

**BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA**

An autonomous body under the

**Department of Higher Education, Ministry of Education, Government of India****F17A**

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**REPORT FOR INSPECTION UNDER THE APPRENTICES ACT, 1961 FOR THE YEAR 20 -- 20**

1.a) Date of Inspection :		Weekly Off :		Telephone :	
b) Date of Last Inspection:				Fax :	
				Email:	
				Website :	
2. Name and complete address of the establishment being inspected:				3. Names and designations of the officers met during the inspection	
4. Name and designation of Training In charge				5. Name of CEO/COO/MD/GM/WM	
6.	Category of apprentices	Apprentices to be engaged as per quota allocated for the year	Number of apprentices engaged till date	Number of contracts sent till date	Remarks
Engagement of apprentices	a) Graduate	Engineering			
		Non-Engineering			
	b) Technician	Engineering			
7(i). Total Manpower Strength (TMPS): Permanent: <input type="text"/>		Total including all: <input type="text"/>			
(ii) Under Rule 7B(1) Total Man Power Strength (TMPS): (a) Less than 4 (Not eligible to engage) <input type="text"/>					
(b) 4 to 29 (Eligible to engage but not obligatory) <input type="text"/>		(c) 30 and above (Obligatory) <input type="text"/>			
8. Whether Training Programme has been chalked out? Yes / No			9. a) Whether the Training Programme mentioned at 8 has been approved by the Board? Yes / No		
			b) Date of approval :		
10. Whether record of work done by apprentice is maintained? Yes / No			11. Number of apprentices contacted. (Please give details on overleaf)		
12. Pendency of reimbursement claim with Board's office.			13. Verification of the stipend per month being paid to the apprentices: Graduate: Rs..... Technician: Rs.....		
14. a) Guidelines for Skill Assessment are being followed at Workplace : Yes / No			14 b) Information regarding Soft-Skill Training Provided at Workplace : Yes / No		
15. a) Information regarding employment of apprentices Post Apprenticeship Permanent Employment (PAPE) module is updated on <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a> Yes / No			15 b) Number of apprentices absorbed in past two years		
			Graduate		Technician
16. Any Memorandum of Understanding (MoU) signed with Academia for Apprenticeship/Internship: (If yes submit a copy)					Yes / No
17. Remarks of the Apprenticeship Adviser :					

**Important:** 1.The concerned officers of the establishment should ensure that the provisions of The Apprentices Act, 1961 and The Apprenticeship Rules, 1992, (as amended from time to time) are followed while implementing the Apprenticeship Training Scheme. 2. It should also be ensured on the part of the establishment that the information submitted from time to time to the Board of Practical Training (Eastern Region); Kolkata in regard of the apprentices and related matters is factual and correct.

Received a copy of this report:

For Employer

Signature:

Signature:

Name:

Designation:

Seal of establishment

Deputy/Assistant Central Apprenticeship Adviser/  
Officer On Special Duty (Training)

**DETAILS OF THE APPRENTICES CONTACTED BY THE APPRENTICESHIP ADVISER DURING HIS INSPECTION**  
(Refer Item No. 11 in the Inspection Report overleaf)

Sr. No.	Name of the apprentice	Category of apprentice [Graduate/Technician]	Date of joining the apprenticeship training	Area in which training is being imparted at present (e.g. production, stores, R & D, etc.)	Soft Skills training provided at Workplace. (Yes/No)	Source from which the apprentice came to know about the apprenticeship training scheme	Feedback on the training	Signature of the apprentice

For employer

Signature