

File No. No. DGT-18030/2/2024-O/o DIR (TT) (Comp. No.: 66182)

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, DGT,
Kaushal Bhawan, New Moti Bagh,
New Delhi 110023
Dated: .08.2024

To,
i. All the Directors/Commissioners of the States/UTs (Dealing with Craftsman Training Scheme)
ii. All the Regional Directors, RDSDE & Principals, NSTIs

Subject: Missing or Improper Trainee Photographs on Hall Tickets for CTS Mains Examination - Reg.

Madam/Sir,

It has come to the notice of this Directorate that there are few cases of CTS AITT hall tickets where trainee photographs are either missing or improperly printed. Upon review, it has been observed that this issue has arisen due to negligence on the part of trainees and Industrial Training Institutes (ITIs) during the photograph uploading process at the time of admission.

2. To ensure that such trainees do not face any difficulty to appear in this examination, the issue is not cascaded forward and correct photograph is printed on marksheets and certificates, the following decisions are being taken by the DGT:

- i. **Current Examination:** For the ongoing examination cycle, a trainee, with missing or incorrect photograph, will be allowed to appear in the exam if she carries a hall ticket with a colour photograph pasted & duly attested by the Principal of the concerned institute. The trainee will be permitted in the examination based on this attested HT and a valid id proof. It may be noted all details on the hall tickets and id proof should match, in order for the trainee to appear in the examination.
- ii. **Photograph Capture functionality on SIDH for missing photograph cases:** This functionality is currently available in ITI login on the SIDH portal for trainees admitted in the year 2023, with a maximum of two attempts allowed for capturing the photograph. This functionality is being extended to trainees admitted in the year 2022 for two-year trades also.
- iii. **Photograph Edit:** Photograph edit functionality is being made available to ITIs for all trainees of session 2022 and 2023 through photo capture functionality in ITI login, with a maximum of two attempts.

3. The photograph capture and edit may, therefore, be timely completed by the ITIs for affected trainees, so that the marksheets and certificates can be generated for such trainees without any error. It may be noted that the trainee marksheet and certificates will not be generated for missing photograph cases.

4. It is, further, stated that it is the responsibility of the ITIs to ensure the accuracy of the trainee data, including photographs, uploaded to the portal. Any negligence in this regard will be viewed seriously, and the onus of any future discrepancies will lie with the respective ITIs.

(CS Murthy)

Controller of Examination / Director, DGT