

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/20(9)/2017-R&T

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

Circular No.17/2017-R&T, Dt.04.09.2017

Sub: **APPRENTICES**- Apprenticeship Act, 1961 - Regulating sanctions of
ITI Apprentices - Comprehensive guidelines communicated - Reg.

- Ref: 1. Cir.No.19/1989-PD, Dt.01.07.1989.
2. Cir.No.Dy.CPM (ML)/28(3)/89-TRG, Dt.18.09.1989.
3. Lr.No.Dy.CPM (ML)/28(3)/88-TRG, Dt.15.03.1990.
4. Cir.No.PD-16/97, Dt.19.03.1997.
5. Lr.No.T2/20(2)/96-TRG (Vol.II), Dt.14.12.1999.
6. Lr.No.T2/20(6)/2000-TRG, Dt. 30.06.2000.
7. Cir.No.49/2001, Dt.19.06.2001.
8. Cir.No.PD-29/2009, Dt.06.10.2009.
9. Cir.No.PD-18/2015, Dt.01.06.2015.
10. Cir.No.PD-34/2015, Dt.02.12.2015.

Corporation has been engaging ITI Apprentices as per the provisions of Apprenticeship Act 1961. The sanctions of ITI apprentices for various Zones were communicated through letter at reference 5th cited the details of which are as follows:

Sl. No.	ZSTC	Existing sanctions of ITI Apprentices
1	Kurnool	311
2	Nellore	351
3	Vijayawada	343
4	Vizianagaram	309
	Total	1314

The sanctions were communicated long back and a time has come for review of the sanctions. Moreover, the Corporation is passing through a critical financial position and there is a need for critical review of the sanctions. Further, the stipend payable to the ITI Apprentices has also been increased substantially from the year 2015 onwards which has necessitated a critical review.

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On review of Sanctions Vs Actuals, it is observed that the actuals are more than the sanctions. This is due to the reason that the duration of all Trades is one year except the Trades of Diesel Mechanic and Sheet Metal worker where the duration is 2 years. The Diesel Mechanic candidates engaged last year will continue to be on rolls of the Corporation during the current year too, thus reflecting in more no. of ITI Apprentices over and above the sanctions, resulting in financial outflow and therefore the need to regulate the sanctions.

- 1. Revised sanctions:** It is mandatory to engage the specified no. of apprentices as per Apprenticeship Act, 1961. As per NAPS, the ITI Apprentices can be engaged in a band width of 2.5% to 10% of the total man power strength of the establishment.

Basing on the schedules operated by various Zones and keeping in view the mandate to the organization under NAPS, the following revised sanctions are communicated.

Sl. No.	Zone	Revised sanctions of ITI Apprentices
1	Kadapa	285
2	Nellore	420
3	Vijayawada	378
4	Vizianagaram	307
	Total	1390

- 2. Regulating Sanctions & Actuals:** In order to regulate the sanctions and actuals, every year at the time of planning to conduct selections, the staff position of Diesel Mechanics and Sheet Metal workers who are engaged during the last year and continued on rolls shall be factored in and only to the extent of shortfall against sanctions, further selections shall be conducted.

For better understanding, an illustration is given below in respect of ZSTC/VJA:

- i) Sanctions (Revised) : 378
 ii) Actuals of Diesel Mechanic of 2016 continuing upto 2018 : 238
 iii) Selection to be conducted in 2017(i-ii) : 140(378-238)

Since the candidates of 2016 are being continued in the current year, the selections to be conducted will be restricted to $378 - 238 = 140$. Out of the 140 to be filled up in the current year, 69 will go to trades of Motor Mechanic, Electrician, Welder etc. The remaining 71 (140-69) to be filled by Diesel Mechanic.

This will regulate the actuals and ensure that the actuals do not exceed sanctions at any point of time.

3. Distribution of sanctions between various trades: The Corporation is engaging ITI Apprentices in the trades of Diesel Mechanic, Motor Mechanic, Electrician, Sheet Metal Worker, Welder, Painter, MW Mechanic and Mechanist. Currently, there is no uniformity in distribution of Artisans category of ITI Apprentices from one ZSTC to another. For example in respect of Electrician in ZSTC/VJA the sanction is 38, whereas in ZSTC/ KRNL it is only 13. Such anomalous distribution is prevailing in other trades too. Further, the response to Motor Mechanic trade is very poor. Hence, the sanction for Motor Mechanic is downsized.

Keeping in view of these factors the trade wise distribution is worked out as below. The following is the approved distribution of ITI Apprentices between various Trades.

Distribution of sanctions Trade-wise

Sl. No	Name of the ZSTC	Total sanctions	Diesel Mechanic	Motor Mechanic	Electrician	Welder	Painter	MW Mech.	Machinist	Sheet Metal	Draughtsman (Civil)
1	KRNL	285	216	20	25	10	5	2	1	4	2
2	NLR	420	351	20	25	10	5	2	1	4	2
3	VJA	378	309	20	25	10	5	2	1	4	2
4	VZM	307	238	20	25	10	5	2	1	4	2
	Total	1390	1114	80	100	40	20	8	4	16	8

- 4. Swapping:** The trade wise sanctions are fixed and swapping between one trade and another for any reason is not permitted. As such the Principals are advised to stick to not only overall sanctions but also trade wise sanctions.
- 5. Periodicity of selection:** Selections shall be held once in a year only for selection and engagement of ITI Apprentices by the Principals of ZSTCs. Even if there is a shortfall no further selections shall be held.
- 6. Revised sanctions effective from:** The revised sanctions shall come into force in respect of selections to be conducted after the issue of the Circular and will not apply to the selections of ITI apprentices already conducted.

All the other instructions issued on the subject of ITI Apprentices such as selection procedure etc., cited at references remain unchanged.

The Principals of all Zonal Staff Training Colleges are advised to take necessary action for conducting selections as per the revised sanctions duly following the above guidelines without any deviation.

Executive Director (A & P)

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Copy to RMs of all Regions for information.

Copy to Principals of all ZSTCs for information and necessary action.