File no. DGT-MIS011/1/2018-O/o DIR (TC)
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Employment Exchange Building, IARI Campus
Near Pusa ITI, New Delhi, Dated: - 17th January 2020

To,

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. All the Principal of NSTIs / NSTI(W)s.

Subject: - Third phase of uploading of Admitted trainee data: Session 2019- Revised Schedule

Sir/Madam,

In partial modification to this Directorate's letter dated-16.01.2020, the revised schedule is as detailed below: -

Sl. No.	Activity	Action by	Duration	Concerned stake holder
1.	Discharging of Unapproved students for academic session 2019	ITIs/ NSTIs	13.02.2020 to 17.02.2020	ITIs/NSTIs Concerned will discharge wrongly uploaded (Trade/Unit/Shift) students and student who had left the ITI/NSTI after cancellation of admission. ITI can discharge only unapproved student's data.
2.	Discharging of Approved students, and uploading of students for academic session 2019-	SPIUs/NSTIs	10.02.2020 to 22.02.2020	In case of students who were already approved by ITIs./NSTIs, such student's data will be rectified by the SPIUs by using discharge option. students can be removed from ITI, change the trade, unit/shift.
3.	Uploading of against Discharged students by ITIs/NSTIs	ITIs/NSTIs	18.02.2020 to 22.02.2020	ITI/NSTIs can upload students who had taken admission prior to 21.10.2019.
4.	Photo uploading & Verification of Students Data	ITIs/NSTIs	24.02.2020 to 07.03.2020	ITIs/NSTIs after verification of trainee's details can upload photos of students and after verification submit data for final approval by SPIU. Once data submitted by ITIs/NSTIs, further correction will not be allowed.
5.	Editing and Approval of uploaded trainee's data	SPIUs/NSTIs	09.03.2020 to 21.03.2020	Edit (Maximum 3 characters in case of Name/Father name, replacement of another students is **not** allowed in edit option. SPIUs/NSTIs will approve the verified data submitted by the ITIs/NSTIs after checking Units/Trades affiliated to the respective ITIs/NSTIs. No data correction will be allowed after 21.03.2020.

In view of the above, all the ITIs/NSTIs and SPIUs are advised to take necessary steps to upload the data, photo uploading, data verification & approving the uploaded' data as per the schedule accordingly.

(Sunil Kumar Gupta)
Director of training
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