

**DGET-12/1/2016-TC**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

**New Delhi Dated: 03.02.2017**

To

**The State Director/Commissioner,**  
Dealing with Craftsmen Training Scheme

Subject- Access/rights to SPIUs for editing of trainees data & uploading of trainees for the institutes granted affiliation in the month of September/October 2016.

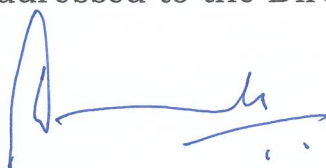
Sir

It is to inform you that DGT is in receipt of number of representations/emails from various States/institutes regarding editing of trainees and non-uploading of trainees data on NCVT MIS Portal for the session 2016-17.

The matter has been discussed at length and the competent authority, as a uniform policy has decided:

- To extend facility of editing trainees data to respective SPIUs that includes uploading of trainees' photograph, to change/correct Father's name , DOB, change in category from private to regular and deletion etc. for the trainees admitted during the session 2016 . The name of trainees would not be changed in any case.
- To upload the trainees data for the institutes, granted affiliation during the session 2016 **i.e. before 9.10.2016** who could not upload trainees' data on NCVT portal by 9.10.2016. These trainees should have been admitted by **09.10.2016** ensuring mandatory condition of **90 days of teaching** before semester exams scheduled in Feb 2017.

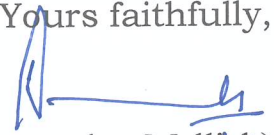
It is clarified that all the changes and uploading of trainees' data would be done by the State Directorate after requisite verifications and final list of changes & uploading (duly signed by competent authority) would be submitted to DGT HQ addressed to the Director of Training, DGT HQ, New Delhi



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In view of above, it is requested to kindly complete both of the exercise **by 10.02.2017** to enable the trainees to appear in theory exams scheduled from 18.02.2017 with valid & corrected Hall ticket generated from NCVT MIS Portal.

Yours faithfully,



(Deepankar Mallick)  
Deputy Director General (T)