

Institute Location\*  
 ---Select---

Email Id\*

Confirm Email Id\*

Mobile No\*

Confirm Mobile No\*

Generate OTP

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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.
5. 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**.
9. 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. Click **Proceed** 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 Training Institute - Lucknow Print Log out

Directorate General of Training (DGT)  
 Ministry of Skill Development And Entrepreneurship  
 Government of India

**Applicant Details**

An email has been sent to your registered email id (kanwad@gmail.com).  
Please click on the link sent 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

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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 Training Institute - Lucknow Continue Application Print Log out

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 Ministry of Skill Development And Entrepreneurship  
 Government of India

**Applicant Details**

Press F11 to exit full screen

**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

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

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Directorate General of Training (DGT)  
 Ministry of Skill Development And Entrepreneurship  
 Government of India

**Institute Details** | Organization Details | Trades and Units Details | Staff Details

**Proposed Institute Details**

State* Uttar Pradesh	District* Lucknow	Type of Institute* Government	Is it Women ITI only? * <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Coed
Name of Institute* New Gov ITI Lucknow -Government Industrial Training Institute - Lucknow	Institute Location* Urban	Pin Code*	Email Id* kanwad@gmail.com
Mobile No* 9935977011	Address Line 1	Khasra No./Khatauri No./ Plot No.*	Block Name
Revenue Village / Area*	Latitude *	Longitude *	

SAVE AND CONTINUE

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

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Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Institute Details **Organization Details** Trades and Units Details Staff Details

Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details

Name of the Organization  
Address Line-1 Address Line-2 State District  
Revenue Village / Area Pin Code Registered Mobile No. Email Address  
Website Address Tel No. (With STD Code) Fax Number with STD Code

Registration Details

Institute owned by registered body Year of Registration Validity of Registration (Year) PAN Card No.  
---Select--- ---Select--- ---Select--- ---Select---

Browse No File Selected. Upload Registration document of the Organization/ Trust/ Society/ Company/ Sole proprietary/ Individual (indicating its members, objectives and Memorandum of Associations and Rules)  
Upload  
Note: The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.

PAN Card Scanned Image  
Browse No File Selected. Upload  
Note: The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.

Resolution to start ITI (Format - 2)

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.

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Directorate General of Training (DGT)  
 Ministry of Skill Development And Entrepreneurship  
 Government of India

Industrial Training Institute

Institute Details
Organization Details
Trades and Units Details
Staff Details

Trades and Units for which Affiliation is Sought

Note ♦ Minimum of 4 trades 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---	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
2	---Select---	---Select---	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
3	---Select---	---Select---	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
4	---Select---	---Select---	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Grand Total</b>			00	00	00	00

The details of other NCVT affiliated ITIs which are running under the same organization:

Serial No.	DGT File Reference No.	MIS Code	DGT Affiliation No.
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

25. In the Trade and Units for which Affiliation is Sought, enter the Trade Type, Trade Name Unit in 1<sup>st</sup> Shift, Unit in 2<sup>nd</sup> Shift, Unit in 3<sup>rd</sup> 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.

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 Government of India




Institute Details | 
 Organization Details | 
 Trades and Units Details | 
 Staff Details

Declaration to recruit minimum technical staff as per norms

**Important Note :**

1. The post of Allied Trade Instructor may not be provided in it is in which allied trade training could be carried out by the respective trade instructor. However, the existing staff on all such posts may be phased out gradually. In case of new institutes the post of Allied Instructor is not required.
2. Please click [here](#) for more details about the "Manpower Requirements, Role and Responsibilities".

Serial No.	As per Norms(No.)
Principal/ Head of Institute	1
Vice-Principal	0
Superintendent	0
Training Officer/ Group Instructor	2
IT Skills Instructor	3
Employability Skill Instructor	3
Engineering Drawing Instructor	2
Vocational/Craft Instructor	4
Technical and Management Officer	0

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.

Welcome - New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow Print Log out

Directorate General of Training (DGT)  
 Ministry of Skill Development And Entrepreneurship  
 Government of India

Applicant Details
Land and Infrastructure Details

**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	Pin Code 123456	Email Id kanwad@gmail.com
Block Name 123123	Mobile No 9935977011	Address Line 1 NA	Khasra No./Khatauni No./ Plot No. 124
	Revenue Village / Area 123241	Latitude 12	Longitude 12

**Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details**

Name of the Organization NA	Address Line-1 NA	Address Line-2 NA	State NA
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

**Registration Details**

Institute owned by registered body NA	Year of Registration NA	Validity of Registration NA	PAN Card No. NA
Other Institute owned by Registered body NA			

Registration document of the Organization/ Trust/ Society/ Company/ Sole proprietary/ Individual (indicating its File/Image is not Unloaded)

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**.

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 Government of India

Registration

**Search Existing ITI Details**

MIS No

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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.

The screenshot displays the 'Change Management' portal for a Government Industrial Training Institute (ITI) in Doda. The interface includes a header with the Government of India logo and the Directorate General of Training (DGT) logo. Below the header, there are navigation tabs for 'Institute Details', 'Organization Details', 'Trades and Units Details', and 'Staff Details'. The 'Change Request' section is active, showing a list of checkboxes for selecting requests. Below this, there is a declaration checkbox and a form for 'Institute Details' with various input fields.

**Change Request**

Kindly select request(s) as required \*

- Amendment in Name of Institute
- Amendment in Email
- Amendment in Mobile
- Minor Amendment in Infrastructure
- Amendment in Address without change of Location
- Amendment in Address with change of Location
- Addition of Trade(s)
- Addition / Surrender of Unit(s)
- Surrender of Trade(s)
- Renewal of Affiliation

I/We declare that on selecting multiple requests, even if one request gets rejected then all other selected requests will also be rejected.

**Institute Details**

State Jammu and Kashmir	District Doda	Type of Institute Government	Is it Women ITI only? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Coed
Name of Institute Govt Industrial Training Institute Doda -Government Industrial Training Institute - Doda	Institute Location Rural	Pin Code 182202	Email Id qatest2@dc011.tcs-iti.nap.com
Mobile No 8763184195	Address Line 1	Khasra No./Khatauni No./Plot No. 1234	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.
  - c. 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.

Stage 1 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

←Select your filter(s)

Form Name: DGT: New ITIs Stage 1 Application  
Application Date (From): DD/MM/YYYY  
Application Date (To): DD/MM/YYYY

Applicant ITI Name: ---Select---  
Type of Institute: ---Select---  
Institute Location: ---Select---

Assessors Application Status: Initial Scrutiny Applications

Search

List of Data

S. No.	Vertical View	Display Application View	Institute Pin Code	Institute Address Line 1	Institute Khasra No./Khataulani No./Plot No.	Institute Block Name	Institute Revenue Village / Area	Institute Lat
1		1809014471	123456 <input type="radio"/> Recommend <input type="radio"/> Raise NC	NA <input type="radio"/> Recommend <input type="radio"/> Raise NC	124 <input type="radio"/> Recommend <input type="radio"/> Raise NC	123123 <input type="radio"/> Recommend <input type="radio"/> Raise NC	123241 <input type="radio"/> Recommend <input type="radio"/> Raise NC	12 <input type="radio"/> Recom

Showing ( 1 - 1 ) of 1 record(s).

Submit

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6. 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.

Stage 1 Scrutiny

View Detail

DD Date: 30/06/2018  
 Recommend  Raise NC

DD Scanned Image: [Click here to view](#)  
 Recommend  Raise NC

Overall Recommendation:  Yes  No  
Remarks:   
ITI NC Remarks:

Save

Version 13.04.01

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**. 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 **Registrariion Portal** with credentials. Here, a notification for NCs is displayed.

Welcome - New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Applicant Details | Land and Infrastructure Details

Your form is resend due to some NCs.  
Please click the Continue Application Button to clear all NCs.

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	Pin Code 123456	Email Id kanwad@gmail.com
Block Name 123123	Revenue Village / Area 123241	Address Line 1 NA	Khasra No./Khatauni No./ Plot No. 124
		Latitude 12	Longitude 12

Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details

Name of the Organization NA	Address Line-1 NA	Address Line-2 NA	State NA
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

Registration Details

Institute owned by registered body NA	Year of Registration NA	Validity of Registration NA	PAN Card No. NA
--	----------------------------	--------------------------------	--------------------

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

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

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* Uttar Pradesh	District* Lucknow	Type of Institute* Government	Is it Women ITI only? * <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Coed
Name of Institute* New Gov ITI Lucknow -Government Industrial Training Institute - Lucknow	Institute Location* Urban	Pin Code* 123456	Email Id* kanwad@gmail.com
Mobile No* 9935977011	Address Line 1	Khasra No./Khatauni No. / Plot No.* 124	Block Name 123123
Revenue Village / Area* 123241	Latitude * 12	Longitude * 12	

NEXT

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

**Payment Details**

DD Amount (in rupees) \* 123456      DD No\* 12324      DD Drawn Bank\* 12231      DD Branch Name\* 213124124

DD Date\* 30/09/2018

DD Scanned Image\*  
File Uploaded.

Note: The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.

**NC Remarks**

NC Remarks \*

I agree that the information provided by me is correct in response to the NC Raised by the State SPIU Assessor.

