

Quarterly Deployment Plan

All establishments are required to go through the provisions of rule 7B of Apprenticeship Rules 1992 (amended 2015) reproduced hereunder for their convenience and follow the instruction manual which follows the text:

Number of apprentices for designated and optional trade reads as:-

- (1) The employers having six or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having number of workers not exceeding forty shall not be obligatory.*
- (2) The strength of workers shall be calculated on the basis of average strength in the preceding financial year.*
- (3) Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 10 per cent. of the total strength of the establishment including contractual staff.*
- (4) In no month, number of apprentices should be less than 2 per cent. of the total strength of the establishment and more than 15 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 per cent. obligation in a financial year.*
- (5) Every employer shall disclose their intention of engagement of apprentices both in designated and optional trade on portal site as well as establishment's portal site (if existing) as per quarters given below:-*
 - (a) the 1st April to the 30th June;*
 - (b) the 1st July to the 30th September;*
 - (c) the 1st October to the 31st December;*
 - (d) the 1st January to the 31st March*

Further Ministry of Skill Development & Entrepreneurship has vide letter no MSDE-1(1)/2018-AP(PMU) dated 2nd April 2019 stipulated that Industries/establishments can engage apprentice from any of the following category of apprentices, as per their respective requirement to fulfill the mandate of Apprentice Act 1961(amended 2014) and Apprenticeship Rule (amended 2015)

1. Trade apprentice
2. Graduate apprentice
3. Technician apprentice
4. Technician (vocational) apprentice
5. Optional trade apprentice
6. Apprentices engaged under National Apprenticeship Training Scheme implemented through Boards of Apprenticeship Training / Practical Training under Ministry of Human Resource Development, Government of India.

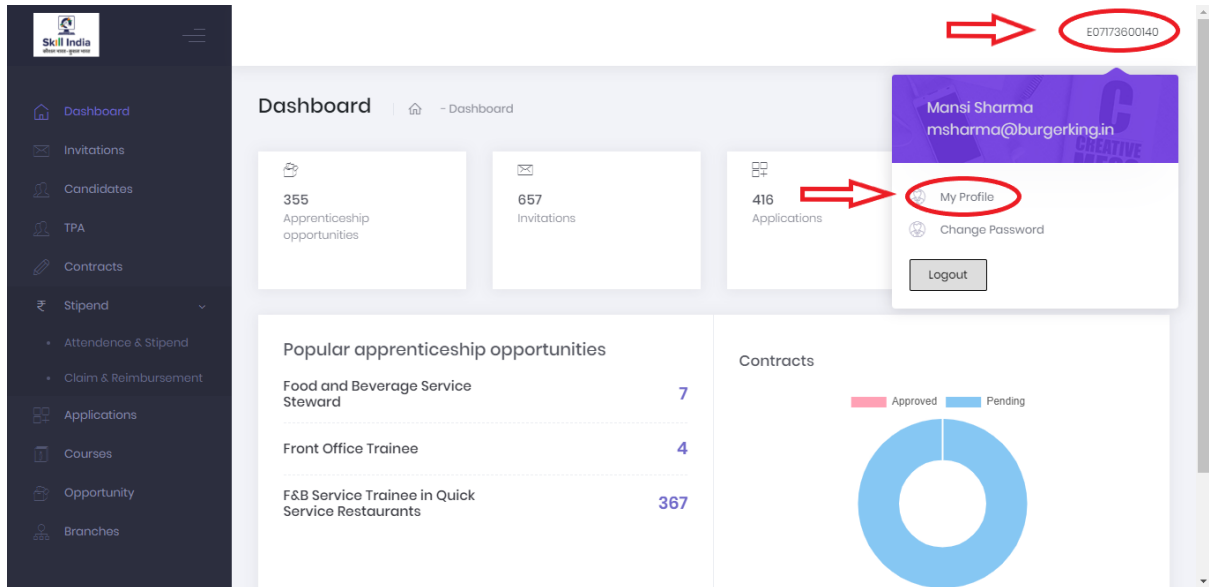
The sum of all total apprentices under various categories will qualify for compliance of provision of Section 7B (3) of Apprenticeship Rule (amended 2015). All establishment are accordingly required to post their Apprenticeship deployment plan on portal (while declaring the strength of manpower of the establishment in the establishment edit profile) every quarter by the 15th of April, 15th of July, 15th of October and 15th January in the given format in the establishment edit profile. **The plan for quarter I for 2019-20 to be posted by 15th June.**

Quarterly Deployment Plan (Instruction Manual)

