



THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING

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ਨੰ: ਪੀ.ਐਸ.ਬੀ.ਟੀ./ਆਈ.ਟੀ.ਆਈ/2015 /1900

ਮਿਤੀ: 15/5/15

ਸੇਵਾ ਵਿਖੇ

✓ ਪ੍ਰਿੰਸੀਪਲ ,
ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ/ਸਰਕਾਰੀ ਆਈ.ਟੀ.ਆਈ/ਇ.,
ਪੰਜਾਬ ਰਾਜ ਅਧੀਨ ।

ਵਿਸ਼ਾ : ਦਾਖਲਾ ਡੀਟੇਲ ਨੂੰ systemize ਕਰਨ ਅਤੇ ਐਨ.ਟੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਸੰਬੰਧੀ।
ਹਵਾਲਾ- D.G&T No. 18012/9/2009-TTC (Pt.) dated 24th April 2015.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਡੀ.ਜੀ.ਈ.ਟੀ. ਨਵੀਂ ਦਿੱਲੀ ਵੱਲੋਂ ਵਿਸ਼ਾ ਸੰਬੰਧੀ ਜ਼ਰੂਰੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਜੋ ਕਿ ਬੋਰਡ ਦੀ ਵੈਬ ਸਾਈਟ (www.punjabteched.com) ਤੇ ਪਾ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ।

ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਆਪ ਜੀ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਡੀ.ਜੀ.ਈ.ਟੀ. ਨਵੀਂ ਦਿੱਲੀ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੀ ਸਿੱਖਿਆਰਥੀਆਂ ਦਾ ਡਾਟਾ ਨਿਰਧਾਰਿਤ ਫਾਰਮੈਟ ਵਿੱਚ ਬੋਰਡ ਦਫਤਰ ਵਿਖੇ ਭੇਜਿਆ ਜਾਵੇ। ਸਮੂਹ ਸੰਸਥਾਵਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣ ਕਿ ਉਹਨਾਂ ਵੱਲੋਂ ਭੇਜਿਆ ਡਾਟਾ ਦਰੁਸਤ ਹੋਵੇ ਕਿਉਂ ਕਿ ਸੰਸਥਾਵਾਂ ਦੁਆਰਾ ਤਿਆਰ ਕਰ ਕੇ ਭੇਜਿਆ ਡਾਟਾ ਹੀ DGET, New Delhi ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਿੰਟਿੰਗ ਲਈ ਭੇਜ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਜੇਕਰ ਸੰਸਥਾਵਾਂ ਦੁਆਰਾ ਭੇਜੇ ਹੋਏ ਡਾਟੇ ਵਿੱਚ ਕੋਈ ਗਲਤੀ ਹੁੰਦੀ ਹੈ ਅਤੇ ਸਿੱਖਿਆਰਥੀਆਂ ਦੇ ਸਰਟੀਫਿਕੇਟ ਲੇਟ ਪਹੁੰਚਦੇ ਹਨ, ਇਸ ਉਪਰੰਤ ਇਸ ਸੰਬੰਧ ਵਿੱਚ ਜੇ ਕੋਈ ਲੀਗਲ ਕਾਰਵਾਈ ਹੁੰਦੀ ਹੈ ਤਾਂ ਸੰਸਥਾਵਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲਾਂ ਦੀ ਪੂਰਨ ਰੂਪ ਵਿੱਚ ਜ਼ਿੰਮੇਵਾਰੀ ਹੋਵੇਗੀ।

ਸੰਸਥਾਵਾਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਦਰਸਾਏ ਅਨੁਸਾਰ ਸਿੱਖਿਆਰਥੀਆਂ ਦਾ ਸਹੀ ਡਾਟਾ ਬੋਰਡ ਦਫਤਰ ਵਿਖੇ 30 ਜੂਨ 2015 ਤੱਕ ਜਮਾਂ ਕਰਵਾਇਆ ਜਾਵੇ।

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ (ਆਈ.ਟੀ.ਆਈ.)

