



Sh. Anil Kumar &
sh. Mayjeet
12/02/2021

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To

✓ The Principal
All Govt. College of State Haryana,

Memo No. 21/114-2020 ME(3)
Dated, Panchkula, the 11-2-2021

Subject:- Engagement of Apprentices under Apprenticeship Act 1961.

I have been directed to refer to letter no. 21/114-2020 ME (3) dated 18.01.2021 and even letter no 08.01.2021 and say that many colleges are relieving the already engaged Apprentices in respect to the post of COPA.

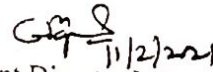
It has been decided that the Apprentices already engaged in trades/posts of COPA may not be relieved.

Further, from the next session only the following trades/posts should be engaged as Apprentices as per the minimum and maximum percentage mentioned in the Apprentices Act 1961.

(I) COPA

(II) Stenographer (English & Hindi)

This supercedes all our previous letters written in this regard.



Assistant Director ME
for Director General Higher Education
Haryana, Panchkula
11-2-21

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To

The Principal
All Govt. College of State Haryana,

Memo No. 21/114-2020 ME (3)
Dated, Panchkula, the 12/3/21




Subject :- Engagement of Apprentices under Apprenticeship Act 1961.

I have been directed to refer to letter no. 21/114-2020 ME (2) dated 12.03.2021 and even letter no 09.02.2021 and Memo NO :AP-3/NPS/GITI Apprentices/2017/601/99 Dated :05.02.2021 of Skill development and Industrial Training Department. It has been decided that for Engagement of Apprentices following guidelines are to be followed :

1. To engage 2.5% to 15% Apprentices of total Manpower (regular + contract +outsourcing) of the establishment under the Apprentices Act, 1961 (copy attached), subject to a minimum 5% of the total establishment to be reserved for fresher apprentices and skill certificate holder apprentices.

2. Don't terminate the contract of apprenticeship between the training which is a violation of the rule under the Apprentices Act, 1961.

This is for information and necessary action, Please


Deputy Director ME
for Director General Higher Education
Haryana, Panchkula



Sh. Anil Kumar
for N.A.
30/06/21

From Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To The Principal
All Govt. College of State Haryana,

Memo No. 21/114-2020 ME (2)
Dated, Panchkula, the 30-6-2021

Subject:- Engagement of trade Apprentices under the Apprentices Act- 1961, Second
Schedule for engagement designated trade apprentices in year 2021

Kindly refer to the subject cited above.
A copy of letter no TA/NAPS/2016/Stipend/Part-II/413 Dated 25.06.2021 received
from Department of Skill Development & Industrial Training Haryana, Panchkula is hereby sent
to you for necessary action.

You are requested to send the Action taken report to this department at the earliest
on email id hechryme@gmail.com.

Superintendent (ME)
for Director General Higher Education
Haryana, Panchkula

Dated, Panchkula

Endst

A copy is forwarded to the superintendent coordination in your reference U.O No
DHE-010001/49/2020-coordination, dated 28.06.2021 for information.

Superintendent (ME)
for Director General Higher Education
Haryana, Panchkula

Issued through E-mail only

To,

1. All Head of the Departments, in the State of Haryana
2. All Divisional Commissioners, in the State of Haryana
3. All Managing Directors/ Chief Administrator/ Chief Executive Officer of all Boards/ Corporations/ Nigams/ Agencies/ Councils and others SPSUs in the State of Haryana
4. Registrars of all the Universities, in the State of Haryana
5. All Deputy Commissioners, in the State of Haryana

Dated: 25.06.2021

Memo No: TA/NAPS/2016/Stipend/Part-II/ 413

Subject: Engagement of trade Apprentices under the Apprentices Act-1961. Second Schedule for engaging designated trade apprentices in year 2021.

Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/662 dated 29.12.2020, it is informed that the Second Schedule for engagement of trade apprentices in the designated trades in Govt. Departments and SPSUs during year 2021 has been fixed as below:

Phase-1

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeshipindia.org :- 01.07.2021
- Cut-off date of receiving/considering applications from candidates through online portal :- 11.07.2021
- Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/ SPSUs - 21.07.2021
- Joining of candidates for apprenticeship training:- upto 30.07.2021

Phase-2

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeshipindia.org :- 02.08.2021
- Cut-off date of receiving/considering applications from candidates through online portal :- 11.08.2021

- Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/SPSUs upto 30/08/2021
- Joining of candidates for apprenticeship training - upto 30/08/2021

Phase-3

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeshipindia.org - 01/09/2021
- Cut-off date of receiving/considering applications from candidates through online portal - 10/09/2021
- Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/SPSUs upto 20/09/2021
- Joining of candidates for apprenticeship training - upto 30/09/2021

It is also advised to engage the apprentice of the following types

Directorate of Departments/ SPSUs and their field Offices	Trade apprentices in COPA, Steno English and Steno Hindi
Field offices having Technical work	Trade apprentices in technical trades strictly as per nature of technical work and Trade apprentices in COPA, Steno English and Steno Hindi

The apprentices already completed apprenticeship training are not eligible for re-appointment in the same trade.

