

**DGET-12/1/2008-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**  
**New Delhi**

1. The **Principal Secretaries/** Secretaries dealing with Vocational Training.
2. All States and Union Territory / Administrators and Commissioners/ Directors dealing with Vocational Training.

**Subject: Documents for Power supply to be attached with affiliation Inspection reports.**

Madam/ Sir

I wish to inform you that time & again it has been requested to all the State Directors for ensuring that all the Inspection Reports should be thoroughly checked before forwarding to DGET (HQ) for grant of affiliations and the same was also informed vide our letter dated 4th March 2008 and 23rd June 2008 for taking due care in carrying out the inspections. It has been observed that in spite of our frequent communication some of the states are not enclosing proper authenticated documents for power supply and staff etc. which leads to rejection of affiliation proposals at DGET (HQ) consequently delays the process.

In this regard, you are once again requested that utmost care be taken in forwarding the Inspection Report to DGET and ensure that all infrastructure facilities including Power Supply with the documentary proof of the following is enclosed with the report.

1. Power Sanction order issued by competent authority.
2. Meter sealing report
3. Current Electricity Bill.
4. Electrical Connected load proof.

Yours  
faithfully  
**Sd/-**  
(R.L Singh)  
Director of  
Training

**DGET-12/1/2007-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**

New Delhi, dated 5.07.07

To,

1. Director, ATI Mumbai, Chennai, Ludhiana , Hyderabad, Howarah
2. All Regional Directors (RDATs).
3. Director, F.T.I Jamshedpur, Bangalore

**Subject: Discrepancies observed in the affiliation reports.**

Sir

I am to inform you that on scrutiny of the affiliation reports received from different States/ UTs following discrepancies have been observed in general which create unnecessary delays and consequently reduces the efficiencies of the affiliation process.

- Affiliation report Reports are forwarded without following the check list mentioned in the training manual (Annexure VII, Appendix XIX, 9page No. 160-161). A copy of the same is enclosed herewith for ready reference.
- Reports are not forwarded in time.
  - Proof of Electricity Sanction Letter, Coy of Electricity bills is not furnished with the report.
  - In few cases, though shortages are shown in the Tools & Equipment List yet recommendations are granted.
  - Signatures of the Standing Committee Member are sometimes missing, official seal is not affixed.
- Lay out plan is not in order.

The above observation has been viewed very seriously and it is desired that all the concerned DGET officers who are deputed as Standing Committee Member must follow the prescribed NCVT norms laid down in the Training Manual.

In case, if any lapses are observed on the part of Standing Committee Members during the scrutiny of the report at DGET (HQ), the concerned officer shall be questioned at such lapses and will be viewed very seriously.

In view of the above, you are requested to take immediate action to streamline the affiliation inspection system

Yours faithfully  
**(H.A.KMurthy)**  
Director of Training

**DGET-12/1/2008-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**  
**New Delhi, dated 4.03.08**

To,

1. All State Directors dealing with Craftsman Training Scheme.
2. Director of DGET field institutes and Regional Directors of Apprenticeship Training

**Subject: Inspection reports for affiliation- reg..**

Sir

On scrutiny of the inspection reports for grant of affiliation to it is/ ITCs, it has been observed, in general, that certain Standing Committees do not properly prepare their reports which not only create confusion but also cause inconvenience to the institutes and avoidable delay in scrutiny of reports and consequently reducing efficiencies of the whole affiliation process. In order to streamline the affiliation procedure and bring more efficiency and transparency to the system, the members of standing committee are requested to verify the infrastructure and training facility of the institute/ center with the following documents certified and enclosed along with Annex III while submitting the inspection report:

- I. Registration papers/ Lease document/ Rent agreement in support of land/ building.
  - II. Building layout plan in MKS system approved by registered architect in proper scale. If the institute is old, space allotted for each trade, during previous inspection must also be verified.
  - III. Power sanction order, meter sealing report and current electricity bill in support availability of required power supply.
  - IV. List of Tools, equipments and machinery as per latest syllabus of the course. The proof of their purchase, payment and store stock register must be verified (only proof of purchase of main machinery to be enclosed).
  - V. Qualified instructors including instructor for workshop & science calculation and Engg. Drawing (as per prescribed norms of NCVT) should be posted and their identity and qualification must be verified (their certificates should be enclosed along with the inspection report).
2. No conditional recommendation should be made by the Standing Committee.
  3. It is requested to forward only one copy of inspection report duly checked in all respects to DGET(HQ).
  4. DGET institutes (RDATs/ FTI) who are coordinating the affiliation work should collect summary reports and forward them to DGET (HQ) in consolidated form within a week's time from the date of inspection. They should keep affiliation report them which can be forwarded to DGET (HQ) only on demand.
  5. It was decided in the meeting of sub committee of NCVT held on 8/02/08 that Institute/ Center should admit trainees in affiliated trades only.

