**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: - 17<sup>th</sup> 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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Copy to:-

1. Wipro team, Delhi – with the request to make provision an enable the link accordingly.

2. ROSOE's Concerned are requested to followup the activities as per the schedule. Compliance report may please be submitted accordingly.

(Ravi Chilukoti)
Joint Director of Training
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