EXTRA ORDINARY ISSUE REGISTERED No. L-7532

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE MONDAY NOVEMBER 25, 2024

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(168 of 2024)

21 NOVEMBER 2024

Notification No. SO(E-I)4-5/2021(TEVTA)(Rules), dated 05.11.2024 issued by the Industries, Commerce, Investment and Skills Development Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
INDUSTRIES, COMMERCE, INVESTMENT AND SKILLS DEVELOPMENT DEPARTMENT

Dated Lahore, the 5th November, 2024

NOTIFICATION

No.SO(E-I)4-5/2021(TEVTA)(Rules).- In exercise of the powers conferred under section 15 of the Punjab Apprenticeship Act 2021 (*XVII of 2021*), Governor of the Punjab is pleased to make the following rules:

CHAPTER-I
PRELIMINARY

1. Short title and commencement.- (1) These rules may be cited as the Punjab Apprenticeship Rules 2024.

(2) They shall come into force at once.

2. Definitions.- (1) In the rules, unless the subject or context requires otherwise:

(a) "Act" means the Punjab Apprenticeship Act 2021 (XVII of 2021);

(b) "Committee" means the Punjab Apprenticeship Committee;

(c) "company" means a company registered under the Companies Act, 2017 (XIX of 2017);

(d) "Form" means the form appended to the rules;

(e) "institute" means an institute registered under the Punjab Skills Development Authority Act 2019 (VI of 2019) or under any other law for the time being in force, and notified by the Competent Authority in pursuance of an apprenticeship contract;

(f) "PSDA" means Punjab Skills Development Authority established under the Punjab Skills Development Authority Act 2019 (VI of 2019);

(g) "rules" means the Punjab Apprenticeship Rules 2024; and

(h) "Skills and Operations" means a course comprising of relevant practical and theoretical curriculum of any designed trade.

(2) A word or expression used but not defined in the rules shall have the same meaning as assigned to it in the Act.

CHAPTER-II
PUNJAB APPRENTICESHIP COMMITTEE

3. Constitution of the Committee.- (1) The TEVTA may, by

notification in the official Gazette, constitute the Punjab Apprenticeship Committee which shall consist of:

(a)	Owner or Chief Executive Officer of the company	Chairperson
(b)	three representatives of employers	Members
(c)	two representatives of workers	Members
(d)	two certified ex-apprentices working in any establishment	Members
(e)	Representative of the Industries, Commerce, Investment and Skills Development Department not below the rank of Deputy Secretary (BS-18)	Member
(f)	Representative of the Labour and Human Resource Department not below the rank of Deputy Secretary (BS-18)	Member
(g)	Chief Operating Officer, TEVTA or his nominee not below the rank of Deputy Director	Member
(h)	Director General, PSDA or his nominee not below the rank of Director	Member
(i)	Director (Apprenticeship Training)	Member/ Secretary

(2) The Chairperson of the Committee, nominated by the TEVTA, shall possess Master's degree or equivalent qualification and have ten years' experience.

(3) The members mentioned at clause (b) of sub-rule (1) shall possess Bachelor's degree or equivalent qualification and have ten years' business experience. Such members shall be nominated by the TEVTA on recommendations of the Chamber of Commerce and Industry, and Trade Associations *etc.*

(4) The members mentioned at clause (c) of sub-rule (1) shall possess technical diploma or vocational certificate or any other equivalent professional qualification. Such members shall be nominated by the TEVTA on recommendations of elected worker organizations.

(5) The members mentioned at clause (d) of sub-rule (1) shall be nominated by the Competent Authority.

(6) The Vice Chairperson shall be nominated by the TEVTA from amongst the members mentioned at clause (b) of sub-rule (1).

(7) The Chairperson and non-official members of the

Committee shall be appointed for a period of two years which may be extended for further period not exceeding one year.

(8) The Chairperson, if considers necessary, may co-opt any person as a member of the Committee for a period not exceeding one year.

