DGT Affiliation and Inspection Process

User Manual

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Overview

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

Important Links


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.
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.

![Confirmation Pop-up](image1.png)

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

![Institute Details](image2.png)

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

![Additional Tabs](image3.png)
15. Enter the mandatory details and click **Next** to proceed to the next tab. The **Organisation Details** tab is displayed.

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.

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

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

You can add more rows for additional trades.

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

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.

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.
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.

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

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

3. Go to the fields to view the NC comments.
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.
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 1 Scrutiny/Stage 2 Scrutiny/ Stage 2 Scrutiny Infrastructure/ Stage 3 Scrutiny** >> Scrutinized ITIs screen. Search screen is displayed.

2. Select the required search filter and click **Search**.
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**.
5. Specify the search criteria and click **Search**.

6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.

7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

**Downloading LOI**

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

1. Go to **Stage 1 >> Scrutinized ITIs**.

2. In this screen, select **Approver/Director Application Status** as Approved and click **Search**.
3. Click the print icon in **Print LOI** column. The LOI is displayed.

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

**Stage 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.

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.
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.

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.
5. Specify the search criteria and click **Search**.

6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.

7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

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

**Part 2 (Building Details) Application process**

To submit stage 2 part 2 application for building details,

1. ITIs can login on the **Applicant Login Portal** with credentials. Stage 1 application details are displayed on successful login.
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.
5. Next upload the specified documents. Click **Save and Next**. The **Classroom Details** tab is displayed.

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

   a. Click the link in Classroom Details, Workshop Details, IT Lab Details and Drawing Hall Details columns to view complete details and all photographs of each. Select and save your recommendations for details in each of the columns.

7. Click icon in **Vertical View** for vertical view of the application.
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.

2. Click Proceed to Respond NC to close NCs. The fields where NC has been raised are mentioned in the notification on the screen.
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**.
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.
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.
5. Specify the search criteria and click **Search**.

6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.

7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

**Downloading LOI**

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

1. Go to **Stage 2 Scrutiny Infrastructure >> Scrutinized ITIs**.

2. In this screen, select **Approver/Director Application Status** as Approved and click **Search**.

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

You can send the printed LOI to ITIs. On receipt of LOI, ITI can submit next Stage application.
Stage 3 Application

The Stage 3 application is divided into 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.

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**.
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**.
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**.

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.
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.

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.

![Image of IT Lab Details section](image)

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

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

![Image of Drawing Hall Details tab](image)

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

32. Specify the details in this tab.
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.

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.

6. Select Trade for the application. Here, you can review the trade details.
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.
4. Go to Stage 3 Scrutiny >> New ITIs Initial Scrutiny Stage 3 – Part 2. The search screen is displayed.

5. Select the search criteria and click Search. The Application listing is displayed.

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.

10. Next, add Remarks and click Submit to submit the scrutiny of the application. Now, the ITI will be notified about the NCs in the application.

Close Non-Compliances

To close the NCs raised by SPIU assessor,

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

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

4. 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**.

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

Application Review by State SPIU Director

To perform Application review,


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**
5. Specify the search criteria and click **Search**.

6. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.

7. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

8. Go to **Stage 3 Scrutiny >> New ITIs Initial Stage 3 –Part 2**.

**Stage 3 Part 2**
9. Specify the search criteria and click **Search**.

10. Review the application in the search result. SPIU director can view the actions and remarks for each column given by the SPIU Assessor.

11. Select **Overall Recommendation**. Enter **Remarks** to Approve or Reject and click **Submit**.

12. Inspect 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.

5. Select the Allotment Status as **Date Allotment Pending**.

6. Select the **Institute Name** and click **Proceed**.
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.
3. Click icon to view details.

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-Alotment Pending.
4. Select an Institute and click Proceed. The details are displayed.
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.

5. Go to Sub Committee Inspection Team section in the form.
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.
3. Click 🎥 icon to view Institute details.

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.
7. Click Save and Next.

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

9. Upload Recommendation of Inspection Committee in Stage III.

10. Click Save and Next.

11. In the Machinaries, Equipment and Tools Details tab, verify the details and select Response as Recommend or Raise NC.
12. In the **Geo Tagged Photo Upload** tab, upload the required documents, photographs and videos.

13. Select **Overall Recommendation** and click **Submit**. The recommendation is submitted.
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.
3. Click 📌 icon to view Institute details.
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.**

3. **Click icon to view Institute details.**
You can view the recommendation from DGT and SCVT members and enter your 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 your 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.
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.
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.

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

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.
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.

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**.

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.


4. Click Submit.