Preliminary Inspection/Standing Committee Inspection Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training(NCVT).

Note-:

- a. All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- b. No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT

| I | General | | |
|----|---|---|-------------------|
| 1. | Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel No. E-mail. Website address: Date on which Website was last updated | : | |
| 2. | Name and address of the agency seeking affiliation Tel No. E-mail. | : | |
| 3. | Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter) | : | |
| 4. | Name of the NCVT affiliated ITIs which are running under the same management of the society / company / individual | : | |
| 5. | If there is change of Premises or shifting of Trade within the same ITI, provide records and letter with reason for shifting, from State Director | | |
| 6. | Any Court Case filed by any of the society/ member/ company or by ITI under the same management against DGE&T, NCVT, DGE&T Officials-Provide Case nos. | : | Case Nos.& Court- |
| 7. | Date of present inspection (Preliminary/Standing Committee/State/Central inspection) | : | |
| 8. | Date of last inspection (Preliminary/standing Committee/ State/Central inspection) | : | |

| | Produce last SCIR to present committee members for verifying Drawing, STL etc. |
|-----|--|
| 9. | DGE&T File No. for already affiliated ITI |
| | under the same management |
| 10. | DGE&T Reference No. |

If website is not available, do not recommend affiliation. If website is not updated, do not recommend affiliation. Note:

Whether previously granted affiliation in any trade:If so, particulars to be given as under:

| SI. | Trade/Ur | rade/Units for which affiliation | | | | Year | of | DGE&T reference | Remarks |
|-----|----------|----------------------------------|---------------|----------------|-------|--------|----|---------------------------------------|---------|
| No. | granted | | | | | start | of | under which | |
| | Trades | rades Units | | | | sessio | n | affiliation granted(State | |
| | | Ist Shift | IInd Shift | IIIrd Shift | Units | | | Directorate's ref. No. not be quoted) | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 |
| | | | | | | | | | |
| | | | | | | | | | |

Year-wise trades and units for which affiliation is sought now:

| S. No. | Trade/Units for whi | ch affiliatio | Total Units | Session which affiliation | for | | |
|-----------|---------------------|---------------|-------------|---------------------------------|-----|---|--|
| | | IIIrd Shift | | sought | | | |
| 1 | 1 2 3 4 5 | | | | 6 | 7 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| II- | Manpower (Te | chnica | ıl & Nor | ı-Tec | hnical) | | | | | | |
|-------|---------------------------------|--------|---------------------------|---------------------|--|---|---|-----------|--|-------------|-----|
| | (If instructors are instructor) | | | | may be trai he institute) | • | of Start of inst | itute. Th | ere-afte | r all traii | ned |
| S.No. | Designation | Name | Date of joining Institute | Date of Birth | Secondary School /Matric Year of Passing Certificate No. | Technical Qualifications (Degree/Diploma, ITI, CTI) Branch Year of Passing Certificate No. of | Experience Details (Name of establishment & Year of experience) | Salary | Salary A/c Details Bank Name, Branch & A/C | Photogr | aph |

| 1. Principal/Head of Institute 2. Vice -Principal / Suptt. 3. Group Instructor-1 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff | | | | 1 | Ι | | ı | | T. | | | |
|--|-------|----------------------|---------|-------|-----------------|------------|--|-----------------|--|--------|-----|------------|
| 1. | | | | | | | | enclosed | | | No. | |
| Institute | | Dain die al/Lla | | | | | | certificate | | | | |
| Suptt. 3. Group Instructor-1 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Passing Certificate No. Passing Certificate No. Photograph Photograph Supporting Staff (Name of establishment & Year of Passing Certificate No. Year of Year of Passing Certificate No. Year of | 1. | Institute | | | | | | | | | | |
| 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Birth Passing Certificate No. Photograph Photograph Photograph Photograph Photograph Passing Certificate No. Pear of Passing Name of establishment Representation Name Name Name Name Name Name Name Name | 2. | Vice –Prin Suptt. | cipal / | | | | | | | | | |
| Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Signature of Passing Certificate No. Photograph Photograph Resignation Resignation Photograph Resignation Resignation Photograph Photograph Resignation Resignation Photograph Resignation Photograph Resignation Photograph Resignation Resignation Photograph Photograph Resignation Photograph Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Photograph Resignation Photograph Photogr | 3. | Group Instruc | tor-1 | | | | | | | | | |
| S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate Name Of establishment & Year of Passing Certificate | 4. | Group Instruc | tor-2 | | | | | | | | | |
| S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate Name Of establishment & Year of Passing Certificate | Techn | ical staff | | | | | | | | | | |
| Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate No. Name Date of Joining Institute Name Date of Joining Institute Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining Name of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Name Of Passi | | | Trade | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Name Date o | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Name Date o | Adm | inistrative | and s | uppoi | ting sta | aff | | | | | | |
| | | Designation | | Name | Date of joining | Date of | School /Matric Year of Passing Certificate | Year of Passing | Details (Name of establishment & Year of | Salary | | Photograph |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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Enclosures: attested Copies of the certificates.

