

**Immediate/ Date Bound**

From

Director General Higher Education, Haryana,  
ShikshaSadan, Sector-5, Panchkula.

To

Principals  
All Govt. Colleges  
in the State of Haryana.

Memo No : 21/134-2017 ME (1)  
Dated : 20.11.2017

Subject:- National Apprenticeship Promotion Scheme (NAPS)

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Kindly refer to the subject cited above.

A copy of letter No. TA/NAPS/2016/Stipend/794, dated 07.6.2017 received from The Director, Skill Development & Industrial Training, Department, Haryana Chandigarh is sent herewith for further necessary action.

It is requested that the Principals with DDO Powers of all Govt. Colleges, Register at the portal [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) for their establishment registration. For any query/assistance Principals may seek help of ITI at their district.

It is also requested that detail/ information of officials working under their control may please be sent to this office before or upto 23.11.2017 through e-mail.

*M. Malik*  
20/11/17  
Deputy Director ME  
for Director General Higher Education  
Haryana, Panchkula

*M*



Industrial Training Institute

Skill Development and Industrial Training Department  
Haryana, Chandigarh  
Phone: 0172-2701321, E-mail: aaa.itiharyana@gmail.com

**Most urgent/ Immediate**  
**Issued through E-mail**

To

1. All Chief Administrator/ Managing Director/ Commissioner/ Chief Executive Officers, of all the Boards/ Corporations/ Councils/ Mission/ Nigams/ Agencies/ Sugar Mills/ Milk Plants/ State Public Sector Undertakings, in the State of Haryana.
2. Registrars of Kurukshetra University Kurukshetra, Deenbandhu Chhotu Ram University of Science and Technology Murthal, Maharishi Dayahand University Rohtak, Chaudhary Devi Lal University Sirsa, YMCA University Faridabad, CCS Haryana Agriculture University Hisar and Lala Lajpat Rai University of Veterinary & Animal Sciences Hisar, Haryana Vishwakarma Skill University Palwal, in the State of Haryana.

Memo No.: TA/NAPS/2016/Stipend/1113-1114

Dated: 24-10-2017

Subject:- (i) Engagement of Apprentices under Apprenticeship Act-1961.  
(ii) Payment of stipend to the apprentices engaged under Apprenticeship Act-1961 / National Apprenticeship Promotion Scheme, Government of India.

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Kindly refer to this directorate letter no. T/NAPS/2016/Stipend/794 dated 20.12.2016 and letter T/NAPS/2016/Stipend/794 dated 07.6.2017 on the subject cited above.

As it was already informed that Government of India has enacted Apprentices Act-1961 to utilize the available infrastructure in the establishments for providing on- job training to the candidates with the motive to produce the skilled manpower required for industrial growth in the nation. In order to incentivize the engagement of trade apprentices, Ministry of Skill Development and Entrepreneurship, Govt. of India has launched 'National Apprenticeship Promotion Scheme' (NAPS) w.e.f. 19<sup>th</sup> August, 2016 with a target to engage 50 lakh candidates by year 2020, under Apprenticeship Act-1961 for Apprenticeship Training. The copies of Apprenticeship Act-1961, rules, regulations, list of trades and guidelines of NAPS are available on website [www.dgt.gov.in](http://www.dgt.gov.in), [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) and [www.itiharyana.gov.in](http://www.itiharyana.gov.in).

As per the Act, all Govt. Departments, Pvt. Establishments/ Industries/ National Public Sector Undertakings/ State Public Sector Undertakings, board, Corporations, Agencies, Companies etc. are required to engage apprentices @ minimum 2.5% and maximum upto 10% of the total manpower working on regular/ contractual/ outsourced posts including in sub-offices/ field offices.

During the apprenticeship-training period, the establishments will have to pay the stipend, to the engaged apprentices, at the following rates:

1.	During the 1st year of training	70% of minimum wages of semi-skilled workers notified by the State
2.	During the 2nd year of training	80% of minimum wages of semi-skilled workers notified by the State
3.	During the 3rd and 4th year of training	90% of minimum wages of semi-skilled workers notified by the State

Under the NAPS Scheme, Govt will reimburse 25% of prescribed stipend paid, subject to a maximum of Rs. 1500 per month per apprentice to the employers, for the period of apprenticeship training. The online registration of establishments and apprentices as well, on the apprenticeship portal is essential for availing the benefits under NAPS.

The State Departments and State Public Sector Undertakings like Universities, Boards, Corporation, Councils, Nigams, Agencies and Municipal Corporations / Committees are also covered under Apprenticeship Act-1961 and they are required to engage the apprentices in the prescribed numbers and pay the stipend. As per the Act, trade apprentices in any designated trade(s) can be engaged as per the actual requirement of the establishment. The copy of this notification and list of designated trades can be seen on the above mentioned websites.

