



BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA

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An autonomous body under the
Ministry of Human Resource Development, Department of Higher Education, Government of India

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REPORT FOR INSPECTION UNDER THE APPRENTICES ACT, 1961 FOR THE YEAR 20 --

20

1.a) Date of Inspection : Weekly Off :		Telephone :			
b) Date of Last Inspection:		Fax :			
		Email:			
		Website :			
2. Name and complete address of the establishment being inspected			3. Names and designations of the officers met during the inspection		
4. Name and designation of Training In charge			5. Name of CEO/COO/MD/GM/WM		
6.	Category of apprentices	Apprentices to be engaged as per quota allocated for the year	Number of apprentices engaged till date	Number of contracts sent till date	Remarks
Engagement of apprentices	a) Graduate				
	b) Technician				
	c) Technician (Vocational)				
7. Whether Training Programme has been chalked out? Yes / No			8. a) Whether the Training Programme mentioned at 7 has been approved by the Board? Yes / No		
			b) Date of approval :		
9. Whether record of work done by apprentice is maintained? Yes / No			10. Number of apprentices contacted. (Please give details on overleaf)		
11. Pendency of reimbursement claim with Board's office.			12. Verification of the stipend per month being paid to the apprentices Graduate Rs..... Technician Rs. Technician (Vocational).....		
13. a) Information regarding employment of apprentices after their training is over.			b) Number of apprentices absorbed in past two years		
			Graduate	Technician	Technician (Vocational)
14. Status of the questionnaire on survey carried out by National Technical Manpower Information System :					
15. Remarks of the Apprenticeship Adviser :					

Important: 1. The concerned officers of the establishment should ensure that the provisions of The Apprentices Act, 1961 (as amended from time to time), and The Apprenticeship Rules, 1992, are followed while implementing the Apprenticeship Training Scheme. 2. It should also be ensured on the part of the establishment that the information submitted from time to time to the Board of Practical Training (Eastern Region), Kolkata in regard of the apprentices and related matters is factual and correct.

Received a copy of this report:
For Employer

Signature

Name
Designation

Deputy/Assistant Central Apprenticeship Adviser

Seal of establishment

P.T.O.

