

DGT-HC044/37/2022-O/o DIR (TC) (E- 55708)
भारत सरकार Government of India
कौशल विकास और उद्यमशीलता मंत्रालय Ministry of Skill Development and Entrepreneurship,
प्रवशक्षण महाविदेशालय Directorate General of Training

7th Floor, Kaushal Bhawan, New Moti Bagh
New Delhi, Pin code-110023
Date: 01.09.2026

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OFFICE MEMORANDUM

Subject: Additional Clarification regarding the Guidelines of the National Instructor Management System (NIMS)

This is with reference to the guidelines issued vide DGT Orders dated 16.01.2026 and 27.02.2026 pertaining to the National Instructor Management System (hereinafter referred to as “NIMS”), a centralized digital platform for the registration, verification, lifecycle management, and ITSU (ITI–Trade–Shift–Unit) mapping of instructors under the Craftsmen Training Scheme (CTS).

2. That DGT vide its Office Memorandum dated 19.06.2026, issued further detailed clarifications to the NIMS Guidelines. and extended the last date for registration of instructors to enable the Industrial Training Institutes (ITIs) to generate the seat matrix through their respective ITI Approver login in the NIMS module.

3. That DGT has entangled in multiple writ petitions to challenge the NIMS guidelines. Initially, *W.P. (C) No. 4481/2026, ITI Club of India & Anr. v. Directorate General of Training*, was instituted before the Hon’ble Delhi High Court and was disposed of on 10.04.2026, the same having become infructuous upon the requirement of Aadhaar being made optional. Aggrieved by the said order, the petitioner, ITI Club of India, preferred *LPA No. 427/2026* against the order dated 10.04.2026. However, the said appeal was subsequently dismissed as withdrawn on 10.06.2026.

4. Thereafter, another writ petition, being *W.P.(C) No. 7940/2026, Federation of All India Private ITIs v. Directorate General of Training* filed to challenge the NIMS functionality and subsequent a contempt petition, *CONT.CAS(C) 1216/2026* filed against the non-compliance to the interim order dated 29.05.2026. The Hon'ble Court disposed of these matters on 20.07.2026 observing that no interference was warranted with the NIMS Guidelines issued by the DGT and, accordingly, declined to quash the said Guidelines. The relevant para is extracted as hereunder-

*" 4. I am of the view that the respondent is only trying to evolve a system where there **are no ghost faculty members and there are adequate staff members to teach the students. The steps taken by the respondent cannot be said to be unreasonable, malafide or arbitrary.** However, the respondent shall be conscious of the fact that the faculty members of petitioners shall not be put to any undue harassment or inconvenience.*

5. Mr. Kumar, Deputy Director of the respondent is present in Court today and states that the time limit for uploading the documents will be further extended by a period of 15 days from today. Taking his statement on record and binding the respondent to the same, the present petition is disposed of."

5. Thereafter, the petitioner, ITI Club of India, preferred a review petition against the order dated 10.04.2026 passed by the Hon'ble Delhi High Court in W.P. (C) No. 4481/2026 (supra). The said review petition was dismissed, as the Hon'ble Court found no error apparent on the face of the record warranting review of the earlier order.

6. Subsequently, the petitioner has once again approached the Hon'ble Delhi High Court by filing the present writ petition, being W.P. (C) No. 11574/2026, challenging the NIMS guidelines on the ground that DGT is interfering with the administration of the institutes functioning through NIMS. Pursuant to the issuance of notice vide order dated 12.08.2026 in W.P. (C) No. 11574/2026, the petitioner, ITI Club of India, submitted a representation before the DGT on 17.08.2026. The said representation has been duly considered at the level of the DGT and following clarifications are issued-

Sr No	Petitioner's Grievance	Remarks/Clarifications from DGT
1.	Interference by DGT through NIMS in the appointment of the instructors engaged by the concerned ITIs.	i. DGT has provided NIMS as a centralized platform only for managing and maintaining information relating to instructors engaged with ITIs. ii. NIMS is merely a platform through which the concerned ITI and instructor may update and maintain the current status of the instructor's engagement with the respective ITI. Accordingly, where an instructor is engaged or employed by an ITI, the concerned ITI and instructor are required to update the relevant engagement details on NIMS so that the current status of such engagement is duly reflected on the NIMS platform for training purposes.

