

Post Receipt

Secretary
PSBTE&IT

Urgent/Time Bound
Dr. B. S. Singh
MA
15/1/16

SPEED POST

MSDE No. 18012/9/2009-TTC (Pt.)

Government of India

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

Date: - 06th January, 2016
New Delhi, Shram Shakti Bhawan

D.No. 568 Date: 13/1/16

To,

All the State Directors/UTs/ ATIs, RVTIs & NVTI Dealing with Craftsman Training Scheme (CTS).

Sub.: Issuance of E- National Trade Certificate (NTC) through NCVT – MIS portal -regarding.

Sir,

This is in continuation of previous letter of even no. dated 08th September 2015 in respect of above mentioned subject. The consolidated list of trade codes under CTS including legacy trades has been prepared and used for issuance of E- NTC through NCVT-MIS portal.

The following guidelines may be strictly followed for furnishing the information in CD/DVD

1. Please read the instructions carefully and provide data in the prescribed template (Not in similar layout or similar format. Data must be provided in the prescribed template only.)
2. Only **updated consolidated list of trade code** must be referred for trade code field in the format.
3. (a) State Directorate should compile the data received from respective Govt./Pvt. ITIs in one file.
(b) Information received directly from Govt. /Pvt. ITIs will not be entertained by DGT.

In view of above, you are requested to send details of students in single CD/DVD of your State along with summary information in format "Y".

This may be treated as **MOST URGENT**.

Yours faithfully
Sunil Kumar Gupta
(Sunil Kumar Gupta)
Director (TTC)

- Encl: 1. **Format A-1** for conventional System
2. **Format A-2** for conventional system correction certificates
3. **Format A-3** for conventional system where MIS ITI code not available
4. **Format B-1** for Semester System
5. **Format B-2** for Semester system correction certificates
6. **Format B-3** for Semester system where MIS ITI code not available
7. Instructions
8. Format Y for Summary
9. Updated Consolidated List of Trade Code
10. Undertaking and Declaration format