If instructional staff is not qualified or less in number, do not recommend affiliation.

Verify bank account and payment details.

If emoluments are less than prescribed norms, do not recommend affiliation.

III- INFRASTRUCTURE

a. Details of land & building at the Institute:

(Note: Dimensions on the Drawings prepared by registered architect and Workshop & Class-room Areas Shouldbe in meters)

| 1. | Total accommodation (sq. meters) required as per | |
|----|--|-------------|
| | NCVT norms for the whole Institute (Covered | |
| | area) | |
| 2 | Actual accommodation (covered Area) available | |
| | (Sq. Meters): | |
| 3 | Total land area provided for the Institute | |
| 4 | Whether own or rented building (enclose proof of | |
| | ownership/ lease deed): | |
| 5 | Date of occupation | |
| 6 | Duration of Lease (Enclose lease / ownership | |
| | document) | |
| 7 | Date of expiry of lease: | |
| 8 | Whether attested copy of site plan and lay-out of | |
| | the entire institute attached: | |
| 9 | Name and registration no. of the Architect who | |
| | prepared & signed on the layout | |
| | | |
| 10 | Area available in the institute for Office & Other | facilities: |
| | | |

| Description | Area Req NCVT Nor | uired as pei ms | Area ava | ilable in the | Remarks(m | |
|---|--|---------------------------------|----------------------|--|-------------------------------------|----------------------------------|
| Principal Office | | | | | | |
| Office | | | | | | |
| Staff Room | | | | | | |
| Library | | | | | List of the ted | chnical books to parately. |
| Dispensary | | | | | List of the item be verified seg | ms available to parately. |
| IT Lab | | | | | List of the iter | ms available to and furnished |
| Engineering Drawing Hall | g | | | | List of the iter be furnished s | ms available to eparately |
| Play Ground & Sport facilities (Indoor & Outdoor) | s | | | | | Sports items to be verified |
| Area available in the i | nstitute for W | orkshops & | Class rooms | s: | 1 | |
| Name Maximum of the no. of units | | WORKSHOP | | CLASS ROC | OMS | |
| Trade in one shift only | Required as per NCVT norms (Sq. M) | Actually available (Sq. M | Shortage (If any) | Required as per NCVT norms (Sq. M) | Actually available (Sq. M) | Shortage (If any) |
| | | | | | | |

Enclosures: 1.Copy of the Rent Deed, Lease Deed attested / notarized.

- 2. Copy of the Building Layout duly attested by the Architect with registration No.
- 3. Site Map of the institute showing some landmark nearby.
- 4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.

b- POWER SUPPLY

(Note: Electrical Connection should be in the name of the ITI/ Management/Ownerof premises)

| 1 | Electrical Connection issued in | n the name of | | |
|----|---------------------------------|----------------------------------|--|---|
| 2 | Electrical Connection issuing a | authority | | |
| 3 | Date of connection | | | |
| 4 | Whether three phase connecti | ion | | |
| 5. | K.No. of the Connection | | | |
| 6. | Meter Seal No. | | | |
| 7. | Trade | Maximum no. of unit in one shift | Power supply required as per norms in KW | Power supply available in the Institute in KW |
| | | | | |
| | | | | |
| | | Total electrical Load | | |
| | | | | |

Enclosures:

⁽i) For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).

- (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report should be produced/submitted.
- (iii) Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced alongwith the current bill. (IV)Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

c. TOOLS, EQUIPMENTS & MACHINERIES

(Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET website www.dget.nic.in.)

| No. of No. of | e of the trade for whi f units in 1 st shift : f units in 2 nd shift : f units in 3 rd shift: Total Units: | | | | | | |
|------------------|--|---|---|--|--------------------------------|---|--|
| SI. No. | Name of the Tools, Equipment & Machinery as per syllabus | Number required for Instructor & Trainees for one unit as per NCVT norms / syllabus | Total Number of Tools and equipments required for the total units affiliated and sought affiliation | Total number actually available for all the units | Indicate shortage if any | Cost of the Tools, Equipment & Machinery | Name, Address, Tel. No. Email. Vat/ TIN No. of the Supplier of General Machineries |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | To be enclosed | | | | |
| | | | | | | | |

Enclosure: Separate list for separate trades as per above Performa.