ਨੰ: ਪੀ.ਐਸ.ਬੀ.ਟੀ./ਆਈ.ਟੀ.ਆਈ/2015

ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ (ਆਈ.ਟੀ.ਆਈ.)

ਨੱਥੀ - ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਅਤੇ ਪ੍ਰਵਾਹਮਾ "A" "B" "C" "D" "X" "E" "F" and "G",

undertaking and performa

D.G. & T No.18012/9/2009-TTC (Pt.)
Government of India
Ministry of Skill Development and Entrepreneurship
D.G. & T

SPEED POST
2:18
8/5/15
ACCTE 1
Date - 24th April, 2015
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8/5/15

To,

All the State Directors/UTs Dealing with Craftsman Training Scheme.

Sub.: Systemizing of Admission details and issuance of certificates -reg.

Sir,


You are aware that NCVT-MIS software application web portal has become functional since Dec., 2014. The Industrial Training Institute (ITI) of the country has already been linked on a National data centre. The project aim at improving quality and relevance of training given by ITIs throughout the country. The National trade certificate (NTC) could also be printed from this portal. The steps have been taken by D.G. & T. to alleviate the pendency, of certificates, but still it need proper monitoring to issue certificate to all pass out trainees at par with declaration of result. The submission of admission details and other related records in specific time schedules is essential to achieve the goal of printing the certificate from MIS NCVT portal.

So you are requested to provide the requisite information as soon as possible. The following guidelines may be strictly followed before furnishing the information for printing of NTC through NCVT - MIS portal.

1. Data is required to be filled in MS- Excel format only.
2. (a) State Directorate is requested to compile the data received from respective Govt./Pvt. ITI in one file and then forward the same to D.G. & T (HQ) for further action.
(b) Information directly received from Govt. /Pvt. ITI will not be accepted
3. Information is required to be prepared as below:-
 - (i) **Passed out trainees from conventional system of examination:-**
 - a) Consolidated details (as per format "A") of all the six month duration courses from August 2009 to till date.
 - b) Consolidated details (as per format "B") of all the One year duration courses from August 2009 to till date.
 - c) Consolidated details (as per format "C") of all the Two year duration courses from August 2009 to till date.
 - d) Consolidated details (as per format "D") of all the Three Year duration courses from August 2009 to till date.
 - e) Consolidated details (as per format "X") of all pending certificate (6 month, one year, two year & Three year passed before August 2009
 - (ii) **Passed out trainees from semester system examination:-**
 - a) Consolidated details (as per format "E") of all the six month (1st semester passed) from February 2014 on ward till date (February 2014, August 2014, & February 2015 passed out) "
 - b) Consolidated details (as per format "F") of all the One year (1st & 2nd semester passed) August 2014, on ward till date. (August 2014 & February 2015 passed out).
 - c) Consolidated details (as per format "G") of all the Two year (1st, 2nd, 3rd & 4th semester passed (August 2015 passed out) - **Not applicable.**

The data are required to be sent in single CD/DVD. Summary information sought by D.G. & T. on format "Y" indicating number of Govt./Pvt. ITI should also be furnished.

In view of the above, you are requested to take immediate action


(P.N. Yadav)
Jt. Director of Training

Duration of Course: Six Months

[illegible]

#1= Name of IT/ITC with name of place where it is situated (Pin no. state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#111 = Write SC, ST, OBC, GEN and M for minority students.

#3= Complete D.G & T affiliation order number.

#12= Write Qualification of student at entry Level:-10th , 10+2.

#4= Name of Designated Trade as per NCVT

#14#15 For admission session write (Ex: - From Aug. 09 to Jan 10 or Feb 10 to Jul.

#5=How many units are running under that particular Designated Trade.

2010 and so....)

#6-Name of the Trainee or Student without initial (Do not use Mr./Shri./Ms./Mrs.)

#16= Write full Name of Month (ex:- January, July)

#7= Father Name of Trainee or student without intial (Do not use Mr. or Shri.)