**Declaration**

I/We hereby certify and agree:

- I/We have carefully read and understood all criteria for accreditation of Industrial Training Institutes seeking NCVT affiliation. The conformity with requirements of the accreditation criteria has been verified by us at our end. We confirm that the information provided in support of this application is correct to the best of our knowledge and belief.
- That I/ We will comply with all the latest NCVT norms and if any violation found, appropriate action shall be initiated
- That I/ We are aware that the norms prescribed in this manual are only illustrative in nature, it has to be ensured that all safety norms shall be adhered to. It has to be ensured that overall aesthetic sense of the building/ plot is impressive.
- That I/ We will regularly check DGT/ NCVT web portal and follow the instructions from time to time after submitting the application. I undertake that DGT/ NCVT will not be responsible for negligence on my/our part once any information is updated on the web portal and I fail to check the same.
- That the training imparted in the ITI will be as per latest syllabus and NCVT guidelines.
- Apart from affiliation norms of NCVT, ITIs shall follow all existing statutes/ provisions (related to ITIs) in that particular state. The ITIs shall also adhere to the latest notifications/ orders/ policies of Central Government/ State Government.
- That I/we have all tools and equipment required for the trades applied for, as per the norms.
- That we will recruit qualified staff/faculty required for the applied trade.

4. 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.
4. 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**.

Stage 1 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Industrial Training Institute  
Skill India  
एक कदम स्वच्छता की ओर

←Select your filter(s)

Form Name: DGT: New ITIs Stage 1 Application  
Application Date (From): DD/MM/YYYY  
Application Date (To): DD/MM/YYYY  
Applicant ITI Name: ---Select---  
Type of Institute: ---Select---  
Institute Location: ---Select---  
Assessors Application Status: NC Raised Applications

Search

List of Data

	DD Drawn Bank	DD Branch Name	DD Date	DD Scanned Image	Overall Recommendation	Remarks	ITI NC Remarks
<input type="radio"/> Raise NC <input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	12231	213124124	30/06/2018 <input checked="" type="radio"/> Recommend <input checked="" type="radio"/> Raise NC Date not Correct	<a href="#">Click here to view</a> <input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input checked="" type="radio"/> Yes <input type="radio"/> No	ok	ok

Showing ( 1 - 1 ) of 1 record(s).

Submit

Version 13.04.01

6. 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.
- Select the required search filter and click **Search**.

Stage 1 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Industrial Training Institute

Skill India  
शिक्षण हीरो गुरु बनो

एक कदम स्वच्छता की ओर

←Select your filter(s)

Form Name: DGT: New ITIs Stage 1 Application

Application Date (From): DDMM/YYYY

Application Date (To): DDMM/YYYY

Applicant ITI Name: ---Select---

Type of Institute: ---Select---

Institute Location: ---Select---

Assessors Application Status: Recommend

Search

List of Data

S. No.	Display Application View	Print Scrutinised Application	Institute Pin Code	Institute Address Line 1	Institute Khassra No./Khataulani No./Plot No.	Institute Block Name	Institute Revenue Village / Area	Institute Latitude	Institute Longitude	Name of the Organization	Organization Address Line-1	Organization Address Line-2	Organization Village
1	1809014471		123456	NA	124	123123	123241	12	12	NA	NA	NA	NA

Showing ( 1 - 1 ) of 1 record(s).

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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**.

Stage 1 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

←Select your filter(s)

Form Name: DGT: New ITIs Stage 1 Application  
 Application Date (From): DDMM/YYYY  
 Application Date (To): DDMM/YYYY  
 Applicant ITI Name: ---Select---  
 Type of Institute: ---Select---  
 Institute Location: ---Select---  
 Approver/Director Application Status: Recommended

Search

List of Data

S. No.	Vertical View	Display Application View	Institute Pin Code	Institute Address Line 1	Institute Khasra No./Khatlauni No./Plot No.	Institute Block Name	Institute Revenue Village / Area	Institute Lat
1		1809014471	123456	NA	124	123123	123241	12
			Recommend <input type="radio"/> Raise NC <input type="radio"/>	Recom <input type="radio"/>				

Showing ( 1 - 1 ) of 1 record(s).

Submit

Version 13.04.01

- Specify the search criteria and click **Search**.
- Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 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,

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

Stage 1 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Industrial Training Institute

Skill India  
शिक्षण ही है गुणवत्ता

एक कदम स्वच्छता की ओर

←Select your filter(s)

Form Name: DGT: New ITIs Stage 1 Application

Application Date (From): DDMM/YYYY

Application Date (To): DDMM/YYYY

Applicant ITI Name: ---Select---

Type of Institute: ---Select---

Institute Location: ---Select---

Approver/Director Application Status: Approved

Search

List of Data

S. No.	Display Application View	Print Scrutinised Application	Print LOI	Institute Pin Code	Institute Address Line 1	Institute Khassra No./Khataulani No./Plot No.	Institute Block Name	Institute Revenue Village / Area	Institute Latitude	Institute Longitude	Name of the Organization	Organization Address Line-1	Organization Address Line-2
1	1809014471			123456	NA	124	123123	123241	12	12	NA	NA	NA

Showing ( 1 - 1 ) of 1 record(s).

Version 13.04.01

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.

**Change Management** Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship Government of India

Applicant Details | **Land and Infrastructure Details**

Selected Change Request

Addition of Trade(s)  
Addition / Surrender of Unit(s)

New Institute Details

<b>State</b> Jammu and Kashmir	<b>District</b> Doda	<b>Type of Institute</b> Government	<b>Is Women ITI?</b> Yes
<b>Name of Institute</b> Govt ITI Doda-Government Industrial Training Institute-Doda	<b>Institute Location</b> Rural	<b>Pin Code</b> 182202	<b>Email Id</b> shallendra8.k@tcs.com
	<b>Mobile No</b> 8299144939	<b>Khasra No./Khatauni No./ Plot No.</b> 1234	<b>Revenue Village / Area</b> New Village
<b>Resolution for Amendment in Name of Institute/Email/Mobile/Infrastructure</b>		File/Image is not Uploaded.	
<b>Affidavit for Amendment in Name of Institute/Email/Mobile/Infrastructure</b>		File/Image is not Uploaded.	
<b>Existing Infrastructure Drawing (for only infrastructure category)</b>		File/Image is not Uploaded.	
<b>New Infrastructure Drawing (for only infrastructure category)</b>		File/Image is not Uploaded.	

Trust/ Society/ Company/ Sole proprietary/ 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.

Change Management  
Land and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Part 1 Land Details

Proposed Institute Details

Name of Institute Govt ITI Doda-Government Industrial Training Institute- Doda	Address Line 1 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	

Land Details

Sr.No.	Particulars	Norms	Availability
1.	Total plot area (Sq.m)	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>
2.	Possession of the Land	As mentioned in civil norms - <a href="#">click here</a>	---Select---
2 a.	Date of commencement of lease.	NA	DDMMYYYY <input type="text"/>

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 and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Applicant Details

Machineries Equipment Tools and Power Details

Institute Address

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 Institute - Lucknow	Pin Code 123241	District Lucknow	State Uttar Pradesh
Latitude 12	Longitude 12	Mobile No 9935977011	Email Id kanvad@gmail.com
Type of Institute Government	Institute Location Urban	is Women ITI ? 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	
2 c.	Duration of registered Live Lease (in years)	0
3.	Documents showing ownership in the name of the applicant by the concerned authority of Governments any other documnets Issued by the competent Authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in the vernacular language, notarized English translation of the documents shall be produced.	<a href="#">Click here to view</a>
4.	Building plan shall be approved by Town Planning Department/ District Magistrate (Collector)/ Development Authority/ Municipal	<a href="#">Click here to view</a>

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.
6. 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**. 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**.

Stage 2 Scrutiny Infrastructure

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Select your filter(s)

List of Data

Painting of external walls and	Painting/ lamination of door, window, ventilator, gate, grill, railing of the institute	Resolution to allocate resources	Resolution regarding Electrical Connection	Certificate -1 issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use	Overall Recommendation	Remarks
Click here to view norms	Click here to view norms	Click here to view	Click here to view	Click here to view	Approved Rejected	ok

Showing ( 1 - 1 ) of 1 record(s).

