

From

Director,
Skill Development & Industrial Training Department,
Haryana, Chandigarh.

To

All Principal/Group Incharge,
Govt. ITIs/ITI (W) Haryana

Memo No. T-1/ MIS Portal/2017-18/30

Dated 22/3/17

Subject: MIS Portal activities & schedule to be followed to ensure 100% correct data uploading before exam.

A lot of complaints have been received on CM window from the passed out trainees regarding correction in trainee /father/ mother name /DOB etc in the NTC certificate issued by DGT, which is due to wrong information uploaded by ITIs without verifying it from the original documents. Also in some institutes few number of trainees were not uploaded on MIS Portal till practical exams had started which is a serious concern.

To avoid all such things in future, each institute to follow the below schedule w.r.t. data uploading on MIS Portal so as to ensure that corrected data of all NCVT admitted trainee's is uploaded on MIS Portal well before the commencement of Exam.

Sr. No.	Activities	Responsible	Schedule
1.	To upload NCVT admitted trainees data on MIS portal with correct information by the end of admission process.	Craft Instructor /Group Instructor of each NCVT trade unit. (Before uploading data on portal, all vital details like trainee name, father name ,mother name, DOB etc. to be cross checked from the original certificates of trainees.) Principal / In-charge of institute to send the report to Directorate that all NCVT admitted trainee data of his / her institute is uploaded on portal with correct credentials duly verified from trainee certificates.	Till 31 st August Or end of admission process. (whichever is earlier)
2.	Trainee deletion and migration request from institutes to Directorate for updating on MIS portal (NCVT trainees only).	Principal / In-charge of institute	by 31 st October
3.	Final Checking & verification by each institute that trainee deletion, migration requests are updated on portal and no NCVT admitted trainee is pending on MIS portal including newly affiliated trade units.	Principal / In-charge of institute to certify the same to Directorate.	by 20 th November

You are directed to strictly comply the above guidelines & if still any NCVT admitted trainee is left without uploading on MIS Portal then administrative action will be initiated against the responsible persons.

NDS 22/3/2017

Joint Director (Technical)
for Director, Skill Development & Industrial Training Deptt.
Haryana

CC:

1. Deputy Director (Pvt. ITI) for information to all Pvt. ITIs.
2. Assistant Director Training-1 for uploading on Departmental website.