

ई-मेल/बैवसाईट

प्रेषक

श्रम आयुक्त, हरियाणा।

सेवा में

समी डी0डी0ओ0, हरियाणा राज्य,
श्रम विभाग (प्रति सलंगन)

क्रमांक: रथा/03/2021/10045-67

दिनांक: 06-05-2021

विषय:-

Submission of Apprentice's stipend reimbursement claims under NAPS.

उपरोक्त विषय पर कौशल विकास एवं औद्योगिक प्रशिक्षण विभाग द्वारा जारी मैमों न0
TA/APP/NAPS Claim/2017/05/337 दिनांक 30.04.2021 के संदर्भ में।

विषय सम्बन्ध में आपको कौशल विकास एवं औद्योगिक प्रशिक्षण विभाग, हरियाणा से प्राप्त
पत्र की प्रति इस पत्र के साथ सलंगन करते हुए आगामी कार्यवाही हेतु प्रेषित की जाती है।

सलंगन/उपरोक्त



अधीक्षक (रथा0),

कृते: श्रम आयुक्त, हरियाणा।

List of DDO

Sr. No.	DDO's Name
1	Labour Commissioner, Haryana, Chandigarh
2	Deputy Labour Commissioner, Panchkula
3	Assistant Labour Commissioner, Ambala
4	Dy. Director, Industrial Safety and Health Ambala
5	Assistant Labour Commissioner, Yamuna Nagar-I
6	Assistant Director, Industrial Safety and Health, Yamuna Nagar-I
7	Assistant Labour Commissioner, Kurukshetra
8	Assistant Director, Industrial Safety and Health Kurukshetra
9	Assistant Labour Commissioner, Karnal
10	Assistant Director, Industrial Safety and Health Karnal
11	Dy. Director, Industrial Safety and Health Panipat
12	Deputy Labour Commissioner, Panipat
13	Deputy Director, Industrial Health Faridabad
14	Deputy Director, Industrial Safety and Health Faridabad
15	Deputy Labour Commissioner, Faridabad
16	Deputy Director, Industrial Safety and Health, office of Additional Labour Commissioner, NCR Gurgaon
17	Deputy Labour Commissioner, Gurgaon-I
18	Deputy Labour Commissioner, Gurgaon-II
19	Deputy Director, Industrial Safety and Health, Gurgaon-I
20	Deputy Director, Industrial Health, Gurgaon II
21	Assistant Labour Commissioner, Rewari
22	Assistant Director, Industrial Safety and Health Rewari
23	Assistant Labour Commissioner, Jhajjar at Bahadurgarh
24	Assistant Labour Commissioner, Sonapat I
25	Assistant Director, Industrial Safety and Health, Sonapat
26	Deputy Labour Commissioner, Rohtak
27	Assistant Director, Industrial Safety and Health, Rohtak
28	Assistant Labour Commissioner, Bhiwani
29	Assistant Director, Industrial Safety and Health, Bhiwani
30	Deputy Labour Commissioner, Hisar
31	Deputy Director, Industrial Health, Hisar
32	Assistant Labour Commissioner, Sirsa
33	Assistant Director, Industrial Health Sirsa
34	Assistant Labour Commissioner, Karnal
35	Assistant Labour Commissioner, And
36	Assistant Labour Commissioner, Patwal
37	Presiding Officer, Labour Courts, Ambala
38	Presiding Officer, Labour Courts, Panipat
39	Presiding Officer, Labour Courts, Rohtak
40	Presiding Officer, Labour Courts, Faridabad-I
41	Presiding Officer, Labour Courts, Faridabad-II
42	Presiding Officer, Labour Courts, Faridabad-III
43	Presiding Officer, Labour Courts, Gurgaon-I
44	Presiding Officer, Labour Courts, Gurgaon-II
45	Presiding Officer, Labour Courts, Hisar
46	Assistant Director, Industrial Health-cum-Certifying Surgeon, Ambala
47	Assistant Director, Industrial Health-cum-Certifying Surgeon, Hisar
48	Assistant Director, Industrial Health-cum-Certifying Surgeon, Panipat
49	Assistant Director, Industrial Health-cum-Certifying Surgeon, Gurgaon
50	Assistant Director, Industrial Health-cum-Certifying Surgeon, Faridabad
51	Assistant Labour Commissioner, Mehat at Meh



