

APPRENTICE PROTSAHAN YOJANA (APY)

A. Background:

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to youth and person having National Trade certificate issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; trade apprentice, graduate, technician and technician (vocational) apprentices. Qualifications of trade apprentices vary from class VIII pass to XII pass (10+2) system. Period of training varies from 6 months to 4 years.

At present there are 28,500 establishments covered throughout the country for trade apprentices under the Apprentices Act, 1961 which is miniscule as compared to the number of establishments in the country. 2.11 lakhs trade apprentices are undergoing apprenticeship training against 3.59 lakhs apprenticeship seat. To bring more number of establishments and youth under the Apprentices Act, 1961, suggestions were received from various quarters and these suggestions were deliberated in the meetings of the Inter Ministerial Group (IMG) comprising representatives from Railways, Planning Commission, Power, MSME, HRD, NSDA, Defence & DGET. IMG, inter alia, recommended that since the rates of Stipend are being enhanced to attract youth, stipend paid by the establishments registered with MSMED Act and having turn over less than Rs.100 crore should be shared equally by the Government also. Recommendation of IMG was subsequently, discussed at length in the meeting of Central Apprenticeship Council (CAC) which also supported the recommendation of IMG. **Hon'ble Finance Minister, inter alia in his budget speech said that "Comparing the size and rate of growth of economy of India, the performance of Apprenticeship Training Scheme (ATS) is not satisfactory and a large number of training facilities available in the industry are going unutilized. Apprenticeship Act will be suitably amended to make it more responsive to industry and youth. We will also encourage MSMEs to avail of the benefits of this scheme.**

Based on the recommendation of CAC, the scheme was placed before Expenditure Finance Committee (EFC) for its approval and EFC in its meeting approved the Scheme with certain modifications. The Scheme has been formulated on the recommendations of EFC.

- B. Nature of Scheme:** Central Sector Scheme.
- C. Objective of the Scheme:** Sharing of 50% of prescribed stipend by the Government of India for first two years of apprenticeship training for 1,00,000 apprentices to be engaged by establishments covered under the Apprentices Act, 1961.
- D. Scope of 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 HRD.
- E. Duration of the Scheme:** 1-10-2014 to 31-03-2017.
- F. Funds Allocated:** Rs.346.00 crore.
- G. Target:** To support training of 1,00,000 apprentices during the remaining period of 12th Five Year Plan by sharing 50 percent of the expenses on account of stipend paid to the apprentices.
- H. Eligible Employers:** Any establishment where trade, occupation or subject field in engineering or technology is carried out in terms of the Apprentices Act 1961 as amended from time to time. The following additional conditions shall be fulfilled for being eligible under the Scheme:
- i) Keeping in view the recommendations of the Central Apprenticeship Council to permit apprentices within a band of 2.5% to 10% of the total strength of the establishment, the establishments eligible in the Scheme should have a strength of at least six.
 - ii) Not more than two apprentices will be allowed in one establishment under this Scheme at a time.
 - iii) Self-certification by the employer that the selected apprentice is not related to him and this self-certification will be displayed on the portal.
- I. Eligible Apprentices:** Anyone who is above 14 years of age and fulfills the requirements of the Apprentices Act, 1961.
- J. Implementing Agency:** Each Regional Directorate of Apprenticeship Training (RDAT) under the control of Directorate General of Employment & Training (DGE&T) will act as an implementing agency in their region.
- K. Role of implementing agency:**
- (i) Every RDAT will be given target every year for training of apprentices in their region depending upon the number of establishments in the

region. In case any RDAT fails to achieve the given target, the remaining target will be distributed amongst achiever RDATs.

(ii) Process of obtaining applications: Each RDAT will give advertisement in the leading newspapers of their region quarterly for inviting applications from interested employers who have already started the apprenticeship training not earlier than within two months of publishing of the advertisement and have registered contract of apprenticeship with States/UTs. Advertisements should indicate the eligibility criteria for selecting employers and details of trades which could be run under the Scheme. Employers should be given thirty days time for submission of applications. Besides this, other means should also be used for reaching out to the employers. Applications should be sought as per format at Annex-I.

