

**No. DGET-19(15)/2012-CD**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training**

**Shram Shakti Bhawan, New Delhi**

**Dated: 30<sup>th</sup> May, 2012**  
31<sup>st</sup>

To

1. Secretaries/ Principal Secretaries of all the State Govts. / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

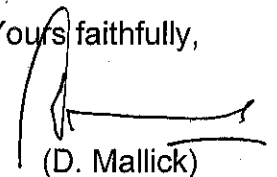
**Subject: Revision of format for 'Annexure-III' for Preliminary Inspection/Standing Committee Inspection Report for the purpose of considering grant of affiliation from NCVT.**

Sir/Madam,

This is to inform you that the 40<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 16<sup>th</sup> December, 2011. Revision of 'Annexure-III' proforma for Standing Committee Inspection Report for the purpose of considering grant of affiliation to the institutes implementing CTS was discussed vide agenda item No. 4003.13 in the above meeting.

2. The council approved and recommended revision of 'Annexure-III' format for furnishing information for the purpose of considering grant of affiliation from NCVT.
3. Government of India has accepted the above recommendations of the council. Accordingly, the 'Annexure - III' format has been revised and a copy of the same is enclosed herewith for your ready reference. The revised 'Annexure-III' will be applicable from 1<sup>st</sup> July, 2012. Therefore, w.e.f. 1<sup>st</sup> July, 2012 revised format of 'Annexure - III' is to be used for Preliminary Inspection/Standing Committee Inspection Report for the purpose of considering grant of affiliation from NCVT.
4. Accordingly, Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs of their respective State/UTs in this regard.
5. This order supersedes the existing orders on the above subject.

Yours faithfully,



(D. Mallick)

Director of Training  
Member Secretary, NCVT

Contd/-2

**Copy to:-**

1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All Officers up to JDT level of DGE&T (HQ)
3. P. R. O., Ministry of Labour & Employment, Government of India for wide publicity.

*Amrit Pal Singh*  
30/05/2012

**(Amrit Pal Singh)**  
**Deputy Director of Training**

**Copy for information:**

1. PPS to Minister of Labour and Employment
2. PPS to Secretary (L&E)
3. PPS to DG/AS

**Preliminary Inspection/Standing Committee Inspection Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the aegis of the National Council of Vocational Training(NCVT).**

**Warning:- The proposal is liable to be rejected due to non-compliance of the following:**

- All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- Use of erasing fluid not allowed
- Normally there should be no cutting in text and numbers. However if it is inevitable, it should be authenticated by all the members of Standing Inspection Committee duly stamped with date.

I	General		
1.	Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel No. with STD Code E-mail. Website address: Date on which Website was last updated	:	
2.	Name and address of the organisation seeking affiliation Tel No. with STD Code E-mail.	:	
3.	Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter) DGE&T File Reference No. (for ITI already affiliated to NCVT)	:	
4.	Details of the any other NCVT affiliated ITIs which are running under the same organization DGE&T File Reference No.( for any other ITI under the same Organisation)	:	
5.	If there is change of Premises of ITI or shifting of Trade within the same ITI, provide records and letter from State Director with reason for shifting		
6.	Details of Court Case filed by the organization or any member of the organization under the same management against DGE&T, NCVT, DGE&T Officials-Provide Case nos.	:	<b>Case Nos.&amp; Court-Status(Pending/Settled)</b>
7.	Date of present inspection (Preliminary/Standing Committee/State/Central inspection)	:	

8.	Date of last inspection (Preliminary/standing Committee/ State/Central inspection) Produce last SCIR to present committee members for verifying Drawing, STL etc.	:	
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Note: If website is not available, do not recommend affiliation.  
 If website is not updated, do not recommend affiliation.  
 (Note: Website is to be updated atleast on monthly basis)

**II Whether previously granted affiliation in any trade:-**

If so, particulars to be given as under:

Sl. No.	Affiliated Trade/Units					Month & Year of start of session	DGE&T reference under which affiliation granted with date (State/UT Directorate's ref. No. not be quoted)	Remarks
	Trades	Units			Total Units			
		Ist Shift	IInd Shift	IIIrd Shift				
1	2	3	4	5	6	7	8	9

