



# NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board(s) of Apprenticeship Training / Practical Training  
Autonomous body under Department of Higher Education,  
Ministry of Human Resource Development, Government of India



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PROCESS MANUAL

Version 2.0/2017

## Table of Contents

### Contents

1.0	Background .....	8
1.1	Objective .....	8
1.2	Intended Users .....	8
1.3	Concept.....	8
1.4	Apprenticeship Training Scheme.....	8
1.4.1	Introduction .....	8
1.4.2	Vision .....	9
1.4.3	Mission.....	9
1.4.4	Objectives of the Apprenticeship Training .....	9
1.5	Apprentices Act, 1961 .....	9
1.5.1	Enactment of the Apprentices Act, 1961.....	9
1.5.2	Apprentices (Amendment) Act 1973, 1986 & 2014.....	9
1.6	The Apprenticeship Rules, 1992.....	10
1.6.1	Amendments of the Apprenticeship Rules, 1992 (June, 2015) .....	10
1.7	Authorities .....	11
1.7.1	Central Apprenticeship Council (CAC).....	11
1.7.2	Ministry of Human Resource Development.....	11
1.7.3	Board of Governors .....	11
1.7.4	Regional Boards.....	12
1.8	Implementation Structure .....	14
1.9	Benefits of National Apprenticeship Training Scheme to Stake Holders .....	15
1.9.1	Benefits to Establishments.....	15
1.9.2	Benefits to Institutions .....	15
1.9.3	Benefits to Students .....	15
1.10	Monitoring Guidelines for National Apprenticeship Training Scheme .....	16
1.11	Apprentices Tracer Study.....	17
1.11.1	The Research methodology:.....	17
1.11.2	Sample data collection process:.....	18
1.11.3	Data analysis and Processing: .....	18
1.11.4	Specific findings of the study:.....	18

1.11.5	Recommendations:.....	18
1.12	Reports.....	18
1.12.1	Need of Reports.....	18
1.12.2	Reports for Public - Annual Reports.....	19
1.12.3	Reports for Ministry - Reports on DGT &PM Skill Development.....	19
1.12.4	Reports for Regional Boards - Periodical Reports.....	20
1.13	Procedure for implementation of NATS.....	20
2.0	Enrolment for NATS.....	20
2.1	Student Enrolment.....	21
2.1.1	Eligibility Criteria.....	21
2.1.2	Documents required.....	22
2.1.3	Enrolment Guidelines.....	24
2.1.4	Terms & Conditions.....	25
2.1.5	Enrolment Form.....	26
2.1.5.1	Constituents of the Form.....	26
2.1.5.2	Declaration.....	26
2.1.5.3	Post Submission.....	27
2.1.5.4	Seniority Rules.....	27
2.1.5.5	Expiry of Student Enrolment.....	27
2.1.6	Verification of Student Details.....	27
2.1.7	Student dashboard.....	27
2.1.8	Process Flow.....	28
2.2	Institution Enrolment.....	29
2.2.1	sEligibility Criteria.....	29
2.2.2	Documents Required.....	29
2.2.3	Enrolment Guidelines.....	29
2.2.4	Eligibility Criteria to enroll Students.....	30
2.2.5	Terms & Conditions.....	31
2.2.6	Enrolment Form.....	32
2.2.6.1	Constituents of the form.....	32
2.2.6.2	Declaration.....	33
2.2.6.3	Post Submission.....	33
2.2.6.4	Expiry of Institute Enrolment.....	33

2.2.6.5	Profile Validation .....	33
2.2.6.6	Bulk Upload.....	34
2.2.7	Institute Dashboard.....	34
2.2.8	Process Flow.....	35
2.3	Establishment .....	35
2.3.1	Eligibility Criteria.....	35
2.3.2	Documents required .....	36
2.3.3	Enrolment Guidelines.....	36
2.3.4	Student's eligibility criteria to be engaged as Apprentice .....	38
2.3.5	Terms & Conditions .....	39
2.3.6	Enrolment Form .....	41
2.3.6.1	Constituents of the form.....	41
2.3.6.2	Declaration.....	41
2.3.6.3	Post Submission .....	42
2.3.6.4	Expiry of Establishment Enrolment.....	42
2.3.6.5	Profile Validation .....	42
2.3.7	Establishment Dashboard.....	43
2.3.8	Process Flow.....	43
3.0	Facilitate Training Placement (FTP) / Interface Module / Panel.....	44
3.1	Objective .....	44
3.2	Outcome.....	45
3.3	Interface for Establishment .....	45
3.3.1	Raising the request.....	45
3.3.2	Selecting the list of Students.....	46
3.3.3	Approving the Panel Request .....	47
3.3.4	Post Approval of Panel Request.....	47
3.3.5	Sending Call letter to students for selection .....	47
3.3.6	Send Award letter for final selection.....	48
3.4	Interface for Students applying for establishments.....	48
3.4.1	Eligibility Criteria.....	48
3.4.2	Raising the request.....	49
3.5	Process Flow.....	50
3.5.1	Establishment requests for Apprentices .....	50

3.5.2	Students applying directly for training in Establishment .....	51
4.0	Contract Creation .....	51
4.1	Pre-requisite .....	51
4.2	Contract Creation Process .....	52
4.2.1	Validating Date of Joining .....	52
4.2.2	Searching for Student ID(s) .....	52
4.2.3	Create Contract .....	53
4.2.3.1	Raising the request .....	53
4.2.3.2	Acceptance by the Student .....	55
4.2.3.3	Approval of the Contract creation request .....	55
4.2.3.4	Exception Handling .....	55
4.2.3.5	Listing of created contracts .....	56
4.2.4	Contract Registration Notification .....	56
4.3	Contract Amendment .....	56
4.3.1	Approval Flow .....	57
4.4	Contract Novation .....	57
4.4.1	Create Request .....	57
4.4.2	Approval Flow .....	58
4.4.3	Business Rules .....	58
4.5	Contract Termination .....	58
4.5.1	Notify Absence .....	58
4.5.2	Terminate Contract .....	58
4.5.3	Approval Flow .....	59
4.5.4	Business Rules .....	59
5.0	Periodic Site Visit .....	59
5.1	Site Visit – BOATs/BOPT Officer .....	59
5.1.1	New Site Visit .....	60
5.1.2	Saved Site Visit .....	61
5.1.3	Completed Site Visit .....	61
5.1.4	Raise exemption request .....	61
5.2	Site Visit – Director .....	61
5.2.1	Exempting Establishment .....	61
5.2.2	Business Rules .....	62

5.3	Site Visit – Establishment.....	62
5.4	Searching Establishment and Student Feedback .....	62
5.5	Capturing Location.....	63
6.0	Record of Process .....	63
6.1	Baseline values .....	63
6.1.1	Entering Values.....	63
6.1.2	Generating Template .....	64
6.1.3	Uploading the Template.....	64
6.1.4	Approving the Template .....	64
6.1.5	Processing the Template.....	65
6.2	Quarterly Assessment.....	65
6.2.1	Capturing progress for each quarter.....	65
6.2.2	Generating Template .....	65
6.2.3	Uploading the Template.....	66
6.2.4	Approving the Template .....	66
6.2.5	Processing the Template.....	66
6.3	Approval Flow.....	67
6.4	Bulk ROP Approval .....	67
7.0	Issuance of Certificate of Proficiency .....	67
7.1	Pre-requisite.....	67
7.2	Workflow .....	67
8.0	Stipend claim reimbursement.....	68
8.1	Pre-requisite.....	68
8.2	Workflow .....	69
8.3	Record of Progress.....	70
8.4	Raising a Stipend Request.....	70
8.4.1	Establishment.....	70
8.4.2	DAK register.....	71
8.4.3	Claims Section.....	71
8.4.4	Junior Accounts Officer .....	71
8.4.5	Accounts Officer (AO).....	71
8.4.6	Bill Generation .....	72
8.4.7	Voucher Section.....	72

8.4.8	Approving the Request.....	73
8.4.9	Release / Dispatch.....	73
9.0	Annexure .....	73
9.1	Definitions and Acronyms .....	73
9.2	List of annexures .....	74
10.0	Change Log .....	75
10.1	Document Version History .....	75

## 1.0 Background

To promote transparency and accountability amongst all the stakeholders related to implementation process of National Apprenticeship Training Scheme (NATS) and to empower the stakeholders through e-governance tools.

### 1.1 Objective

This manual is intended to inform the stakeholders to understand the implementation of NATS, and get the details of their participation in it.

### 1.2 Intended Users

- Students / Aspirants
- Apprentices
- Establishments
- Institutes
- BOATs/BOPT
- Public

### 1.3 Concept

After Independence of our country the importance of industrialisation was emphasized by the Government of India in order to provide the job opportunities for the vast majority of the population. Accordingly massive industrialisation started in the late 50's and the need for trained labour was very much felt. The various skills needed for the industries were also identified. The then ITIs could not meet the skill requirements of the industries as the no. of trades in which the trained manpower available was limited. Hence to meet the requirements of the industries further the Govt. of India decided to utilize the facilities of the industries for training purpose and thus the Apprenticeship training was thought of and The Apprentices Act, 1961 was enacted in the Parliament during December, 1961 and was implemented with effect from 1.1.63.

### 1.4 Apprenticeship Training Scheme

#### 1.4.1 Introduction

Apprenticeship Training is one of the oldest social institutions, and it was initially introduced in India by the Indian Railways followed by the Defence Department. Private establishments like Tata Iron and Steel Company Ltd., Jamshedpur, also initiated apprenticeship training in 1921.



Further in the Five Year Plans, expansion of technical education was stressed upon, and on the recommendations of the Scientific Manpower Committee, the then Ministry of Education, Government of India, started a 'Practical Training Stipendiary Scheme' in 1949-50 for providing practical training to fresh engineering graduates and diploma holders for facilitating to get gainful employment. During this training a stipend of Rs. 150/- per month was paid to the graduates, while Rs 75/- per month was paid to the diploma holders (which was further revised to Rs 100/- per month).

#### **1.4.2 Vision**

To create skilled technical manpower for the Nation by utilizing the training facilities available in industries by imparting quality training to the apprentices.

#### **1.4.3 Mission**

To deliver quality training to the apprentices and help them to realize their potential and achieve their life long aspirations by providing them high quality 'on the job' training.

#### **1.4.4 Objectives of the Apprenticeship Training**

To facilitate fresh Graduates and Diploma Holders in Engineering/ Technology/ Architecture/ Pharmacy/ Hotel Management & Catering Technology, and (10+2) level Vocational course Pass outs to acquire 'on the job' training in Industries/ Establishments and thus to make them more employable.

## **1.5 Apprentices Act, 1961**

### **1.5.1 Enactment of the Apprentices Act, 1961**

In the meanwhile, The Apprentices Act was enacted in 1961, for providing practical training to the Trade apprentices to enhance their technical competency. The erstwhile Directorate General of Employment & Training (DGE & T) under the then Ministry of Labour and Employment, Government of India, had been implementing this Scheme in the country through the respective State Governments, and Regional Directorates of Apprenticeship Training (RDAT). Now, recently Ministry of Skill Development and Entrepreneurship has been created under which Directorate General of Training (DGT) has been implementing the Scheme for Trade Apprentices.

### **1.5.2 Apprentices (Amendment) Act 1973, 1986 & 2014**

In view of improving employability among the engineers, the said Act was amended in 1973 to bring the training of engineering graduates and diploma holders under its purview, with an objective of giving them practical training under factory conditions thereby improving

their employment potential. These apprentices are termed as Graduate, Graduate Sandwich, Technician, and Technician Sandwich apprentices. In 1986, the Act was further amended to cover the Higher Secondary Vocational Certificate holders. The objective was that since vocationalisation implies education through work experience, adequate facility is to be provided for the vocational stream to learn the practical aspects of the subject through field studies and to supplement the institutional learning. The Apprentices thus covered are called Technician (Vocational) Apprentices. Recently, the provisions of the apprentices act is further amended in 2014, by including non-engineering category along with optional trade and changes in the penalty clause.

## 1.6 The Apprenticeship Rules, 1992

The Central Government after consulting the Central Apprenticeship Council (CAC) by notification in Official Gazette, makes rules for carrying out the provisions of the Apprentices Act, 1961. These Rules are termed as Apprenticeship Rules, 1992.

### 1.6.1 Amendments of the Apprenticeship Rules, 1992 (June, 2015)

The Apprenticeship Rules, 1992 is amended in June 2015. Some of the major amendments are given below:

- Industry to engage apprentices in the band of 2.5% to 10% of the company's total strength of employees, including contract workers. Industry is no more restricted to follow subject field wise notification.
- Companies are allowed to self-assess and submit reports
- Easy processes, through online portal, to enroll, register and process stipend claims in respect of apprentices
- Industry now free to introduce need based optional trades beyond the designated trades under this Act
- Companies operating in 4 or more States can now choose any one Regional Board for submission of all compliance documents
- Graduates of Arts, Science and Commerce etc. streams also eligible to undergo apprenticeship training under the Act

## 1.7 Authorities

### 1.7.1 Central Apprenticeship Council (CAC)

For formulation of National policy for Apprenticeship training the Central Govt. is advised by a tripartite advisory body called the Central Apprenticeship Council (CAC) constituted with the representative of Central as well as State Govt. employers and persons/ experts on matters relating to industry, Skill and Technical Education and representatives of All India council for Technical Education (AICTE) and regional Boards. The Union Minister of Skill Development is the Chairman, Union Minister of State/ Dy. Minister in charge of Education in the Ministry of HRD is the Vice Chairman and the Director of Apprenticeship Training in the Ministry of Skill Development (DGE&T) is the Secretary of the Central Apprenticeship Council (CAC). The Director of Apprenticeship Training is also appointed as the Central Apprenticeship Adviser and Addl. Apprenticeship adviser in the Ministry of HRD to look after Graduate/ Technician/ Technician (Vocational) Apprentices. The Central Apprenticeship Council Rules, 1962 is given in [Annexure Sec 9.2, item 2](#).

### 1.7.2 Ministry of Human Resource Development

Ministry of Human Resource Development, Government of India, has been implementing the National Apprenticeship Training Scheme (NATS) for the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices through its four Boards of Apprenticeship/Practical Training located at Chennai, Kanpur, Mumbai and Kolkata.

### 1.7.3 Board of Governors

The Board of Governors through the discussions made in its meetings held periodically in a financial year, monitor the progress of implementation of Apprenticeship Training Scheme as follows:

- a) At least three meetings of Board of Governors shall be conducted in each financial year.
- b) As a Sub-Committee of Board of Governors, meeting of Finance Committee shall be conducted to approve the budget allocation at the start of the financial year, review and report the financial status at specific times, and the decisions made regarding expenditure relevant to implementation of the Scheme shall be placed before the Board of Governors for approval.
- c) The target allocation on various counts to the individual officers should be placed in the Board of Governors' first meeting of the financial year, for its information, and suggestions / advises.