On the proposal of SD&IT department, Finance Department vide its U.O No. 1/37/2017-4FDIII201798300) dated-12.04.2017 had advised that the expenditure for payment of stipend will be made from object-head 12- Scholarship and Stipend. The copy of this advice is again enclosed herewith for your information and necessary action.

Accordingly, following was requested to you vide the referred letter :-

1. Register your organization on the apprenticeship portal [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)
2. Assess the number of Apprentices which can be engaged in your office and sub-offices in the State of Haryana, at the prescribed rate of 2.5%-10% of total manpower and calculate the budget required for payment of prescribed stipend to the apprentices.
3. To make budget provision in 1<sup>st</sup> supplementary budget demand, to be placed during forth coming Mansoon Vidhan Sabha Session.
4. To engage the apprentices in any of designated trades in the band of 2.5% - 10% of total manpower.
5. Send the action taken report within 30 days, to this office.

However, no Action Taken Report has been received from your office, so far.

Now, it is further informed that Hon'ble CM has reviewed this scheme on dated 29.09.2017 and directed that necessary provision be made in the supplementary budget for appointment of maximum apprentices in all departments, and apprentices as prescribed under Apprentices Act must be engaged by all departments immediately. He has also ordered that the Skill Development and Industrial Department Haryana will be nodal department for monitoring of the engagement of apprentices. All departments will ensure to make budget provision in 'object-head 12- Scholarship and Stipend' in their budget estimates.

As per the decision taken by the Government, all State Govt. departments and SPSUs are required to immediately engage apprentices @ 10% of the total manpower including contractual/ outsourced employees working at directorates / field offices. Accordingly, schedule for online registration of departments and engagement of apprentices on apprenticeship portal under Apprentices Act has been prepared and is enclosed herewith.

In view of the above, you are requested to:-

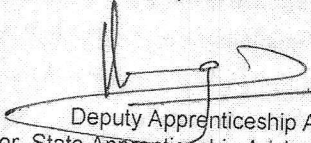
1. Notify a Nodal officer for making liaison with Skill Development and Industrial Training Department who should be at least Deputy Director or above rank officer, preferably dealing with the Administration or Budget & Planning and make him responsible for implementation of the provisions of the Apprentices Act in the organization. The name, designation and contact numbers of the notified nodal officer must be sent to this directorate through email at [aaa.itiharyana@gmail.com](mailto:aaa.itiharyana@gmail.com) before 26.10.2017, positively.
2. To make required budget provision in the 'object-head 12- Scholarship and stipend during the current year and for the next financial year
3. Depute the nodal officer in the workshop on NAPS, scheduled on 31.10.2017 at 09:30 AM onwards at Kissan Bhawan, Panchkula along with the following information of your Organization:-

Name of the Organization:- .....				
Name of post	Total sanctioned	Total no. of filled posts including Regular/ contractual/ adhoc / guest/ outsourced	Technical/ Non-Technical	Field office/ Head Quarter

It is also pertinent to mention here that apprentices in the prescribed numbers are required to be engaged by all eligible establishments so as to prevent the penal action under Section 30 (1A) of the Apprentices Act-1961 and Hon'ble CM has ordered that he will review the implementation of the progress of engagement of apprentices by Govt. departments/ SPSUs in November, 2017. Therefore, it is requested to kindly take the matter on top most priority.

This is for your information and further necessary action, please

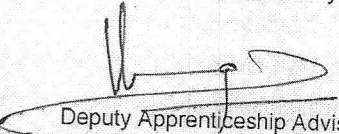
DA: As above.

  
Deputy Apprenticeship Advisor  
For State Apprenticeship Advisor-cum-  
Director, Skill Development & Industrial  
Training Department, Haryana, Chandigarh

Endst: No. TA/NAPS/2016/Stipend/ 1115

Dated: 24-10-2017

A copy of the above is forwarded to Assistant Apprenticeship Advisor / Principal of Govt. ITIs at all district head quarters, in the State of Haryana for information and with the direction to supply a copy of this letter to all concerned offices situated in your district, for further necessary action.

  
Deputy Apprenticeship Advisor  
For State Apprenticeship Advisor-cum-  
Director, Skill Development & Industrial  
Training Department, Haryana, Chandigarh.

CC:

1. PS/PSCM
2. PS/APSCM
3. PS/CS, Haryana
4. PS/PSSDIT
5. Nodal Officer Website.... for uploading it on website.