

File No. DGT-Aff011/1/2023-O/o DIR (TC) – Part (2) [63756]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date:27.09.2024

To

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

Subject: Data migration schedule & Trainee verification schedule of trainees admitted in CTS for the session 2024 to DGT portal (SIDH) -Regarding.

Sir/Madam,

The Directorate General of Training (DGT) in the Ministry of Skill Development and Entrepreneurship coordinates national vocational training programs in Industrial Training Institutes (ITIs). The DGT sets standards and conducts trade testing, while the day-to-day administration of ITIs is managed by State Governments and Union Territory Administrations.

The DGT releases a Training Calendar for each session to all State/UT directorates to conduct the CTS admission process in government and private ITIs according to the schedule provided. The deadline for admission in all government and private ITIs nationwide is set for September 30, 2024 (copy attached).

In this context, State/UT Directorates and NSTIs need to transfer the data of admitted trainees to the DGT portal (SIDH) using API/Excel as outlined below:

Data Migration Schedule: Six Month (Batch-I), One- year and Two-Year Trades: Session:2024.

S.No	Activity	Timelines	Responsibility
1.	Trainee Data Upload by State/UT Directorate through API/Template. (By all the States/UTs & NSTIs)	03.10.2024 to 19.10.2024	State/UT Directorate & NSTI.
2.	Trainee Verification. (ITIs login is provided with all the list of trainees admitted by them for completing trainee verification) Note(s): 1. Trainees are not permitted to perform trainee verification directly on the SIDH portal. 2. ITIs are authorized to complete trainee verification only through Aadhaar eKYC of a trainee. 3. Trainees without an Aadhaar number can also complete trainee verification through a "Nodal ITI" after being marked as a non-Aadhaar trainee by the ITI.	15.10.2024 to 31.12.2024	Respective ITI/NSTI. (ITI must complete trainee verification of all the trainees through the respective ITI login)

3.	Trainee Verification through Nodal ITI <i>(only for the trainees being marked as a non-Aadhaar trainee by the respective ITI in a district)</i>	10.12.2024 to 31.12.2024	Respective ITI/NSTI. <i>(ITI must mark such trainees as non-Aadhaar trainee through the respective ITI login)</i> Concern Nodal ITI/NSTI. <i>(for completing trainee verification of non-Aadhaar trainees)</i>
4.	Last date to receive information if any, regarding leftover trainee records upload from State Directorates through Principal Secretary of the State dealing with Skill Development	25.10.2024	State/UT Directorate & NSTI.

Guidelines for Trainee Data Migration:

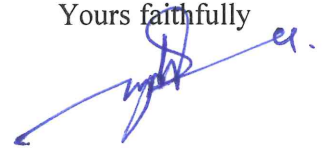
- Trainees with a unique mobile number and email ID will only be admitted, and no changes to these details will be allowed until the trainee receives the National Trade Certificate (NTC).
- The technical document for trainee data migration from the state portal to the DGT portal (SIDH) is provided in Annexure-I.
- State/UT Directorates are required to upload trainee data using a single Excel template (available for download from the state login) for states/UTs (Arunachal Pradesh, Uttarakhand, Sikkim, Lakshadweep, Nagaland) without a state online admission portal. Data accuracy must be ensured before uploading the trainee data through the Excel template.
- NSTIs have been given login credentials on the SIDH portal to upload trainee data using a single Excel template (available for download from the NSTI login). Data accuracy must be ensured before uploading the trainee data through the Excel template.
- New validations have been introduced into the system to address previous challenges faced during the trainee admission lifecycle. A checklist for state directorates to handle any kind of errors during trainee data migration is provided in Annexure-II.
- In case of any leftover data to be uploaded after the API link is closed, immediate letter must be sent within the specified deadline through a letter from the Principal Secretary of the State responsible for Skill Development.



- The trainee verification process on SIDH has been slightly modified to address previous challenges. A step-by-step trainee verification manual will be shared in due course of time and a separate virtual meeting will be held with all state directorates to discuss the modified trainee verification process. Further State/UT directorates are requested to conduct additional virtual meetings with all Nodal ITIs, both government and private ITIs, to familiarize them with the modified trainee verification process for seamless operations.
- It is the responsibility of the concerned State/UT Directorate and ITI to ensure that all trainees complete the Trainee Verification process according to the schedule. A unique PRN (Permanent Registration Number) is generated only after the trainee completes this step, confirming the trainee's admission with DGT on the 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. Directors, of State Government/UT.
2. All RDSDEs & NSTIs.
3. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
4. Executive Director, NIMI, Chennai
5. CEO, NSDC - for technical support on SIDH portal.



(Raju Kannam)
Deputy Director, TC

Enclosure:

As mentioned above.