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**No. MSDE-35(4)(1) MIS-MISC./2015-NPIU**  
Government of India  
Ministry of Skill Development and Entrepreneurship  
(Directorate General of Training)

Shram Shakti Bhavan, Rafi Marg,  
New Delhi, Dated 31<sup>st</sup> August, 2015

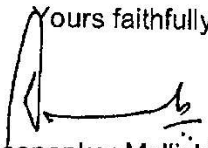
To  
State Directors of all State Governments/UT Administrations  
(Dealing with Craftsmen Training Scheme)

**Subject: Data Entry on NCVT MIS Portal by ITIs for Session August 2015 - regarding**

Sir/Madam,

Kindly refer to this Directorate letter no. MSDE-07/15/2015-CD dated 20<sup>th</sup> July 2015 & 10<sup>th</sup> August 2015 wherein it was informed that last date for completion of admissions (Session August 2015) in Government & Private ITIs has been extended to 31<sup>st</sup> August 2015.

2. In this regard, it is informed that the NCVT MIS Portal will remain open for **data entry only upto 10<sup>th</sup> September 2015.**
3. State Directors are requested to issue necessary instructions to all ITIs (Govt. & Pvt.) to complete Data Entry of the newly admitted trainees for August 2015 Session by 10<sup>th</sup> September 2015. User Guide for Data Entry by ITIs is available at [https://ncvtmis.gov.in/Material/NCVTMIS\\_UserManual\\_Admitted\\_Trainee.pdf](https://ncvtmis.gov.in/Material/NCVTMIS_UserManual_Admitted_Trainee.pdf)
4. It is also informed that uploading of trainee photograph is mandatory while making Data Entry on MIS Portal.

Yours faithfully,  
  
(Deepankar Mallick)  
Deputy Director General (T)

Copy for information to:

1. CD Section.
2. TC Section.
3. TT Cell.