

z-200025/6/2022-O/o DIR(CFIs)-Part (2) (66501)

भारत सरकार / Government of India

कौशल विकास और उद्यमशीलता मंत्रालय/Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

कमरा नं.-413, चौथी मंजिल

कौशल भवन, न्यू मोती बाग

नई दिल्ली, 04.11.2025

To,

The Principals/HoOs of NSTIs/IToTs

Subject: Strict compliance of Training instructions under CITS at NSTIs/ IToTs for the session 2025-26-Reg.

It has been observed that certain institutes have not updated the status of trainees as "Physically Admitted" on the NIMI portal for the current session within the stipulated timelines. A similar concern was also noted in previous years leading to delays in updating trainee data and consequently affecting the timely processing of admission and examination activities.

2. In view of the above and to ensure delivery of quality training as well as to maintain regularity in attendance of CITS trainees at NSTIs/IToTs, the following instructions are hereby issued for strict compliance:

a. Monitoring attendance:

- i. All institutes must ensure that the status of physically admitted trainees are duly updated and reflected on the NIMI portal.
- ii. Institutes must ensure that trainees are made aware about the mandatory minimum attendance i.e. 80% as eligibility for appearing in the AITT CITS Examination.
- iii. Institutes must ensure that trainees record their biometric attendance on a regular basis and periodically review attendance records to ensure compliance.
- iv. Any form of irregularity, manipulation, or malpractice in attendance will be viewed seriously. Such cases, if noticed, action will be initiated as per Rule.

b. Monitoring of Training:

- i. Institutes must ensure that the training delivery is carried out strictly in accordance with the prescribed curriculum including OJT/Project work.
- ii. Institutes must ensure optimum utilization of training infrastructure, tools, equipment, and raw materials. Non-functional / obsolete equipment must be repaired / replaced without delay to maintain the effectiveness and quality of training.

c. Inspection and compliance monitoring:

- i. The CFI Division/concerned RDSDE shall conduct periodic inspections of all institutes to assess the compliance in respect to the instructions issued from time to time and take needful action, if necessary. Institute may also note that surprise visits may be carried out without prior notice.

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- ii. Institute has to comply with the observations of the inspection/visit by submitting the action taken report within the stipulated time.
3. In light of the above, all NSTIs/ IToTs are instructed to take necessary action at the earliest to ascertain effective compliance.

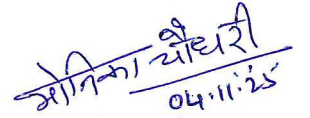
This issues with the approval of competent authority.


(हेमंत डी. गाजरे)

निदेशक, सीएफआई / परियोजना

Copy to:

1. Sr. PPS to DG(T), DGT
2. DDG (Southern Region), DDG, DGT(Hqs.) & DDG (Eastern Region)
3. Regional Directors, All RDSDEs to ensure compliance
4. Principals, all NSTIS/IToTs to ensure compliance
5. IT cell, DGT Hqs. for uploading in DGT website


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