**III. Trades and units for which affiliation is sought now:**

S. No.	Trade/Units for which affiliation sought					Session (Month & Year) from which affiliation sought
	Trades	Units			Total Units	
		Ist Shift	IInd Shift	IIIrd Shift		
1	2	3	4	5	6	7

**IV. (a) Manpower (Technical & Non-Technical)**  
*(Untrained Instructors, if any, are to be trained within a year of affiliation. No untrained instructors to be engaged after one year of operation)*

S. No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Technical Qualifications (Degree/Diploma, ITI, CTI) Branch Year of Passing Certificate No. of enclosed certificate	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photograph
1.	Principal/ Head of Institute									
2.	Vice- Principal / Supdt.									
3.	Group Instructor-1									
4.	Group Instructor-2									
5.	Instructor -1	Trade								
6.	Instructor -2									

{This should also include Workshop Attendant, Lab Attendant, Class Room Attendant, Maintenance Personnel (Mechanical), Maintenance Personnel (Electrical)}

**Administrative and supporting staff**

S.No.	Designation	Name	Date of joining Institute	Date of Birth	Secondary School /Matric Year of Passing Certificate No.	Qualification Year of Passing Certificate No.	Experience Details (Name of establishment & Year of experience)	Salary	Salary A/c Details Bank Name, Branch & A/C No.	Photograph

*(This should also include Dispensary Staff, Library Staff, IT Lab Staff, Hostel Staff, Watchman etc)*

*Enclosures: attested Copies of the certificates.*

*If instructional staff is not qualified or less in number, do not recommend affiliation.*

*Verify bank account and payment details.*

*If emoluments are less than prescribed norms, do not recommend affiliation.*

**(b). Instructor Training (for already affiliated institute)**

a.	Total No. of Instructors	
b.	No. of instructors CTI untrained	
c.	No. of instructors sponsored for CTI training( at least 20% of untrained instructors)	
d.	No. of instructors sponsored for CTI re-training (at least 30% of trained instructors)	

Note: If "c" & "d" are not followed strictly, do not recommend affiliation

**V- INFRASTRUCTURE**

**a. Details of land & building at the Institute:**

(Note: All Dimensions on the Drawings to be prepared by registered Architect should be in meter.)

1.	Total accommodation (sq. meters) required as per NCVT norms for the whole Institute (Covered area)			
2	Actual accommodation (covered Area) available (Sq. Meters):			
3	Total land area provided for the Institute			
4	Whether own or rented building (enclose proof of ownership/ lease deed/rent agreement):			
5	Date of occupation			
6	Duration of Lease/ rent agreement			
7	Date of expiry of lease/ rent agreement:			
8	Whether attested copy of site plan and lay-out of the entire institute attached:			
9	Name and registration no. of the Architect who prepared & signed on the layout			
10	<b>Area available in the institute for Office &amp; Other facilities:</b>			
	Description	Area Required as per NCVT Norms	Area available in the Institute	Remarks(mention shortage if any)
	Principal's Chamber			
	Office			
	Staff Room			
	Library			List of the technical books to be verified separately.
	Dispensary			List of the items available to be verified separately.
	IT Lab			List of the items available to be verified and furnished separately
	Engineering Drawing Hall			List of the items available to be furnished separately
	Workshop Calculation and Science Room			
	Employability Skills/ Social Studies Room			
	Play Ground & Sports facilities (Indoor & Outdoor)			List of the Sports items available to be verified separately.

Area available in the institute for Workshops & Class rooms:							
Name of the Trade	Maximum no. of units in one shift only	WORKSHOP			CLASS ROOMS		
		Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)	Required as per NCVT norms (Sq. M)	Actually available (Sq. M)	Shortage (If any)

- Enclosures:
1. Copy of the Rent Deed, Lease Deed attested / notarized.
  2. Copy of the Building Layout duly attested by the Architect with registration No.
  3. Site Map of the institute showing some landmark nearby.
  4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.

