

**DGT-AFF011 (51)/2/2020-O/O DIR (TC)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

1st Floor, CIRTES Building,  
Pusa Campus, Pusa, New Delhi-110012  
Dated 17.03.2022

To,

All the Regional Directors,

**Subject:** Assigning of "Batch Creation" facility for ITI Inspection to RD, RDSDEs – Regd.

Madam / Sir,

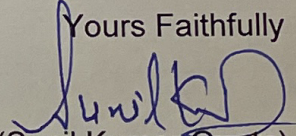
In order to decentralize the activities related to affiliation/de-affiliation the competent authority has decided that online BATCH CREATION facility on NIMI portal for the ITIs who has applied on NIMI portal for affiliation, extensions of shift and units., etc. will be given to Regional Director, RDSDE from their log in account in association with NIMI for their respective jurisdiction. They can perform the following activities :-

1. Monitoring of auto-creation of batches for inspection
2. Rescheduling of batches
3. Modification of batch members
4. Cancel of inspection batches
5. Modifying/change of official's details

In case of difficulty please contact to the following personals at NIMI

1. Ms. Kirthika- 9498087085
2. Mr. Anup Wasnik- 9498069086

This issues with the approval of the competent authority.

Yours Faithfully  
  
(Sunil Kumar Gupta)  
Director-TC

Copy to:

1. Sr PPS to DG/AS, DGT New Delhi.
2. Sr PPS to DDG, DGT, New Delhi
3. Director, NIMI, Chennai
4. Shri Herman Jacob, Assistant Manager (IT), NIMI, Chennai
5. All RDSDEs
6. IT Cell, DGT, New Delhi
7. DDT, TC Section, DGT, with a request to upload it on NCVT MIS Portal.