

**FORMAT OF MEDICAL FITNESS CERTIFICATE**  
**(To be obtained from an authorized Govt. Medical Officer)**

I hereby certify that I have carefully examined Sri/Smt..... S/o,  
D/o Sri ..... whose signature is given below and based on my examination, I  
certify that Sri/Smt..... is fit / unfit for undertaking vocational  
training in Industrial Training Institutes.

Mark of identification :.....

Signature of the candidate :.....

Place :.....

Date :.....

Name & Signature  
of  
Medical officer with seal

**PARTICULAR OF THE TRAINEE**  
(To be filled up by the candidate in English)

1. Name (BLOCK LETTERS)

: - .....
2. Father’s Name

: - .....
3. Mother’sName

: - .....
4. Present Address

: - .....

.....

.....
5. Name of Trade

: - .....
6. Date of Birth

: - DD..... MM..... YYYY.....
7. Whether ST/SC/PH/OBC

: - .....
8. Ration Card No.

: - .....
9. Contact no. of Guardian

: - .....
10. Bank Details – (any Nationalised Bank of India)

■ Name of Bank with Branch: - .....

■ Account No                   : - .....

■ IFS Code                       : - .....

■ ADHAAR NO                   : - .....

(\*\*Submit photocopy of the 1<sup>st</sup> page of passbook, photo affixed, a/c number, name of the a/c holder, IFSC Code and other details clearly visible)

## UNDERTAKING

( No Active Admission )

I, .....Candidate Name....., son/daughter of .....Father's Name....., residing at.....Address....., hereby declare that I am not currently enrolled in any other CTS (Craftsmen Training Scheme) course at any ITI.

I understand that as per the guidelines, trainees with active admission are not allowed to enrol in another CTS course simultaneously. I also acknowledge that if it is found that I am enrolled elsewhere without informing the ITI, my current admission is liable to be cancelled.

I hereby undertake that the above statement is true to the best of my knowledge and belief and I will be held responsible for any false declaration.

**Signature of the Guardian**

**Signature of the Trainee**

**UNDERTAKING**  
(Rules and Regulations)

I Shri .....

S/o, ..... admitted at Govt. ITI..... in the  
trade ..... for the session 20\_\_ - 20\_\_ hereby undertakes to abide by  
by the following rules and regulations of the institution :-

1. **Confirmation of Admission:** Admission of trainee in a particular trade shall be confirmed and treated as final on submission of the duly signed allotment letter and other prerequisites for admission within stipulated time.
2. It is also declared that all information inclusive of statement of marks obtained in examinations, furnished in the application for admission, are correct and accurate.  
Any suppression or distortion of facts detected later will render the admission of the candidate liable for cancellation. I understand that the authorities will have right to take necessary steps as they may think fit.
3. **Caution Money deposit:** The caution money is refundable to a trainee on satisfactory completion of the course. Caution money deposits which are not claimed within six months after completion of training, and in the case of trainees who discontinue their training or struck off due to any reason prior to its completion be forfeited to the Government.
4. **Dress Code:** Trainees shall follow the dress code of the ITI strictly from the 1<sup>st</sup> day of training.
5. **Holidays:** Trainees are allowed to avail the same number of holidays as declared by the Government of Tripura from time to time.
6. **Leaves Admissible:**
  - (a) Casual leaves of 12 days per year subject to maximum of 10 days consecutively.
  - (b) Medical leave of 15 days in case of illness duly supported by medical documents from registered medical practitioner. A further period not exceeding 3 weeks for one-year trade course and 6 weeks for 2-year trade courses shall be granted in continuation or in addition to 15 days absence on medical grounds at the discretion of the Principal. However, the trainee will be required to submit written application for leave within 7 days of his/her absence from the institution.
  - (c) Special leave on private affairs may be allowed to a trainee for 10 days at the discretion of the Principal and his decision will be final in this regard. No Stipend will be admissible during the period of special leave to a trainee.
7. **Unauthorized absence:** In case of absence up to 7 consecutive days of a trainee from the institution, a written warning in the form of letter/email/sms shall be issued on first occasion and the parents of the trainee will be required to appear before the Principal. If the offence is repeated, trainee will be discharged from Institution. No stipend will be paid for period of unauthorized absence.
8. **Suspensions/Discharge:** A trainee found guilty of unsatisfactory progress in training, or having less than 80% attendance at any time during the course of training or indulging in acts of indiscipline and misconduct shall be discharged from the institute. Decision of the Principal or any Authorized person/Committee constituted for this purpose will be final in this regard. If any investigations of allegations against a trainee suspected to be involved in acts of indiscipline or misconduct are pending, the trainee shall be placed under suspension. However, no stipend will be paid to a trainee who has been suspended for misconduct.
9. **Forbidden Activities:**
  - (a) Ragging in any form is strictly prohibited.
  - (b) Keeping inappropriate materials & gambling and playing cards, consumption of liquor or any other addiction.
  - (c) Disfiguring or otherwise damaging institutional property.
  - (d) Any form of gambling, rude behaviour, use of violence in any form, offences of cognizable nature, casteism, communalism, or practice of untouchability or any other inappropriate conduct.
  - (e) Trainees are not allowed to take part in any subversive forum or any kind of strike.
  - (f) In case of violation of the above, action taken by the Principal shall be final.
10. Trainees will be also required to accept and abide by any order/instruction issued by the Principal in any form from time to time. In case of non-compliance of any such order, Principal will issue a show cause notice which is to be replied by the trainee within 7 days from date of issue. In case of no reply or unsatisfactory reply, Principal will have full authority to struck –off the trainee and expel him from the Institution.

Signature of the Guardian

Signature of the Trainee