IV. STANDARD OF TRAINING(Not required for new institutes)

a. ADMISSIONs (only for the trade (s) already affiliated to NCVT)

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

| 1. | Date of starting the session | |
|-----|---|------------------------|
| 2. | Date of issue of notice calling for the application | |
| | (attach notice or paper advertisement, | |
| | pamphletsetc) | |
| 3. | Last date for receipt of application fixed as per the | |
| | notice | |
| 4. | No. of applications received | |
| 5. | Date by which the admissions were completed and | |
| | classes started | |
| 6. | Trade-wise number of trainees on-roll on the day of | |
| | inspection | |
| 7. | Criteria for admission of trainees | merit / other criteria |
| 8. | Whether the trainees admitted, fulfill the prescribed | |
| | Qualification and age | |
| 9. | copy of the prospectus should be enclosed | |
| 10. | CCE(continuous and comprehensive evaluation) | To be verified |

| Available on internet and evidence retained | |
|---|--|

10.No. of Trainees on roll in each trade already affiliated to NCVT

| S.No. | Trade | Nur | mber of U | nits | No. | of | No. | of | Average | % |
|-------|-------|---------|-----------|-----------|----------|----|------------|----|------------|----|
| | | | | | Trainees | on | Trainees | | attendance | |
| | | | | | roll | | available | on | as on Date | of |
| | | | | | | | the date | of | Inspection | |
| | | | | | | | inspection |) | | |
| | | I shift | II shift | III shift | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Note: Verify progress card of all the enrolled trainees for each trade and certify.

Verify other Performa's/ records of each trainee as per training manual.

If above records are not available, do not recommend affiliation

11. Instructor's Training

| a. | Total No. of Instructors | |
|----|--|--|
| b. | No. of instructors CTI untrained | |
| C. | No. of instructors sponsored for CTI training(at least 20% of untrained instructors) | |
| d. | No. of instructors sponsored for CTI re-training (at least 10% of trained instructors) | |

Note: If "c" & "d" are not followed strictly, do not recommend affiliation

b. Coverage of syllabus on the date of inspection for each trade separately:

| SI. No. | Name of the subject | No. of weeks to be completed on day of inspection | | | eks actually | % coverage |
|------------|---|---|---------|--------|--------------|------------|
| | | I Year | II Year | I Year | II Year | |
| | Trade Theory Trade Practical Workshop Calculation & Science Engg. Drawing EmployableSkill Training / Social Studies | | | | | |

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

| C. | No. of | Tests (| conducted | for | each | trade | up ' | to | the | date | of | insp | pection | วท |
|----|--------|---------|-----------|-----|------|-------|------|----|-----|------|----|------|---------|----|
| | | | | | | | | | | | | | | |

| First | Year | Second Year | | | |
|--------|---------|-------------|---------|--|--|
| Weekly | Monthly | Weekly | Monthly | | |
| | | | | | |

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

d. Total amount spent on raw-materials trade-wise so far

| Trade |) : | | | | | |
|-------|--------------|-----------|-------------------------|-----------------------|---------------------|-----------|
| S. | Raw Material | Qty | Supplier Address | Bill No. & Date of | Cheque/ | Amount in |
| No. | Description | Purchased | Tel. No. Vat/ ST No. | supply | Draft No. & Date | Rs. |
| 1 | 2 | 3 | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | 1 | 1 | | Total in Rs. | |

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

e. Average amount spent on raw-material trade-wise per month per trainee

| S. No. | Trade | Amount Spent since beginning of the session | No. of trainees on roll | Average amount spent per month per trainee(upto the date of Inspection) |
|--------|-------|---|-------------------------|---|
| 1 | 2 | 3 | | |
| | | | | |

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

f. No. of units of Electricity consumed per month/trainee from the date of starting of training classes:

| Month | 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th etc | Total | Consumption per month per trainee |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------|-------|-----------------------------------|
| No. of units consumed | | | | | | | | |

| Bill amount | | | | |
|-------------|--|--|--|--|
| (Rs.) | | | | |

Note: In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records. If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

g. Result of All India Trade Test conducted in last 3 years trade-wise.

| SI. | Name | of | the | Year of AITT | No. | of | trainees | No. | of | Number | of | No. | of |
|-----|-------|----|-----|--------------|------|------|----------|-----------|----|--------------|------------|----------|-----|
| No. | trade | | | | appe | ared | | trainees | | certificates | 3 | Trainees | 5 |
| | | | | | | | | passed ou | ıt | issued in | last | secured | job |
| | | | | | | | | | | three | | | |
| | | | | | | | | | | years(atta | | | |
| | | | | | | | | | | sheets | if | | |
| | | | | | | | | | | necessary | ') | | |
| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | | |
| , | | _ | | 3 | | 4 | | 3 | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both, do not recommend affiliation.

h. Details of the Inspections/ Joint evaluations/ Preliminary Inspection for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.

| Date of Inspection | Name, designation & address of Inspecting Officers | Shortcomings observed inspection | if any during | |
|--------------------|--|----------------------------------|------------------|--------------|
| | | Порсоцен | | Shortoomings |
| | | | | |
| | | | | |
| | | | | |

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee......

