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BOARD OF PRACTICAL TRAINING
EASTERN REGION
(Ministry of Human Resource Development, Deptt. Of Higher Education)
Govt. of India
BLOCK; EA, SECTOR: I (OPP. LABONY ESTATE)
P.O: SALT LAKE CITY, KOLKATA-700 064

TERMINATION ORDER PROFORMA

1. Name of the Apprentice with Complete Postal Address :
2. Category : **Graduate/Technician/Technician (vocational)**
3. Designated trade(Branch of Engineering/ Technology/Vocational Trade) :
4. Registration number of the Contract :
5. Date of Commencement of Training :
6. Proposed date of release :
7. Period for which the stipend has : From _____ To _____
_____ already been paid.
8. Reason for termination of training **with supporting documents.**
9. Recommendations regarding the waiver or otherwise, of the compensation to be paid by the apprentice.
 - a) Compensation can be waived
 - b) Compensation to be paid by Apprentice
(Please tick the appropriate box)

Place:

Date:

SIGNATURE OF THE EMPLOYER

NOTE: The recovery of stipend is not to be effected on the following grounds.

- a. if the apprentice has secured employment.
- b. if the apprentice is suffering from ill-health. In this case original medical certificate from Civil Surgeon should accompany this Proforma.

Termination Order(9)/2013/01