- d) The progress of implementation of Apprenticeship Training Scheme and all related matters shall be reported to and reviewed by Board of Governors for further advice / taking policy decisions.
- e) All the statistics pertaining to status of engagement, conduct of concomitant activities, tours undertaken by individual officers, status of court cases, and all the related issues shall be reported to the Board of Governors under standard agenda items.
- f) The Board of Governors may through its Sub-Committees constituted for specific purposes, carry out deliberations on the relevant issues, so as to formulate policies in regard to the Scheme.
- g) In each meeting of Board of Governors, turn by turn under a standard agenda item an officer will make a detailed presentation on the implementation of the Apprenticeship Training Scheme in the area under his/her purview. At the end of financial year all officers can also be asked to make such presentations, so as to give a complete picture of the Region.

#### 1.7.4 Regional Boards

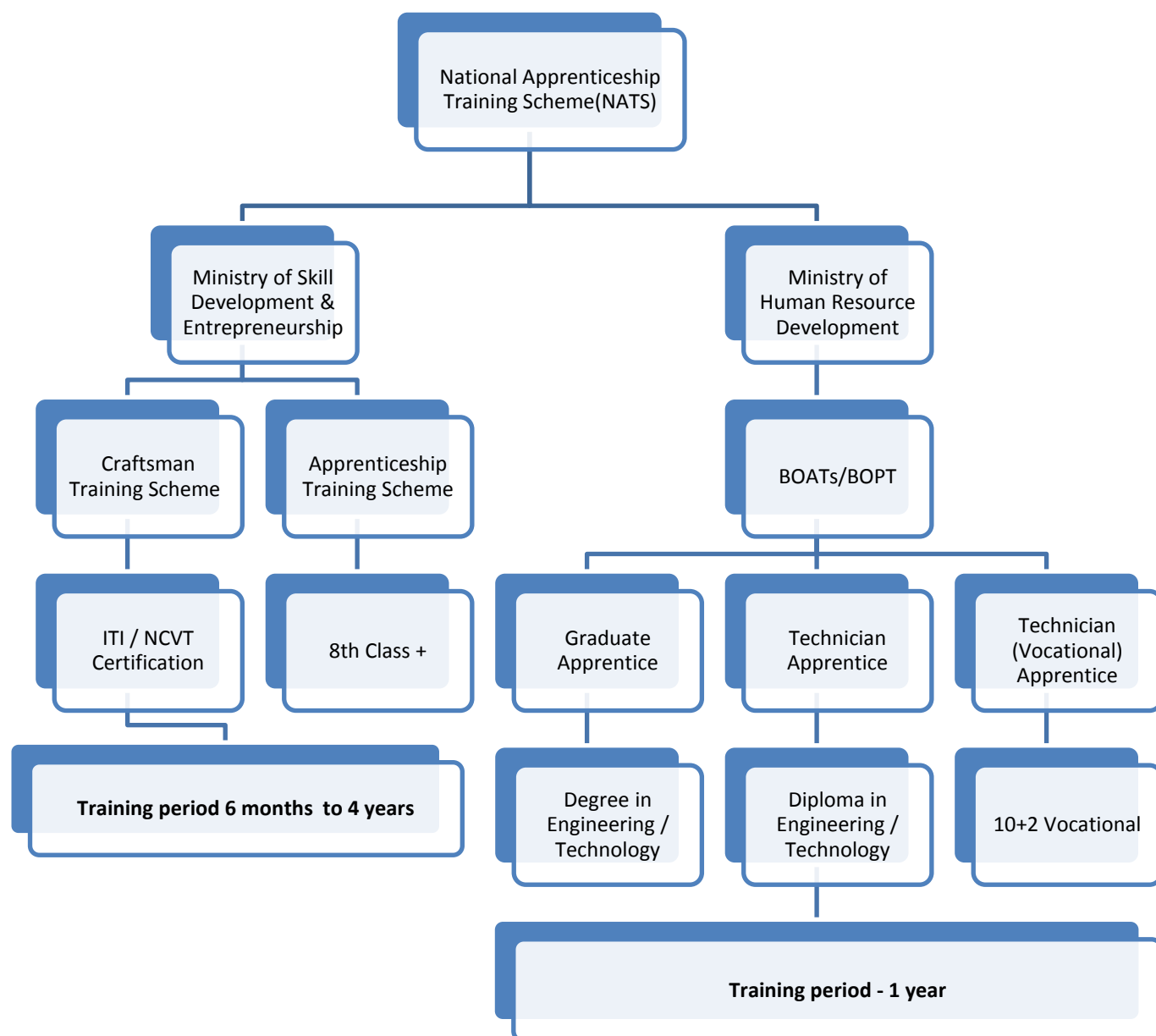
Four Boards located at Chennai, Kanpur, Kolkata and Mumbai are functioning for effective implementation of National Apprenticeship Scheme (NATS).

The following functions are carried out by the above Regional Boards.

- i. To implement the National Apprenticeship Training Scheme in respect of the Engg. Graduate, Technician, and Technician (Vocational) candidates under the Act.
- ii. To assess the establishments regarding totality of training facilities available and total strength and locate the seats for apprenticeship training.
- iii. To establish permanent liaisons between technical institutes and industries.
- iv. To secure and provide training facilities in different establishments both in the private and public sectors/ corporations for the fresh pass outs of technical institutions.
- v. To prepare programmes of training in consultation with the participating training establishments.
- vi. To monitor, check, and supervise the various training facilities provided by the establishments from time to time.
- vii. To disburse stipendiary share to the employers for the stipend paid by the employer to the apprentices.
- viii. To award Certificate of Proficiency to the apprentices who successfully complete their apprenticeship training.

- ix. To arrange dissemination of information on various aspects of practical training through documentation of literature, lectures, films and other media of communications.
- x. To provide expert and advisory services in the areas of practical training to both technical Institutions and Industry.
- xi. To conduct the following activities / events:-
  - a) Industry – Institute Interaction Meets organized for interaction of the industrial establishments with educational institutes, so as to facilitate the implementation of the NATS.
  - b) Centralized Camps for engagement of Apprentices (Apprentice Fair / *Bharti Mela*) in which candidates eligible to undergo Apprenticeship Training and the prospective establishments are invited at a common venue.
  - c) Career guidance programme (CGP) conducted for final year students in various institutions.
  - d) Supervisory development programme (SDP) conducted for the apprentices undergoing apprenticeship training, for in-calculating supervisory skills.
  - e) Entrepreneurship development programme (EDP) organized for motivating the candidates to opt for self-employment.
  - f) Special Camps organized for the officers of the establishments to enable them to submit the documents relevant to the NATS and to advise them on various issues.
  - g) Workshop / Consultation Meets with stakeholders, on various issues of Apprenticeship Training as and when required.

## 1.8 Implementation Structure



The basic differences between the Apprenticeship Training Scheme implemented by Ministry of Skill Development, for Trade Apprentices, and the one being implemented by Ministry of Human Resource Development, are:

- (i) Unlike as for the Trade Apprentices there is fixed period of one year for undergoing apprenticeship training, and no examination is conducted at the end of the training for the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices.

- (ii) 50% of the statutory stipend paid per month to the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices at the prescribed rate is invariably reimbursed to all the employer on receipt of their claims.
- (iii) A 'Certificate of Proficiency' is awarded by the Regional Boards of Apprenticeship / Practical Training to the apprentices after completing one year of apprenticeship training successfully, on the basis of the grade suggested by the employer.

## 1.9 Benefits of National Apprenticeship Training Scheme to Stake Holders

### 1.9.1 Benefits to Establishments

- Government of India is providing the financial support to the industries by way of reimbursing 50% of Government share of stipend paid to the apprentices
- Scheme helps the industries to develop human resources for their present and future manpower requirements
- Scheme facilitates one year lead time to observe the apprentices performance before providing regular employment
- Apprenticeship training scheme ensure continuous availability of trainees in the establishment
- Scheme enhances the establishment productivity
- No obligation towards providing permanent employment to the apprentices

### 1.9.2 Benefits to Institutions

- Bridging gap between class room learning & real world learning
- Feedback on competency requirement of industries
- Enhancing skill capacity of institutions to match industries requirements
- Interventional support in order to match demand & supply
- The students having lower percentage in their courses will also get facility for skill development and will get better employment opportunity
- Improved brand image due to better placement of their students

### 1.9.3 Benefits to Students

- Fulfills / matches, any gap, in so far practical/hands on experience.
- Your chances of getting selected in job interview increases many folds
- Enhances technical skills for making suitability in job absorption.

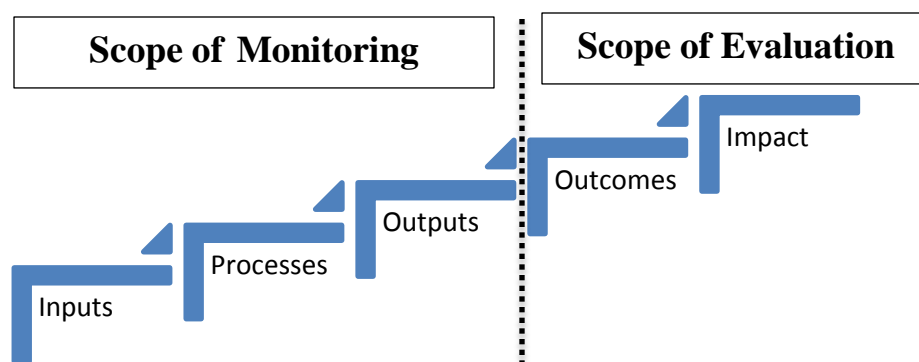
- Smoother transition from the world of education to the work in actual work environment.
- Direct exposure to technology (i.e. systems, works practices), concepts, values and environment.
- Trainees learn by doing. Coaching and instructing is done by supervisors.
- Knowledge and skills imparted and trainees are equipped with critically important core skills in problems solving, teamwork and communication.
- This training makes the apprentices not only fit for employment but also encourage them for becoming young entrepreneur of the Nation.
- Training improves overall personality and confidence level of the trainees.
- One year period of training is considered as work experience.
- Training offers opportunity of learning by doing and earning while learning.
- Certificate of proficiency is awarded along with skill assessment sheet after successful completion of training.
- Leading establishment also select students for employment based on skill assessment sheet and proficiency certificate.

## 1.10 Monitoring Guidelines for National Apprenticeship Training Scheme

National Apprenticeship Training Scheme (NATS) is to encourage skill development for Engg. Graduate / Diploma in Engineering and Intermediate Vocational Pass outs by providing skill based Certificate of Proficiency (COP) after successful completion of one year 'On the Job' training. The scheme is flagship program of Ministry of Human Resource Development (MHRD), Department of Higher Education, Government of India implemented by Regional Boards of Apprenticeship/ Practical Training.

A Logical Framework Approach (LFA) may be used for developing, monitoring framework for the scheme. The first part is to develop program logic and identify hierarchy of changes for the NATS. Second part is mapping the inputs, processes, outputs, outcomes, and impact for the program as per LFA. The third part is to identify indicators and detailed plan for collecting data for indicators and tracking the same at defined intervals. The figure below provides overall hierarchy of changes of delineation of scope for monitoring and evaluation.





Monitoring plan of the NATS aims to monitor the elements of inputs, processes and output of the program whereas evaluation of the Scheme will focus on outcome achieved and impact of the Scheme on various stakeholders as well as skill ecosystem. An LFA is developed for the NATS Scheme as follows:

#### LFA for NATS Scheme

Input	Processes	Outputs	Outcome	Impact
<ul style="list-style-type: none"> <li>Students</li> <li>Establishments</li> <li>Institutions</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment</li> <li>On Job training</li> <li>Assessment</li> <li>Stipend</li> <li>Certification</li> </ul>	<ul style="list-style-type: none"> <li>Create skilled technical manpower</li> </ul>	<ul style="list-style-type: none"> <li>Align the training in line with Global market needs</li> </ul>	<ul style="list-style-type: none"> <li>Encourage skill development for technocrats</li> <li>Increase productivity of the existing technocrats</li> </ul>

### 1.11 Apprentices Tracer Study

The aim of tracer study of Trained Apprentices under the Apprentices Act 1961 is to determine the outcomes of the Training provided to trainees in terms of relevant skills necessary for their entry into the job market. The data collected, information segregated, findings from the information, and recommendations on findings of the study will hopefully help to enhance the development of the National Apprenticeship Training Scheme (NATS), especially in the area of quality assurance, legal control framework and systematic delivery.

#### 1.11.1 The Research methodology:

The tracer study of Apprentices and the assessment of the current Apprenticeship Training Policies in meeting the Job market needs based on the following:

- Literature review of existing relevant documents and studies on tracer study of various schemes of Government of India and other countries.
- Consultation with Establishments, Institutes and Apprentices.
- Field survey of graduated Apprentices, with the retrospective approach for employers of the Apprenticeship Training Schemes.

#### **1.11.2 Sample data collection process:**

For this approach, a sample size of 10000 Apprentices will be considered across the country. A random sample of 100 employers of the Apprentices to be interviewed for their views on the level of satisfaction with regard to the trained apprentices for skills and performance level on the job. About 100 institutions would be selected for providing feedback on the benefits to their students.

#### **1.11.3 Data analysis and Processing:**

All the data collected from the filled in questionnaires will be processed using related software for analysis.

#### **1.11.4 Specific findings of the study:**

The major specific findings of the study will be suitably summarized.

#### **1.11.5 Recommendations:**

Based on the findings of the study the certain recommendations will be made to the competent authorities for consideration, to improve the effectiveness and relevance of training of Apprentices and to enhance their employability. The institutions must design relevant courses and Industries must prepare training programmes and activities consistent with the job market based on the outcome of the study. The findings also to be used to improve or enhance the employment opportunities and competitiveness of Apprentices.

## **1.12 Reports**

### **1.12.1 Need of Reports**

Report on National Apprenticeship Training Scheme is designed to help stakeholders through the information in a structured way, but also to enable them to find the information that they want quickly and easily.