(9) In case seat of a non-official member of the Committee becomes vacant during the term of his office, the vacancy may be filled by the TEVTA and the member so appointed shall hold office for the unexpired term of his predecessor.

(10) The Chairperson or a non-official member, as the case may be, if unable to attend a meeting, may get prior approval from the TEVTA or Chairperson of the Committee respectively.

(11) The TEVTA may, by order in writing, remove the Chairperson or a non-official member, as the case may be, if he absented himself from two consecutive meetings of the Committee.

4. Meetings of the Committee.- (1) The Committee shall meet at least once in every quarter.

(2) The Secretary of the Committee, with the approval of the Chairperson, may convene a special meeting of the Committee as and when required.

(3) The Chairperson of the Committee, or in his absence, Vice Chairperson shall preside over the meeting of the Committee.

(4) The Secretary of the Committee shall issue a notice specifying the date, time and place of the meeting along with its agenda to all members at least one week before the scheduled meeting.

(5) The Secretary of the Committee, with prior approval of the Competent Authority and Chairperson, prepare agenda for a meeting.

(6) The agenda of meeting may consist of objections or suggestions, if any, received from any member of the Committee or establishment or any institute relevant to the apprenticeship scheme.

(7) The quorum for a meeting of the Committee shall be five members including at least two non-official members.

(8) A resolution relating to any matter, not on the agenda of the meeting, may be moved with the permission of the Chairperson as an ex-agenda.

(9) All decisions of the Committee shall be made by the vote of majority of the members present and voting and in case of equality of votes, the Chairperson shall have the right to cast a vote.

(10) The Secretary of the Committee shall record the minutes of meeting.

5. Function of the Committee.- The Committee shall:

(a) recommend necessary steps for the promotion of

apprenticeship under the Act and rules;

(b) advise the Competent Authority in matters relating to implementation of the Act and rules made thereunder;

(c) recommend amendments in the rules to the Government through the TEVTA;

(d) monitor changes in international developments of apprenticeship to keep the apprenticeship programme up to the international standards;

(e) engage employer-led trade associations, Chambers of Commerce and Industry or any relevant body to help and support apprenticeship;

(f) organize job fairs in consultation with the employer and its cost shall be borne by the employer with cooperation of the TEVTA;

(g) constitute sub-committees, consisting of three to five members, as and when considered necessary, to report on any specific issue; and

(h) appoint technical expert to assist the Committee or sub-committee, as the case may be, as adviser.

6. Allowances.- (1) The Chairperson and non-official member shall be entitled to travelling or daily allowance and other related expenses incurred by him in the performance of duties assigned to him by the Committee equivalent to an officer of BS-20.

(2) The travelling allowance shall be drawn and disbursed by the Secretary of the Committee out of the budget of the TEVTA.

7. Secretariat of the Committee.- The Apprenticeship Directorate in the TEVTA Secretariat shall be the Secretariat of the Committee.

CHAPTER-III
CATEGORIES OF APPRENTICES AND THEIR ELIGIBILITY

8. Categories of apprentices.- There shall be following three categories of apprentices:

(a) Graduate Apprentice;

(b) Associate Apprentice; and

(c) Vocational Apprentice.

9. Eligibility criteria for apprentices.- (1) An apprentice shall have following qualifications:

(a) in case of Graduate Apprentice, he must possess Master's degree or Bachelor's degree or equivalent qualification in Engineering, Technology and Management from a university recognized by Higher Education Commission;

(b) in case of Associate Apprentice, he must possess Higher Secondary School Certificate or equivalent qualification in Associate Engineering from a recognized Board; and

(c) in case of Vocational Apprentice, he must possess Secondary School Certificate from a recognized Board or Middle pass Certificate.

(2) The age for enrolment as an apprentice shall be fifteen to twenty-eight years:

Provided that in case of ex-Army man with good conduct, the maximum age shall be forty-five years.

