

**BOARD OF PRACTICAL TRAINING  
(EASTERN REGION), KOLKATA**  
An autonomous body under the  
**Ministry of Human Resource Development, Department of Higher Education, Government of India**

**Block: EA, Sector-I, Salt Lake City, Kolkata-700 064.**  
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**BOPT/ER/CIRCULAR/2010**

**Date:**

**To**  
**All the employers engaging apprentices.**

Sub: Engagement of Graduate, Technician and Technician (Vocational) apprentices  
Submission of contracts of apprentices and claims for reimbursement of stipendiary share.

Sir/Madam,

You are aware that your establishment has been notified and a quota of apprentices is allocated by this Board under The Apprentices Act. At the outset we request you to regularly engage the stipulated number of apprentices every year and ensure that they are trained properly. For receiving the candidatures of the aspirants you may develop liaisons with the institutes in your locality. We at this Board, are keen to render timely and quality services to stakeholders of the Apprenticeship Training Scheme. For this purpose we have systematized the working of the Board's office and deployed a web-portal to provide you on-line services. To enable us to render our best services, we solicit co-operation from you on the following counts:

- 1. While forwarding the Contract Registration Cards, kindly**
  - a) verify the eligibility of the candidate to be engaged as an apprentice and ensure that the candidate has not already joined as an apprentice in any other organization
  - b) always send them within **15 days** of engaging the apprentices so that they can be processed speedily at this office.
  - c) indicate whether the apprentice belongs to **Other Backward Classes/SC/ST/Minority/PH.**
  - d) affix the recent passport size photograph of the apprentice firmly, and put your **signature as well as organisation's seal** partly on the photograph and the Contract Registration Card.
  - e) ensure that the contract is duly signed by **employer, apprentice and surety**, and also by **two witnesses** and the organisation's "SEAL" is affixed on the contract
  - f) ensure that the contract is supported by copy of marksheet bearing date of result thereon, of final year/8<sup>th</sup> semester of degree course and 6<sup>th</sup> semester in case of diploma course and **attested by you.**
  - g) ensure that the 'COURT AFFIDAVIT' (in the same format as that of declaration as printed on the reverse of Contract Registration Card) is enclosed, if there is more than 'one year' gap between the date of joining and the date of declaration of result.
- 2. While submitting the claims for reimbursement of stipendiary share kindly**
  - a) submit your claim regularly as soon as quarter is completed.
  - b) ensure that number of days absent (without stipend) are mentioned clearly in column No. 9 of the claim statement.
  - c) ensure that in 'Remark' column of the statement, in the case of terminated apprentices, the date of termination is shown against the name of the apprentice.
  - d) ensure that the claim statement is duly signed and sealed and supported by following documents  
i) Certificate ii) Stamped Receipt for total amount of claim iii) Progress Reports (App-6 forms).
  - e) ensure that **separate** Progress Reports (App-6 forms) are prepared for **each quarter** when claim is for more than one quarter. Kindly note that 'Progress Reports' combined even for a single day for claims of more than three months i.e. more than one quarter are not acceptable by Audit
  - f) ensure that all these documents are duly signed by your officer, and the "SEAL" affixed.

Your co-operation as above will definitely facilitate us for providing our prompt services. In case you need any clarification, you may visit our web portal [www.bopter.com](http://www.bopter.com) or contact the concerned Apprenticeship Adviser in this office.

Thanking you,

Yours faithfully,  
Dy. Director/Asst. Director of Training

Note: For convenience checklists in the subject matter are being provided on the overleaf and it is requested to use these checklists before sending the documents to this office.

## CHECKLISTS FOR EMPLOYERS

### A. CONTRACT REGISTRATION CARDS.

- Photograph of the apprentice bears signature of employer with seal of establishment, both partly appearing on the Contract Registration Card as well.
- Mention of SC/ST/OBC/Minority/PH is made for the apprentice.
- Employer's 'Seal' is affixed on the Contract Registration Cards.
- Declaration form no.8 duly filled in by the candidate is enclosed if there is more than one year gap between the date of joining as an apprentice and date of declaration of results.
- The copy of marksheet of VIII Semester of degree course/VI Semester of diploma course / Mark sheet of 10+2 (Voc) course issued by state intermediate (Voc) council, attested by the officer of the establishment is enclosed.
- The apprentice has passed all the previous Semesters of the degree/diploma course.

### B. CLAIM FOR REIMBURSEMENT OF 50% GOVT. SHARE OF STIPEND.

- Claim statement is supported by certificate, receipt for total amount of claim, and Progress Reports (App-6 forms).
- All documents are duly signed by employer and seal of establishment affixed.
- For each quarter separate Progress Report (App-6) is enclosed.
- Number of days absent (without stipend) are mentioned in Column No. 9 of the claim statement.
- In case of terminated apprentices, date of termination/last day of working is mentioned in the 'Remarks' Column.