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- Specify the search criteria and click **Search**.
- Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 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,

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

Land and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Applicant Details | **Machineries Equipment Tools and Power Details**

[PROCEED TO COMPLETE PART 2 BUILDING DETAILS](#)

**Institute Address**

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
State Uttar Pradesh	Revenue Village / Area 123241	Pin Code 123456	District Lucknow
Email Id kanwad@gmail.com	Latitude 12	Longitude 12	Mobile No 9935977011
	Type of Institute Government	Institute Location Urban	is Women ITI ? 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	
2 c.	Duration of registered Live Lease (in years)	0
3.	Documents showing ownership in the name of the applicant by the concerned authority of Governments any other documents issued by the competent Authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are	<a href="#">Click here to view</a>

2. Go to **Land and Infrastructure Details** >>  >> **Proceed to Complete Part 2 Building Details**.
3. The Institute details, Land and Infrastructure Details are displayed in the **Part 1 Land Details** tab. Click **Next**.
4. 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 Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Part 1 Land Details | **Part 2 Building Details** | Classroom Details | Administrative and Other Details

**Building Details**

\*Is your building ready?  
 Yes  No

\*Do you seek additional 365 days for completion of building?  
 Yes  No

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) (Shall include certification for Land Use Conversion, Safety of lift wherever applicable).	Mandatory	<a href="#">Click here to upload</a>
2.	Fire Safety Certificate, duly approved by Authority from Fire and Safety department of the concerned State Government/ UT.	Mandatory	<input type="radio"/> Yes <input checked="" type="radio"/> No
3.	Is the building integrated?	As mentioned in civil norms - <a href="#">click here</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
4.	Plot Entrance Gate	As mentioned in civil norms - <a href="#">click here</a>	<a href="#">Click here to upload</a>
5.	Building Entrance Gate	As mentioned in civil norms - <a href="#">click here</a>	<a href="#">Click here to upload</a>

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

Land and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Part 1 Land Details | Part 2 Building Details | **Classroom Details** | Administrative and Other Details

**Classroom Details**

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	<a href="#">Click here to upload</a>	
2.	Database System Assistant	1	1	25	25	25	Tiled	<a href="#">Click here to upload</a>	
3.	Software Testing Assistant	1	1	25	25	25	Cemented	<a href="#">Click here to upload</a>	
4.	House Keeper	1	1	250	250	10	Cemented	<a href="#">Click here to upload</a>	

**NOTE**

- The minimum size of the classroom shall be 25 Sqm.
- The minimum width of the classroom shall be 3 m.
- Floor shall be tiled/ higher specification.

Workshop Area Details

6. 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.

Land and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Part 1 Land Details | Part 2 Building Details | Classroom Details | **Administrative and Other Details**

**Administrative Area Details**

Sr. No.	Details	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)
1.	Reception cum Waiting Lobby	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>	<input type="text"/>
2.	Principal Room	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>	<input type="text"/>
3.	Staff Room	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>	<input type="text"/>
4.	Administrative Half / Section	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>	<input type="text"/>
5.	Placement / Counselling room	As mentioned in civil norms - <a href="#">click here</a>	<input type="text"/>	<input type="text"/>

**NOTE** 1. The minimum width of the rooms shall be 3 m.

**Amenities Area Details**

Sr. No.	Details	Space Norms (in Sqm)	Actual Area Available (in Sqm)	Width (in m)
---------	---------	----------------------	--------------------------------	--------------

8. 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.

Stage 2 Scrutiny Infrastructure

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

←Select your filter(s)→

Form Name: DGT: New ITIs Stage 2 Application  
 Application Date (From): DD/MM/YYYY  
 Application Date (To): DD/MM/YYYY

Applicant ITI Name:   
 Type of Institute: ---Select---  
 Institute Location: ---Select---

Assessors Application Status: Initial Scrutiny Applications

Search

List of Data

S. No.	Vertical View	Stage 1/Change Management Application View	Stage 2 Application View	Building Completion/ Occupancy Certificate as per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector) (Shall include certification for Land Use Conversion, Safety of lift wherever applicable).	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 of the concerned State Government/ UT.	Is the building integrated? <a href="#">Click here to view norms</a>	Plot Entrance Gate
1		1809014471	1809014471	<a href="#">Click here to view</a> <input type="radio"/> Recommend <input type="radio"/> Raise NC	No <input type="radio"/> Recommend <input type="radio"/> Raise NC	NA <input type="radio"/> Recommend <input type="radio"/> Raise NC	No <input type="radio"/> Recommend <input type="radio"/> Raise NC	<a href="#">Click here to view</a> <input type="radio"/> Recommend <input type="radio"/> Raise NC

Submit

6. Select **Recommend** or **Raise NC** radio button for each column as applicable and add **Comments**.

- 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.

Stage 2 Scrutiny Infrastructure

View Detail Close

Resolution regarding Electrical Connection  
[Click here to view](#)  
 Recommend  Raise NC

Certificate -1 issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use  
[Click here to view](#)  
 Recommend  Raise NC

Overall Recommendation:  Yes  No  
 Remarks:   
 ITI NC Remarks:   
 Save

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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. 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.

The screenshot displays the 'Applicant Login Portal' interface. At the top, there are logos for the Government of India, Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship, and Skill India. The main navigation bar includes 'Applicant Details' and 'Machineries Equipment Tools and Power Details'. A prominent yellow notification box in the center reads: 'Your form is resend due to some NCs. Please click the Proceed to Respond NC Button to clear all NCs.' Below this, the 'Institute Address' section contains a table with the following data:

Name of Institute	Address Line 1	Khasra No./Khatauni No./Plot No.	Block Name
New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	NA	124	123123
State	Revenue Village / Area	Pin Code	District
Uttar Pradesh	123241	123456	Lucknow
Email Id	Latitude	Longitude	Mobile No
kanwad@gmail.com	12	12	9835977011
	Type of Institute	Institute Location	is Women ITI ?
	Government	Urban	Coed

Below the 'Institute Address' section, the 'Land Related Details' section contains a table with the following data:

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. 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

Land and Infrastructure Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Part 1 Land Details

Scrutiny FeedBack is ok  
Highlighted fields are found Non Compliant by SPIU Assessor. Kindly Resolve 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 (Sq.m)	As mentioned in civil norms - <a href="#">click here</a>	4000
2.	Possession of the Land	As mentioned in civil norms - <a href="#">click here</a>	Owned

3. Go to the fields to view the NC comments.
4. 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**.

Stage 2 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

←Select your filter(s)→

Form Name: Part 1 Land Details  
Application Date (From): DD/MM/YYYY  
Application Date (To): DD/MM/YYYY  
ITI Name:   
Assessors Application Status: NC Raised Applications

Search

List of Data

Building name of the concerned ITI as per norms	Building plan approval document by concerned authority of Government	Are the No./Size of Classrooms for Industrial Painter, Driver Cum Mechanic, Marine Engine Fitter, Computer Operator & Programming Assistant (VI) as per norms	Are the No./Size of Workshop for Industrial Painter, Driver Cum Mechanic, Marine Engine Fitter, Computer Operator & Programming Assistant (VI) as per norms	Is the Principal room, IT lab (if applicable), Drawing Hall (if applicable), first-aid room, Canteen, Library and reading room, Multipurpose hall, Play ground, Storage room for raw material, Toilet (for staff/trainees, male/female), Parking (Car, scooter etc.) is as per norms	Overall Recommendation	Remarks	ITI NC Remarks
Click here to view norms	Click here to view norms	Click here to view norms	Click here to view norms	Click here to view norms	<input type="radio"/> Yes <input checked="" type="radio"/> No		ok

Submit

6. 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,

1. 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.

Stage 2 Scrutiny Infrastructure

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Industrial Training Institute

Skill India

एक कदम साक्षरता की ओर

←Select your filter(s)

Form Name: DGT: New ITIs Stage 2 Application

Application Date (From): DDMM/YYYY

Application Date (To): DDMM/YYYY

Applicant ITI Name:

Type of Institute: --Select--

Institute Location: --Select--

Approver/Director Application Status: Approved

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 per Local Building bye-laws/ NBC of India duly approved by Municipal Authority/ District Magistrate (Collector) (Shall include certification for Land Use Conversion, Safety of fit wherever applicable).	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 of the concerned State Government/ UT.	Is the building integrated?	Plot Entrance Gate	Building Entrance Gate	Open Spaces around Building
1	1009014466	1009014466				Yes		Yes			Yes

Showing ( 1 - 1 ) of 1 record(s).

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## 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**.

Stage 2 Scrutiny Infrastructure

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Select your filter(s)

List of Data						
Painting of external walls and	Painting/ lamination of door, window, ventilator, gate, grill, railing of the institute	Resolution to allocate resources	Resolution regarding Electrical Connection	Certificate -1 issued by an advocate in a Format prescribed regarding authenticity and appropriateness of Trust/Society Registration Documents, Land Documents, Land Use	Overall Recommendation	Remarks
Click here to view norms	Click here to view norms	Click here to view	Click here to view	Click here to view	Approved Rejected	ok
<input type="radio"/> Raise NC <input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input type="radio"/> No <input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input checked="" type="radio"/> Recommend <input type="radio"/> Raise NC	<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	<input type="text" value="ok"/>

Showing ( 1 - 1 ) of 1 record(s).

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- Specify the search criteria and click **Search**.
- Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.
- 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,

- Go to **Stage 2 Scrutiny Infrastructure >> Scrutinized ITIs**.
- In this screen, select **Approver/Director Application Status** as Approved and click **Search**.
- 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.

