

Uploading of the updated copies of "The Apprentices Act, 1961 (as amended in 2014)" and "The Apprenticeship Rules, 1992 (as amended in 2019)" on the respective State-level portals-reg.

From : Yoginder Kumar <yoginder.kumar@nic.in>

Wed, Jul 10, 2024 01:45 PM

Subject : Uploading of the updated copies of "The Apprentices Act, 1961 (as amended in 2014)" and "The Apprenticeship Rules, 1992 (as amended in 2019)" on the respective State-level portals-reg.

To : apcet trg <apcet.trg@gmail.com>, subutabin@rediffmail.com, dectempt@yahoo.com, Director Employment and Training Bihar <det-bih@nic.in>, 311jste@gmail.com, dettrg@rediffmail.com, Shri Shivam Teotia <dept-htedu-dd@daman.nic.in>, Mr. Bhupesh Chaudhary <dirtte.delhi@nic.in>, Director <dir-ct.goa@nic.in>, director-det@gujarat.gov.in, itisharyana@gmail.com, traininghp@rediffmail.com, jkdte1@gmail.com, directorate et jh <directorate.et.jh@gmail.com>, direttoreandt@gmail.com, Dr. Veena N Madhavan IAS <director.trg@kerala.gov.in>, dtesdladakh@gmail.com, sadiqu06@gmail.com, director stenobpl <director.stenobpl@gmail.com>, director@dvet.gov.in, dectmeg@gmail.com, skillmizoram@gmail.com, Mr Reghu G <reghu.g.od@nic.in>, Labour Commissioner Puducherry UT <lc@py.gov.in>, Director Technical Education <dtepunjab@punjab.gov.in>, dte trg raj <dte.trg.raj@gmail.com>, directorctsesikkim@gmail.com, detchennai32@gmail.com, cet telangana <cet.telangana@gmail.com>, trainingtripura@gmail.com, info dte <info.dte@gmail.com>, dteu@rediffmail.com, bappaditya71@gmail.com, SAMC MP <apprenticeship@mp.gov.in>, apprenticeship mp <apprenticeship.mp@gmail.com>, prlsecd-sdt@gmail.com, S.D Sundaresan <sd.sundaresan@arn.gov.in>, Mita Guha <seed-deptt@assam.gov.in>, Principal Secretary <seclab-bih@nic.in>, Abhijit Vijay Chaudhari <secd-edu@chd.nic.in>, dr alokshukla <dr.alokshukla@gmail.com>, Ashish Mohan <ceodp-dmn-dd@nic.in>, R. Alice Vaz <pstechedu@nic.in>, secedu-sect goa <secedu-sect.goa@gov.in>, secded@gujarat.gov.in, Priyatu Mandal <tedusecd-hp@nic.in>, asgarsamoon@gmail.com, Labour Secretary Jharkhand <sec-labour-jhr@nic.in>, acs skill <acs.skill@karnataka.gov.in>, Dr Vasuki K IAS <secd.labour@kerala.gov.in>, psectecedu@gmail.com, asitforest@gmail.com, prsecdtetsd@gmail.com

Cc : Atul Kumar Tiwari <secd-msde@nic.in>, Shreeshail Malge <shreeshail.m@gov.in>, VS Arvind <vs.arvind@gov.in>, Ramesh Babu.N <nr.babu@nic.in>, Hema Vazirani <hema.vazirani@nic.in>, Arpana Singh <arpanasingh.dgt@dgt.gov.in>, Monika Goswami <mg.goswami@gov.in>, Lone msde <Lone.msde@gmail.com>, neel kamal1 <neel.kamal1@in.ey.com>, pangkhuri borgohain <pangkhuri.borgohain@nsdcindia.org>, surbhi sharma <surbhi.sharma@nsdcindia.org>, harshit rana <harshit.rana@nsdcindia.org>, disha saxena <dishasaxena@in.ey.com>, Ritika Narang1 <Ritika.Narang1@in.ey.com>

Respected Sir/Madam

As you are aware that Apprenticeship training in India is administered under the framework of "The Apprentices Act, 1961" and "The Apprenticeship Rules, 1992". Till date, The Apprentices Act, 1961 has been amended five times, with the recent-most amendment done in 2014. Following the 2014 Act amendment, The Apprenticeship Rules, 1992 have been accordingly amended in 2019.

2. In order to ensure effective implementation of the apprenticeship training across the country, it becomes essential to ensure the availability of the **updated** copies of "The Apprentices Act, 1961" and "The



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Apprenticeship Rules, 1992" there under.

