

No. MSDE-18013/07/CIR/2019-TTC(ATS)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi-12,
Dated 13th April, 2021

To,

- (i) All the State Apprenticeship Advisor dealing with Apprenticeship Training Scheme.
- (ii) All the Regional Directorate of Skill Development and Entrepreneurship.

Subject:-Updation of Attendance of apprentices on IBM Portal.

Sir,

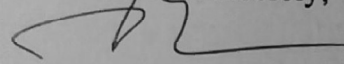
It is to inform all the concerned that AITT module has been made active on IBM portal. Using this module, establishments will have to enter the monthly attendance of apprentices on the portal. Attendance for previous month has to be entered from 1st to 5th of the succeeding month. Once entered, attendance will be frozen and no change can be made, thereafter.

There is also a provision to enter medical leave along with the medical certificate upload facility.

As the attendance in turn will be linked with the stipend and reimbursement module, punctuality in attendance entry is very much essential.

You are therefore, requested to pass on this information to all the establishments under your jurisdiction and ensure the compliance of the same.


Yours Sincerely,



(Ishwar Singh)
Director (AT)

Copy to:-

- 1. Sr. PPS to DG(T)
- 2. PPS to DDG



(Ajay S. Bhagat)
Dy. Director