

DGET-12/1/2008-TC
Government of India
Ministry of Labour & Employment
DGE&T
New Delhi

Dated: 4th March, 2008

To

- 1. All State Directors dealing with Craftsmen Training Scheme**
- 2. Directors of DGET field institutes and Regional Directors of Apprenticeship Training**

Sub: Inspection reports for affiliation-reg.

Sir,

On scrutiny of the inspection reports for grant of affiliation to ITI/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 efficiency 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 Committees are requested to verify the infrastructure and training facility of the Institute/Centre 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 of 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 also 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 ready with them which can be forwarded to DGET (HQ) only on demand.

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5- It was decided in the meeting of Sub Committee of NCVT held on 08.02.2008 that **Institute/Centre 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 officers 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