(iii) Scrutiny of applications: Employers who have submitted applications should have been (a) registered under the Factories Act, or (b) shown in latest economic census of or (c) physically inspected by officer of the State/UT Apprenticeship Advisor or RDAT in last one year. Applications should be further scrutinized in the order of preference as given below:-

- (I) Manufacturing sector- registered MSMEs
- (II) Manufacturing sector- Other than MSMEs
- (III) Other Sectors- registered MSMEs
- (IV) Other Sectors- Other than MSMEs

List of designated trades in Manufacturing Sector and other Sectors is at Annex-III. Classifications have been done based on National Industrial Classification (NIC) code.

L. Sanctioning Authority: The employers who are found eligible and in the priority as indicated above within the target allotted to RDAT will be given sanction letter apprentice-wise confirming that they would get benefits of the Scheme subject to fulfilling the guidelines of the Scheme. Regional Director, RDAT will be the sanctioning authority under the Scheme.

M. Procedure for sharing the prescribed stipend:

Rates of stipend per month are 70% to 90% of the minimum wage of semi-skilled workers and will be paid from first year to third year, as applicable in states.

(i) In the initial period of the Scheme up to 31st March, 2015, the employer will pay full rate of prescribed stipend including his share to the apprentices every month through bank account of the apprentice which will be linked to the web portal. Therefore, for this purpose, the

Employers are required to seek bank details from each apprentice at the start of training. The modalities for sharing of 50% of stipend paid have been given in subsequent para of these guidelines.

- (ii) After 1st April, 2015, share of Government will be directly transferred to the bank's account of the apprentice.

N. Procedure for sharing the prescribed stipend during the initial period of the Scheme: (As mentioned in the para M(i).

- 1) Each employer has to submit reimbursement claims quarterly to respective RDAT as per proforma at Annexe-II. Employer while submitting reimbursement claims is required to send bank statement indicating the details of stipend paid to the apprentices in their bank account linked to portal, copies of the attendance sheets of apprentices.
- 2) **Claim clearance:** One Regional Committee at each RDAT constituting of the Regional Director of RDAT, Director of Industries of each State and representatives of apprentice training directorate of each State coming under the purview of the RDAT will be set-up. The Committee will scrutinize the bills submitted by the employers every quarter and approve bills for reimbursement. The Committee should frequently to ensure that claims are decided within one month.
- 3) Each RDAT will reimburse the payment to establishment's bank account within 15 days from the date the Committee clears the bills.

O. Procedure for sharing the prescribed stipend after the initial period of the Scheme: After 1st April, 2015, the following procedure shall be followed:

- 1) Employer shall pay 50% of the prescribed stipend through the bank account of the apprentice every month and send the attendance of the apprentices to RDAT through portal.
- 2) After receiving the attendance of the apprentices and the proof of the payment of 50% of stipend, RDAT will transfer the remaining 50% of the stipend amount in the bank account of the apprentice directly. This should be completed before 10th of the next month so that apprentice is not to go in hardship.
- 3) The cases of the apprentices receiving 50% of the stipend from RDAT in the manner indicated in (1) above, would be reviewed by the Regional Committee as referred to in para N(2) of these guidelines

every six month based on the report of the visit of the establishments as referred to in para Q of the guidelines.

- P. Fund flow:** At the start of every financial year, the funds will be transferred to RDATs under DGE&T for reimbursing the amount to establishments covered under the Apprentices Act, 1961. The funds will be utilized exclusively for payment of Government of India's share of monthly stipend to apprentices under the Apprentices Act, 1961.
- Q. Monitoring of the establishments:** Monitoring is done to know whether the employer is providing training to the apprentices as per curricula approved by NCVT. Therefore, it is expected that each RDAT should ensure visit of establishments six monthly. In future taking into account the increase in number of establishments and apprentices, accredited third party agencies would be hired for monitoring the scheme.
- R. Web portal :** The web portal is being set up and it will have information such as; details of number of seats located trade-wise in establishments, address of establishments, bank accounts details of establishments and apprentices if they want to participate in the Scheme, period of training, trade of training, result of monitoring visits, tracking of apprentice after training etc.