		iii. The appointment of instructors, terms and conditions of employment, remuneration, contractual obligations, service conditions, and all other matters relating to the employment or engagement of instructors are governed by the agreement and relationship between the concerned ITI/employer and the instructor. iv. DGT has no role or authority in relation to the appointment, employment, contractual arrangements, remuneration, service conditions, or other employment-related matters concerning instructors. v. However, the concerned ITI shall be responsible for ensuring that the instructor's engagement status and other relevant information recorded on NIMS are kept updated and consistent with the actual status of the instructor's engagement. vi. DGT does not determine individual employment matters; however, the eligibility and qualifications of an instructor for imparting training in a particular trade shall be as per the applicable DGT norms.
2.	Instructor's termination/resignation letter is required to be submitted to DGT.	The Terminate/Transfer-Out facility has been provided on NIMS to enable ITIs and instructors to update and maintain the instructor's current engagement status with the concerned ITI. The process on NIMS is as follows: i. The concerned ITI has the sole authority to appoint, engage and/or terminate an instructor as per their own terms and conditions. The decision regarding the appointment, continuation or termination of an instructor's engagement rests entirely with the concerned ITI. DGT has no role or interference in such employment-related decisions. ii. In case an ITI terminates the engagement of an instructor for any reason, in accordance with the applicable terms and conditions governing the engagement and the decision taken by the ITI, a provision has been made on NIMS for the concerned ITI to update the instructor's status by using the "Terminate" option through the ITI login. iii. Any decision regarding the resignation or termination of an instructor's engagement shall be taken by the instructor and the concerned employer/ITI in accordance with the applicable

		recruitment, employment and contractual terms and conditions. The corresponding engagement status on NIMS shall thereafter be updated by the concerned ITI through the prescribed functionality. iv. In case an instructor resigns from an ITI and the concerned ITI accepts the resignation in accordance with the mutually agreed terms and prescribed procedure, thereafter the instructor may submit a “Transfer-Out” request to the concerned ITI through NIMS, after completion of the formal resignation process as applicable. The concerned ITI may accept or reject the request through its designated approver login. v. It is pertinent to mention that DGT has no role in determining, approving or rejecting the resignation or termination of an instructor’s engagement with an ITI. Such decisions are exclusively between the instructor and the employer/concerned ITI and shall be governed by the applicable contractual terms and conditions. vi. In case the concerned ITI does not take any action on a Transfer-Out request within 15 days of its submission on NIMS, the request shall be auto-approved, treating the same as a mutually agreed decision between the instructor and the concerned ITI, so that the instructor does not suffer due to prolonged pendency of the request. However, if the instructor continues to work with the same ITI even after the Transfer-Out request has been approved, the instructor and the concerned ITI may update the engagement status on NIMS through the prescribed “Transfer-In” process. vii. Upon completion of the Transfer-Out process, the instructor shall be reflected in the Vacant Instructor Pool on NIMS, thereby making information regarding instructors available for engagement visible within the vocational training ecosystem. Accordingly, NIMS is only a platform for mapping and updating the engagement status of instructors. The authority to appoint, engage, terminate and/or accept or reject the resignation of an instructor rests entirely with the concerned ITI/employer. DGT has no role in such employment-related decisions. however, the eligibility and qualifications of an instructor for imparting
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		training in a particular trade shall be as per the applicable DGT norms.
3.	Transfer-Out and Transfer-In process	In reference to the clarification made at Sr. No-2 above ,the terms <i>Transfer-out</i> and <i>Transfer-In</i> is defined as - Transfer-Out Process - The Transfer-Out functionality has been provided on the NIMS platform to facilitate updating of an instructor's engagement status where the instructor has ceased to be engaged with an ITI pursuant to an agreement between the instructor and the concerned ITI. - For this purpose, the instructor may submit a Transfer-Out request through his/her NIMS login to the concerned ITI. The ITI is required to approve or reject the request through its NIMS login. Upon approval by the ITI, the instructor shall be de-tagged from the concerned ITI on NIMS. In case of rejection, the instructor shall continue to remain tagged with the concerned ITI on NIMS. - The decision to approve or reject the request is solely between the instructor and the concerned ITI, in accordance with their applicable agreement/arrangement. DGT has no role in such employment or engagement decisions and only provides the requisite functionality through NIMS. Transfer-In Process - The Transfer-In functionality has been provided on NIMS to facilitate the engagement of an instructor reflected in the Vacant Instructor Pool who intends to join any ITI. - After completion of the due recruitment procedure and mutual agreement between the instructor and the ITI management, a provision has been provided on NIMS to update the instructor's engagement status. Accordingly, an instructor may submit a Transfer-In request through NIMS to the ITI where he/she intends to seek engagement, subject to the applicable terms and conditions and mutual agreement which were already made between the instructor and the concerned ITI.