Standing Committee will, therefore, ensure that there are no trainees admitted in un- affiliated trade/ unit on the day of inspection. The controlling officer will also ensure that their representatives are properly briefed about the procedure of inspection and preparation of reports thereof.

6. It is requested that above instructions are followed in letter and spirit so that affiliation is granted without any delay. State Directors are also advised to send the inspection reports immediately after they are received in their offices and don't wait for others to come. Bunching of applications and inspection reports should be avoided. It will help in their faster processing in Directorate General of Employment and Training.

Yours faithfully  
(Sharda Prasad)  
Director General/ Joint Secretary

**DGET-12/1/2008-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training, New Delhi ,**  
**<http://dget.nic.in>**

**Dated 23.06.08**

To,

1. All the State Commissioner/ Directors dealing with Craftsman Training Scheme.

**Subject: Discrepancies observed in the Inspection reports for Grant of affiliation- reg..**

Sir

I wish to inform you that on scrutiny of inspection reports for grant of affiliations, it is observed that some of the reports are forwarded without following check points (copy enclosed) and guidelines issued from time to time by DGET. This casualness by the Standing Committee creates unnecessary delay in granting affiliations and sometimes cases are rejected in spite of availability of required infrastructural facilities in the institute for the concerned trade/ unit.

In view of the above, you are again requested to kindly get the report checked before forwarding report to DGET (HQ) to minimize rejection of cases and boost vocational training.

Yours faithfully

Sd/-  
(H.A.Keshava Murthy)  
Deputy Director General (T)

**Checklist for forwarding SCIR/DIR to DGET Hqrs. for affiliation of it is/ ITCs.**

While processing the affiliation cases at DGET Hqrs. various shortcomings are noticed in the SCIR/DIR for granting of affiliation of it is/ ITCs, hence, to avoid these shortcomings the following checklist may be used while forwarding affiliation proposal to DGET, Hqrs.

1. Preliminary Inspection should invariably be carried out by State Directorates before Standing Committee in constituted for grant of affiliation of trade/ unit in respect of any ITI/ ITC. In case, an trade/ unit are not recommended due to deficiencies observed by Standing Committee, the officer carried out preliminary inspection should be held responsible. The report of preliminary inspection should be made available to the Standing Committee prior to inspection(s).
2. Building plan and site plan should be properly prepared to suitable scale by a professional architect which should be duly authenticated. If the institute is old, building plan shown to previous inspection committee should also be produced, verified alongwith the affiliation report. Copy of Registration paper/ Lease Document/ Rent agreement in support of land/ building to be furnished. If the institute is old, space allotted for each trade, during previous inspection must be verified. The site plan should include nearest motorable road in the Plan for proper location of the institute. It should also include Postal Index Number (PIN) and other prominent land mark in the vicinity for proper identifications.
3. Electrical connected load should be available as per norms prescribed. Provision of Generator will not be accepted for miscellaneous reasons. Power sanction order, meter sealing report and current electricity bill of last three months in support of availability of required power supply to be furnished. Certificates issued by Local Electricity departmental differs is not acceptable.
4. List of Tools & Equipment should be verified based on the latest syllabus. Sometimes equipment for II year of two year course are not mentioned properly, these should be checked carefully and the proof of their purchase, payment and store stock register must be verified. Documentary proof/bill etc. of purchase of main machinery to be enclosed with the report.

5. Qualified instructors including instructor for Workshop Calculation & Science and Engg. Drawing (Qualification as per NCVT norms) should be appointed/ posted and their certificates of Technical qualification should be enclosed along with the inspection report.
6. For affiliation of additional units where already units are affiliated, a comprehensive proposal mentioning the details of machineries and equipment already existing for the affiliated units and provided additionally for the additional units should be given. For example for Fitter trade where already 2 units (1+1) are affiliated then while submitting proposal for the 3<sup>rd</sup> unit, equipment details for the existing affiliated 2 units and for the fresh trade/ unit (total three units) should be given.
7. Standing Committee Inspection Report (SCIR) should be conducted once in a year for even no. of units i.e 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> etc. as only additional tool kits and trade instructor are required for additional units.
8. DGET reference no. and date for each affiliated Trade and unit (I, II & III etc.) should be mentioned.
9. The number of units in each shift (in each/ alternate year of admission session) should be mentioned clearly.
10. During Standing Committee Inspections, the State/ DGET representative should have the knowledge of the trade to be affiliated along with the trade expert.
11. No additional recommendation should be made by the Standing Committee.
12. Following points should be strictly followed in respect of affiliation of Multiskill courses for Upgradation into Center of Excellence (CoE).
  - a) Affiliation reports consisting of minimum 3 modules under Basic Broad Training (BBBT) scheme of respective sector to be forwarded. Affiliation order of respective sector under BBBT scheme will only be issued by DGET when all the 6 modules pertaining to that sector are granted affiliation.
  - b) New affiliation proposals should not be forwarded to DGET without getting clearance of UC cases.
  - c) Documentary proof of de- affiliated trades whose facilities have been utilized for the BBBT modules of respective sector must be furnished