### 1.12.2 Reports for Public - Annual Reports

- Number of Applications received /sponsored- Graduates & Diploma Holders with break –up details of SC/ST/ PwD/OBC /Min. of BOATs/BOPT.
- Number of Technician (Vocational) Applications received/sponsored of BOATs/BOPT
- State- wise & Subject –wise Number of Apprentices engaged (Graduate & technician) of BOATs/BOPT
- Region – wise & Subject –wise Number of Apprentices engaged (Graduate & technician) of BOATs/BOPT
- State- wise & Subject –wise Number of Technician (Vocational) Apprentices engaged of BOATs/BOPT
- Region- wise & Subject –wise Number of Technician (Vocational) Apprentices engaged of BOATs/BOPT
- State –wise & Sector –wise number of establishments, number of Training places secured and utilized in Graduates & Technician of BOATs/BOPT
- State- wise and subject –wise Utilisation of Technician under Sandwich pattern of BOATs/BOPT
- State-wise and sector-wise Number of Apprentices engaged ( Graduate & Technician) with break up details of SC/ST/PwD/Min. of BOATs/ BOPT
- Number of Applications sponsored- Graduates & Diploma Holders with break up details of SC/ST/PwD/Min. of BOATs/ BOPT
- State- wise & Sector –wise Number of Technician (Vocational) Apprentices trained with break up details of SC/ST/PwD/Min. and Girls of BOATs/BOPT
- Utilisation of Training places during the period (Bar Chart)
- Number of Apprentices trained during the year (Pie chart)

### 1.12.3 Reports for Ministry - Reports on DGT &PM Skill Development

- Monthly Report on PM's Skill Development
- Consolidated monthly Report on PM's Skill Dev. Of BOATs/BOPT
- Quarterly Progress Report ( Officers Specific) of BOATs/BOPT
- Quarterly Progress Report ( DGT Format) of BOATs/BOPT
- Quarterly Progress Report –Apprentices Position as on DD/MM/YYYY of BOATs/BOPT (DGT Format)
- Half Yearly Progress Report of BOATs/ BOPT ( DGT Format)
- Half Yearly Progress Report Apprentice Position as on DD/MM/YYYY of BOATs/ BOPT ( DGT Format)
- Special Reports
- State wise number of Candidates registered –BOATs/BOPT Under MHRD (Fortnightly)
- Region wise statement of Contract created –BOATs/BOPT Under MHRD (Fortnightly)
- State wise number of Contract created - BOATs/BOPT Under MHRD (Fortnightly)

- Region wise & Sector wise number of Candidates registered (Contract)- - BOATs/BOPT under MHRD

#### 1.12.4 Reports for Regional Boards - Periodical Reports

- Weekly Progress Report of BOATs/BOPT
- Consolidate Weekly Report on Physical Performance of BOATs/BOPT
- Weekly Progress Report on Utilisation of Training Slots by Industry of BOATs/BOPT
- Weekly Progress Report (COP) of BOATs/BOPT
- Weekly Progress Report ( Officers Specific) of BOATs/BOPT- Chairman Report
- Consolidate weekly Report to be submitted to Chairman (Officers Specific) of BOATs/BOPT
- Monthly Progress Report (Grad & Tech.) with Breakup details of SC, ST, PwD, Minority etc. of BOATs/BOPT
- Monthly Progress Report Tech.(VOC) with Breakup details of SC, ST, PwD, Minority etc. of BOATs/BOPT

### 1.13 Procedure for implementation of NATS

The Ministry of Human Resource Development (MHRD) , Department of Higher Education, Government of India is implementing Apprenticeship training scheme for Engineering Graduates, Diploma holders in Engineering and 10+2 (Vocational) certificate holders in central , state and private establishments through four regional Boards located at Kolkata, Mumbai, Chennai and Kanpur. The Boards shall make all round efforts for effective implementation of the Scheme by reaching out to maximum possible number of stakeholders (Establishment, Student and Institution) through the following activities:

## 2.0 Enrolment for NATS

As part of the process, all the stakeholders shall have provision to enter their details to get enrolled in the scheme. This shall be applicable for the following stakeholders:

- Students
- Institutions
- Establishments

## 2.1 Student Enrolment

Graduate Engineers, Diploma Engineers and 10+2 (vocational) certificate holders only through regular (full time) mode of education are eligible for enrolment for Apprenticeship training provided their Apprenticeship contract forms are registered by BOATs / BOPT within a period of 3 years from the date of passing the qualifying examinations.

After passing the qualifying examination, the student shall not have undergone / joined any Establishment as an apprentice and / or signed contract of Apprenticeship under the Act (or) shall not have work experience of one year or more. If the student is recruited for employment bound contract agreement under Section 22(2) of the Act through campus selection, such student's contract can also be registered.

After successful completion of enrolment, the student will receive system generated confirmation and the details are verified by the Regional Boards, post which the Establishments can select the students as Apprentices for training through the following single / multiple selection methods;

- a. Campus selection by the Establishment
- b. Establishment's own advertisement
- c. Participating in centralized pattern of selection
- d. Accessing enrolled student data from the portal

On selection as apprentice, as part of the selection process, the original certificates will be verified by the training Establishment before commencement of apprenticeship training.

### 2.1.1 Eligibility Criteria

1. As part of eligibility criteria, student will be presented with a set of interactive questions. The answers to these questions will be measured as a rule meter (Pass/Fail). This will determine ability of Student to progress to next step in the enrolment process.

The set of questions will be as below:

- Mode of the course they have completed
  - i. Regular
  - ii. Sandwich: Enrolment of Sandwich students shall be done only through the Institutions in which they are pursuing their sandwich courses duly approved by the Regional BOATs/BOPT.
- Category of their course
  - i. Graduate Engineer (Arts and Science category not supported at this point of time)

- ii. Diploma (Duration of Diploma can be 3 years after class 10<sup>th</sup> or 2 years after class 12<sup>th</sup>. One year Diploma is not allowed)
- iii. 10+2 (Vocational)

	Graduate	Diploma	10+2 (Vocational)
<b>Full-time</b>	Yes	Yes	Yes
<b>Sandwich</b>	Yes	Yes	NA

This option will be applicable for both Regular and Sandwich Students.

- The following three questions will be based on rules that can be set as master. The possible values will be Yes and No. If any one of the following is answered as “Yes”, Student will not be able to proceed with the process of enrolment. Following message will be displayed “You will not be able to proceed with the process of enrolment as <add Note text from below table>”

Rule	Description	Note text
1	Have you undergone any Masters (post-graduation) Course	Students who have completed Post Graduate qualification in Engineering (e.g. M.E / M.Tech / MBA) are not eligible for Apprenticeship training.
2	Have you undertaken any previous training as part of the apprenticeship programme (except for training undertaken as Sandwich student)	Students are eligible for apprenticeship training only once
3	Do have any Work Experience <b>of one year or more</b>	Students with work experience of one year or more are not eligible to apply

Once all the questions are answered as “No”, student can proceed to next section

### 2.1.2 Documents required

After the Student has gone through the eligibility criteria, they are required to keep the following documents ready for the next process

1. The following text will be displayed as first point.

**Dear Student,**

***Please ensure fulfillment of following eligibility criteria for further consideration of the students candidature by the training Establishment as an Apprentice under The Apprentices Act (herein after referred as "Act"). The following table provides Eligibility criteria for students based on their education qualification along with the documents/ information / data that are required before starting the enrolment process***

<b>Student Category</b>	<b>Educational Qualification</b>	<b>Documents / Information Required</b>
For Engineering Graduate as Graduate Apprentice	a) A degree in engineering or technology granted by statutory University. b) A degree in engineering or technology granted by an Institutions empowered to grant such degrees by an Act of Parliament. c) Graduate examination of Provisional bodies recognized by the Central Government as equivalent to a degree. d) A sandwich course student who is under-going training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above	a. University Regn. No / Roll. No/ Enrol. No b. List of elective subjects studied during Degree in Engineering / Technology c. Details of additional short term / certificate courses d. Provisional Degree Certificate / Consolidated Mark sheet
For Diploma Engineer as Technician Apprentice	a) A diploma in engineering or technology granted by a State Council or Board of Technical Education established by a State Government. b) A diploma in engineering or technology granted by a University. c) A diploma in engineering or technology granted by an Institute recognized by the State Government or Central Government as equivalent to (a) and (b) above.	a. Regn. No / Roll. No/ Enrol. No issued by DOTE / DTE / SBTE/University/diploma granting Institute b. List of elective subjects studied during Diploma in Engineering / Technology c. Details of additional short term / certificate courses d. Provisional Diploma Certificate / Consolidated Mark sheet

	d) A sandwich course student who is under-going training in order that he may hold a diploma mentioned in (a), (b) and (c) above.	
For (10+2) Vocational certificate holder as Tech (Voc) Apprentice	<p>a) A Certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognized by the All India Council for Technical Education.</p> <p>b) A sandwich course student who is under-going training in order that he may hold a certificate mentioned in (a) above.</p>	<p>a. State / Central Board of Voc. Higher Sec. Regn. No</p> <p>b. + 2 Certificate / Mark sheet</p>

## 2. Other documents to be kept ready for uploading in the portal

S.No	Document type	Mandatory
1	Any one of the Government ID ( Driving License, Voter, Passport, PAN card)	Yes
2	Aadhaar card	Yes
3	Valid Personal Email ID	Yes
4	Mobile number Will be required to enter OTP	Yes
5	Passport size photograph Format: JPEG, Size: Less than 200kb	Yes
6	Bank account details	No*

\* Bank account details is optional during enrolment, however it is mandatory at the time of contract creation.

### 2.1.3 Enrolment Guidelines

- Their Mobile number shall be validated with One time passcode (OTP)
- Their Name, Email ID and password shall be obtained to start the enrolment



process. Their email ID shall be used to log into the portal in future to complete the process of enrolment, in case it is incomplete.

- The education details collected shall be based on the category of the Student's course undertaken
- **Year of Passing (YoP)\* for Regular Students:** The possible values for "Year of Passing" will be displayed as a list based on below condition:

Until 31<sup>st</sup> July of a particular year, 3 years prior will be displayed as year of passing options. From 01<sup>st</sup> August, 2 years prior will be displayed. Current year will be added as option for year of passing from 01<sup>st</sup> April onwards.

Sample case for Year 2016

1. On 01-Mar-2016, YoP will be 2013, 2014, 2015
2. On 01-Apr-2016, YoP will be 2013, 2014, 2015, 2016
3. On 31-Jul-2016, YoP will be 2013, 2014, 2015, 2016
4. On 01-Aug-2016, YoP will be 2014, 2015, 2016
5. On 01-Sep-2016, YoP will be 2014, 2015, 2016

#### 2.1.4 Terms & Conditions

1. Students shall be required to read the Terms and Conditions (T&C) and accept to proceed further
2. T&C contents will be as below:
  - a. This enrolment is only for Apprenticeship Training under Apprentices Act
  - b. The selection of apprentices is done by the Establishments through the following single / multiple selection methods;
    - i. Campus selection by the Establishment
    - ii. Establishment's own advertisement
    - iii. Participating in centralized pattern of selection
    - iv. Accessing enrolled student data from the portal

Therefore students are required to be proactive and check the portal Dashboard regularly for all subsequent and relevant information.
  - c. All Communication from BOATs / BOPT will be sent through registered primary E-mail and mobile number. Students shall provide a valid Email ID and Mobile Number.
  - d. Multiple/duplicate entries of enrolment by the same student shall complicate the enrolment process and the student may be deprived of the chances of getting Apprenticeship Training.
  - e. After successful enrolment in the web Portal, students are not required to

come to BOATs / BOPT office for certificate verification. The original certificates will be verified by the training Establishment at the time of selection / signing of the Apprenticeship contract.

- f. The students are advised to carefully preview the details (especially name with initial, subject field, year of passing) entered, if required, the details can be edited before final submission.
- g. After successful completion of enrolment, the student will receive system generated confirmation.

### 2.1.5 Enrolment Form

The Enrolment form need to be filled by Students to complete their enrolment.

#### 2.1.5.1 *Constituents of the Form*

The enrolment form shall have the following sections to gather the details about the students.

- Personal Information
- Communication Details
- Education Details
- Training preference
- Bank account details
- Photo

#### 2.1.5.2 *Declaration*

The declaration note shall be agreed by the Student before the final submission of the enrolment form.

**Declaration note:**

I <Name of the student> son of <Mother Name > <mobile number (validated through OTP)> hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.

**2.1.5.3 Post Submission**

After the details are successfully submitted, the students shall be provided with a Student Enrolment Number.

**2.1.5.4 Seniority Rules**

1. Date of enrolment gets higher seniority irrespective of the year of passing
2. Seniority within community
3. Seniority within branch of specialisation
4. Seniority in the district to which the student belongs

**2.1.5.5 Expiry of Student Enrolment**

1. The student enrolment shall expire in three years from the month of graduation that was entered during enrolment.
2. The enrolment details of Students for whom contract registration is completed shall be maintained to enable the students to obtain their Certificate of Proficiency for a period of five years.

**2.1.6 Verification of Student Details**

The details of students who enroll shall be verified by BOAT/BOPT officials. The following details shall be verified for each enrolled student using the certificate and ID provided by the Student.

