**Training Cell,**
**O/o GM (Trg), 1st Floor, Bharat**
**Sanchar Bhawan, Janpath**
**New Delhi – 110001**
**Phone 23716838 & Fax 23711544**

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

**No. 12-1/ 2007-Trg Vol IV** **Dated: 28.09.2016**

To
1. CGM (T), All Territorial Circles
2. PGM (BW)/ PGM (Elect.), BSNL C.O. New Delhi

**Subject:-National Apprenticeship Promotion Scheme- Notification of Guidelines-Reg.**

This is in continuation to this office letter no. 12-1/ 2007-Trg Vol. III dated 22.06.2016 (available on intranet) regarding Trade Apprenticeship Training in BSNL vide which BSNL management's approval for launch of "BSNL Swavlambi Scheme 2016" under Pradhan Mantri Protsahan Yojana was conveyed.

Now, MSDE vide their notification dated 19.08.2016 and letter dated 24.08.2016 (copy enclosed) has conveyed that National Apprenticeship Promotion Scheme (NAPS) is to be implemented. The guidelines of the NAPS scheme are available on the apprenticeship portal (www.apprenticeship.gov.in), DGT (www.dget.nic.in) and MSDE (www.msde.gov.in) website. Hence BSNL Swavlambi Scheme -2016 will now be operated under 'NAPS'.

The following points are revised with immediate effect in this regard:-

(1) The rate of reimbursement by RDAT/ MSDE will be 25% of prescribed stipend subject to a maximum of Rs. 1500 per month per apprentice. The processing of claim for reimbursement may be followed strictly as mentioned in para 9.1 of 'NAPS'.

(2) The number of apprentices to be engaged has been revised to maximum 4.12% of the working strength of Gr. C & D (upto TM/ PM level). The trade wise break up will be as follows:

| Telecom | Civil | Electrical | Total |
|---|---|---|---|
| 2800 | 97 | 247 | 3144 |

Other terms & conditions remain same.

This is issued with approval of the competent authority.

Encl. as above

(O.P. Bansal)
DGM (Trg/ IR)

1. PPS to CMD/Director (HR), BSNL C.O. New Delhi for kind information please.
2. DDG (Skill Development), DoT, New Delhi

Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Shram Shakti Bhawan, New Delhi

Dated: 24th August, 2016

**Subject: Implementation of National Apprenticeship Promotion Scheme.**

Government of India has approved 'National Apprenticeship Promotion Scheme' (NAPS) with target to provide apprenticeship training to 50 lakh youth by 2020. Under the scheme, Government of India will share 25% of prescribed stipend subject to a maximum of Rs 1500 per month per apprentice with the employers. Government of India will also share maximum Rs 7500 per fresher apprentice (without any formal trade training) as a cost of basic training with Basic Training Providers. The guidelines of the NAPS are available on apprenticeship portal (www.apprenticeship.gov.in), DGT (www.dget.nic.in) and MSDE (www.msde.gov.in) website. The scheme would come in to effect from date of notification of scheme i.e. 19th August 2016. The Employers who have already registered apprentices before date of notification of scheme i.e. 19th August 2016 can get the benefits of scheme from the date of notification only. All others shall be eligible from the date of registration with prospective effect.

2. As per the guidelines of the NAPS, State Apprenticeship Advisers (SAAs) and Regional Directorates of Apprenticeship (RDATs) will act as implementing agencies in their respective State/Regions.

3. It is mandatory for establishments having manpower strength of more than 40 to engage apprentices through apprenticeship portal (www.apprenticeship.gov.in). Establishments having manpower strength between 6 to 40 may also engage apprentices through the apprenticeship portal. Establishments must register themselves on this portal. The portal also allows registration of apprentices and submission of contract of apprenticeship.

4. Those establishments/industries which are already engaging apprentices and interested to avail the benefits of NAPS are required to enter the following additional information on the apprenticeship portal:

a) TIN/TAN
b) Registration Type: EPFO, ESI, LIN
c) In-house basic training facility/Outsource of basic training facility

(T. C. Saravanabava)
Deputy Director General (AT)
011-23718106

To

1. Establishments/Industries/Industry Associations
2. State Apprenticeship Advisers/RDATs with a request to forward the guidelines of NAPS to all the establishments under their jurisdictions.

Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Shram Shakti Bhawan, New Delhi

Dated: 19th August,2016

**Subject:National Apprenticeship Promotion Scheme-Notification of Guidelines**

Government of India has approved 'National Apprenticeship Promotion Scheme' (NAPS) with target to provide apprenticeship training to 50 lakh youth by 2020. Under the scheme, Government of India will share 25% of prescribed stipend subject to a maximum of Rs. 1500 per month per apprentice with the employers. Government of India will also share maximum Rs.7500 per fresher apprentice (without any formal trade training) as a cost of basic training with Basic Training Providers.The guidelines of the NAPS are available on apprenticeship portal (www.apprenticeship.gov.in), DGT (www.dget.nic.in) and MSDE (www.msde.gov.in) website. The scheme would commence from 1st October, 2016. Employers whohave engaged the apprentices before 1st October, 2016 will get the benefits of scheme from 1st October, 2016 only.