Industry Partnership

| S.No. | Name of the Industry | Type of Partnership | | |
|-------|----------------------|---------------------|--|--|
| | | | | |
| | | | | |

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

Certified that

(i) Certified that I, as a member of Standing Committee have physically checked the building space, Tools, equipments and Machineries as per NCVT norms.

- (ii) The documentary Proof for all Tools, Equipments & Machinery, Power Supply and Building Space have been verified with the originals and copies enclosed as per NCVT requirements.
- (iii) All the Tools, Machines and Equipments are new, properly installed, commissioned and found in working condition.
- (iv) The Standing Committee is personally and jointly responsible for the information given in the Annexure III.

| Place: | Signature |
|--------|--|
| Date: | Name and designation of the Secretary/ |
| | Principal/Correspondent of the Institute |

Signatures of the Standing Committee for Inspection with name, seal and date. Minimum three members committee should inspect the institute, which should include NCVT & SCVT Representatives .The industry Representative should be from a Govt. undertaking/Deptt. or a Ltd. Company with turnover above Rs. 100 Crores and Designation minimum manager. Labour Union representative should be an executive member of a recognised national level trade union.

| NCVT | SCVT | Industry | Labour Union | Trade Experts |
|------|------|----------------|----------------|---------------|
| | | Representative | Representative | - |

Note: All the members of the Standing committee are individually and personally responsible for the records verified by them.

Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name & Address of the Institute) on (date month and year)

Various information furnished in the report on the prescribed proforma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:-

1. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

| SI. No. | Trade with units for which affiliation has been sought | Defects and deficiencies noticed |
|---------|--|----------------------------------|
| 1 | 2 | 3 |
| | | |

- 2. Availability of tools, equipment and machinery shown in the lists have been verified. The lists have been signed by all the members.
- 3. Infrastructural facilities available at the Institute have been verified additionally and separately for the trades / units for which affiliation is sought now. These facilities are not mixed up with those, which are required as per the norms for the trades/units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructre) of Annexure III.
- 4. Trades / Units, which had already been affiliated to NCVT.

| SI. Name No. of the Trade | Year/Session of | | Number of unit | Total number of | | |
|---------------------------------|-----------------|-------|----------------|-----------------|-----------|-------|
| | | start | I-Shift | II-Shift | III-Shift | units |
| 1 | 2 | 3 | 4 | | 5 | 6 |
| | | | | | | |

5. Details of trades/units existing in the Institute:

| SI. | Name of the Trade | Number of units started with year – wise break up | | | | | |
|-----|-------------------|---|------------|--|--|--|--|
| No. | | | | | | | |
| | | Years Number of trainees presently on –roll in ea | | | | | |
| | | | unit/shift | | | | |
| 1 | 2 | 3 | 4 | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

6. Trades/Units, which are now recommended for affiliation:

| SI. No. | Name of the Trade | Year/Session of start | | Total number of units | | |
|---------|----------------------|-----------------------|---------|-----------------------|-----------|---|
| | | | I-Shift | II-Shift | III-Shift | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

7. Other observations/comments, if any:

The above comments/recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

| Date: | | | | | | | | |
|--|----------------|-------------------------------|--|--|--|--|--|--|
| Signature of the Members: | | | | | | | | |
| NCVT | SCVT | Industry/Trade Union | | | | | | |
| | | | | | | | | |
| Representative | Representative | Representatives/Trade Experts | | | | | | |
| | | | | | | | | |
| Name and designation of the members and Office Seal. | | | | | | | | |
| Note: | | | | | | | | |
| Representative Name and designation of the | Representative | | | | | | | |

- 1. Each page of this proforma should be signed in ink with date by the Members.
- 2. The Standing Committee should consist of minimum three members for Inspection.

Signature of State Director
Date
Name of the State Directorate and
Office Seal

Preliminary Inspection/Standing Committee Inspection Report proforma for the purpose of considering grant of affiliation of the Institutes implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training(NCVT).

Note-:

- a. All the pages of format should be verified & signed by all the members of Inspection Committee, duly stamped with date.
- b. No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT

| I | General | | |
|----|---|---|-------------------|
| 1. | Name and full postal address of the Institute indicating Taluk, District and Pin Code Tel No. E-mail. Website address: Date on which Website was last updated | : | |
| 2. | Name and address of the agency seeking affiliation Tel No. E-mail. | : | |
| 3. | Date of establishment of the Institute Permission letter from the State Director for starting Institute/Trade/Unit (enclose letter) | : | |
| 4. | Name of the NCVT affiliated ITIs which are running under the same management of the society / company / individual | : | |
| 5. | If there is change of Premises or shifting of Trade within the same ITI, provide records and letter with reason for shifting, from State Director | | |
| 6. | Any Court Case filed by any of the society/ member/ company or by ITI under the same management against DGE&T, NCVT, DGE&T Officials-Provide Case nos. | : | Case Nos.& Court- |
| 7. | Date of present inspection (Preliminary/Standing Committee/State/Central inspection) | : | |
| 8. | Date of last inspection (Preliminary/standing Committee/ State/Central inspection) | : | |

| | Produce last SCIR to present committee members for verifying Drawing, STL etc. |
|-----|--|
| 9. | DGE&T File No. for already affiliated ITI |
| | under the same management |
| 10. | DGE&T Reference No. |

