

DGT-AFF011 (51)/2/2020-O/O DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

1st Floor, CIRTES Building,
Pusa Campus, Pusa, New Delhi-110012
Dated 01.07.2021

To,
The All State Director (Dealing with Craftsmen Training Scheme).

Subject: Introduction of Online Inspection process

Sir /Madam,


In continuation to the discussion during the meeting held on 9th June 2021 at 11.00 AM with all State/ UT Directors, the process and purpose of Online Inspection in place of Physical Inspection was discussed. The feedback and comments received from various State's/UTs were compiled and Majority of States/ UTs agreed for online inspection, which is being launched by DGT from 1st August 2021.

2. During the process of physical inspection team members are required undertake travel which is not possible in recent times, due to Covid, resulting in non-inspection of ITIs. In the Online Inspection Process, team members will be stationed in respected offices. Nodal ITI Principals/State Representatives will be present physically in the ITI to assist the Inspection cum Verification Team, during the process of Online Inspection. The Inspection cum Verification team consists of the following members.
 - i. Group 'A' Officer from DGT (In case of exigency Director General, DGT will have right to nominate group 'B' Gazetted officer from DGT)
 - ii. Group 'A' Gazetted officer from State Directorate
 - iii. Industry Representative (Non-below the rank of Manager)
 - iv. Institute Representative (Not below the rank of lecturer)
3. Selection of Team Members: Online Inspection Portal will select "inspection team members" randomly in the auto generation mode. Same officers /members shall not be selected by system more than once a week keeping in view of others assignments.
4. Intimation to the Inspection team members, Nodal ITI Principal, State Directorate and ITI's Principal will be communicated by the system one week in advance. **However, the details of ITI allotted to an Inspection team will be shared with the team on the day of Inspection. Link for online inspection will be shared one hour before the inspection schedule date and time.** On the scheduled date of inspection, system, on the basis of randomised algorithm, will pick an Inspection batch and ITI for the Inspection. Thereafter, inspection team members will login to the system and nodal ITI principal / State Representative will reach the ITI before the schedule time and login with mobile app. However, ITI principal will be able to login on the mobile application/web link only after all the members have logged in. The entire process of inspection will be recorded for future reference.

5. Role and responsibility of inspection team members, Nodal ITI Principal and ITI Principal.

| Sr. No | Members category | Role and responsibility |
|--------|--------------------------|--|
| 1 | DGT Representative | As a DGT Representative he /she will be the chairmen of the online inspection team and will ensure whether ITI fulfils all pre-requisites viz. New institutes fulfilling minimum 4 trades conditions, existing ITIs fulfilling grading conditions. |
| 2 | State Representative | State Representative will ensure whether the NoC was issued by State and ITI followed State regulations. Along with the DGT norms and availability of instructors etc. |
| 3. | Industry Representative | As a team members Industry representative will be involved in entire process of online inspection and will in particular consider focussing on the tools and machinery and its conditions. |
| 4. | Institute Representative | *Do* |
| 5. | Nodal ITI Principal | Will undertake the video tour of ITI during online inspection process and will be responsible for physical location of ITI and building. He/She can offer the comments and suggestions to the Inspection Committee. |
| 6. | ITI principal | Undertake the video tour of institute and produce all necessary information/documents sought by any of the inspection team members. |

6. During the online inspection process, all the above 6 members shall keep the video **ON** during the entire process. **DGT reserves the right to carry out "Physical Inspections" in case of hilly areas where network issue will be there.**
7. All members shall verify the details as per norms and can see the completion of Inspection mentioned in the checklist provided to the team members.
8. For any technical difficulty during the process of inspection, team members shall contact to technical support team of NIMI Chennai (email id: hermann.jacobraj@gmail.com).
9. This issues with the approval of Competent Authority, DGT (e-40649)

Yours Faithfully

 (Sunil Kumar Gupta)
 Director

Copy to:

1. Sr PPS to DG/AS, DGT New Delhi.
2. Sr PPS to DDG, DGT, New Delhi
3. Director, NIMI, Chennai
4. Shri Herman Jacob, Assistant Manager (IT), NIMI, Chennai
5. All RDSDEs
6. Director (CD), DGT, New Delhi
7. IT Cell, DGT, New Delhi
8. DDT, TC Section, DGT, with a request to upload it on NCVT MIS Portal.


 (Ravi Chilukoti)
 Joint Director