No. DGT/DT/Misc/2016 –TC
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Sharam Shakti Bhawan, Rafi Marg
New Delhi 110001 Dated 28.10.2016

Subject: Request for updation of records on NCVT MIS Portal

It is informed that DGT is receiving no of requests for miscellaneous corrections including of records on NCVT MIS Portal etc.

In this regard, it has been decided to call requests on dedicated mails with relavant documents. In case any deviation is noticed for your insititute, you may send mail with relavant documents (affiliation orders etc) to the concerned following mails with the correct title that is as follows :

1. Affiliation orders for the session 2016-2017 are uploaded on website dget.gov.in.

    a) In case MIS code has not been generated, kindly send mail under the title 'MIS code not generated' on mail Id **ncvtmis-msde@gov.in**

    b) In case of existing ITI, trades/units are not uploaded on NCVT Portal kindly send mail (along with affilation orders) under the title 'ITI not uploaded' on mail Id **ncvtmis-msde@gov.in**

2.

    a). In case, there is a diffrence in trade/units (less or excess) in affilaition orders, kindly send mail (along with affilation orders) under the title 'differance in trade/units' on mail Id **ncvtmis-msde@gov.in** in the format mentioned below.

Date of Meeting granted affiliation	Name of the ITI with application No.	NCVT MIS Code	Trade/Units		Remaks
			Accreadated	Mentioned in the order	Modification required

    b). In case more trade/units have been mentioned in the orders,due to typographical error units accredietated/affiliated would be considerd as final granted.

It is also adviced to send justified aforesaid request by mail as attached scan copy on letter head of insitiute duly signed by complitent authority with clear mention of regestred mail id and cell no

(Sandhya Salwan)
Director of Training,

(Sushil Agarwal)
DDT

1. **PPS to the JS & DDG(T).**
2. **JDT(MCK), DDT(SK),DDT(PB),T.O(SJ)**
3. **All Concerned**