

**BOARD OF PRACTICAL TRAINING
(EASTERN REGION)
(Autonomous Organization under Ministry of Human
Resource Development, Department of Higher Education,
Govt. of India)**

**INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE**

**(i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Particulars of Organization, Functions and Duties of the Board

Organization

In pursuance of the recommendations of the Scientific Manpower Committee made about five decades ago, the erstwhile Ministry of Education, Government of India, initiated a ‘Practical Training Stipendiary Scheme’ with the object of providing Practical Training to the fresh Engineering Graduates and Diploma Holders in Engineering. This scheme was directly administered by the Ministry of Education, Government of India at New Delhi, initially under the scheme, the industries/establishments, which took part on a voluntary basis, were requested to share the cost of stipend payable to the Apprentices equally. As the response from the Industries/Establishments to the scheme was quite encouraging and the demand of training from the needed candidates was equally increasing, the scheme was decentralized for administration of the same to its four Regional offices. As the demand for training increased quite alarmingly the Government of India set up four Regional Boards of Apprenticeship/Practical Training at Kolkata, Chennai, Kanpur, and Mumbai in the year 1968 as ‘Autonomous Bodies’ having representations from the industrial associations and organizations, State Government and other professional bodies. Thus the Administration of the scheme was vested with these Boards with the sole object of functioning independently to provide apprenticeship training to the fresh engineering graduates/technician apprentices under the provisions of the Apprentices Act, 1961 as amended in 1973. The Act has once again amended in 1986 to bring the products of 10+2 Vocational/Junior College/Intermediate pass outs students under the provisions of the Apprentices Act. These new categories of apprentices are termed as Technician (Vocational) Apprentices. BOPT (Eastern Region), Kolkata is also registered with the Registrar of Firms, Societies & Non-Trading Corporation, Govt. of West Bengal under the Society Registration Act XXVI of 1961 having Registration No.S/9379 of 1968-1969.

These four Regional Boards are authorised agencies to implement the National Scheme of Apprenticeship Training in their respective regions.

After having set up the Regional Boards, the PTS Scheme was transferred to four Regional Boards, entrusting the direct responsibility and autonomy in the Administration of the Scheme.

Objectives:

- To fulfil/match, any gap, in so far as the practical/ hands on experience of fresh graduate engineers, diploma holders and +2 vocational pass outs are concerned which they do not acquire during their regular studies under normal practice.
- To establish liaison between the industries and technical institutions to improve the quality of technical education and develop the human resource for the industries.
- To secure facilities for training in different establishments, both Private and Public sector organizations for the products of technical institutions.
- To make selections for placement among the applicants who wish to undergo training.
- To make out programme of training for the trainees in consultations with them and the industries and other agencies concerned.
- To arrange for dissemination of information of various aspects of practical training through lectures, films and other media of communications.
- To award certificates as may be appropriate to those who successfully completed the training course.
- To enhance technical competency to improve confidence level of qualified youth.

Jurisdiction of Eastern Regional Board - Kolkata:

- States: Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Tripura, Sikkim.
- Union Territories: Andaman & Nicobar Islands.

FUNCTIONS AND DUTIES

The following responsibilities have been entrusted to the Board of Practical Training (Eastern Region) as per the provisions of The Apprentices Act, 1961 as amended from time to time. The Ministry of Human Resource Development, Govt. of India has the sole authority to modify, change / alter all or any one of the functions and duties mentioned below:

- a) To establish a permanent liaison between the industry and the technical institutions in the Eastern Region of the country comprising the States of West Bengal, Assam, Bihar, Orissa, Nagaland and also Manipur, Tripura and Andaman & Nicobar Islands.
- b) To provide practical training in the Government and Non-Government establishments to the engineering/technological graduates and diploma holders.
- c) To organize supervision of the Practical Training provided to the trainees through suitable officers to be appointed for the purpose.
- d) To arrange or to affect disbursement of stipends at the rates to be prescribed for the purpose to the trainees.
- e) To create administrative, technical, ministerial and other posts and to make appointment thereto in accordance with the Rules etc.

f) To acquire by gifts, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Board and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Board.

g) To borrow and raise moneys with or without security provided that prior approval in writing of the Government of India is obtained in that behalf.

h) To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Board for the furtherance of the objects provided that prior approval of the Government of India is obtained in the behalf.

i) To maintain a Fund in respect of all moneys received by the Board either as grants in- aid or from any other source.

