

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 20<sup>th</sup> April, 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: Affiliation of trades/units of ITIs/ITCs with NCVT. – comprehensive instructions regarding.**

Sir/Madam,

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-12/1/2009-TC dated 11.09.09 and placed on DGET website. Subsequent to 11.09.09 a few more decisions have been taken and once again all the decisions/instructions have been compiled and are reproduced below for strict implementation:

1. **The preliminary inspection** is key to successful processing of affiliation applications and must be carried out strictly as per Annex-III of the affiliation procedure by an officer of the State Training Directorate. If this inspection is found satisfactory, then only it should be followed by an inspection by the Standing Committee (SCI). State Director should, therefore, constitute the Standing Committee only after satisfactory report of the preliminary inspection. Therefore, the officer carrying out preliminary

Inspection must be held responsible for deficiencies, if he/she has recommended for SCI and later, SCI has rejected the affiliation proposal. Accordingly, all proposals for SCI should include as to who had carried out preliminary inspection, his/her name, designation, address must be incorporated in the report for accountability and action against him.

Several instances have come to our notice that preliminary inspection is not done seriously according to provisions leading to rejection of cases by the SCI. In such cases where the trades/Units of the institute are rejected by the Standing committee, the State Director must fix responsibility and take action against the officer who carried out the preliminary inspection. It is regretted that such action is not taken, resulting in wastage of precious time of the members of the Standing Committee and it compounds the shortage of manpower because of which it becomes difficult to adhere to schedule of SCIs.

## **2. Composition of Standing Committee :**

The Trade/Unit for which affiliation to NCVT is sought is inspected by a Standing Committee constituted by the State Director In-charge of Craftsmen Training. It has the following members:

- (a) Two members should be nominated by the SCVT (one from the Industry and the other from Labour). Industry does not mean only Department of Industry, it could be an expert from any credible industrial establishment and he should hold a senior technical position. He could also be a senior member of one of the apex industry associations – CII/FICCI/ASSOCHAM. Similarly, Labour does not mean only representative of Department of Labour. He may be a Senior Technical expert from one of the recognized trade unions - BMS/INTUC/CITU/AITUC/HMS.
- (b) One member should be nominated by the Secretary of the NCVT/ designated officer, he/she should be from one of the DGE&T offices/institutes/Directorates of Apprenticeship Training etc.
- (c) State Director in-charge of Craftsmen Training or one of his senior Officers having good experience of vocational training.
- (d) The Committee may also co-opt one/two experts in the relevant trade/trades.

All the members should not be below the rank of Assistant Director of Training in case of Govt. employee and in case of private sector, he/she should be holding a senior position equivalent to Chief Manager/ Sr. Manager and Senior Office bearer of Trade Union in case of a Trade Union.

The Standing Committee with a minimum of three members (at least one of whom should be a representative of NCVT and one representative of State Director), should inspect the Institute to verify that the information furnished by the institute in the prescribed proforma (Annexure III) is correct and the Trade/Unit has been equipped as per prescribed norms in respect of tools, equipment, machinery, building, land, furniture, power supply, appointment of qualified instructors, etc. (Also refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.7.2009). The ITI/ITC and Standing Committee must ensure that the tools & equipments are as per the latest syllabus of the trade.

### **3. Effective date of affiliation**

As per new affiliation procedure decided by the NCVT on 23<sup>rd</sup> 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 1<sup>st</sup> January to 30<sup>th</sup> June will be effective from the session beginning August of the same year
- b) Affiliation granted between 1<sup>st</sup> July to 31<sup>st</sup> December will be effective from the session beginning February of next year.

(Please refer to letter No. DGET-19/5/2008-CD dated 15.12.2008 of the 37<sup>th</sup> Meeting of the NCVT held on 23<sup>rd</sup> November, 2008 and Minutes of Meeting of the sub-Committee of NCVT held on 19.2.2009, 20.3.2009, 24.6.2009, 30.7.2009, 17.8.2009 & 28.8.2009, 23.10.09, 27.11.09 and letter No. DGET-12/1/2009-TC dated 6.1.2009, 5.5.2009, 11.09.09, 27.10.09, 27.11.09, 29.12.09 and letter No. DGET-12/1/2010-TC dated 28.01.10, 05.03.10, 30.03.10).

### **4. Only one Inspection in a Session:**

It was unanimously decided in the Sub-Committee of NCVT for affiliation meeting that only one inspection for August session and another for February session of every year is allowed for the respective session, thus in a year only two inspections are allowed to be conducted by the Standing Committee inspection team. When any

Standing Committee is visiting any institute for inspection, it should include trades which otherwise could be done by DIR.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.2.2009, 30.7.2009, 17.8.2009 & 28.8.2009, 11.09.09, 23.10.09, 27.11.09 and letters No DGET-12/1/2009-TC dated 5.5.2009, 25.6.2009, 11.09.09, 23.10.09, 27.11.09, 29.12.09).

**5. Bar on inspection for one year if institute refuses to get inspected on due date**

The institute, which refuses to get inspected after fixing the date for inspection or requests for postponement of inspection after fixing the date, shall be debarred from inspection for one year.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.2.2009, 20.3.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letter No DGET-12/1/2009-TC dated 05.05.2009, 11.09.09).

**6. Limiting number of inspections in a single day**

Certain instances came to notice that large number of inspections were carried out in a day which resulted in compromise of quality. It has, therefore, been decided that the inspection of not more than two ITIs/ITCs shall be carried out in a single day. Thorough and complete inspection must be carried out during working hours only (Generally between 9 AM to 5 PM).

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.03.2009, 24.06.2009, 30.7.2009, 17.8.2009 & 28.8.2009 and letter No. DGET-12/1/2009-TC dated 05.05.2009, 11.09.09).