2. As per the guidelines of the NAPS, State Apprenticeship Advisers (SAAs) and Regional Directorates of Apprenticeship (RDATs) will act as implementing agencies in their respective State/Regions.

(T.C.Saravanabava)
Deputy Director General (AT)
☎:011-23718106

**GUIDELINES FOR IMPLEMENTATION OF NATIONAL APPRENTICESHIP PROMOTION SCHEME**

## 1. BACKGROUND

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

1.2 The National Policy of Skill Development and Entrepreneurship 2015, launched by the Hon'ble Prime Minister on 15th July, 2015, focuseson apprenticeship as one of the key program for creating skilled manpower in India.The policy proposes to pro-actively work with industry including MSME sector to facilitate a tenfold increase in apprenticeship opportunities in the country by 2020.

1.3 Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without puttingany extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment. The other advantages of apprenticeship training are as follows:

- It is one of the most important schemes in terms of quality of training, experiential learning and the enhanced employability that it provides.
- It is the most promising skills delivery vehicle in the industrial/training ecosystem of the country as it provides for a structured and rigorous training programme which helps apprentices becomes skilled.
- It gives apprentices a real chance to put skills into practice and helps them to gain confidence in a working environment.

1.4 Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. It accounts for 20-30% of overall duration of Apprenticeship Training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.

1.5. The Apprentices Act, 1961 makes it obligatory for employers to engage apprentices in designated trades and in optional trades. Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship monitors the implementation of the scheme of apprenticeship training. For CPSUs and establishment operating business in 4 or more States, it is done through six Regional Directorates of Apprenticeship Training. State Apprenticeship Advisers monitor the Scheme in State Government Undertakings and Private Establishments.

1.6 There are five categories of apprentices namely; trade apprentices, graduate apprentices, technician apprentices, technician(vocational) apprentices and optional trade apprentices.

## 2.0 Current status

2.1 Only 2.30 lakh trade apprentices are undergoing apprenticeship training in 30,165 establishments throughout the country under the Apprentices Act, 1961 which is miniscule as compared to the total number of establishments in the country. Out of these, 36,000 apprentices are in Central Public Sector Undertakings/Central Government and 1.94 lakh apprentices are in State Public Sector Undertaking/State Government Departments and Private Sector

## 3.0. Amendments in the Apprentices Act, 1961

3.1 The government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are: replacing the outdated system of trade wise and unit wise regulation of apprentices with a band of 2.5% to 10% of the total workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

## 4.0 Potential available for Apprenticeship Training

4..1 There are a large number of establishments where training facilities are available but these facilities have not be utilized because such establishments express their inability to come under the Act citing lack of support from Government. Compared to the size and rate of growth of economy of India, the performance of Apprenticeship Training is not satisfactory and a large number of training facilities available in the industry are going unutilized depriving unemployed youth to avail the benefits of Apprenticeship Training.

4.2 There are about 50 lakh employees in Central Public Sector Undertaking, Central Government and Banking Sector. If these establishment engage apprentices even up to the mandatory minimum limit of 2.5% of the total manpower strength, the number could reach 1,25,000. According to the fifth economic census, there are 20,62,124MSMEs having 6 or more workers. If each establishment engages even one apprentice, the number could be 20 lakh. Therefore, there is a huge potential in apprenticeship training which remains untapped.

## 5.0 Incentivizing Employers

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

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

5.3 Keeping in view the importance of Apprenticeship Training, the scheme for “Promoting Apprenticeship Training” was placed before the Cabinet for its approval and the Cabinet approved “**National Apprenticeship Promotion Scheme”.**

**6.0 National Apprenticeship Promotion Scheme**

The scheme is for

(i) Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all apprentices with the employers.
(ii) Sharing of cost of basic training with Basic Training Providers (BTP).

**6.1 Objective of the Scheme**

The main objective of the scheme isto promote apprenticeship training and to increase the engagement of apprentices from present 2.3 lakh to 50 lakh cumulatively by 2020.

**6.2 Componentsof the Scheme**

Thescheme has the following two components:

6.2.1 Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice with the employers.The stipend support would not be given during the basic training period for fresher apprentices.
6.2.2 Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to Rs. 7500/- for a maximum of 500 hours/3 months.