j) To meet the expenses of the Board including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund.

k) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Board.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Part I : General

Powers and Duties of Officers and Employees of the Board

Powers and duties of officers and employees working in the Board of Practical Training (Eastern Region) are spelt out in Memorandum of Association and Recruitment Rules of the Board. It is also been referred in Citizen's Charter available on the Board's website (www.bopte.gov.in). As per the above Manual, Important functions, powers and duties of officers and employees of the Board are as follows:

- (1) **Board** – The Board is consisted of Chairman nominated by the Minister of HRD, Govt. of India and other Members as representative of State Governments and nominee of other stake holders. The Board is the supreme authority in regards to all matters of policy and administration related to BOPT (ER) and functions independently with the nominee of the Ministry as a member in the Board.
- (2) **CHAIRMAN** – The Chairman is the administrative head of the Board and he presides over the meeting of the Board and is responsible to ensure that the decision taken by the Board are duly implemented.
- (3) **DIRECTOR** – The Director is the Chief Executive Officer of BOPT (ER) and is responsible for the proper administration and functions of the organization. He is also responsible for execution and implementation of the decision taken by the Board in its meeting.
- (4) **DEPUTY DIRECTOR OF TRAINING** – The Deputy Director of Training is entrusted with planning and execution of all policies / strategies in regards to implementation of Apprenticeship Training Schemes under the guidance of the Director / Board. He is responsible for all field functions as well as supervision and control on training activities as well as disbursement of stipend to the stake holders.
- (5) **ASSISTANT DIRECTOR OF TRAINING** - The Assistant Director of Training is entrusted with planning and execution of all policies / strategies in regards to implementation of Apprenticeship Training Schemes under the guidance of the Director / Board. He is responsible for all field functions as well as supervision and control on training activities as well as disbursement of stipend to the stake holders.
- (6) **TECHNICAL ASSISTANTS** – The Technical Assistants are entrusted to deal with handling of all the technical data pertaining to apprenticeship training.
- (7) **OFFICE SUPERINTENDENT** – The Office Superintendent is responsible for overall supervision of work of all secretarial staff, submission of periodical returns to the Ministry in respect of

administrative requirement, to ensure proper maintenance of all documents and confidential reports etc.

- (8) **JUNIOR ACCOUNTANT** – The Junior Accountant is entrusted with the responsibility of following accounting process of the Board as applicable / advised from the Ministry.
- (9) **UPPER DIVISION CLERKS** – The duties of UDCs are consisted of two parts one accounting such as assisting the Junior Accountant in following the accounting process and the other assisting the officers of the Secretariat and the Office Superintendent for discharging the administrative/training related functions etc.
- (10) **STENOGRAPHERS** – The Stenographers are entrusted with the responsibility of taking dictation in shorthand and transcribing the same in the best possible manner, ensuring confidentiality in cases of confidential matters etc.
- (11) **LOWER DIVISION CLERKS** – The Lower Division Clerks are entrusted with the work of routine nature such as registration of papers, maintenance of registers , typing, comparing etc.
- (12) **MULTI TASKING STAFF** – The Multi Tasking Staff are entrusted with the work of routine in nature such as diary of all incoming documents/letters, supply of files to officers / dealing hands as and when required, record keeping of files and movement of files. Distribution of Incoming Dak to different sections through internal Dak Despatch Register, work related to periodical cleaning of water tanks and other sanitary installations etc.

Part II : Officer on Special Duty (OSD)

In addition to the posts mentioned in Part I, officers work on purely contractual basis at BOPT (ER) extension centres having its existence at Odisha, Jharkhand, Bihar and Assam. The duties of the OSDs are to identify, visit and ensure placement of students as per the eligibility criteria in the establishments / industries located in different States of Eastern Region. The visit are to be performed to new establishments, information of which may be obtained from various sources viz. different Chamber of Commerces, CII, local industry centers and any other sources.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Composition of the Board, Meeting, Procedure followed in the decision-making process, responsibility and supervision

The Memorandum of Association (MoA) of BOPT (ER) under Rules & Regulations defines the composition of the Board of Governors which is chaired by the Chairman of the Board for making any decision.

- **Meeting**

The Board of Governors meet at regular interval to transact its business. The meeting of the Board can also be convened at any time at the discretion of the Chairman in case of urgent requirement with a short notice.