1. Name
2. Date of Birth
3. Branch of Study
4. Month & Year of passing
5. Certificate details
6. Aadhaar number
7. Bank account details will be optional at the time of enrolment but mandatory for contract creation

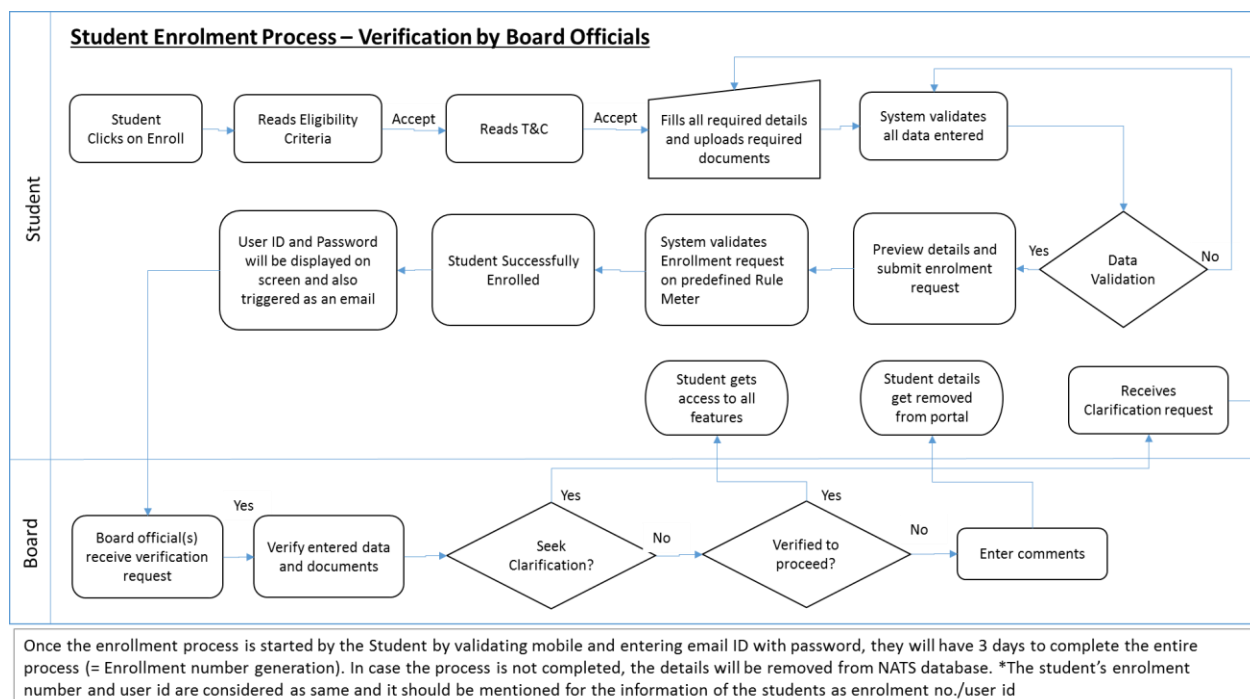
**2.1.7 Student dashboard**

Post successful enrolment completion and subsequent verification, student shall have access to the following facilities for apprenticeship training from their Dashboard –

- Update / modify / edit their details
- Obtain establishments details across the country

- Apply for establishments of their choice (as mentioned in [Sec 3.4](#))
- Apply to apprenticeship advertisement / fair (*mela*)
- Raise grievance
- Submit feedback post successful completion of apprenticeship training
- Download
  - Call letter for interview
  - Award letter for Apprenticeship training
- Track the quarterly skill assessment
- Download Certificate of Proficiency post successful completion of apprenticeship training

### 2.1.8 Process Flow



## 2.2 Institution Enrolment

The Institutions offering graduate, diploma, and vocational (10+2) programmes can also enroll Students directly in bulk after approval

### 2.2.1 Eligibility Criteria

Please ensure fulfilment of following eligibility criteria for further consideration of the enrolment submitted to be approved under The Apprentices Act (herein after referred as “Act”). The following are the list of documents that is needed to complete the enrolment process:

1. Institution approval document in PDF format with the maximum size of 1MB (which needs to be uploaded):
  - AICTE/DOTE/DTE/ for Engineering college and Polytechnic Colleges
  - Government Approval for (10+2) Higher Secondary Vocational Schools / Intermediate Vocational Junior Colleges

### 2.2.2 Documents Required

2. Subject wise student strength available in the final year batch
3. Address for Communication
4. Details of Chairman/Principal/Training & Placement Officer
5. Valid Email ID and mobile number as all communication from BOATs / BOPT will be sent through E-mail and mobile

### 2.2.3 Enrolment Guidelines

1. Institution will have to read the Pre-enrolment guidelines, and then agree to the terms and conditions before proceeding with the process of enrolment.
2. As part of pre-enrolment guideline, Institution will be presented with a set of interactive questions. This answers to these questions will determine ability of Institution to progress to next step in the enrolment process.

The set of questions will be as below:

- First question is on the type(s) in which Institution wishes to register. Institution can opt for one or more from the list below (multi-select).
  - ii. Engineering College
  - iii. Polytechnic College
  - iv. Vocational Higher Secondary School / Intermediate (Vocational) Junior College
- Second question will be on availability of approval for each type selected as

part of question (a)

- i. Institution will be required to upload approval documents against each type of question (a).
  - ii. All documents should be self-attested by the Institution, affixed with institution seal and uploaded in PDF format with maximum size of 1MB each.
- Third question will be on “Branch of Study” offered by the Institution. The branches for each type selected as part of question (a) will be displayed for selection in list format (multi-select)

All these three questions are required to be answered

2. Duplicate enrolment is not allowed for an institution for the same type. e.g. If a group has institution comprising Engineering and Polytechnic, they can enroll separately for Engineering and Polytechnic using unique Email ID and Mobile number for each category.

#### 2.2.4 Eligibility Criteria to enroll Students

1. The following table provides eligibility criteria for various category of students based on their education qualification who can be enrolled in the portal.

<b>Student Category</b>	<b>Educational Qualification</b>
For Engineering Graduate as Graduate Apprentice	a) A degree in engineering or technology granted by statutory University. b) A degree in engineering or technology granted by an Institutions empowered to grant such degrees by an Act of Parliament. c) Graduate examination of Provisional bodies recognized by the Central Government as equivalent to a degree. d) A sandwich course student who is under-going training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above
For Diploma Engineer as Technician Apprentice	a) A diploma in engineering or technology granted by a State Council or Board of Technical Education established by a State Government. b) A diploma in engineering or technology granted by a University. c) A diploma in engineering or technology granted by an Institute recognized by the State Government or Central Government as equivalent to (a) and (b) above. d) A sandwich course student who is under-going training in order that he may hold a diploma mentioned in (a), (b) and (c) above.

For (10+2) Vocational certificate holder as Tech (Voc) Apprentice	a) A Certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognized by the All India Council for Technical Education. b) A sandwich course student who is under-going training in order that he may hold a certificate mentioned in (a) above.
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2. Only list of immediate passed out students shall be uploaded; Institute must be aware that enrolment of students (including final year) before passing qualifying examination will not be permitted.
3. After passing the qualifying examination, the student must not have undergone / joined any Establishment either for job or for apprenticeship training under the Act.
4. The institution shall do the enroll process for their students.
5. General information required for all category of students

S.No	Document type	Mandatory
1	Student's ID card issued by the College	Yes
2	Aadhaar card	No
3	Valid Personal Email ID of the Student	Yes
4	Mobile number	Yes
5	Passport size photograph Format: JPEG, Size: Less than 200kb	Yes
6	Student's Bank account details	No

**Note:** All documents should be self-attested by Student and uploaded in PDF format with maximum size of 1MB each.

### 2.2.5 Terms & Conditions

Institutions shall be required to read the T&C and accept to proceed further.

- Only approved Institutions shall do bulk upload of the immediate passed out students / Sandwich Students.
- Enrolment number generated through bulk is also get shared to Students Email ID entered as part of the bulk upload process.
- Multiple/duplicate entries of enrolment is not permitted
- Institutions can preview the details and edit if required before final submission.
- All mandatory fields shall be entered to enroll successfully and get the enrolment number generated.
- After successful completion of enrolment, the institution will receive system

generated message.

- The institutes shall raise a query through email requesting the Administrator of the BOATs/BOPT to reissue the User ID and Password.
- Every Institutes shall update their profile during the month of August every year.
- Institution whose enrolment gets rejected can reapply after a period of 30 days.

#### 2.2.6 Enrolment Form

1. The system will not accept enrolment of Institutions who do not have valid email ID and mobile number. These two fields will be mandatory to share communication
2. Mobile: A One Time numeric Passcode (OTP) of 4 character length will be triggered to the institution to the mobile number they have provided. Institution will be required to enter OTP received in their mobile to complete the enrolment process.
3. Institution can review their details before going on with the final submission

##### 2.2.6.1 *Constituents of the form*

The enrolment form shall have the following sections to gather the details about the institutions.

- College Details
- Communication Details
- Training / Placement Officer Details
- Principal and Chairman Details
- Courses offered
- Placement record



#### 2.2.6.2 Declaration

The declaration note to the Institution shall be agreed before final submission of the enrolment form. Declaration note:

Declaration note:

***I <Name of the person entering the data> in my capacity as <designation> <mobile number (validated through OTP)> hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen and will abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.***

#### 2.2.6.3 Post Submission

On successful submission, enrolment number and password will be generated and displayed to the institution as well as shared over registered primary email ID and SMS.

#### 2.2.6.4 Expiry of Institute Enrolment

The login-id for Institution would never expire as long as they are updating profile details every year in the specified month

- a. Validation of profile update will be done every year on 01<sup>st</sup> September 12:15 AM using a scheduled batch job.
  - b. In case an institution does not update profile, the functionalities that can be performed shall be limited, till the update is fully completed
  - c. The Status of Institutions that do not update profile for two consecutive years will be marked as Inactive and will not be able to log into the system. They will need to contact the respective Board where they enrolled to get their ID re-activated.
2. All expired logins will be moved to an archive area to enable fetch data in future. (Archival policy will be revisited and implemented 6 months after going live)

#### 2.2.6.5 Profile Validation

All Institutions need to validate and update their profile during the month of August

- Items to be updated/validation

- Branch wise student strength
- Principal details
- Placement Officer details
- **Reminder**
  - Email and SMS will be sent on 15<sup>th</sup> of July every year reminding institutions to update their profile during the month of August
  - Second email and SMS will be sent to all institutions on 01<sup>st</sup> August with reminder of profile update
  - For institution's that have not updated profile as on 25<sup>th</sup> August, a third reminder will be triggered on 26<sup>th</sup> August
  - Daily reminder will be sent to institutions until 31<sup>st</sup> August in case profile has not been updated

#### **2.2.6.6 Bulk Upload**

Approved institutions will have capability to upload recently passed out students details in bulk. In addition, Institution can also upload Sandwich Students details in bulk.

1. Institutions shall have provision to upload Student information in bulk for the purpose of enrolment
2. Application shall display successful acknowledgement message if the bulk upload file is valid and accepted. Also system shall display number of student enrolled successfully and failures if any or any duplicate registration entries present in the acknowledgement screen.
3. Email shall be separately sent to the successfully registered Students along with the unique enrolment number and password details, post which Students can upload mandatory documents
4. Email shall be sent to the institution with the details of the enrolment number and password of the students

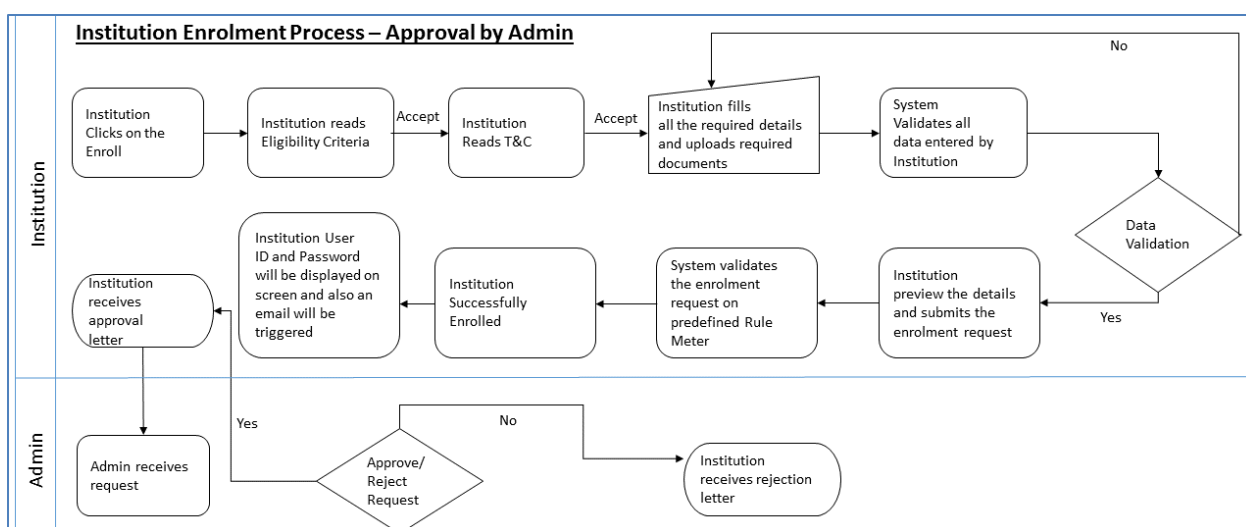
#### **2.2.7 Institute Dashboard**

Post successful enrolment completion and subsequent approval by centralised admin approver, Institute shall have access to the following facilities from their Dashboard:

- Update / modify / edit their details
- Obtain establishment details across the country
- Upload Sandwich students, provided the Institute is approved by BOATs/BOPT for those Sandwich courses
- Submit feedback request

### 2.2.8 Process Flow

Process flow for Institution enrolment and approval shall be based on the approving authority. The enrolled Institution can be approved by Admin.



## 2.3 Establishment

This section details the process of enrolment of Establishments that plan to train Graduate, Diploma and (10+2) Vocational Students under the Apprentices Act. The enrolment can be made directly by the Establishment.

### 2.3.1 Eligibility Criteria

All establishments with a minimum headcount from 7 to 39 numbers are eligible under the Apprentices Act. For establishments with a manpower head count of 40 and above shall have to engage the Apprentices mandatorily.

### 2.3.2 Documents required

The following documents are needed to complete the enrolment process.

1. Certificate of incorporation
2. PAN/TAN
3. Immediate past assessment year Income Tax return
4. Total manpower details (inclusive of regular on role, temporary, out sourced and contractual)
5. Details on internal complaint committee on sexual harassment of women at work place
6. Structured training module for a year
7. Brief profile about the establishment (type: PDF, size: less than 1MB)
3. Mobile number (OTP will be sent to this number)

**Note:** All documents should be self-attested by the Establishment, affixed with office seal and uploaded in PDF format with maximum size of 1MB each.

### 2.3.3 Enrolment Guidelines

1. Establishment shall have to read the enrolment guidelines, and then agree to the terms and conditions before proceeding with the process of enrolment.
2. The establishment shall be presented with a set of interactive questions. The answers to these questions will get measured as a rule meter (Pass/Fail). The following questions shall determine ability of Establishment to progress to next step in the enrolment process.
  - First question is on availability of “Certificate of Incorporation” (Yes/No)
    - i. If “Yes” is selected, details for “Certificate of Incorporation” will be collected and copy of the same shall be uploaded
    - ii. In case “Certificate of Incorporation” is not available, display following message:  
“Please be aware that Certificate of Incorporation is mandatory to enroll and avail services of this portal.”
  - Second question is on availability of PAN/TAN (Yes/No)
    - i. If “Yes” is selected, the PAN/TAN of the establishment shall be collected and a copy of the same shall be uploaded.
    - ii. PAN / TAN is mandatory for this process.

- Third question is on past assessment year Income Tax (IT) returns (Yes/No)
  - i. If “Yes” is selected, past assessment year income tax returns shall have to be uploaded by the establishment
  - ii. In case establishment states IT returns is not available for past assessment year, display following message:  
“Please be aware that past assessment year IT return is mandatory to enroll and avail services of this portal.”
- Fourth question is on total manpower (including Regular, Contractual, Casual, Outsourced and others)

Employee Count	Eligibility	Text
1-6	No	We are sorry to inform that the Establishment will not be able to engage Apprentices.
7-39	Yes	Thanks for your interest. Please proceed further.
40 and above	Yes	Thanks for your interest. Engagement of apprentices is mandatory for your Establishment. You are entitled to engage up to 25 % of your manpower. Please proceed further.

