

MOST URGENT

**F. No.3/1/2008-PP-I
Government of India
Ministry of Minority Affairs**

11th Floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated: 11.10.2011

To,

Principal Secretary/Secretary/Commissioner,
Department of Minority Welfare/Affairs (dealing with MsDP)
Government of -----

Subject: Checklist for submission of Proposal/Detailed Project Report (DPR) for establishment of new ITIs in Minority Concentration Districts (MCDs) under Multi-sectoral Development Programme (MsDP) of M/o Minority Affairs

Sir,

I am directed to refer to this Ministry's letter of even no. dated 08.09.2011 regarding a Performa of "Check List" for submission of proposals/DPR for establishment of Industrial Training Institute (ITIs). It is stated that the old check list has been discontinued as it was not having the details with regards to the existing ITIs in Vicinity of proposed location of new ITIs, availability of the trades/seats and their occupancy which is a vital information for ascertaining the need/justification for new ITI. This point has been made part of revised check-list.

2. Therefore, it must be ensued that the revised check list duly filled in all respect is enclosed with the proposal/ DPR for ITIs in Minority Concentration District (MCDs) under Multi-sectoral Development Programme (MsDP) by the State Govt./District Collector/Magistrate. The said check list is also available in the Ministry's website www.minorityaffairs.nic.in. This may be treated as **MOST URGENT**.

Yours faithfully

G. Mishra

(Geeta Mishra)

Under Secretary to the Govt. of India

Tel: 011-24364281

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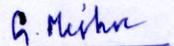
Subject: Checklist for submission of Proposal/Detailed Project Report (DPR) for establishment of new ITIs in Minority Concentration Districts (MCDs) under Multi-sectoral Development Programme (MsDP) of M/o Minority Affairs

Sir,

I am directed to enclose a revised proforma/checklist as provided by Ministry of Labour & Employment for submitting the Proposal/Detailed Project Report (DPR) for establishment of new ITIs in Minority Concentration Districts (MCDs) under Multi-sectoral Development Programme (MsDP) by the State Govt./District Collector/Magistrate to this Ministry as required by Ministry of Labour & Employment.

2. It is requested that while proposing the new ITIs under MsDP this revised proforma/checklist must be furnished with DPR.

Yours faithfully



(Geeta Mishra)

Under Secretary to the Govt. of India
Tel: 011-24364281

Copy to: All 90 DMs/DCs.

NAME OF THE STATE -----

Check list for submission of Proposal/Detailed Project Report (DPR) for establishment of new ITIs in Minority Concentration Districts (MCD) under Multi Sector Development Plan (MSDP) of M/o Minority Affair. (To be submitted by DISTRICT COLLECTORS along with DPR)

1. Name of MCD.
2. (i) Total Population of district.Nos.
(ii) Population of Minorities.Nos. i.e.%
3. Name of Block/Taluka where the new ITI is being proposed to establish.
4. Whether Administrative approval of State Director dealing with Craftsmen training has been obtained (if Yes, please attach the letter to this effect.) Yes/No
5. Whether land for establishment of ITI has been acquired (If Yes, give the details and attach the documentary proof.) Yes/ No
6. Proposed cost of establishment of ITI.

Civil Works	Rs.Lakh
M/C of Equipments	Rs..... Lakh
<u>Other (to be Specified)</u>	Rs.....Lakh
<u>Total</u>	Rs. Lakh

7. Please furnish the details of trades in which the training is proposed to be conducted under Craftsman Training Scheme (CTS):-

Sl. No.	Name of Trade	No. Of Units*	Space earmarked for				Cost of in Rs. Lakh for					Total
			Workshop (Sq. Mtrs.)	Whether as per NCVT norms Yes/No	Class Room (Sq. Mtrs.)	Whether as per NCVT norms Yes/No	Machine, Tool & Equipment	Whether as per Standard NCVT norms Yes/No	Furniture	Whether as per Standard NCVT norms Yes/No		
1												
2												
3												
4												
5												
6												
7												
8												
Total												

*Minimum of two units (or multiple of two units) of a trade at a time is a must for seeking Affiliation to NCVT as per letter No. DGE&T-19(12)/2010-CD dated 6th August & 28th September, 2010. Accordingly, the selection of trade may be made as per the local needs of industry/self employment opportunities in the vicinity of proposed location of ITI.

8. Please give of details of provided in the estimates as per NCVT norms.

Sl. No.	Description	No. of Room	Area in Sq. Mtr	Whether as per NCVT norms Yes/No
1	Principal Room			
2	Vice Principal Room			
3	Staff Room			
4	Library/Reading Room (area may be kept as bare minimum)			
5	Allied trades workshop(area may be kept as bare minimum)			
6	Workshop Store			
7	Stationery Store			
8	Space for extracurricular activities			
9	Canteen			
10	Work shop for different trades			

NOTE: (1) Please attach list of Machine, Tool, Equipment & Furniture proposed to be purchase. These should be as specified in Standard Tool List (STL) of respective trade which is revised from time to time DGE&T and approved by NCVT.

NOTE: (2) For smaller ITIs, area for each and every activity is not desired. Some facilities may be merged to limit recurring exp.

9. Whether any ITI is existing in the vicinity of proposed location of ITI under MsDP. If, yes, pl . indicate the distance from Proposed location . Also furnish Name of ITI, No. of trades and % utilization of seats , trade wise. (Pl use separate sheet) Yes/No
10. Whether the estimate of cost have been framed by State by PWD/Govt. approved agency. Please attach the details of cost estimates and detail Building Plan in support of above estimates. Yes/No
11. Whether Provision for Electricity connection has been made as per NCVT norms. Please indicate the details Yes/No

- I. Type of Supply Single/ 3 phase
- II. Connected load K.W.

It is certified that above information are correct to best of my knowledge and belief. The DPR for proposed ITI is also enclosed.

Sd/-

Name
(Seal of District Collector)