

From

Director Technical Education
& Industrial Training, Punjab.

To

1.	Sh. Darshan Singh, PPL. ITI Jation	3.	Sh. Daljeet Singh PPL. ITI Patti
2.	Sh. Gurmeet Singh, PPL. ITI (w) Jagraon	4.	Sh. Karam Chand, Asstt. Director, Head Office.

Memo No. IT/PC/Affi/SCVT/10/92-95

Dated: 13-01-2010

Subject: - Regarding Pre Inspection of SCVT trades.

It is intimated that you have been deputed as pre inspection officer to inspect, SCVT trades of the private centers in following districts mentioned against their names. The detail of the trades of the centers to be inspected by pre inspecting officer in a district allocated is available at the Departmental web site www.dtepunjab.gov.in.

SN	Name of the Pre inspecting Officer	District alongwith number of centers
1	Sh. Darshan Singh, PPL. ITI Jation	Bathinda (4), Barnala (1), Ferozpur (1), Mansa (3)
2	Sh. Gurmeet Singh, PPL. ITI (w) Jagraon	Moga (2), Mukatsar (2)
3	Sh. Daljeet Singh PPL. ITI Patti	Tarantaran (2)
4	Sh. Karam Chand, Asstt. Director, Head Office.	Patiala (1), Sangrur (1)

You are directed that while doing pre inspection following points are needed to be kept in view:

1. If at the time of pre inspection a center is found to have shortage/ deficiency of any machinery, tool & equipment, power load, staff, space and infrastructre which is supposed to be provided as prescribed by norms, the head of the concerned center/ society shall be informed in writing on the spot and made clear to the head of the concerned center/ society that before the visit of the SAC, the pointed out deficiencies must be removed with the intimation to the Department along with proof.
2. It is to be made clear that the infrastructure of existing and asked for trades is not mixed and is complete as per norms.
3. As per the guidelines, availability of power supply load document should be submitted and the qualification certificate, experience certificate of the appointed staff should be as per norms.
4. E-mail ID of the concerned Pre inspecting officer and the center should be clearly mentioned in the report.
5. Pre inspection report should be submitted personally or through representative of Govt. ITI only.
6. You are directed to submit the pre inspection report with clear recommendations along with checklist proforma, available at departmental web site www.dtepunjab.gov.in , within 7 days from the date of inspection.
7. While doing inspection you are directed to keep in view the instructions mentioned in the policy prepared by Department, available at web site www.dtepunjab.gov.in.
8. You are directed that before the inspection, pre inspection fee @ 2500/- per unit per trade be collected from the said center in favour of Director, Technical Education & Industrial Training, Punjab, payable at Chandigarh.

(Jagjit Singh)
Joint Director (IT)
for Director Technical Education
and Industrial Training, Punjab.