

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/20(7)/2020-HRD&W

Office of the VC & MD,
RTC House, PNBS,
Vijayawada, Dt.22.06.2020

To
All Principals,
Zonal Staff Training Colleges,
A.P.S.R.T.C.

Sub: Apprentices – Extension of Apprenticeship training of ITI Apprentices at Depots/Units of APSRTC due to Covid-19 lockdown – Guidelines issued – Reg.


- Ref: 1.Office Memorandum O.M.No.MSDE-1(3)/2020AP(PMU), Dt.30.03.2020 of Joint Director, Ministry of Skill Development and Entrepreneurship, Govt. of India.
2.Office Memorandum F.No. MSDE/01(06)/2020-AP(PMU) Dt.08.06.2020 of Central apprenticeship Adviser/Joint Secretary to Govt. of India, Ministry of Skill Development and Entrepreneurship, Govt. of India.
3.G.O.Rt.No.838, Dt.18.05.2020 of Chief Secretary to Govt. of A.P.

In the Memorandum at reference 1st cited, it was directed by the Govt. of India that all Establishments shall pay full stipend as applicable to the Apprentices engaged in their respective Establishments during lockdown period due to Covid-19 pandemic. Further it was clarified that reimbursement of stipend to establishments under National Apprenticeship Promotion Scheme (NAPS) shall be paid by the Government for the lockdown period.

In the Memorandum at reference 2nd cited, it was clarified that Establishments shall consider to extend the duration of training period equal to number of days lock down period, duly modifying the duration of training period in the contract. Establishments are liable to pay the stipend to Apprentices during the extended duration of training due to Covid-19 lock down.

In the reference 3rd cited, the Govt. of A.P. directed that all Govt. Offices and establishments should function as usual with full attendance of employees with immediate effect and not later than 21.05.2020. Accordingly, all the Depots and Offices of the Corporation have been functioning from 21.05.2020. During the period between 25.03.2020 to 20.05.2020 (57 days) ie., lockdown period, bus services were not operated by Depots and activities were not carried out at Depot Garages.

In terms of the guidelines of the Govt. of India, it is necessary to extend the Apprenticeship training period of ITI Apprentices by 57 days. Therefore, all Principals of ZSTCs are advised to extend the Apprenticeship training period of all ITI candidates as stated above.


Executive Director (A)

Copy to all EDs and RMs for information and necessary action.
Copy to all Dy.CPMs and POs for necessary action.

O.M. No. MSDE- 1(3)/2020AP(PMU)
Government of India
Ministry of Skill Development and Entrepreneurship

**2nd Floor, PTI Building,
Sansads Marg, New Delhi- 110001**

30.03.2020

OFFICE MEMORANDUM

Subject: Clarification on payment of stipend to apprentices and reimbursement of stipend to establishments under NAPS during COVID-19 lockdown

As per reference of Apprentices Act, 1961 amended up to 2014 and Apprenticeship Rules, 1992 amended up to 2019. Sub-rule 2(b) of Rule 7 states that if a trade apprentice is unable to complete the period of apprenticeship training due to strike or lockout or layoff in an establishment where he is undergoing training and is not instrumental for the same, the period of his apprenticeship training shall be extended for a period equal to the period of strike or lockout or layoff, as the case maybe, and shall be paid stipend during the period of such strike or lockout or layoff or for a maximum period of six months, whichever is less.

2. In view of the above, as per the lockdown imposed by Government of India due to COVID 19 pandemic, all establishments shall pay full stipend as applicable to the apprentices engaged in their respective establishments under both designated and optional trade during this time period. Further, reimbursement of stipend to establishments under National Apprenticeship Promotion Scheme (NAPS) shall be paid by the Government for the lockdown period as per the NAPS guidelines.

3. This issues with approval from competent authority



Anita Srivastava
Joint Director

F. No. MSDE/01 (06)/2020-AP (PMU)
Government of India
Ministry of Skill Development and Entrepreneurship

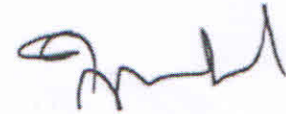
3rd Floor, Shram Shakti Bhawan, Rafi Marg,
New Delhi - 110001
Dated: 8th June 2020

OFFICE MEMORANDUM

Subject: Extension of apprenticeship training to complete the training effected due to COVID-19 lockdown period - clarification reg.

