

14. PROCEDURE TO CLAIM FOR RE-IMBURSEMENT

14.1 The claim should be preferred on quarterly basis in arrears i.e. the apprentices engaged under the Act are to be paid full amount of stipend at the prescribed rates by the employers in the first instance and a claim raised later on quarterly basis. The quarters should be as follows:

April to June	:	1 st Quarter
July to September	:	2 nd Quarter
October to December	:	3 rd Quarter
January to March	:	4 th Quarter

14.2 The claims should be generated online and after duly affixing signature and seal by the authorities concerned to be sent to BOPT-ER by post.

14.3 Along with other necessary information, the claim should contain the Registration number of Contract of Apprenticeship of each apprentice for whom reimbursement is claimed. The claims generated online should be sent to this office, under the signature of the employer (with Office seal) and under cover of forwarding letter. Incomplete claim bill and without the Contract Registration number, the claim will not be considered for reimbursement.

14.4 While forwarding claim bill to Board of Practical Training for reimbursement, it should be ensured that ECS mandate Form completely filled in is submitted to the Board for effecting reimbursement through NEFT.