Welcome - New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Applicant Details | Land and Infrastructure Details

### 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	Pin Code 123456	Email Id kanwad@gmail.com
Block Name 123123	Mobile No 9935977011	Address Line 1 NA	Khasra No./Khatauni No./ Plot No. 124
	Revenue Village / Area 123241	Latitude 12	Longitude 12

### Trust/ Society/ Company/ Sole proprietary/ Individual/ Organization Details

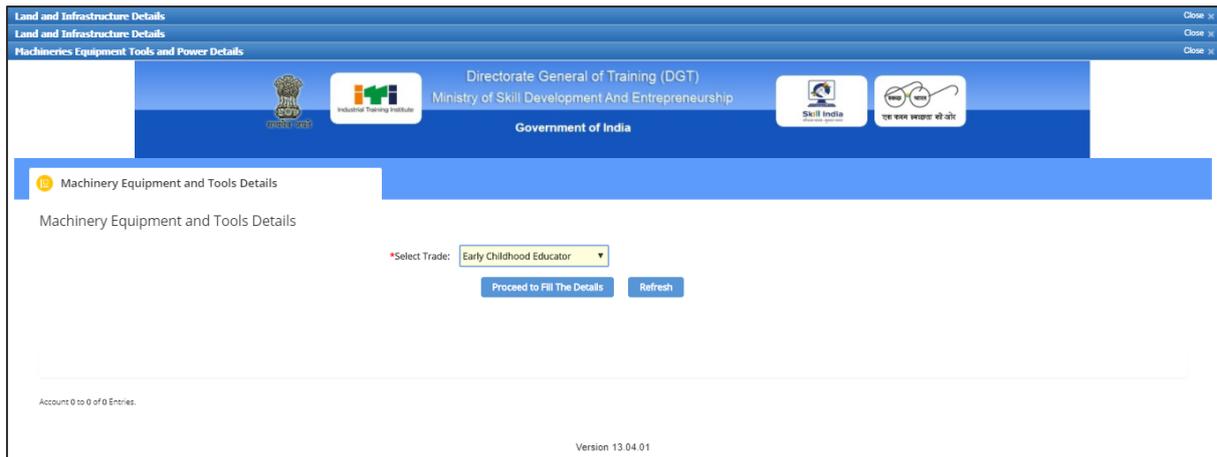
Name of the Organization NA	Address Line-1 NA	Address Line-2 NA	State NA
District NA	Revenue Village / City NA	Pin Code NA	Registered Mobile No. NA
Email Address NA	Website Address NA	Tel No.(With STD Code) NA	Fax Number with STD Code NA

### Registration Details

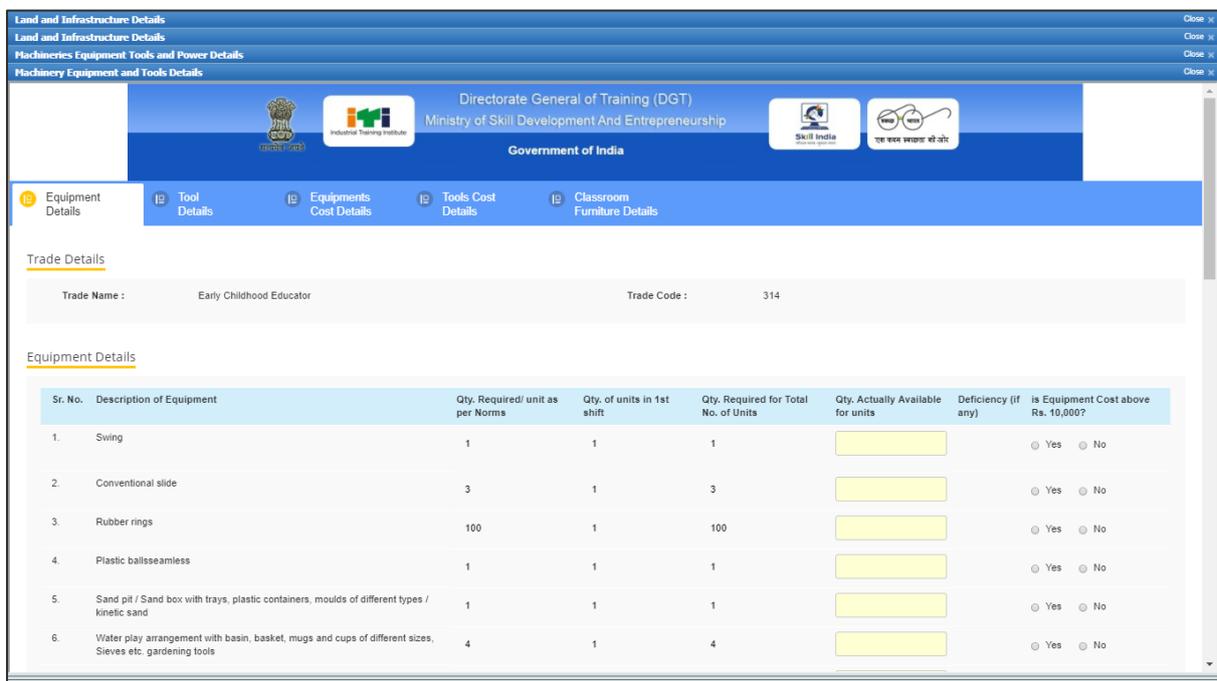
Institute owned by registered body NA	Year of Registration NA	Validity of Registration NA	PAN Card No. NA
Other Institute owned by Registered body NA			

Registration document of the Organization/ Trust/ Society/ Company/ Sole proprietary/ Individual (indicating its File/Image is not Uploaded

1. Go to **Land and Infrastructure Details** >>  >> **Machinery Equipment and Tools Details** >> **Select Trade** >> **Proceed to Fill Details**. The **Machine Details** tab is displayed.



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



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**.

Land and Infrastructure Details Close x

Land and Infrastructure Details Close x

Machineries Equipment Tools and Power Details Close x

Machinery Equipment and Tools Details Close x

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Ministry of Skill Development And Entrepreneurship  
Government of India

Equipment Details | **Tool Details** | Equipments Cost Details | Tools Cost Details | Classroom Furniture Details

**Tool Details**

Sr. No.	Description of Tool	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 Tool Cost above Rs. 10,000?
1.	Table Tops	2	1	2	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
2.	Scissors (Big)	2	1	2	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
3.	Scissors (Small) material plastic	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
4.	Cupboards (Steel)	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
5.	Show cases	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
6.	Display Boards	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
7.	Measuring Foot rule	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
8.	Puppet show back Drop curtain Block cloth	4	1	4	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No
9.	Bulletin Board	1	1	1	<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No

7. In the **Machinery Cost Details** tab, click **Proceed to Costing Details**.
8. 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**.

Land and Infrastructure Details Close x

Land and Infrastructure Details Close x

Machineries Equipment Tools and Power Details Close x

Machinery Equipment and Tools Details Close x

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Equipment Details | Tool Details | **Equipments Cost Details** | Tools Cost Details | Classroom Furniture Details

**Equipment Costing Below Rs. 10,000**

Sr. No.	Name of the Equipment	Qty. Required for Total No. of Units	Qty. Actually Available for units	Costing Details
1.	Swing	1	0	<a href="#">Proceed to Costing Detail</a>
2.	Conventional slide	3	0	<a href="#">Proceed to Costing Detail</a>
3.	Rubber rings	100	0	<a href="#">Proceed to Costing Detail</a>
4.	Plastic balisseamless	1	0	<a href="#">Proceed to Costing Detail</a>
5.	Sand pit / Sand box with trays, plastic containers, moulds of different types / kinetic sand	1	0	<a href="#">Proceed to Costing Detail</a>
6.	Water play arrangement with basin, basket, mugs and cups of different sizes, Sieves etc. gardening tools	4	0	<a href="#">Proceed to Costing Detail</a>
7.	Rockers	2	0	<a href="#">Proceed to Costing Detail</a>
8.	Ride on	1	0	<a href="#">Proceed to Costing Detail</a>

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**.

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	<a href="#">Proceed to Costing Detail</a>
2.	Scissors (Big)	2	0	<a href="#">Proceed to Costing Detail</a>
3.	Scissors (Small) material plastic	1	0	<a href="#">Proceed to Costing Detail</a>
4.	Cupboards (Steel)	1	0	<a href="#">Proceed to Costing Detail</a>
5.	Show cases	1	0	<a href="#">Proceed to Costing Detail</a>
6.	Display Boards	1	0	<a href="#">Proceed to Costing Detail</a>
7.	Measuring Foot rule	1	0	<a href="#">Proceed to Costing Detail</a>
8.	Puppet show back Drop curtain Block cloth	4	0	<a href="#">Proceed to Costing Detail</a>

16. 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**.
19. 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.

Land and Infrastructure Details

Land and Infrastructure Details

Machinery Equipment Tools and Power Details

Machinery Equipment and Tools Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Equipment Details | Tool Details | Equipments Cost Details | Tools Cost Details | **Classroom Furniture Details**

**Classroom Furniture Details**

Sr. No.	Room No.	Chair For Instructor	Table For Instructor	Chair or Desk for Trainee	Black or White Board 4x6 Feet
1	Class 1	<input checked="" type="radio"/> Yes <input type="radio"/> No			

1. Submit the information for each classroom.  
2. One chair and table for instructor shall be available.  
3. One chair/desk for each of the trainees sought affiliation in a shift, shall be available.

**Installation of Machineries, Equipment**

I/We hereby certify and agree:

- Machineries and equipments are installed as per supplier manual and ISO safety standards.
- Machineries and equipments are connected as per electrical safety standards.
- Machineries and equipments are connected as per Indian standard code of practicing for electrical wiring.

