

**DGE&T-19( 2) / 2011-CD**  
**Government of India**  
**M/o Labour & Employment**  
**DGE&T**

Dated 25<sup>th</sup> January, 2011  
27<sup>th</sup>

To,  
Members of NCVT (As per list enclosed )

**SUBJECT : Reconstitution of sub-committee of NCVT dealing with affiliation for a period of three years i.e. January 2011 to Nov 2013.**

Sir,

Thirty Ninth meeting of National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of State for Labour & Employment (IC) was held on 12<sup>th</sup> January, 2011 at Lecture Hall, NASC Complex, D.P.S Road, New Delhi under the Chairmanship of Union Minister for Labour & Employment.

A proposal for reconstitution of sub-committee of NCVT dealing with affiliation was put up as agenda item No. 3903.14 for discussion. It was proposed that three Sub committees, one for each year be constituted and the members would be appointed on the committees for a period of one year on rotation basis.

Accordingly, three sub-committees of NCVT dealing with affiliation, one for each year, have been constituted with approval from Hon'ble Minister for Labour & Employment, Chairman of the Council. The details of composition of three subcommittees along with year for which these have been constituted has been annexed.

Members of respective sub-committees would be requested to attend the meeting of Sub-Committee of NCVT for affiliation as and when these are conducted in respective years.

Yours faithfully

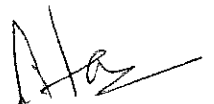


(R.L. Singh)

Director of Training  
Member secretary NCVT

Copy to,

1. Directors dealing with Vocational Training of all States/ UT Administrations
2. Director, ATI/ Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun, FTI Bangalore & Jamshedpur & NIMI Chennai.
3. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
4. Principal CTI Chennai, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi, all RVTIs.
5. B.P. Section, TC Section, DO-II, TC Section



(Anita Srivastava)  
Dy. Director of Training

Composition for Sub-Committee of NCVT dealing with affiliation for a period of three years

	Jan.2011- Dec. 2011	Jan 2012- Dec 2012	Jan.2013- Nov. 2013 or until new constituted
	Chairman	Chairman	Chairman
1	DG/JS ,DDG(T)		
2.	Central Departments/Ministries	2 members	Representatives of Dept. of Higher Education, M/o HRD Representative from Dept. of IT
3.	Representative from State Govts/UT Administrations.	7 members on rotation	Representative of M/o Micro Small & Medium Enterprises Representative from M/o Textiles
4.	Representative from Employers Organizations	1 member	State Directors of the seven States viz UP, Maharashtra, Karnataka, Orissa, Tripura, J&K, Haryana
5.	Representative from Workers Organizations	1 member	State Directors of the four States viz HP, Chattishgarh, Kerala, AP. West Bengal, Assam, & Delhi
6.	Representative from Professional & Learned Bodies	2 members	Representative of CII
7.	Experts	2 member	Representative of AITUC Representative of BMS
		Shri Jagadev Thippaiah Guttedar Dr. Gajraj P. Hatewar	Representative of NITTR and Representative of AICTE
		Shri Rajiv Mehrotra Shri K.C. Rajesh	Shri. Thamajonda Rajeshwar Shri Jagadev Thippaiah Guttedar

8	Representative from SC/ST	1 member	Shri Sudhakar Badiger(SC)	Shri Nitesh Damour(ST)	Shri Sudhakar Badiger(SC)
9	Representative from Women	1 member	Smt. Sarvamangala Hiremath	Smt. Sarvamangala Hiremath	Smt. Sarvamangala Hiremath
10	Representative from NE States(Co-opted member)	1 co-opt member	State Director dealing with Vocational Training of Meghalaya & Sikkim	State Director dealing with Vocational Training of Arunachal Pradesh & Manipur	State Director dealing with Vocational Training of Mizoram
11	Co-opt member	2 co-opt members	Members appointed with permission of Chairman of Sub-committee of NCVT dealing with affiliation.	Members appointed with permission of Chairman of Sub-committee of NCVT dealing with affiliation	Members appointed with permission of Chairman of Sub-committee of NCVT dealing with affiliation
12	Director Training	1 member	Member Secretary	Member Secretary	Member Secretary

DGE&T-19(5) / 2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training

Dated 21<sup>st</sup> March, 2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training.
2. Directors dealing with Vocational Training of all States/ UT Administrations.
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI Chennai.

