

**F. No. MSDE-14(03)/2021-AP(PMU)**  
**Government of India**  
**Ministry of Skill Development and Entrepreneurship**  
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Shram Shakti Bhawan, New Delhi  
20<sup>th</sup> December, 2021

**OFFICE MEMORANDUM**

**Subject: Simplification of processes in the Apprenticeship Training-reg.**

This has reference to the consultations during "Brainstorming Workshop on Apprenticeship Training" held on 24.11.2021 under the chairmanship of the Secretary, Ministry of Skill Development and Entrepreneurship (MSDE).

It has been observed that over the years executive orders issued by MSDE, DGT, NSDC have resulted in creating roadblocks for various processes namely stipend reimbursement of establishments, conducting exams etc. It has been observed that such orders are actually resulting in hindrance in the career progression of apprentices and hampering the growth of apprenticeship training.

In this regard, decision taken by broad consensus after the discussion with stakeholders on process simplification are as under:

<b>S. No.</b>	<b>Proposed changes in processes</b>	<b>Issues related to DT/OT/Both</b>	<b>Responsibility</b>
1	<b>Examination</b>  (a) For All India Trade Test (AITT) exams, ITI passed candidates who have passed in related CTS trades shall be exempted from trade theory, workshop calculation & science, employability skills, engineering drawing, except practical examination.  (b) AITT Exam (for applicable subjects) shall be conducted for fresher apprentices.  (c) Offline exam (applicable practical subjects) will continue to be conducted by the concerned establishment.  This will be effective from 1 <sup>st</sup> January 2022 including previous AITT candidates. This decision will be applicable retrospectively to ITI pass outs who have	DT	DGT

	cleared practical AITT exam but not cleared the Trade Theory exam.		
2	<b>Examination:</b> For fresher candidates on-demand AITT theory exams (trade theory, workshop calculation & science, employability skills as applicable to that trade) will be conducted using technology platforms throughout the year. Till this facility becomes operational, a quarterly examination will be conducted.	DT	DGT
3	<b>BTP:</b> Establishments engaging 50 or more apprentices at any point of time and industry associations having more than 50 registered members are exempted from physical verification / inspection for BTP approval. Desktop verification and approval to be given within 7 working days.	Both	NSDC - IBM for portal utility
4	<b>BTP:</b> Allow delivery of Basic Training and On-the-Job Training (OJT) in integrated simultaneous mode. Necessary utility will be developed in portal for reimbursement of such simultaneous BTP claims.	Both	NSDC - IBM for portal utility
5	<b>BTP:</b> BTPs approved under designated trade to be considered approved as BTP for optional trade and vice versa for the related trades. New approval for BTPs will not be required. However course mapping will be approved by NSDC and RDSDE as the case maybe.	Both	DGT, NSDC-portal utility
6	<b>Claim Reimbursement</b> (a) De-link attendance from stipend payment, straight pro-rata 25% of actual payment done for that month subject to a cap of Rs. 1500 per month. (b) 80% attendance required for certificate and for appearing in the examination. (c) Establishment will be given a provision to extend training upto a maximum period of 3 months to take care of any emergency, medical leave or for weak students. NAPS stipend support will not be provided during extended period.	Both	DGT, NSDC
7	<b>Apprentice eligibility:</b> There is no upper age restriction for apprentices including freshers. Minimum age of apprentice is 14 years as per the Act and for hazardous occupations it is 18 years.	Both	MSDE
8	<b>Compliance:</b> No notices to be issued to establishments without verifying the aggregate of apprentices trained under optional trade, designated	Both	RDSDE, SAA, AAA, JAA. NSDC -


	trade and apprentices trained under M/o Education – NATS while calculating compliances against minimum band of 2.5% of total manpower of the establishment. Utility in the portal to be developed for issuing notices from the portal itself. Till this facility is developed it should be manually checked from the NATS database. Notice to clearly take into account engagement of all categories of apprentices under NATS and NAPS put together to assess the mandatory range of 2.5% for establishments having manpower strength of 30 and above.		IBM for portal utility
9	<b>Establishment Jurisdiction:</b> Central Government Undertakings, Departments and Private establishments having business in 4 or more States to be allowed to register with any RDSDE of the country according to their choice. Selected RDSDE will be single point of contact for contract related activities and NAPS reimbursement processes. Rest of the activities including BTP inspection & approval, grievance handling, and exam coordination will be handled by the local RDSDEs.	DT	DGT
10	Encourage e-Sign on the contract by apprentice and establishments rather than ink signatures.	Both	NSDC - IBM for portal utility

This OM is being issued with an aim of simplifying implementation system. Any violation at the end of DGT and NSDC particularly stakeholders which are acting as public servants/ apprentice authorities - RDSDE/SAA/AAA/JAA/PAO to be looked at very seriously.

Please note that this OM supersedes all different directives/orders issued by DGT/NSDC in this respect.

One more process simplification OM will be followed as we are in the process of revisiting the guidelines.

This O.M. issues with the approval of the Secretary, Ministry of Skill Development and Entrepreneurship.

  
 (Atul Kumar Tiwari)  
 Additional Secretary, MSDE

**To,**

1. All the State Apprenticeship Advisors
2. All the Regional Directors, Regional Directorate of Skill Development and Entrepreneurship
3. Chief Operating Officer, NSDC

**Copy to:**

1. PPS to Secretary, MSDE
2. AS/DG, DGT
3. DD, MSDE with the request to forward the O.M. to the State Governments, RDSDEs and to upload them on the web portal.
4. AS & FA, CCA, all PAOs.

*[Signature]*  
(Name)  
Additional Secretary, MSDE