#### b- POWER SUPPLY

(Note: Electrical Connection should be in the name of the ITI / Management / Owner of premises)

1	Electrical Connection issued in the name of		
2	Electrical Connection issuing authority		
3	Date of connection		
4	Whether three phase connection		
5	K. No. of the Connection		
6	Meter Seal No.		
7	Whether Diesel Generator Set Available? If Yes, its capacity, Diesel Consumption and Payment		
8.	Trade (Existing)	Maximum no. of units in one shift	Power supply required as per norms in kW
	Trade (New)		
	Total electrical Load		
	Power supply available in the Institute in kW		

(Note: The energy supplied by DG set is to be measured by installing Digital/Electronic meter at suitable location. This energy meter is to be sealed by the State Directorate Officers during preliminary inspection to avoid any tampering).

#### Enclosures:

- (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.
- (iv) Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

### c. TOOLS, EQUIPMENTS & MACHINERIES

( Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET web-site [www.dget.nic.in](http://www.dget.nic.in).)

Name of the trade for which affiliation sought:							
No. of units in 1 <sup>st</sup> shift :							
No. of units in 2 <sup>nd</sup> shift :							
No. of units in 3 <sup>rd</sup> shift :							
<b>Total Units :</b>							
Sl. No.	Name of the Tools, Equipment & Machinery as per syllabus	Number of Tools, Equipment & Machinery required for Instructor & Trainees for one unit as per NCVT norms / syllabus	Total Number of Tools and equipment required for the total units already affiliated and affiliation sought	Total number actually available for all the units	Indicate shortage if any	Cost of the Tools, Equipment & Machinery	Name, Address, Tel. No. Email. Vat/ TIN No. of the Supplier of General Machineries (Costing above Rs. 10,000/-)
1	2	3	4	5	6	7	8
			<i>To be enclosed</i>				

Enclosure: Separate list for separate trades as per above Performa.

### VI. STANDARD OF TRAINING (Not required for new institutes)

#### a. ADMISSIONS (only for the trade (s) already affiliated to NCVT)

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

1.	Date of starting the session	
2.	Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets.....etc)	
3.	Last date for receipt of application fixed as per the notice	
4.	No. of applications received	
5.	Date by which the admissions were completed and classes started	
6.	Trade-wise number of trainees on-roll on the day of inspection	
7.	Criteria for admission of trainees	merit / other criteria
8.	Whether the trainees admitted, fulfill the prescribed Qualification and age	
9.	copy of the prospectus should be enclosed	
10.	CCE(continuous and comprehensive evaluation) Available on internet and evidence retained	To be verified



**b. Coverage of syllabus for each trade, on the date of inspection: ( *Not applicable for new ITI* )**

Sl. No.	Name of the subject	No. of weeks to be completed on day of inspection			No. of weeks actually completed			% coverage
		6 months	I Year	II Year	6 months	I Year	II Year	
	1. Trade Theory 2. Trade Practical 3. Workshop Calculation & Science 4. Engg. Drawing 5. Employability Skills / Social Studies							

Note: If above records are not available and not as per syllabus, do not recommend affiliation. Not applicable for new ITI.

**c. No. of Tests conducted for each trade up to the date of inspection ( *Not applicable for new ITI* )**

First Year		Second Year	
Weekly	Monthly	Weekly	Monthly

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

**d. No. of Trainees on roll in each trade already affiliated to NCVT ( *Not applicable for new ITI* )**

S.No.	Trade	Number of Units			No. of Trainees on roll shiftwise			No. of Trainees available on the date of inspection			Average % attendance as on Date of Inspection
		I shift	II shift	III shift	I shift	II shift	III shift	I shift	II shift	III shift	

Note: Verify progress card of all the enrolled trainees for each trade and certify.  
Verify other Performa's/ records of each trainee as per training manual.  
If above records are not available, do not recommend affiliation

d. Total amount spent on raw-materials trade-wise for the batch undergo training (*Not applicable for new ITI*)

Trade:						
S. No.	Raw Material Description	Qty Purchased	Supplier Address Tel. No. Vat/ ST No.	Bill No. & Date of supply	Cheque/ Draft No. & Date	Amount in Rs.
1	2	3				
Total in Rs.						