CHAPTER-IV
SELECTION PROCEDURE FOR APPRENTICES

10. Procedure for the selection of apprentices.- (1) The employer shall select the apprentices as per following ratio:

(a) an establishment having upto sixty employees, shall select five percent of the employees as apprentices;

(b) an establishment having more than sixty and upto five hundred employees, shall select ten percent of the employees as apprentices;

(c) an establishment having more than five hundred and upto one thousand employees, shall select twelve percent of the employees as apprentices; and

(d) an establishment having more than one thousand employees, shall select fifteen percent of the employees as apprentices.

(2) The vacancies shall be advertised at least in two national newspapers as specified by the Competent Authority and shall be uploaded on websites of the TEVTA and all other TVET agencies or any other job portal, social media and websites as specified by the Competent Authority.

(3) The employers may hold interviews individually or collectively of candidates in any establishment, school, college, university, welfare organization, association or chamber office with the prior approval of the Competent Authority.

(4) The selection of apprentice shall be made after conducting an interview or aptitude test, if deemed necessary.

(5) The employer shall intimate the dates of the written test and interview to the Competent Authority who shall, at its discretion authorize an officer to participate in the interview and final selection of apprentices in an advisory capacity.

(6) The employer shall observe the eligibility criteria provided in the rules.

(7) The expenses of procedure of selection shall be borne by

the employer.

(8) The Competent Authority, on the basis of cogent reasons, may cancel the appointment and selection of an individual apprentice or the whole batch in case of violation of procedure specified for appointment.

CHAPTER-V
TERMS AND CONDITIONS

11. Apprenticeship contract.- (1) Upon selection, the employer shall, on its own cost, ensure the medical fitness of the apprentice by a qualified doctor and thereafter enter into an apprenticeship contract as set out in the Form-I.

(2) In case of a minor apprentice, the apprenticeship contract shall be signed by the parents or guardian, as the case may be.

(3) The apprenticeship contract shall be prepared in triplicate and submitted to the Competent Authority for registration within ten days after the selection of apprentice.

(4) The employer shall pay such fee as may be specified by the Competent Authority for registration of the apprenticeship contract.

(5) Upon registration, one copy of the apprenticeship contract shall be sent to the employer, one copy to the apprentice and one copy shall be retained by the Competent Authority.

(6) No subsequent alteration or amendment in the apprenticeship contract shall be made except with the prior approval of the Competent Authority.

12. Period of apprenticeship.- (1) The Competent Authority shall, on the advice of the Committee, notify the period of apprenticeship for each trade after taking into account the following factors:

(a) nature and job description of the trade;

(b) expected level of apprenticeship, proficiency and knowledge of trade to be achieved by an apprentice before entering the employment market;

(c) on-the-job (practical training) and off-the-job training (theoretical instruction and practical training) required for a trade; and

(d) minimum educational qualification laid down for entering as an apprentice in a trade.

(2) The period of apprenticeship shall invariably be specified in the apprenticeship contract.

(3) The Competent Authority may, on request of the employer, grant extension in the period of apprenticeship for a period not more than one-forth of the original period of apprenticeship:

Provided that request for extension in the period of

apprenticeship shall be made at least two months before expiry of original period of apprenticeship.

(4) An apprentice shall complete eighty percent attendance before the final examination. In case of failure, the apprenticeship period shall be extended. After extension of period, if apprentice again fails to complete his attendance, then an experience letter shall be issued to such apprentice.

(5) In case of extension in period of apprenticeship, the apprentice shall pay a fee equivalent to one-forth of the last stipend to the employer.

13. Exemption.- The employer, with the consent of the Competent Authority, may grant a partial exemption from the period of apprenticeship to an apprentice who has already undergone for a period of systematic vocational or technical training in an institute before his enrolment:

Provided that exemption shall in no case exceed half of the entire period ofthe apprenticeship.

14. Probation.- (1) The apprentice shall remain on probation for a period of three months commencing from the date of his enrolment as an apprentice.