Annex-I

Name of the Establishment						Name of the Authorised person					
Address			Designation:			Land line no.			Email:		
Email :		Mobile No:		Manufacturing /Trading/Serviceing:							
MSME registration No. or Other registration No.											
Name of the Bank branch with IFSC code				Bank Account No.				NEFT/RTGS No			
S.No	Name of the apprentices	M/F	Trade	Whether ITI passed	Date of starting of training	Date of end of training	Contract no.	Date of contract	Name of Bank	Bank Account No.	
1											
2											

Encl: copy of the registration and copies of the contracts

Place:

(Signature of the Authorised person)

Dated:

Name of the Authorised person

Quarter from _____ to _____

Bill No;

Name of the Establishment					Name of the Authorised person					
Address					Designation:		Email:			
Email :				Mobile No:		Mobile No:				
Sanctioned letter No:										
S.No	Name of the apprentices	First year/second year	Trade	Rate of Stipend	Attendance of apprentice			Amount paid		
					Month-1	Month-2	Month-3	Month-1	Month-2	Month-3
1										
2										

Total Amount=

I hereby confirm that that information given above by me is true to my belief.

Place:

Dated:

(Signature of the Authorised person)

Name of the Authorised person

Enclosure: ' 4

1. Copies of the attendance sheets of apprentices.
2. Bank Statement indicating details of stipend paid to apprentices.

List of designated trades under the Apprentices Act, 1961**A. Manufacturing Sector**

1.	Fitter	2.	Turner
3.	Foundryman	4.	Mechanic (Marine Diesel)
5.	Sheet Metal Worker	6.	Rigger
7.	Gas Cutter	8.	Ceramic Moulder
9.	Ceramic Kiln Operator	10.	Ceramic Caster
11.	Ceramic Press Operator	12.	Sports Good Maker (Wood)
13.	Leather Goods Maker	14.	Finished Leather Maker
15.	Mechanic Industrial Electronics	16.	Footwear Maker
17.	Operator Coal Handling Equipment	18.	Operator Material Handling at Raw Material Handling Plant
19.	Operator Locomotive and Rail Cranes in Steel Plant	20.	Operator Coke Ovens Battery Equipments
21.	Operator Blast Furnace Iron Making Equipments	22.	Operator Steel Melting Equipments
23.	Operator Sinter Plant Equipment	24.	Operator Rolling Mills Equipment (Long Products)
25.	Moulder (Refractory)	26.	Doffer-cum-Piecer
27.	Welder (Gas & Electric)	28.	Winder (Textile)
29.	Tenter (Drawing Speed/ Fly Frames)	30.	Electrician Aircraft
31.	Printing Textile	32.	Tool & Die Maker (Press Tools, Jigs & Fixture)
33.	Tool & Die Maker (Die & Mould)	34.	Mechanic (Earth Moving Machinery)
35.	Mechanic (Instrument Aircraft)	36.	Power Electrician
37.	Plastic Mould Maker	38.	Mechanic Radio and Radar Aircraft
39.	Operator Cum Mechanic (Power Plant)	40.	Mechanic Machine Tool Maintenance
41.	Forger & Heat Treater	42.	Machinist (Grinder)
43.	Machinist	44.	Optical Worker
45.	Mechanic Maintenance (Textile Machinery)	46.	Shipwright (Steel)
47.	Mechanic (Dairy Maintenance)	48.	Material Handling Equipment-Cum-Operator