		iii. The concerned ITI may approve or reject the request through its NIMS login. Upon approval, the instructor shall be tagged with the concerned ITI on NIMS. In case of rejection, the instructor shall continue to be reflected in the Vacant Instructor Pool. iv. The decision to approve or reject the request rests solely with the instructor and the concerned ITI, subject to applicable recruitment, qualification and engagement requirements. DGT has no role in such employment or engagement decisions and only facilitates the requisite functionality through the NIMS platform.
4.	Giving User ID and Password to Instructor	i. Any eligible candidate may register as a vocational instructor through the ITI where he/she is working, or through the NSTIs. Additionally, an open registration facility is also being provided on NIMS to allow any qualified candidates to register to work as instructor in vocational eco-system. Upon successful registration and verification, each instructor shall be assigned a unique, lifetime digital identification number known as the Instructor Permanent Registration Number (IPRN). The IPRN shall serve as the instructor's unique, permanent and lifelong identity, facilitating seamless inter-State and inter-ITI mobility. ii. Through the instructor login, an instructor may maintain and update his/her profile, including contact details, qualifications and professional experience, as applicable, throughout the instructor's vocational training career. iii. NIMS also provides an optional facility for instructors to contribute best practices, teaching materials, instructional videos and other learning resources to the Learning Management System (LMS) for the benefit and self-learning of other instructors. Instructors contributing such resources may be awarded additional credit points, which may contribute to their overall instructor rating, as per the applicable framework iv. Further, the syllabus prescribes that formative assessment of trainees shall be conducted for all Learning Outcomes (LOs) of the respective trade. Accordingly, instructors are encouraged to prepare and submit their Teaching Plan and Demonstration

		Plan, duly signed by the concerned ITI Principal, through NIMS. This will facilitate the maintenance of records regarding the planned and actual coverage of the prescribed Learning Outcomes during the course duration. The Teaching Plan and Demonstration Plan submitted through NIMS may be accessed by the concerned ITI and the respective State/UT Directorate through a single platform for monitoring and ensuring the coverage of the prescribed Learning Outcome. However, submission of such plans through NIMS shall not be mandatory for instructors. Instructors who voluntarily submit their monthly Teaching Plan and Demonstration Plan through NIMS shall be awarded credit points, which will contribute towards improving their instructor ranking/grading on NIMS. Therefore, it is clarified that the instructor has no role or interference in the functioning of the institute, as the said plans are uploaded only after obtaining the due approval of the respective Principal.
5.	Linking of admissions with instructors and alleged financial loss to the ITIs on account of vacant units.	It is reiterated, with reference to DGT OM dated 19.06.2026 at Sr. No. 9 of the Table, that the seat matrix is generated on the basis of the mapping of instructors. - In case an ITI does not intend to offer admission against a particular unit, the ITI has the option not to map an instructor against that particular unit. Such unit may be utilized by the concerned ITI in the subsequent academic year, as per the convenience and requirements of the institute. - Further, in case an instructor has been mapped against a unit and the said unit remains vacant, the concerned ITI may take decision on the engagement of the instructor in accordance with the applicable terms and conditions. Accordingly, the ITI is not required to bear any financial burden on account of an instructor against a vacant unit. It is further reiterated, with reference to Sr. No. 11 of the DGT OM dated 19.06.2026, that the applicable norms provide for the mapping of instructors against the multiple units.