3. In view of the above, you are requested to upload of the **updated copies** of "The Apprentices Act, 1961 (as amended in 2014)" and "The Apprenticeship Rules, 1992 (as amended in 2019)" **respective/concerned State-level portals.** (A copy of the same is enclosed herewith for perusal).

4. Once updated, you are requested to kindly share the updated links/ URLs of your respective State portals hosting the updated versions of "The Apprentices Act, 1961" and "The Apprenticeship Rules, 1992" to the undersigned by Friday of the next week, i.e. **19th of July, 2024.**

5. In case, the recent most versions of "The Apprentices Act, 1961" and "The Apprenticeship Rules, 1992" are already hosted on your State-level portal(s), you are requested to kindly share the links/ URLs of the same.

सादर/Regards,

योगेन्द्र कुमार/Yoginder Kumar,

सहायक निदेशक/Assistant Director.

शिक्षता प्रभाग/Apprenticeship Division.

कौशल विकास एवम् उद्यमिता मंत्रालय / Ministry of Skill Development & Entrepreneurship,

भारत सरकार / GOVT. OF INDIA,

कौशल भवन, न्यू मोती बाग/ Kaushal Bhawan, New Moti Bagh,

नई दिल्ली /New Delhi - 110001.



— Apprenticeship Rules 1992.pdf
1 MB

बिहार सरकार
श्रम संसाधन विभाग
निदेशालय नियोजन एवं प्रशिक्षण (प्रशिक्षण पक्ष), बिहार, पटना।

ज्ञापांक—टी 2/शिक्षु-02/2023.....2057/

पटना, दिनांक—26.07.2024

प्रतिलिपि—सभी प्राचार्य, औ० प्र० संस्थान (महिला एवं LWE सहित)/सभी सहायक निदेशक (शिक्षु) को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

2. आई० टी० मैनेजर, श्रम संसाधन विभाग, बिहार, पटना को The apprentices Act, 1961 (as amended in 2014)" and " The apprenticeship Rules, 1992 (amended in 2019)" को State Level Portal पर अपलोड करने हेतु प्रेषित।

संयुक्त निदेशक (LWE)
निदेशालय नियोजन एवं प्रशिक्षण
(प्रशिक्षण पक्ष), बिहार पटना

File No. MSDE-10(1)/2020-AP (PMU)/-Pt.
Government of India
Ministry of Skill Development and Entrepreneurship

Office Memorandum

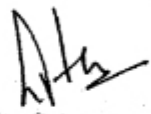
New Delhi 11th March, 2020

SUBJECT: Clarification on utilization of Corporate Social Responsibility funds of industries/establishments on Apprenticeship Training under Apprentices Act, 1961(amended 2014)

This has reference to activities to be undertaken as Corporate Social Responsibility (CSR) enlisted in Schedule VII of the Companies Act, 2013 wherein "Skill Training" is already covered under item no. (ii) of Schedule VII of the Act.

As per circular from Ministry of Corporate Affairs dated 12/2 2016 (copy enclosed), Industries/establishments are permitted to utilize their Corporate Social Responsibility(CSR) funds for Apprenticeship Training which include expenditure on Basic Training and stipend payable to apprentices, under Apprentices Act, 1961(amended 2014) as under

- I. Industries/establishments having employee strength above 30 - it is **obligatory** for them to engage apprentices minimum 2.5% and maximum 15%, hence any expenditure on Apprenticeship Training over and above of 2.5% i.e. minimum mandate as per Apprentices Act, can be booked under CSR funding.
- II. Industries/establishments having employee strength between 4-29 - it is **not obligatory** for them to engage apprentices, however, they are permitted to engage apprentices minimum 2.5% and maximum 15% , hence any expenditure on Apprenticeship Training can be booked under CSR funding.
- III. Industries/establishments having employee strength 3 or less – they are not permitted to engage apprentices hence no expenditure on Apprenticeship Training can be booked under CSR funding.


(Anita Srivastava)
Joint Director
Apprenticeship Training AP (PMU)

To,
Chairman/CMDs of PSUs as per list enclosed.

Dir. (AT)

1004
12/2/16

Government of India
Ministry of Corporate Affairs

Subject: - Approved record of discussion of the meeting regarding Sub-Group of Chief Ministers on Skill Development held on 31st December, 2015.

Prime Minister's office may refer to their ID Note, No.360/31/c/29/2015/ES-2, dated 05.01.2016 on the subject cited above with respect to the record of discussions of the meeting held on 31.12.2015 of the Sub-Group of Chief Ministers on 'skill development'.

