

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

No. STV(IT)-H-F(7)-28/NTC/2015 -

Dated

/12//2015

To

The Principal,
All Govt. & Pvt.
9999 (Himachal Pradesh)

Subject: Regarding National Trade Certificate.

Memo,

In continuation of this office letters No. STV(IT)-H-F(7)-28/Admission/2013-79254-79384, 81183-81313, 86332-86464 & 91165-91380 dated 18/09/2015, 21/09/2015, 10/10/2015 & 03/11/2015 on the subject cited above. You are once again directed to send data of the trainees whose NTCs are not issued till Jan 2015. (NTCs have not been received & claimed by your institute) in the 12 columns format in MS Excel. You are advised to send the correct soft and hard copy, for onward submission to the DGT so as to prepare the NTCs. Further you are directed to submit an undertaking as per format. It is also intimated that 18 columns format is no more valid as the DGT has prescribed new 12 columns format. The information must reach in this office by 15th Dec 2015 positively. Failing which 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 columns are as under:

- (a) Information has to be furnished as per the prescribed format as suggested vide this office even file letter No. 86332-86464 dated 10th Oct 2015.
- (b) Column No 1. Sr. No.
- (c) Column No 2. MIS ITI CODE
- (d) Column No 3. Name of ITI should be in capital letters.
- (e) Column No 4. Trade Code accordingly Conventional & Semester System.
- (f) Column No 5. Name of student should be in capital letters.
- (g) Column No 6. Father name should be in capital letters.
- (h) Column No 7. Date of birth should be in dd/mmm/yyyy mode i.e. 01/Aug/1994
- (i) Column No 8. Training From Write as eg. Aug 2013
- (j) Column No 9. Training To Write as eg. Jul 2014
- (k) Column No 10. Exam Month Write as eg. July
- (l) Column No 11 Exam Year eg. 2014
- (m) Column No 12. Full name of State in capital letters.
- (n) Undertaking as per format.
- (m) Soft copy (CD) & Hard Copy of the data.

Encls: As above

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

Endstt. No. STV(IT)-H-F(7)-28/NTC/2015 - 101277

Dated 01/12/2015

Copy to The Technical Officer-I for favour of information and to upload this information on the departmental website.

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

C. D. Sir