Subject: Request for updation of records on NCVT MIS Portal

It is informed that DGT is receiving no of requests for miscellaneous corrections including of records on NCVT MIS Portal etc.

In this regard, it has been decided to call requests on dedicated mails with relevant documents. In case any deviation is noticed for your institute, you may send mail with relevant documents (affiliation orders etc) to the concerned following mails with the correct title that is as follows:

1. Affiliation orders for the session 2016-2017 are uploaded on website dget.gov.in.
   a) In case MIS code has not been generated, kindly send mail under the title 'MIS code not generated' on mail id ncvtmis-msde@gov.in
   b) In case of existing ITI, trades/units are not uploaded on NCVT Portal kindly send mail (along with affiliation orders) under the title 'ITI not uploaded' on mail id ncvtmis-msde@gov.in

2. a). In case, there is a difference in trade/units (less or excess) in affiliation orders, kindly send mail (along with affiliation orders) under the title 'difference in trade/units' on mail id ncvtmis-
msde@gov.in in the format mentioned below.

<table>
<thead>
<tr>
<th>Date of Meeting granted affiliation</th>
<th>Name of the ITI with application No.</th>
<th>NCVT MIS Code</th>
<th>Trade/Units</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accrediated</td>
<td>Mentioned in the order</td>
<td>Modification required</td>
<td></td>
</tr>
</tbody>
</table>

b). In case more trade/units have been mentioned in the orders, due to typographical error units accredited/affiliated would be considered as final granted.

It is also advised to send justified aforesaid request by mail as attached scan copy on letter head of institute duly signed by competent authority with clear mention of registered mail id and cell no

(Sandhya Salwan)
Director of Training,

(Sushil Agarwal)
DDT