

**DGET-12/1/2009-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**  
**Sharam Shakti Bhawan, Rafi Marg,**  
**New Delhi, 5th May, 2009.**

To,

1. The Secretaries/ Principal Secretaries of all State Govt.s/ UT/ Administrations dealing with Vocational Training.

**Subject: Inspection reports for affiliation-**

Sir

I am directed to inform that various trade/ units in 6906 Institutes (1997 Govt+ 4909 Pvt.) having seating capacity 9,53,884 (4,08,150 Govt. Instt. + 5,45,734 Pvt. Instt.) are affiliated with NCVT under state-ector. As you are aware that NCVT is granting affiliation to trades/ units on the recommendation of Sub- Committee of NCVT for affiliation.

In addition to our letter dated 04.03.08 and 23.06.08, some more decisions have been taken by Sub- Committee of NCVT for affiliation on the affiliation procedures. These were informed in the minutes of meeting. The recommendations are again summarized as follows:-

1. The cutoff date for grant of affiliation of Trade/ Unit in ITI/ ITC has been revised as follows:-

- i) The institute granted affiliation by sub- committee between 1st January to 30th June, of the calender year, would be considered affiliated from August Session of that year.

- ii) The institutes granted affiliation by Sub- Committee between 1st July to 31st December of calender year would be considered affiliated from February Session of the next calender year.

- iii) Keeping in view of above decision, the Inspection Team should not mention the date of effectiveness in the recommendation Performa.

- iv) The institute may opt for postponing the training session.

- v) The above cutoff dates have come into force from February session of year 2009.

- vi) Keeping in view of the old system , the inspection carried out by Standing Committees up to 31st October, 2008, shall be considered for affiliation from August, 2008 session.

- vii) Henceforth Sub- Committee of NCVT will follow the above guidelines to decide the effective date of grant of affiliation to Trades/ Unit- in ITI/ ITC.

2. (i) It was also decided that the inspection of not more than two ITIs/ ITCs should be carried out in working hours only.

(ii) The reports (SCIR/DIR/SIR) must be properly signed with date, name, designation and stamp of the inspecting officers 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.

(iii) The report must be submitted to State Directorate immediately, which subsequently should be forwarded to DGET (HQ) (duly signed by Director/ Joint Director), within a week. The State Directors must ensure that the files must reach DGET (HQ) on or before 31st May and 30th November for the respective sessions in August and February, so that these files are processed on time.

3. It is further informed that decision on the following points have been taken in the Sub-Committee meeting of NCVT held on 30th December 2008 to implement immediately.

- a). To allow Standing Committee Inspection twice a year i.e one for August session and one for February session of year.
- b). To allow departmental inspection for third shift. It had been decided that Departmental Inspection Reports for 3rd Units (3rd shift) only are considered to grant the affiliation.
- c). The Standing Committee Inspection would be carried out for even no. of units at same time confirming availability of tool kits at the time of inspection with a provision of appointing instructor later on depending on demand of the additional unit. Appointment of instructor and his/ her bio data and session of additional unit in the same corresponding session would be submitted to state Directorate and DGET (HQ), New Delhi for record.

4. The following documents as proof of availability of power supply for grant of affiliation were required to be enclosed as per DGET Order No. DGET-12/1/2008-TC dated 15.10.2008.

- Power sanction order issued by competent authority.
- Meter sealing report.
- Current Electricity bill.
- Electrical connected load proof.

In the Sub- Committee meeting of NCVT for affiliation held 19.02.09 on this matter was discussed in detail and it was revised as follows:

- (i) For existing institutes: Electricity bill indicating connected load is required to be produced.
- (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the load sanction, proof of payment of dues for the same alongwith meter sealing report is required to be produced.

5. Standing Committee Inspection Reports (SCIR) should be conducted in even numbers of units as informed vide our letter dated 23rd June 2008. Inspections carried out after 31st October 2008 for less than two units of any trade are not being considered for grant of affiliation.
6. The institutes, which do not get inspected or request for postponing inspection after fixing the date, will be barred from inspection for one year.
7. State Directors should give wide publicity about the system of affiliation & admission.

You are, therefore, requested to inform to all the officers involved in the process of affiliation.

(R.L.Singh)  
Director of Training  
Member Secretary, NCVT