49.	Instrument Mechanic	50.	Mechanic Diesel
51.	Mechanic (Motor Vehicle)	52.	Construction Machinery Mechanic-Cum-Operator
53.	Draughtsman (Civil)	54.	Draughtsman(Mech.)
55.	Boiler Attendant	56.	Fitter Structural
57.	Mechanic Mining Machinery	58.	Mechanic (Agriculture Machinery)
59.	Maintenance Mechanic for Leather Machinery	60.	Insulator Maker/ Machine Operator (Ceramic)
61.	Steam Turbine Cum Auxiliary Plant Operator	62.	Electrician (Mines)
63.	Electroplater	64.	Attendant Operator (Dairy)
65.	Motor Vehicle Body Builder	66.	Short firer/Blaster (Mines)
67.	Fiber Reinforced Plastic Processor	68.	Plastic Process Operator
69.	Sports Goods Maker (Leather)	70.	Crane Operator (Overhead Steel Industry)
71.	Furnace Operator (Steel Industry)	72.	Operator (Steel Plant)
73.	Mechanic Automobile (Advance Petrol Engine)	74.	Mechanic Automobile (Advance Diesel Engine)
75.	Welder (Pipe and Pressure Vessels)	76.	Advance Mechanic (Instruments)
77.	CAD-CAM Operator-cum- Programmer	78.	Jigs and Fixtures Maker
79.	CNC Programmer cum Operator	80.	Operator PLC System
81.	Mechanic (HT, LT Equipments and Cable Jointing)	82.	Mechanic (Electrical Power Drives)
83.	Mechanic (Embedded Systems and PLC)	84.	Mechanic Power Electronics (Inverters, UPS & Maintenance of Drives)
85.	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines)	86.	Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)
87.	Mechanic (Cold storage, Ice plant and Ice candy plant)	88.	Mechanic (Non-conventional Power Generation, Battery and Inverter)
89.	Mechanic (Repair & Maintenance of Instruments used in Electrical Engineering)	90.	Extrusion Machine Operator (Plastic)
91.	Injection Moulding Machine Operator	92.	Blow Moulding Machine Operator
93.	Mechanic Repair and Maintenance of Electronics Test Equipment	94.	Process Plant Operator
95.	Electrical Mechanic	96.	Maintenance Mechanic

97.	Technician Fabricator	98.	Instrument Controller
99.	Electronics Mechanic(Steel Plant)	100.	Electrician (Steel Plant)
101.	Instrument Mechanic(Steel Plant)	102.	Fitter (Steel Plant)
103.	Mechanic Electrical Maintenance (Industrial Automation)	104.	Mechanic Mechanical Maintenance (Industrial Automation)
105	Mechanic Mechatronics	106	Operator Advanced Machine Tool Maintenance
107	Utility Operator	108	Pattern Maker
109	Material Handling Equipment-Cm- Operator	110	Refrigeration and Air Conditioning Mechanic
111	Instrument Mechanic (Chemical Plant)	112	Attendant Operator (Chemical plant)
113	Steam Turbine Cum Auxiliary Plant Operator	114	Laboratory Assistant (Chemical Plant)
115	Winder (Armature)	116	Carpenter
117	Steel Melting Hand	118	Structural Welder
119	TIG/MIG Welder	120	Computer Aided Pattern Maker
121	Advance Welder	122	PLC Operator

B. Designated trade in Other Sector

1.	Lineman	2.	Wireman
3.	Plumber	4.	Tractor Mechanic
5.	Driver-Cum-Fitter	6.	Upholsterer
7.	Auto Mechanic (Two Wheeler/ Three Wheeler)	8.	Mason (Building Constructor)
9.	Tailor (General)	10.	Book Binder
11.	Ceramic Decorator	12.	Painter Marine
13.	Tailor (Man)	14.	Tailor (Women)
15.	Jewellery and Precious Metal Worker	16.	Glass Former and Processor
17.	Gardener	18.	Old Age Care Taker
19.	Weaver	20.	Tyre Repairer
21.	Pruner Tea Gardens	22.	Electrician
23.	Information Technology & Electronic System Maintenance	24.	Mechanic Watch And Clock
25.	Surveyor	26.	Switch Board Attendant
27.	Line Operator	28.	Mono Keyboard Operator
29.	Process Cameraman	30.	Retoucher Lithographic
31.	Engraver	32.	Sirdar (Colliery)
33.	Mate (Mines)	34.	Apprentices Food Production (General)
35.	Pipe Fitter	36.	Shipwright (Wood)
37.	Electronics Mechanic	38.	Brick Layer (Refractory)
39.	Hair Dresser	40.	Cable Jointer
41.	Mechanic-cum-operator Electronics Communication System	42.	Mechanic Television (Video)
43.	Mechanic Medical Electronics	44.	Mechanic Consumer Electronics
45.	Lift Mechanic	46.	Dental Laboratory Technician
47.	Shirts and Trousers Maker	48.	Mono Castor Operator
49.	Auto Electrician	50.	Steward
51.	Plate Maker (Lithographic)	52.	Baker and Confectionery
53.	Hotel Clerk/Receptionist/ Front Office Assistant	54.	Apprentice Food Production (Vegetarian)
55.	Designer and Master Cutter	56.	Dress Maker
57.	Embroidery and Needle Worker	58.	Horticulture Assistant
59.	Stockman (Dairy)	60.	Pump Operator Cum Mechanic
61.	Beautician	62.	Photographer
63.	Hair and Skin Carer	64.	Health and Slimming Assistant
65.	Fruit And Vegetable Processor	66.	Enamel Glazer
67.	Mechanic Auto Electronics	68.	Mechanic (Denting, Painting and