Subject: UNIFORMITY IN NOMENCLATURE OF TRAINING INSTITUTES VIZ. ITIs and ITCs.

Sir,

This is to inform you that the 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. Uniformity in nomenclature of Training Institutes was discussed in the meeting vide agenda item no.3903.4, that as per existing system, the Government institutes set up by respective State Government are named as Industrial Training Institutes (ITIs) and those set up by private entrepreneurs/ management are named as Industrial Training Centres (ITCs). As both the ITIs and ITCs are conducting same training programmes, students undergo the same examination and certification; therefore it was proposed that Industrial Training Institutes (ITIs) and Industrial Training Centres (ITCs) may be uniformly known as Industrial Training Institutes (ITIs). The Council approved the proposal that Industrial Training Institutes (ITIs) and Industrial Training Centres (ITCs) may be uniformly known as Industrial Training Institutes (ITIs) while adding "Government" or "Private" word as the case be.

Government of India has accepted the above recommendation of council for implementation. Henceforth, Industrial Training Institutes (ITIs) and Industrial Training Centres (ITCs) may be uniformly known as Industrial Training Institutes (ITIs) while prefixing words either "Government" or "Private" as the case may be as under:-

**"XXXX(Name of Institute)XXXX Government Industrial Training Institute"**  
**"XXXX(Name of Institute)XXXX Private Industrial Training Institute".**

Accordingly, all the state Governments are requested to ensure changes in nomenclature of institutes within next six months. State Governments may also like to publish the change in nomenclature in local news papers in regional languages, for public awareness.

*o/c*

Yours faithfully



(R.L. Singh)

Director of Training  
Member secretary, NCVT

DGE&T-19(6) / 2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training

Dated 2<sup>nd</sup> May, 2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training.
2. Directors dealing with Vocational Training of all States/ UT Administrations.
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai.

**SUBJECT: GOVERNMENTS, CENTRAL/STATE SHOULD DEVELOP TRAINING INFRASTRUCTURE IN TRADES INVOLVING HIGH EXPENDITURE.**

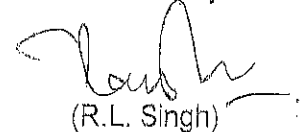
Sir,

This is to inform you that the 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. Governments, Central/States should develop training infrastructure in trades involving high expenditure, was discussed vide agenda item **No. 3903.5.in the above meeting**

Council approved the proposal that while opening new ITIs/trade/units State Governments should give priority to trades having demand but requiring large investment. The council also recommended that trades having demand but requiring large investment should be clearly identified to avoid any ambiguity.

After discussion the council approved the above proposal. Government of India has accepted the above recommendation of council for implementation with immediate effect. Accordingly, State Governments are requested to give priority to the trades having demand but requiring large investment while formulating proposal to open new ITI or adding new trade in existing ITIs. List of existing trades under CTS involving high investments is annexed.

Yours faithfully



(R.L. Singh)

Director of Training  
Member secretary, NCVT

No.DGET-19(8)/2011-CD  
Government of India  
Ministry of Labour & Employment  
Directorate of General Employment and Training

Dated: 24 May, 2011

26th

To

1. Secretaries/Principal Secretaries of all the State Government / UT Administrations dealing with Vocational Training.
2. Directors dealing with Vocational Training of all States/ UT Administrations.
3. Director, ATI Hyderabad, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai.
4. Director, RDATS at Faridabad, Kanpur, Kolkata, Mumbai & Chennai.

Subject: Permission for Special Purpose Vehicles (SPV) or similar arrangements to set up ITIs as per NCVT norms in high investment and technically diverse sectors.