2. One of the discussion reads as follows:

"The Ministries of Corporate Affairs and Skill Development and Entrepreneurship may examine the option of allowing use of CSR funds in large industrial clusters for skill training related to the cluster activities".

3. The matter has been examined in the Ministry in the light of provision of section 135 of the Companies Act, 2013 and rules made thereunder read with General Circular issued on 18.06.2014.

4. In this connection it is stated that the activities to be undertaken as Corporate Social Responsibility (CSR) are enlisted in Schedule VII of the Companies Act, 2013. 'Skill training' is already covered under item no. (ii) of Schedule VII of the Act.

5. Further, the Apprentices Act, 1961 read with the rules, mandates apprenticeship training to 'any area or any industry in any area' as notified by Central Government from time to time. Companies which are covered under the Apprentices Act shall undertake 'skill training' under the Apprentices Act 1961. These companies can also undertake 'skill training' from their CSR funds over and above the requirement under the Apprentices Act. The companies which do not fall under the Apprentices Act can undertake 'skill training' under the provisions of Corporate Social Responsibility.

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6. General Circular dated 18.06.2014 issued by this Ministry already clarifies that expenses incurred by companies for the fulfillment of any Act/ Statute of regulations (such as Labour Laws, Land Acquisition Act etc.) would not count as CSR expenditure under the Companies Act. No further amendment / clarification is required to be issued by Ministry of Corporate Affairs in this regard.

7. This issues with the approval of Secretary, MCA.

Encl:

1. General Circular
2. Schedule VII



(Seema Rath)

Deputy Director-CSR

Tel: 011-23384657

Prime Minister's Office (Shri Mayur Maheshwari, Deputy Secretary)

M/o Corporate Affairs UO No. 07 /01/ 2016- CSR dated 10.02.2016

Copy to:

✓ Shri Rohit Nandan,
Secretary (TPL)
Ministry of Skill Development and Entrepreneurship
New Delhi.

2. Current status

2.1. Since the time data capturing through the online portal began in year 2016, around 6.68 lakh trade apprentices are undergoing/completed apprenticeship training across organizations in different sectors throughout the country under the Apprentices Act, 1961. During current Financial Year, as on 15th September, 2019 approximately 2.08 Lakh apprentices are engaged in designated or Optional trades.

3. Amendments in the Apprentices Act, 1961 and Apprenticeship Rule-1992

3.1. The Government brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and the youth. Major changes introduced in the amendments included replacing the restrictive system of trade wise and unit wise regulation of apprentices, introduction of optional trades, bringing in the service sector under the ambit of apprenticeship, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

The 36th Meeting of the Central Apprenticeship Council (CAC) was held on July 10th 2019 in New Delhi. The Council approved various amendments to the Apprenticeship Rules, 1992. These amendments have been notified vide in extra ordinary Gazette of India Vide GSR 686 (E) dated 25th September, 2019.

4. Potential available for Apprenticeship Training

4.1. The performance of Apprenticeship Training is not commensurate to the size and rate of growth of economy in Country. There are a large number of establishments where training facilities are available but these facilities have not been utilized because such establishments express their inability to come under the purview of the Apprentices Act 1961 citing lack of support from Government. Thus, a large number of training facilities remain unutilized thereby depriving youth of the benefits of Apprenticeship Training and industry to prepare their future productive workforce using apprenticeships.

4.2. There are about 50 lakh employees in Central Public Sector Enterprises including PSUs, PSBs etc. If these establishments engage apprentices even up to the mandatory minimum limit of 2.5% of the total manpower strength, the number could reach 1, 25,000. Large private sector enterprises can further add to this intake. Besides, there are a large numbers of establishments in MSME sector which come under the ambit of the Act, but their participation in implementation of apprenticeship training has not been optimal. There are about 21 lakh MSMEs having 6 or more workers. Even if each establishment engages one apprentice, the number of apprentices could be 21 lakhs. Therefore, there is a huge potential for apprenticeship training in the country.

File No. MSDE- 01(01)/2018-AP (PMU)
Government of India
Ministry of Skill Development and Entrepreneurship

New Delhi, dated 1st October, 2019.

To

1. All the State Apprenticeship Advisors (As per list enclosed)
2. All the Regional Directors, Regional Directorate of Skill Development and Entrepreneurship (as per list enclosed)
3. Chief Executive Officer, NSDC

Subject: Updated Guidelines (as on 1st October, 2019) for implementation of National Apprenticeship Promotion Scheme (NAPS).

Sir/Madam,

This is in continuation of this office letter of even number dated 30th September, 2019 forwarding therein updated Guidelines for NAPS.