MSDE has been receiving request from establishments and apprentices seeking clarification on requirement for extension of duration of training period under Apprenticeship training to complete the training disrupted due to COVID-19 lockdown. In this regard attention is drawn from the following provisions in the Act and Rules framed thereon:

2. As per Para 6 of Apprentices Act 1961(amended upto 2014) and Sub Rule 1 and 1A of Rule 7 of Apprenticeship Rules 1992(amended upto 2019), the period of apprenticeship training shall be specified in the contract of apprenticeship and shall be such as may be prescribed in Schedule – I and Schedule I-B for trade apprentices. Also for optional trade apprentices, as per Rule 7A(3) period of apprenticeship training may be 6 months to 3 years as defined in course curricula of each trade .
3. As per Sub Rule 2(b)(i) of Rule 7 of Apprenticeship Rules 1992(amended upto 2019), “Where a trade apprentice is unable to complete the period of apprenticeship training due to strike or lockout or layoff in an establishment where he is undergoing training and is not instrumental for the same, the period of his apprenticeship training shall be extended for a period equal to the period of strike or lockout or layoff , as the case may be, and he shall be paid stipend during the period of such strike or lockout or layoff or for a maximum period of six months, whichever is less”.
4. As the lockdown period due to COVID-19 is less than 6 months, establishments shall consider to extend the duration of training period equal to number of days of lock-down period, after duly modifying the duration of training period in the contract. Establishments are liable to pay the stipend to apprentices during the extended duration of training period due to COVID-19 lockdown.
5. As per Sub Rule(1) of Rule 12 of Apprenticeship Rule 1992(amended upto 2019), establishments also have window to complete training as per the prescribed curricula for designated and optional trades within the stipulated time period mentioned in contract by utilizing extra hours of training subjected to maximum duration of 48 hours per week.



(K.C. Gupta)
Central Apprenticeship Adviser/Joint Secretary to Govt. of India

To (with a request to circulate this OM to all establishment implementing Apprenticeship Training under their jurisdiction)

1. DG, DGT , MSDE
2. DDG, Apprenticeship, DGT,MSDE
3. Directors, RDSDEs, DGT, MSDE
4. MD and CEO, NSDC, Aerocity, MSDE,New Delhi
5. State Apprenticeship Advisers/Mission Directors of all the States/UTs
6. All CEOs of SSCs

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

COVID 19 – LOCKDOWN for Containment, Control and Prevention of COVID-19 -- Guidelines on full functioning of all government offices- Orders -- Issued.

GENERAL ADMINISTRATION (Political A) DEPARTMENT

G.O. Rt. No. 838

Dated 18.05.2020

Read the following:

1. G.O.Rt.No.607, G.A.(Poll.A) Dept., dt.21.03.2020.
2. G.O.Rt.No.766, G.A. (Poll. A) Dept., dt.03.05.2020.
3. G.O. Rt. No.274, HM& FW (B2) Dept., dated.17.05.2020.

In the G.Os 1st and 2nd read above, orders were issued on the attendance of government servants in the context of Lockdown due to COVID-19. In the G.O. 3rd read above, orders were issued extending the lockdown for further period upto 31.5.2020.

2. After reviewing the situation in the State, Government has decided to resume functioning of all government offices including Secretariat and Heads of Departments with 100% of attendance of employees other than those in containment areas. The following guidelines are hereby issued for strict compliance :

- 1) All Government offices should function as usual with full attendance of employees with immediate effect and not later than 21.5.2020.
- 2) Arrangements should be made for thermal scanning of employees before entering into office premises and for sanitizers which should be provided at the main doors.
- 3) Arrangements should be made for sanitizing the entire office premises every day, especially frequently touched surfaces and also to facilitate frequent hand washing wherever possible.
- 4) No employee should be allowed into office premises without wearing Masks.
- 5) Every employee should abide by physical distancing norms of 6 ft in the office and should maintain personal hygiene by washing hands with soap/sanitizer every 2 hrs. and should sneeze either in tissue paper or into the elbow. Every employee should also follow the standard protocol in offices while using lifts, computers, tables and chairs, door handles, etc. in the context of COVID-19.
- 6) Spitting and other unhygienic practices like chewing paan, gutka, tobacco etc. in work places are strictly prohibited and violators shall be punished.
- 7) Seating arrangements should be made in such a way that employees maintain social distancing in office premises including at common areas like lunch rooms, etc.
- 8) Files and tappals should be processed through e-Office only. Physical files should be avoided as far as possible and all correspondence must be done through official e-mails only.
- 9) Meetings should be minimized and should be conducted through tele/video conferencing as far as possible.
- 10) Special focus should be made on the health conditions of employees. Pregnant women, aged, employees with high risk health conditions are permitted to work from home.

Contd.2.

- 11) All employees should take care of their health and leave the work place immediately, if they have symptoms like fever or respiratory trouble and should observe home quarantine. The leave sanctioning authorities are requested to sanction leave whenever such a request comes up.
- 12) Entry of visitors should be restricted and loitering should be discouraged in office premises. As far as possible, arrangements should be made to receive grievances through Spandana/tappal section/reception counter etc.
- 13) Every employee should follow the instructions issued by the government from time to time for Containment, Control and Prevention of COVID-19.

3 All the Special Chief Secretaries/Principal Secretaries/Secretaries and Heads of Departments, District Collectors and other Head of offices are requested to ensure that the above guidelines are followed scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY
CHIEF SECRETARY TO GOVERNMENT

To
All the Special Chief Secretaries/Principal Secretaries/Secretaries
All the HODs
All the District Collectors
All the Superintendents of Police
Copy to:
The Registrar General of High Court
PSs to all Ministers
Spl.Secy.(I&PR)
SF/SC

/ FORWARDED :: BY ORDER /

SECTION OFFICER