

**20. RECORDS & RETURNS TO BE SUBMITTED BY THE EMPLOYER:**

**20.1 By the Apprentice:**

Every apprentice should maintain a daily record of work done by him relating to the apprenticeship training in the form of a workshop or laboratory note-book.

**20.2 By the Employer:**

i) A Graduate, Technician or Technician (Vocational) apprentice joining the establishment, the employer shall submit to this board signed Contract-Forms in triplicate for registration as mentioned in Para. No. 10.

ii) Every employer shall be required to maintain a record of the work done by the Graduate, Technician and Technician (Vocational) apprentice engaged in his establishment for every quarter.