

E-File: 58262

DGT-Aff0misc/7/2023-O/o DIR (TC)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

Employment Exchange Building,  
Pusa Complex, New Delhi-110012

Dated: 20<sup>th</sup> March, 2023

To,  
All the State Directorates / UTs dealing with Craftsmen Training Scheme

**Sub: Updating ITI profile details on NCVT MIS portal – reg.**

Sir / Madam,

As you are aware that, NCVT-MIS portal is a common centralised portal to manage and monitor all the ITIs across the country. Also, the same portal is accessible to public to know basic information about ITIs across the country including the list of courses offered by them.

In this context most of the information pertains to ITI profile page like contact details, principal details are needs to be updated time to time to provide proper information to the stakeholders.

In addition, DGT is also receiving number of emails for updating profile related information of ITI due to change of Principal or chairperson etc.

It is also observed that around 2500 ITI's data was not updated on "PM Gati Shakti portal" because of non-availability of longitude/latitude for those ITIs.

The matter has been examined by the competent authority and decided to provide one-time opportunity to all the ITI's to update profile related information through ITI Creator & Approver login. Manual for updating profile information is enclosed.

In this regard, I am directed to inform respective state directorates to ensure all the Government and Private ITI's in your jurisdiction to update the profile page from 20.03.2023 to 20.04.2023. After due date profile edit (Modify ITI Details) link would be deactivated by assuming all the ITI's have updated their profile page and further no profile corrections are entertained thereafter.

This issues with the approval of Competent Authority.

Yours faithfully

  
**(Ujjwal Biswas)**  
Director (TC)

Encl: As mentioned above

Copy to :

1. All RDSDEs
2. Directors TT/IT, CD, CFI