#17= Write year like 2009,2012,2011.

#8= D.O.B. should be in DD/MM/YYYY mode.

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#18= Write P for Pass , F for fail , RA=Result awaited
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#9= Complete address of the Govt. | T./Pvt. | T |

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#18= Write P for Pass , F for fail , RA=Result awaited
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NOTE. Information should be provided strictly in above format in soft copy (MS Excel) only

No Column should be left blank

Duration of Course: One Year

[illegible]

#1= Name of IT/ITC with name of place where it is situated (Pin no, state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#3= Complete D.G. & T affiliation order number.

#4= Name of Designated Trade as per NCVT

#5=How many units are running under that particular Designated Trade

#6=Name of the Trainee or Student without initial (Do not use Mr./Shri./Ms./Mrs.)

#7= Father Name of Trainee or student without initial (Do not use Mr. or Shri.)

#8= D.O.B. should be in DD/MM/YYYY mode.

#9= Complete address of the Govt. I.T.I/Pvt. I.T.I

NOTE:- Information should be provided strictly in above format in soft copy (MS Excel) only.
No Column should be left blank.

Duration of Course: Three year

[illegible]

*#1= Name of IT/ITC with name of place where it is situated (Pin no. state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#3= Complete D.G. & T affiliation order number.

#4= Name of Designated Trade as per NCVT

#5=How many units are running under that particular Designated Trade.

*6=Name of the Trainee or Student without initial (Do not use Mr./Shri./Ms./Mrs.)

#7= Father Name of Trainee or student without initial (Do not use Mr. or Shri.)

#8= D.O.B. should be in DD/MM/YYYY mode.

#9= Complete address of the Govt. I.T./Pvt. I.T.I

NOTE:- Information should be provided strictly in above format in soft copy (MS Excel) only

No Column should be left blank.

Statement of Pending Certificate in CTS exam under NCVT.

STATE/UT:

S. No.	Name of ITI/ITCS	Location Rural/Semi urban/Urban	DG&T Affiliation No.	Name of Trade & Unit	No. of Units	Trainee Name	Father's Name	Date of Birth	ITI Address	Session		Exam Held		Result Pass/Fail
										From	To	Month	Year	
1		2	3	4	5	6	7	8	9	10	11	12	13	14

You have to Follow strictly all given instruction.

#1= Name of ITI/ITC with name of place where it is situated (Pin no. state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#3= Complete D.G.&.T affiliation order number.

#4= Name of Designated Trade as per NCVT

#5=How many units are running under that particular DesignatedTrade.

#6=Name of the Trainee or Student without initial (Do not use Mr./Shr./Ms./Mrs.)

#7= Father Name of Trainee or student without initial (Do not use Mr. or Shr.)

#8= D D B should be in DD/MM/YYYY mode

#9= Complete address of the Govt. I.T./Pvt. I.T.

#10/#11= For admission session write (As per previous example of format A,B, C, & D)

#12= Write full Name of Month (ex - January ,July)

#13= Write year like 2009 ,2012 ,2011

#14= Write P for Pass , F for fail , RA=Result awaited

NOTE:- Information should be provided strictly in above format in soft copy (MS Excel) only
No Column should be left blank.

STATE/UT:

Duration of Course: One Year

S. No.	Name of ITI/ITCS	Location Rural/Se murban/ Urban	DG&T Affiliati on No.	Name of Trade & Unit	No. of Units	Trainee Name	Father's Name	Date of Birth	ITI Address	Male/F emale	Category SC/ST/OB C/Minority	Entry Level		Admission		Exam Held		Result Pass/Fail
												Qualific ation	%age	From	To	Month	Year	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

You have to Follow strictly all given instruction.

- #1= Name of ITI/ITC with name of place where it is situated (Pin no state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#3= Complete D, G, & T affiliation order number

#4= Name of Designated Trade as per NCVT

#5=How many units are running under that particular DesignatedTrade.