2. The above guidelines have been revised to include the amendments made in the Apprenticeship Rules, 1992 as per Notification No.MSDE-01(02)/2019-AP(PMU) published in the Gazette of India, Extraordinary dated 25th September 2019.

3. A copy of the revised Guidelines for implementation of National Apprenticeship Promotion Scheme (NAPS) as per Operational Frame Work for Apprenticeship in India is enclosed herewith. The revised Guidelines are in supersession of all previous guidelines issued in this regard.

Yours faithfully,


(T. Nanda Kumar)

Under Secretary to Government of India
Email: tnanda@gov.in

Encl: As above

Copy for information to:

- i. PS to Secretary, MSDE
- ii. PS to AS(RA), DGT, MSDE
- iii. PS to JS(KCG), MSDE
- iv. Sr. Economic Advisor, MSDE
- v. DDG (Apprenticeship Training), DGT, MSDE
- vi. Director, AT, DGT, MSDE
- vii. Senior Head, Apprenticeship Division, NSDC
- viii. Shri Hitesh Kumar, ADT, IT Cell, DGT, MSDE with the request to forward the Guidelines to the State Governments, RDSDEs and to upload them on the web portal.

GUIDELINES FOR IMPLEMENTATION OF
"NATIONAL APPRENTICESHIP PROMOTION SCHEME"
(AS PER OPERATIONAL FRAME WORK) FOR APPRENTICESHIP IN INDIA
(Updated as on 1st October,2019)

1. Background

1.1. The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of this Act.

1.2. The National Policy of Skill Development and Entrepreneurship 2015, launched by the Hon'ble Prime Minister on 15th July, 2015, focuses on apprenticeship as one of the key programs for creating skilled manpower in India. The Government is working pro-actively with industry including MSME sector to facilitate a ten-fold increase in apprenticeship opportunities in the country by 2020.

1.3. Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. After undergoing apprenticeship training, candidates become equipped to easily adapt to the industrial environment unlike applying for regular employment.

- It is one of the most important modes of training in terms of quality of training, practical learning and enhanced employability of candidates.
- It is the most promising skills delivery vehicle in the Industrial/training ecosystem of the country as it provides for structured and rigorous training in a real working environment which helps apprentices to acquire skills and adapt to the workplace.
- It gives apprentices a real chance to put acquired skills into practice and helps them to gain confidence in a working environment.

1.4. Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those fresher candidates who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. Basic Training is imparted to the fresher apprentices for acquiring a reasonable ability to handle instruments /Machineries/ Equipment independently prior to being moved to Shop Floor/Work Area for practical training / On-Job Training. It usually accounts for 20-25% of the duration of the overall apprenticeship training but can vary depending on the specific requirement of the curriculum. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.

1.5. The Apprentices Act, 1961 makes it obligatory for employers who have a workforce of 30 employees or above (sum of total regular and contract employees), to engage apprentices in designated trades and/or "optional trades" across the manufacturing, services, trading sectors etc. For establishments having work-force of 4-29 employees, engagement of apprentices is optional. However, establishments with 3 employees or less, are not permitted to engage apprentices. Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 15 per cent. of the total strength of the establishment including contractual staff, subject to a minimum of 5 per cent. of the total to be reserved for fresher apprentices and skill certificate holder apprentices.

1.6. Under each of the two broad trade specific categories of designated trades and optional trade, there can be following categories of apprentices:

- trade apprentices who have passed out of ITIs,
- fresher trade apprentices class 8th, 10th and 12th pass outs
- graduate apprentices who are graduates in engineering or non-engineering courses,
- technician apprentices who have passed out of Polytechnics,
- technician(vocational) apprentices who have passed out of a 10+2 vocational training course
- apprentices who are perusing their graduation/diploma courses
- apprentices who have passed out of any NSQF aligned Short term training Course including courses under the PMKVY/DDUGKY/MES
- fresher apprentices from amongst those who are class V pass & above who are not covered under any of the afore-mentioned categories but meet the Educational/technical qualifications as specified in the course curriculum .

A new "Operational Framework for Apprenticeship in India (Including National Apprenticeship Promotion Scheme)" was launched on 15th July, 2018, with an aim to make apprenticeship engagement smoother both for the industry and the youth. Ministry of Skill Development and Entrepreneurship (MSDE) will coordinate the implementation of apprenticeship including National Apprenticeship Promotion Scheme (NAPS) across the country through the Directorate General of Training (DGT) and its Regional Directorates of Skill Development and Entrepreneurship (RDSDEs), National Skill Development Corporation (NSDC), State Skill Development Mission (SSDMs), Sector Skill Councils (SSCs), State Apprenticeship Advisers (SAAs), various Chambers of Commerce, Industry Associations and MSME associations across the country. Government bodies like DGT, RDSDE and SAA will be involved in implementation of training for designated trades across the country whereas NSDC, SSCs, SSDMs, Chamber of Commerce, Industry Associations etc. will be involved in implementation of training for optional trades under Apprenticeship in the country.

