No. MSDE-35(4)(1) MIS-MISC./2015-NPIU
Government of India
Ministry of Skill Development and Entrepreneurship
(Directorate General of Training)
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New Delhi, Dated 10th December, 2015

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

Subject: Uploading of Leftover Trainees (August 2015 Session) on MIS Portal.

Sir,

This is in continuation to this Directorate letter of even no. dt. 8th September 2015 wherein all State Directorates / ITIs were requested to upload trainee data (admitted in August 2015 Session) within the prescribed cutoff date.

It is informed that no. of opportunities were given in the past to States / ITIs to upload leftover trainee data on MIS Portal. However, still requests from State Directorates / ITIs are being received in parts in this Directorate. As the Semester Examination is approaching, State Directorates are once again requested to compile grievances of all ITIs (Govt. & Pvt.) related to trainee data upload on NCVT Portal admitted within the cutoff date of admission.

The details may be forwarded to this Directorate as per check list given below:
1.   Certificate signed from State Director Level that the trainees whose details is being forwarded were admitted within cutoff date of admission. (without this certificate, such request will not be entertained).
2.   Left Over Trainees Count (admitted within cutoff date) along with ITI Code GR /GU/PR /PU may be filled in **MS Excel Sheet (Copy enclosed)**. In case details are forwarded in MS WORD/PDF, the request will be rejected and no further opportunity will be given.
3.   The above Information may be emailed to **ncvtmis-msde@gov.in** with subject line mentioned as (example: Goa - Final Count of Leftover Trainees).
4.   Any Affiliation related issue / Trade / Unit / Shift may be separately written to TC Section of DGT for resolution.

Modalities for uploading Left Over Trainee Data on MIS Portal:
"After receipt of emails from State Directorate, the information will be scrutinized as per the checklist given above. If found OK, the access will be given to the ITIs and email sent to their registered email IDs available on Portal for uploading leftover trainee details. Thereafter, ITIs to log in on NCVT MIS Portal using log in IDs & Password (creator & approver level) already issued to them for uploading the details of each leftover trainee case by case"

State Directorates are also requested to give wide publicity among the ITIs (Govt. & Private) in their State to complete the process of uploading as the **Portal will be closed for this activity after 16th December 2015** in order to generate hall tickets for ensuing Semester Examination.

Yours faithfully,

Encl: As Above.

(Deepankar Mallick)
Deputy Director General of Training

NOTE: All ITIs (Government & Private) and RVTI's are requested to contact their respective State Directorates/UTs for completion of above pending activity, if any.