(2) During the period of probation, the apprenticeship contract may be terminated either by the employer or apprentice, under intimation to the Competent Authority by giving notice of fifteen days.

15. Termination of apprenticeship contract.- (1) After completion of the period of probation, no apprenticeship contract shall be terminated either by the employer or apprentice before its completion, except with the prior approval of the CompetentAuthority:

Provided that the approval shall not be granted unless the Competent Authority is satisfied that the employer or apprentice, as the case may be, for valid reasons, is unable to fulfill the obligations mentioned in the Act and the rules.

(2) The employer shall issue an experience letter to an apprentice, who fails to complete his apprenticeship due to any reason.

16. Working hours, leaves and holidays.- (1) The working hours, leaves and holidays for an apprentice shall be the same as for other employees in the establishment.

(2) An apprentice may work overtime with the approval of the employer on payment of such wages as admissible to other employees in the establishment.

17. Stipend.- (1) The employer shall pay stipend to the apprentice during the apprenticeship period at the following rates:

(a) in case of graduate apprentice, fifty percent of wages as applicable in the respective establishment against

the position for first year with an increase of ten percent for each subsequent year;

(b) in case of associate apprentice, fifty percent of wages as applicable in the respective establishment against the position for first year with an increase of ten percent for each subsequent year; and

(c) in case of vocational apprentice, fifty percent of the wages of the skilled workers of the grade engaged in the trade with an increase of ten percent for each subsequent year.

(2) In case of extension in the period of apprenticeship, the rates of the stipend shall remain the same till completion of apprenticeship.

(3) An apprentice not promoted to the next year of the training course shall draw the stipend prescribed for the year in which he is retained.

(4) An employer may offer higher rates of stipend and other incentives or rewards to an apprentice for any good progress.

18. Discipline.- The discipline of an apprentice shall be governed by the code prevalent in the establishment for other employees under the cadre and subject to the rules and terms and conditions of the apprenticeship contract.

19. Welfare.- (1) The apprentice shall be entitled to such group insurance, health insurance or any coverage welfare scheme as are admissible to other employees in the establishment.

(2) The apprentice shall be provided, free of cost, training materials as may be necessary for his training, the workshop or job-related clothing, drawing or other lab instruments, hand tools and equipment, books and other articles normally required during the apprenticeship.

(3) The employer shall provide the privilege of a fair price shop or discounts on purchasing establishment products to the apprentice as mentioned in the Punjab Fair Price Shops (Factories) Ordinance, 1971 (XIII of 1971).

(4) The employer shall be responsible for ensuring all safety and security measures at work for apprentice, particularly in case of hazardous trades that may harm physically.

20. Employment after training.- There is no obligation on the employer to offer employment to an apprentice on completion of his apprenticeship, and on apprentice to serve the employer after completion of his apprenticeship.

21. Apprenticeship in trade other than designated trade.- (1) No permission shall be granted to any establishment for training of any apprentice in a trade, which is not approved in advance by the Competent Authority.

(2) During the currency of the apprenticeship period, no change in the originally allotted trade of an apprentice shall be made except with the prior approval of the Competent Authority which shall not be granted unless, in the opinion of the Competent Authority, the change is necessitated by the apprentice's aptitude, health, progress in training or for other genuine reasons.

22. Transfer of apprentice.- No apprentice shall be transferred from one employer to another employer, except with the approval of the Competent Authority:

Provided that the approval shall not be granted unless the Competent Authority considers it necessary for completion of apprenticeship.

CHAPTER-VI
TRAINING, FINAL EXAMINATION AND CERTIFICATE

23. Training.- (1) Every trade shall have specific Skills and Operations before its approval as designated trade.

(2) The Skills and Operations shall be prepared by the employer separately or jointly by establishments or trade associations and approved by the Competent Authority.

(3) The Competent Authority, before approval, may refer the Skills and Operations to the Committee or any curriculum preparation body for recommendations.