- **Procedure followed in the decision making process**

Action on routine papers is initiated at the level of Lower Division Clerks / Upper Division Clerks and on important papers, at higher levels e.g. Office Superintendent / Administrative-cum-Accounts Officer / Assistant Director of Training.

LDC/UDC > Office Superintendent > Administrative-cum-Accounts Officer/ Assistant director of Training > Deputy Director > Director

Above the level of Director, a case may be disposed of at any one of the following levels depending on its nature-

1. Chairman
2. Board of Governors
3. Ministry of HRD, Govt. of India

Subject to what is stated above, cases related to all matters of training, ministerial, legal, policy, replies to Parliament Questions, appointment to the Group-C posts are disposed of at the level of Director.

Cases not falling under above categories are disposed of at the level of Chairman / Board of Governors depending upon the nature. Very routine cases are disposed of at lower level also e.g. Deputy Director of Training / Assistant Director of Training or even Technical Assistant.

In matter related to appointment/audit of accounts of other policy decision, the recommendations of the respective sub-committees are obtained and placed for discussion and adoption of suitable resolution before the Board of Governors in the meeting. For some important and time bound matter, resolutions are also obtained through circulation amongst the BOG members.

- **Responsibility**

To provide and monitor practical training under The Apprentices Act, 1961 as amended from time to time to the freshly passed out Graduate and Diploma Engineers by establishing liaison between the industries and the technical institutions.

- **Supervision**

The functions of BOPT (ER) is supervised by the BOG and the overall supervision is provided by the Central Government.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Norms set by the Board for the discharge of its functions

1. The Board has its own Recruitment Rules (RR) and Service Rules (SSR) for its own organization approved by Central Government. The Board follows the approved Rules of the said RR & SSR and in other matters, the Central Government relevant Rules are applicable.
2. The time limit for disposal of various files depends upon the nature of the cases and the level of disposal is made available for public in general in the Citizen Charter published on the website.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (v)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Rules, Regulations, Instructions, Manuals and Records held by the Board used by its employees for discharging its functions

Bureau	Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
Administration	<ol style="list-style-type: none"> 1. Central Civil Service (Leave) Rules 2. Central Civil Service (Pension) Rules, 1972 3. Central Civil Service (CCA) Rules, 1965 4. Leave Travelling Concession Rules CCS (LTC) Rules 1988 5. General Provident Fund Rules, 1960 6. Delegation of Financial Powers Rules, 1978 7. General Financial Rules, 2005 8. Manual of Office Procedure 9. Electricity Act, 2003 10. Swamy's TA Rules Made Easy 11. Swamy's Pension Rules Made Easy 12. Swamy's Leave Rules Made Easy 13. Swamy's Master Guide to FR & SR and Service Rules 14. Swamy's Hand Book for Central Govt. Servants 15. Swamy's Complete Manual on Establishment and Administration for Central Govt. Offices. 16. Right to Information Act, 2005
Training	<ol style="list-style-type: none"> 1. The Apprentices Act, 1961 as amended time to time. 2. The Apprenticeship Rules, 1992 as amended thereafter.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Statement of the categories of documents that are held by the
Board or under its control**

Bureau	Documents held
Administration	1. All Administrative & Accounts documents
Training	1. All data in digital form or otherwise
IT	1. All IT related documents

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UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof.

Matter concerning public or requiring public feedback are placed on the Board's website from time to time for inviting comments from the public.

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OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Board or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Bureau/ Division	Name of the Board/Council/ Committee/Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible for public
Director's Secretariat	1. Board of Governors.	NO	NO
Administration	2. Standing Finance Committee. 3. Selection Committee. 4. Departmental Promotion Committee. 5. Audit-cum-Legal Committee. 6. Building & Works Committee. Inventory / Writing Off Committee	NO	NO
Training	7. Career Guidance Program 8. Meet the Apprentice Program 9. Industry-Institute Interactive Program 10. Industry Meet 11. Principal & TPO Meet 12. Workshop 13. Seminar	YES	YES
IT	14. IT-Enabling Committee.	NO	NO

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Directory of Officers and Employees of the Board

Uploaded on website
www.bopter.gov.in under link
“who’s who”

(Updation till 31.12.2017)

INFORMATION PUBLISHED BY THE BOARD
**UNDER SUB-
CLAUSE (x)**
OF SECTION 4(1)(b) OF THE RTI ACT,
2005

**Monthly remuneration received by each of Board's Officers and
Employees**

Uploaded on website
www.bopter.gov.in under link
"who's who"

