

No. z-20025/6/2022 O/o DIR(CFIs) (E-66501)

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

7th Floor, Kaushal Bhawan,
New Moti Bagh, New Delhi
Date:- 13th June, 2024

To

The Principals/HoOs of NSTIs/ Govt. IToTs/ Pvt. IToTs

Subject: - Regulations governing eligibility as regards Attendance of CITS trainees of session 2023- 24 for upcoming AITT (CITS)

References: - z-20025/6/2022 O/o DIR(CFIs) dated 4th September 2023

1. In continuation to even no. letter dated 4th September 2023 and Implementation and assessment of revised CITS of 1200 annual learning hours letter dated 20th November 2023, the revised CITS curriculum has been implemented from session 2023-24 onward, with the course split mainly into 3 course elements. The eligibility criteria, as regards attendance of CITS trainees of session 2023-24, for upcoming AITT (CITS) to be held in July-August 2024 is as under:
 - a. Trade Technology and Training Methodology (1200 Hrs) – **Minimum 120 days of biometric attendance**
 - b. On-the-Job Training (OJT)/Group Project (150 Hrs) – **Minimum 15 days of biometric or physical attendance***, as the case may be
 - c. **Optional Courses (240 Hrs) – If the trainees have successfully completed training** in the optional courses, they may be rewarded in terms of marks in Formative assessment by the Institute
2. The fulfilment of criterion stated under both (a) & (b) above is mandatory for the trainees to be eligible for AITT (CITS). It may also be noted that excess attendance marked in any category (out of the 3 listed above) cannot be adjusted against shortfall of attendance in any other category.
3. The above criteria are applicable for all regular CITS trainees, including late admitted candidates also, assuming that extra classes must have been conducted for these late admitted trainees.
4. For OJT (pt. 1b), physical attendance marked for the number of days present for OJT may be considered for deciding eligibility of the trainees under the category. However, the same should be supported by relevant documents of tie up with Industry for OJT, such as MoU. The Principal/HoO of the Institute may validate such physical attendance records.




5. If, on some occasions, Biometric attendance cannot be marked for any reason such as poor or no internet connectivity, machine out of order, etc., for reasons beyond control of the Institute, it is expected that the Institutes must have maintained offline records of trainees' attendance on such days. This offline attendance can be considered, only to a maximum extent of 10 working days for the trainees who have attended on these days. The Principal/HoO of the Institute may validate such physical attendance records.
6. For trainees who have not been able to mark biometric attendance for a certain period due to some issues such as skin problem, Aadhar update in progress, etc., the Principal/HoO of the Institute may, after due verification of genuineness of every such case, validate their physical attendance in the said period in which it was impossible for the trainee to mark biometric attendance in spite of being physically present. The same may be forwarded to the respective RDSDE for further scrutiny. If found alright, the RDSDE, while forwarding the list of eligible trainees, may include the names of these trainees as well.
7. **Eligibility criteria for supplementary exam for CITS trainees of session 2023-24 onwards** - From the regular trainees of CITS session 2023-24, only those trainees would be eligible for supplementary exam who fulfill the attendance and formative assessment criteria but have either failed in the regular exam or did not appear in exam for one or more subjects. Those trainees who do not fulfill the attendance and formative assessment criteria will not be eligible for any exam (Regular or Supplementary) under CITS.
8. **Role of RDSDEs** – All NSTIs/Govt. and Pvt. IToTs are required to send the final eligibility status of their trainees to the respective RDSDEs, who would then verify the same before forwarding it to DGT Hqrs. for further needful action.

*For trainees who have attended OJT, it may not be possible to maintain biometric attendance, whereas for trainees who have made Group Project, it may be expected that their biometric attendance is marked, assuming that the Group Project has been made in the Institute under the guidance of the trainers.


(Sushil Agarwal) 13/6/24
Joint Director (CFI)

Copy to:

- PSO to DG/AS, DGT
- DDG (Southern Region), DDG (Eastern Region) & DDG, DGT(H.Q.)
- Director, (TT & IT) Cell, DGT for kind information
- All Regional Directors, RDSDEs


13-06-2024
(Gulab Chandra)
Assistant Director (CFI)

z-20025/6/2022-O/o DIR(CFIs)
Government of India
M/o Skill Development & Entrepreneurship
Directorate General of Training

1st and 2nd Floor, Employment Exchange Building
PUSA Complex, New Delhi – 110012
Date: - 04.09.2023

To,
The Principals/HoOs of NSTIs/Govt. & Pvt. IToTs

Subject: Mandatory implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for CITS trainees of session 2023-24- reg.

Madam/Sir,

With reference to the subject cited above and, it is stated that all Institutes are required to ensure strict adherence to the implementation of AEBAS for trainees, trainers and other staff. The following points may be noted for immediate compliance in respect of the CITS trainees enrolled in session 2023-24 in all Institutes (NSTIs/Govt. and Pvt. IToTs): -

1. While on-boarding trainees on AEBAS portal, please ensure the following: -
 - a. That the "Candidate Type" field in the "Organization Details" tab is to be correctly selected as CITS for CITS trainees. In the previous years, it was observed that some Institutes had registered CTS trainees under Candidate Type CITS and CITS trainees under Candidate Type CTS. Due to this, exact and accurate position of percentage of attendance in the AEBAS reports could not be ascertained easily for trainees of a particular course.
 - b. That the NIMI Registration No. of the CITS trainees be mentioned under the field "Organization User ID" in the "Organization Details" tab. For more information on both these points, please see screenshot of the candidate registration page attached with this email.
2. Only those CITS trainees will be allowed to appear for AITT whose biometric attendance is at least 80% during the academic session.
3. The minimum number of hours to be present per day should not be less than 8 hrs 30 minutes (including lunch and bio breaks).
4. If, on some occasions, Biometric attendance cannot be marked for any justified reason such as poor or no internet connectivity, machine out of order, etc., it is advised to maintain attendance of such days in offline mode, and effort should be made to troubleshoot the issue faced with Biometric as early as possible. In case of shortfall of online attendance, such offline attendance can be considered only to a certain extent.
5. Further, if the trainees are being sent for On-the-Job Training (OJT) in any Organization/Industry through MoU, because of which they may not able to mark their Biometric attendance, this attendance is to be maintained in offline mode by the Institute.
6. All Institutes are to ensure that the AEBAS portal is updated with trainees of current session and only those previous year trainees who have not yet passed out and are



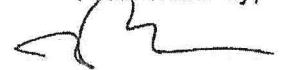
eligible for appearing exams. The trainees who have passed out should be discharged/blocked from the portal immediately.

Principals are advised to adhere to the instructions issued by this Office from time to time so that no trainee is deprived of a fair chance to appear in the CITS AITT.

Copy to: -

1. All RDSDEs with a request to circulate the letter in the IToTs falling under their jurisdiction

Yours faithfully,



Ishwar Singh
(Director, CFI)