Based on the count selected, system shall display appropriate message. If option (1) is selected, the Establishment will not be able to proceed with the process of enrolment.

- Fifth question is on availability of internal complaint committee in regard of Sexual harassment of women at work place (Yes/No)
  - i. If such a committee is available the following details need to be uploaded
    1. Details of chairman with contact information
      - a. Name
      - b. Designation
      - c. Mobile Number
      - d. Email ID
    2. Brief working details of the committee (in 250 characters)
  - ii. In case no sexual harassment committee is available in the establishment, the following message will get displayed:

“Please be aware that availability of internal complaint committee in regard to sexual harassment of women at work place is mandatory and required to proceed with the enrolment process.”

- Sixth question is on the availability of structured training module (Yes/No)
  - i. If available, Structured training module with details of training for the period of one year needs to be uploaded
  - ii. In case structured training module is not available, following message will get displayed:  
“Please be aware that non availability of structured training module may delay the approval process.”
- Seventh question is on the type(s) in which Establishment wishes to register. Establishment can opt for one or more from the list below (multi-select).
  - i. Graduate
  - ii. Technician
  - iii. Vocational (10+2)
- Establishment shall mention their Corporate/Registered/Head Office and Factory/Workplace address are same

#### 2.3.4 Student’s eligibility criteria to be engaged as Apprentice

This section shall provide establishment with eligibility criteria details to engage Students as Apprentice based on their educational qualifications.

Student Category	Educational Qualification
For Engineering Graduate as Graduate Apprentice	a) A degree in engineering or technology granted by statutory University. b) A degree in engineering or technology granted by an Institutions empowered to grant such degrees by an Act of Parliament. c) Graduate examination of Professional bodies recognized by the Central Government as equivalent to a degree. d) A sandwich course student who is under-going training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above
For Diploma as Engineer Technician Apprentice	a) A diploma in engineering or technology granted by a State Council or Board of Technical Education established by a State Government. b) A diploma in engineering or technology granted by a University.

	<p>c) A diploma in engineering or technology granted by an Institute recognized by the State Government or Central Government as equivalent to (a) and (b) above.</p> <p>d) A sandwich course student who is under-going training in order that he may hold a diploma mentioned in (a), (b) and (c) above.</p>
<p>For (10+2) Vocational certificate holder as Tech (Voc) Apprentice</p>	<p>a) A Certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognized by State and Central Government.</p> <p>b) A sandwich course student who is under-going training in order that he may hold a certificate mentioned in (a) above.</p>

1. Graduate Engineers, Diploma Engineers and (10+2) Vocational certificate holders are eligible for registration as Apprentices provided their Apprenticeship contract forms are registered by BOATs / BOPT within a period of 3 years. Only students who have passed the qualifying examination can register for Apprenticeship Training.
2. After passing the qualifying examination, the student shall not have undergone / joined any Establishment as an apprentice and / or signed contract of Apprenticeship under the Act (or) shall not have work experience of one year or more.
3. If the student is recruited for employment bound contract agreement under section 22(2) of the Act through campus selection, such student's contract can also be registered under the section mentioned above.

### 2.3.5 Terms & Conditions

Establishments shall be required to read the T&C and accept to proceed further.

- Establishments / Industries registering with BOATs / BOPT are requested to upload the supporting documents (Certificate of incorporation, PAN/TAN, Immediate past assessment year Income Tax return, Total manpower details, Details on internal complaint committee on sexual harassment of women at work place, Structured training module for a year and Brief profile about the establishment) to BOATs / BOPT as mentioned in the guidelines.
- Please note that the system shall allow contract registration only within 7 days of the apprentice joining the training (as per the Act)
- In case the establishment has presence in minimum of four states across regions, they can enroll on pan India basis
- Please note that all the important communication shall be sent to the Establishments primary Email ID. Ensure entered Email ID is valid.

- Multiple/duplicate entries of enrolment shall not be permitted.
- The Establishment shall preview the details entered and if required the details can be edited before final submission.
- All mandatory fields shall be entered successfully, to get the enrolment number.
- After successful completion of enrolment, the Establishment shall receive system generated confirmation.
- Establishments / Industries shall have to pay stipend every month to the apprentices and the same shall be paid by 10th day of the following month. No deduction shall be made from the stipend for the period during which the apprentice remains on Casual Leave or Medical Leave.
- Payment of stipend to the Apprentice shall be made to the Apprentice's bank account through Electronic Clearing System (ECS). 50% disbursement of the statutory prescribed stipend amount shall be borne by BOATs / BOPT, only after validating the bank statement indicating payment of stipend.
- Attendance of the apprentices shall be captured using the Biometric attendance system or any other equivalent system.
- The quarterly progress of the apprentices shall be assessed and recorded on a regular basis. Stipend claim request can be raised only after approval of the progress report.
- The profile details of the Establishment shall be validated / updated every year in the month of August.
  - Man power details
  - Contact details
  - Latest IT returns
  - Structured Training Plan
- The Bank account is required to be held in the name of the Establishment only
- The notification to engage apprentices will be issued by BOATs / BOPT after physical verification of training facility.
- Please ensure the reservation of training places for Schedule Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and person with disability (PwD) as per the Act.
- A One Time numeric Passcode (OTP) of 4 character length shall be triggered to the establishment point of contact to the mobile number that has been provided. Establishment shall be required to enter OTP received in their mobile to complete the enrolment process.
- The establishments shall raise a query through email requesting the Administrator of the BOATs/BOPT to reissue the User ID and Password.



### 2.3.6 Enrolment Form

1. The system will not accept enrolment of establishments who do not have valid email ID and mobile number. These two fields will be mandatory to share communication
2. Mobile: A One Time numeric Passcode (OTP) of 4 character length will be triggered to the establishment to the mobile number they have provided. Establishment will be required to enter OTP received in their mobile to complete the enrolment process.
3. Establishment can review their details before going on with the final submission

#### 2.3.6.1 *Constituents of the form*

The enrolment form shall have the following sections to gather the details about the establishment.

- Company information
- Legal compliances (PAN / TAN / IT Returns)
- Communication Details
- Manpower Details
- Apprentices requirement for Current and the following years
- Infrastructure available for imparting training
- Bank Account details

#### 2.3.6.2 *Declaration*

The declaration note to the Establishment shall be agreed before final submission of the enrolment form. Declaration note:

***I <Name of the person entering the data> in my capacity as <designation> <mobile number (validated through OTP)> hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen***

***and will abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.***

#### **2.3.6.3 Post Submission**

On successful submission, enrolment number and password will be generated and displayed to the institution as well as shared over registered primary email ID and SMS.

#### **2.3.6.4 Expiry of Establishment Enrolment**

- The login-id for Establishment would never expire as long as they are updating profile details every year in the month of August. Validation of profile update shall be done every year on 01st September 12:15 AM using a scheduled batch job.
- In case an establishment does not update profile, the functionalities that can be performed will be limited all the T&C are completed
- The status of Establishments that do not update profile for two consecutive years will be marked as Inactive and will not be able to log into the system. They will need to contact the respective Board where enrolled to get their ID re-activated.

#### **2.3.6.5 Profile Validation**

All establishments need to validate and update their profile during the month of August

- Items to be updated/validated
  - Establishment details
  - Manpower details
  - Apprentice requirement
- Reminder
  - Email and SMS will be sent on 15<sup>th</sup> of July every year reminding establishments to update their profile during the month of August
  - Second email and SMS will be sent to all establishments on 01<sup>st</sup> August with reminder of profile update
  - For establishments that have not updated profile as on 25<sup>th</sup>

August, a third reminder will be triggered on 26<sup>th</sup> August

- Daily reminder will be sent to establishments until 31<sup>st</sup> August in case profile has not been updated

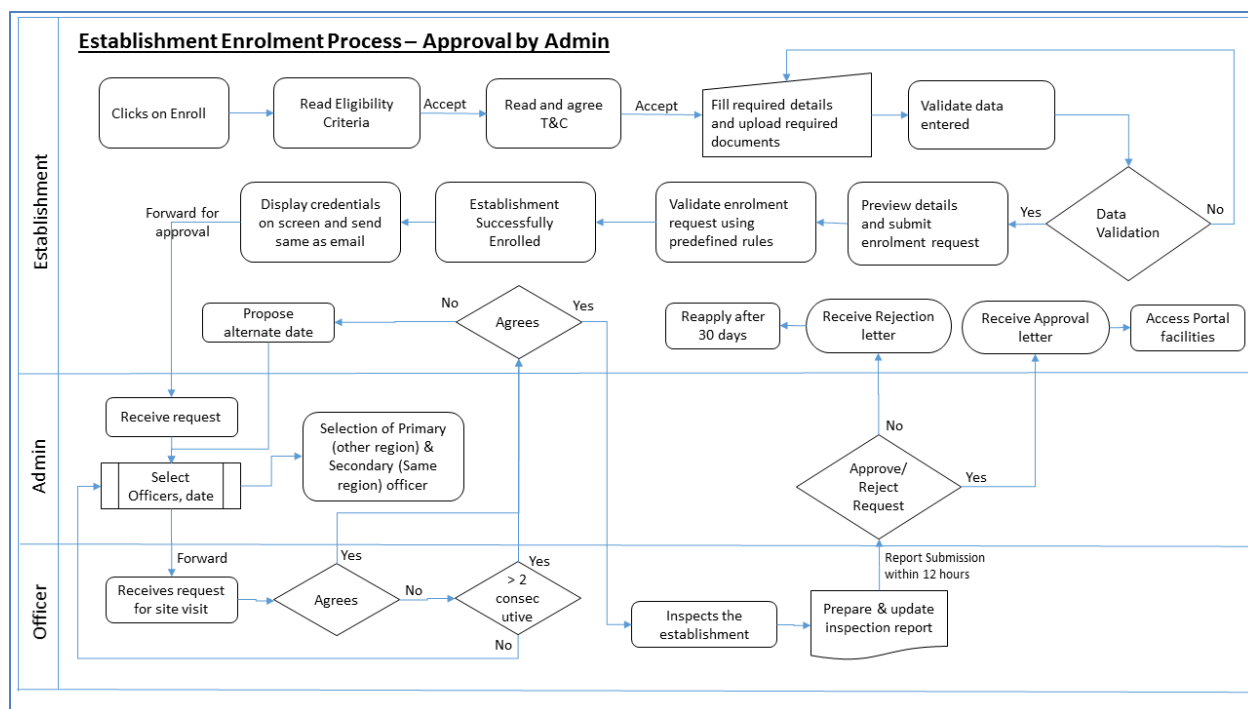
### 2.3.7 Establishment Dashboard

Post successful enrolment completion and subsequent approval by centralised admin approver, Establishment shall have access to the following facilities from their Dashboard:

- Update / modify / edit their details
- Obtain Institution details across the country
- Contract Related
  - i. Creation
  - ii. Amendment
  - iii. Novation
  - iv. Termination
- Facilitate Training Placement (FTP) / Interface (as in [Sec 3.3](#))
  - i. Search for candidates
  - ii. Issue Call letter
  - iii. Issue Award letter
- Capture periodic progress of apprentice along with skill assessment
- Download Certificate of Proficiency of the Apprentices undergone training in their place
- Participate in Apprenticeship Fair / Mela
- Raise Stipend claim request
- Submit Grievance request

### 2.3.8 Process Flow

Process flow for Establishment enrolment and approval shall be based on the approving authority. The enrolled Establishment can be approved by the Admin.



### 3.0 Facilitate Training Placement (FTP) / Interface Module / Panel

Facilities Training Placement (FTP) acts as the bridge between the students and the establishment. This is a system driven process.

#### 3.1 Objective

The purpose of this process is to interface that connects Establishments with the Students and vice-versa using the online national web portal. The interface should facilitate the Students in gaining Training Placement (FTP) at the Establishment.

The objective of the interface module is to provide Students with an ability to connect with Establishments and Establishments an ability to connect with Students.

There should be a mechanism to capture the trail of the interface for audit purpose.

The interface module can also be referred to as Facilitate Training Programme (FTP) or as Panel Process.

The purpose of the interface module is to act as a bridge between Students and Establishments to minimise the manual intervention so as to create a win-win situation for both the stakeholders.

## 3.2 Outcome

The following are some of the outcomes delivered out of the FTP/interface functionality:

- To provide opportunity to the stakeholders in real time basis
- Minimizing the cycle time for each stakeholders thereby leading to increase in productivity
- Optimum pool of data for manpower seeker
- Analyzing the demand and supply gap in a particular discipline

## 3.3 Interface for Establishment

The system shall provide an interface to the Establishment that gives them ability to select Student based on various parameters. This selection shall be approved by the respective regional board.

### 3.3.1 Raising the request

Establishments shall have facility to raise Panel request for obtaining list of apprentices (panel of students) as per their requirement. Establishment shall have facility to save the request and search for Students. For raising a new Panel Request (PR), following details shall be captured:

- a. Type of Student required (Graduate, Diploma, Vocational)
- b. Branch / Subject Field – Drop down depending on the type chosen
- c. Number of Apprentices required – Numeric entry field
- d. Stipend details – Numeric entry field. Validation should be done against the statutory stipend required to be paid as per Government of India guidelines

e. Details of facilities

Panel request shall be applicable only for students who have completed their education on regular mode.

**3.3.2 Selecting the list of Students**

Selection of candidates for panel preparation shall be based on the following process:

- a. The system shall compute the list of students for panel based on seniority and reservation rules and add the list directly to final list.
  - i. In case sufficient number of Students are not available in a particular category, the system will permit to search Students of the same category from the list down the line until the minimum ratio is reached.
  - ii. To arrive at the list of Students,
    1. The system shall take 50% of the requisite capacity based on reservation criteria and the remaining 50% shall be taken from the list of Students who have expressed interest by applying for that particular Establishment
    2. In case sufficient number of Students to match 50% based on seniority are not available, then the delta shall be taken from students who have applied for that Establishment
    3. In case sufficient number of Students to match 50% based on Students who have applied are not available, then the delta shall be taken from the seniority list
    4. In case both the list combined does not result in total number of required Students (1:5 ratio), reduced number of students shall be allowed.
- b. Establishment shall not be able to edit any details in the list

### 3.3.3 Approving the Panel Request

After list of students is submitted, the request will be send to the respective BOATs/BOPT for approval

- 1) BOATs/BOPT Officer shall validate the list and share approval
- 2) In case of queries, BOATs/BOPT Officer can seek clarification on the details:
  - i. Establishment can provide clarification against the request
  - ii. Once clarification is provided by establishment, officer can proceed with approval of the request
- 3) Status of the request can be checked anytime by the establishment. Status could be Pending for approval, Students list Approved, Need Clarification
- 4) There shall be a provision to list out previous request made by the establishment for the officer along with its status.