			Welding)
69.	Quality Assurance Assistant	70.	Mechanic (Electrical Domestic Appliances)
71.	Chemical Laboratory Assistant	72.	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines)
73.	Mechanic (DTH and other Communication System)	74.	Fashion Designing Assistant
75.	Computer Networking Technician	76.	House Keeper (Hotel)
77.	Mechanic Radio, Audio, Video System and Appliances	78.	Apprentice Food Production (Cookery)
79.	Apprentice Food and Beverage Service (Stewardship)	80.	Multimedia and Web Page Designer
81.	Assistant Front Office Manager	82.	Computer and Peripherals Hardware Repair and Maintenance Mechanic
83.	Mechanic Communication Equipment Maintenance	84.	Mechanic Automobile Electronics
85.	Sanitary Hardware Fitter	86.	Interior Decorator and Designer
87.	Mechanic (Repair and Maintenance of Heavy vehicles)	88.	Knitter (Hosiery)
89.	House Keeper-cum Accommodation Assistant	90.	Architectural Assistant
91.	Digital Photographer	92.	Senior Sales Person (Retail)
93.	Mechanic Sewing Machine	94.	Lacquering and Powder Coating Operator
95.	Battery Repairer	96.	House Keeper (Domestic)
97.	Wood Handicrafts Worker	98.	House Keeper (Corporate)
99.	House Keeper (Institution)	100.	Computer Aided Embroidery and Needle Worker
101.	Cabin/Room Attendant	102.	Mechanic (Repair and Maintenance of Two Wheeler)
103.	Building Maintenance Technician	104.	Pre or Preparatory School Management (Assistant)
105.	Creche Management	106.	Screen Printing
107.	Creel Boy-Cum-Warper	108.	Cable Television Operator
109.	Beautician Assistant	110.	Sales Person (Retail)
111.	Call Centre Assistant	112.	Mechanic (Repair and Maintenance of Light vehicles)
113.	Data Preparation and Computer Software	114.	Desk Top Publishing Operator
115.	Operator Cum Mechanic Pollution Control Equipment	116.	Mechanic Medical Equipment for Hospitals and Occupational

			Health Centre
117.	Assistant Fashion Designer (Garment)	118.	Computer Operator and Programming Assistant
119.	House Keeper (Hospital)	120.	Secretarial Assistant
121.	Stenographer (English)	122.	Health Sanitary Inspector
123.	Florist and Landscaper	124.	Tourist Guide
125.	Insurance Agent	126.	Hospital Waste Management Assistant
127.	Medical Laboratory Technician (Pathology)	128.	Medical Laboratory Technician (Radiology)
129.	Medical Laboratory Technician (Cardiology and Physiology)	130.	Brew Master
131.	Library Assistant	132.	Advanced Attendant Operator (Process)
133.	Programming And Systems Administration Assistant	134.	Offset Machine Minder
135.	Mechanic Radio and T.V.	136.	Painter (General)
137.	Furniture & Cabinet Maker	138.	Cutting and Sewing Machine Operator