**7. DIR-Inspection for 3<sup>rd</sup> Unit (3<sup>rd</sup> Shift)**

It was decided that for 3<sup>rd</sup> Unit (3<sup>rd</sup>Shift) Departmental Inspection Reports (DIRs) may be considered to grant the affiliation. DIR would be considered only if proof of affiliation of base unit is submitted.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 30.12.2008, 19.02.2009, 24.6.2009, and letters No. DGET-12/1/2009-TC dated 06.01.2009, 05.05.2009, 11.09.09).

## **8. 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 alongwith the current bill.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 19.2.2009, 20.3.2009, 24.6.2009, 27.11.09 and letter No. DGET-12/1/2009-TC dated, 05.05.2009, 11.09.09, 27.11.09).

## **9. Each page of the report should be signed by each Officer/official with date and stamp**

Each page of the reports (SCIR/DIR/SIR) must be properly signed with date, name, designation and stamp of the Inspecting officers/officials at the time of inspection itself and one copy of the report should be handed over to the head of the institute on the same day. Copy handed over to the institute shall not be a claim of affiliation granted. It may be made clear that affiliation is granted only by the Sub-Committee of affiliation as constituted by the NCVT.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 19.02.2009, 20.03.2009, 11.09.09, 27.11.09 and letter No. DGET 12/1/2009-TC dated 05.05.2009, 11.09.09, 27.11.09, 29.12.09).

## **10. Submission of report to DGE&T, (Hqr), New Delhi within a week**

The report (SCIR/DIR/SIR) must be submitted to State Directorate immediately after the inspection, which subsequently should be forwarded within a week to DGET (HQ) duly signed by the

Director. The State Director must ensure that the files/cases reach DGET (HQ) on or before 31<sup>st</sup> May and 30<sup>th</sup> November for August and February sessions respectively, so that these files are processed on time and put up before the Sub-Committee for consideration. Since inspections are carried out at regular pace, therefore, State Directors may send proposals to DGE&T, HQ in a phased manner as and when the inspections are completed. Proposals should not be allowed to accumulate and sent in big bundles. This delays processing and the proposals are not put up before the Sub-Committee for consideration on time which results in delay in affiliation. Proposals, therefore, must reach DGET, HQ at even pace to facilitate prompt processing at DGET, HQ otherwise State Directors may be required to grant SCVT affiliation to the institute if it is not affiliated by NCVT on time. Accordingly, State Directors are advised to receive proposals at least 6-8 months in advance from the commencement of the session to avoid rush of proposals and subject them to inspections at regular pace.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.03.2009, 24.06.2009, and letter No. DGET 12/1/2009-TC dated 05.05.2009, 11.09.09, 27.11.09).

#### **11. Timely constitution of inspection committees**

State Governments should constitute the inspection committees on continuous basis for inspection and conduct the inspection (SCIR/DIR/SIR) for the respective sessions. Inspections conducted up to 31<sup>st</sup> May are considered to grant affiliation to trades/units w.e.f. the following August session and inspections conducted upto 30<sup>th</sup> November are considered for the following February session. State Directorates are, therefore, requested to send the inspection reports to DGET (HQ) New Delhi within a week from the date of inspection.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.3.2009, 24.6.2009, 27.11.09 and letters No. DGET 12/1/2009-TC dated 5.5.2009, 11.09.09, 29.12.09).

#### **12. Eligibility of candidates to appear in NCVT Exams**

The candidates of trades/units which were affiliated with NCVT on the date of admission only are eligible to appear in All India Trade Test (AITT) for the award of National Trade Certificate. It shall be the responsibility of the State Director to notify/publicize the trade, unit, ITIs/ITCs which are affiliated to NCVT on the date of admission.

Again, the State Govt. should inform the students through wide publicity in print and electronic media before they seek admission in the ITIs/ITCs about the status of affiliation of the trades/units, etc. with the NCVT so that there are no complications later.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 20.03.2009, 24.06.2009, 30.07.2009, 17.08.2009 & 28.08.2009, 11.09.09 and letters No. DGET 12/1/2009-TC dated 06.01.2009, 05.05.2009, 11.09.09).

### **13. Affiliations shall be granted from prospective session**

It was decided in the meeting held on 23.10.2009 that if admissions are done without affiliation, then granting of affiliation becomes meaningless and carries no sanctity. Fundamental principle that was considered by NCVT was "Affiliation before Admission". After deliberation, it was unanimously decided to grant all affiliations w.e.f February 2010. It was also decided that henceforth all the affiliations shall be granted from prospective session, including those where clarifications are sought. The crucial date is date on which affiliation is granted by the Sub-Committee.

No admission is allowed in NCVT trades before affiliation is granted by NCVT Sub-Committee.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 23.10.2009).

### **14. Accountability of Pre inspection officers and Standing Committee Members**

Officials of State Govt. and members of the Standing Committee will be held accountable to any lapse/inconsistency and the action shall be taken against the erring officials and members of the Committee.

(Please refer to Minutes of Meeting of the sub-Committee of NCVT held on 27.11.09, 29.12.09, 28.01.10, 05.03.10, 30.03.10).

**15.** 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.

**16.** This supercedes earlier instructions issued on the subject.

Yours faithfully,

(Sharda Prasad)  
Director General (Employment & Training)

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

1. The Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI)Hyderabad, & Dehradun, FTI Bangaluru , Jamshedpur & NIMI Chennai.
2. The Regional Directors, RDAT, Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad.
3. The Principal, CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar.
4. The Principals, NVTI Noida, and All RVTIs.
5. All the officers/sections of Training Directorate of DGET.
6. CII/FICCI/ASSOCHAM/PHDCCI.

(M.M.GERA)  
Joint Director of Training