

भारत सरकार
Government of India
कौशल विकास एवं उद्यमिता मंत्रालय
Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय
Directorate General of Training

कौशल भवन, नई दिल्ली

दिनांक: 06.08.2025

OFFICE MEMORANDUM

Sub: Guidelines for biometric attendance and eligibility of CITS Trainees for AITT- Session 2026-27.

It is hereby notified that, with the implementation of **AEBAS** and the **Revised CITS Curriculum (1200 Annual Learning Hours)**, all Institutes (NSTIs, Government IToTs, and Private IToTs) shall ensure strict compliance with the following instructions in respect of CITS trainees.

1. AEBAS Registration and candidate onboarding

While onboarding CITS trainees on the AEBAS portal, Institutes shall ensure that:

- The Candidate Type in the "Organization Details" tab is correctly selected as CITS, so as to ensure accurate generation of attendance reports.
- The NIMI Registration Number of each CITS trainee is entered in the "Organization User ID" field under the Organization Details tab.
- The AEBAS portal is updated with:
 - Trainees of the current academic session; and
 - Previous-year trainees who have not yet passed out and remain eligible to appear in examinations.
 - Trainees who have successfully completed the course must be blocked immediately by the institute in the CNDGT attendance portal.

2. Attendance Requirements under the Revised CITS Curriculum

The Revised CITS Curriculum (applicable from Session 2024-25 onwards) comprises the following mandatory components for determining eligibility to appear in the All India Trade Test (AITT) for CITS:

Course Component	Duration	Attendance Requirement
Trade Technology & Training Methodology	1200 Hours	Minimum 120 days (80%) biometric attendance





Course Component	Duration	Attendance Requirement
On-the-Job Training (OJT) / Group Project	150 Hours	Minimum 15 days (80%) attendance
Optional Course	240 Hours	Not mandatory for AITT CITS eligibility

The prescribed attendance requirement shall be fulfilled separately for each mandatory component, and excess attendance in one component shall not be adjusted against a shortfall in another. These requirements shall apply to all regular trainees, including those admitted late, provided compensatory classes have been conducted.

3. Daily Attendance:

The minimum attendance duration for each working day shall be 8 hours and 30 minutes, including lunch and other permissible breaks.

4. Recording of Attendance in case of :

(a) On-the-Job Training (OJT)

- A. Where trainees undergo OJT in an industry/organization under a valid MoU:
 - i. Physical attendance may be maintained where biometric attendance is not feasible.
 - ii. Attendance records shall be supported by relevant documents, including the MoU and attendance records of the industry/organization.
 - iii. OJT attendance shall be verified and approved by the Principal/Head of Office (HoO).
 - iv. The profile verification of these trainees must be completed on the SIDH portal before they proceed for OJT.

- B. For Group Projects conducted within the Institute, biometric attendance shall be mandatory.

(b) Biometric Failure

Where biometric attendance cannot be recorded due to machine malfunction, poor/no internet connectivity, or other genuine technical reasons, the Institute shall maintain offline physical attendance.

Such offline attendance, up to a maximum of 10 working days, may be considered subject to verification and approval by the Principal/HoO. Institutes shall ensure that biometric attendance is restored at the earliest.

(c) Individual Exceptional Cases:

- i. In exceptional cases such as skin-related biometric issues, Aadhaar updation delays, or other genuine reasons preventing biometric authentication despite physical presence, the Principal/HoO may verify the physical attendance and forward the case to the concerned RDSDE for scrutiny and approval. If found genuine, such attendance may be considered for determining examination eligibility.

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- ii. On medical grounds, leave of up to **10 days** (once during the training period) may be granted with the approval of the concerned Regional Director, subject to submission of a medical certificate issued by a Medical Officer not below the rank of Assistant Surgeon.

(d) Special Circumstances:

Where trainees are unable to mark biometric attendance due to significant transport disruptions, relaxation in attendance may be considered for the period specified in the relevant Government advisory or transport closure notice, based on supporting documentary evidence and subject to verification and approval by the Principal/Head of Office (HoO).

5. Eligibility for AITT CITS- Session 2026-27:

- a) A CITS trainee shall be eligible to appear in the All India Trade Test (AITT) only if he/she:
 - i. fulfils the prescribed minimum attendance requirement (for Trade Technology & Training Methodology and On-the-Job Training (OJT) / Group Project, for each mandatory course component; and
 - ii. complies with the prescribed formative assessment requirements.
- b) The above details are to be filled in on the SIDH portal in accordance with the examination schedule to be released for the session 2026-27.

7. Last date for Biometric Attendance:

The last date for marking biometric attendance for the academic session **2026-27** shall be **31st May 2027**.

8. Mid -session attendance review:

- i. All Institutes must review the attendance of their trainees at the mid-session stage. Trainees with low or unsatisfactory attendance should be identified, counselled, and advised to maintain regular attendance to ensure their eligibility in AITT.
- ii. The Institute shall take necessary corrective measures during the training session itself to improve attendance and prevent further absenteeism.

9. Role of RDSDEs:

All NSTIs / Govt IToTs/ Pvt .IToTs are required to submit the final eligibility status (attendance) of their trainees to their respective RDSDEs approvers on the SIDH portal for verification and submission.



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Copy to:

1. PPS to DG (T), DGT
2. DDG, DGT(HQ)
3. Director-IT Division, DGT, with a request to upload at DGT website.
4. Principals/ HoOs, all NSTIs/ NSTI (W)s/ IToTs with a request to circulate amongst the trainees and ensure compliance
5. Regional Directors, all RDSDEs
6. Executive Director, NIMI
7. SIDH team
8. Guard file



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