Note:

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 and Infrastructure Details

Land and Infrastructure Details

Machinery Equipment Tools and Power Details

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Machinery Equipment and Tools Details | **IT Lab Drawing Hall and Power Supply**

**Machinery Equipment and Tools Details**

Refresh

Action	Application Seq No	Trade Code	Trade Name	Shift 1 Unit	Available Classroom
	327	255	House Keeper	1	1
	326	311	Software Testing Assistant	1	1
	325	312	Database System Assistant	1	1
	324	314	Early Childhood Educator	1	1

Account 1 to 4 of 4 Entries.

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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.

The screenshot shows the 'IT Lab Details' section of the software. The header includes the Government of India logo, Directorate General of Training (DGT), Ministry of Skill Development And Entrepreneurship, and Skill India logo. The navigation bar shows 'IT Lab Details' as the active tab. The table below lists various equipment and their details.

Sr. No.	Details	Norms	Actual Quantity	Deficiency if Any
1.	Desktop computer with latest configuration (only LCD or LED monitor to be allowed)	11	<input type="text"/>	-
2.	Internet connection	Minimum 2 mbps connection	<input type="radio"/> Yes <input type="radio"/> No	
3.	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS	Yes	<input type="radio"/> Yes <input type="radio"/> No	
4.	LAN Cabling, LAN Switch	As Required	<input type="radio"/> Yes <input type="radio"/> No	
5.	Printer (Inkjet, Laser)	1	<input type="radio"/> Yes <input type="radio"/> No	
6.	Scanner	1	<input type="radio"/> Yes <input type="radio"/> No	
7.	Server	1	<input type="radio"/> Yes <input type="radio"/> No	
8.	External Hard Disk (1TB)	1	<input type="text"/>	

29. Click **Save and Next**. The Drawing Hall Details tab is displayed.

30. In the **Drawing Hall Details** tab, specify the details.

The screenshot shows the 'Drawing Hall Details' section of the software. The header and navigation bar are the same as in the previous screenshot, but the 'Drawing Hall Details' tab is now active. The table below lists various tool equipment and their details.

Sr. No.	Name of Tool Equipment	Norms	Actual Quantity	Deficiency if Any
1.	Drawing Board (Standard Size , Adjustable Type)	20	<input type="text"/>	
2.	Models: Solid & cut section	As Required	<input type="text"/>	
3.	Table for Trainees	20	<input type="text"/>	
4.	Stool for Trainees (Adjustable Type)	20	<input type="text"/>	
5.	Cupboard (big)	1	<input type="text"/>	
6.	White Board (size: 8ft. x 4ft.)	1	<input type="text"/>	
7.	Trainer's Table	1	<input type="text"/>	
8.	Trainer's Chair	1	<input type="text"/>	

31. Click **Save and Next**. The Power Supply tab is displayed.

32. Specify the details in this tab.

Land and Infrastructure Details Close x  
 Land and Infrastructure Details Close x  
 Machineries Equipment Tools and Power Details Close x  
 IT Lab Drawing Hall and Power Supply Close x

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IT Lab Details | Drawing Hall Details | **Power Supply** | Boards and Other Details

**Power Supply**

\*Date Of Connection  
 DDMMYYYY

The connection is in the name of ITI Applicant organization at the ITI address  
 Supply has three phase commercial connection  
 Backup electric supply is available as per norms

Sr. No.	Trade Name	No of Units applied in one shift	Power Supply Required For Each Unit as per Norms in KW	Total Power Supply Required in KW
1.	Early Childhood Educator	1	3.00	3.00
2.	Database System Assistant	1	3.45	3.45
3.	Software Testing Assistant	1	3.45	3.45
4.	House Keeper	1	32.33	32.33

Total power supply required in the institute in KW  
 42.23

\*Total power supply available in the institute in KW

Deficiency or Surplus power available in the institute in KW

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 x  
 Land and Infrastructure Details Close x  
 Machineries Equipment Tools and Power Details Close x  
 IT Lab Drawing Hall and Power Supply Close x

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IT Lab Details | Drawing Hall Details | Power Supply | **Boards and Other Details**

**Boards and Signages**

Please indicate the availability of the boards:

Signage board on plot entrance (include ITI's name, logo and complete address along with Skill India logo)  
 No File Selected.

Note:

- The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.
- The photos must be geo-tagged with date & time details.

Signage board on institute building (include ITI's name and logo along with Skill India logo).  
 No File Selected.

Note:

- The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.
- The photos must be geo-tagged with date & time details.

Emergency Exit Board.  
 No File Selected.

Note:

- The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.
- The photos must be geo-tagged with date & time details.

Board indicating danger signs (Transformer, Generator Set, Heavy Electrical Installation/ Panels)  
 No File Selected.

Note:

- The allowed document type are .pdf & .jpg and the maximum allowed document size is 1 MB.
- The photos must be geo-tagged with date & time details.

Prohibited area indicators (running machinery etc.).  
 No File Selected.

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.
4. 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.

←Select your filter(s)

Form Name: DGT New ITIs Stage 3 Application-Part 1 | Application No: | Assessor's Application Status: Initial Scrutiny Applications

Search

List of Data						
S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Applicant ITI Name	Application Registration No.	MIS No.
1	1809014471	1809014471	1809014471	New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	1809014471	NA

Select Trade: ---Select---

Showing ( 1 - 1 ) of 1 record(s)

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

Stage 3 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Industrial Training Institute Skill India एक कदम सक्षमता की ओर

←Select your filter(s)

Form Name: DGT: New ITIs Stage 3 Application- Part 1  
Application No:   
Assessors Application Status: Initial Scrutiny Applications

Search

List of Data

S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Applicant ITI Name	Application Registration No	MIS No
1	1809014471	1809014471	1809014471	New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	1809014471	NA

Select Trade: Early Childhood Educa

S. No.	Vertical View	Machineries Details	Equipment Details	Tool Details	Machineries Costing Above Rs. 10,000	Machineries Costing Below Rs. 10,000	Equipment Costing Above 10,000
1	<input type="radio"/> View	<input type="radio"/> Recommend <input type="radio"/> Raise NC					

Showing ( 1 - 1 ) of 1 record(s).

Submit

Version 13.04.01

7. Select **Recommend** or **Raise NC** radio button for each column as applicable and add **Comments**.
8. Click **View** for vertical view of the application.
9. Click on any document to preview it. In the document preview screen, click **Close** to return to the Scrutiny Portal.
10. 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.
- 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**.
- 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**.
- 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.

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

The screenshot shows the DGT portal interface. At the top, there are navigation tabs for 'Land and Infrastructure Details', 'Machinery Equipment Tools and Power Details', and 'IT Lab Drawing Hall and Power Supply'. The main header includes the Government of India logo and the DGT logo. Below the header, there is a notification box that reads: 'NC has been Raised on below Trades. Kindly Clear NC. Health Safety & Environment'. A 'Refresh' button is located below the notification. Below the notification is a table with the following data:

Action	Application Seq No	Trade Code	Trade Name	Shift 1 Unit	Available Classroom
	315	115	Human Resource Executive	1	1
	183	111	Health Safety & Environment	1	1
	182	102	Digital Photographer	1	1
	181	076	Driver Cum Mechanic	1	1

Account 1 to 4 of 4 Entries.

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

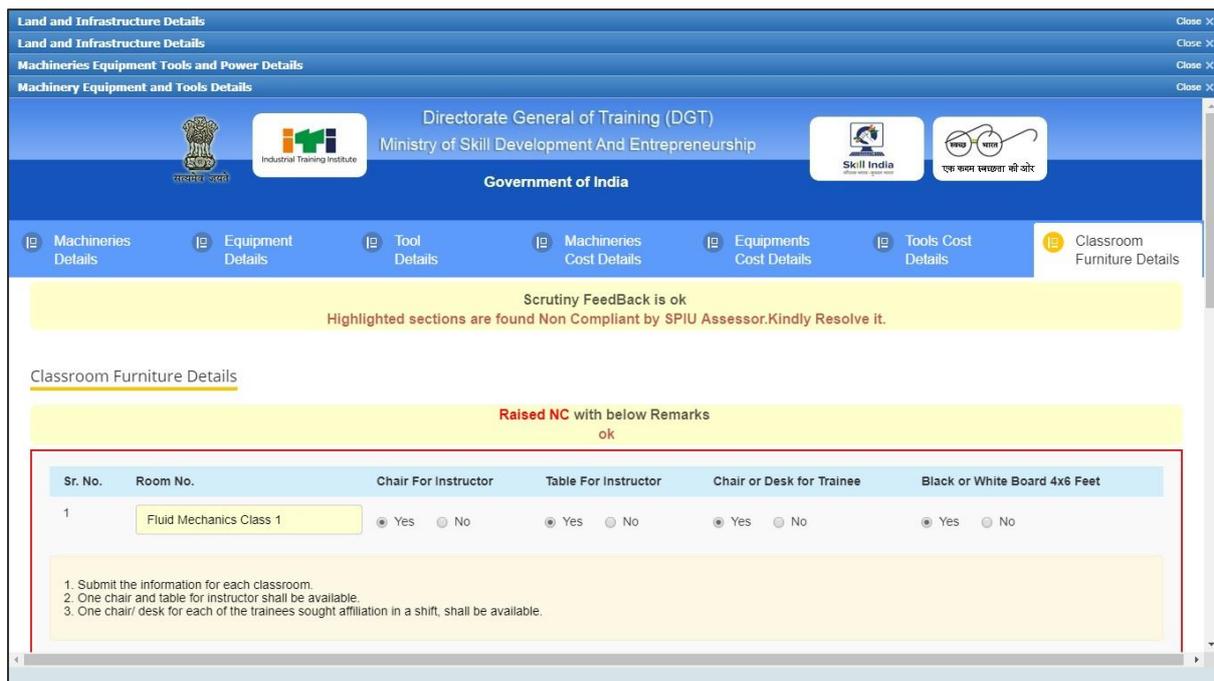
The screenshot shows the DGT portal interface with the 'Machinery Equipment and Tools Details' tab selected. A notification box reads: 'Your form is resend due to some NCs. Please click the Proceed to Respond NC Button to clear all NCs.' Below the notification is a 'PROCEED TO RESPOND NC' button. Below the notification is a 'Trade Details' section with the following information:

Trade Name : Health Safety & Environment      Trade Code : 111

Below the trade details is a 'Machinery Details' section with a table showing the following data:

Sr. No.	Description of Machinery	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

- Update the details where NC has been raised.



