

DGT- Aff011(47)/2/2022- O/o Dir (TC)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training (DGT)

1<sup>st</sup> Floor, CITRES Building  
Pusa Campus, Pusa, New Delhi-110012  
Date: 13 January, 2023

To

All the State Directors/UTs dealing with Craftsmen Training Scheme (CTS)- reg

**Subject: Validation of trades/courses running in Govt. ITIs**

Sir/ Madam,

This is regarding validating the information pertaining to the CTS trades being run in Government ITIs and updating the same on the NCVT MIS portal of DGT. It has been observed that the trades actually being run in the Government ITIs are not being correctly reflected on the NCVT MIS portal of DGT. The data on the portal indicates that no admission has been taking place in some of the trades in the past few years. This is perhaps because the trades initially affiliated have been discontinued but the information is not updated on the portal. Due to this wrong reflection of trades, the seating capacity of the ITIs is also different from the actual number of seats and indicates wrong seat utilization.

2. DGT is conducting a drive to update and clean the data on the NCVT MIS portal so that correct information is reflected on the portal as it is used for various policy-related decisions. Seat utilization is an essential criterion of ITI grading and if there is incorrect information on the portal, good-performing ITIs will be impacted by low grading.

3. It is, therefore, requested that information pertaining to such trades that have been **discontinued / de-affiliated / surrendered** in the Government ITIs in your State / UTs, may be informed to this office for **correction and validation on the portal**. In addition, the number of trades along with units and shifts which are currently running may also be provided.

4. The information as requested may be sent to the undersigned in the format **annexed**, duly **signed and stamped** by the Competent Authority as well as in the soft form, as below:

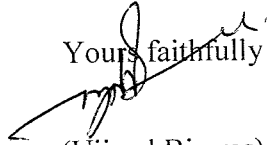
**Address:** TC Section, DGT, Room No 105, 1<sup>st</sup> Floor, CITRES Building, Pusa Campus, Pusa, New Delhi-110012.

**Email address:** [tc-deaffiliation@dgt.gov.in](mailto:tc-deaffiliation@dgt.gov.in), [section-tc2022@dgt.gov.in](mailto:section-tc2022@dgt.gov.in).

In case if any further clarification, may kindly contact: Shri Raju Kannam, Deputy Director, 9848007337.

Encl: As annexed

Yours faithfully

  
(Ujjwal Biswas)  
Director (TC)

Copy to:

1. Sr. PPS, DG, DGT.
2. PPS. DDG, DGT
3. All RDSDEs.

Name of State/UT: \_\_\_\_\_

**(Information to be shared in MS-EXCEL)**

Sl. No	MIS Code	Name of Govt. ITI	Address	Trades/ Units that have been discontinued / de-affiliated/ surrendered by the ITI	Details of De-affiliation/ Self-surrender orders i.r.o Col. 5	List of Trades being run as on date	No. of Units & Shifts of trades being currently run as per Col. 7	Remarks, if any
1	2	3	4	5	6	7	8	9

Signatures  
(Name of the Signing Authority)  
(Stamp)