If website is not available, do not recommend affiliation. If website is not updated, do not recommend affiliation. Note:

Whether previously granted affiliation in any trade:If so, particulars to be given as under:

| SI. | Trade/Ur | nits for | which a | ffiliation | already | Year | of | DGE&T reference | Remarks |
|-----|----------|--------------|---------------|----------------|---------|---------|----|---------------------------------------|---------|
| No. | granted | | | | | | of | under which | |
| | Trades | rades Units | | | | session | | affiliation granted(State | |
| | | Ist Shift | IInd Shift | IIIrd Shift | Units | | | Directorate's ref. No. not be quoted) | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 |
| | | | | | | | | | |
| | | | | | | | | | |

Year-wise trades and units for which affiliation is sought now:

| S. No. | Trade/Units for whi | ch affiliatio | Total Units | Session which affiliation | for | | |
|-----------|---------------------|---------------|-------------|---------------------------------|-----|--------|--|
| | | Ist Shift | IInd Shift | IIIrd Shift | | sought | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| II- | Manpower (Technical & Non-Technical) | | | | | | | | | | |
|-------|---|------|---------------------------|---------------------|--|---|---|--------|--|---------|-----|
| | (If instructors are not trained under CITS, may be trained within 3 yrs of Start of institute. There-after all trained instructor must be available with the institute) | | | | | | | | | | |
| S.No. | Designation | Name | Date of joining Institute | Date of Birth | Secondary School /Matric Year of Passing Certificate No. | Technical Qualifications (Degree/Diploma, ITI, CTI) Branch Year of Passing Certificate No. of | Experience Details (Name of establishment & Year of experience) | Salary | Salary A/c Details Bank Name, Branch & A/C | Photogr | aph |

| 1. Principal/Head of Institute 2. Vice -Principal / Suptt. 3. Group Instructor-1 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff | | | | 1 | Ι | | ı | | T. | | | |
|--|-------|----------------------|---------|-------|-----------------|------------|--|-----------------|--|--------|-----|------------|
| 1. | | | | | | | | enclosed | | | No. | |
| Institute | | Dain die al/Lla | | | | | | certificate | | | | |
| Suptt. 3. Group Instructor-1 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Passing Certificate No. Passing Certificate No. Photograph Photograph Supporting Staff (Name of establishment & Year of Passing Certificate No. Year of Year of Passing Certificate No. Year of | 1. | Institute | | | | | | | | | | |
| 4. Group Instructor-2 Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Birth Passing Certificate No. Photograph Photograph Photograph Photograph Photograph Passing Certificate No. Pear of Passing Name of establishment Representation Name Name Name Name Name Name Name Name | 2. | Vice –Prin Suptt. | cipal / | | | | | | | | | |
| Technical staff S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Signature of Passing Certificate No. Photograph Photograph Resignation Resignation Photograph Resignation Resignation Photograph Photograph Resignation Resignation Photograph Resignation Photograph Resignation Photograph Resignation Resignation Photograph Photograph Resignation Photograph Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Resignation Photograph Photograph Resignation Photograph Photogr | 3. | Group Instruc | tor-1 | | | | | | | | | |
| S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate Name Of establishment & Year of Passing Certificate | 4. | Group Instruc | tor-2 | | | | | | | | | |
| S.No. Designation Trade Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate Name Of establishment & Year of Passing Certificate | Techn | ical staff | | | | | | | | | | |
| Administrative and supporting staff S.No. Designation Name Date of joining Institute Name Date of Passing Certificate No. Name Date of Joining Institute Name Date of Joining Institute Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining School Matric Year of Passing Certificate No. Name Date of Joining Name of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Certificate No. Name Date of Joining Name Of Passing Name Of Passi | | | Trade | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Name Date o | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Institute School Passing Certificate No. Date of pointing Institute School Passing Certificate No. Details (Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name of establishment & Year of Passing Certificate No. Name Name Name Name Name Name Name Name | | | | | | | | | | | | |
| S.No. Designation Name Date of joining Institute Name Date o | Adm | inistrative | and s | uppoi | ting sta | aff | | | | | | |
| | | Designation | | Name | Date of joining | Date of | School /Matric Year of Passing Certificate | Year of Passing | Details (Name of establishment & Year of | Salary | | Photograph |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Enclosures: attested Copies of the certificates.

