

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING,
ODISHA, UNIT-VIII, BHUBANESWAR-12.

No. 5784 /dt. 30/10/17
VT-I-8/2016

From

Smt. Nilima Sahu
Deputy Secretary.

To

The Principals,
All Govt. & Private ITIs.

Sub: - Correction of various trainee data pertaining to the year 2014, 2015 & 2016.

Ref: - Letter No.1916 Dtd.03.04.2017, SCTE&VT,Odisha.

Sir/Madam,

Kindly refer to the subject and reference cited above. In accordance to the Letter reference above, I am directed to say that ITI has submitted various trainee data to be corrected on NCVT MIS Portal for the admission year 2014-15, 2015-16 and 2016-17 in the month of April 2017.

Some of the ITI could not submit the data within the stipulated time period.

Principals who could not submit the data earlier are hereby requested to submit the required data in the Excel format attached below by **1st November 2017** without fail.

For 2017-18 registration, if any correction required for the trainees that data may also be submitted within **10.11.2017**.

Following instructions should be followed meticulously while preparing the data.

1. ITIs have to check their admitted trainee details with Board Certificates and prepare the required data as per enclosed Excel format.
2. The complete data should be compiled in one sheet in ascending order of the admission session.
3. Thereafter, ITIs have to submit the data in soft copy in a pen drive along with neatly printed hardcopy and Xerox copies of Board Certificate for necessary verification at Council level.
4. The Xerox copies of the Board Certificate should be placed in orderly manner as per the correction data.
5. Without Xerox copy of the Board Certificate, no data shall be entertained.
6. Corrections with respect to spelling mistakes only in trainee name, father's name, mother's name shall be accepted. In no case, complete change of name will be entertained.

FORMAT

Sl.No.	District Name	Name of the ITI	Trade Name	Registration Number	Correct Trainee Name	Correct Father' Name	Correct Mother's Name	Correct Date of Birth
1	2	3	4	5	6	7	8	9

Yours faithfully,

Nilima Sahu
30/10/17
Deputy Secretary.