5. Incentivizing Establishments

5.1. Apprenticeship training provides for an industry-led, practice-oriented, effective and efficient mode of formal training and hence strengthening of apprenticeship training needs to be given a high priority.

5.2. Although On-the-Job-Training/Practical Training facilities are available with the employers, they are not able to engage apprentices as they do not have basic training facilities. Employers are not interested to outsource basic training to other training providers, as they have to bear the basic training cost to be paid to the basic training providers and also the stipend payable to apprentices during the basic training period.

5.3. Keeping in view the importance of Apprenticeship Training, the "National Apprenticeship Promotion Scheme" was approved by the government. The scheme was notified by the Ministry of Skill Development & Entrepreneurship (MSDE) Government of India on 19th August 2016 providing for financial support to the industry undertaking apprenticeship programmes under the Apprentices Act, 1961.

6. National Apprenticeship Promotion Scheme

The scheme is for:

- (i) Sharing of 25% of prescribed stipend subject to a maximum of INR 1500/- per month per apprentice to all apprentices with the employers.
- (ii) Sharing of cost of basic training with Basic Training Providers (BTP) up to a maximum of INR 7500 per trainee for a maximum of 500 hours calculated @ INR 15 per hour.

6.1. Objective of the Scheme

The main objective of the scheme is to promote apprenticeship training and to increase the engagement of apprentices from 2.3 lakh during August, 2016 to 50 lakh cumulatively by year 2020.

6.2. Components of the Scheme

The scheme has the following two financial support components:

- 6.2.1.** Sharing of 25% of prescribed stipend subject to a maximum of INR 1500/- per month per apprentice with the employers. The stipend support would not be given during the basic training period for fresher apprentices
- 6.2.2.** Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to INR.7500/- for a maximum of 500 hours calculated @

INR 15 per hour. There is a provision to fund basic training for 10 lakh apprentices till March 2020.

6.3. Scope of the Scheme

This scheme will cover all categories of apprentices except apprentices which are covered under National Apprenticeship Training Scheme (NATS) administered by Ministry of Human Resource Development.

6.4. Scheme Targets

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-19 and 20 lakh apprentices in 2019-20.

6.5. Implementing Agencies

6.5.1. The Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) under the control of Directorate General of Training (DGT) are the implementing agencies in their respective states/ regions in respect of all "Designated Trades" under the Act for all establishments coming under the central government jurisdiction. National Skill Development Corporation (NSDC) and CEOs of the Sector Skill Councils under the control of NSDC are the implementing agencies in their sectors in respect of "Optional Trades" for the establishments under the Central Government jurisdiction. The State Governments will also be encouraged to appoint SSCs as Apprenticeship Advisers for implementation of optional trade within their States for both public and private sector entities.

6.5.2. The respective State Governments are the appropriate authorities in respect of any establishments other than those coming under the Central government jurisdiction. State Apprenticeship Advisers (SAA) are implementing agencies in their regions in respect of all "designated trades" as well as "optional trades" for State Public Sector Units and private establishment falling under their jurisdiction as per the Apprentices Act 1961. They may also appoint the Mission Directors of the respective State Skill Development Missions (SSDMs) to act as implementing agency for all establishments under the state government jurisdiction, in respect of "Optional Trades". They can also consider appointing SSCs as implementing agency for all establishments under the State Govt. jurisdiction, in respect of Optional trades.

6.5.3 Funds shall be provided by MSDE, in advance, to DGT, NSDC and other implementing agencies like SSA and SSDM based on realistic estimated requirement for the current FY, utilization certificate in respect of funds released earlier and physical **achievements during previous years**. Funds to SSA and SSDM will be released through **State Treasury**. However, funds to establishments, actually engaging apprentices will be released on reimbursement basis by implementing agencies based on the total stipend paid by them to apprentices.

6.6. Key Features

6.6.1. Wider option for the apprentices-integration with other schemes

Courses under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Modular Employable Skill (MES) courses under Skill Development Initiative (SDI) of erstwhile DGE&T or courses approved by State Government/Central Government shall be linked with apprenticeship training. These courses will be given status of optional trades & the relevant practical content for on-the-job training shall be added by respective course approving authority.