If instructional staff is not qualified or less in number, do not recommend affiliation.

Verify bank account and payment details.

If emoluments are less than prescribed norms, do not recommend affiliation.

III- INFRASTRUCTURE

a. Details of land & building at the Institute:

(Note: Dimensions on the Drawings prepared by registered architect and Workshop & Class-room Areas Shouldbe in meters)

| 1. | Total accommodation (sq. meters) required as per | |
|----|--|-------------|
| | NCVT norms for the whole Institute (Covered | |
| | area) | |
| 2 | Actual accommodation (covered Area) available | |
| | (Sq. Meters): | |
| 3 | Total land area provided for the Institute | |
| 4 | Whether own or rented building (enclose proof of | |
| | ownership/ lease deed): | |
| 5 | Date of occupation | |
| 6 | Duration of Lease (Enclose lease / ownership | |
| | document) | |
| 7 | Date of expiry of lease: | |
| 8 | Whether attested copy of site plan and lay-out of | |
| | the entire institute attached: | |
| 9 | Name and registration no. of the Architect who | |
| | prepared & signed on the layout | |
| | | |
| 10 | Area available in the institute for Office & Other | facilities: |
| | | |

| Description | Area Req NCVT Nor | uired as per ms | Area ava | ilable in the | Remarks(m shortage if | |
|--|--|---------------------------------|----------------------|--|-------------------------------------|----------------------------------|
| Principal Office | 110111101 | | Hiotitato | | onortage ii | uy/ |
| Office | | | | | | |
| Staff Room | | | | | | |
| Library | | | | | List of the ted | chnical books to parately. |
| Dispensary | | | | | List of the iter | ms available to parately. |
| IT Lab | | | | | List of the iter | ns available to and furnished |
| Engineering Drawing Hall | ı | | | | List of the iter be furnished s | ns available to eparately |
| Play Ground & Sports facilities (Indoor & Outdoor) | 3 | | | | List of the available t separately. | Sports items to be verified |
| Area available in the in | stitute for W | orkshops & | Class rooms | : | 1 | |
| Name Maximum of the no. of units | | WORKSHOP | | CLASS ROC | OMS | |
| only | Required as per NCVT norms (Sq. M) | Actually available (Sq. M | Shortage (If any) | Required as per NCVT norms (Sq. M) | Actually available (Sq. M) | Shortage (If any) |
| | | | | | | |

Enclosures: 1.Copy of the Rent Deed, Lease Deed attested / notarized.

- 2. Copy of the Building Layout duly attested by the Architect with registration No.
- 3. Site Map of the institute showing some landmark nearby.
- 4. If drawing is not to scale, not prepared by registered architect, not readable, dimensions not mentioned, do not recommend affiliation.

b- POWER SUPPLY

(Note: Electrical Connection should be in the name of the ITI/ Management/Ownerof premises)

| 1 | Electrical Connection issued in | n the name of | | |
|----|---------------------------------|----------------------------------|--|---|
| 2 | Electrical Connection issuing a | authority | | |
| 3 | Date of connection | | | |
| 4 | Whether three phase connecti | ion | | |
| 5. | K.No. of the Connection | | | |
| 6. | Meter Seal No. | | | |
| 7. | Trade | Maximum no. of unit in one shift | Power supply required as per norms in KW | Power supply available in the Institute in KW |
| | | | | |
| | | | | |
| | | Total electrical Load | | |
| | | | | |

Enclosures:

⁽i) For existing institutes: Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).

- (ii) For new institutes: Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load, proof of payment of dues for the same along with meter sealing report should be produced/submitted.
- (iii) Where the Institute is in the rented/leased building, the electric connection should be in the name of the owner of the institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced alongwith the current bill. (IV)Declaration by the owner of the Institute that the sanctioned load is for ITI only / shared with any other Institute.

c. TOOLS, EQUIPMENTS & MACHINERIES

(Note: Only new Tools, Equipment and Machinery to be purchased for new trade / expansion and required to be given in the following format in the same serial order as in the standard tool list available in the syllabus of each trade and as available on the DGET website www.dget.nic.in.)

| No. of No. of | e of the trade for whi f units in 1 st shift : f units in 2 nd shift : f units in 3 rd shift: Total Units: | | | | | | |
|--|--|---|----------------|---|---|--|---|
| SI. Name of the Number required for Equipment & Instructor & Total number actually available shortage if any No. Equipment & Total number of Total number actually available for all the units sought affiliation | | | | | Cost of the Tools, Equipment & Machinery | Name, Address, Tel. No. Email. Vat/ TIN No. of the Supplier of General Machineries | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | To be enclosed | | | | |
| | | | | | | | |

Enclosure: Separate list for separate trades as per above Performa.

