

**GOVERNMENT OF PUDUCHERRY
LABOUR DEPARTMENT**

Standard Operating Procedure (SOP) for National Apprenticeship Promotion Scheme (NAPS)

Trainees passed out from ITIs and who have completed PMKVY/ MES courses are eligible for being engaged as Apprentices under the Act. The employers/ establishments who engage apprentices are entitled for reimbursement of 25% of the stipend per month subject to a maximum of Rs.1,500/- whichever is less. The Ministry of Skill Development and Entrepreneurship has released an amount of Rs.25.18Lakh so far under the scheme.

Timeline

Activity	Q-1	Q-2	Q-3	Q-4
Mobilization	2 nd week	2 nd week	2 nd week	2 nd week
Registration & Contract	3 rd week	3 rd week	3 rd week	3 rd week
Submission of proposals	-	-	-	4 th week
Release of funds	3 rd week of Q-1 of Next F.Y.			
Uploading of proof of payment		1 st week of Next F.Y.		
Conduct of trade test				11 th / 12 th week
Certification	10 th week of Q-1 of Next F.Y.			

Accountability

Operation	Authorities accountable
Approval of contract	State Apprenticeship Advisor
Scrutiny of claims	Assistant Apprenticeship Advisor
Submission of proposals	Assistant Apprenticeship Advisor
Release of funds	Finance Department

Monitoring

- 1) Assistant Apprenticeship Advisor (AAA) conducts inspection in such a manner to cover at least one Institution in a month.
- 2) The State Apprenticeship Advisor conducts test inspection of at least 5% of the total apprentices.
- 3) The correctness of attendance submitted by the employers shall be cross verified by the AAA with reference to the physical presence and other records.
- 4) Feedback is obtained by the AAA from the apprentices to prevent pilferage of stipend.