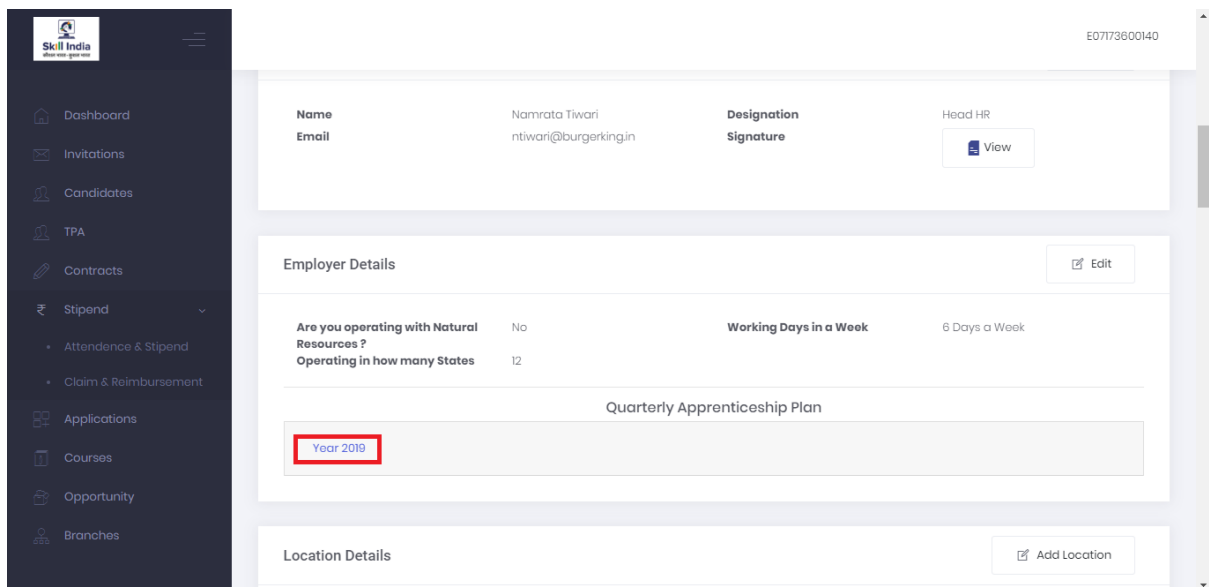
1) Login into your establishment account on apprenticeship portal :

<https://apprenticeshipindia.org/>

2) Kindly click on the 'Establishment code' (encircled below) on top right to proceed. Then on 'My profile' (encircled below).



3) After scrolling, one can find 'Quarterly Apprenticeship Plan' under Employer details section. Click on **Year 2019** as shown:



Quarterly Deployment Plan (Instruction Manual)

- 4) The following screen will appear, from here download the 'Deployment Plan Template' as shown:

- 5) Fill the deployment plan as per the format downloaded. Please refer to Rule 7B (3) in Apprenticeship Rules 1992.: <https://s3.ap-south-1.amazonaws.com/naps-cdn/clause-7b.pdf>
Example is shown below:

	A	B	C	D	E	F	G	
				Quarter April-June				
2								
3	Input							
4	Total employees strength including contractual employees of previous year		1000					
5	No. of apprentices targeted to engaged for this current quarter		80					
6								
7	Apprenticeships deployment plan							
8	Course Type	Opportunity Code	Opportunity Name	Course Name	Sector/Industry	Duration (Months)	Number of Apprentices planned to be engaged	
9	Optional	A003940	Counter Sales Executive	Counter Sales Executive	Tourism & Hospitality	10	30	Example
10	Optional	A003940	Accounts Executive	Accounts Executive	Services & Insurance (BFSI)	12	30	Example
11	Optional	A003514	Food and Beverage Service Steward	Food and Beverage Service Steward	Tourism & Hospitality	11	20	Example
12								
13								
14								
15								
16								
17					Total		80	
18								

Quarterly Deployment Plan (Instruction Manual)

6) Kindly click on the 'Edit button' (encircled below) to proceed.

Are you operating with Natural Resources? No
Operating in how many States --

Working Days in a Week 6 Days a Week

Complete your profile E06182700001

Quarterly Apprenticeship Plan

[Year 2019](#)

[Download Deployment Plan Template](#)

Total Permanent Employees/ Manpower/ Workers	--	Total Contractual Employees/ Manpower/ Workers	--
Average Employees in the Previous Year	--		
1st Quarter	--	2nd Quarter	--
3rd Quarter	--	4th Quarter	--

[Edit](#)

Location Details [Add Location](#)

7) The following screen will appear. Fill your average employees strength of the previous year and upload your quarterly deployment plan. Click on update button on bottom right at the end.

Quarterly Apprenticeship Plan Update

[← Back](#)

Total Permanent Employees/ Manpower/ Workers 5000

Total Contractual Employees/ Manpower/ Workers 10

Average Employees in the Previous Year *
Enter Average Employees

This is to calculate the apprenticeship quota for your organization. Please refer to Rule 7B (3) in Apprenticeship Rules 1992.

1st Quarter *
Choose file (Eg: .xlsx), Maximum 4MB allowed. [Browse](#)
Please upload only (.xlsx) files

2nd Quarter *
Choose file (Eg: .xlsx), Maximum 4MB allowed. [Browse](#)
Please upload only (.xlsx) files

3rd Quarter *
Choose file (Eg: .xlsx), Maximum 4MB allowed. [Browse](#)
Please upload only (.xlsx) files

4th Quarter *
Choose file (Eg: .xlsx), Maximum 4MB allowed. [Browse](#)
Please upload only (.xlsx) files

Upload deployment plan here [Update](#)

-----END-----