**BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA**

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:  
**b) Date of Last Inspection: **

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**

<table>
<thead>
<tr>
<th>Engagement of apprentices</th>
<th>Apprentices to be engaged as per quota allocated for the year</th>
<th>Number of apprentices engaged till date</th>
<th>Number of contracts sent till date</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>a) Graduate</td>
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<tr>
<td>b) Technician</td>
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7(i). **Total Manpower Strength (TMPS): Permanent:**  
**Total including all:**

(ii) Under Rule 7B(1) **Total Man Power Strength (TMPS):**  
(a) Less than 6 (Not eligible to engage)

(b) 7 to 39 (Eligible to engage but not obligatory)

(c) 40 and above (Obligatory)

8. **Whether Training Programme has been chalked out?**  
Yes / No

9. **a) Whether the Training Programme mentioned at 7 has been approved by the Board?**  
Yes / No  
**b) Date of approval:**

10. **Whether record of work done by apprentice is maintained?**  
Yes / No

11. **Number of apprentices contacted.**  
(Please give details on overleaf)

12. **Pendency of reimbursement claim with Board’s office.**

13. **Verification of the stipend per month being paid to the apprentices**

Graduate ₹......................Technician ₹......................

14. **a) Information regarding employment of apprentices after their training is over.**

**b) Number of apprentices absorbed in past two years**

Graduate  
Technician

15. **Remarks of the Apprenticeship Adviser:**

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**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: Deputy/Assistant Central Apprenticeship Adviser  
Designation: Seal of establishment  
P.T.O.
DETAILS OF THE APPRENTICES CONTACTED BY THE APPRENTICESHIP ADVISER DURING HIS INSPECTION
(Refer Item No. 10 in the Inspection Report overleaf)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the apprentice [Graduate/Technician]</th>
<th>Category of apprentice</th>
<th>Date of joining the apprenticeship training</th>
<th>Area in which training is being imparted at present (e.g. production, stores, R &amp; D, etc.)</th>
<th>Source from which the apprentice came to know about the apprenticeship training scheme</th>
<th>Feedback on the training</th>
<th>Signature of the apprentice</th>
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For employer

Signature