Procedure for ITI (Creator & Approver) login change

Procedure to be followed by Private ITIs:

All Private ITI Principals are required to forward the following documents from the ITI's registered email ID to ***section-tc2022@dgt.gov.in***

List of required documents:

1. Affidavit from the Trust Chairperson/Secretary on ₹100 stamp paper for update of Principal Name, Email ID and Mobile Number.

2. Signed NOC from the Trust Chairperson/Secretary on the letterhead of the Trust/Society
3. Registered Trust/Society Deed document (If the ITI has multiple registration documents, all such documents must be forwarded).

4. Signed letter from the Principal of the ITI on the official letterhead of the ITI.

5. Details to be changed in Excel format (as prescribed below).

Requests for updating in Creator and Approver IDs on SIDH portal											
#	ITI Details				Role to be updated (Creator/Approver)	Existing Mobile number	Existing Email id	Details of new Creator/Approver			
	ITI Name	MIS Code	State	District				Full Name	Designation	New Mobile No	New Email ID
1											
Note: -	**Please make sure that the email IDs and mobile numbers should not be already registered in SIDH portal for any other or same ITI/trainee and must be accessible for OTP.**				**Also, dedicated creator and approver numbers/email id to be made available in ITI (Do not use staff numbers for creator/approver)**			**You are requested to provide unique mobile number/email IDs for creator and approver logins.**			

Procedure to be followed by Government ITIs:

A letter from State/UT Director to be forwarded with the consolidated list of ITIs in above mentioned format.