(Updation till 31.03.2017)

**INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Budget allocated to the Board by the Ministry of HRD, Govt. of India

F.Y. 2017-18		(Rs. in Lakhs)
Establishment	Stipend	Total
500.00	1500.00	2000.00

**INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Sl. No.	Organization	Name of the Subsidy Programme	Amount allocated basis	Manner of Execution	Beneficiaries
1.	Board of Practical Training (Eastern Region)	Apprenticeship Training Scheme	On monthly basis	Disbursement of stipend to the apprentice undergoing Apprenticeship Training	Freshly qualified Graduates & Diploma holders in Engineering & Technology in 13 States under its jurisdiction.

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(EASTERN REGION)
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**Particulars of recipients of concessions, permits or authorizations
granted by the Department**

Sl. No.	Bureau/ Division	Type of Concession/ Permits/ Authorizations granted	Particulars of Recipients of the Concession/ Permits/ Authorizations
1.	Administration Division	1.Repair & Maintenance of Staff Cars	Any authorized service provider
		2.Hiring of Vehicles for Official Use	Gujral Distributors, Kolkata
		3.Maintenance of Aquaguards	Alex Home Appliances, Kolkata
		4.Security Services	Indian Ex-Service League, Kolkata
		5. Maintenance of Telephones	Calcutta Telephone
		6. AMC Of EPBAX systems	Alpha Telekom, Kolkata
		7. AMC for Fax Machines	Ciciko Office Machine Pvt.Ltd., Kolkata
		8. AMC of Computers, Printers etc	a)Computer, Printers & Peripherals – M/s. Fast Tech Technologies Services Pvt. Ltd., Kolkata b)ERP Solution – M/s. Alphalinx Technologies Ltd., Chennai
		9. AMC of ACs, Coolers and Water Coolers	ICSU Enterprise, Kolkata
		10. Procurement of Toner, Printer Cartridge/Stationery	Through e-GeM
		11. Procurement of Photocopy paper	Through annual tendering process amongst the eligible registered vendors.
		12. Pest Control Service	Unique Solution & Service Pvt.Ltd., Kolkata
		13. Manpower Service	Orion Edutech, Kolkata
		14. AMC of Franking Machine	M/s Pitney Bowes (P) Ltd., Kolkata
		15. Audit Services	M/s SPSA & Company.
		16. AMC for Xerox Machines	M/s M.S.K. Solutions, Kolkata

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**Details in respect of the information, available to or held by the
Board, reduced in an electronic form**

Training related data is available in e-form.

**INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**Particulars of facilities available to citizens for obtaining information,
including the working hours of a library or reading room, if
maintained for public use**

A. A FACILITATION COUNTER OF THE Board is functional at Entrance of the office premises at Block-EA, Sector-I (Opposite Labony Estate), Salt Lake City, Kolkata-700064. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/clients / customers:

- (1) Information regarding services provided and programmes schemes etc. conducted by the Board.
 - (2) Receiving and acknowledging applications/appeals submitted under RTI Act, 2005.
- B.** A National webportal www.mhrdnats.gov.in is functional for all stakeholders to conduct seamless e-transaction of business.
- C.** Shri Arunava Chakraborty, Assistant Director.
- D.** Shri Debsankar Dutta, Office Superintendent.
- E.** The Board does not have any library or reading room or its own guest house/guest room in its building premises for public use.

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UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**NAME, DESIGNATION AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICER(S)(CPIOs) and
APPELLATE AUTHORIEIS**

- 1. Shri S.M. Ejaz Ahmed, Appellate Authority
Board of Practical Training (Eastern Region)
Block-EA, Sector-I, (Opp. Labony Estate)
Salt Lake, Kolkata-700064.**

- 2. Shri Arunava Chakraborty, Chief Public Information Officer
Board of Practical Training (Eastern Region)
Block-EA, Sector-I, (Opp. Labony Estate)
Salt Lake, Kolkata-700064.**

- 3. Shri Debsankar Dutta, Assistant Public Information Officer
Board of Practical Training (Eastern Region)
Block-EA, Sector-I, (Opp. Labony Estate)
Salt Lake, Kolkata-700064.**

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Such other information as may be prescribed

1. Annual Report of BOPT (ER), Kolkata for last 3 years are available under the link [Annual Report](#).