Sir/Madam,

This is to inform that 39th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12th January, 2011. Special Purpose Vehicles (SPV) or similar arrangement may also be permitted to set up trade units/ITIs in high investment or technically diverse sectors to meet the skilled manpower in such sector was discussed in the meeting vide item no. 3903.7 of agenda.

At present ITIs have not been set up to meet the skilled man power demand of the sectors which are technically diverse and require high investment viz. Aviation, Petroleum & Natural Gas, Metallurgy, Power etc. These sectors are now expanding and there is growing demand of trained man power, in these sectors. The skill training requirements of the sectors are capital intensive which inhibits an organization to create training facilities at one place. For example H.T. Sub Station, Long distance pipe lines etc. As training needs in these sectors are diversified, therefore, it may take place at different locations as per work requirement. Creating infrastructure for imparting training of these sectors would demand huge investment and some time it is even not possible to create such infrastructure at institute to address this issue active help of industries of these sectors having adequate infrastructure and sufficient technical expertise could be utilized for imparting training by creating special purpose vehicles or similar arrangements. It was, therefore, proposed that special purpose vehicles or similar arrangement may be permitted to set up ITIs in such sectors. After discussion the Council approved the above proposals.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Henceforth, Special Purpose Vehicles (SPV) or similar arrangements are permitted to set up trade units/ITIs in high investment or technically diverse sectors to meet the skilled manpower requirements in such sectors after taking necessary approval from NCVT as per norms.

Yours faithfully



(R.L. Singh)

Director of Training  
Member Secretary, NCVT

Copy to,

1. Director CSTARI, Kolkata / ATI(EPI)Hyderabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldane, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs .
4. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)  
Dy. Director of Training

Copy for information: PS to Minister of L&E, PS to Secretary (L&E) and PS to DG/JS.

DGE&T-19( 9) / 2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training

Dated 22<sup>nd</sup> March, 2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Directors, ATI Hyderabad, ATI Mumbai, ATI Kolkata, ATI Kanpur, ATI Ludhiana, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore, Jamshedpur, CSTA RI, Kolkata & NIMI Chennai
4. Directors, RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
5. Principal CTI, Chennai, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

**SUBJECT: PAYMENT OF SALARY TO VOCATIONAL INSTRUCTORS OF ITIS/ITCS (REGULAR/ CONTRACT BASIS) THROUGH BANKS/POST OFFICES ONLY.**

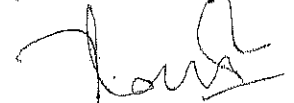
Sir/Madam,

This is to inform you that 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) was held on 12<sup>th</sup> January, 2011 under the Chairmanship Hon'ble Minister of Labour & Employment. Payment of salary to vocational instructors of ITI/ITCs (regular/ contract basis) through banks only was discussed in the meeting vide agenda item No. 3903.8.

It was brought to the notice of DGE&T that some of the ITIs/ITCs are paying very meager salary to instructors appointed on contract basis. As a result, good quality instructors were not attracted to these jobs. Therefore, to bring further transparency and uniformity in the system, it was proposed that all the instructors (regular/contract basis) engaged in ITIs/ITCs should be paid their remunerations only through Banks/Post offices. This system would ensure that recommended salaries are paid to these instructors regularly and also on time.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Henceforth, salary / remunerations to instructors (regular/contract basis) engaged in Government & Private ITIs (earlier known as ITIs/ITCs) shall be paid only through Banks/Post offices. All States/ UT Governments are requested to ensure that above mode of payment of salary/ remunerations to instructors (regular/contract basis) are strictly followed by all the Government and Private ITIs of their respective State.

Yours faithfully



(R.L. Singh)  
Director of Training



DGE&T-19( 10) / 2011-CD  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

Dated 26<sup>th</sup> April, 2011

To

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

**Subject: Guidelines for setting up of "Institute for Training of Trainers" and conducting the Training Programme in such institutes.**

Sir,

I am directed to inform you that the 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. Guidelines for setting up of Institute for Training of Trainers and conducting the Training Programmes under Craft Instructor Training Scheme (CITS) were discussed in the meeting agenda Item No.3903.9.

