

Citizen Charter

DIRECTORATE OF TECHNICAL EDUCATION

ESTABLISHMENT BRANCH

1. Manage all the day to day work of the officers with whom they are posted as well as perform.
2. Dealing with the establishment and other administrative matter cases.
3. Record Keeping, maintaining record, typing and other office work.
4. All the Administrative Matters relating the Technical Institutions.

PLANNING AND EXAMINATION BRANCH,

Functions

- 1) Conduct of Exams of Govt Industrial Training Institutes on the line with the Ministry of Skill Development and Entrepreneurship, New Delhi. The details are available on the Website ie <https://ncvtmis.gov.in/Pages/Home.aspx>.
- 2) To deal with the applications of private candidates for Examination.
- 3) To coordinate with Architect/ Engineering Department regarding preparation of drawings/estimates for civil works of Polytechnics & ITIs and accord administrative approvals.
- 4) Collection of Statistical information and to feed the same to Chandigarh Administration/Govt. of India.
 - a) Numerical Data
 - b) Enrollment Data
 - c) Minorities Data
 - d) Women Vocational Training Data
 - e) Placement of ITIs and Polytechnic.
- 5) To get affiliation of National Council for Vocational Training for the new trades at Govt Industrial Training Institutes through Affiliation portal <https://cdn3.digialm.com>.
- 6) To consider the proposals for introduction of new trades/courses.
- 7) To deal with implementation of various schemes of Ministry of Skill Development and Entrepreneurship , Govt. of India , New Delhi, such as :-
 - A) Upgradation of 1396 Govt. ITIs through Public Private Partnership.
 - B) Project-Scheme of Community Development Through Polytechnics (CDTP)
 - C) Technical Education Quality Improvement Programme-III
 - D) Pradhan Mantri Kaushal Vikas Yojna.
- 8) Deal the issues regarding Chandigarh Skill Development Mission.