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**.
13. 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,

4. 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**.

←Select your filter(s)

Form Name: DGT: New ITIs Stage 3 Application-Part 2  
Application No.:  
Assessors Application Status: Approved

Search

List of Data

S. No.	Stage 1 Change Management Application View	Stage 2 Application View	Stage 3 Application View	Print Scrutinised Application	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
1	1809014471	1809014471	1809014471		11	0	Minimum 2 mbps connection	No	Yes

Showing ( 1 - 1 ) of 1 record(s).

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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

Stage 3 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Select your filter(s)

List of Data

S. No.	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application View	Applicant ITI Name	Application Registration No	MIS No
1	1809014471	1809014471	1809014471	New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	1809014471	NA

Select Trade: Early Childhood Educa

S. No.	Vertical View	Machineries Details	Equipment Details	Tool Details	Machineries Costing Above Rs. 10,000	Machineries Costing Below Rs. 10,000	Equipment Costing Above 10,000
1	<input type="radio"/> Recommend <input type="radio"/> Raise NC	<input type="radio"/> Recommend <input type="radio"/> Raise					

Showing ( 1 - 1 ) of 1 record(s)

Submit

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

### Stage 3 Part 2

Stage 3 Scrutiny

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Select your filter(s)

Form Name: DGT: New ITIs Stage 3 Application- Part 2  
Application No:   
Assessors Application Status: Recommended

Search

List of Data

S. No.	Vertical View	Stage 1/Change Management Application View	Stage 2 Application View	Stage 3 Application 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	Computer with multimedia, anti-virus software, latest operating software (Licenced software) with UPS – Actual Quantity
1	<input type="radio"/> Recommend <input type="radio"/> Raise NC	1809014471	1809014471	1809014471	11	0	Minimum 2 mbps connection	No	Yes	No

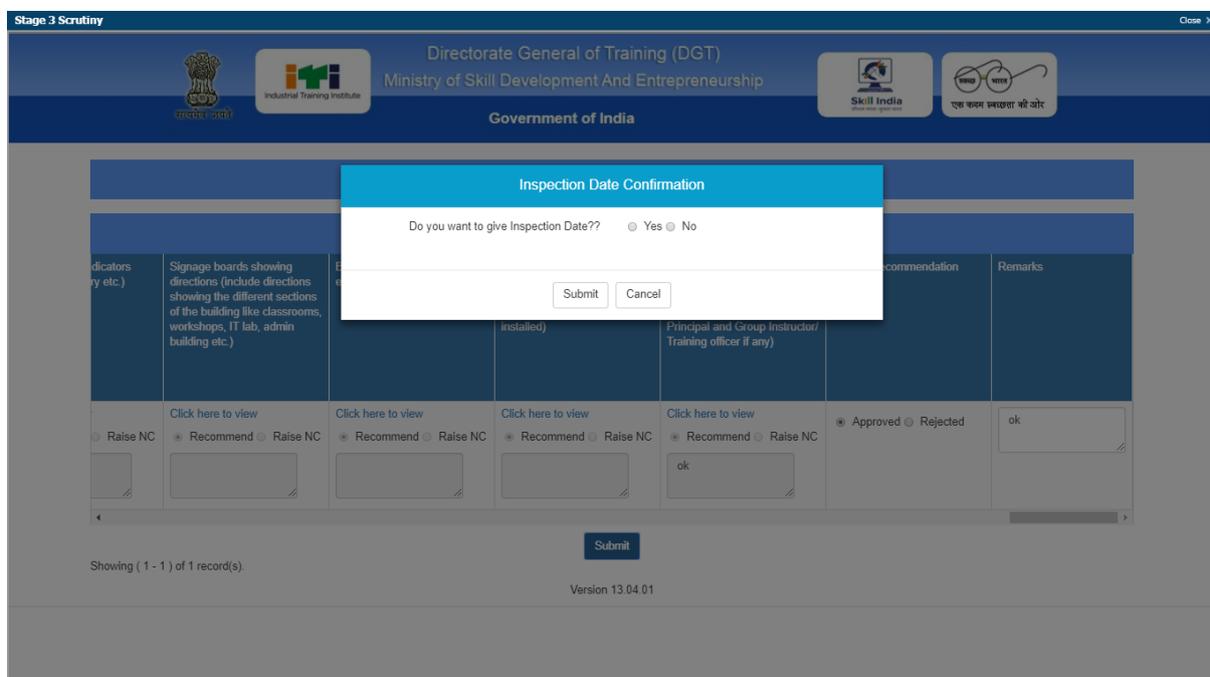
Showing ( 1 - 1 ) of 1 record(s)

Submit

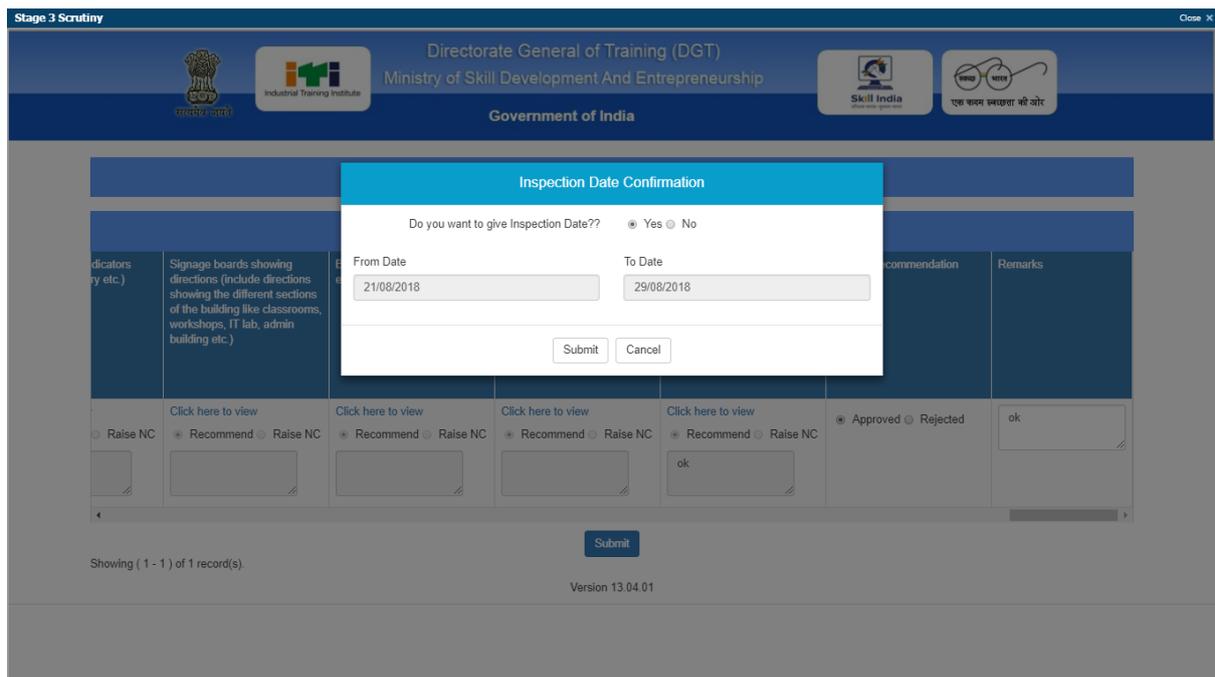
Version 13.04.01

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 in 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.



13. Select Inspection Date Range and click **Submit**.



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.