2. NCVT during its 38<sup>th</sup> meeting had approved setting up of the Instructor Training Institutes by State/UT Governments, companies like sole propriety, private/public limited registered under Companies Act, Societies and Trusts registered as per Act, and promoters of SEZs. In order to maintain quality and standards of instructor training in all such institutes, it was decided that such institutes should be affiliated to NCVT so that the trainees after completion of training are trade tested and successful trainees could be awarded Craft Instructor Certificates under the aegis of NCVT.
3. Accordingly, complete Guidelines for setting up of Institute for Training of Trainers (ITOT) under "Craft Instructor Training Scheme" including norms/standards for infrastructure, building (workshop, class-room) electricity, machinery, equipment, tool & implements, human resource (including levels of Principal, Trainers), composition of Standing Committee for carrying out inspection were approved by the NCVT during its 39<sup>th</sup> meeting. Also admission guidelines including eligibility, reservation, suitability of trades for persons with special abilities, trade testing procedure, distribution of marks, and format for mark-sheet were also approved by the NCVT for implementation. It has also been decided that such institutes be named as Institute for Training of Trainers (ITOT).

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4. Government of India has accepted the name "Institute for Training of Trainers (ITOT)" and guidelines for setting up of such institutes. These are to be implemented with immediate effect. Henceforth, any agency whether Government or Private, desirous of setting up Institute for Training of Trainers (ITOT) is required to follow these guidelines (copy enclosed) while setting up such Institute and conducting courses under Craft Instructor Training Scheme (CITS) in these institutes. These guidelines are also available at DGE&T website [www.dget.nic.in](http://www.dget.nic.in).

5. DGE&T would extend help and guidance to the organisations including State Govts. desirous of setting up of "Institute for Training of Trainers (ITOT)". In case necessity arises, *mentors* will be provided to render assistance for setting up of such institutes.

Encl: as above

Yours faithfully



(R.L. Singh)

Director of Training  
Member secretary NCVT

Copy to:-

1. Director CSTARI, Kolkata / ATI(EPI)Hyderabad, & Dehradun, FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Callicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs.
4. All officers up to JDT level of DGE& (HQ)
5. Print & Electronic Media for wider circulation



(Anita Srivastava)  
Dy. Director of Training

Copy for information : PS to Minister of L&E, PS to Secretary (L&E), PS to DG JS

No. DGET-19(11)/2011-CD  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

Dated: 25<sup>th</sup> May, 2011  
*26/5*

To

1. Directorate, ATI Hyderabad, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai.
2. Director ATI EPI (Hyderabad & Dehradun), CSTARI Kolkata, NIMI Chennai

**Subject: Adoption of E- Learning and Web-based learning Technologies for Instructor Training : development of modules regarding**

Sir,

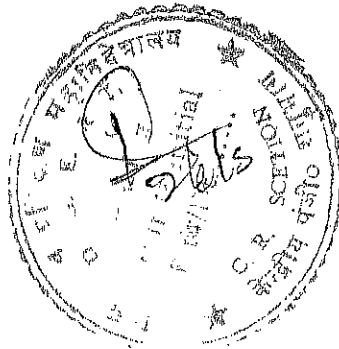
This is to inform you that the 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. In order to meet the demand of training of trainers, innovative approaches like adoption of E- Learning and Web-based learning technologies for Instructor Training was discussed vide agenda item no.. 3903.10 in the meeting. Such approach would also help in raising the capacity of the system extensively in a limited period.

After discussion council approved the proposal for use of E- Learning and Web-based learning technologies for Instructor Training Programmes of DGE&T. The council also approved that that existing modular curricula of instructor training be studied and each module be divided in two parts, one theoretical and other dealing with practical and demonstrations. The theoretical part may be delivered and tested by using e-learning and web-based learning technologies. The practical and demonstration part can be covered in training institutes. The trainees, who cannot learn by using e-learning/web-based learning, can attend whole module in ATIs/CTIs/affiliated Institutes for Training of Trainers.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Accordingly, strategy has to be formulated for adoption of E- Learning and Web-based learning Technologies for Instructor Training courses being offered through DGE&T Institutes. In view of above it has been decided that existing course content of the trades under Modular Craft Instructor Training Programme be studied and be divided in two group one purely theoretical and other dealing with practical & its related theory. The training in theoretical part may be imparted using E- Learning and Web-based learning Technologies. The practical and related theory may be imparted in DGE&T institutes.