It is also requested:

- To strictly follow all the provisions under the Apprentices Act, 1961 and the Apprentices Rules, 1992 for engaging apprentices and their training
- The apprentices in any trade should only be engaged if the training facilities required under the Apprentices Act, 1961, in that trade are available in your office/establishment.
- To engage the apprentices upto 10% of total staff working in the office/ sub offices including contractual officials, subject to availability of training facilities/ trainers in the respective trade in the offices.
- To arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.
- To follow the Standard Operating Procedures (SOP)/guidelines of COVID-19 & physical distancing norms.

It is further requested to complete the process of engagement of apprentices as per the schedule mentioned above. For convenience of all stakeholders, an advertisement in the leading newspaper is being published by this Department for wide publicity of the above schedule. It is therefore requested to kindly issue the instructions to all the officers of your department at H.Q. level as well as in field offices for taking necessary action in this matter.

This is for your kind information and further necessary action, please



(Sanjay Sharma)
Joint Director Apprenticeship
for State Apprenticeship Advisor-cum- Director General
Skill Development & Industrial Training
Department, Haryana, Panchkula

Endst. No. - TA/NAPS/2016/stipend/act-II/414

Date: 25.06.2021

A copy of the above is forwarded to the following for information and necessary action

- 1 All Deputy Commissioners-cum-Chairman, District Apprenticeship & Satinrbhat Committee, in the State of Haryana
- 2 All Assistant Apprenticeship Advisors/ Principal of Govt. ITI at all District HQ in the State, with the direction to coordinate and ensure to organize one meeting under Chairmanship of Deputy Commissioner-Cum-Chairman, DAAC inviting all Head of the Offices/Institutions in the district in every fortnight to review and pursue the registration of Govt. establishments/SPSUs and the engagement of apprentices.
- 3 Principal of all Govt. ITIs/Govt. ITI(W), in the State of Haryana.



(Sanjay Sharma)
Joint Director Apprenticeship
for State Apprenticeship Advisor-cum- Director General
Skill Development & Industrial Training
Department, Haryana, Panchkula

CC: PS/ACSSD&IT, PS/DGSD&IT, Nodal Officers website at H.Q.

CN092115931

Model Contract of Apprenticeship Training for Major/Minor* Apprentices



1. Name and Registered Address of Establishment : GOVT. COLLEGE MANDI HARIYA (091210600123)
with Telephone no. & E mail address : NEAR SHIV TEMPLE, CHARKHI DADRI Charki Dadri, Haryana
: 01252-297608
: gemandihariya@gmail.com
2. (a) Name of Apprentice (Block Letters) : SONU KUMAR (A072918BZ3039)
(b) Father's/Mother's/Spouse's Name : DIDAR
3. Address of apprentice : VPO BERLA, BERLA, Charki Dadri, Haryana
4. Gender : Male
5. Date of Birth : 26-01-1996
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : ITI - SCVT
8. (a) Category of Apprenticeship : Designated
(b) Name of the trade for which Apprentice is training : Computer Operator and Programming Assistant
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : ITI
(ii) Duration of Training/Course : From 2014-08-01 00:00:00 To 2015-07-31 00:00:00
(iii) Name of the Institute : GOVT ITI KALALI BALALI
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2080 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-Job Training : 2080 Hours
Period of On-the-Job Training : From 10-09-2021 to 09-09-2022
(c) Training Type : Sequential
11. Apprenticeship Training Location : VPO MANDI HARIYA
(a) Name and address of facility where Basic Training is to be provided : N/A
(b) Name and address of the facility where On-the-Job Training is to be provided : GOVT. COLLEGE MANDI HARIYA
VPO MANDI HARIYA
Charki Dadri
Haryana
12. (a) Date of execution of contract : 09-09-2021
(b) Age of Apprentice on the date of execution of contract : 25 years, 7 months and 12 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount : 7700
(a) During 1st year of training : 7700
(b) During 2nd year of training : N/A

✓ (c) During 3rd and 4th year of training

: N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A
(b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No
(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