Industrial Training Institute

Skill Development and Industrial Training Department, Haryana,
Plot No. IP -2, Sector-3, Near Majri Chowk, Panchkula, Haryana,
Phone: 0172-5229202, E-mail: sdi.adapp@gmail.com

Issued through e-mail only

To

1. All Head of Departments, in the State of Haryana.
2. All Chief Administrator/ Managing Director of all the Boards/Corporations/ Nigams/ SPSUs/ Public Sector Undertakings, in the State of Haryana.
3. All Divisional Commissioners of Ambala, Faridabad Gurugram, Hisar, Karnal and Rohtak, in the State of Haryana
4. All Deputy Commissioners, in the State of Haryana.
5. All Registrars of Universities, in the State of Haryana.

Memo No.: TA/APP/NAPS Claim/2017/05/337
Dated: 30.04.2021



Subject: Submission of Apprentice's stipend reimbursement claims under NAPS.

Kindly refer to the subject cited above.

As per guidelines of the NAPS, the reimbursement @ 25% of paid stipend or maximum Rs. 1500/- per month per apprentice (@ Rs. 50/- per day), whichever is less, is to be made quarterly by Government to the establishments / employers who have paid the stipend to their designated & optional trade apprentices engaged under "Apprentices Act, 1961".

It has been observed that many establishments have not submitted their claims regularly. In view of this, it is requested to issue instructions to all Nodal officers under your Department to prepare quarterly reimbursement claims, in the three page claim proforma, enclosed herewith and submit to the Assistant Apprenticeship Advisor-cum-Principal Govt. I.T.I. at concerned district HQs, regularly and ensure to obtain the financial incentive available under NAPS.

The soft copy of the claim proforma can be downloaded from www.itiharyana.gov.in on the link 'Apprenticeship & Placement' namely 'NAPS Claim proforma'.

This is for your information & necessary action, please.

DA: As above

(Sanjiv Sharma)

Joint Apprenticeship Advisor
for: State Apprenticeship Advisor-cum- Director General,
Skill Development & Industrial Training
Department, Haryana, Panchkula.

Endst: No. TA/APP/NAPS Claim/2017/05/ 338

Dated: 30.04.2021

A copy of the above is forwarded to all Assistant Apprenticeship Advisor-cum-Principals of Govt. ITIs at all district Head Quarters, in the State of Haryana for information and further necessary action for collecting the claims in prescribed format and submitting to this Directorate along with recommendation for release of claim amount, after through scrutiny & verifications.

(Sanjiv Sharma)

Joint Apprenticeship Advisor
for: State Apprenticeship Advisor-cum- Director General,
Skill Development & Industrial Training
Department, Haryana, Panchkula.

CC: Nodal Officer (Website).

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✓ P. 2
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31/5/2021
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From,

M/s
.....
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To,

Assistant Apprenticeship Advisor,
Govt. ITI.....,
Haryana.

Memo No.:

Dated:

Subject: Regarding Submission of reimbursement claim under NAPS.

Sir,

Kindly refer to the subject cited above.

Our establishment is covered under Apprenticeship Act -1961 and as such have been registered Apprenticeship portal with number We are submitting the case for reimbursement of Govt. share of stipend @ 25% of minimum wages for semi-skilled workers or Rs. 1500/- per month per apprentice (@Rs.50/- per day per apprentice), under NAPS for the following engaged apprentices:

Sr. No.	Name of apprentices	Apprentices registration no.	Amount of claim
1			
2			
3			
4			
5			
	Total		

It is also certified that this establishment has not submitted the claims for above mentioned apprentices earlier for the period mentioned now. The detail information of the above apprentices and claim have been filled up in the prescribed format and desired documentary proofs have been attached. It is requested to kindly reimburse the claim amount into our bank account no..... IFSC Code..... Bank name..... at the earliest possible.