with the affiliation report alongwith proof of those trades whose affiliation has already been granted.

13. Reports are properly signed with date, name and designation of the Inspecting Officers on the date of inspection itself. One copy of the report will be given to the institute. The report should be submitted to State Directorate within a week which subsequently will be forwarded to DGET (HQ) (duly signed by Director/ Joint Director) within one month.
14. DGET Institutes (RDATs/ FTI) who are coordinating the affiliation work should prepare summary reports and forward to DGET (HQ) in consolidated form within 10 days from the date of inspection. They should keep affiliation report ready with them which can be forwarded to DGET (HQ) only on demand.

**DGET-12/1/2008-TC**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training, New Delhi ,**

**Dated 06**  
**Jan, 2009**

To,

All the members of Sub Committee of NCVT dealing with affiliation (as per list enclosed)

**Subject: Minutes of the meeting of the Sub- Committee of NCVT dealing with affiliation of ITI/ ITCs held on 30th Dec,08 at DGE&T (HQ), New Delhi .**

Sir

Please find enclosed Minutes of the meeting of the Sub- Committee of NCVT dealing with affiliation of ITI/ ITCs held on 30th Dec,08 at DGE&T (HQ), New Delhi for reference and record please.

Kindly acknowledge the receipt.

Yours faithfully  
Sd/-  
(R.L Singh)  
Director of Training

**MINUTE**

**MINUTES OF THE MEETING OF THE SUB- COMMITTEE OF NCVT DEALING WITH AFFILIATION OF ITI/ ITCS SCHEDULED FOR 30TH DEC,08 AT 10.30 A.M IN THE MINI COMMITTEE ROOM, 'B' WING, SHRAM SHAKTI BHAWAN, NEW DELHI .**

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Sh. R.L Singh Director of Training started the proceedings by taking up the agenda points:

**ITEM No. 1 Confirmation of Minutes of the Meeting held on 14th November 2008.**

The minutes of the sub- committee meeting held on 14th November 2008 was confirmed.

**ITEM No. 2: Consideration of affiliation inspection (SCIRs) once in every session.**

DT informed that as per existing practice, affiliation inspections are allowed once in a year. As admissions are allowed in Feb. & Aug. months of year, it is proposed to give system of inspection twice in a year facilitating the institutes those gets rejected at any of the stage. After deliberations, it was unanimously decided to allow Standing Committee Inspection in year, i.e, one for August session and one for Feb session of every year.

**ITEM No. 3: Consideration of affiliation inspections (SCIRs) for even number of units:**

DT apprised that some of the States conduct inspections for single unit of trade and subsequently DIRs for grant of affiliation for addl. units just after 2-3 months. Sometimes it is done after few days also. This activity consumes a lot of resources i.e manpower and stationery etc. He informed that for addl. units only trainee kit and addl. instructor is required. It was proposed that inspection would be carried out for two units at same time confirming availability of trainee's kit at the time of inspection with a provision of appointing instructor later on depending upon demand of the additional units. Status report of whenever institutes want to take admission in such unit they can admit the students as per procedure in the states and appointment of instructor his qualification etc shall be informed to SD & DGET, appointment of instructors and session of starting additional units in the same corresponding session would be submitted to DGET HQ for record.

**ITEM No: 4: Consideration of affiliations inspections for third shifts by Departmental Inspection Committees:**

DT informed that as per existing norms vide DGET letter no: DGET-19/12/99-CD Vol. II dated 16/11/99, standing Committees inspection is

required for third shift. This was done when facilities for transportation and electric supply were poor. By the passage of nine years, facilities are ameliorated in a big way. Considering all pros and cons including welfare of industrial workers those got deprived of getting formal technical training and law and order situation in the area, it was proposed to allow of departmental inspections for third shifts.

After deliberations, sub committee agreed upon for departmental inspections for third shift.