**6.3 Scopeof the Scheme**

This scheme will cover all categories of apprentices except the Graduate,Technician and Technician (Vocational) apprentices which are covered by the scheme administered by Ministry of Human Resource Development

**6.4 Scheme Targets**

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-2019 and 20 lakh apprentices in 2019-20. The engagement of fresher apprentices shall be20% of total annual target.

**6.5 Implementing Agencies**

6.5.1 Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States.

6.5.2 State Apprenticeship Advisers will act as implementing agenciesfor state public sector and privateestablishments under their jurisdiction.

**6.6. Key features**

**6.6.1 Wider options for the apprentices- integration with other schemes**

Courses under PMKVY/MES will be linked with apprenticeship training. These courses will be given the status of optional trades & the relevant practical content for On-the-Job training will be added by SSC/NCVT as the case may be. The total duration of On-the-Job/Practical training for these courses will be of one year (excluding the period of basic training)

**6.6.2 Ease of Administering through technology**

(i) Online portal would be used for administering the implementation of the Apprenticeship Training. It will address the requirements of all key stakeholders.

(ii) Portal will facilitate:

***For Industry***

- On-line registration
- Declareapprenticeship seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Issue offer letters to candidates for engaging as apprentices
- Submit contract of apprenticeship on-line for approval by respective RDAT/State Apprenticeship Advisor
- Monitoring of apprenticeship training.
- On-line submission of returns and records
- On-line submission of claims.
- Online payment of Government share

***For candidates***

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

***For Regional Directorates of Apprenticeship Training/State Apprenticeship Advisers(SAA)***

- Review & approve contracts of apprenticeship
- Monitor the implementation of apprenticeship training
- Receipt and review of claims from employers
- Online payment of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers
- Receipt and review of applications from BTP by RDATs
- Receipt of Inspection report and approval of BTPby RDATs
- Receipt and review of claims from BTP on-line.
- Payment of cost of basic training to BTPs

***For Basic Training Provider (BTP)***

- On-line registration
- Declare basic training seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Provide basic training to apprentices who have been sponsored by a employer after execution of contract with apprentice
- Placement of apprentices for on-the-job training with employer after basic training.
- On-line submission of claims.

(iii) Portal will also facilitate for time bound approval of contract of apprenticeship, centralized database for compliance and monitoring, online verification of candidates profile, management of on-line examination for generation and issue of hall tickets.

**6.6.3 Involvement of States/UTs**

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

Governments. Generally, it has been seen that State Governments do not play an active role in promoting apprenticeship training so it has been decided to involve the states in implementing the new scheme. State Apprenticeship Council will be entrusted to setup an Apprenticeship Cell in each State and their responsibilities will includemonitoring the implementation of this scheme.

### 6.6.4 Promoters and facilitators for Apprenticeship Training

(i) Facilitators/Promoters in the system are essential for mobilizing the apprentices. Since this scheme involves multiple stakeholders, the role of facilitators becomesimportant. Facilitators can also create awareness among the employers which is generally lacking in our country.The facilitators can also play a major role in coordinating between basic training providers and the employers for on-the-job training.

## 7.0. Communication campaign

*(i)* *Workshop/Seminars*

Meetings/Workshops will be organized with all stakeholders including CII, FICCI, ASSOCHAM, Sectoral Associations and local industry chambers/clusters.

(ii) Publicity & advertisements using both print and electronic media.

(iii) *Brand Ambassadors*

Appointing Brand Ambassadors for states and for local industrial clusters to act as facilitators and promoters to promote apprenticeship training. Brand Ambassadors may be from large, medium and small industries. These will be actual practitioners& will include those employers who have/are engaging apprentices. Brand ambassadors will be formally recognized by granting them certificates/badges.

## 8.0 Implementation plan

### 8.1 Eligibility of Employer

- Employer is any person/entity who has business in any trade or occupation.

- The employers interested to avail the benefits of the scheme must fulfill the following:
  - Employer shall engage apprentices in a band of 2.5% to 10% of the total strength of the establishment
  - Employers must be registered withEPFO/ESIC/LIN/UDYOGAADHAR
  - Employers must have TIN number.
  - Employersmust register on the apprenticeship portal.
  - Employers must have an aadhaar linked bank account

### 8.2 Eligibility of Apprentice

- An apprentice is a person who hasmade contract of apprenticeship with the employer for apprenticeship training under the Act.
- Apprentices can be engaged from the following four categories:
  - (i) Trainees passed out from ITI courses
  - (ii) Trainees under dual-learning mode from ITIs
  - (iii) Trainees who have completed PMKVY/MES courses
  - (iv) Candidates who possess minimum educational qualification required for a trade and have not undergone any formal trade training (Fresher apprentices)

- Apprentice must fulfill the following:
  - He/shehas completed 14 years of age and fulfills other requirements of the Apprentices Act, 1961.
  - Every apprentice has to register on the portal.
  - Every apprentice must have an aadhaar number.
  - Must possess minimum age, educational and physical qualification prescribed for the trade

- o Maximum age in respect of apprentices mentioned at (iv) above shall be 21 years.
- o Number of apprentices mentioned at (iv) above may be upto 20% of the target in a year.