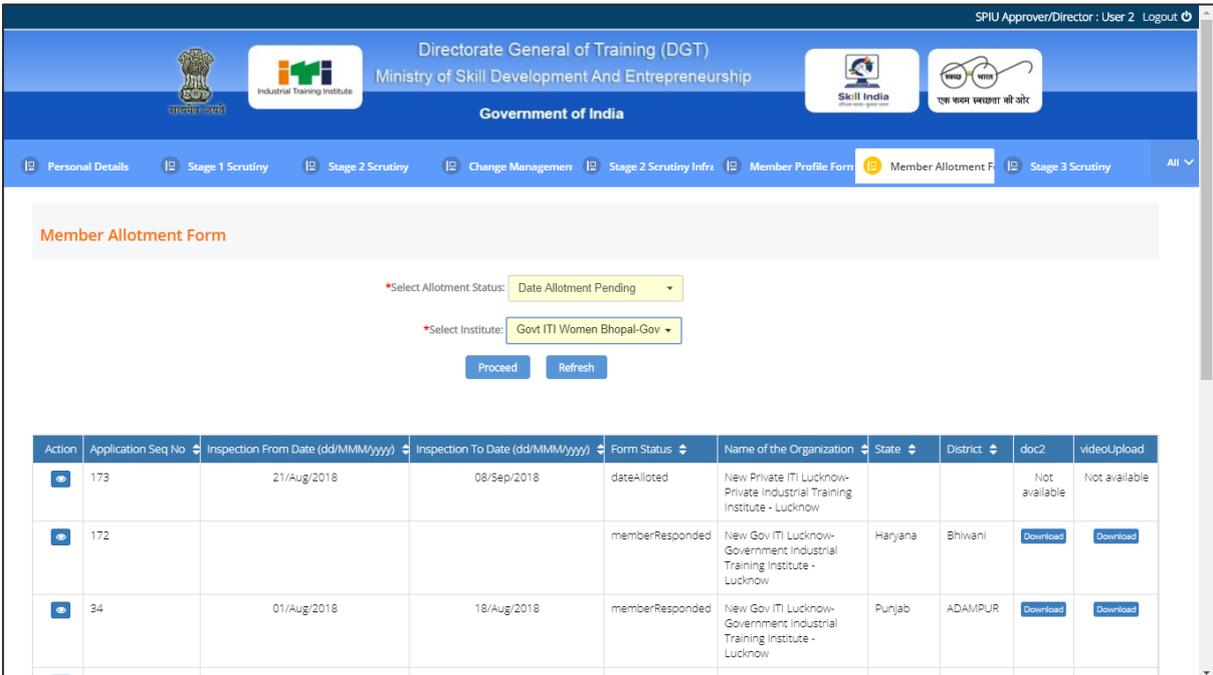
The allotted members then physically visit the ITI and enter the recommendation details in Member Login portal using individual login ID Password.

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.



Member Allotment Form

\*Select Allotment Status:

\*Select Institute:

Action	Application Seq No	Inspection From Date (dd/MM/yyyy)	Inspection To Date (dd/MM/yyyy)	Form Status	Name of the Organization	State	District	doc2	videoUpload
	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	<input type="button" value="Download"/>	<input type="button" value="Download"/>
	34	01/Aug/2018	18/Aug/2018	memberResponded	New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	Punjab	ADAMPUR	<input type="button" value="Download"/>	<input type="button" value="Download"/>
	36	05/Aug/2018	21/Aug/2018	memberResponded	New Gov ITI Lucknow-Government Industrial Training Institute - Lucknow	Haryana	Bhiwani	<input type="button" value="Download"/>	<input type="button" value="Download"/>

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

Member Allotment Form

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

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.

Welcome - Govt ITI, Baroh-Government Industrial Training Institute-Kangra Print Log out




Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India




**Applicant Details**   **Change Management**   **Inspection**

Inspection

Your Selection

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	videoUpload
	23	01/Aug/2018	11/Aug/2018	dateAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	Not available	Not available

Account 1 to 1 of 1 Entries.

Version 13.04.01

3. Click  icon to view details.

**Inspection** Close X




Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India




**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 *	Inspection Date *
<input checked="" type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="DD/MM/YYYY"/> 

**SUBMIT**

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**.

- 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**

Ministry of Skill Development and Entrepreneurship

Govt Press F11 to exit full screen

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	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.

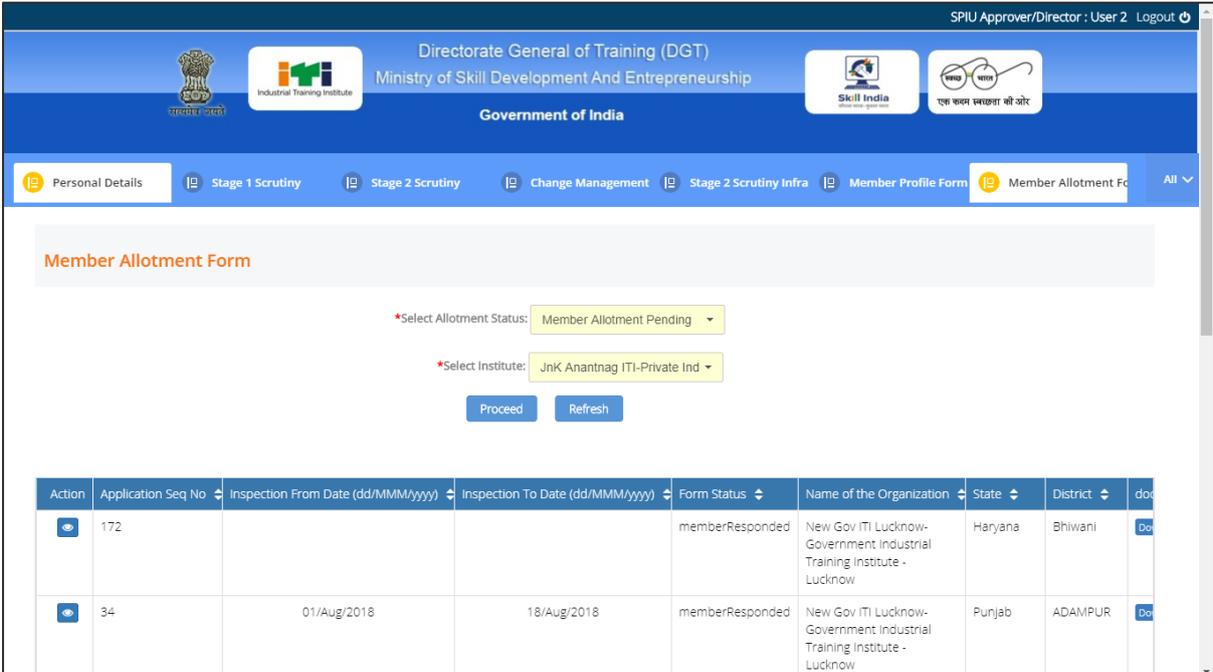
## Approver: Member Allotment for Inspection

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.



Action	Application Seq No	Inspection From Date (dd/MMM/yyyy)	Inspection To Date (dd/MMM/yyyy)	Form Status	Name of the Organization	State	District	do
	172			memberResponded	New Govt ITI Lucknow- Government Industrial Training Institute - Lucknow	Haryana	Bhiwani	De
	34	01/Aug/2018	18/Aug/2018	memberResponded	New Govt ITI Lucknow- Government Industrial Training Institute - Lucknow	Punjab	ADAMPUR	De

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

**Site Visit Payment Details**

DD Amount (in rupees) \*  
100

DD Drawn Bank\*  
hgfn

DD Date\*  
16/07/2018

DD No\*  
574

DD Branch Name\*  
jyjytj

DD Scanned Image\*  
[Click here to view](#)

**Sub Committee Inspection Team**

Member from DGT \*  
--Select--

Member from respective State Govt(SCVT)\*  
--Select--

Member from Engineering college/Polytechnic  
--Select--

Member from employer (Industry/Chamber of commerce /IndustriesDept)  
--Select--

**SUBMIT**

Version 13.04.01

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.

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Member Details | Inspection Details DGT

Inspection Details DGT

Your Selection

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	videoUpload
	23	24/Jul/2018	11/Aug/2018	memberAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	Not available	Not available

Account 1 to 1 of 1 Entries.

Version 13.04.01

3. Click icon to view Institute details.

Inspection Details DGT

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Institute Details | Land and Infrastructure Details | Machineries and Power Supply Details | Geo tagged Photo Upload

Address Details

\*State: Himachal Pradesh | \*District: Dharamsala | \*Institute Location: --Select-- | \*Khasra No./Khatauni No./Plot No.:

\*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**.
6. In the **Land and Infrastructure details** tab, verify the details and select **Response** as **Recommend** or **Raise NC**.

Inspection Details DGT

Drawing Hall Details (For Engineering Trade(s)(except Draughtsman (Civil)/Draughtsman (Mechanical) trades)

Drawing Hall Details [Click here to view details](#) \*Response Recommend

Administrative Area Details

Administrative 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 **Machineries, Equipment and Tools Details** tab, verify the details and select **Response** as **Recommend** or **Raise NC**.

Inspection Details DGT

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Institute Details Land and Infrastructure Details **Machineries and Power Supply Details** Geo tagged Photo Upload

Machineries, Equipment and Tools Details

Sr. No.	Trade Name	Details	Response	Remarks
1.	Electrician	<a href="#">Click here to view details</a>	Recommend	
2.	Fitter	<a href="#">Click here to view details</a>	Raised NC	s2
3.	Mechanic Auto Electrical and Electronics	<a href="#">Click here to view details</a>	Recommend	
4.	Hair & Skin Care (VI)	<a href="#">Click here to view details</a>	Recommend	
5.	Plumber	<a href="#">Click here to view details</a>	Raised NC	dsfdfsdfdsfd
6.	Electrician	<a href="#">Click here to view details</a>	Raised NC	dsfdfs
7.	Electrician	<a href="#">Click here to view details</a>	Raised NC	dsfdfs

9. Upload Recommendation of Inspection Committee in Stage III.

10. Click **Save and Next**.

11. In the **Machineries, 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.

The screenshot shows the 'Inspection Details DGT' interface. It features a table with four rows (10-14) for uploading documents. Below the table are sections for 'IT Lab', 'Drawing Hall', and 'Institute Inspection Video'. A dropdown menu for 'Overall Recommendation' is open, showing 'Recommend' as the selected option. At the bottom are 'BACK', 'SAVE', 'SAVE AS DRAFT', and 'SUBMIT' buttons.