(4) The Competent Authority shall approve the Skills and Operations and the trade as designated trade and shall circulate it to the stakeholders.

(5) A record shall be maintained in the office of the Apprenticeship Directorate showing an up-to-date list of all designated trades.

(6) The employer and apprentice shall comply with the Skills and Operations.

(7) Not less than seventy percent of the apprentice's working hours shall be spent on practical training.

(8) Not less than twenty per cent of the apprentice's working hours shall be spent on theoretical instructions.

(9) An establishment having fifty or more apprentices shall maintain a self-contained institute with requisite staff.

(10) An establishment having less than fifty but more than twenty apprentices may also run its institute solely or jointly.

(11) An establishment having twenty apprentices or less shall send apprentices to an institute registered with PSDA for training as per directions issued by the Competent Authority.

(12) No deductions from the stipend of an apprentice shall be made for the period during which he attends institutional training.

(13) The TEVTA shall bear the cost of institutional training of apprentices imparted at TEVTA institutes only.

(14) In case of training in institution other than the TEVTA, the employer and training providing institute shall decide the mechanism regarding cost.

24. Periodical test.- (1) The employer shall work out and introduce a system of periodical test of the apprentices in the establishment to ensure and stimulate the desired training progress of apprentices.

(2) The periodical test shall cover both practical training and theoretical instruction.

25. Final examination.- (1) The final examination shall be conducted by the Punjab Board of Technical Education.

(2) In case the Punjab Board of Technical Education expresses its inability to conduct the final examination for any trade, a Special Forum may be constituted with the approval of the Competent Authority.

(3) The final examination may be conducted at any institute or establishment relevant to the trade concerned.

(4) The final examination shall comprise of eighty percent of practical training and twenty percent of theoretical training.

(5) The passing marks for the practical examination shall be fifty percent and for theoretical instructions shall be forty percent.

(6) If an apprentice fails to secure passing marks in practical or theory in on-the-job or off-the-job assessment, he shall repeat the training in failing segment with a training duration that may not exceed six months.

(7) The Punjab Board of Technical Education or Special Forum, as the case may be, shall announce the date sheet of designated trades and result of final examination as per schedule approved by the Competent Authority.

(8) The employer shall bear the cost for conducting the final examination and issuance of the certificate of due completion of the training to the apprentices.

26. Grant of certificate.- (1) The Punjab Board of Technical Education or Special Forum, as the case may be, shall issue a certificate to an apprentice who secured the passing marks in the final examination as set out in the Form-II:

Provided that the certificate issued by the Special Forum shall be counter-signed by the Competent Authority.

(2) The certificate bearing an exclusive serial number shall specify the:

(a) name of the apprentice with his photograph;

(b) name of father of the apprentice;

(c) registration number of the apprenticeship contract;

(d) name of establishment;

(e) session of enrolment;

(f) trade of the apprenticeship;

(g) period of the apprenticeship;

(h) nature of training including relevant instructions;

(i) level of apprenticeship training at National Vocational Qualification Framework, if applicable; and

(j) passing marks and remarks, if any.

CHAPTER-VII
SUPERVISION AND MAINTENANCE OF RECORD

27. Supervision.- (1) The Competent Authority shall supervise and monitor the apprenticeship through the Apprenticeship Directorate.

(2) The employer shall:

(a) ensure proper and efficient training of the apprentice;

(b) supervise the apprentices; and

(c) appoint officers, full time or part time, to operate the apprenticeship efficiently in accordance with the Act and rules.

28. Maintenance of record.- (1) The employer shall maintain the following record:

(a) batch wise list of the apprentices;

(b) apprenticeship programme;

(c) attendance of the apprentices;

(d) discipline report of the apprentices;

(e) periodical tests; and

(f) other relevant information as specified by the Competent Authority.

(2) The record mentioned under sub-rule (1) shall be maintained as set out in the Form-III.

