

**DGT-Aff0misc/1/2023-TC SECTION**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

New Delhi, dated 30.06.2023

**Office Memorandum**

**Subject: - Clarification on Shifting/relocation of an Institute (Change in geo-tagging location of the Institute) guidelines-reg.**

To streamline the existing shifting guidelines and ensure clarity, better understanding among all stakeholders, it has been decided to issue comprehensive guidelines that clarify the process and norms for the shifting/ relocation of ITIs.

The guidelines are as follows:

1. In the case of rural areas, an ITI can only be shifted within the same block, while in urban areas, it can only be shifted within the same municipal/ corporation limits. The norms/ guidelines applicable in this case are as follows:
  - i. The ITI can shift/relocate with the same trades which are currently affiliated at old location.
  - ii. The ITIs affiliated, prior to affiliation norms 2018, will be exempted from the land requirement as given in chapter 2- *Civil norms for ITIs affiliation -2018, clause 1.2, point a & b*. However, the institutional requirements such as classrooms, workshops, IT labs, and drawing halls, as well as administrative area requirements, must comply with the latest norms. The trade infrastructure should adhere to the norms of the latest syllabus of the trades, issued by DGT from time to time.
  - iii. ITI should obtain NoC (No Objection certificate) from State before applying for shifting. If any existing ITI relocates/shifts to a new location without NoC then ITI shall be de-affiliated at old location and not be allowed to re-affiliate for minimum period of 3 years from the date of de-affiliation.
  - iv. After obtaining the NOC, the ITI can apply online on the designated online portal and follow the entire process of affiliation that involves desktop scrutiny, inspection by an inspection team, and a final decision on the application by SCAA (Standing Committee on Accreditation and Affiliation).
  - v. When an ITI applies for shifting to a new location, it must ensure that all enrolled trainees complete their training duration and all training-related activities (i.e., practical, CBT exams and any other exam related activities) at the old location, and no fresh admissions are allowed. The machinery can

be shifted to the new location only after the training and training related activities of enrolled trainees is completed at the old location.

- vi. During the shifting process, the ITI may utilize all movable existing equipment, machinery, tools, etc. However, all machinery should be in working and safe condition to facilitate practical training to the trainees.
  - vii. In the case of shifting as per provision of this letter, ITI will be exempted from following:
    - a. *".... All the tax invoices of machinery, equipment, and tools shall not be older than six months from the date of application...."*
  - viii. After receiving the shifting application from the ITI on the designated online portal, ITI at old location will be made temporarily inactive on NCVT MIS portal.
  - ix. ITI will only be allowed to take admission at new location if its application of shifting is recommended by SCAA and session will be decided as per DGT academic calendar.
  - x. If the shifting of the ITI at a new location is not recommended by the SCAA, then the institute shall not be allowed to continue at either of the locations.
  - xi. An ITI is not eligible to apply for shifting within 5 years from the date of its establishment.
  - xii. Any ITI which is completely de-affiliated by DGT, shall not be eligible to apply for relocation/shifting.
  - xiii. Addition of trades/units shall not be allowed along with shifting/relocation of an ITI.
  - xiv. The minimum grading criteria for addition of trade/units shall not be applicable in the case of shifting/ relocation of an ITI.
2. Shifting/ relocation of existing ITI outside the block/ municipal corporation limits is not permitted. If an ITI intends to shift outside the block/municipal corporation limits, then it may apply afresh as new ITI by following latest norms.
  3. If in any case ITI has to shift/relocate due to forced majeure (Force majeure, means situations where natural disasters like cyclone, natural fire/wildfire, flood, war, earthquake, tsunami, drought, or any other nature-caused calamity, which affected the regular operation of the institute.) then it will be dealt as an exceptional case with the approval of competent authority.
  4. The Multi Skill Training Institute (MSTI) are not allowed to shift as the benefit of MSTI scheme is limited to unserved area only with some relaxation in affiliation norms 2018. Likewise, the ITI opened in spare capacity of Polytechnic/ Engineering college are also not allowed to shift/ relocate.
  5. The shifting applications which have already been decided, will not be reopened. The applicant ITI may apply afresh to get affiliation as per provision made in this office memorandum.

The above guidelines supersede all previous guidelines/orders, including the order no. DGT-MoM/11/2019-O/o Dir (TC) dated 18.09.2019 and clause 3.5 of the Affiliation Norms-2018 (Change in Site/ Location of the Institution/ change in geo-tagging location of the Institution) related to the relocation/shifting of ITIs.

These guidelines shall come into effect from the date of issuance of this office memorandum.

This issues with the approval of competent authority.

Yours faithfully, 

उज्ज्वल बिस्वास/UJJWAL BISWAS  
निदेशक / Director  
प्रशिक्षण महाविद्यालय/Directorate General of Training  
कौशल विकास एवं उद्यमशीलता मंत्रालय  
Ministry of Skill Development and Entrepreneurship  
पुणे, महाराष्ट्र

(Ujjwal Biswas)  
Director - TC

**To**

1. All the State/ UT Directors dealing with Craftsmen Training Scheme
2. All RDSDEs

**Copy to:**

1. Sr. PPS to Secretary MSDE, New Delhi
2. Sr. PPS to DG/AS, DGT New Delhi.
3. Sr. PPS to DDG, DGT, New Delhi
4. DDG(AK) and DDG(SKG)

