



प्रेषक

श्रम आयुक्त, हरियाणा ।

सेवा में

✓ सभी डी०डी०ओ०, (प्रति सलग्न)
श्रम विभाग, हरियाणा।

क्रमांक: स्था/०३/२०२०/ २६५५-७०४

दिनांक: २९/०१/२०२०

विषय:-

**Engagement of trade Apprentices under Apprenticeship Act 1961.
First schedule for engaging designated trade apprentices in year 2020.**

उपरोक्त विषय के सन्दर्भ में।

विषय सम्बन्ध में आपको Joint Apprenticeship Advisor, for State Apprenticeship Advisor-cum-Director, Skill Development & Industrial Training Department, Haryana, Chandigarh से प्राप्त उक्त सन्दर्भित पत्र की प्रति भेजते हुये अनुरोध किया जाता है कि पत्र में दर्शाये गये बिन्दुओं पर समयानुसार कार्यवाही करते हुये मुख्यालय को सूचित करे ।

सलग्न/उपरोक्त

P. K. Dher
अधीक्षक (स्था०)

कृते: श्रम आयुक्त, हरियाणा।

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Skill Development and Industrial Training Department, Haryana
Kaushal Bhawan, Majri Chowk, Sector-3, Panchkula.

Phone: 0172-5229205, E-mail: aaa.itiharyana@gmail.com

Issued through E-mail only

To

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

Memo No.: TA/NAPS/2016/Stipend/ 17

Dated: 10.01.2020

Subject:- **Engagement of trade Apprentices under Apprenticeship Act-1961.**
First schedule for engaging designated trade apprentices in year 2020.

Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/2715 dated 08.08.2019, it is informed that the First Schedule during the year 2020 for engagement of trade apprentices in designated trades in Govt. Departments and SPSUs has been fixed as below:

Phase-1

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 16.01.2020
- Cut-off date of receiving/considering applications from candidates through online portal:- 20.01.2020
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 30.01.2020
- Joining of candidates for apprenticeship training - upto 05.02.2020

Phase-2

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 10.02.2020
- Cut-off date of receiving/considering applications from candidates through online portal - 20.02.2020
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 28.02.2020
- Joining of candidates for apprenticeship training: - 05.03.2020



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- Joining of candidates for apprenticeship training: - 05.03.2020

Phase-3

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 10.03.2020
- Cut-off date of receiving/considering applications from candidates through online portal :- 20.03.2020
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 30.03.2020
- Joining of candidates for apprenticeship training :- 07.04.2020

It is also advised to engage apprentice of following types:

Directorate of Departments/ SPSUs and their field Offices	Trade apprentices in COPA, Steno, English and Steno Hindi
Field offices having office work as well as 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 provisions under Apprentices Act, 1961 and Apprentices Rules, 1992 for engaging apprentices and their training.
- Apprentices in any trade should only be engaged if training facilities required under Apprentices Act, 1961, in that trade are available in your office/establishment.
- to engage trade apprentices upto 10% of total staff working in their office/ sub offices including contractual officials, subject to availability of training facilities in respective trade in their offices.
- to arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.

It is further requested to complete the process of engagement of apprentices as per above schedule. For convenience of all stakeholders, the advertisement/ public notice in the leading newspapers is being published by this Department for publicity of the above schedule. It is, therefore, requested to kindly issue instructions to all Nodal Officers in your department at H.Q as well as in field offices for taking immediate necessary action in the matter.

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



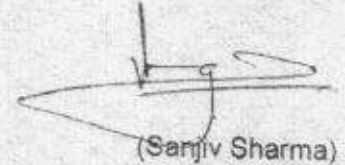
(Sanjiv Sharma)
Joint Apprenticeship Advisor
For State Apprenticeship Advisor-cum- Director,
Skill Development & Industrial Training Department
Haryana, Panchkula.

Endst. No. TA/NAPS/2016/Stipend/ 18

Dated: 10.01.2020

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

1. All Deputy Commissioners-Cum-Chairman, District Apprenticeship 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, DAC 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.
4. All Nodal Officers of various Departments / SPSUs.



(Sanjiv Sharma)
Joint Apprenticeship Advisor
For State Apprenticeship Advisor-cum- Director,
Skill Development & Industrial Training Department
Haryana, Panchkula.

CC:

PS/ACSSD&IT, PA/DSD&IT, Nodal Officer website at H.Q.