DGT-NSTI 018/1/2019-O/o DIR(CFI)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Old CIRTES Building, PUSA Complex, New Delhi-110012

To

Dated: 13.02.2019

The Director / Principal,
SBS Pvt. IToT
Odhan Road, Mandi Kalanwali, District Sirsa, Haryana-125201

Subject: Compliance to guidelines for quality training under CITS – Reg.

Sir,

Your kind attention is invited to the letter no. MSDE-D-11028/27/2018(CFI) dated 20.09.2018 vide which guidelines for punctuality and quality training under CITS was conveyed for compliance. However, the guidelines have not been complied by your institute, so far.

2. As a measure to ensure regular classes, it was conveyed to install Biometric Attendance System (BAS) for marking of trainees' attendance. Confirmation regarding monitoring of trainees' attendance through Aadhaar Based Biometric Machine should be immediately communicated to DGT.

3. Further, submission of records of instructors and Principal of ITOT in the following format should also be ensured by 15th Feb. 2019.

Name	Father Name	Aadhaar (UID) No.	Date of Birth	Date of appointment	Educational / Technical qualification	Concerned Trade	Bank details for salary

4. As per online admissions record for August 2018 academic session, there are **229** trainees admitted in your institute, including Nil deputed trainees. Information of these 229 admitted trainees, in the prescribed excel format of CFI-NCVT MIS Portal should be furnished by 15thFeb. 2019 (Copy of the format is attached).

5. The accessibility to a mobile app for submission of photos & videos of classes held at ITOT during academic session 2018-19 is being separately provided. The videos of regular classes being held in the Workshop / classrooms / demonstration sessions of PoT / TM between 14th- 28th Feb. 2019 would be monitored at DGT using the mobile app.

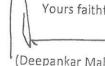Yours faithfully,

(Deepankar Mallick)
Dy. Director General (C, P & Admin)

Copy to:
36. PPS to DG/AS
37. PPS to DDG(C&P)
38. PPS to DDG(T&E)
39. Executive Director, NIMI
40. Director(TTC), DGT Hqrs.