

Minutes of Meeting of 13 th CFI Division with DG(T) held on 28-01-2021	
Agenda points	Discussion
CITS 2020-2021 Spot admission & Admission Status.	The spot admission process has been deliberated in detail. As desired by the DG, the letter with instructions to conduct CITS spot admission round electronically & digitally has been sent to NIMI for further necessary action.
Uniform seating capacity in respect of CITS	There was a issue in regard to enhancement of seating capacity in Private ITOTs from 20 to 25 and the representation on the issue was received from the PS, Hon'ble Minister, MSDE. Discussion regarding enhancement of seats in ITOTS has been done and the draft letter addressed to the PS, Hon'ble Minister, MSDE, is placed for perusal of the DG and has been duly approved.
CTS 2020-2021 Admission in NSTI	The DG instructed the Division to inform the NSTIs to take full efforts to fill up the vacant seats. Status of CTS admission for each trade at NSTIs is to be put up.
DEO/MTS Rationalization in DGT Hqrs	The detailed deliberation on rationalization of posts in DGT, Hqrs in the presence of the DG, DDG-II, Advisor to DG, Dir (CFI), DS (Establishment) & AD (CFI) has been done and the draft plan is approved and the DG directed to submit the same through e-file.
Gr- C posts rationalisation in CFI's update	The activities done so far by the Grp-C post review committee is placed before the DG for information.
Uniform for Trainees and Trainees update	During the deliberation regarding Dress Code, the DG suggested the following: <ul style="list-style-type: none"> • Dress material/colour should be same for Male & Female. • Grey/ Brown/Blue Check Colour should be taken so that it does not get dirty easily. • Dupattas not required as it hampers with a work on Machinery & equipment's. • CTS & CITS Trainee Dress may be different. • Engineering & Non-Engineering dress may be different.
Guidelines for engaging Junior Consultants in CFI/RDSDE/CSTARI/DGT	The draft guidelines for engaging Junior Consultants in DGT is put up before the DG for discussion. Following points were deliberated <ul style="list-style-type: none"> ➤ To recruit JCs with experience in relevant skill eco system for Instructing trades in NSTIs & to recruit non-teaching JCs in DGT and RDSDEs. ➤ For recruiting JCs for instructing the trades, CITS qualification may be made mandatory. ➤ To finalize JCs Trade-wise as well as Institute wise. ➤ It has to be done through NIMI wherein NIMI will collect the application online & screening thereof. ➤ Qualified Candidates should be taken two to three times the required number of JCs and keep them in Panel for three years. ➤ JCs to be recruited against the vacant position of TOs & VIs. Honorarium should be different for JCs appointed against TOs & VIs.

	<ul style="list-style-type: none"> ➤ The DG desired to relook into the JC guidelines and to submit it along with trade wise and institute wise number of JC s required. ➤ Till the completion of recruitment of JCs, the institutes may have a temporary arrangement for instructing trades.
Previous meeting ATR	<p>Complete action taken report of 12th CFI division meeting was appraised to the DG.</p> <p>Further the DG desired to include the following agendas for the next meeting:</p> <ul style="list-style-type: none"> • Budget that is utilisation of funds. • NSTI Scheme. • NSTI website update to be taken and put up from IT cell (NSTI website team) • Tracer study – Issue is taken care by Director-Instructor Training however the CFI Division shall compile the feedback of the TOs of NSTIs. • Convocation • Job roles of AD to be sent to NSTI for their comments. • Coding system for digital library & Cataloguing to be done.
Meeting concluded with the thanks to the Chair.	