

CIRCULAR NO. 77/1990-HRD, DATED: 16.11.1990.

Sub:- Apprentices - Engagement of Graduate and
Technical Apprentices under Apprentices
Act 1961 - Instructions issued - Reg.

Ref:- Regional Apprenticeship Adviser and Director of
Training, Board of Apprenticeship Training (Southern
Region), Madras, Lr.No.EAT/SRP/12-4/1/90, dt. 3.7.1990.
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Under the provisions of Apprentices Act, it is a statutory obligation on the part of the Corporation to engage Graduates and Technician Apprentices in consultation with Regional Board of Apprenticeship training, Madras and the Commissioner and Director of Technical Education, Govt. of A.P., Hyderabad respectively.

The Regional Apprenticeship Adviser and Director of training, Board of Apprenticeship Training (Southern Region), Madras after conducting a survey has fixed the number as 21 Graduate Apprentices and 100 Technician Apprentices for training placements in APSRTC. The allotment was made in the following fields.

Sl. No.	Designated Subject Field	No. of Apprentices to be trained	
		Graduate Engg. & Technology	Diploma Holders (Technicians)
1.	Mechanical & Automobile Engineering.	20	80
2.	Electrical Engineering	1	2
3.	Printing Technology	-	3
4.	Secretarial/Commercial Practice	-	15
		21	100

Vice-Chairman & Managing Director with the concurrence of FA & CAO has accorded sanction to engage the Graduate & Technician Apprentices as fixed by the Regional Apprenticeship Adviser and train them as per statutory obligation on the basis of Apprenticeship Act.

The following working instructions are issued in connection with the above scheme.

- Objectives:** The scheme is intended to develop the technological competence among the selected engineering graduates and diploma holders by giving them an opportunity to receive training in A.P.S.R.T.C.
- The number of Apprentices as fixed by the Regional Apprenticeship Adviser will be the limit for imparting training. For this requisitions are to be placed on the

For Engineering Graduates: Regional Apprenticeship Adviser and
Director of Training,
Board of Apprenticeship Training

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Duration: The period of training is one year for both Engineering and Diploma holders.

Obligation of employment to the trainees: There is no obligation on the part of APSRTC to provide any other financial assistance other than stipend. No job will be offered in APSRTC for those candidates who receive training under this scheme.

Financial Implications: The Corporation have to pay stipend at the prescribed rates as given by the Govt. of India. The present rates of stipend are as follows:

Graduate / apprentices - Rs.700/- per month
Technician / apprentices - Rs.500/- per month

Under the provisions of the Apprentices Act, Government of India will reimburse 50% of the amount paid towards stipend on quarterly basis. However the Corporation has to pay initially and claim reimbursements on quarterly basis.

Vice-Chairman & Managing Director with the concurrence of FA & C/O has accorded sanction for provision of an annual budget of Rs.7,76,400/- against which an amount of Rs.3,08,200 will be reimbursed by the Government of India. The account heads for this expenditure will be prescribed by the Finance Department and communicated by Senior Manager (F-B&F) Head Office.

Agreements to be entered by the Apprentices: The Apprentices have to enter into a statutory contract as specified in the Apprentices Act. A copy of the contract bond is enclosed herewith. The contract is to be obtained in triplicate on all the copies are to be sent to the Director, Board of Apprenticeship Training (SR) Madras.

The date of the contract should be invariable be the date on which the Apprentice reports for training or even earlier but not later.

10. Important documents to be verified at the time of joining

- a) Date of birth Certificate
- b) Academic qualifications
- c) Community Certificate in respect of SC/ST
- d) Declaration as having not undergone training under Apprenticeship Act, or not having worked for a period of one year OR more after acquiring the requisite qualifications.

11. Returns to be submitted to Regional Apprenticeship Advisor.

- a) A progress report as per form prescribed under Apprentices Act (AI-6) has to be sent along with the claims for reimbursement of stipend paid. The claims will not be considered by the Apprenticeship Board unless the progress reports as specified are not submitted.
- b) Claims for reimbursement of Government share of stipend should be submitted once in a quarter in the prescribed formats (6copy enclosed). The claims should be made on completion of every 3 months punctually.

- c) Detailed bio-data of the Apprentices reported for training shall be submitted to Board of Apprenticeship Training in form APP-5 within 10 days from the date of reporting to the training (Copy enclosed).

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12. Leave eligibility for the Apprentices during training

The Apprentices are eligible for 12 days casual leave which can be regulated on proportionate basis of one per month or at the discretion of the Officer. They are also eligible for 15 days Medical Leave. Beyond this 10 days extraordinary leave can be granted at the discretion of the competent authority but without payment of stipend.

13. General:

- a) It is the responsibility of the Director, Transport Academy and the Principals concerned to claim the reimbursement of the Government of India share of the stipend. The Senior Managers (F) of the region shall watch that the reimbursements are received promptly.
- b) The Principals concerned shall submit all required documents, to the Apprenticeship Adviser in time to get the claims considered at the earliest.
- c) Any further guidance required can be obtained from respective Apprenticeship Advisers whose addresses are furnished above.
- d) The Senior Manager (F): (B&F) at Head Office will prescribe the account heads for the expenditure incurred towards payment of stipend, its reimbursement and other related expenditure.

Sd/- D.V.N. RAMA RAO
EXECUTIVE DIRECTOR (ADMN.,)

To
The Director, Transport Academy, Gannavaram
The Principals of all Regional Staff Training Colleges.
The Senior Manager (F) of the Regions.
The Senior Engineer (Mech. & Works) of the Regions.
The Senior Engineer (P&S) Miyapur
The Senior Manager (F:B&F), Head Office.
Copy to All Regional Managers for information.

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SENIOR MANAGER (MANUALS).