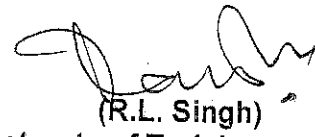
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*C.R.-M. Issued  
as above.  
Lawah  
26/5/2011.*



In view of above, the task relating to study the existing course content of the trades under Modular Craft Instructor Training Programme and to divided in two groups one purely theoretical and other dealing with practical & related theory may be under taken by DGE&T institutes as per trade allocation given on annexure. Expert Committees may be constituted for this purpose and officials from CSTARI, Kolkata and NIMI, Chennai may also be associated in the above work. The final curriculum clearly indicating the content which could be offered through E-learning technologies and through institutional learning may be forwarded to DGE&T for implementation.

Yours faithfully



(R.L. Singh)  
Directorate of Training

DGE&T-19(13) / 2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training

Dated 28<sup>th</sup>, March, 2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training.
2. Directors dealing with Vocational Training of all States/ UT Administrations.
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai.

**SUBJECT: REGISTERING STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT) AS SOCIETY.**

Sir,

This is to inform you that the 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. Registering State Council for Vocational Training (SCVT) as society in the States was discussed in the meeting vide agenda item No. 3903.12.

As per para 3 of Training manual, all the State Governments are required to constitute State Council for Vocational Training (SCVT) to look after the activities of vocational training of respective States. It was opined that SCVTs as registered Societies will have the advantage in their functioning and decision making since registered society will have minimum activities (regular meetings & discussions, audit etc.) which would be assured every year. These societies would also be required to maintain separate Web-site and Bank Account which should be audited regularly.

After elaborate discussion the council approved the above proposal. Government of India has accepted the above recommendation of council for implementation with immediate effect. Accordingly, State Governments are requested to ensure that SCVTs are registered as Societies in the respective State, with separate Web-site and Bank Account which should be audited regularly.

Yours faithfully



(R.L. Singh)

Director of Training  
Member secretary, NCVT

DGE&T-19(14) / 2011-CD  
Government of India  
M/o Labour & Employment  
Directorate General of Employment & Training

Dated: 20<sup>th</sup> April, 2011  
*2011*

- To,
1. Secretaries/Principal Secretaries of all the State Governments / UT Administrations dealing with Vocational Training.
  2. Directors dealing with Vocational Training of all States/ UT Administrations.
  3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai.

**SUBJECT: NEED FOR SKILL MAPPING BY RESPECTIVE STATE GOVERNMENTS.**

Sir/Madam,

This is to inform that 39<sup>th</sup> meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011. The proposal regarding need for skill mapping by respective State Government was discussed in the meeting vides item no. 3903.13 of agenda.

As the present the labour market is facing a situation, where on the one hand, an employer does not get manpower with requisite skills and on the other, millions of job seekers do not get employment. Therefore, to facilitate matching demand and supply, it was proposed that skill mapping be carried out by respective state starting from district level and only those trades are promoted for introduction of training programme in Government and Private ITIs, which have high demand. After discussion the Council approved the above proposals.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Accordingly, State Governments are requested to initiate skill mapping of their respective states, starting from district level and recommendation of survey report should form basis while selecting new trades for introduction of training programme in Government and Private ITIs. A copy of the survey report may also be forwarded to DGET (HQ).

