

Instructions for the institutes for Site Visit Preparation

1. **Institute Sign Board** to be made as (example: if the institute name is ABC private ITI) in English / Hindi / Regional Language

ABC Private Industrial Training Institute
Address : _____

2. All tools and equipments to be laid out as per [Annexure A](#)
3. All main Machines / equipments requiring grouting are grouted.
4. [All Machines and equipments costing > Rs. 10,000 and above are hard punched / engraved with the **Institute Initials/State Code/Application Number** (assigned by QCI).

For Eg: **ABC Private ITI** in **Himachal Pradesh** with Application Number **APP00999** the Hard punching / engraving is to be done as: **ABCITI/HP/APP00999**

For State codes refer [Annexure - B](#)

5. All staff is present on the day of site inspection with their original documents
6. The private Institute's Signboard should have the word "PRIVATE" while Government ITI's to have "Govt." included in the name of the institute.
7. Submit the Site Assessment fees of Rs. 33,708 (Rs. 30,000+ 12.36% taxes) . If Payment is being Made By RTGS – Mention the **institute name** and **Application Number** so that the payment can be accounted for in the name of Institute.

The following documents are required to be sent by Industrial Training Institute duly verified by the assessors.

(a)	Annexure – III	Revised Duly filled & signed by principal and representative QCI.
(b)	Institute Layout Plan	Blue print of Layout plan certified by Regd. Architect, clearly indicating trade-wise workshop with dimension in MKS system as well as other infrastructure available with the institute

(c)	Power Supply	Latest electricity bills indicating available electrical load on the stationary of Electricity Department. In case of bill is not available, reason thereof with supporting documents i.e. meter sealing report, demand order, cash deposit receipt etc.
(d)	Tool & Equipment	Complete tools & equipment list alongwith bills of general machinery & equipment and IT Lab and accessories costing Rs. 10,000/- and above signed by representative of QCI
(e)	Videography	Videography of the inspection of the institute showing staff, machinery and equipment in CD/DVD. Videography must show the clear face of the representative of QCI/principal and instructional Staff.

Annexure-A

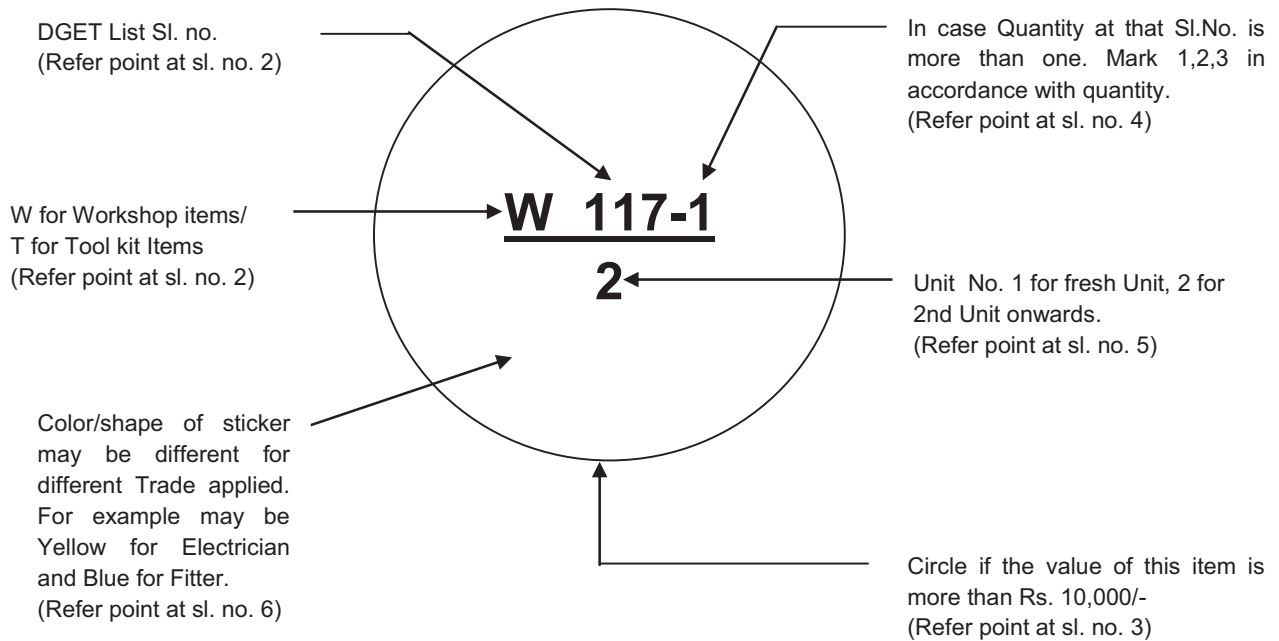
For verification of Equipments/Machines and Tools, the tools and equipments are to be arranged as per the instructions given below:

1. Paste some sticker (may be yellow sticker or any one) on all the equipment, Machines and tools/items) with identification number as per following scheme.
2. Mark numbering starting from 1 to n (n being the nos. of items in a trade applied by ITI). For example for electrician trade as per DGET website, there are 140 items then place mark starting from W1 to W140 (in sequence with DGET List) for workshop items and there are 20 items for Toolkit so mark T1 to T20 in sequence with DGET list.
3. In case of items having value more than Rs. 10,000/-, Please encircle the item number for example:- (W2/1).
4. In case the quantity is more than one number of a item at particular sl. no. in such case suffix 1,-2 or so on. For example there are 3 nos. of transformers for workshop items at sl. no. 116 for electrician trade. Please mark W116-1, W116-2, W116-3.
5. In case ITI has applied for more than one unit, mark items for 1st unit as W2/1 or T20/1 for 2nd unit W2/2 or T20/2 and so on as illustrated in following table.

Items as per DGET list	Workshop Items		Tool Kit	
	Value Less than Rs. 10,000/-	Value more than Rs. 10,000/-	Value Less than Rs. 10,000/-	Value more than Rs. 10,000/-

Sl. No.	Description	Qty	1 st unit	2 nd unit	1 st unit	2 nd unit	1 st unit	2 nd unit	1 st unit	2 nd unit
82	Limit Switch	2	-	-	-	-	-	-	-	-
		1 st Pc	<u>W82-1</u> 1	<u>W82-1</u> 2	-	-	-	-	-	-
		2 nd Pc	<u>W82-2</u> 1	<u>W82-2</u> 2	-	-	-	-	-	-
117	Transformer 3 Phase	3	-	-	-	-	-	-	-	-
		1 st Pc	-	-	<u>W117-1</u> 1	<u>W117-1</u> 2	-	-	-	-
		2 nd Pc	-	-	<u>W117-1</u> 1	<u>W117-2</u> 2	-	-	-	-
		3 rd Pc	-	-	<u>W117-3</u> 1	<u>W117-3</u> 1	-	-	-	-
4	Screw driver of Toolkit	1 each	-	-	-	-	<u>T4</u> 1	<u>T4</u> 2	-	-

6. In case ITI has applied 2 or 3 trades, different colored/shaped stickers are to be used to identify items trades wise.



Annexure B**States / UT Codes for Hard-Punching /Engraving on the machines**

S.No	State / UT	code	S.No	State / UT	code
1	Andaman and Nicobar Islands	AN	19	Lakshadweep	LD
2	Andhra Pradesh	AP	20	Madhya Pradesh	MP
3	Arunachal Pradesh	AR	21	Maharashtra	MH
4	Assam	AS	22	Manipur	MN
5	Bihar	BR	23	Meghalaya	ML
6	Chandigarh	CH	24	Mizoram	MZ
7	Chhattisgarh	CT	25	Nagaland	NL
8	Dadra and Nagar Haveli	DN	26	Orissa	OR
9	Daman and Diu	DD	27	Puducherry (Pondicherry)	PY
10	Delhi	DL	28	Punjab	PB
11	Goa	GA	29	Rajasthan	RJ
12	Gujarat	GJ	30	Sikkim	SK
13	Haryana	HR	31	Tamil Nadu	TN
14	Himachal Pradesh	HP	32	Tripura	TR
15	Jammu and Kashmir	JK	33	Uttarakhand	UT
16	Jharkhand	JH	34	Uttar Pradesh	UP
17	Karnataka	KA	35	West Bengal	WB
18	Kerala	KL			