#6=Name of the Trainee or Student without initial (Do not use Mr./Shri./Ms./Mrs.)

#7= Father Name of Trainee or student without initial (Do not use Mr. or Shri)

#8= D, O, B should be in DD/MM/YYYYY mode.

#9= Complete address of the Govt. I.T./Pvt. I.T.]
- #10= write M for Male, F for Female.

#11= Write SC, ST, OBC, GEN and M for minority students.

#12= Write Qualification of student at entry Level:-10th, 10+2.

13= Write only number (Do not use % mark)

#14/#15 For session admitted in August 2013 to July 2014 and so...

#16= Write full Name of Month (ex:- February, August)

#17= Write year like 2014, 2015

#18= Write P for Pass , F for fail , RA=Result awaited.

NOTE : Information should be provided strictly in above format in soft copy (MS Excel) only
No Column should be left blank.

Statement of Trainee appeared in CTS exam under NCVT.

STATE/UT:

Duration of Course: Two Year

S. No.	Name of ITI/ITCS	Location Rural/semiurban/Urban	DG&T Affiliation No.	Name of Trade & Unit	No. of Units	Trainee Name	Father's Name	Date of Birth	ITI Address	Male/Female	Category SC/ST/OB C/Minority	Entry Level		Admission		Exam Held		Result Pass/Fail
												Qualification	%age	From	To	Month	Year	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

You have to Follow strictly all given instruction.

- #1= Name of ITI/ITC with name of place where it is situated (Pin no. state name not required)

#2= Write R for Rural, S for Semi urban, U for Urban

#3= Complete D, G, & T affiliation order number.

#4= Name of Designated Trade as per NCVT

#5=How many units are running under that particular Designated Trade.

#6=Name of the Trainee or Student without initial (Do not use Mr./Shri./Ms./Mrs)

#7= Father Name of Trainee or student without initial (Do not use Mr. or Shri.)

#8= D.O.B. should be in DD/MM/YYYY mode.

#9= Complete address of the Govt. I.T./Pvt. I.T.I
- #10= write M for Male, F for Female.

#11= Write SC, ST, OBC, GEN and M for minority students.

#12= Write Qualification of student at entry Level.-10th , 10+2.

#13= Write only number (Do not use % mark.)

#14/#15 For session admitted in August 2013 to August 2015 and so .

#16= Write full Name of Month (ex:- February, August)

#17= Write year like 2014, 2015

#18= Write P for Pass , F for fail , RA=Result awaited.

NOTE:- Information should ve provided strictly in above format in soft copy (MS Excel) only
No Column should be left blank.

Format "Y"								
S. NO.	TOTAL NO. OF AFFILIATED ITI/ITCs		ADMISSION INFORMATION FURNISHED (IN CD)		ADMISSION DETAILS COULD NOT BE FURNISHED		REASON	REMARKS
	ITI	ITCs	ITI	ITCs	ITI	ITCs		
	1	2	3	4	5	6		

INFORMATION REQUIRED IN RESPECTED SPACE

1. No. of ITI in State
2. No. of ITCs in State
3. No. of ITI for those information furnished.
4. No. of ITCs for those information furnished.
5. No. ITI for those information not furnished
6. No. of ITCs for those information not furnished.
7. Reason, why information not furnished.

Undertaking

This is to certify that all the details of the pass out students pertaining to issuance of NTC Certificates of affiliated trades has been properly checked, verified and is authenticated as per record of the Institute. These students have neither been issued any NTC Certificates earlier nor the data of these students has been submitted to PSBTE earlier.

I hereby undertake that the details of _____ Nos of students (Duly signed performa of Trade Wise Details Annexed) whose data is being submitted to Punjab State Board of Technical Education is correct to my knowledge and that nothing has been concealed or manipulated therein.

Sign of Principal _____

Name of Principal _____

Name of Institute _____

Mobile No. _____

PERFORMA

S.No	Name of Trade	No of Students	Year of Admission	Year of Passing
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signature of Principal