



# व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)

मानव संसाधन विकास मंत्रालय, भारत सरकार  
उच्चतर शिक्षा विभाग के अधीन

## Board of Practical Training (Eastern Region)

Under Ministry of Human Resource Development, Govt. of India  
Department of Higher Education

BOPT/ER/DT/13/

Dated:

S.M. Ejaz Ahmed  
Director, BOPT (ER)

**Sub : Submission of documents/returns to BOPT(ER), Kolkata.**

Dear Sir,

Wish you warm greetings from BOPT(ER), Kolkata. I am pleased to inform you that BOPT(ER), Kolkata is committed to provide better and improved services to all the training establishments who have been showing their commitments by submitting compliance of the Apprentices (Amendment) Act, 1973 & 1986 during past years. In this regard, we strongly believe that the continuous support of the stake holders like your establishments is the key to the success of the Apprenticeship Training Scheme of Govt. of India. In this endeavour the application of the e-governance web portal of BOPT(ER), Kolkata, implemented in the year 2010 plays an important role in creating a common platform to bring all its stake holders close to each other. The information sharing and communication in today's time is no longer a hindrance to our progress. All these have happened due to continuous and sincere support received by this Board from all the stake holders of Apprentices Training Scheme.

Going further ahead, BOPT(ER), Kolkata has recently implemented certain features in its web portal which is required to be brought into the notice of the training establishments, with a request to use the same so that, it can enable BOPT(ER), Kolkata in delivering better services. Henceforth all training establishments are requested to follow the following procedures for submission of any returns/records to BOPT(ER), Kolkata.

1. The training establishments must use their user Id and Password (first time obtained from BOPT) regularly to Login to the portal ([www.bopter.com](http://www.bopter.com)) frequently and updated their profile time to time.
2. Before forwarding the contract of registration form/card (ACRC) to BOPT(ER), Kolkata, the contract form details must be entered into the portal. The Training establishments must use this facility to forward the details to BOPT(ER) electronically so that, on receipt of the hard copy of the ACRC, the Board can generate the Registration number in minimum possible time. For this the training establishments must Login, using their user Id and Password.
3. The Training establishments after preparing the claim bill must submit the details, of the claim electronically to BOPT(ER), Kolkata through web portal by Login using their user Id and Password, so that, BOPT(ER), on receipt of the hard copy of the claim bill can process it in minimum possible time.
4. The Training establishments must submit the information in the format specified by this Board, regarding their Bank details to enable BOPT(ER), Kolkata to disburse the claim through electronic transaction.

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ई – मेल/E-mail – [inf@bopter.gov.in](mailto:inf@bopter.gov.in), वेबसाइट/website – [www.bopter.com](http://www.bopter.com)/[www.bopter.gov.in](http://www.bopter.gov.in)

5. The Training establishments while preparing the documents such as, Apprentices Contract Cards and its enclosure as well as claim bills etc., must ensure that the latest revised format of the same available on the portal/website is being used by them. The latest revised formats of all the forms can be downloaded from website/web portal. ([www.bopter.gov.in](http://www.bopter.gov.in) / [www.bopter.com](http://www.bopter.com))
6. The Training establishments must submit a copy of training programme prepared and followed by them for training of apprentices.
7. The Training establishments must ensure that Contract of Apprenticeship form/card are filled by the concerned apprentices in their own handwriting.
8. The Training establishments must ensure that the claim bills are submitted to BOPT (ER) in A4 size paper, neatly typed and generated through computer and properly signed and stamped by the authority of the training establishments.
9. "Record of Progress of Apprentice" (APP-6) is to be submitted quarterly by the training establishments in respect of all the apprentices in the prescribed format.
10. The apprentices, after successful completion of one year training are issued a "Certificate of Proficiency" from this Board, on behalf of Govt. of India based on recommendation from the employer in a prescribed format. It is to be noted that, for excellent assessment, necessary supporting evidences must be supplied.
11. All the latest revised formats pertaining to apprenticeship training can be downloaded from our web site/web portal [www.bopter.com/www.bopter.gov.in](http://www.bopter.com/www.bopter.gov.in)
12. During one year apprenticeship training, every G/T/T(V) apprentice shall maintain a daily record of the work done by him relating to the apprenticeship training in the form of workshop or laboratory note book.
13. All records specially related to payment of stipend to the apprentices must be maintained properly and place before the authority of BOPT (ER) at the time of inspection.

With regards,

Yours faithfully,

Director &  
Regional Central Apprenticeship Adviser

To  
All the establishments  
On Roll Engaging Apprentices.

**Esttb.letter(15)/2013/01**