### 3.3.4 Post Approval of Panel Request

Post approval of the panel request, based on the process selected by the establishment during the process of student list selection, the following flows will happen:

- Call Letter
- Award Letter

### 3.3.5 Sending Call letter to students for selection

If the establishment had opted for sending “Call Letter” to the Students,

- 1) There shall be a provision to trigger an email to all the students in the list with call letter details. Consolidated list of students shall be sent as email to establishment as well as in downloadable format
- 2) Establishments will have the option to update the status of the each student as Selected or Rejected
- 3) “Rejected” Students shall be released to available pool
- 4) “Selected” Students
  - a. Shall be blocked for a further period of 45 days
  - b. There shall be a provision to trigger email with Award letter

### 3.3.6 Send Award letter for final selection

If the establishment had opted for sending “Award Letter”,

- 1) There shall be a provision to trigger an email to all the students in the list with final Award letter details
- 2) Consolidated list of students shall be sent as email to establishment as well as available for download from portal
- 3) Student shall log into the system and “Agree” for willingness to accept the final letter
- 4) Establishment shall proceed with creating/registering contract for above students

## 3.4 Interface for Students applying for establishments

### 3.4.1 Eligibility Criteria

The following rules shall be validated and applied to enable the Student “Apply” for an establishment

- 1) Student shall not have passed before 3 years
- 2) Student shall not have an active contract
- 3) Establishment shall be notified for the same “Branch of Study” as the student; else Establishment shall have been notified for “Others”
- 4) Student shall not have applied for the same Establishment in the last 90 days
- 5) Student has not applied for more than 50 Establishments
  - a. In case Student has applied for 50 establishment, an existing request can be deleted to “Apply” for a different establishment
  - b. Student shall have option to view and manage “Apply” requests made until that point of time

The following fields shall be listed:

- i. Establishment name
- ii. Date when applied for



iii. Date when application expires

- 6) If a Student has been shortlisted by an Establishment, their profile will not be visible for other Establishment as per the duration.

### 3.4.2 Raising the request

This feature will help the Students apply for a training position directly with the Establishment. The Student has to fulfill criteria. The following steps shall be followed by Student to Apply for an Establishment.

- 1) Student can search for Establishment based on Establishment details or the Departments available.
- 2) From the list of search result, Student can select one Establishment
  - a. The departments for which the Establishment has been notified for will be displayed
  - b. In case the Student has not uploaded their resume, a note shall be displayed reminding them to upload resume
  - c. In case Student fulfills all the criteria, “Apply” button shall be visible.
  - d. Clicking “Apply” button will submit the Student’s request for the selected Establishment.
  - e. A message shall be display stating the request has been submitted to the Establishment and they can be contacted by the Establishment based on the number of slots available.
  - f. In case Student searches for an Establishment for which a request has already been made, all details shall be visible except “Apply” button. A note stating that a request has already been submitted for this establishment shall be displayed. This shall be applicable for a period of 90 days from the date applied.
- 3) The list of Students who have applied will be visible for the Establishments in their interface flow under “Students opted for training in your Establishment”. This section will be in addition to the section that displays result based on their search criteria. The Establishment can select Students from both the list until they reach the 1:5 ratio.
- 4) If a Student gets selected and a contract gets registered, all requests pending

under the Student’s bucket will get automatically released. The Student shall not be able to apply for any other Establishment.

### 3.5 Process Flow

#### 3.5.1 Establishment requests for Apprentices

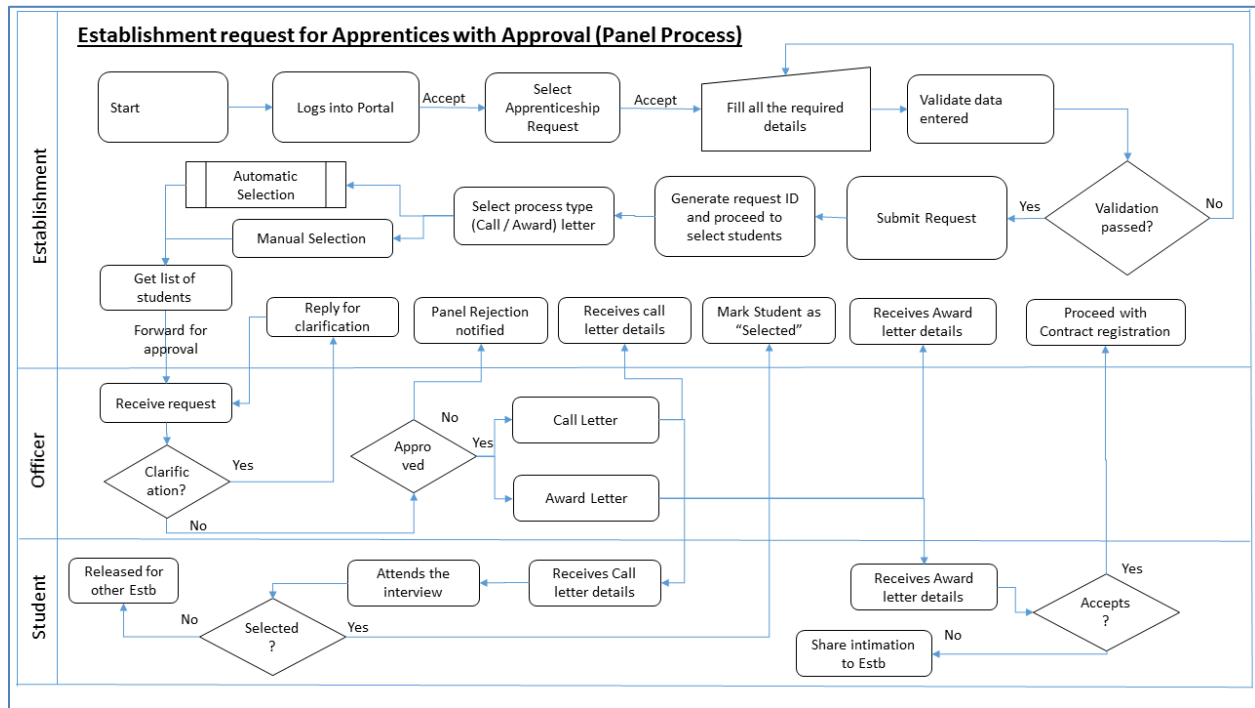
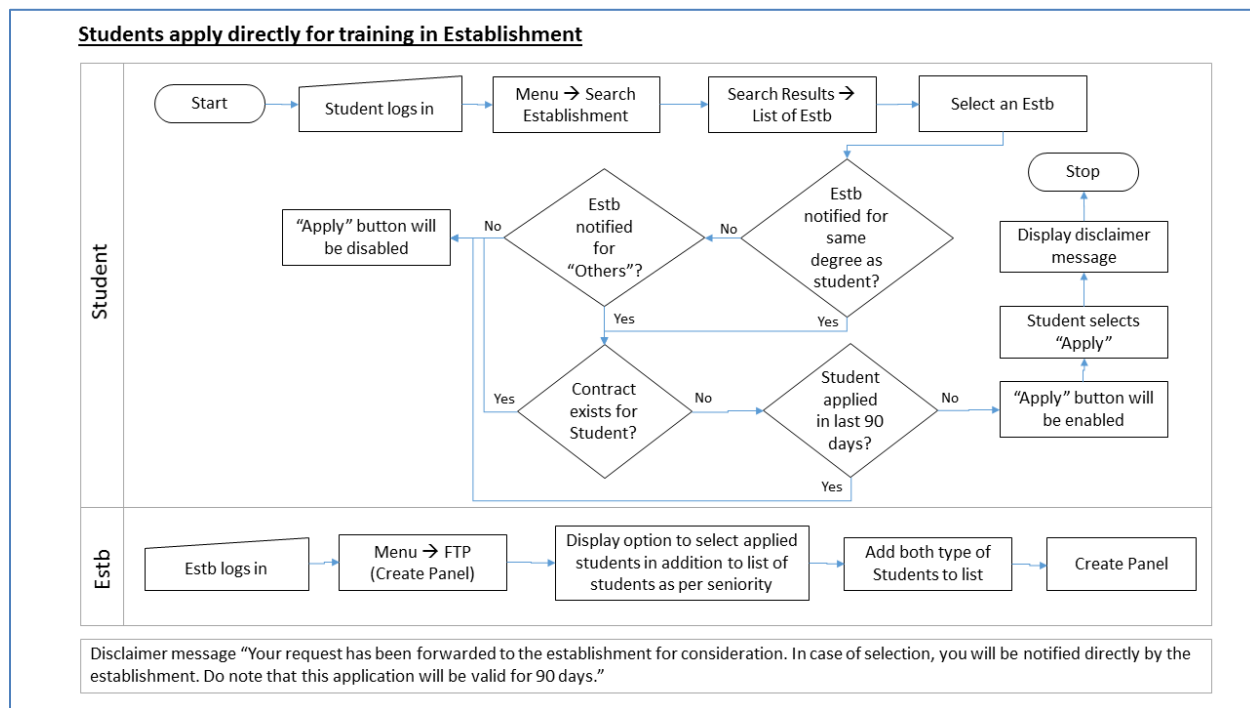


Image 18: Interface – Establishment requests Apprentices through Admin

### 3.5.2 Students applying directly for training in Establishment



**Image 19:** Interface – Students apply directly for Establishment

## 4.0 Contract Creation

The process of Contract creation shall begin with the selection of the category of the student that the Establishment wishes to perform. The search can be done for single or multiple candidate (/student).

The entire process of contract creation shall be a system based acceptance of terms and conditions replacing the physical signature having all legal security.

### 4.1 Pre-requisite

- Establishment shall have ability to create Contract for maximum of 10 students in a single search
- The following fields shall be applied commonly for all the searched students
  - a. Date of joining

- b. Period of training
- c. Stipend amount
- d. Technical skills

## 4.2 Contract Creation Process

### 4.2.1 Validating Date of Joining

- Contracts creation shall be based on notified slots for the respective financial year. The establishment shall have an ability to select “Date of Joining” for the contract. Based on the financial year to which the date of joining belongs to, the establishment shall get to know the total available slots with Graduate, Diploma (Technician) and Vocational split up.
- There shall be a possibility of having negative values in any of the above categories that get displayed as part of available slots as inter swapping of available slots between Graduate and Diploma categories are allowed. The total available slots shall always be a positive number and shall always remain below or equal to the total notified slots.

### 4.2.2 Searching for Student ID(s)

The establishment can enter minimum one ID and a maximum of 10 IDs for student search. The IDs shall be validated for correctness.

All the student IDs that are entered should be of same category (G/D/V). This is required as Stipend value is applied for all selected entries

On completion of the search, the following details shall be provided to the establishment for further processing:

- a. Student enrolment number
- b. Student name
- c. Government ID Proof
- d. Educational Certificate Document
- e. Student Photograph
- f. Employee ID – shall be used by establishment for their internal mapping purpose

Students for whom contract already exist or if there is a mismatch between data, the establishment shall not be able to proceed with contract creation.

Establishment shall mark each student (in case of multiple students) with a declaration that they have verified student details with originals.

The below values shall be obtained from the establishment and mapped to all the students selected for contract creation:

- a. Date of Joining
- b. Period of Training
- c. Stipend amount
- d. Sec 22(1) or Sec 22(2)
- e. Technical skill 1
- f. Technical skill 2
- g. Technical skill 3

Of the three technical skills, the establishment shall mandatorily submit atleast one per student.

**It shall be the onus of the establishment to ensure that the Student details are verified with the original documents.**

Selection from “Search result” will form the basis of contract process initiation.

#### **Sec 22 - Offer and acceptance of employment**

22 (1) Shall not be obligatory either on the part of employer to offer employment or on the part of apprentices to accept such employment after successful completion of the apprenticeship training.

22 (2) Where there is a condition in a contract of Apprenticeship that the employer bound to offer employment to the apprentice(s) and the apprentice(s) accept such employment after successful completion of the apprenticeship training.

### **4.2.3 Create Contract**

#### **4.2.3.1 Raising the request**

- Establishment shall have 2 sets of data to fill
  - Common – will be applied to all students in the search result
    - Date Of Joining
    - Period of Training
    - Stipend amount

- Technical Skill 1
- Technical Skill 2
- Technical Skill 3
  - Minimum one technical skill has to be entered. This will be used as part of the skill assessment of the apprentice performance
  - Skill once entered cannot be modified
  - If only one skill is entered at the time of contract creation, the remaining shall not be editable during the training period
  - This shall be used to capture technical skill assessment as part of quarterly performance
- Individual – will be applied to each student in the search result
  - Aadhaar Number
  - Certificate Doc
  - Student Photo
    - The fields Aadhaar Number, Certificate, and Photo shall be auto populated if documents are already uploaded and available
    - In case the Aadhaar Number, Certificate, and Photo are not auto populated, the establishment can upload them on behalf of the Student
    - Until all these documents are available, the establishment cannot declare a student as “Verified” as part of declaration
  - Employee ID
  - If Bank details of Student is not available, then obtain the following data to proceed with contract creation:
    - Bank Account Number
    - IFS Code of the branch
  - Establishment Declaration - This declaration is used as an alternative for physical signature
- On proceeding with the creation of contract, Apprenticeship Contract Registration Form (ACRF) document will be generated
- Industries can raise request to amend the existing contract. Amendment can be done only for extension of the training period.

- Contracts can be amended only 2 times

#### **4.2.3.2**     *Acceptance by the Student*

- Once establishment submits the request for contract creation after completing all details, it shall be sent to the concerned student for acceptance of the request
- Student shall accept the contract request within a period of 7 days
  - In case acceptance is not done within a period of 7 days, it shall be automatically marked as rejected and sent back to the establishment
- In case student rejects the contract request, the slot blocked with the establishment shall be released for other prospective students
- There shall be no cap on the number of rejections that a student can make
- Upon acceptance by the student, the request shall be forwarded to respective regional placement officer for verification and approval

#### **4.2.3.3**     *Approval of the Contract creation request*

- Even though the BOATs/BOPT officials approve the contract creation request, it is the onus of the establishment to verify all the documents along with Original documents. As the establishment has completed this activity, on submission, contract gets forwarded to placement section after acceptance by the student.
- Placement section shall verify the contract details and forward the same to the concerned officer for approval
- Officer on verification shall approve the contract creation request. In case of queries, they can send the same for clarification
- On approval, contract number shall get generated and ACRF Notification be made available

#### **4.2.3.4**     *Exception Handling*

- During the contract creation process, in case the number of available slots available in the establishment gets reduced, the

user will get a notification prompting the number of slots has reduced and he may choose to delete/ select students based on student details if they wish to.