(3) The Competent Authority may examine any register, record or other documents maintained under the Act.

CHAPTER-VIII
MISCELLANEOUS

29. Settlement of disputes.- (1) Any dispute arising between the employer and apprentice shall be referred to the Competent Authority.

(2) The decision of the Competent Authority shall be final.

30. Penalties and procedure.- (1) In case the employer contravenes any provision of the Act and rules, the penalties provided under section 12 of the Act shall be imposed by the Competent Authority.

(2) Before imposition of penalty under subsection (1) and (2) of section 12 of the Act, the Competent Authority shall provide an opportunity of being heard to the employer by issuing a show cause notice specifying the violation committed, date and time of personal hearing.

(3) The employer shall deposit the administrative penalty within a period of fifteen days in such bank account as specified by the Competent Authority.

31. Repeal.- The Apprenticeship Rules 1966 are hereby repealed.

SECRETARY
GOVERNMENT OF THE PUNJAB
INDUSTRIES, COMMERCE, INVESTMENT AND
SKILLS DEVELOPMENT DEPARTMENT"

(MUHAMMAD ASIF BALAL LODHI)
SECRETARY
Government of the Punjab
Law and Parliamentary Affairs Department

THE APPRENTICESHIP CONTRACT (Form-I)

Under the Punjab Apprenticeship Act, 2021 & Apprenticeship Rules, 2024

Category of Apprenticeship Training (Please tick one of the below)		
GRADUATE Minimum Graduate	ASSOCIATE Minimum Intermediate	VOCATIONAL Minimum Middle

Passport size Photograph

Trade:	Duration of the Apprenticeship Training in Months:
Name of Establishment:	
Address of Establishment:	
Date of Commencement of Training:	Date of Completion:
Apprentice's Name:	Father's Name:
Contact No. of Apprentice:	Contact No. of Father:
Date of Birth:	Gender:
Qualification:	Father's Occupation:
CNIC/Form-B No.	Father's CNIC No.
Permanent Address of Apprentice:	

AGREEMENT

The agreement made this day_____ of 20_____

Between (the Establishment) _____; and
(Hereinafter referred as the Employer)

Mr./Ms. (the Apprentice) _____
(As detailed above)

WITNESSTH AS FOLLOWS:

1. Whereas the Apprentice has offered to work and desires to be trained as an Apprentice in the above mentioned Establishment;
2. Now the Employer in consideration thereof accepts the Apprentice in the said trade subject to and in accordance with the conditions of the Punjab Apprenticeship Act, 2021 and the Punjab Apprenticeship Rules, 2024.
3. That the apprentice agrees to work diligently and faithfully conformed to and abides by the obligations by the Apprentice under the Apprenticeship Act, 2021 and the provisions of the Agreement.
4. That in case the Apprentice during the Apprenticeship leaves the Employer's services unilaterally in spite of the Employer's faithfully performing his part of the contract and performing the obligations imposed upon him under the provisions of the Apprenticeship Act, 2021, the Apprentice shall be liable to the payment of such expenses to the Establishment as prescribed in the Act.

5. That the apprentice shall remain on probation for a period of three months commencing from the date of his enrolment as an apprentice. During the period of probation, the apprenticeship contract may be terminated either by the employer or apprentice, under intimation to the Competent Authority by giving notice of fifteen days.
6. That after completion of the period of probation, no apprenticeship contract shall be terminated either by the employer or apprentice before its completion, except with the prior approval of the Competent Authority; provided that the approval shall not be granted unless the Competent Authority is satisfied that the employer or apprentice, as the case may be, for valid reasons, is unable to fulfill the obligations mentioned in the Act and the rules.
7. That there is no obligation on the employer to offer employment to an apprentice on completion of his apprenticeship, and on apprentice to serve the employer after completion of his apprenticeship.
8. That if the apprentice and his parent/guardian agree in writing with the Employer at the completion of Apprenticeship contract, the apprentice will continue in the employment of the Employer as an employee in his trade for a period not exceeding _____ months, and the employer shall pay salary/ wages mutually agreed upon by both the parties.

