

**DGT-HC044/18/2021-O/o DIR (TC)-Part (1) (E-53491)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**  
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1<sup>st</sup> Floor, CIRTES Building  
Pusa Campus, Pusa, New Delhi-110012  
Date: 14<sup>th</sup> of November 2022

To,

1. The All the Principal Secretaries/Secretaries of States/UTs dealing with Skill Development
2. All the Regional Directors of RDSDEs

Subject: Standard Operating Procedure (SOP) for De-affiliation matter– Reg

**Respected Madam/Sir,**

Kindly refer the State Skill Development and Entrepreneurship Committee (SSDEC) order dated 28.03.2022 which will scrutinise the complaints against ITI, will conduct joint inspection as per the norms laid by DGT and will provide the recommendation to DGT for SCAA approval.

That keeping in mind the grievances and increasing court cases, a 'Standard Operating Procedure' or SOP is devised by the DGT which clearly puts together the timeline to be followed by the SSDEC right from the receipt of a complaint against an ITI till its de-affiliation. The SOP is attached at Annexure-1.

Further, the principles of natural justice should be followed and the applicant ITIs should be given fair opportunity to be heard before taking any decision by the SSDEC.

This issues with the approval of Competent Authority.



Ujjwal Biswas

Director-TC

Copy to:

1. Sr. PPS to DG/SS, DGT, New Delhi
2. Sr. PPS to DDG, DGT New Delhi.
3. Officer- In charge, NCVT-MIS portal section for uploading in the portal

## Annexure-1

### SOP for De-affiliation

#### 1. Receipt of complaint from individual complaint:


If any complaint is received to state/RDSDE/DGT than following SOP and timelines will be followed to proceed for de affiliation. As per the SSDEC order dated 28.03.2022 "SSDEC will scrutinize the complaints against ITI, will conduct joint inspection as per the norms laid by DGT and will provide the recommendation to DGT for SCAA approval".

Such type of De-affiliation matters has to be dealt by SSDEC. SOP and timelines are defined SOP to give their recommendation.

Process/Activity	Actor/Responsibility	Timelines
If any Complaint received related to- <ul style="list-style-type: none"><li>• Violation of affiliation norms or any other violation or malpractices</li><li>• If any of the documents submitted for seeking affiliation such as, lease deed/ land ownership, trust, electricity bills, Bank Guarantee etc. are found forged/ manipulated.</li><li>• If any machinery or equipment is found demobilized/moved to another ITI without following latest NCVT norms or prior written approval from DGT.</li><li>• Any Malpractice related to NCVTMIS portal</li><li>• If any institute is relocated without prior approval of DGT or state</li></ul> The complainant will provide his identity proof (ID card ,email id, contact number) along with the supporting proof in respect to the complaint such as photos, videos, portal data and any documentary proof of ITI.	Show cause notice should be served to email id mentioned in portal and preferably via speed post also.  By RDSDE/State Directorate.	Issuance of Show Cause Notice (SCN) immediately clearly mentioning the deficiencies in the functioning of the ITI.
Reply to Show Cause Notice	ITI	20 working days from issuance of Show Cause Notice
No reply: In case of no reply within 20 working days issuance of reminder of Show Cause Notice. A second SCN will be given to ITI	RDSDE/State Directorate	For reply 5 working days from issuance of reminder Show Cause Notice
SSDEC will examine the reply sent by ITI and will conduct joint inspection	SSDEC	20 days
Joint Inspection of ITI as per norms laid by DGT.	RDSDE/State Directorate	10 days
Joint inspection report will be placed in SSDEC and SSDEC will send its recommendation to TC Section, DGT HQ.	SSDEC	20 days
Recommendation of SSDEC/Verification report will be placed in SCAA for final decision.	DGT	30 Days

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<p>If Committee decides for continuation of affiliation then Show cause notice may be dismissed.</p> <p>If SCAA decides to de affiliate the institute then issuance of De-affiliation order and communicate to ITI and State Directorate along with self-speaking order clearly mentioning the deficiencies in the functioning in the said ITI.</p>	DGT	Within 15 days of issuance minutes
De-affiliate the trades/units of the ITI from NCVTMIS portal, this will not allow ITI to take admission further.	DGT	Immediately after issuance of de affiliation orders
Once exams of all admitted trainees will complete then inactive ITI and ITI status on NCVTMIS portal is as "de affiliated"	DGT	
While De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s), institute and DGT shall ensure that all trainees enrolled complete the training duration and no fresh admissions are admitted	ITI and DGT	

  
 Rajesh Kumar  
 AD, Tc section.

## 2. De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s):

As per NCVT Norms page no 39, in case of self-surrender of trade units/closure of the institute, The following SOP is already given in manual and same will be followed by SSDEC and will send report to DGT with recommendation.

### 3.6 De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s)

S No.	Processes	Actor/ Responsibility	Timelines
3.6.1	Request for de-affiliation of institute/ trade(s) through web portal using login id and password Submit the relevant documents	Applicant	As per requirement
3.6.2	Evaluate details submitted, Verify the appropriateness of the documents Communicate the objections, if any, to applicant through web portal OR Recommend for de-affiliation of institute/ trade(s)	State / UT	Within 20 working days
3.6.3	Evaluate the recommendation of State Directorate Communicate the objections, if any, to the applicant through web portal OR No new program/ trade or increase in intake shall be allowed in lieu of closed program/ trade. Issue order for De-affiliation/ Closure of Institute/ Surrender of Trades/ Units. The status to be updated on web-portal.	DGT	Within 20 working days
3.6.4	Submission of clarifications, incase objections have been communicated	Applicant	Within 5 working days of communication of objections
3.6.4	Update the information in the system and communicate the same to the applicant and other related stakeholders	Online	As per approval
3.6.5	• Any institute de-affiliated by DGT shall not be eligible to apply for re-affiliation for minimum period of 3 years from date of de-affiliation. Exception shall be given for institutions in case of relocating to a new place with prior written approval of DGT.	DGT	

Instruction for 3.6.1 and 3.6.3:

While De-Affiliation/ Closure of Institute/ Surrender of Unit(s)/ Trade(s), institute and DGT shall ensure that all trainees enrolled complete the training duration and no fresh admissions are admitted