Item No.	Description	Upload Here	Upload Here	Upload Here
10.	Mechanic Auto Electrical and Electronics	Upload Here	Upload Here	Upload Here
11.	Filter	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 here to upload](#)

\*Drawing Hall  
[Click here to upload](#)

\*Institute Inspection Video  
[Browse](#) Stage3CloseNC0.jpg [Upload](#)

Note:  
 • The allowed document type are .mpg & .mpeg & .mp4 and the maximum allowed document size is 8 MB.  
 • The Video must be geo-tagged with date & time details.

Overall Recommendation  
 ---Select---  
 Recommend  
 Raised NC  
 Recommend

BACK SAVE SAVE AS DRAFT SUBMIT

Version 13.04.01

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

The screenshot shows the 'Inspection Details DGT' interface. It features a header with the Directorate General of Training (DGT) logo and the Ministry of Skill Development And Entrepreneurship. Below the header is the 'Inspection Details' section, which includes 'Institute Details', 'Member Allotment Date', 'Site Visit Payment Details', and 'Sub Committee Inspection Team'.

Directorate General of Training (DGT)  
 Ministry of Skill Development And Entrepreneurship  
 Government of India

Inspection Details

**Institute Details**

Name of Institute	State	District	Type of Institute
Govt ITI, Baroh Government Industrial Training Institute Kangra	Uttar Pradesh	Lucknow	Government
	Institute Location	Mobile No	Request Type
	Urban	9450017636	Amendment in Name of Institute

**Member Allotment Date**

From Date	To Date	Action on proposed Date	Remarks for Disagreement
24/Jul/2018	11/Aug/2018	Agree	ok
Inspection Date			
25/Jul/2018			

**Site Visit Payment Details**

DD Amount	DD No.	DD Drawn Bank	DD Branch Name.
1212	1212	1212	12121
DD Date	DD Scanned Image		
24/Jul/2018	<a href="#">Click here to view</a>		

**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.

Log out

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Member Details | Inspection Details SCVT

Inspection Details SCVT

Your Selection

Action	Application Seq No	Inspection From Date (dd/MM/yyyy)	Inspection To Date (dd/MM/yyyy)	Form Status	Name of the Organization	State	District	doc2	videoUpload
	23	24/Jul/2018	11/Aug/2018	memberAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	<a href="#">Download</a>	<a href="#">Download</a>

Account 1 to 1 of 1 Entries.

Version 13.04.01

3. Click icon to view Institute details.

Inspection Details SCVT

Directorate General of Training (DGT)  
Ministry of Skill Development And Entrepreneurship  
Government of India

Inspection Details

Overall Observation of Member from respective State Govt(SCVT)

\*Response (Member from SCVT)  \*Remarks

SUBMIT

Observed Address Details

State	District	Institute Location	Khasra No./Khatauni No./ Plot No.
Himachal Pradesh	Dharamsala	Urban	23
Revenue Village / Area	Block Name	Pin Code	Latitude
23		232311	12
Longitude			
12			

Member Response

Institute Details

Sr.No.	Section 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.

Member Details | Inspection Details College

Inspection Details College

Your Selection

Action	Application Seq No	Inspection From Date (dd/MM/yyyy)	Inspection To Date (dd/MM/yyyy)	Form Status	Name of the Organization	State	District	doc2	videoUpload
	23	24/Jul/2018	11/Aug/2018	memberAlloted	Govt ITI, Baroh Government Industrial Training Institute Kangra	Himachal Pradesh	Dharamsala	<a href="#">Download</a>	<a href="#">Download</a>

Account 1 to 1 of 1 Entries.

Version 13.04.01

3. Click  icon to view Institute details.

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.

The screenshot displays the Directorate General of Training (DGT) Ministry of Skill Development And Entrepreneurship Government of India interface. It features a header with logos and a main content area with a table of application records. The table has columns for 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, and Remarks. A single record is shown with application ID 1802000411. Below the table is a 'Submit' button and a footer indicating 'Showing ( 1 - 1 ) of 1 record(s)' and 'Version 13.04.01'.

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	<input checked="" type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Revisit	ok

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.

Member Allotment Form

\*Select Allotment Status:

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	videoUpload
<input type="button" value="edit"/>	174			revisitPending	Govt ITI, Baroh-Government Industrial Training Institute-Kangra			Not available	Not available

Account 1 to 1 of 1 Entries

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

Member Allotment Form

**Institute Details**

Name of Institute : Govt ITI, Baroh-Government Industrial Training Institute-Kangra      State : Himachal Pradesh

District : Kangra      Type of Institute : Government

Institute Location : Rural      Mobile No : 8763184195

Mis No :      Request Type : Addition of Trade(s), Addition / Surrender of Unit(s)

**Member Allotment Date**

Inspection Date \*

**Sub Committee Inspection Team**

Member from DGT \*

Member from respective State Govt(SCVT) \*

Member from Engineering college/Polytechnic

Member from employer (Industry/Chamber of commerce /IndustriesDept)

Version 13.04.01

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**.

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	<input checked="" type="radio"/> Yes <input type="radio"/> No	ok

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**.

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 transferring 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 transferred 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**.

The screenshot shows the 'Staff Registration' form. At the top, there are logos for the Government of India, Industrial Training Institute, and Skill India. The form is titled 'Staff Registration' and is part of the 'Ministry of Skill Development And Entrepreneurship, Government of India'. The form contains a 'Personal Details' section with the following fields:

- \*Aadhar No. (Text input)
- \*Department Name (Dropdown menu)
- \*Salutation (Dropdown menu)
- \*Name (Text input)
- \*Father Name (Text input)
- \*Date of Birth (Text input with calendar icon)
- \*Email Id (Text input)
- \*Mobile No. (Text input)
- \*Confirm Mobile No. (Text input)

A 'Generate OTP' button is located at the bottom of the form. The version number 'Version 13.05.01' is displayed at the bottom of the page.

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**.

The screenshot displays the 'Staff Scrutiny' web application interface. At the top, there is a navigation bar with the Government of India emblem, the Directorate General of Training (DGT) logo, and the Ministry of Skill Development and Entrepreneurship. Below this, there are logos for Skill India and the motto 'एक कदम स्वच्छता की ओर'. The main content area features a filter dropdown menu labeled 'Select your filter(s)'. Below the filter is a table titled 'List of Data' with columns: S. No., Staff Application View, Application Registration No., Applicant ITI Name, Total Staff, Scrutinized Staff, and Staff Pending for Scrutinization. The table contains one record with S. No. 1, Application Registration No. 1801014387, and Applicant ITI Name 'Lucknow Public ITI college-Private Industrial Training Institute - Sopore'. Below this is another table titled 'List of Staff Data' with columns: S. No., Display Application View, Applicant Name, Date of Birth, Department Name, Photograph, Overall Recommendation, and Remarks. The table contains one record for Kanchan, born on 13/01/1987, in the Technical department. The Overall Recommendation is 'Verified' (indicated by a selected radio button). At the bottom of the interface, there is a 'Submit' button, a status indicator 'Showing ( 1 - 1 ) of 1 record(s)', and the version number '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**.

The screenshot displays the 'Staff Verification' interface. At the top, there is a header with the Government of India logo, the Ministry of Skill Development and Entrepreneurship, and the Skill India logo. Below the header, there is a search bar with the text 'Press F11 to exit full screen'. The main content area is titled '← Select your filter(s)' and contains several filters: 'Form Name' (DGT: New ITIs Staff Application), 'Applicant ITI Name' (empty), 'Application No' (empty), and 'Application Status' (Recommended). A 'Search' button is located below the filters. Below the search bar, there is a table titled 'List of Data' with the following columns: S. No., Staff Application View, Application Registration No., Applicant ITI Name, Total Staff, Verified Staff, Not Verified Staff, Overall Recommendation, and Remarks. The table contains one record with S. No. 1, Staff Application View (eye icon), Application Registration No. 1801014387, Applicant ITI Name Lucknow Public ITI college-Private Industrial Training Institute - Sopore, Total Staff 1, Verified Staff 1, Not Verified Staff 0, Overall Recommendation (radio buttons for Approved and Rejected), and Remarks (empty text area). Below the table, there is a 'Submit' button and the text 'Showing ( 1 - 1 ) of 1 record(s)'. The version number 'Version 13.05.01' is displayed at the bottom.

S. No.	Staff Application View	Application Registration No.	Applicant ITI Name	Total Staff	Verified Staff	Not Verified Staff	Overall Recommendation	Remarks
1		1801014387	Lucknow Public ITI college-Private Industrial Training Institute - Sopore	1	1	0	<input type="radio"/> Approved <input type="radio"/> Rejected	

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