IV. STANDARD OF TRAINING(Not required for new institutes)

a. ADMISSIONs (only for the trade (s) already affiliated to NCVT)

(No admission is allowed in any NCVT trade before affiliation is granted by Sub-Committee of NCVT)

| 1. | Date of starting the session | |
|-----|---|------------------------|
| 2. | Date of issue of notice calling for the application | |
| | (attach notice or paper advertisement, | |
| | pamphletsetc) | |
| 3. | Last date for receipt of application fixed as per the | |
| | notice | |
| 4. | No. of applications received | |
| 5. | Date by which the admissions were completed and | |
| | classes started | |
| 6. | Trade-wise number of trainees on-roll on the day of | |
| | inspection | |
| 7. | Criteria for admission of trainees | merit / other criteria |
| 8. | Whether the trainees admitted, fulfill the prescribed | |
| | Qualification and age | |
| 9. | copy of the prospectus should be enclosed | |
| 10. | CCE(continuous and comprehensive evaluation) | To be verified |

| Available on internet and evidence retained | |
|---|--|

10.No. of Trainees on roll in each trade already affiliated to NCVT

| S.No. | Trade | Number of Units | | | No. | of | No. | of | Average | % |
|-------|-------|-----------------|----------|-----------|----------|----|------------|----|------------|----|
| | | | | | Trainees | on | Trainees | | attendance | |
| | | | | | roll | | available | on | as on Date | of |
| | | | | | | | the date | of | Inspection | |
| | | | | | | | inspection |) | | |
| | | I shift | II shift | III shift | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Note: Verify progress card of all the enrolled trainees for each trade and certify.

Verify other Performa's/ records of each trainee as per training manual.

If above records are not available, do not recommend affiliation

11. Instructor's Training

| a. | Total No. of Instructors | |
|----|--|--|
| b. | No. of instructors CTI untrained | |
| C. | No. of instructors sponsored for CTI training(at least 20% of untrained instructors) | |
| d. | No. of instructors sponsored for CTI re-training (at least 10% of trained instructors) | |

Note: If "c" & "d" are not followed strictly, do not recommend affiliation

b. Coverage of syllabus on the date of inspection for each trade separately:

| SI. No. | Name of the subject | No. of weeks to be completed on day of inspection | | | eks actually | % coverage |
|------------|---|---|---------|--------|--------------|------------|
| | | I Year | II Year | I Year | II Year | |
| | Trade Theory Trade Practical Workshop Calculation & Science Engg. Drawing EmployableSkill Training / Social Studies | | | | | |

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

| C. | No. of | Tests con | ducted fo | r each | trade u | ot a | the | date | of ins | pection |
|------------|--------|-----------|-----------|--------|---------|------|-----|------|--------|---------|
| O . | | | | | uaac a | | | aato | 00 | P |

| First | Year | Second Year | | | |
|----------------|------|-------------|---------|--|--|
| Weekly Monthly | | Weekly | Monthly | | |
| | | | | | |

Note: If above records are not available and not as per syllabus, do not recommend affiliation.

d. Total amount spent on raw-materials trade-wise so far

| Trade | : : | | | | | | |
|-----------|--------------|-----------|-------------------------|-----------------------|------------------------|---------------|--|
| S. No. | Raw Material | Qty | Supplier Address | Bill No. & Date of | Cheque/ Draft No. & | Amount in Rs. | |
| NO. | Description | Purchased | Tel. No. Vat/ ST No. | supply | Date | 173. | |
| 1 | 2 | 3 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total in Rs. | | | | | | |
| | Total in Rs. | | | | | | |

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

e. Average amount spent on raw-material trade-wise per month per trainee

| S. No. | Trade | Amount Spent since | No. of trainees on roll | Average amount |
|--------|-------|--------------------------|-------------------------|--------------------------------------|
| | | beginning of the session | | spent per month per trainee(upto the |
| | | | | date of Inspection) |
| | | | | , , |
| 1 | 2 | 3 | | |
| | | | | |

Note: If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

f. No. of units of Electricity consumed per month/trainee from the date of starting of training classes:

| Month | 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th etc | Total | Consumption per month per trainee |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------|-------|-----------------------------------|
| No. of units consumed | | | | | | | | |

| Bill amount | | | | |
|-------------|--|--|--|--|
| (Rs.) | | | | |

Note: In case of long electricity cut, verify if Generator is available with the institute and used regularly. Verify Diesel Consumption records. If above records are not available and the expenditure less than prescribed, do not recommend affiliation.

g. Result of All India Trade Test conducted in last 3 years trade-wise.

