

Email

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

No. STV(IT)-H-F(7)-28/NTC/2016 - *13695-13930* Dated *19/02/2016*

To

The Principal,  
All Govt. & Pvt. ITIs,  
(Himachal Pradesh)

**Subject: Regarding National Trade Certificates.**

Sir,

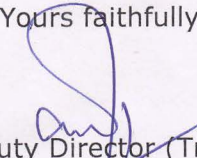
In continuation of this office letters No. 3245-3480 & 8439-8674 dated 11/01/2016 & 01/02/2016 on the subject cited above. You are once again directed to send data of the trainees whose NTCs are not issued till July 2015 (NTCs have not been received & claimed by your institute) on the formats prescribed 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 29/02/2016. 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).

It is the responsibility of the Principal, ITI to submit the details in time. Principal, ITI will be personally responsible for late issuance of NTC to pass out trainees.

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 code on Master Sheet)
  - g) Undertaking format.



## UNDERTAKING

This is to certify that the details of all the pending National Trade certificates (NTCs) and admission data of the .....(Name of the ITI) has been submitted on date .....to the Director, Technical Education, Vocational & Industrial Training Himachal Pradesh Sundernagar and further no NTCs data is pending of this institute for preparing National Trade certificates and admission data till session Jul 2015 of the year. This is also, certified that N.T.Cs pertaining to pending, Court Cases have not been included in the list of N.T.Cs submitted to the Director, Technical Education, Vocational & Industrial Training Himachal Pradesh Sundernagar as on .....for final printing/Facsimile signature of the SCVT/NCVT. After today .....(Name of the ITI) will not intend for any NTC of other than mentioned in the submitted data.

Place:

Date:

Signature of  
Principal of Govt. ITI/Pvt. ITI,  
Name of the ITI



**SPEED POST**

**MSDE No. 18012/9/2009-TTC (Pt.)**  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

Date: - 06<sup>th</sup> January, 2016  
New Delhi, Shram Shakti Bhawan

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,

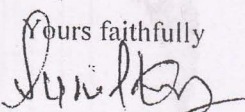
This is in continuation of previous letter of even no. dated 08<sup>th</sup> September 2015 in respect of above mentioned subject. The consolidated list of trade codes under CTS including legacy trades has been prepared and used for issuance of E- NTC through NCVT-MIS portal.

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)  
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







Format A-2 (for conventional system correction certificate)

Old E-NTC No.	MIS ITI Code	ITI Name	Trade Code	Trainee Name	Trainee Type	Father Name	Date of Birth	Training From	Training To	Exam Month	Exam Year
0005451	GU02000030	GOVT. INDUSTRIAL TRAINING INSTITUTE HAMIRPUR, DISTT HAMIRPUR, H.P.	915	AMARTI DEVI	Regular	SUKH RAM	04-Jun-1986	Aug-2010	Jul-2011	July	2011
0005451	GU02000030	GOVT. INDUSTRIAL TRAINING INSTITUTE HAMIRPUR, DISTT HAMIRPUR, H.P.	915	ARCHNA DHIMAN	Regular	PRITTAM DHIMAN	05-Aug-1992	Aug-2010	Jul-2011	July	2011
0005517	GU02000030	GOVT. INDUSTRIAL TRAINING INSTITUTE HAMIRPUR, DISTT HAMIRPUR, H.P.	915	KALPANA SHARMA	Regular	RANJEET CHAND	15-Jun-1988	Aug-2011	Jul-2012	July	2012







**Format B-1 (for Semester System)**

MIS ITI Code	ITI Name	Trade Code	Trainee Name	Trainee Type	Father Name	Date of Birth	Training From	Training To	Exam Month	Exam Year
GR02000025	GOVT. INDUSTRIAL TRAINING INSTITUTE MANDI, DISTT MANDI, H.P.	206	ANKUSH PATIYAL	Regular	HANS RAJ	08-Jan-1996	Aug-2013	Jul-2014	July	2014
GR02000025	GOVT. INDUSTRIAL TRAINING INSTITUTE MANDI, DISTT MANDI, H.P.	206	AJAY KUMAR	Regular	RANJEET SINGH	31-Dec-1991	Aug-2013	Jul-2014	January	2015
GR02000025	GOVT. INDUSTRIAL TRAINING INSTITUTE MANDI, DISTT MANDI, H.P.	206	KRISHAN THAKUR	Private	UTTAM SINGH	09-Mar-1994			July	2015
GR02000025	GOVT. INDUSTRIAL TRAINING INSTITUTE MANDI, DISTT MANDI, H.P.	206	MANOJ KUMAR	Private	OM PRAKASH	22-Feb-1995			January	2015



**Format B-2 (for Semester system correction certificates)**

Old E-NTC No.	MIS ITI Code	ITI Name	Trade Code	Trainee Name	Trainee Type	Father Name	Date of Birth	Training From	Training To	Exam Month	Exam Year