6.6.2. Ease of Administering through technology

A specially designed online portal "www.apprenticeshipindia.org" shall be used for administering the entire implementation of the Apprenticeship Training on line. It shall facilitate the requirements of all key stakeholders as under.

For Industry

- Online registration
- Online posting of apprenticeship opportunities
- Online uploading of course curriculum
- Search & shortlisting of candidates' specific to sector, trades, region, etc.
- Issue offer letters to candidates for engaging as apprentices
- Submit contract of apprenticeship on-line for approval by the concerned Apprentice Advisor/Additional/Joint/Assistant Apprenticeship Advisor (herein after referred to as the concerned authority)
- Monitoring of apprenticeship training
- On-line submission of returns and records
- On-line submission of claims under NAPS.
- Online reimbursement of Government share under NAPS

For candidates

- On-line registration indicating their preferred sector/trades of choice
- Sending application to potential employers for apprenticeship training.
- Online receipt and acceptance of offer letters from establishments
- Process all necessary contractual obligations online.
- Posting preferred apprenticeship opportunities, place of Basic Training, Basic Training Provider (BTP) specific to sector, trades and region.

For DGT/RDSDEs/NSDC/SAA / SSDMs in respect of their jurisdictions

- Register/ Approve contracts of apprenticeship

- Monitor the implementation of apprenticeship training
- Processing online reimbursement of 25% of prescribed stipend subjected to a maximum of INR1500/- per month per apprentice to the establishments.
- Processing Payment for basic training costs to BTP on line.

For Basic Training Provider (BTP)

- Online registration
- Posting basic training seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc. for Basic Training
- Provide basic training to apprentices who have been sponsored by an employer/establishment after execution of contract with apprentice
- Placement of apprentices for on-the-job training with employer after basic training.
- Online submission of claims for reimbursement of Basic Training costs with appropriate authorities.

The Apprenticeship Portal will also facilitate time bound approval of contract of apprenticeship by the concerned authority (wherever applicable under the provisions of the Act or conditions under NAPS), act as a centralized database for compliance and monitoring, online verification of candidates profile, uploading of results after assessment by the concerned authority after assessments by DGT /SSCs/ any other authority specified by Government from time to time & issue of certificates to apprentices.

6.6.3. Involvement of States/UTs

As per the Apprentices Act, monitoring of apprenticeship training in State Public Sector Undertakings and Private Sector Establishments is done by the respective State Governments.

States have a very important role in implementing the programme as most of the smaller Industries and MSMEs come under the State jurisdiction. Hence sensitizing the states & State Skill Development Missions (SSDMs) & also officers up to the District level, on the intent of the reforms becomes critical & a matter of priority. The **District Skilling Committees** being promoted by both the Central and State governments will be mandated to identify apprenticeship opportunities in their district and ensure appropriate utilisation of same.

6.6.4. Promoter and Facilitators/Third Party Aggregators (TPA)

Since this scheme involves multiple stakeholders, the role of facilitators or Third Party Aggregators (TPAs) becomes important for mobilizing the apprentices, mapping their preferences with the demand from the establishments for apprenticeship opportunities posted on the portal, and helping the establishment in identifying Basic Training Providers. TPAs shall be engaged as per the guidelines issued by MSDE for their selection.

7. Communication campaign

- (i). **Workshop/Seminars**
Meetings/Workshops will be organized with all stakeholders including CII, FICCI, ASSOCHAM, Sectorial Associations and local industry chambers/clusters
- (ii). **Publicity & advertisements** using both print and electronic media.
- (iii). **Brand Ambassadors**
Appointing Brand Ambassadors for states and for local industrial clusters to act as facilitators and promoters to promote apprenticeship training. Brand Ambassadors may be from large, medium and small industries. They will be actual practitioners & will include those employers who have/are engaging apprentices. Brand ambassadors will be formally recognized by granting them certificates/badges.

8. Implementation plan

8.1. Eligibility of Employer to run Apprenticeship Programmes

The employers interested to avail the benefits of the scheme must fulfill the following:

- (i). A person who employs four or more persons to do any work in an establishment for remuneration
- (ii). Employer shall engage apprentices in a band of 2.5% to 15% of the total strength of the establishment
- (iii). Employers must have EPFO/ESIC/Factory/Cooperative /MSME registration number.
- (iv). Employers must have TIN/TAN /GST/SGST number.
- (v). Employers must register on the apprenticeship portal.
- (vi). Employers must have bank account linked with Aadhaar/Pan No.

8.2. Eligibility of Apprentice

An apprentice is a person who has executed a contract of apprenticeship with the employer for apprenticeship training under the Act.