Signature of the
Employer with seal

Signature of Apprentice

Signature of Guardian

apprenticeshi@india.gov.in

Sh. Anil Kumar
Principal

CN102244072

Model Contract of Apprenticeship Training for Major/Minor Apprentices

1. Name and Registered Address of Establishment	GOVT. COLLEGE MANDI HARIYA (E01710660123)
2. Telephone no. & E-mail address	NEAR SHIV TEMPLE, CHARKHI DADRI Charhi Dadri Haryana 01252 297608 gcmandihariya@gmail.com
3. Name of Apprentice (Block Letters)	VIKASH (A092230928)
4. Father's/Mother's/Spouse's Name	ASHOK KUMAR
5. Address of apprentice	VILLAGE KANHRA POST OFFICE- DAGROLI TEHSIL- BADHRA DISTT CHARKHI DADRI, BADHRA, Charhi Dadri, Haryana
6. Gender	Male
7. Date of Birth	03-02-2002
8. (a) Whether belongs to SC/ST/OBC/PwD/ Minority (b) Name of the Category	Yes Obc
9. Educational Qualification (Highest)	ITI - NCVT
10. (a) Category of Apprenticeship (b) Name of the trade for which Apprentice is training	Designated Computer Operator and Programming Assistant
11. (a) Whether Basic Training is to be provided as part of Apprenticeship (b) If Basic Training is exempt - reason for exemption (c) Name of the Course (d) Duration of Training/Course (e) Name of the Institute (f) Name of the Sector Skill Council (if applicable)	No ITI From 2021-12-31 00:00:00 To 2022-09-07 00:00:00 Govt IIT Kadma N/A
12. Apprenticeship Training duration (Total) (a) Duration of Basic Training Period of Basic Training (b) Duration of On-the-Job Training Period of On-the-Job Training (c) Training Type	2080 Hours N/A N/A 2080 Hours From 31-10-2022 to 30-10-2023 Sequential
13. Apprenticeship Training Location (a) Name and address of facility where Basic Training is to be provided (b) Name and address of the facility where On-the-Job Training is to be provided	VPO MANDI HARIYA N/A GOVT. COLLEGE MANDI HARIYA VPO MANDI HARIYA Charhi Dadri Haryana
14. (a) Date of execution of contract (b) Age of Apprentice on the date of execution of contract	21-10-2022 20 years, 8 months and 18 days
15. Is the establishment opting for benefits under NAFS? *If yes, Annexure 2 to this contract will also be applicable.	Yes
16. Monthly stipend amount (a) During 1st year of training	7700



- (b) During 2nd year of training : N/A
(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A
(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No
(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.
18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

Signature of the
Employer with seal

Signature of Apprentice

Signature of Guardian

CN112348297

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : GOVT. COLLEGE MANDI HARIYA (BHUJHUBHUIJH)
- with Telephone no & E-mail address : NEAR SHIV TEMPLE, CHARKI DADRIN, Mandi, District, Haryana
: 01250-299776
: gomatridharyya@gmail.com
2. (a) Name of Apprentice (Block Letters) : FARVEESH (A192007303)
(b) Father's/Mother's/Spouse's Name : Ramkishan
3. Address of apprentice : Ward No. 6, V.P.O KADMA, Charki Dadrin, HA
: REANA (127308), Ward No. 6,
: Charki Dadrin, Haryana
4. Gender : Male
5. Date of Birth : 06-10-2002
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : ITI - NCVT
8. (a) Category of Apprenticeship : Designated
(b) Name of the trade for which Apprentice is training : Computer Operator and Programming Assistant
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : ITI
(ii) Duration of Training/Course : From 2022-08-19 00:00:00 To 2023-08-19 00:00:00
(iii) Name of the Institute : ITI KADMA
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2080 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-Job Training : 2080 Hours
Period of On-the-Job Training : From 28-11-2023 to 27-11-2024
(c) Training Type : Sequential
11. Apprenticeship Training Location : VPO MANDI HARIYA
(a) Name and address of facility where Basic Training is to be provided : N/A
(b) Name and address of the facility where On-the-Job Training is to be provided : GOVT. COLLEGE MANDI HARIYA
VPO MANDI HARIYA
Charki Dadrin
Haryana
12. (a) Date of execution of contract : 23-11-2023
(b) Age of Apprentice on the date of execution of contract : 21 years, 1 months and 17 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable



***For DBT cases- Partial stipend support by the Government of India under NAPS will be limited to 25% of the stipend paid, upto a maximum of Rs. 1500 per month per apprentice during the apprenticeship training period.**

For Non-DBT cases- Full stipend will be paid by the employer

14. Monthly stipend amount

Year of training	Total stipend amount (in Rs.)	Break up of total stipend amount (in Rs.)	
		Employer's share out of col. 2	Government of India's share out of col. 2 (25% of stipend paid upto a maximum of Rs. 1500 per month per apprentice)
(a) During 1st year of training	7700	7700	0
(b) During 2nd year of training	N/A	N/A	0
(c) During 3rd and 4th year of training	N/A	N/A	0

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No

(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

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Pavesh

Signature of the
Employer with seal

Signature of Apprentice

Signature of Guardian