File No. DGT-Aff011/1/2023-O/o DIR (TC) – Part (2) [63756]
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

7th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Date:24.09.2025

To

The Principal Secretaries of all the States/UTs
(Dealing with Craftsmen Training Scheme).

Subject: Guidelines for re-admission, drop-out of trainees admitted in CTS courses - reg.

Sir/Madam,

The Directorate General of Training (DGT) in the Ministry of Skill Development and Entrepreneurship oversees national vocational training programs at Industrial Training Institutes (ITIs). The DGT establishes standards and conducts trade testing, while the day-to-day management of ITIs is handled by State Governments and Union Territory Administrations.

The DGT has received numerous requests for clarification on re-admission of trainees (completed/non-completed) into Craftsmen Training Scheme (CTS) courses, either into the same course or a different one, as well as for handling drop-out trainees.

All such requests are reviewed by the competent authority, and the following guidelines have been issued to State/UT directorates to ensure a smooth admission process into CTS courses nationwide. These guidelines supersede all previous instructions.

Point #1:   Trainees admitted in a two-year trade course in one session who wish to take admission in the immediate next session without completing their current course.

(I)   Trainees who have been **declared eligible** by their respective Industrial Training Institute (ITI) and have either appeared or not appeared for exams in the previous session, may choose to **withdraw** their earlier admission if they wish. They can do so by **uploading an Undertaking** in a prescribed format (can be downloaded) from their trainee login on the Skill India Digital Hub (SIDH). The concerned **Nodal ITI will review** this request, and the respective **State/UT directorate will approve** it through their respective login on SIDH. Upon approval by the State/UT directorate, the trainee admission withdrawal certificate is available for download by the trainee/ITI/State from their respective logins.

(II)   Trainees declared ineligible by their respective ITIs, with attendance between 50% to 80% and formative assessment marks above 60%, may also choose to withdraw their admission. They can do so by **uploading an Undertaking** in a prescribed format (can be downloaded) from their trainee login on the Skill India Digital Hub (SIDH). The concerned **Nodal ITI will review** this request, and the respective **State/UT directorate will approve** it through their respective login on SIDH. Upon approval by the State/UT directorate, the trainee admission withdrawal certificate is available for download by the trainee/ITI/State from their respective logins.

(III)   Trainees who are declared ineligible due to attendance below 50% and/or formative assessment less than 60% will not be permitted to take the exams according to existing regulations. Therefore, these trainees

will be automatically deactivated from the system once the results are announced. Upon auto de-activation, the trainee admission cancellation certificate can be downloaded by the trainee/ITI/State from their respective logins.

Point #2: **Trainees who possess a National Trade Certificate or have completed a course and are waiting for results in one trade may apply for admission in a different trade or the same trade.**

(I)   Trainees may be permitted to enrol in a different trade, provided they meet the qualification, and other eligibility requirements relevant to the new trade they wish to join.

(II)   Trainees may not be allowed to take admission in the same trade in which they are already certified/completed.

Point #3: **Possible provisions for trainees who enrolled but subsequently discontinued their training.**

(I)   Upon admission, a PRN is generated for each trainee after verification on the portal. If a trainee discontinues training for any reason, their record will be handled based on attendance and formative assessment marks submitted by the ITI on the portal (It is mandatory for ITI to enter attendance and formative assessment marks on the portal for such trainees).

(II)   In cases where a trainee is admitted but a PRN is not generated and the trainee discontinues from training, their record will be automatically deactivated from system once the results are announced. Upon auto de-activation, the trainee admission cancellation certificate can be downloaded by the trainee/ITI/State from their respective logins.

This issues with the approval of competent authority.

(Ujjwal Biswas)
Director, TC

Copy for kind information to: -

1. Directors, State/UT directorates.
2. Sr PPS to Secretary, MSDE
3. Sr PPS to DG/AS, DGT, New Delhi
4. PPS to DDG, DGT, New Delhi
5. DDG South and DDG East
6. All RDSDEs.
7. Principals, NSTIs.
8. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi

(Raju Kannam)
Deputy Director, TC