

DGET-12/1/2010-TC
Government of India
Ministry of Labour and Employment
Director General of Employment & Training

Shram Shakti Bhawan, Rafi Marg,
New Delhi Dated the 29th December, 2010

To,

1. All Secretaries/Principal Secretaries to State Governments/UT Administrations dealing with Vocational training.
2. Commissioner/Directors dealing with Vocational Training of all State Govts./UT Administrations.

Subject: Clarification regarding Affiliation Procedures.

Sir,

As you are aware that NCVT is granting affiliation to trades/units on the recommendations of Sub-Committee of NCVT for affiliation of Trades/Units of ITIs/ITCs. From time to time, important decisions are taken by the Sub-Committee on the affiliation procedures and these are conveyed to each State/UT while sending the minutes of the various meetings. However, it has been noticed that decisions are not being followed in letter and spirit by the State Govts. and therefore, all decisions compiled and circulated vide our letter No.DGET-12/1/2010-TC dated 20.04.2010 and placed on DGET website. The states are interpreting the decisions in different ways. The clarification of some of decisions are elaborated as follows:

1. Old and Used Machines (Tools& Equipments) in New Trades/Units-

It has been observed while scrutinizing the affiliation proposals received from the various, States/UTs that there are some old general machinery/main machinery, like electric furnace, different types of motors, generator, lathe machine, vehicles, etc. procured by the

Institutes for affiliation of new trade/unit. The Inspection team has recommended granting the affiliation of trade where many old machines are available. The Sub-Committee of NCVT dealing with affiliation in the meeting held on 13.10.10, and 30.11.2010 directed to obtain the certificate from the trade expert that these machines are worth for imparting skill training as per syllabus of CTS trade for which it has been purchased and for how many years this machine will be useful.

On the request received from the States/UTs Training Directorate, RDAT/FTI Bangalore (As the case may be) will depute two officers (one officer in the rank of JDT/DDT and other ADT/TO as a trade expert from Institute) to verify the working condition and suitability of old machines for training purpose. State/UT Director dealing with Vocational Training Scheme shall send the verification report along with comments to DGE&T immediately to consider the case in next meeting of NCVT-Sub-Committee. (Please refer to letter No. DGET-12/1/2010-TC dated 7th Dec. 2010)

2. Proof of power supply/connection

The following documents as proof of availability of power supply for grant of affiliation are required:

- (i) For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).
- (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load , proof of payment of dues for the same along with meter sealing report should be produced/submitted.

(iii) Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced along with the current bill.

It has been observed that during scrutinizing the affiliation proposals of ITI/ITC, the Electrical connection proof/documents are submitted in the plane paper mentioning, 'To whom it may concern'. This type of document/proof is not acceptable. Availability of three phase non-domestic electric connection documents, power sanction order, Meter sealing report & Electrical connection documents and current electricity bill etc. are only acceptable.

3. Admissions of Trainees


Some of States/UTs have given permission to admit the trainees under SCVT for the admission session 2010-11 and while granting admission in unaffiliated units, they have mentioned reference of Standing Committee or DGET for affiliation. In this connection, it is inform that as per affiliation procedure decided by NCVT on 23rd November 2008, the effective date of affiliation is the date on which the affiliation is granted by the Sub-Committee of the NCVT for affiliation, which is mentioned below:-

- a) Affiliation granted between 1st January to 30th June will be effective from the session beginning August of the same year.
- b) Affiliation granted between 1st July to 31st December will be effective from the session beginning February of next year.

It is further informed as per the decision of Sub-Committee of NCVT taken on 23rd October 2009. **“No admission is allowed in NCVT trades before affiliation is granted by Sub-Committee”**. This decision was also communicated number of times by DGET.

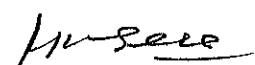
As decided by NCVT no affiliation order would be issued from retrospective date, thus the students admitted in un-affiliated trade are eligible for SCVT certificate only. It should be made very clear to students of unaffiliated trades/units that they are entitled to SCVT certificates only.

4. State/UT Governments are, accordingly, requested to give a copy of the above instructions to all the officers involved in the process of affiliation and also to the institutes who wish to get affiliated to NCVT and also display it on website of the State Training Directorate and on notice boards at relevant places. The State Govts. should also carry out wide publicity through print/electronic media and other methods these instructions so that the students as well as institutes desirous of affiliation to NCVT do not face any difficulty


(R.L. SINGH)
Director of Training

Copy forwarded to the following for information & necessary action:-

1. The Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI) Dehradun & Hyderabad, FTI Bangaluru , Jamshedpur & NIMI Chennai.
2. The Regional Directors, RDAT Chennai, Faridabad, Hyderabad, Kanpur, Kolkata & Mumbai.
3. The Principal, CTI Calicut, MITI Chennai, Choudwar, Haldwani & Jodhpur.
4. The Principal, NVTI Noida and All RVTIs.


(M.M.GERA)
Joint Director of Training