

India Trade Promotion Organisation

(Administration Division, E1 Section)

22/02/2021

Office Order No. Admin. / 143 /2021

In continuation of O/o Admin/12/2021 dated 06/01/2021, issued by Administration Division regarding training of the selected apprentices in various Divisions/Sections/Units of ITPO, the following shall govern ITPO and the concerned apprentices during their training:

(A) Duration:

The period of contract of Apprenticeship shall be **16/12/2020 till 15/12/2021.**

(B) Stipend:

Apprentices will be paid a consolidated stipend of INR 12, 000/- (INR Twelve Thousand only) per month. The payment cycle would be one month as effective from 16/12/2020 and so on.

The stipend for a particular month shall be paid by the tenth day of the following month.

(C) Training Hours:

Training hours shall normally be from 10:00 AM to 6:00PM during working days including half an hour lunch break in between.

Further, the duration (hours and days) of training may be referred by the concerned from the executed contracts (shared previously over email) and the same be strictly followed. No apprentice shall be required or allowed to work overtime except with the approval of the Apprenticeship Adviser who shall not grant such approval unless he is satisfied that such overtime is in the interest of the training of the apprentice or in the public interest.

(D) Leave:

Apprentices would be eligible for following leaves:

(i) Casual Leave (CL):

- a) A total of 12 days casual leave(CL) in a year(monthly cycle would be one month as effective from 16/12/2020 and so on).
- b) Grant of half day's Casual Leave (CL).
- c) Casual Leave may not be granted for more than eight (8) days at a time.

(ii) Quarantine Leave:

Quarantine Leave may be granted by the Competent Authority on the basis of a certificate from a medical officer for a period not exceeding 21 days in terms of provisions contained in Rule 13 of ITPO Leave Rules.

- (iii)** A total of 15 days leave on medical grounds on production of medical certificate in any year of apprenticeship.

(E) Holidays:

The apprentices would be granted holidays and RH in accordance with the Circular No.Admin/01/2021 (applicable for apprentices till 15/12/2021.)

(F) Both ITPO and the Apprentices would be governed by the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, as amended from time to time, the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

(G) Termination of Contract:

The contract of apprenticeship shall be terminated in accordance with the provisions of The Apprentices Act, 1961/The Apprenticeship Rules, 1992, as applicable and amended from time to time.

(H) Settlement of Disputes:

Any disagreement or dispute between ITPO and the apprentice arising out of the contract of apprenticeship shall be governed by the provisions of The Apprentices Act, 1961/ The Apprenticeship Rules, 1992, as applicable and amended from time to time.

(I) Conduct and Discipline:

In all matters of conduct and discipline, the apprentices shall be governed by the rules and regulations of ITPO.

This issues with the approval of the Competent Authority.

Asif Siraj
Asif Siraj

Manager (Admin)

To:

All concerned (Apprentices & HoD(BDD/FSII/FSI/Admin/Finance/IT Services).

Copy to:

1. OSD(Admin)
2. Salary Section/Bill Checking Section
3. Vigilance Unit
4. Security Division
5. Office Order Register

For information:

1. PS to CMD
2. PS to ED