		i. As per the applicable DGT norms, each ITI-Trade-Shift-Unit (ITSU), comprising an average batch of 20 trainees, is required to have a dedicated instructor for imparting core technical training, including both theory and practical components, which constitute approximately 80–85% of the prescribed training. In addition, instructors are required for subjects such as Workshop Calculation & Science, Engineering Drawing, and Employability Skills, as applicable. ii. Accordingly, a single trade instructor cannot be mapped against multiple units where such mapping would result in non-compliance with the prescribed trade instructor requirements and adversely affect the effective delivery of the prescribed training. Therefore, it is clarified that the concerned ITI has the discretion to engage instructors and offer admissions against the available units, as per its requirements and convenience. NIMS does not impose any financial burden on the ITI in this regard, as the decision to engage an instructor and offer admissions rests entirely with the concerned ITI.
6.	Stopping Students from Examinations	Reference is made to the clarification provided in DGT OM dated 19.06.2026 at Table Sr. No. 6. Clarification Regarding Replacement of Instructors i. As per the NIMS Guidelines, where an instructor resigns or otherwise ceases to be available for a particular ITI-Trade-Shift-Unit (ITSU) during the academic year, the trainees enrolled in such unit should not be adversely affected on account of the sudden discontinuation of training. ii. Accordingly, a period of 30 days is provided to the concerned ITI to arrange and map another eligible instructor against the affected ITSU, so as to ensure continuity of training and timely completion of the prescribed learning outcomes. iii. In the interest of the trainees, ITIs are required to make timely arrangements for the engagement and mapping of eligible instructors so as to minimize any loss of training hours arising due to unforeseen circumstances. iv. Trainees who have been duly admitted, have completed the prescribed training requirements, and

		otherwise fulfil the applicable eligibility criteria for appearing in the examination shall be permitted to appear in the examination, subject to completion of the prescribed sequence of activities and other applicable requirements. v.
7.	Clarification Regarding the Role of Government ITI Principal	i. It is once again clarified, with reference to the detailed clarification provided at Table Sr. No. 4 of DGT OM dated 19.06.2026, that the Principal of a Government ITI has been assigned a role on NIMS only to the limited extent of verifying the particulars and documents uploaded by the applicant. ii. The Principal does not have the authority to appoint and/or to certify any certificate or degree, nor does have the power to reject an application on the merits of the applicant's qualification or credentials. iii. Where any discrepancy or deficiency is noticed in the particulars or documents submitted by the applicant with respect to the details submitted at the time of registration, the Principal may return the application to the applicant through NIMS for rectification and resubmission. The applicant through ITI login is provided an opportunity to rectify the deficiencies and resubmit the application. In case the applicant fails to rectify the deficiencies within the prescribed opportunities, the application shall be system-rejected in accordance with the NIMS process. Thereafter, the applicant may submit a fresh application through NIMS at any time, as the application facility is available 24×7. iv. Accordingly, the role of the Government ITI Principal on NIMS is limited to verifying the particulars and documents submitted by the applicant on the NIMS portal against the corresponding physical documents. The role does not extend to appointment, certification of qualifications, or discretionary rejection of applications.
8.	Timelines for mapping of the instructor in NIMS and to generate the seat matrix 2026-27	Initially, DGT provided a window for instructor registration from 27.02.2026 to 16.05.2026. Subsequently, the last date for registration was extended from time to time—first up to 30.06.2026, thereafter up to 20.07.2026, subsequently up to 07.08.2026, and finally up to 19.08.2026. Thus, multiple

	opportunities were provided to instructors to complete ITSU mapping on NIMS.
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6. In view of the above clarification, **concussively it is stated that** NIMS is merely a platform through which the concerned institute has to update the status of appointment, terminate/resignation, or engagement of instructors on NIMS. **DGT has no interference or the authority over, the administrative functioning or financial matters of the institute.** The responsibility and authority in this regard have been entrusted to the concerned institute, which is empowered to take appropriate decisions relating to the engagement and management of instructors and same may be updated through its authorized approver login on NIMS.

7. All other guidelines and instructions issued by DGT from time to time, including those contained in the Office Memorandum dated 19.06.2026 regarding the implementation of NIMS, shall remain unchanged and continue to be applicable.

8. This issues with the approval of the Competent Authority.

Enclosures: DGT OM 19.06.2026.

Digitally signed by KETANKUMAR
PRAVINBHAI PATEL
Date: 2026.09.01 16:47:52 +05'30'

(Ketan Patel)
Director (TC)

To
The Principal Secretaries of all the States/UTs (Dealing with Craftsman Training)

Copy for information to:

1. PSO to Secretary, MSDE, New Delhi
2. Sr. PPS to DG (T), DGT Headquarters, New Delhi
3. All Regional Directors, RDSDE
4. The Directors of all the States/UTs (Dealing with Craftsman Training)
5. IT Team for uploading on the DGT website

Digitally signed by KANNAM RAJU
Date: 2026.09.01 16:44:30 +05'30'

Raju Kannnam
Joint Director (TC)