A. Apprentices can be engaged from the following categories:

- (i). Trainees passed out from ITI courses
- (ii). Trainees under dual-learning mode from ITIs
- (iii). Trainees who have completed any NSQF aligned Short Term Course including PMKVY/DDUGKY/MES
- (iv). Graduates /candidates, pursuing graduation courses/Diplomas courses in any stream or 10+2 vocational certificate holders

- (v). Candidates who possess minimum educational qualification required for a trade and have not undergone any formal trade training (Fresher apprentices).
- B. Apprentice must possess minimum of 14 years age, educational and physical qualification prescribed for the trade and other requirements of the Apprentices Act, 1961.
- C. Other requirements
 - (i). Every apprentice has to register on the portal.
 - (ii). Every apprentice must have an Aadhaar Number/any other prescribed document.

8.3. Eligibility of Basic Training Providers

Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training to apprentices

A. Types of BTPs:

- (i). National Skill Training Institutes(NSTI), National Skill Training Institutes for Women, NSTI(W)
- (ii). Government/Private Industrial Training Institutes (ITIs) having grade 1 and above affiliated to NCVT/DGT
- (iii). Government & Private Training Centers approved by NSDC under its SDMs/SMART portal & Pradhan Mantri Kaushal Kendras (PMKK)
- (iv). Industries/ establishments with "In-house basic training facility".
- (v). Basic Training Centre set up/supported by Industry/Industry Clusters/ Chambers/Association
- (vi). Stand-alone Basic Training Centers like Polytechnic, Universities, and Engineering & Management Colleges.
- (vii). Training Centres empanelled with State Governments and/or other Government of India schemes

B. Concerned Authority for BTPs under the Apprenticeship Act/rules Guidelines:

The concerned authority to deal with all approvals /issues regarding BTPs under the Apprenticeship Programme in case of Designated Trades will be the DGT/RDSDE and in case of Optional Trades, it will be the NSDC.

C. Selection of BTP:

- (i). NSTI and NSTI (W) are designated as pre-approved BTP in related trades. RDSDE shall approve and allot them a BTP registration number online.
- (ii). Government/Private Industrial Training Institutes (ITIs) already affiliated to NCVT/DGT having grade 2.0 and above are pre-approved BTP in NCVT/DGT affiliated trades. For ITIs having grade 1 to 1.99, have to apply through Apprenticeship portal using their NCVT/DGT affiliation MIS code.
- (iii). Government & Private Training Centers approved by NSDC under SDMs/SMART. & PMKKs provided that they have spare capacity to run them
- (iv). BTP will have to apply through portal for registration
- (v). RDSDE for designated trades and NSDC for optional trades will review the application of BTP
- (vi). RDSDE/NSDC as per their jurisdiction, will arrange for physical inspection of BTP by a committee constituted for this purpose.
- (vii). Submission of inspection report on-line by the committee.
- (viii). Review of inspection report and approval of BTP by RDSDE/NSDC, as per the BTP pertaining to their jurisdiction.
- (ix). Selection and offer to BTP on-line by RDSDE/NSDC, as per the BTP pertaining to their jurisdiction.
- (x). Ministry will slowly move towards a uniform process of approval of BTPs for both designated and optional trade in due course of time

D. BTPs interested to avail the benefits of the scheme must fulfill the following:

After approval, they can get registered-

- (i). BTP must be registered on the "apprenticeship.gov.in" portal (for Designated Trades) and apprenticeshipindia.org (for Optional Trades). The two portals will get merged into one integrated portal shortly.
- (ii). BTP must have an Aadhaar/ Pan linked Bank Account.

8.4. Fields under apprenticeship training

Apprenticeship training can be provided to apprentices across all Industry sectors including manufacturing, services and trading. These can be broadly

categorized under two categories as under:

- (i). Designated trade-Designated trade means any trade or occupation as notified by the Government. As on 31st July 2018, there are 261 designated trades are available for apprenticeship training as notified on the portal.
- (ii). Optional trade- All Apprenticeship courses approved by SSCs but not included as part of "Designated trade"

8.5. Duration of Apprenticeship training

Apprenticeship Training consists of Basic Training and on the-Job-Training/Practical Training at the workplace in the industry. Duration of apprenticeship training for designated as well as optional trades is 6 to 36 months. Basic training exemption for different routes for getting the financial benefits of the scheme will be as follows:

Routes of Apprenticeship Training	Basic Training Exempted
ITI Pass Outs	Yes
Graduates(only for optional trades)	Yes
Diploma Holders	Yes
All Pass Outs from the NSQF aligned courses including PMKVY/DDUGKY etc.	Yes
Pursuing Graduation/ /Diplomas	Yes
Fresh Apprentices	No

Note- Exemption in basic training is only in case the candidate opts for Apprenticeship training in a course related to his qualification as specified in the curriculum of each course separately. It is expected that candidates exempted from Basic Training have enough knowledge to enable them to undertake OJT, without the need to go through Basic Training.

