

**GOVERNMENT OF TAMILNADU
DEPARTMENT OF EMPLOYMENT AND TRAINING**

**GUIDELINES TO START NEW PRIVATE INDUSTRIAL TRAINING CENTRES IN
AUGUST 2011 SESSION**

**Applications for Starting of new Private ITCs / Trades / Units / Additional Units
with effect from August 2011 are invited.**

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 chalan 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 31.07.2010.
3. Applications will be issued in August 2010 to October 2010 for August 2011 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 provisions 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 lay outs will not be accepted.
- f. The Trust/Society/Industry/Educational/Other Institutions/Polytechnics proposing to start Private ITCs 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 Industrial Training Centre's and 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 the 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 Chellan 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)”

- 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 report. 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 applications should be enclosed. Applications for which readiness for pre-inspection letter are not received at this office within 3 months from the date of submitting applications will be summarily rejected.
- j. An undertaking that trainees will not be admitted in trades/units/new Private Industrial Training Institutes should be given for which now application is submitted by Agency seeking affiliation without prior approval by DGET, New Delhi.

It is further informed 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 31.10.2010. 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 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. **Regarding Electricity and power supply at the Institute following infra and documents are to be kept ready.**
1. Power sanction orders issued by Competent Authority.
 2. Meter Sealing Report
 3. Current Electricity Bill
 4. Electrical connected load proof.
- d. The Management should have copies of syllabus along with latest revised Standard list of tools and Equipments and one copy of Training Manual of it is/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-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.

GUIDELINES TO FILL THE APPLICATION FORM

1. Applications should be filled neatly in English/Tamil either hand written/type written.
2. In col. 1 the name of the proposed ITC is to be furnished. While naming the ITC it should be borne in mind that the name should end with suffix 'Industrial Training Centre'.
3. In co.2, complete postal address of the proposed ITC along with pincode for further communication is to be furnished.
4. The Panchayat union in which the Private ITC is functioning/ Proposed to function is to be mentioned in col.3.
5. In col.4, proposed date of establishment of ITC/trade/units is to be mentioned. For this year it is from 01.08.2011 onwards.
6. In co.5, the details of trades/units proposed to be started are to be furnished. The details of trades/no. of trainees (excluding Super numerary) and No. of units proposed to be started along with the date of start is to be furnished. The details of the same can be obtained from the respective Regional Joint Director's of Training. While furnishing the details of trades proposed and number of units, the Managements are informed that the details furnished in the application at the time of submission will be reckoned as final and no changes in number of units will be entertained there after.

7. The details of staff proposed to be appointed as per norms required is to be furnished in col. 6 of the form.
8. In col.7, the details of Workshop area proposed to be provided along with the details of classrooms and other amenities as per norms prescribed by DGET, New Delhi should be furnished exactly with reference to Blue Print plan. Deviations with respect to Blue Print Plan will lead to rejection of application
9. If the ITC is already affiliated to NCVT, the details of trades that are presently functioning in the ITC may be furnished in col.8.
10. In Part-B, Col.1, the details of Society/Trust/Industry seeking affiliation is to be furnished.
11. In Part-B, col.2, the date of establishment of agency seeking affiliation is to be furnished.
12. The details of resolution/by-laws authorizing the agency to start trade/unit/ITC should be annexed separately in col.3 of Part-B.
13. The copy of such resolutions should be enclosed mentioning the same in col.4 of Part-B.
14. The details of financial soundness and the documents in support of the same should be enclosed separately in col.5 of part-B.
15. The details of budgetary provisions for functioning of the ITC for an academic year is to be furnished and copies enclosed separately in col.6 of Part-B.
16. Sources of income with respect to the agency seeking affiliation should be mentioned separately and relevant copies enclosed in col.7 of Part-B.
17. The monthly tuition fees proposed to be collected from trainees and the authority empowered to collect such fees should be mentioned in col.8 and 9 of Part-B respectively.
18. Any other information that may sound relevant to the Institute/Centre if any, may be furnished in col.10 of Part-B.
19. No corrections should be made in the application form. If made, should be properly attested by the authorized representative of the agency seeking affiliation.
20. Applications that are not signed will not be accepted.