| SI. | Name | of | the | Year of AITT | No. | of | trainees | No. | of | Number | of | No. | of |
|-----|-------|----|-----|--------------|------|------|----------|-----------|----|--------------|------------|----------|-----|
| No. | trade | | | | appe | ared | | trainees | | certificates | 3 | Trainees | 5 |
| | | | | | | | | passed ou | ıt | issued in | last | secured | job |
| | | | | | | | | | | three | | | |
| | | | | | | | | | | years(atta | | | |
| | | | | | | | | | | sheets | if | | |
| | | | | | | | | | | necessary | ') | | |
| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | | |
| , | | _ | | 3 | | 4 | | 3 | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Note: Verify records and registers. If above records are not available or Certificates are due for more than 2 years or both, do not recommend affiliation.

h. Details of the Inspections/ Joint evaluations/ Preliminary Inspection for Affiliation/ Standing Committee Inspection for affiliation conducted by State & Central Govt.

| Date of Inspection | Name, designation & address of Inspecting Officers | Shortcomings observed inspection | if any during | |
|--------------------|--|----------------------------------|------------------|--------------|
| | | Порсоцен | | Shortoomings |
| | | | | |
| | | | | |
| | | | | |

Any other relevant information, which the institute would like to bring to the notice of the Standing Committee......

Industry Partnership

| S.No. | Name of the Industry | Type of Partnership |
|-------|----------------------|---------------------|
| | | |
| | | |

The documentary proof for all tools and equipments and machinery, power supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

Certified that

(i) Certified that I, as a member of Standing Committee have physically checked the building space, Tools, equipments and Machineries as per NCVT norms.

- (ii) The documentary Proof for all Tools, Equipments & Machinery, Power Supply and Building Space have been verified with the originals and copies enclosed as per NCVT requirements.
- (iii) All the Tools, Machines and Equipments are new, properly installed, commissioned and found in working condition.
- (iv) The Standing Committee is personally and jointly responsible for the information given in the Annexure III.

| Place: | Signature |
|--------|--|
| Date: | Name and designation of the Secretary/ |
| | Principal/Correspondent of the Institute |

Signatures of the Standing Committee for Inspection with name, seal and date. Minimum three members committee should inspect the institute, which should include NCVT & SCVT Representatives. The industry Representative should be from a Govt. undertaking/Deptt. or a Ltd. Company with turnover above Rs. 100 Crores and Designation minimum manager. Labour Union representative should be an executive member of a recognised national level trade union.

| NCVT | SCVT | Industry | Labour Union | Trade Experts |
|------|------|----------------|----------------|---------------|
| | | Representative | Representative | - |

Note: All the members of the Standing committee are individually and personally responsible for the records verified by them.

Proforma for Recommendations by the Members of Standing Committee

Standing Committee Members Inspected (Name & Address of the Institute) on (date month and year)

Various information furnished in the report on the prescribed proforma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:-

1. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

| SI. No. | Trade with units for which affiliation has been sought | Defects and deficiencies noticed |
|---------|--|----------------------------------|
| 1 | 2 | 3 |
| | | |

- 2. Availability of tools, equipment and machinery shown in the lists have been verified. The lists have been signed by all the members.
- 3. Infrastructural facilities available at the Institute have been verified additionally and separately for the trades / units for which affiliation is sought now. These facilities are not mixed up with those, which are required as per the norms for the trades/units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructre) of Annexure III.
- 4. Trades / Units, which had already been affiliated to NCVT.

| SI. | Name of the | Year/Session of | Total number of | | | |
|-----|----------------|-----------------|-----------------|----------|-----------|-------|
| No. | Trade | start | I-Shift | II-Shift | III-Shift | units |
| 1 | 2 | 3 | 4 | | 5 | 6 |
| | | | | | | |

5. Details of trades/units existing in the Institute:

| SI. | Name of the Trade | Number of units started with year – wise break up | | | | |
|-----|-------------------|---|---|--|--|--|
| No. | | | | | | |
| | | Years | Number of trainees presently on -roll in each | | | |
| | | | unit/shift | | | |
| 1 | 2 | 3 | 4 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

6. Trades/Units, which are now recommended for affiliation:

| Sl. No. | Name of the Trade | Year/Session of start | Number of units in | | Total number of units | |
|---------|----------------------|-----------------------|--------------------|----------|-----------------------|---|
| | | | I-Shift | II-Shift | III-Shift | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

7. Other observations/comments, if any:

The above comments/recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

| Date: | | | | | | | |
|--|----------------|-------------------------------|--|--|--|--|--|
| Signature of the Members: | | | | | | | |
| NCVT | SCVT | Industry/Trade Union | | | | | |
| Representative | Representative | Representatives/Trade Experts | | | | | |
| Name and designation of the members and Office Seal. | | | | | | | |
| Note: | | | | | | | |

- 1. Each page of this proforma should be signed in ink with date by the Members.
- 2. The Standing Committee should consist of minimum three members for Inspection.

Signature of State Director
Date
Name of the State Directorate and
Office Seal