- In case the student under consideration gets selected by some other establishment –an appropriate error message shall be shown to the user
- Case of slots – If in case the number of slots available are less than the number of IDs entered by establishment, notification on the availability of slots shall be made available.
- In case the establishment wishes to create contract for more than 10 students at a time, they will need to repeat the “Multiple” process in batches of 10 students in each batch.

#### **4.2.3.5 Listing of created contracts**

- The establishment shall have a provision to view the list of all pending contracts
- By default, contract for the current month shall be provided
- This shall also have provision to view their ACRF document

#### **4.2.4 Contract Registration Notification**

- On successful creation of contract registration number post approval by the concerned officer, Apprenticeship Contract Registration Form (ACRF) notification shall be generated.
- The difference between ACRF and ACRF notification shall be the availability of “Contract Registration Number” in ACRF notification.
- This form does not need physical signature as it is generated with mutual consent of the employer and student. Based on this consent, officer approves the contract.

### **4.3 Contract Amendment**

An existing contract can be amended if the apprentice takes a leave of more than 27 days or as stipulated by the establishment where the apprentice is undergoing apprenticeship training. The period of apprenticeship training shall get extended by the number of days the apprentice took leave (more than 27).



#### 4.3.1 Approval Flow

- Establishment shall enter the following details: from and to date of absence and the reason for absence
- Upon submission, the establishment can download the Contract Amendment Form, complete it and share it with respective regional board.
- The concerned State Officer can either approve the request or raise clarification on the amendment request raised by the establishment
- Placement officer will assign the request to the concerned officer
- The concerned regional State officer shall forward the request onward to the director for further action
- The contract amendment request shall now either approved or rejected by the director
- Establishment shall get a notification upon approval/rejection of the contract amendment request

## 4.4 Contract Novation

Novation of Contract happens when an establishment is closed or in a position where they can no longer engage apprentices for training.

#### 4.4.1 Create Request

- The first employer (establishment) shall raise the request for Novation through in the appropriate format. The following details shall be provided as part of this process:
  - a. Contract Registration Number
  - b. New Employer (search by Establishment Name)
  - c. Date of Discontinuing from current organisation
  - d. Reason for Novation
- With the above information, Novation of Contract form shall be generated
- State Officer shall be notified of the novation request
- Establishment shall take printout of the form, get relevant signatures and share the physical copy to BOATs/BOPT
- State Officer, after reviewing the physical contract shall approve the request. Upon approval, a letter shall be generated.

#### 4.4.2 Approval Flow

- Establishment raising the Novation request searches for the new establishment where apprentice needs to be placed in the portal and submits the request
- Respective State officer of the original establishment receives the request. After his approval, the request goes to Placement Officer.
- After approval from Placement Officer, the request goes to state officer of the new establishment
- Upon new state officer's approval, the request goes to Director's approval
- After Director approves the request, it goes to the new state officer, then to the new Placement Officer and then the new establishment gets notified.

#### 4.4.3 Business Rules

- Novation results only in change of establishment in which candidate is undergoing the training.
- Training is only for the remaining period
- All transactions pertaining to the candidate would be initiated only by the new employer after approval of the novation request

## 4.5 Contract Termination

#### 4.5.1 Notify Absence

Establishment shall have an ability to notify absence for every registered apprentice. The same shall be raised in case of prolonged absence from training.

#### 4.5.2 Terminate Contract

- Establishment shall provide the following details:
  - Proposed date of release
  - Period for which stipend has to be paid
  - Reason for termination with supporting documents
- The following fields are auto populated:

- Enrolment No
- Contract Registration No
- Date of Commencement of Training
- Contract end date
- Status

#### 4.5.3 Approval Flow

- After the establishment creates a contract termination request, the request shall be sent to the state placement officer
- The state placement officer upon verification shall forward the request to the respective state officer
- The State Officer can either Seek Clarification or Verify the request and add their comments (mandatory field). With these details, the request is forwarded to the director for approval
- The Director can either Seek Clarification or Approve Reject the contract termination request.

#### 4.5.4 Business Rules

- Only contracts which are active (End date is less than today's date) can be terminated
- Contracts which are registered within last 2 years can be terminated
- Upon termination of the contract, no further transactions will be allowed against the contract
- Other processes such as recording progress and stipend claim request shall be applicable until the date of the termination of the contract.

## 5.0 Periodic Site Visit

After an establishment is approved, BOATs/BOPT officials shall make periodic site visits to the establishment to assess their current status. There shall be a provision to capture details both via hand held device and the system, with the hand held device being the primary mode of data capture.

### 5.1 Site Visit – BOATs/BOPT Officer

The BOATs/BOPT Officer can log in the **app** using their hand held device to perform the following actions:

- Enter/Capture New Visit
- Edit/View Saved Visit
- View completed Site visit(s)

The BOATs/BOPT Officer can perform the following actions through the **web portal**:

- View completed Site visit(s)
- Enter New Site visit details if the some establishment tagged to them is exempted
- Raise request for exemption for approval
- Approval exemption request

#### 5.1.1 New Site Visit

The officer shall be able to capture the following details about the establishment during each site visit:

- **General Feedback**  
BOATs/BOPT Officer can enter their general feedback on the establishment site visit. As part of this process, they will be required to enter/capture the following:
  - Photo – maximum 4 photos (Size – 1mb each)
  - Comments not exceeding 205 character
  - Over all feedback (Satisfactory or Not Satisfactory)
- **Apprentice Feedback**  
BOATs/BOPT Officer during the site visit, can also enter/capture feedback from upto three apprentices who are being trained at that establishment.

If an establishment tagged to the officer is exempted for capturing site visit details using hand held device, then the officer may enter details for a new site visit through the **web portal**. Officer needs to select the establishment from the search results table and enter the comments, upload photos and he may provide apprentice feedback if he wishes to.

### 5.1.2 Saved Site Visit

The BOATs/BOPT Officer shall have a provision to view the list of Saved Visit if due to some reason they were not able to submit the details earlier. These details may be edited prior to final submission.

The images, overall feedback, officer comments shall be mandatory for saving the site visit request. It shall be available until the values are submitted. The same data will be shown, if they choose the same establishment id from new site visit.

### 5.1.3 Completed Site Visit

- Officer may choose the option of Completed Visit to view the details of completed site visit.
- They shall be able to search either by establishment name or establishment ID to get the details. The list will have establishment details along with the site visit count.

### 5.1.4 Raise exemption request

BOATs/BOPT Officer can raise an exemption request for a particular establishment if it does not allow usage of mobile devices on its premises. The officer will have to mention appropriate comments and submit the request. The request shall be raised only from the web portal.

## 5.2 Site Visit – Director

### 5.2.1 Exempting Establishment

Few establishments might have a policy of not allowing hand held devices within their premises. For such establishments,

- Officer shall raise an exemption request
- The request shall be forwarded to director for approval
- Director shall approve the request
- Post approval, Officer shall have ability to fill the details of new visit via the web portal instead of the mobile application.

- Latitude and Longitude values shall not be obtained as part of above data collection.

### Director Dashboard

- BOATs/BOPT Director shall have provision to get details of “Pending” and “Approved” site visit exemption request
- “Pending” → the Director can view all the requests pending with them and shall be able to either “Approve” or “Reject” the request
- “Approved” → the BOATs/BOPT Director shall have provision to view all the exemption requests that were approved by them

#### 5.2.2 Business Rules

A few establishments do not allow the usage of hand held devices in their premises due to certain policies. For such establishments, BOATs/BOPT officers may raise a request to exempt from entering details for new visit through mobile app.

## 5.3 Site Visit – Establishment

An establishment shall have the provision to view the details of all their site visits made by BOATs/BOPT Officers by choosing the desired date from a list that contains the dates of all such visits.

## 5.4 Searching Establishment and Student Feedback

The system shall have a provision for BOATs/BOPT Officers to gather feedback from student apprentices

- BOATs/BOPT Officers shall have provision to search for an establishment by entering either their complete ID or by name
- BOATs/BOPT Officers shall have ability to search for apprentice by entering their complete student ID
  - o The Student IDs that are tagged to the particular establishment alone shall be searched for obtaining the result set
- The BOATs/BOPT Officer shall enter feedback for one or more student to a maximum of three students per site visit

## 5.5 Capturing Location

The exact latitude and longitude of the site visit will be captured to ensure accurateness of the visit in case it is done using hand held device. The same shall be displayed as part of “Completed site visit” details.

## 6.0 Record of Process

- With the ROP module, establishment shall have provision to capture progress of the apprentice(s) undergoing training at their premises in a quantitative manner by assessing the skills acquired on a quarterly basis during their training. This assessment shall be compared with the baseline values obtained during the course of the training process.
- Performance shall be measured on two broad parameters – Technical and General. For getting the data for these parameters, establishments shall be able to download an Excel template to enter the values.
- Technical parameters shall be the areas in which establishment is planning to train the apprentices
- General parameters shall be used to assess soft skills gained by the apprentices during the training period

## 6.1 Baseline values

### 6.1.1 Entering Values

- Baseline input shall be entered by an establishment for an Apprentice prior to entering values for the first quarter
- This value shall be captured
  - Separately for each Candidate
  - For both Technical and General parameters
  - For Technical parameters,
    - If the “Area of Specialisation” has been recorded as part of Contract creation process, the same shall be used for recording values in the template

- If the “Area of Specialisation” has not been recorded as part of Contract creation process, the same shall be accepted in verbose format along with its corresponding value as part of the template and recorded accordingly
- Baseline shall be recorded as Quarter 0 (Q0) for each entry

#### 6.1.2 Generating Template

- Baseline values shall be captured only through Excel template that shall be generated from the portal
- The establishment shall be provided with an option to select the list of Candidates for whom baseline values are pending to be entered
  - Candidates for whom baseline value already exist shall not be displayed as part of this list
- There shall be provision to select atleast 20 Students per template request
- This will generate an excel template that can be downloaded and filled by the establishment

#### 6.1.3 Uploading the Template

- After completing the values in the downloaded file, the establishment can upload the sheet and submit the same
- On submission of the document, the process to extract values and update accordingly shall be done within 24 hours as part of a scheduled job.

#### 6.1.4 Approving the Template

- Baseline input shall not be subjected to any kind of approval process
- When the establishment uploads the template and clicks on Submit, the values shall get updated
- Once baseline values are available for a Candidate, their pending ROP quarters shall get listed as part of “Quarter Input”



### 6.1.5 Processing the Template

- The uploaded baseline template shall be processed as part of a scheduled job
- The entries that are valid shall get tagged to the respective candidate
- The entries that are not valid shall be ignored
- In case the text for Area of Specialisation has been modified, the same shall not be updated in the database. This is likely to happen when Area of Specialisation has already been captured as part of contract process.
- In case the text for additional Area of Specialisation is added in the template for an entry that was captured as part of contract flow, the same shall be ignored

## 6.2 Quarterly Assessment

### 6.2.1 Capturing progress for each quarter

- Establishment shall have provision to get the list of Candidates for whom Record of Progress (ROP) for various quarters need to be submitted
- Quarter input shall be entered by an establishment for each Candidate after completion of the respective quarter
- This value shall be captured
  - Separately for each Candidate
  - For both Technical and General parameters
  - For Technical parameters, the values shall be captured for only those parameters defined as part of contract or baseline process.
  - Quarter values shall be recorded as Quarter 1 (Q1), Quarter 2 (Q2), Quarter 3 (Q3) and Quarter 4 (Q4)

### 6.2.2 Generating Template

- Quarter values shall be captured only through Excel template

that can be generated from the portal

- The establishment shall be provided with an option to select the list of Candidates for whom quarter values are pending
- The establishment can select Candidates by clicking on the checkbox at the beginning of each row and click on “Generate Template”
  - Quarter value that already exist shall not be displayed as part of this list
- There shall be provision to select atleast 20 Students per template request
- This will generate an excel template that can be downloaded and filled by the establishment

### 6.2.3 Uploading the Template

- After completing the values in the downloaded file, the establishment can upload the sheet and submit the same
- On submission of the document, the process to extract values and update accordingly shall be done within 24 hours as part of a scheduled job.

### 6.2.4 Approving the Template

- Quarter input captured by the establishment is subject to approval by the respective BOATs/BOPT Officer
- When the establishment uploads the template and clicks on Submit, the values will get stored temporarily
- Once Officer approves quarter values, the same shall be marked as “Completed”
- Approval of ROP shall be a pre-requisite for initiating stipend claim request by the establishment

### 6.2.5 Processing the Template

- The uploaded baseline template shall be processed as part of a scheduled job
- The entries that are valid shall get tagged to the respective

candidate

- The entries that are not valid shall be ignored

### 6.3 Approval Flow

After the establishment submits the ROP it goes to the BOATs/BOPT officer for approval. In case Officer has queries, they can seek clarification on the same from the establishment.

### 6.4 Bulk ROP Approval

Officers shall have a facility to approve ROP for multiple students at once by selecting the desired students by clicking on the check boxes for each row (student + quarter combination)

## 7.0 Issuance of Certificate of Proficiency

On completion of apprenticeship training, the establishment shall request for award of Certificate of Proficiency (COP) to the Apprentice by mentioning their overall (Excellent / Very Good / Good) performance during the training period.

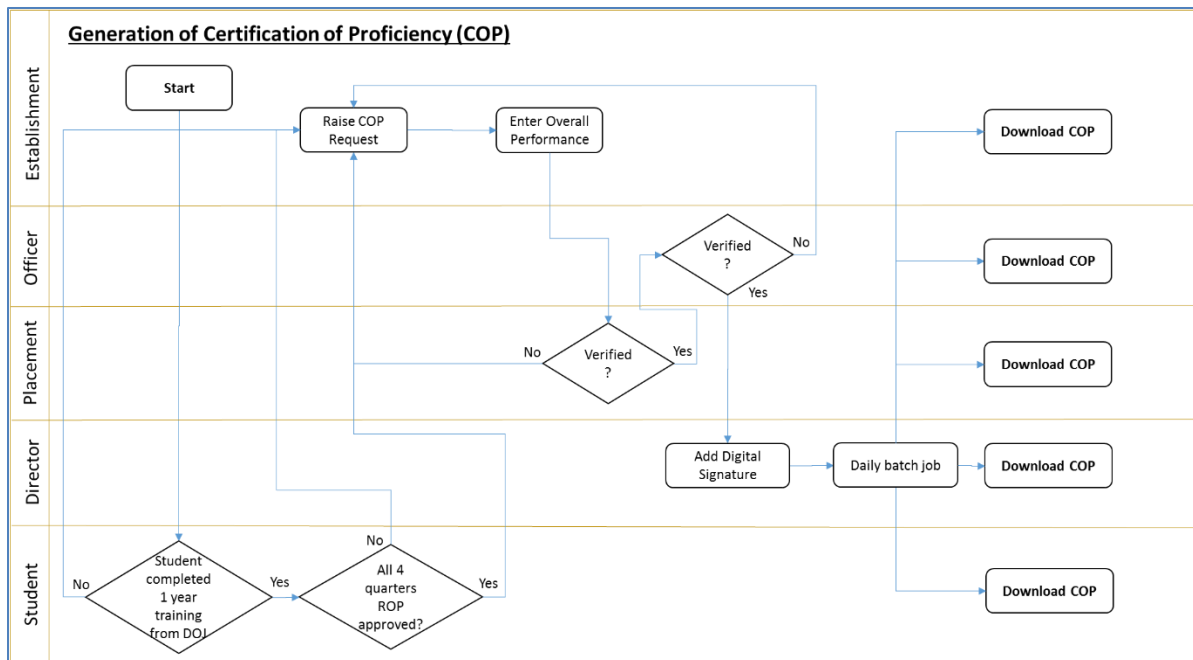
The apprentices who have successfully completed one year of training and having all four quarters of ROP approved shall be eligible for processing of COP.