8.6. Contract of apprenticeship

Contract of apprenticeship must be done between apprentice and the employer. All contracts of apprenticeship under Designated Trade must be registered with the appropriate "Apprenticeship Advisor". For Optional Trades, the contract of apprenticeship must be registered with the appropriate "Apprenticeship Advisor" to make them eligible for financial support under NAPS.

8.7. Examination and certification

After completion of apprenticeship training, apprentices will need to go through an assessment conducted by DGT/SSC/Establishment/NSQF

awarding bodies. Certificates will be awarded to apprentices on the basis of marks secured by the apprentice. In case of DGT/SSC exam, practical will be conducted by the establishments engaging the apprentices and theory will be in the form of an online exam conducted by DGT/SSCs/ NSQF awarding bodies.

In case the employer opts for NAPS (or even without NAPS in case the establishment opts for Joint certification), the assessment will be conducted jointly by the concerned Sector Skill Council & the establishment. The theory part of this assessment would be in online mode conducted by DGT/SSC concerned while the practical would be conducted by the employer at the shop floor premises and would be evidence based. In such cases, the certificates will be awarded to apprentices on the basis of assessment done jointly by the establishment and DGT/ concerned Sector Skill Council.

In case of apprentices of Dual System of Training (DST) in ITIs, their exam would be conducted by DGT as per the examination guidelines of DST. The successful candidates shall be eligible for NTC certificate and not NAC certificate.

9. Processing of Claims under NAPS.

9.1. Payment of reimbursement claims towards stipend support to the Employers under NAPS

- I. The prescribed stipend, shall be paid to apprentices by the establishment on a monthly basis through the Aadhar linked bank accounts of apprentices (or any other prescribed bank account in case of NE states & J&K). For this purpose, the employers are required to seek bank details from the apprentices.
- II. Establishments are required to upload a proof for payment of full amount of stipend to the apprentice along with the attendance particulars. Government of India's share will be reimbursed on a quarterly basis by the respective agency i.e. DGT/RDSDE/SAA in respect of Designated Trades & NSDC/SSDMs in respect of Optional Trades. The entire processing of such claims will be online. (Here on after defined as the relevant authority)
- III. The respective agency will verify the information uploaded by the establishment and on confirmation of the training conducted and full amount of stipend paid, they will reimburse the payment to establishments' bank account on receipt of claims in prescribed format from the employers on line at the end of each quarter, subject to on- line verification of payment of stipend to the apprentices.
- IV. Payment for last quarter shall be made only after apprentices appear for the assessment
- V. Payment for each quarter shall be made only after adjusting for dropouts.

9.2. Sharing of Basic Training Cost to Basic training Providers under NAPS

The following procedure shall be adopted under the scheme for payment of basic training cost i.e. INR 7500/- per apprentice for maximum of 500 hours calculated @ 15 per hour:

The respective agency will make the payment towards cost of basic training to Basic Training Providers through their bank account on the advice of the establishment which has engaged the TP to conduct the basic Training. For the basic training of 500 Hours, payment of INR 5000/- per apprentice as basic training cost shall be made after successful completion of basic training and the remaining basic training cost i.e. INR. 2500/- per apprentice shall be paid after completion of apprenticeship training by the apprentice & upon his/her being successful in appearing in the assessment process in respect of courses where Basic Training & OJT is being done sequentially. In case where the Basic Training & OJT is being done simultaneously, the payment will be made @ INR 10/- per hour at the end of each month. The remaining INR 5/- per hour will be released after the completion of apprenticeship training by the apprentice & upon his/her being successful in appearing in the assessment process.

10. Monitoring of the establishments

Monitoring is required to ascertain the status of implementation of the scheme. Therefore, it is expected that 5% to 10% of the total beneficiary establishments under the scheme would be subject to actual physical verification every year by the concerned authority under the Act. They will be selected on a random basis by a computerized processes.

11. Eligibility and role of Brand Ambassadors

- (i). Those who Have undergone apprenticeship training and are successful in their field.
- (ii). Employers engaged or engaging apprentices.
- (iii). Those selected/appointed by the MSDE

Brand ambassadors will be paid @ INR 2500/- per day whenever they are invited for any workshops/seminar/meeting. They would also be reimbursed travel expenses at actuals whenever they are required to travel not exceeding INR 1000/- per visit.
