

Directorate of Industrial Training, Haryana, Chandigarh.

URGENT/ IMMEDIATE

To

All Asstt. Apprenticeship Advisors/Principals of Govt. ITI Jind, Bhiwani, Narnaul, Nuh, Panipat, Bhodiakhera, Kaithal, Faridabad, Panchkula, Ambala City, Sonipat, Rewari, Gurgaon, Kurukshetra, Hisar, Rohtak, Karnal, Yamuna Nagar, Jhajjar at Gudha, Palwal and Sirsa.

Memo No.: T/App/Promotion Scheme/2016/226 Dated 03.01.2017

Subject: Implementation of Apprentices Act 1961 - uploading of Legacy apprentices data on portal.

Please refer to this office letter no. T/App/Promotion Scheme/2016/232 dated 21.10.2016 and Letter no. 243 dated 3.11.2016 on the subject cited above.

As you are aware that the process for forthcoming All India Trade Test (AITT) for Apprenticeship shall be conducted by making use of this portal. Therefore, it is mandatory that the records of all the apprentices who are undergoing training and the apprentices who have to appear for this AITT must be available on the portal. **There shall be no examination for those apprentices whose data is not on the portal.** A number of communications directly from the portal mail ID and through the email of this Directorate have already been issued to you in this regard. The legacy data can be uploaded through the login ID of the AAA of the respective district. The instructions in this regard have already been issued from time to time.

The following two categories of apprentices could be referred to as legacy data:

- a. Apprentices undergoing training and contract NOT registered through portal
- b. Apprentices completed training and records not available on portal and who are appear in the forthcoming AITT for Apprenticeship Facility to upload the legacy data is already available on the portal. However, the required data has not been uploaded till now due to some errors on portal.

Therefore, you directed to:

1. **Send the legacy data which has NOT been successfully uploaded on the portal to the mail ID atsdum2@gmail.com and aaa.itiharyana@gmail.com by 4.00 pm on 03.01.2017 in the attached format for legacy data (Excel Sheet).**
2. **Mention your portal user ID and contact no. in the e-mail body and subject.**
3. **Please do not send this data or any copy to any other E-mail ID.**
4. **Please send data in soft form only. No hard copy print is required.**

It must be treated as most urgent/ date bound.

DA: As above.



Deputy Apprenticeship Advisor
For State Apprenticeship Advisor
Directorate of Industrial Training
Haryana, Chandigarh

c.c.:-

PA to SAA/DIT—for information please.

Instructions for Legacy data preparation

1. Please do not temper/modify the template
2. Please use the latest template available on the portal. Attached here for your reference.
3. Enter the date in correct format, you have to type dd-mm-yyyy for example 27th March 2016 shall be entered as 03-27-2016 in legacy excel template , the excel file will automatically display this date as 27-Mar-16
4. If some information is not available or non-mandatory, please leave the cell blank. Do not write NIL, NA, N/A etc . Especially for NCVT certificate no, if ITI pass-out is NO, then leave this field blank
5. Wherever there is a dropdown, select from it, do not type. For example, ITI trade, Gender, State, etc.
6. Do not use the same mail ID for more than one apprentice.
7. Rest of the instructions are already there in the legacy template