### 7.1 Pre-requisite

- Successful completion of apprenticeship training at an establishment
- Four quarters of ROP approved

### 7.2 Workflow

The workflow for generation of COP shall be as provided below:



- Establishment has to provide overall performance of the Students (Apprentices) once they successfully complete one year of training to get COP
- Once establishment raises COP request as per above flow diagram, system shall generate COP in the establishment as well as Students dashboard which will be digitally signed and can be further authenticated
- COP request comes to BOATs/BOPT for validation. Once validated, COP shall be generated simultaneously for all stakeholders in a downloadable format.

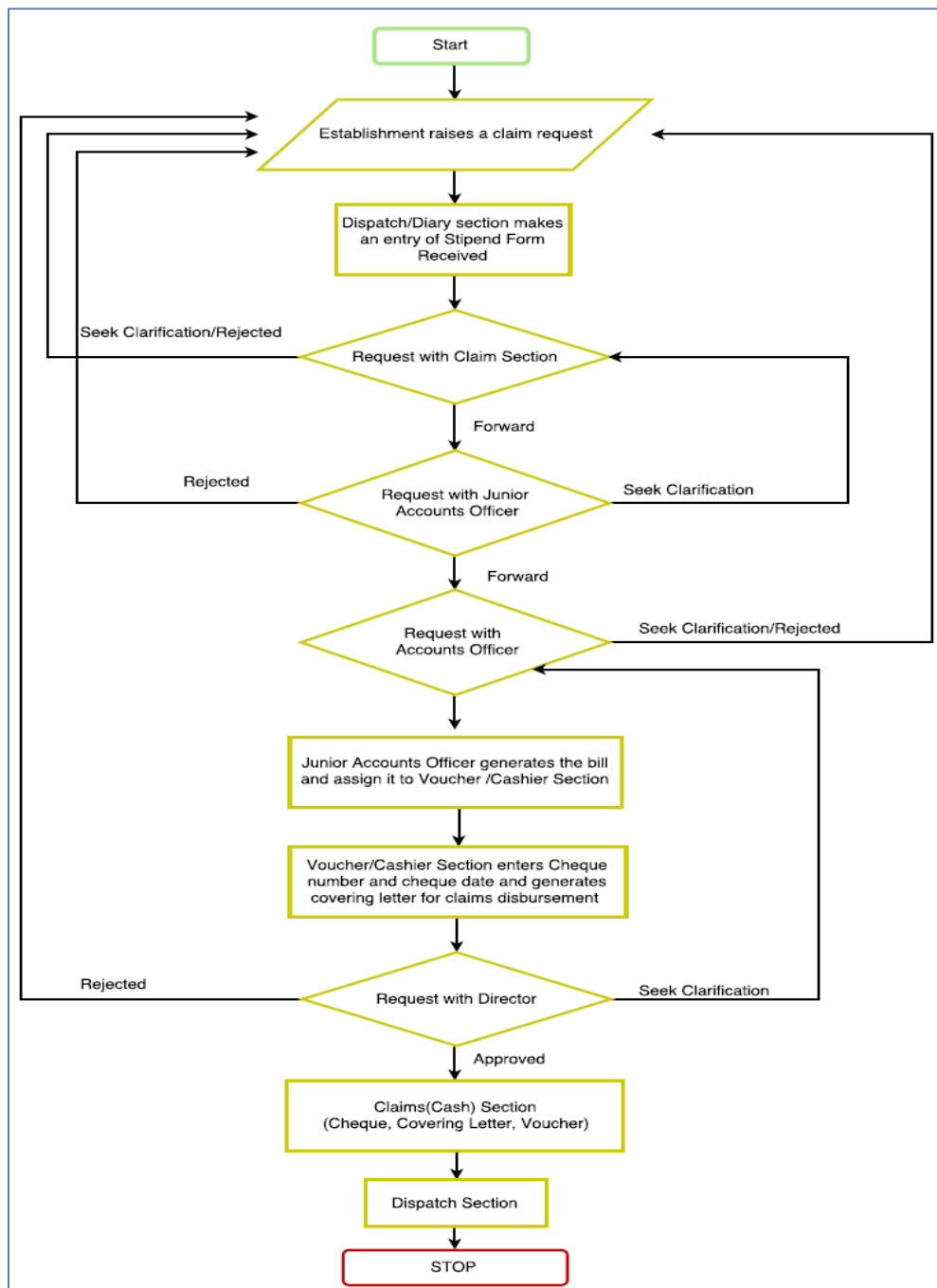
## 8.0 Stipend claim reimbursement

### 8.1 Pre-requisite

- Stipend workflow can be initiated only by establishment
- Record of Progress for the quarter for which Stipend workflow is triggered should have been approved.
- Claim can be raised only after 10th of the subsequent month. e.g. Claim for 02-April can be raised only after 10-May

## 8.2 Workflow

The workflow for the stipend claim reimbursement process shall be as below:



## 8.3 Record of Progress

As part of Record of progress, the loss of pay leaves taken by the apprentice including unauthorised absence is obtained. This leave will be entered for each month for the quarter under consideration. If the leaves taken need not be considered as loss of pay, the establishment shall ignore this step and need not capture the leaves. Capturing leaves will have direct impact on stipend.

## 8.4 Raising a Stipend Request

### 8.4.1 Establishment

The establishment shall have provision to raise Stipend request for approved ROPs. While raising the stipend request, system shall share notification that “Stipend has to be disbursed to the candidate before 10th of every month”. A new claim request can be initiated only after 10<sup>th</sup> of the subsequent month.

Establishment can select the list of contracts for which stipend/claim request need to be raised. Establishment will be allowed to enter only below fields:

1. Quarter of approved ROP
2. Amount Disbursed
3. Amount Claimed

Stipend request can be raised only for entire approved quarter irrespective of number of days.

No of leaves will be auto- populated from leaves captured during recording of ROP. Amount will be round of to 2 digits and Net amount payable for a particular stipend request/bill, the amount will be rounded off to nearest rupee.

Establishment has to print Stipend Claim Form, Ink Sign it along with Seal and share the same to concerned BOATs/BOPT office.

#### 8.4.2 DAK register

BOATs/BOPT dispatch section makes an entry in DAK Register after receiving the copy of Stipend Claim Form. Letter Ref Number should be same as the Claim Request Number.

#### 8.4.3 Claims Section

Once processed by the DAK section, the “Account user” can verify the claim request and assign it to Junior Accounts Officer for further verification.

Account user (Claim section) will have options to Forward to JAO (Verified) or Seek Clarification or Reject the request.

- If Claim Section is satisfied with the verification of data, they can forward the request to Junior Accounts Officer.
- In case of Seek Clarification the request is returned back to Establishment for required modifications. Establishment can modify the request and resubmit it again.
- If claim section rejects the request, establishment will not be able to modify that particular request.

#### 8.4.4 Junior Accounts Officer

The Junior Accounts Officer (JAO) shall verify the claim request detail and assign it to Accounts Officer for final approval.

Junior Account Officer will have option to Forward or Seek Clarification or Reject the request to Account Officer.

- Junior Accounts Officer can forward the request to account officer upon satisfactory verification
- If Junior Accounts Officer selects seek clarification the request will be returned to Claim Section
- In case request is Rejected, it will be send back to Establishment

#### 8.4.5 Accounts Officer (AO)

The Accounts Officer (AO) shall verify the claim request detail and approve it for Bill Generation.

This request will be assigned to Junior Accounts Officer to generate the bill.

Accounts Officer will have option to Forward to JAO or Seek Clarification or Reject the request.

- If Accounts Officer approves the request, it will be forwarded to Junior Accounts Officer
  - Accounts Officer can also partially approve a request
  - When a request is partially approved, the claim details for approved line items get forwarded to Junior Accounts Officer
  - The rejected part of the partially approved claim can be remapped by Accounts officer to a different unapproved claim that has been raised by the establishment
- If Accounts officer chooses to Seek clarification or Reject the request, request will be send to establishment for the same

#### 8.4.6 Bill Generation

The Junior Accounts Officer (JAO) shall Generate Bill by selecting list of all the approved claim request.

Junior Accounts Officer generates the bill and assigns the request to Voucher/Cash Section.

- Junior Accounts Officer will have an option to edit the net amount payable for each bill. Editing the net payable amount is required to deduct payment for stamp, etc.
- Bill amount will be rounded off to the nearest integer
- JAO will have to select mode of payment for each bill → ECS or Cheque

JAO have option for deduction (only editable field) if any and submit the bill for approval. This shall be assigned to Voucher section to create voucher/vouchers.

#### 8.4.7 Voucher Section

The Voucher Section shall have option to Generate Voucher from the list of bills that have been notified. This shall be done for individual establishment for whom requests are pending. All bills pending for one establishment shall be combined into one single voucher for generation.

Necessary details for disbursement is entered and the request is sent to Director for approval.



#### 8.4.8 Approving the Request

The Director shall have provision to view all the Vouchers that are pending for approval.

Director shall have option to Approve or Seek Clarification or Reject the request.

- If director approves, the request will get assigned to Claim/Cash section
- In case of Seek Clarification the request will be sent back to the Accounts Officer
- If director rejects the request it will be sent back to establishment

On approval, the status of the request will get modified to “Claim Processed”.

#### 8.4.9 Release / Dispatch

The Claim/Cash Section shall have provision to prepare Covering letter, ECS Statement, Cheque and Voucher.

- Cheque: This will be forwarded to Dispatch Section to dispatch the same to Establishment
- ECS: This will be forwarded to Bank for disbursement

## 9.0 Annexure

### 9.1 Definitions and Acronyms

The definitions and acronyms used in this document are as follows:

Acronym	Definition
NATS	National Apprenticeship Training Scheme
BOAT	Board of Apprenticeship Training
BOPT	Board of Practical Training
SR	Southern Region
ER	Eastern Region
WR	Western Region
NR	Northern Region
MHRD	Ministry of Human Resource Development
G	Graduate

T	Technician
V	Vocational
FTP	Facilitate Training Placement
PR	Panel Request
PwD	Person with Disability
ROP	Record of Progress
SA	Skill Assessment
JAO	Junior Accounts Officer
AO	Accounts Officer
AICTE	All India council for Technical Education
DGE&T	Directorate General of Employment & Training
DGT	Directorate General of Training
CAC	Central Apprenticeship Council

**Table 1:** Acronyms

## 9.2 List of annexures

The following table shall be referred for the list of annexures available from national portal:

S.No	Item	Location
1	Apprentice Act 1961	<a href="http://mhrdnats.gov.in/apprentices-act">http://mhrdnats.gov.in/apprentices-act</a>
2	Apprentice Rules	<a href="http://mhrdnats.gov.in/apprentices-act">http://mhrdnats.gov.in/apprentices-act</a> section Apprentice Rules
3	Apprentice Act Amendment 2014	<a href="http://mhrdnats.gov.in/apprentices-act">http://mhrdnats.gov.in/apprentices-act</a> section Apprentices Act Amendment 2014
4	Student enrolment form	<a href="http://mhrdnats.gov.in/sites/default/files/NATS-StudentEnrolmentForm.pdf">http://mhrdnats.gov.in/sites/default/files/NATS-StudentEnrolmentForm.pdf</a>
5	Institution enrolment form	<a href="http://mhrdnats.gov.in/sites/default/files/NATS-InstEnrolmentForm.pdf">http://mhrdnats.gov.in/sites/default/files/NATS-InstEnrolmentForm.pdf</a>
6	Establishment enrolment form	<a href="http://mhrdnats.gov.in/sites/default/files/NATS-EstbEnrolmentForm.pdf">http://mhrdnats.gov.in/sites/default/files/NATS-EstbEnrolmentForm.pdf</a>
7	Establishment notification (Admin)	<a href="http://mhrdnats.gov.in/sites/default/files/NATS_SIP_Notification_Admin.pdf">http://mhrdnats.gov.in/sites/default/files/NATS_SIP_Notification_Admin.pdf</a>

8	FTP Call Letter	<a href="http://mhrdnats.gov.in/sites/default/files/NATS_CallLetter.pdf">http://mhrdnats.gov.in/sites/default/files/NATS_CallLetter.pdf</a>
9	FTP Award Letter	<a href="http://mhrdnats.gov.in/sites/default/files/NATS_AwardLetter.pdf">http://mhrdnats.gov.in/sites/default/files/NATS_AwardLetter.pdf</a>
10	ACRF Notification Form	<a href="http://mhrdnats.gov.in/sites/default/files/NATS_ACRFNotification.pdf">http://mhrdnats.gov.in/sites/default/files/NATS_ACRFNotification.pdf</a>
11	Skill Development & Assessment	<a href="http://mhrdnats.gov.in/sites/default/files/NATS_SDQA.pdf">http://mhrdnats.gov.in/sites/default/files/NATS_SDQA.pdf</a>

## 10.0 Change Log

### 10.1 Document Version History

Version Number	Changes made	Date Published
v 0.1	Draft version created	
v 1.0	Published first version of process manual	
v 2.0	Modifications for revamped contract module, ROP with skill assessment, periodic officer site visit, Delinking of Apprentices Act and Rules to separate document, Addition of Annexures and change in document format.	07-Apr-2017
v 2.1	Changes made based on input from regional boards review	11-Apr-2017
v 2.2	2.2.4 Removed Govt ID as Aadhaar is made mandatory, 2.1.8 Process flow modified, 4.2.3.1 Govt ID Proof replaced with Aadhaar, 8.3 Unauthorised absence added as part of ROP, 8.4.1 Rounding off of Stipend reimbursement amount added	04-May-2017