

GOVERNMENT OF TAMILNADU
DEPARTMENT OF EMPLOYMENT AND TRAINING

GUIDELINES TO START NEW PRIVATE INDUSTRIAL TRAINING CENTRES IN
AUGUST 2009 SESSION

1. Private Industrial Training Centre (ITC) can be started only after getting specific written permission from the Commissioner of Employment and Training, Guindy, Chennai – 600 032 (hereafter referred as CET).
2. The Agency seeking permission to start an ITC under National Council for Vocational Training (NCVT) should apply in the prescribed Application form. The application form can be obtained from the CET by submitting a requisition letter along with a Treasury challan in original for having remitted a sum of Rs.5000/- (Rupees Five thousand only) in the following Head of Account:-

0230 – 00 - Labour and Employment – 800. Other Receipts –
AC. Craftsmen Training Scheme – 06. Miscellaneous Receipts
(D.P.Code No: 0230.00.800.AC.0600)

The above amount will not be refunded under any circumstances. Challan should have been remitted after 31.07.2008.

3. Applications will be issued from 1.8.08 to 30.9.08 for August 2009 session.
4. No Financial Assistance either recurring or non-recurring will be extended to the Centre from Government.
5. Final decisions with respect to acceptance or rejection of application shall rest with the CET.
6. The following documentary proof are to be compulsorily enclosed with the application:
 - a. A copy of relevant Registered Trust Deed. The ITCs shall be permitted to be started only by Registered Society or Trust Registered under Societies Act/Registration Act or Industry/Educational/ Other Institutions/ Polytechnics etc., Applications received from Individuals will not be entertained.
 - b. A copy of the resolution to start the Private ITC as passed by the Trust/Society/Educational/Other Institutions/Polytechnics etc., with conditions stipulated there in duly signed by all Members of the Trust. (A copy of the Minutes Book/extract is to be enclosed)
 - c. Sufficient Land should be made available as mentioned in the Appendix - XXI of the Training Manual. Shop floor requirement for various trades should be made available as per Appendix - XXI of Training Manual. Provisions for Class Room, Drawing Hall, Office Room etc., are to be made as per clauses in Annexure II of Appendix - XIX of the Training Manual.
 - d. Documentary evidences for ownership of land / Duly Registered land lease deed in case of Land and Building (if taken on lease) not less than a period of 5 years
 - e. Approved Blue print of Building duly signed by the licensed Surveyor or the concerned authority in the Local Bodies/ DPA/ TPA. Simple Line sketches of layouts will not be accepted.

- f. The Trust/ Society/ Industry/ Educational/ Other Institutions/ Polytechnics proposing to start Private ITC should make Joint deposit on behalf of the Management and the CET in a Nationalized Bank for a period not less than 5 years the following sum of amount in accordance with G.O. Ms. No. 71 of Labour and Employment Department (S2), dated:26.07.2002). On maturity of the above deposit, interest alone accrued on this deposit will be released to the Management on request.

Cat. I	up to 160 seats	Rs. 2.00 lakhs
Cat. II	161 to 250 seats	Rs. 4.00 lakhs
Cat. III	251 to 500 seats	Rs. 8.00 lakhs
Cat. IV	501 to 1000 seats	Rs.10.00 lakhs

With respect to existing Private ITCs an additional Joint Account Deposit of Rs.1.00 lakh per new trade and Rs.50,000/-per additional unit is to be made on behalf of Commissioner of Employment and Training and the Management concerned. Xerox copies of Deposit Receipt duly attested by a Gazetted Officer should be enclosed.

- g. A sum of Rs.10,000/-(Rupees Ten thousand only) per trade as Standing Committee Inspection Fee should be remitted in the following Head of Account and the Treasury Challan in Original must be enclosed.

0230 – 00 - Labour and Employment – 800. Other Receipts – AC. Craftsmen Training Scheme – 06.Miscellaneous Receipts
(D.P.Code No: 0230.00.800.AC.0600)

The above amount will not be refunded under any circumstances.

- h. Bank Guarantee for a Period not less than Five years or Solvency Certificates from the Revenue Authorities for not less than Rs.2.00 lakhs should be enclosed by the Trust/ Society/ Industry/ Educational/Other Institution/ Polytechnics etc., opting to start new Private ITC.
- i. A letter confirming readiness for Pre-inspection. The Managements are requested that before submitting readiness for Pre-inspection they should satisfy that all required norms are fulfilled. If the Management is unable to tender readiness for Pre-inspection, an undertaking that readiness letter will be furnished within three months from the date of submitting application should be enclosed. Applications for which readiness for Pre-inspection letters are not received at this Office within three months from the date of submitting application will be summarily rejected.
- j. An undertaking that trainees will not be admitted in trades/units/new Private ITCs for which now application is submitted prior approval by DGET, New Delhi should be submitted by Agency seeking affiliation

It is further that the Application is valid only for the session to which it is issued and is not valid for subsequent sessions. Filled applications along with all required enclosures should be submitted to “THE COMMISSIONER OF EMPLOYMENT AND TRAINING, TRAINING WING, ALANDUR ROAD, GUINDY, CHENNAI – 600 032” either by Registered Post/Speed Post or in Person on or before 31.10.2008. Applications received after the closing date will be summarily rejected and postal delays will not be accepted.

ACCEPTANCE LETTER TO THE MANagements OF ITC:

1. The CET will scrutinize the applications received till the last date and after judging the authenticity and financial position shall send acceptance letter to the eligible Applicant and ask them to make all necessary arrangements.
2. The Management of the ITC shall make all necessary arrangements with respect to infrastructural requirements such as construction of Main building, Workshop, Classrooms and Allied Buildings; Procurement of Tools and Equipments and other accessories; installation of General Machineries; 3 Phase Power supply and Power wiring of all Machineries required in working condition; procurement of all teaching aids and training materials for the proposed trades/units as per norms prescribed by Director General of Employment and Training as detailed in the Training Manual/Syllabus and enclosures.

PRIOR TO INSPECTIONS:

1. The following points should be complied with while raising the infrastructural facilities for the proposed ITC:
 - a. The Workshop and Class rooms should be constructed as Pucca building and should have adequate Space and Power supply as per NCVT norms. No thatched shed or temporary roofing will be considered for awarding Permanent Affiliation.
 - b. All the Tools and Equipments should be made available for each Trade/Unit as per the latest syllabus prescribed by DGET at the time of Inspection.
 - c. The Management should have copies of syllabus along with latest revised Standard list of tools and Equipments and one copy of Training Manual of ITIs/ITCs published by DGET, New Delhi. The copies of syllabus and Training Manual can be had from M/s. Asian Publishers, 7/31, Ansari Road, Darya Ganj, New Delhi -110 002 and M/s. Higgin Bothams, Anna Salai, Chennai – 2 and other leading book stalls in Chennai. Syllabus for New trades available in DGET website www.dget.nic.in.
2. The recruitment of Principal and other staff (separate instructors for each trade/unit, Allied trade, Workshop Calculation & Science, Engineering Drawing, Social studies etc.,) and other

Administrative staff should be made in accordance with the norms and conditions laid down in the Training Manual.

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