Yours faithfully



(R.L. Singh)

Director of Training  
Member secretary, NCVT

**Composition of Sub-Committee of NCVT for norms and courses for a period of three year from April, 2011- November, 2013**

1	DG/JS		Chairman
2	DDG(T)		Vice Chairman
3	DDG(AT)		Member
4	Central Departments/Ministries	2 members	*Representatives of M/o MSME *Representative of M/o HRD
5 to 7	Representative from four State Govts/UT Administrations.	4 members	State Directors of the four States viz Maharashtra , Karnataka, Orissa & Punjab
8 & 9	Representative from Employers Organizations	2member	*Representative of FICCI *Representative from ASSOCHAM
10 & 11	Representative from Workers Organizations	2 member	*Representative of INTUC *Representative of AITUC
12 & 13	Representative from Professional & Learned Bodies	2 members	*Representatives of QCI & NLI
14 & 15.	Experts	2 member	Shri Jagadev Thippaiah Guttedar Dr. Gajraj P. Hatewar
16	Director CSTARI	1 member	
17	Director NIMI	1 member	
18	Co-opt member	co-opt members	Members appointed with permission of Chairman of Sub-committee of NCVT.
19	Director Training	1 member	Member Secretary

\*Members nominated by respective organization to represent NCVT for period Nov. 2010 to Nov. 2013 will also represent the sub-committee of NCVT for norms and courses for a period from April, 2011- November, 2013

**DGE&T-19( 15) / 2011-CD**  
**Government of India**  
**M/o Labour & Employment**  
**Directorate General of Employment & Training**

Shram Shakti Bhavan  
New Delhi dated 16<sup>th</sup> May, 2011  
23/05

To,

1. Members of NCVT as per list enclosed
2. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
3. Directors/ Commissioner dealing with Vocational Training of all States/ UT Administrations

Subject : Item No.3903.15: Re-Constitution of "Sub-committee of NCVT for Norms and Courses"

Sir,

This is to inform you that 39<sup>th</sup> meeting of National Council for Vocational Training (NCVT) under the Chairmanship of Hon'ble Minister of Labour & Employment was held on 12<sup>th</sup> January, 2011 at Lecture Hall, NASC Complex, D.P.S Road, New Delhi .

A proposal for reconstitution of sub-committee of NCVT for "Norms and Courses" was put up as agenda item No. 3903.15 for discussion. It was proposed that Sub-Committee of NCVT for training norms and courses be reconstituted having following composition.

1. DG/JS, DGE&T	Chairman
2. DDG (T)	Vice Chairman
3. DDG(AT)	Member
3. One Representative of Ministry of MSME	Member
4. One Representative of Ministry of HRD	Member
5. Four State Directors by rotation	Members
6. Two Representative of Employers	Members
7. Two Representative of Workers	Members
9. Two representatives of learned bodies	Members
10. Two Experts (by rotation)	Members
11. Director , NIMI	Member
12. Director, CSTARI	Member
14. Co-opted members, if any	
15. Director Training	Member Secretary

Contd..



Government of India has accepted the above recommendation for implementation with immediate effect. Accordingly, "Sub-committee of NCVT for norms and courses" has been re-constituted for a period of three years as per details given at Annex-I. Terms of Reference (ToR) for above sub-committee of NCVT dealing with norms and courses are as under. Members of the above committee would be requested to attend the meetings as and when these are held.

- i) Study of existing trades covered & evaluation of their curricula to enhance their relevance to industry
- ii) Suggest introduction of new trades and discontinue the obsolete ones.
- iii) Modification/revision in course material of existing trades.
- iv) Revamping the curriculum of any trade above the NCVT's norms on the basis of industry needs.
- v) Regular interaction with industry /industry associations to assess the training needs
- vi) Establishment of proven mechanism for periodic revision of curricula.
- vii) To discuss issues relating to norms and standards or policy matters before circulation to all members for approval.

Yours faithfully

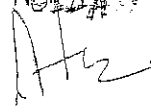


(R.L. Singh)

Director of Training  
Member secretary NCVT

Copy to,

- 1 Director, ATI/ Chennai, Hyderabad, Bombay, Kolkata, Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun, FTI Bangalore & Jamshedpur & NIMI Chennai
- 2 RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
- 3 Director CSTARI
- 4 Director NIMI
- 5 Principal CTI Chennai, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
- 6 All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)  
Dy. Director of Training

C.R. Pl- Issue  
as above Sx No 1 to 3  
and 1 to 5.

23/5/2011