

**File No. DGT-Aff011/1/2023-O/o DIR (TC)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

7th Floor, Kaushal Bhawan,  
Chanakyapuri, New Delhi-110023  
Date: 15.12.2023

To

All Principal Secretaries of State Government/UT  
(Dealing with Craftsman Training Scheme).

Ref-1: DGT-Aff011/1/2023-O/o DIR (TC) dated 27.04.2023.

Ref-2: DGT-Aff011/1/2023-O/o DIR (TC) dated 04.09.2023.

Ref-3: DGT-Aff011/1/2023-O/o DIR (TC) dated 29.09.2023.

Ref-4: DGT-Aff011/1/2023-O/o DIR (TC) dated 15.11.2023.

**Subject: Revised Data migration schedule of trainees admitted in CTS for the session 2023 to DGT portal (SID) -Regarding.**

Sir/Madam,

In continuation to the ref#4 mentioned above, the revised schedule for trainee migration to DGT portal (SID) through API/Excel is mentioned below:

**Data Migration Schedule: Six Month (Batch-I), One- year and Two-Year Trades: Session:2023.**

S.no	Activity	Timelines	Responsibility
1.	API testing by State/UT Directorates through test url. (Only for the States/UTs which are having online admission portal)	Completed	State/UT Directorate.
2.	Trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs)	18.12.2023 to 29.12.2023	State/UT Directorate.
3.	Left over trainees' data migration, if any pending due to technical glitches. (State wise schedule is enclosed as Annexure-I)	01.01.2024 to 12.01.2024	State/UT Directorate.
4.	Enabling auto generated Trainee verification link and send it to trainees on registered mobile, email etc from DGT portal (SID). (DGT will not bear responsibility, if trainee mobile, email uploaded wrongly by State/UT/ITI)	12.01.2024 to 13.01.2024	DGT (State/ITI may alert trainees)
5.	Trainee Verification. (Concern ITI is responsible to ensure this step to be completed by all the trainees admitted in their ITI)	15.01.2024 to 29.02.2024	Trainee. (ITI must ensure all trainees admitted in their ITI to complete this step)



### Guidelines for Trainee Data Migration:

- State/UT Directorates must ensure and allow admissions ONLY in **Active ITIs** with affiliated trades and units. **In no case, data of trainees admitted in Inactive/De-affiliated ITIs shall be permitted to enter in DGT portal (SID).**
- If the ITI is having multiple units in a trade/shift, then State/UT Directorate **may permit ITI to admit trainees in 2<sup>nd</sup> unit only after all the seats of 1<sup>st</sup> unit are filled, 3<sup>rd</sup> unit only after 2<sup>nd</sup> unit is filled and so on.**
- Any grievances regarding shift/unit or data upload on state portal may be resolved in consultation with respective ITIs before migrating the data to DGT portal (SID). Once the trainee data is transferred from State/UT Directorate to DGT portal (SID), **any representation for such changes in Shift/Unit shall not be considered by DGT under any circumstances.** Hence ITI, State/UT directorate must ensure correct trade/shift/unit before transferring the data to DGT portal (SID).
- State/UT Directorates may allow **admission in 50% of affiliated units in case of two-year courses**, so that ITIs can take admission every year.
- De-affiliated, Inactive ITIs, Trades/Units in which Zero admissions in last two consecutive years shall NOT be allowed to take admissions unless affiliated again by DGT.
- Trainees with unique Mobile number and email ID shall only be admitted and no change in mobile number and Email ID shall be allowed till trainees receives NTC.
- Technical document for trainee data migration from state portal to DGT portal (SID) is enclosed as Annexure-III.
- All the State/UT Directorates are requested to do API testing as per the schedule mentioned above.
- Provision is made to the State/UT Directorates to upload trainee data in single excel template (template can be downloaded from state login) for the States/UTs (Arunachal Pradesh, Uttarakhand, Sikkim, Lakshadweep, Nagaland) who do not have state online admission portal. State/UT Directorate **must ensure data accuracy before uploading trainee data through excel template.**
- NSTIs have also been provided with login credentials on SID portal and respective NSTI can upload trainee data in single excel template (template can be downloaded from NSTI login) with the option provided in the login. NSTI must ensure data accuracy before uploading trainee data through excel template.

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- User manual for State/UT Directorate to login SID portal is also enclosed at Annexure-IV (Web version) & Annexure-V (Mobile version) and the credentials to login into SID portal will be shared separately.
- After closing of API link, a separate VC will be conducted (schedule attached as Annexure-II) state-wise to migrate error data from state portal to DGT portal (SID) as per schedule mentioned and during this period **no new trainee records** are allowed to upload except error/rejected records by server due to technical issues (state has to keep error report in hand as per the schedule given).
- Also, the State Director has to submit letter (enclosed at Annexure-I) about zero pendency after data migration is completed on or before 15.01.2024.
- It is the **responsibility of concerned State/UT Directorate and ITI** to ensure trainees to complete **Trainee Verification** process by all the trainees admitted in their State/UT and ITI respectively as per schedule. A unique PRN (Permanent Registration Number) is generated only if the trainee completes this step, then only the trainee admission will be confirmed with DGT on portal.

This issues with the approval of competent authority.

Yours faithfully

(Ujjwal Biswas)  
Director, TC

Copy for kind information to: -

1. PSO to DG/AS, DGT, New Delhi
2. DDG, DGT, New Delhi
3. DDG South (AK) and DDG East (SKG)

Copy for necessary action to: -

1. All RDSDEs.
2. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
3. Executive Director, NIMI, Chennai
4. CEO, NSDC - for technical support on SID portal.
5. All it is (on registered email id) through bulk mail from NCVTMIS portal.

(Raju Kanham)  
Deputy Director, TC

Enclosure:

As mentioned above.

**LETTER OF DATA MIGRATION FOR THE SESSION 2023**

Name of the State:

The \_\_\_\_\_ <Name and address of state directorate> is hereby certifies that the admission data of all the government and private ITIs for the session 2023 under the jurisdiction \_\_\_\_\_ (state name) have been successfully migrated to DGT portal (SID) as on \_\_\_\_\_ <Date>.

It also certified that all the trainees have been admitted on or before 10.10.2023 and no trainee data is pending for migration to DGT portal (SID) for the session 2023.

Signature of State Director with seal

< Address of State Directorate >

  
15/11/23

**State wise schedule for Left over trainee's data migration for "Six Month (Batch-I), One-year and Two-Year Trades: Session:2023"**

Sl. no.	States / UTs	Schedule
1	Andhra Pradesh	01.01.2024
2	Bihar	
3	Delhi	02.01.2024
4	Himachal Pradesh	
5	Karnataka	03.01.2024
6	Kerala	
7	Maharashtra	04.01.2024
8	Rajasthan	
9	Uttar Pradesh	05.01.2024
10	Telangana	
11	Arunachal Pradesh	
12	Assam	
13	Chandigarh	08.01.2024
14	Chhattisgarh	
15	Dadra And Nagar Haveli & Daman and Diu	
16	Goa	
17	Gujarat	09.01.2024
18	Andaman And Nicobar Islands	
19	Jammu And Kashmir	
20	Jharkhand	
21	Ladakh	10.01.2024
22	Lakshadweep	
23	Madhya Pradesh	
24	Manipur	
25	Meghalaya	11.01.2024
26	Mizoram	
27	Nagaland	
28	Odisha	
29	Puducherry	12.01.2024
30	Punjab	
31	Sikkim	
32	Tamil Nadu	
33	Haryana	12.01.2024
34	Tripura	
35	Uttarakhand	
36	West Bengal	

*Signature*  
15/1/23

