

Regd. Post/Email  
Most Urgent/Time Bond

**DIRECTORATE OF TECHNICAL EDUCATION  
VOCATIONAL & INDUSTRIAL TRAINING  
HIMACHAL PRADESH, SUNDERNAGAR.**

No. STV(IT)-H-F(7)-2B/NTC/2015 - 26048 - 26128

Dated 01/04//2016

To

The Principal,  
The All Govt. &  
Pvt. Insts

(Himachal Pradesh)

Subject: Regarding National Trade Certificate.

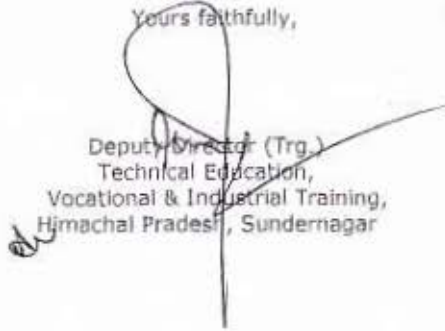
Memo,

In continuation of this office letters No. 3245-3480, 8439-8674, 13695-13930 & 18712-18947 dated 11/01/2016, 01/02/2016, 19/02/2016 & 09/03/2016 on the subject cited above. You are once again directed to send data of the trainees whose NTCs are not issued till July 2015 (NTCs have not been received & claimed by your institute) on the formats prescribed by the DGT in MS Excel (copy enclosed). Please send correct soft and hard copy according to the different formats for conventional and Semester System, for onward submission to the DGT so as to prepare the NTCs. You are further directed to submit the undertaking that there is no pendency with respect to your institute regarding NTC of pass out trainees till Jul 2015. The data submitted by your institute earlier in 18 columns/12 columns formats is not correct due to revision of formats by DGT New Delhi. Hence you are directed to resubmit the data on the prescribed formats on or before 20/04/2016 through special messenger. If the related trainees detail did not reach on or before above mentioned date, then the information in respect of your institution will be treated as nil. It will be the sole responsibility of the Principal/DDO/Institute for delay in submission of requisite information and thereby delay in issuance of NTC to the passed out trainees. Detail of Formats are as under:

- a) Format A-1 (for Conventional System)
- b) Format A-2 (for conventional system correction certificates)
- c) Format A-3 (for conventional system where MIS ITI Code not available. Leave MIS ITI Code field Blank)
- d) Format B-1 (for semester system).

This may be treated as the most urgent.

Yours faithfully,

  
Deputy Director (Trg.)  
Technical Education,  
Vocational & Industrial Training,  
Himachal Pradesh, Sundernagar

Encls:

- a) Format A-1
- b) Format A-2
- c) Format A-3
- d) Format B-1
- e) Instruction to fill the columns of the formats.
- f) Master sheet of Trade Name with codes. (Trade code on the formats should be according trade cod on Master Sheet)
- g) Undertaking format.