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

e. Average amount spent on raw-material trade-wise per month per trainee for the batch undergo training (*Not applicable for new ITI*)

S. No.	Trade	Amount Spent since beginning of the session	No. of trainees on roll	Average amount spent per month per trainee (upto the date of Inspection)
1	2	3	4	5

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

f. No. of units of Electricity consumed per month/trainee from the date of starting of training classes (*Not applicable for new ITI*):

Month	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup> etc.---	Total	Consumption per month per trainee
No. of units consumed								
Power Factor								
Bill amount (Rs. )								

Note: In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records.  
If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

**g. Result of All India Trade Test conducted in last 3 years trade-wise( *Not applicable for new ITI*).**

S. No.	Name of the trade	Year of AITT Month & Year	No. of trainees appeared	No. of trainees passed out	Number of certificates issued (attach sheets if necessary)	No. of Trainees secured job*
1	2	3	4	5	6	

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both, do not recommend affiliation.

\*Whether placement cell is there or not

**h. Details of the Inspections/ Joint evaluations/ Preliminary Inspection for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.**

Date of Inspection	Name, designation & address of Inspecting Officers	Shortcomings if any observed during inspection	Action taken to rectify the shortcomings

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee.....

**Industry Partnership**

S.No.	Name of the Industry	Type of Partnership

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

I shall be held responsible, and punishable, if any information furnished above is found incorrect.

Place:

Date:

Signature

Name and designation of the Secretary/  
Principal/Correspondent of the Institute

## Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name & Address of the Institute) on (date month and year)

Various information furnished in the report on the prescribed proforma has been checked and verified as per the prescribed norms and standards. Based on the Standing Committee Inspection, the following comments and recommendations are made:-

1. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

Sl. No.	Trade with units for which affiliation has been sought	Defects and deficiencies noticed	Reference page number of the report
1	2	3	4

2. Availability of tools, equipment and machinery shown in the list has been verified. The list has been signed by all the members.

3. Infrastructural facilities available at the Institute have been verified in totality i.e. for the Trades / Units already affiliated and for the Trades / Units sought now for affiliation. The comprehensive list of infrastructure is given in para V (Infrastructure) of Annexure III.

4. Trades / Units, which had already been affiliated to NCVT.

Sl. No.	Name of the Trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III-Shift	
1	2	3	4	5	6	7

5. Details of trainees' record in the trades/units existing in the Institute:

Sl. No.	Name of the Trade	Number of units started with year – wise break up	
		Year/Session of Start	Number of trainees presently on – roll in each unit/shift
1	2	3	4

6. Trades/Units, which are now recommended for affiliation:

Sl. No.	Name of the Trade	Year/Session of start	Number of units in			Total number of units
			I-Shift	II-Shift	III-Shift	
1	2	3	4	5	6	7

7. Other observations/comments, if any:

The above comments/recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the DGE&T Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour & Employment, by the State Director.

Certified that

- (i) I, as a member of Standing Committee, have physically checked the building space, Tool, equipment and Machinery as per NCVT norms.
- (ii) The documentary Proof for all Tools, Equipments & Machinery, Power Supply and Building Space has been verified with the originals and copies enclosed as per NCVT requirements.
- (iii) All the Tools, Machines and Equipments are new, properly installed, commissioned and found in working condition.
- (iv) The Standing Committee is personally and jointly responsible for the information given in the Annexure III.

*Signatures of the Standing Committee for Inspection (SCI) with name, seal and date. Minimum three members committee should inspect the institute, which should include NCVT & SCVT Representatives. The industry Representative should be from a Govt. undertaking/Deptt. or a Ltd. Company with turnover above Rs. 100 Crores and Designation minimum 'Manager'. Labour Union representative should be an executive member of a recognised national level trade union.*

NCVT	SCVT	Industry Representative	Labour Union Representative	Trade Experts

Note: 1. All the members of the Standing committee are individually and personally responsible for the records verified by them.  
2. Each page of this proforma should be signed in ink with date by the Members.

Date:

Signature of State Director  
Name of the State Directorate  
and Office Seal