Thanking you.

Signature
of Authorized representative of establishment with seal

Office of Assistant Apprenticeship Advisor-cum-Principal Govt. ITI.....
Endst No.: Dated:

This office has checked the reimbursement claim thoroughly and being forwarded to SAA/ DSD&IT, Haryana with the recommendation for release of Rs. (Rs.....only) as reimbursement claims to this establishment.

Principal
Govt. ITI..... Haryana

Reimbursement Claim proforma under NAPS Page - 1

Detail of Establishment

2	3	4	5	6	7
a) Establishment Registration Number on portal b) Date of registration on portal c) Establishment on-boarded (Yes/ No)	a) Establishment Name b) Establishment Address	Establishment Type SPSU/ State Govt. Deptt./ Private Sector/ Cooperative Sector	a) Establishment Account No. b) Bank IFSC Code c) Bank Name {Please mention the details of A/c from which the stipend have been paid}	Establishment TIN or TAN No.	Additional Mandatory information on Establishment, Mention the number of Either MSME Registration Number or ESIC No. or EPFO No. or Factory Registration No. or Cooperative Registration No.
a) b) c)	a) Name: b) Address:	a) b) c)	a) b) c)	a) b) c)	a) b) c)

It is certified that the above mentioned details are true and correct and nothing have been concealed therein.

Seal of the establishment

Signature of the authorized person of the establishment
Name Phone No

It is certified that the above given details have been verified from the portal and found correct. The establishment have been on-boarded on the apprenticeship portal.

Sign of JAPO

Signature of APO

Signature of AAA with seal

Note: Please print proforma 1 and 2 on one paper i.e. on both side of one paper.

Reimbursement Claim proforma under NAPS Page - 2

Details of the Apprentice for claim

Name of the establishment:		Portal registration number of establishment:		Date of Registration on portal													
Sr. No	a) Apprentice Registration No. on portal b) Apprentice Name c) Father Name d) Apprentice Type, ITI Passi/Fresher e) Trade Name f) SCVT/ NCVT	a) Apprentice Aadhaar No. b) Is Aadhaar No. seeded with Apprentice's Bank A/C (Y/N) c) Apprentice A/c No. d) IFSC Code e) Bank Name	a) Date of start of Training b) Date of End of Training c) Total Duration d) Basic Training period	Stipend paid by the establishment as per the rate prescribed under the App. Rules												Eligible reimbursement amount @ 25% of paid stipend or Maximum Rs. 1500 pm, whichever is less	
				5	6	7	8	9	10	11	12	13	14				
1		3	4	Claim Amount →													
1				No. of present days for which above stipend is paid													
				Days →													
				Total stipend paid													
				Amount →													
				Total reimbursable amount: Rs..... (Rs..... only)													

It is certified that: 1. The establishment have paid the prescribed stipend amount online to the apprentice in his Aadhar Seeded Bank Account mentioned in the column no. 3 above. The proofs of the payment in his bank account and copy of passbook of apprentice and his aadhar card are attached herewith. 2. That the apprentice have undergone the apprenticeship training as per prescribed norms under the Apprenticeship Act and is eligible for the apprenticeship training and prescribed stipend. 3. Establishments undertakes that, if at any stage it is found that this establishment have been paid excess reimbursement amount due to any reason by the State Apprenticeship Advisor under NAPS, then it shall be returned to the SAA without any objection and the SAA has the right to recover it.

Date:

Seal of the establishment

It is certified that the establishment and apprentice are registered on the portal. The apprentice have undergone the apprenticeship training as per prescribed norms under the Apprenticeship Act. The establishment is eligible for the reimbursement of stipend claim of Rs. (Rs.....), which is recommended for release/ sanction under NAPS.

Signature of JAPO

Signature of APO

Signature of AAA
with Seal