**8.3 Eligibilityof Basic Training Providers**

(I) Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training toapprentices.

(II) Types of BTPs:
- o Government & Private Industrial Training Institutes.
- o Industries/ establishments with in-house basic training facilities.
- o BTP set up/supported by Industry clusters

(III) Selection of BTP:
- o Government/Private ITI will automatically get selected as a BTP provided that they have spare seats (within overall affiliation) for running basic training. Spare shifts may be used for basic training.
- o BTP will have to apply through portal for registration
- o RDAT will review the application of BTP
- o RDAT will arrange for physical inspection of BTP by a committee constituted for this purpose.
- o Submission of Inspection report on-line by the committee.
- o Review of inspection report and approval of BTP by RDAT
- o Selection and offer to BTP on-line by RDAT.

(IV) BTPsinterested to avail the benefits of the scheme must fulfill the following:

- o After approval, they can get registered
- o BTP must be registered on the apprenticeship portal.
- o BTP must have an aadhaar linked Bank Account.

**8.4. Fields of apprenticeship training**

Apprenticeship training can be provided to apprentices both in designated and optional trades.

*(i)* *Designated trade*
Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades are available for apprenticeship training (List is in annex-I).

*(ii)* *Optional trade*
- (a) PMKVY/MES–Courses under PMKVY/MES with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component designed by SSC/NCVT will be declared as optional trades.
- (b) Created by employer –In a trade decided by employer withaduration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component,designed by employer and uploaded on the apprenticeship portal.

List of courses under PMKVY/MES, which have been declared as optional trades, is given at Annexure-II (will be uploaded soon).

**8.5 Duration of Apprenticeship Training**

Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at the workplace in the industry.Duration of apprenticeship training for different routes for getting the financial benefits of the scheme will be as follows:

| Routes of apprenticeship training | Duration of Basic Training | Duration of Practical Training/On-the-job-Training | |
|---|---|---|---|
| | Maximum | Minimum | Maximum |
| ITIs pass-outs | Not required | 1 year | 2 years |
| PMKVY/SDI | ,, | 1 year | 2 years |
| Dual-learning mode from ITIs | ,, | 5 to 9 months | |
| Fresher apprentices | 3 months | 1 year | 2 years |

## 8.6. Contract of apprenticeship

Employer may shortlist candidates' specific to sector, trades, region etc. and offer letters to candidates for engaging through portal. Employer may also select apprentices off-line and upload the details ofapprentices before start of apprenticeship training on the portal. Contract of apprenticeship must be entered between apprentice and the employer. The contract of apprenticeship must be registered with concerned Apprenticeship Adviser through the portal.

## 9.0 Processing of Claims

### 9.1 <u>Payment of reimbursement claims towards stipend to the Employers</u>

(i) Payment of full rate of prescribed stipend, including Government of India's share shall be paid to apprentices by the establishment through the aadhaar linked bank accounts of apprentices. For this purpose, the employers are required to seek bank details from the apprentices.

(ii) Establishments are required to upload aproof for payment of full amount of stipend to the apprentice alongwith the attendance particulars. Government of India's share will be reimbursed on a quarterly basis by the respective RDAT or SAA.

(iii) Concerned RDATs/States will verify the information uploaded by the establishment and on confirmation of the training conducted and full amount of stipend paid, they will reimburse the payment to establishments' bank account within 10 days from the receipt of claims from the employers.

(iv) Payment for the last quarter shall be made only after passing the final trade testby the apprentice and adjusting for dropouts.

(v) Employers will have to sign a undertaking to inform the concerned RDAT/SAA about any dropouts.

### 9.2 Sharing of Basic Training Cost to Basic training Providers

The following procedure shall be adopted under the scheme for payment of basic training cost i.e.Rs. 7500/- per apprentice for 500 hours/3 months:

(i) RDATs/States will make the payment towards cost of basic training to Basic Training Providers through their bank account. Rs. 5000/-per apprentice as a basic training cost shall be made after successful completion of basic training and the remaining basic training cost i.e. Rs. 2500/- per apprentice shall be paid after completion of apprenticeship training by the apprentice.

## 10.0 Monitoring of the establishments

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

**11.0 Eligibility and role of Brand Ambassadors**

- Have undergoneapprenticeship training and are successful in their field.
- Employers engaged or engaging apprentices.
- They will be selected/appointed by respective RDAT's.
- Brand ambassadors will be paid @ 2500/- per day whenever they are called for any workshops/seminar/meeting.They would also be reimbursed travel expenses at actuals whenever they are required to travel.