

7<sup>th</sup> Floor, Kaushal Bhawan,  
Chanakyapuri, New Delhi-110023  
Date:09.01.2026

To

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

Ref: - # DGT-MIS011/1/2025-O/o DIR (TC) [71015] dated 08.04.2025 & 09.10.2025.  
# DGT-39/2024-ITCell [64475] dated 18.11.2025

**Subject: Revised Trainee Verification Schedule for Craftsmen Training Scheme courses in Industrial Training Institutes for Session 2025 – reg.**

Sir/Madam,

The Directorate General of Training (DGT), under the Ministry of Skill Development and Entrepreneurship, coordinates national vocational training programmes in Industrial Training Institutes (ITIs). While the DGT is responsible for prescribing standards and conducting trade test, the day-to-day administration of ITIs is carried out by the respective State Governments and Union Territory Administrations.

2. The DGT issues a Training Calendar for each academic session to all State/UT Directorates to facilitate the CTS admission process in Government and Private ITIs in accordance with the prescribed timelines. For the academic Session 2025, the cut-off date for admissions in all Government and Private ITIs was 17th October 2025, and all State/UT Directorates have successfully migrated the data of admitted trainees from their respective State/UT portals to the SIDH portal.

3. As per the schedule, the verification of trainees admitted in all Government and Private ITIs for Session 2025 was actually scheduled to commence from 13th November 2025. However, the process was postponed to enable configuration of necessary provisions in SIDH for extending benefits to ITI trainees in accordance with the National Education Policy (NEP) 2020.

4. In line with NEP 2020, necessary provisions have now been incorporated in the SIDH portal for generation of APAAR (Automated Permanent Academic Account Registry) ID for trainees admitted in all Government and Private ITIs across the country. This initiative will enhance digital storage of academic records, facilitate credit transfer and certification, and promote learner mobility in alignment with the National Credit Framework (NCF) for ITI trainees.



5. All Principals of Government and Private ITIs are requested to carefully go through the guidelines' contained in the Office Memorandum dated 09.01.2026 (copy attached), regarding implementation of APAAR ID for trainees admitted in CTS courses in all ITIs from Session 2025. Accordingly, ITI Principals shall ensure collection of the prescribed consent form from trainees/parents, prior to completion of trainee verification through Aadhaar e-KYC (Step-3 of trainee verification) from the ITI approver login.

6. It is further clarified that generation of APAAR ID is recommended for ITI trainees, particularly for credit-based and NSQF-aligned programmes. However, no trainee shall be denied trainee verification in case they are not willing to generate an APAAR ID or do not wish to undergo Aadhaar-based authentication. For such trainees, an alternative non-Aadhaar verification mechanism has been provided on the same screen in the SIDH portal.

7. To complete trainee verification through the non-Aadhaar mode, the ITI shall mark the trainee as "Non-Aadhaar", thereafter the trainee shall approach the designated Nodal ITI along with original certificates for completion of trainee verification. The User Manual for Trainee Verification issued by this Directorate General is enclosed as Annexure-I.

8. In this context, the revised schedule for trainee verification for trainees admitted in Session 2025 in all Government and Private ITIs across the country is as under:

Activity	Revised dates	Responsibility
<p><b>Trainee Verification schedule (for both Aadhaar and non-Aadhaar verification flows)</b> <i>(ITIs login is provided with all the list of trainees admitted by them for completing trainee verification)</i></p> <p><b>Note(s):</b></p> <ol style="list-style-type: none"><li>1. <i>Trainees are not permitted to perform trainee verification directly on the SIDH portal.</i></li><li>2. <i>ITIs are authorized to complete trainee verification through Aadhaar eKYC of a trainee.</i></li><li>3. <i>In case of trainees unwilling to undergo Aadhaar authentication/APAR ID generation may complete trainee verification through a Nodal ITI, after being marked as Non-Aadhaar by the admitting ITI.</i></li><li>4. <i>A Permanent Registration Number (PRN) shall be generated immediately upon successful completion of trainee verification, whether through Aadhaar-based or non-Aadhaar verification processes.</i></li><li>5. <i>Only trainees possessing a valid PRN shall be treated as duly admitted and shall be eligible to participate in all subsequent academic and examination-related activities.</i></li></ol>	<p>28.01.2026 to 22.04.2026 [80 Days]</p>	<p><b>Concern ITI</b></p>

*"Trainees whose Permanent Registration Number (PRN) is not generated on or before the specified cut-off date will be deemed ineligible. Their records will be automatically deactivated from the system after cut-off date of trainee verification, and no subsequent claims for admission or examination will be considered."*



9. In case of any query/issue during trainee verification, ITI Principals are advised to contact their respective State/UT Directorates for assistance. State/UT Directorates may guide ITIs to complete the process as per the prescribed guidelines and timelines. Any unresolved issues at the State/UT level may be brought to the notice of this Directorate through email at [cts-admissions@dgt.gov.in](mailto:cts-admissions@dgt.gov.in). It is reiterated that only emails sent to this email ID will be considered.

10. This issues with the approval of the Competent Authority.



**(Ujjwal Biswas)**  
Director, TC

Copy for necessary action to: -

1. Directors, All State/UT directorates.
2. All RDSDEs.
3. Principals, NSTIs.
4. The Director, CFI, TT Cell, IT Cell and CD, DGT, New Delhi
5. NSDC - for technical support on SIDH portal.
6. Executive Director, NIMI, Chennai.

Copy for kind information to: -

1. Sr PPS to Secretary, MSDE, New Delhi
2. Sr PPS to DG/AS, DGT, New Delhi
3. PPS to DDG, DGT, New Delhi
4. DDG South and DDG East

  

**(Raju Kannam)**  
Deputy Director, TC

Enclosure:

As mentioned above.