IN WITNESS WHEREOF

Name of the Employer / On behalf of the Employer	Signature of the Employer / On behalf of the Employer and stamp of the Establishment
Signature of Apprentice & Thumb Impression:	
Name and Signature of Parent/ Guardian	
Name and Signature of the Witness	

FOR OFFICE USE ONLY

Remarks: Registered / Not registered Signature of Jurisdiction Officer	Signature of the Competent Authority
Registration No.	Date

Note: Please attach the following documents for registration of the Apprenticeship contract.

1. Covering letter with original sign and stamp.
2. Three original signed and stamped copies of the Apprenticeship Contract.
3. One passport size Photograph of the Apprentice must be pasted on each Contract Form.
4. One set of attested copies of educational certificate(s) of the Apprentice.
5. One copy of attested CNIC/Form-B of the Apprentice.
6. One copy of original medical fitness certificate of the Apprentice.

Form-II

APPRENTICESHIP SCHEME UNDER THE PUNJAB APPRENTICESHIP ACT 2021

RESULT SHEET

Mr./Ms. _____ S/D/o _____

has been declared pass by the Special Forum on _____

He has completed ___Months Apprenticeship Training in the trade of _____

from the Establishment _____

Detail of Marks obtained is given below:-

Subject	Maximum Marks	Minimum Marks/ Pass Marks	Marks Obtained	Remarks
Practical	80	40		
Theory	20	8		
Total	100	48		

Signature of the Examining Body/ Special Forum _____

Form-III (a)

List of Apprentices Showing Attendance, Discipline & Progress in Periodical Tests

Name of Establishment: _____

Month: _____

S.No	Name of Apprentices	Trade	Date of Due Completion of Apprenticeship Contracts	No. of Days Absent	Reason for Absence	General Behavior	Report on Progress During the Month		Remarks
							Theory	Practical	
A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

- In column G, enter very good, good or poor.
- In column H & I, enter good, average or poor.
- The report must reach the Regional Directorate of Apprenticeship Training during the first week of the every month.

Signature of Employer

Form-III (b)

DATA OF APPRENTICESHIP PROGRAMME IN AN ESTABLISHMENT

Name of Establishment: _____

Required Capacity/Quota: _____

Sr. No.	Designated Trade	Category of Apprentices (Graduate/Associate/Vocational)	Minimum Qualification	Duration	On Roll Strength

Signature of Employer

GOVERNMENT OF THE PUNJAB

The Industries, Commerce, Investment & Skills Development Department
Technical Education & Vocational Training Authority

Form-IV

DATA REQUIRED UNDER THE PUNJAB APPRENTICESHIP ACT-2021.

Name of the Establishment:			
Email Address:			
Postal Address:			
District:		Tehsil:	
Landline No:			
Cell No:			
Business Category:	SME / Non-SME		
Business Location Type:	Within Industrial Estate / Outside Industrial Estate / Special Industrial Zone		
Business Location Detail:			
Latitude on Google Map:			
Longitude on Google Map:			
Business Type:	Sole Proprietorship / Partnership / Private Limited / Public Limited		
Sector; Sub-Sector, Further Sub-Sector:			
Total Persons:	Permanent/Contract/Temporary	Third Party/Vendor	
Head Office / Office(s) detail:			
Apprenticeable Trades:			
Owner / Contact Person Details:	Focal Person Name:	Designation:	Cell No:
	Email:	Landline:	Category: Technical / Non-Technical

Please attach following (use separate page if necessary):

1. Registration with other Departments (SECP / Labour Welfare / EOBI / Taxation / PFA/ Eg.)
2. Establishment Pictures/Images: (a) Front View (b) Side View (c) Rear View

Sign & Stamp of Employer / Authorized Person with Date: