

Contract Creation

Step 1

Contract Initiation will be started from Establishment Login. Login as Establishment in the portal and navigate to the menu

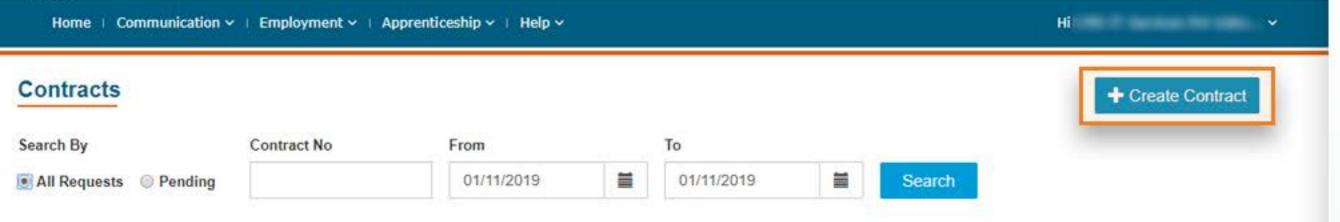
Apprenticeship -> Contracts



Instituted by Board of Apprenticeship Training / Practical Training



Ministry of Human Resource Development, Government of India



Step 2

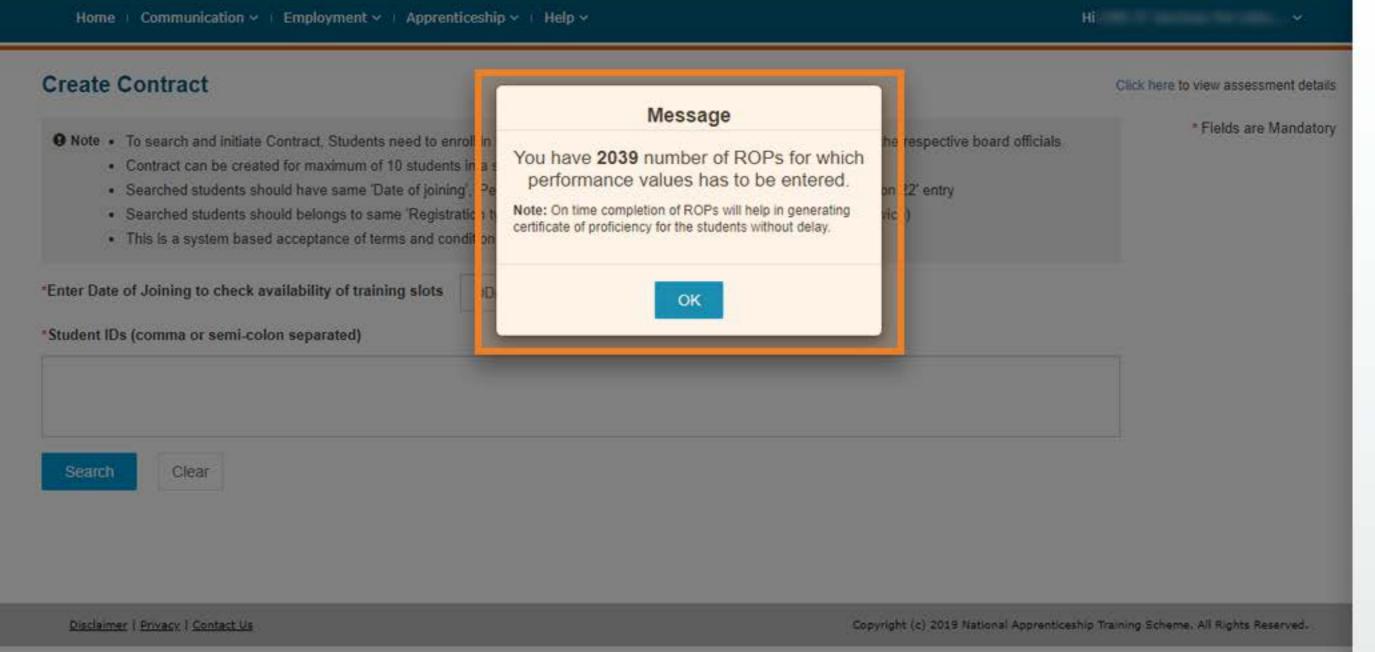
In the Contract Creation page Click on the **Create Contract** button.

It will land on the **Create Contract** page.



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Step 3

A popup message will be displayed stating the pending ROP's that needs to be added from the Establishment end. Click on **OK** to proceed further.



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Hi 🕶 🗸 Home | Communication v | Employment v | Apprenticeship v | Help v **Create Contract** Click here to view assessment de * Fields are Manda Note • To search and initiate Contract, Students need to enroll in the portal and their details need to be marked as Verified by the respective board officials. · Contract can be created for maximum of 10 students in a single search . Searched students should have same 'Date of joining', 'Period of training', 'Stipend amount', 'Technical skills' and 'Section 22' entry · Searched students should belongs to same 'Registration type' (Graduate/Technician) and 'Course type' (Regular/Sandwich) . This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security. *Enter Date of Joining to check availability of training slots Total Training slots available: 146 (Grad: 5 | Dip: 141) 01/02/2017 *Student IDs (comma or semi-colon separated) February 2017 Su Mo Tu We Th Fr Sa 12 13 14 15 16 17 18 Clear Search 19 20 21 22 23 24 25

Step 4

Select the Date of joining and the total number of training slots will be displayed. Establishment can create contracts based on the available slots.



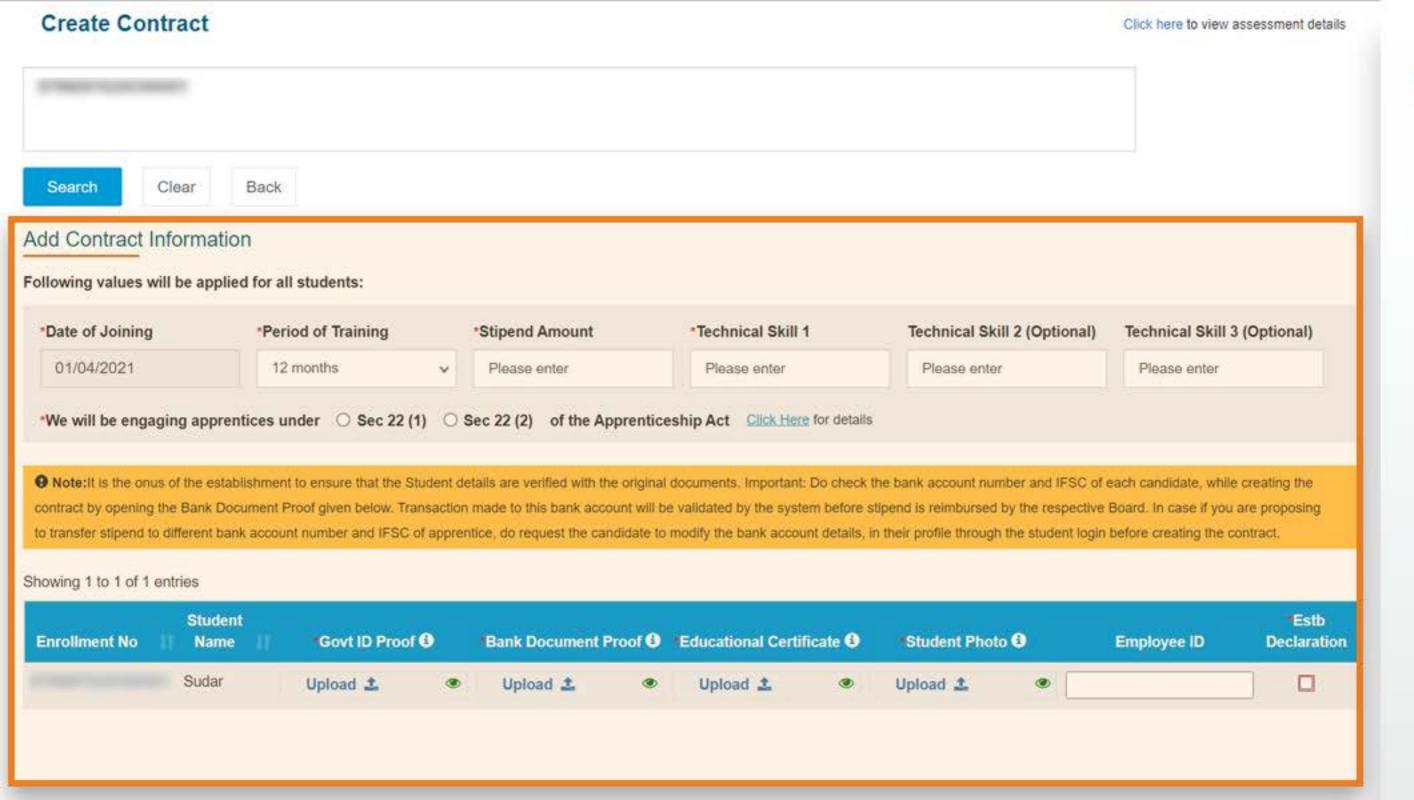
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Ministry of Education, Government of India



Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Reports Dashboard | Matrix Report | Help ∨ Hi **Create Contract** Click here to view assessment details * Fields are Mandatory Note • To search and initiate Contract. Students need to enroll in the portal and their details need to be marked as Verified by the respective board officials. Contract can be created for maximum of 10 students in a single search . Searched students should have same 'Date of joining', 'Period of training', 'Stipend amount', 'Technical skills' and 'Section 22' entry · Searched students should belongs to same 'Registration type' (Graduate/Technician) and 'Course type' (Regular/Sandwich) . This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security 'Enter Date of Joining to check availability of training slots 01/06/2021 Total Training slots available: 2144 (Grad: 102 | Dip: 2042) Do note that 2150 more contracts can be created under stipend reimbursement quota. However, this depends on the approval of previous contracts that were created. Student IDs (comma or semi-colon separated) Search Clear Back

Step 5

Enter the student ID in the text box below. To create contracts for multiple students, the student id can be entered with the help of comma or semi- colon separated. Once it is entered click on the **Search** button.



Step 6

The Search will get

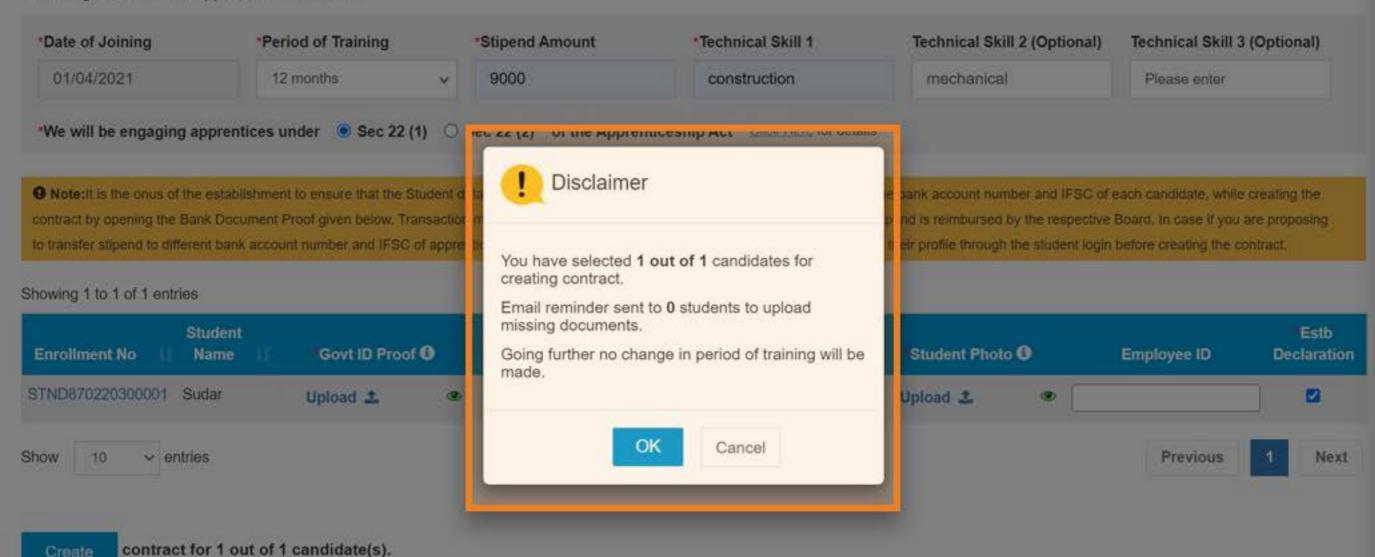
Add Contract Information form.

Fill all the required contract information and then click on the **Create** button.

Mad Contract Information

Create

Following values will be applied for all students:



Step 7

A Disclaimer will be displayed with the message. Click **OK** if there is no change in the Training Period else click the Cancel button if there are any changes and click on the Create Button.

Add Contract Information 1 contract(s) created successfully.Pending with Candidate(s) for acceptance. Following values will be applied for all students: *Date of Joining *Period of Training *Stipend Amount *Technical Skill 1 Technical Skill 2 (Optional) Technical Skill 3 (Optional) 01/12/2021 12 months 9000 Please enter Please enter mechanical 'We will be engaging apprentices under Sec 22 (1) Contract Creation Message 9 Note: It is the onus of the establishment to ensure that the Student of ank account number and IFSC of each candidate, while creating the contract by opening the Bank Document Proof given below. Transaction nd is reimbursed by the respective Board. In case if you are proposing

ir profile through the student login before creating the contract.

1

Employee ID

Previous

Student Photo 1

Jpload 3

1 contract(s) created successfully. It is now

pending with the candidate(s) for acceptance. After

candidate acceptance, the request will be sent to regional board officer for approval. Stipendiary

reimbursement for the submitted contract(s) will be

determined at the time of approval based on your

eligibility.

to transfer stipend to different bank account number and IFSC of appre

Govt ID Proof @

Upload 3

Student

Showing 1 to 1 of 1 entries

STND006200400004 Nisha

entries

Enrollment No.

Step 8

ACRF

Document

OACRF Document.pdf

Next

Contract Creation message will be displayed once the contract has been created successfully. Click on the **OK** button.



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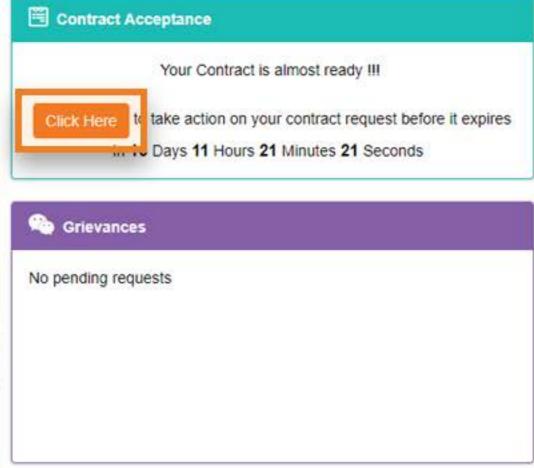
Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Establishment Requests ∨ | Help ∨

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Step 9

To Accept/Reject a Contract the student needs to click on the Click Here Button in Student Dashboard. It will redirect you to the View Contract Form page.

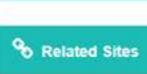






We have updated our site with an all new-look. We have also added several new features to make your

stay in our portal even more exciting!



N.FDE

Apprenticeship Mela

Click Here to view the Apprenticeship Mela

These Links shall take you outside our web space to an external website. The Board of Apprenticeship Training (Southern Region) or National Informatics Centre are not responsible for the contents or reliability of the linked websites.

> Ministry of Human Resource Development



No COP dispatched

Notifications

- NATS Admin Team



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Ministry of Human Resource Development, Government of India



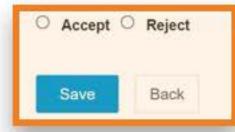
Home | Communication > | Employment > | Apprenticeship > | Establishment Requests > | Help > | Hi

View Contract Form

Contract is being created for you by

1 This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security. Do check the bank account number and IFSC given below. Stipend transfer by the training establishment will be made to this bank account only. In case you will be receiving stipend from the training establishment in a different bank account number, do modify the same from your profile section before accepting this contract. Once contract is accepted, no change can be made in any of your profile details. You are requested to respond before 12-Aug-2022.

Enrollment No	Email ID	Mobile No		
*Date of Joining	Period of Training	*Stipend Amount	Employee ID	
01-Dec-2021	12 months		NA	
*Technical Skill 1	Technical Skill 2	Technical Skill 3	Document	
mechanical	NA	NA	Download ACRF	
*Bank Account Number	*Bank IFSC Code			



Step 10

Select the **Approve/Reject** checkbox and then click on the **Save** button.



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Home | Communication > | Employment > | Apprenticeship > | Establishment Requests > | Help > | Hi

Contract is accepted and sent to Officer for further approval

View Contract Form

Contract is being created for you by

1 This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security. You are requested to respond within 15 days.

Step 11

Once the student accepts the contract, the request will be sent to the Placement officer for further approval. The below message will be displayed to the student.



Show

▼ entries

National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training



Previous

Next

Ministry of Human Resource Development, Government of India Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (19) | Help > **Notification & Aging** Data as of: Nov 1, 2019 12:40:10 PM C No of Pending Received Notifications Note: Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification ■ Upto 180 Days 19 Last 7 Days Last 30 Days Expiring Today 0 Today Search: Showing 1 to 10 of 19 entries Contract / Request Aging (in **Modified By** User Id **User Name Current Status Modified Date** days) Function No Assign to BOAT User May 31, 2019 7:05:39 PM 154 Contract ACRC Generated Jun 17, 2019 6:33:04 PM 137 Contract ACRC Generated Jun 18, 2019 5:30:52 PM 136 Contract Assign to BOAT User Jun 24, 2019 5:07:32 PM 130 Contract 128 Approved for Jun 26, 2019 3:31:33 PM Contract Termination Assign to BOAT User Jun 26, 2019 12:37:06 128 Contract PM Assign to BOAT User Jun 28, 2019 12:09:51 126 Contract Jul 1, 2019 6:30:02 PM 123 Memo Issued Contract Memo Issued Jul 2, 2019 5:54:25 PM 122 Contract Assign to BOAT User Aug 1, 2019 11:36:31 AM 92 Contract

Step 12

The request will be mapped to the placement officer based on the Establishment factory state id. Let's say if the Establishment is registered under Karnataka state, then the request will be pending under Kagplacement officer login.



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Ministry of Human Resource Development, Government of India



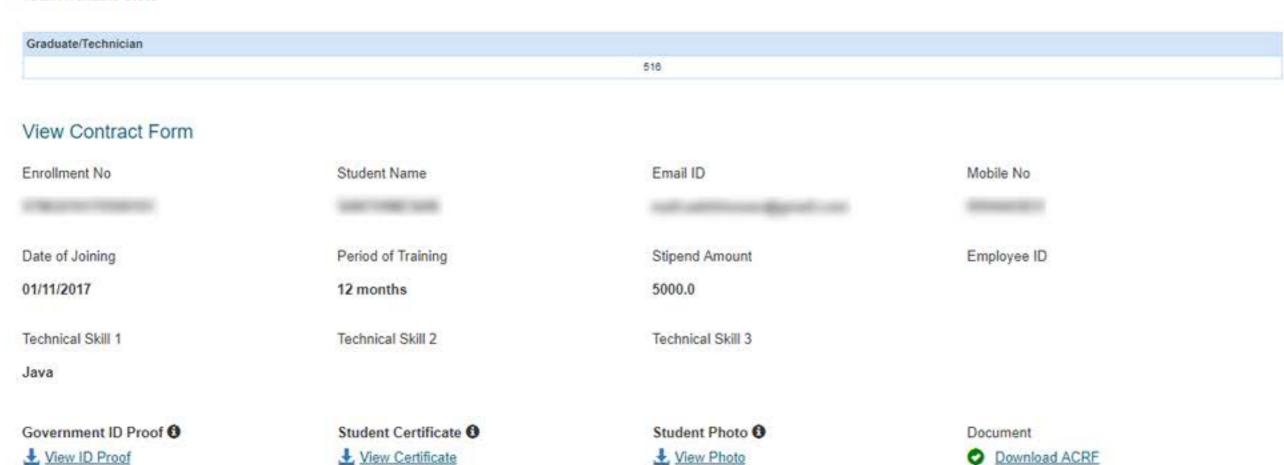
Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Reports ∨ | Search | Priority Verification (19) | Help ∨ **Notification & Aging** Data as of: Nov 1, 2019 12:40:10 PM C No of Pending Received Notifications 1 Note: Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification Expiring Today 0 Last 7 Days 1 Last 30 Days 1 ■ Upto 180 Days 19 Today Showing 1 to 1 of 1 entries (filtered from 19 total entries) Search: Aging (in Contract / Request User Id **Modified By** 17 Function **User Name Current Status Modified Date** No days) ACRC Generated Nov 1, 2019 12:39:11 PM 0 Contract Previous Next Show 10 ▼ entries

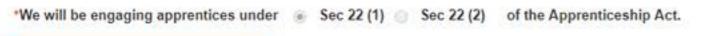
Step 13

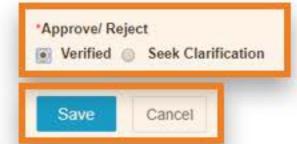
The Kagplacement officer can now login and approve the contract request which will be available in their Notification & Aging page. By clicking on the student user id it will redirect to the next page with respective student information for verification.

604	SCIENCE AND INFORMATION TECHNOLOGY	0	0	0	1	0	NA	0	0	NA	0	0	NA
780	COMPUTER SCIENCE	0	0	0	3	3	NA.	0	1	NA	0	0	NA

Total Available Slots







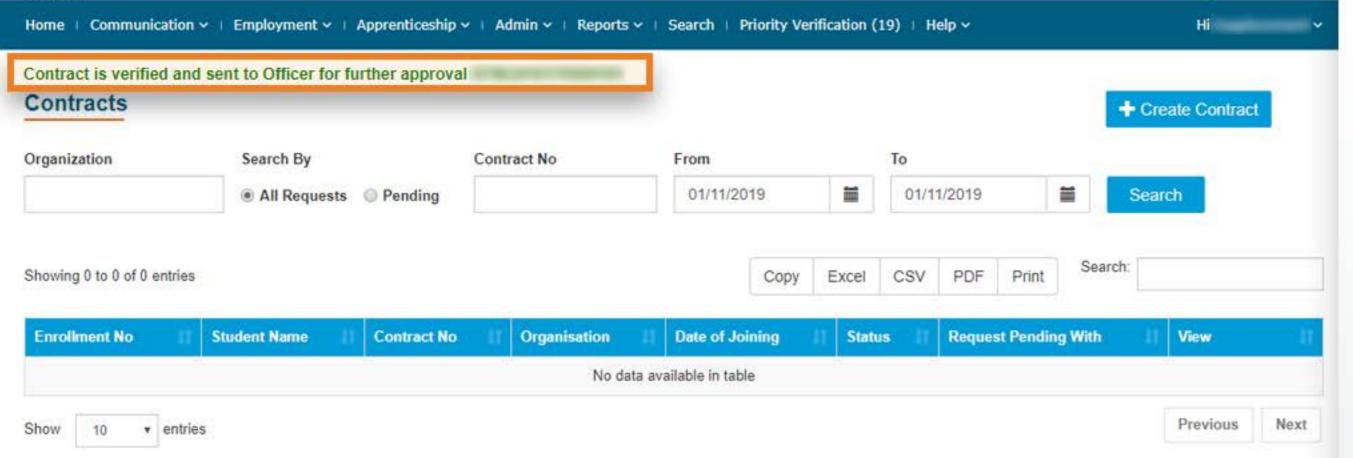
Step 14

The available slots information of that establishment and the contract information of the respective student will be shown. Click on the **Verified/Seek Clarification** checkbox and then click on **save** button.



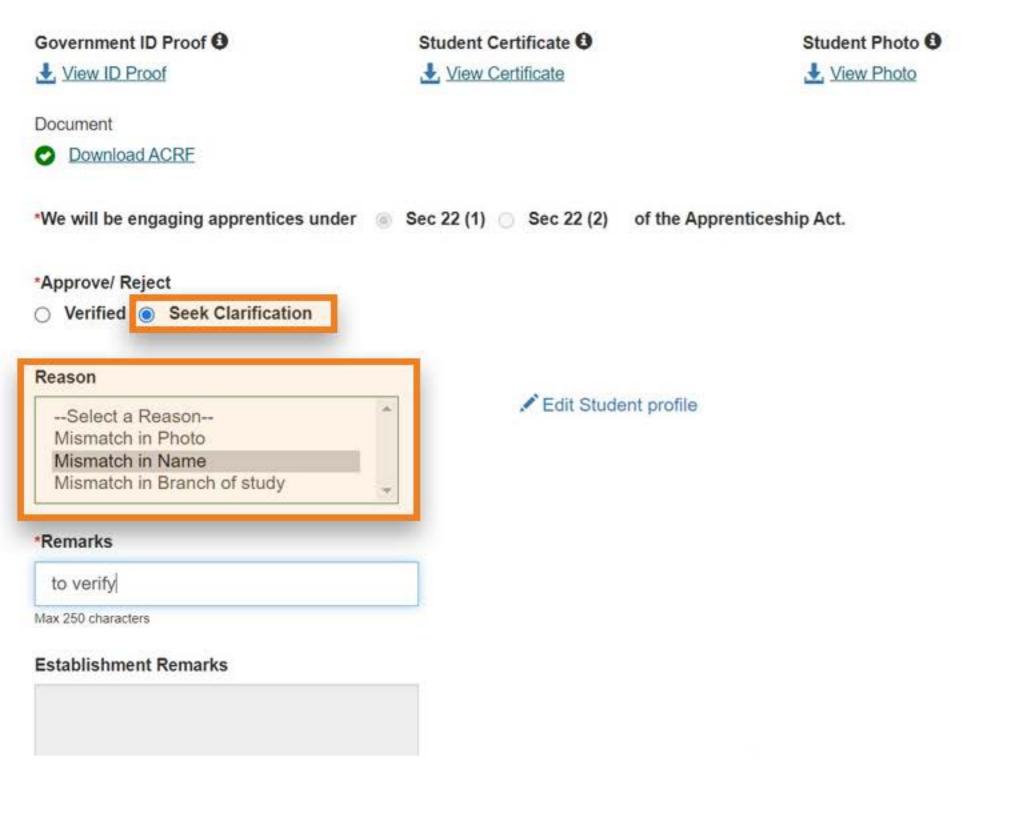
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Step 15

Once it is verified by the Placement Officer, a message will be displayed as "Contract is verified and sent to Officer further approval".



Seek Clarification

Step 16

Bank document 0

View Bank Proof

Click on Seek Clarification . Select Reason and enter the remarks



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Communication V | Employment V | Apprenticeship V | Admin V | Reports V | Search | Priority Verification (41) | Help V HI TNGPLACEMENT V Request sent to Industry User Seeking Clarification for Candidate with Enrollment No Contracts + Create Contract 1 Note: Do note that COVID-19 lockdown contract amendment requests that gets listed as part of "All request" cannot be actioned upon from this page as the request is raised in bulk (for a group of apprentices) whereas the action in this page is at individual apprentice. Please use "Notification dashboard" to take action on COVID-19 lockdown contract amendment requests. Search By All Requests Pending Organisation Contract No From To 01/08/2022 01/08/2022 Search Search: PDF Print Showing 0 to 0 of 0 entries Copy CSV Excel Request Pending Contract No **Enrolment Student Name** Organisation Date of Joining Status With View No data available in table

Seek Clarification

Step 17

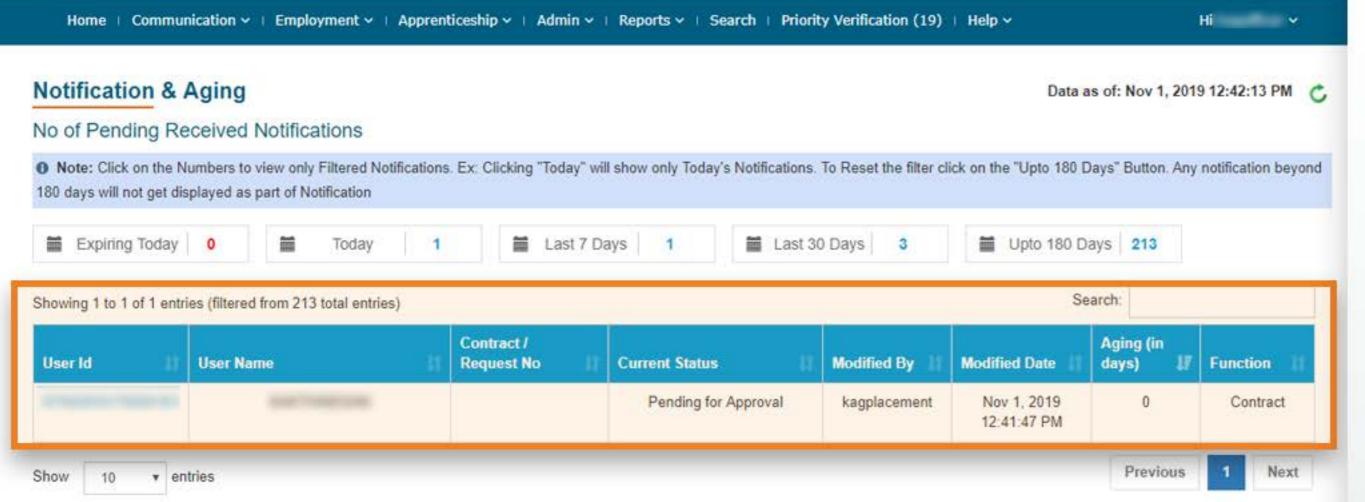
Click on Save. Request will be sent to the industry.

The industry can resubmit the details and get the contract approved



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Step 18

Now the request will be pending with the respective state officer. The state officer has to follow the same steps as that of 13, 14, and 15. Once the request is approved, a success message will be displayed to the officer stating "Request approved for contract creation for candidate with Enrollment no" and an email will be triggered to the respective student.

608	APPLIED ELECTRONICS & INSTRUMENTATI ENGINEERING	0	0	0	0	0	NA	1)	0	NA	0	0	NA
804	COMPUTER SCIENCE AND INFORMATION TECHNOLOGY	0	0	0	1	0	NA	0	0	NA.	0	0	NA
780	COMPUTER SCIENCE	0	0	٥	3	3	NA	0	3	NA	0	0	NA

Total Available Slots

VIOLENCE AND COMMISSION			
Graduate/Technician			
		516	
View Contract Form			
Enrollment No	Student Name	Email ID	Mobile No
Date of Joining	Period of Training	Stipend Amount	Employee ID
01/11/2017	12 months	5000.0	
Technical Skill 1	Technical Skill 2	Technical Skill 3	
Java			
Government ID Proof 6	Student Certificate 6	Student Photo 6	Document
View ID Proof		View Photo	Download ACRF



*We will be engaging apprentices under

Sec 22 (1) Sec 22 (2) of the Apprenticeship Act.

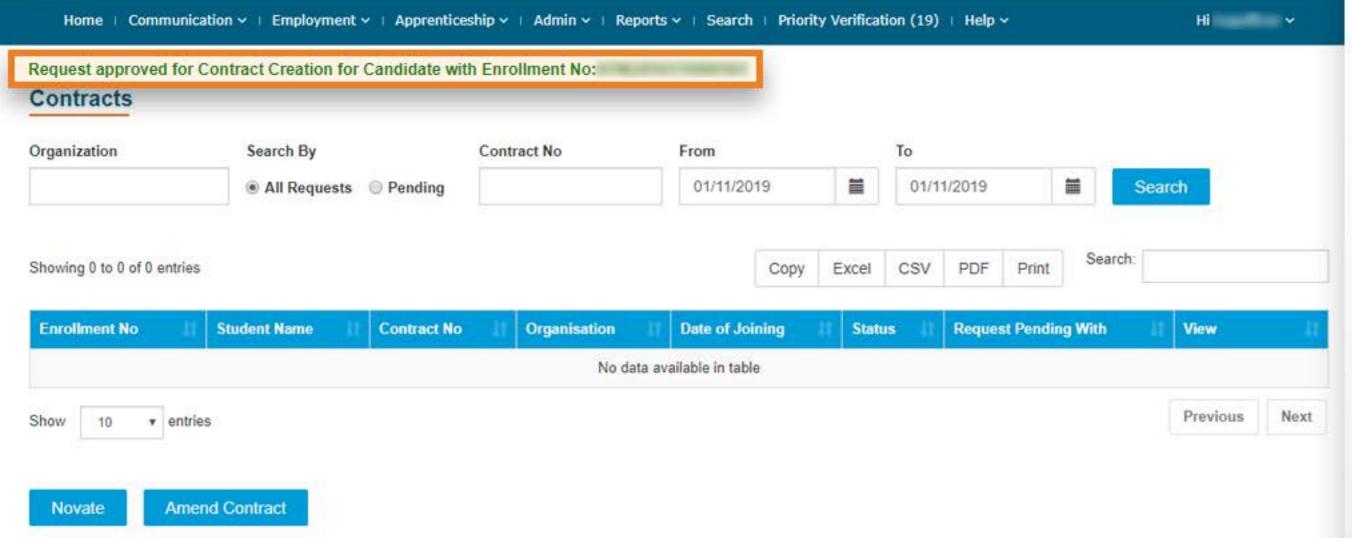
Step 19

Now the request will be pending with the respective state officer. The state officer has to follow the same steps as that of 16, 17, and 18. Once the request is approved, a success message will be displayed to the officer stating "Request approved for contract creation for candidate with Enrollment no" and an email will be triggered to the respective student.



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Step 18

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Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Establishment Requests ∨ | Help ∨ My Profile The Companie of the Companie o Notifications You have no offers right now. Search and find your perfect job. We have updated our site with an all new-look. We Welcome, have also added several new features to make your ID: STNG916170500161 stay in our portal even more exciting! Email: Contract No: - NATS Admin Team Date of Enrollment: 11-09-2019 Update Profile Job Advertisement Grievances ♦ Telangana # COP Research & Development, An No pending requests Post Advertised: y Other - Specify No COP dispatched Salary: 5000 Vacancy: Applied Candidates: 3 Expiry Date: 01-09-2020 View More Details View More Jobs

Step 19

Contract no. will be available for the student under
My Profile in their Dashboard.
Student can also find their
Contract Number from their
Contract approval email.

*Date of Joining

01-Dec-2021

12 months

*Technical Skill 1

mechanical

*Bank Account Number

*Bank IFSC Code

Accept

Reasons for Contract Rejection

more info needed

Max 250 characters

Back

Save

Employee ID

*Stipend Amount

Technical Skill 3

NA

NA

Document

O Download ACRF

Reject Contract

Step 1

Click on Reject radio button from View contract page and enter the reason for contract rejection

Click on Save



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Home | Communication > | Employment > | Apprenticeship > | Establishment Requests > | Help >

Hi ×

Request rejected for contract with Establishment:

View Contract Form

Contract is being created for you by

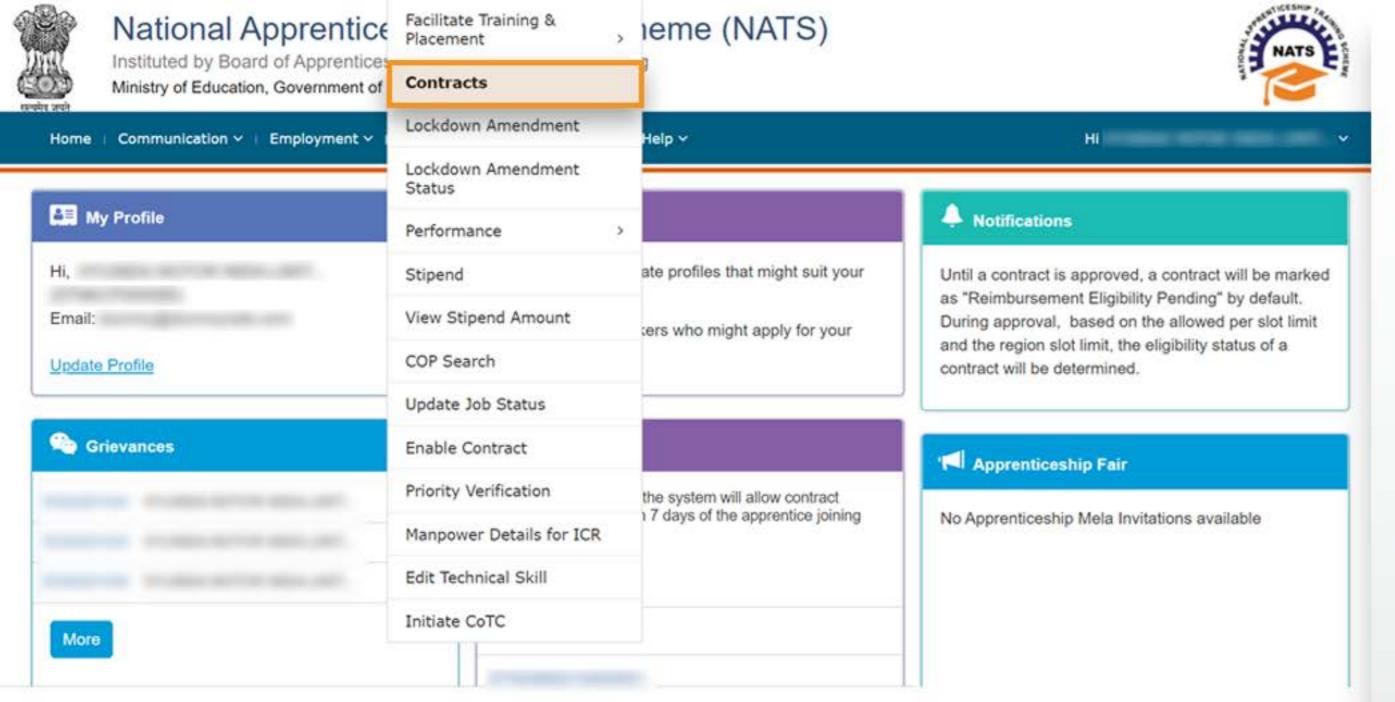
1 This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security. Do check the bank account number and IFSC given below. Stipend transfer by the training establishment will be made to this bank account only. In case you will be receiving stipend from the training establishment in a different bank account number, do modify the same from your profile section before accepting this contract. Once contract is accepted, no change can be made in any of your profile details. You are requested to respond before 12-Aug-2022.

Enrollment No	Email ID	Mobile No	
\$7ND00K200400004	stummy@stummymats.com	***********	
*Date of Joining	Period of Training	*Stipend Amount	Employee ID
01-Dec-2021	12 months	9000.0	NA
*Technical Skill 1	Technical Skill 2	Technical Skill 3	Document
mechanical	NA	NA	Download ACRF

Reject Contract

Step 2

Contract rejection message will be displayed, and request will go to establishment.



Contract Amend

Step 1

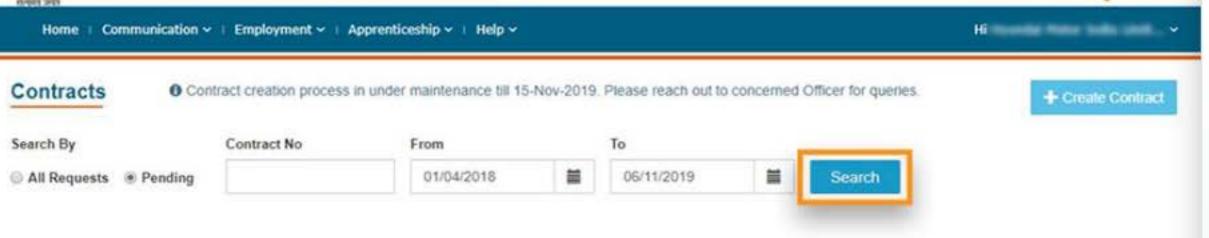
Login as Establishment

Apprenticeship -> Contracts



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Step 2

Search for Contracts with dates

Contracts + Create Contract Search By Contract No From To 12/01/2016 Ħ 02/06/2021 = Search All Requests O Pending Search: APPROVED Copy Excel CSV PDF Print Showing 1 to 10 of 5,694 entries (filtered from 7,218 total entries) Student Name Contract No Date of Joining Status Request Pending With View 02/02/2016 ACRE TN Placement (Grad & Tech) Approved Notification Form ACRE 18/01/2016 Approved TN Placement (Grad & Tech) Notification Form 03/10/2016 TN Placement (Grad & Tech) ACRE Approved Notification Form 05/08/2020 TN Placement (Grad & Tech) ACRE Approved Notification Form 18/09/2017 Approved TN Placement (Grad & Tech) ACRE Notification Form 24/07/2017 TN Placement (Grad & Tech) ACRE Approved Notification Form 01/12/2019 Amend Approved TN Placement (Grad & Tech) Amend View. Confirmation Leder 01/12/2019 Amend Approved TN Officer (Grad & Tech) Amend View Confirmation Letter Market Street, Street, St. 01/12/2019 TN Officer (Grad & Tech) Amend Approved Amend View Confirmation Letter ACRE 05/06/2020 TN Placement (Grad & Tech) Approved Notification Form 2 3 4 5 ... 570 Previous 10 V entries Novate **Amend Contract** Notify Student Absence Terminate Contract

Step 3

Select the Contract to be amended and click Amend Contract

Amend Contract

Note: The number of leave days to amend a contract depends on the individual establishment rules. The cap on 27 days is being removed henceforth.

Student Name*		Enrollment N	0*		Contract	Registration No*			
A January Chi									
Date of Joining*		Contract End	Date*		Click here	e to view contract det	tails.		
02/02/2016		01/02/2017	01/02/2017						
*Absence From D	ate	*Absence To	Date		Total Abs	sent Days	Tentative Contract E	ind Date	
	i			=	0				
Max 250 characters									
Save & Confir		Reset							
a service		100000000000000000000000000000000000000		Name of Street			Actual Contract End	200	
Contract No	Absence From Date	Absence To Date	Total Absent Days	Amend	From Date	Amend To Date	Date	Remarks	Amend Status
				No Rec	ords Found	1			

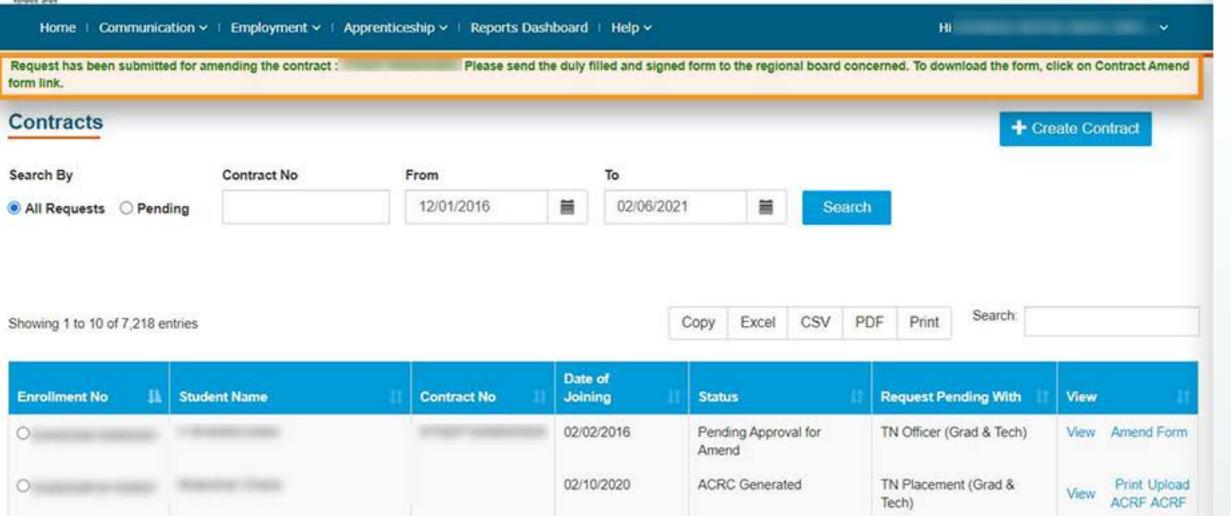
Step 4

Fill the Mandatory fields and Click Save & Confirm Amend



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Step 5

You will receive the message as submitted for amending with contract id and will be forwarded to State Officer.



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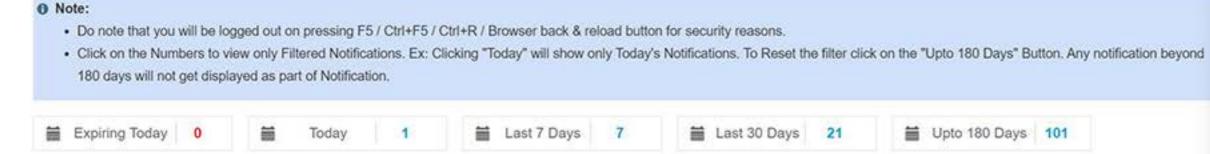
Search:

Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (42) | Help > | Hi TNGOFFICER >

Notification & Aging

Data as of: Jun 2, 2021 8:27:26 AM

No of Pending Received Notifications



Showing 1 to 1 of 1 entries (filtered from 101 total entries)

User Id II	User Name	Contract / Request No	Current Status	Modified By	Modified Date	Aging (in days)	Function
(AACOOK SANOOK)	V SHANMUGAM	97NDP1500000000	Pending Approval for Amend	\$7940700000	Jun 2, 2021 8:24:45 AM	0	Contract

Step 6

Login as State Officer and Search for the contract and click on the User id

Amend Contract

Enrollment No	Student Name	Contract Registration No	
	V SHANMUGAM		
Establishment ID	Establishment Name	Date of Joining	Contract End Date
		02/02/2016	01/02/2017
Absence From Date	Absence To Date	Status	Reason for Extension
16/10/2016	19/10/2016	Pending Approval for Amend	Specify
*Amend Status	Comments	*Recommendation of the Officer	
O Verified O Seek Clarification			
	Max 250 characters	Max 250 characters	_
Submit Cancel Reset			

Amend/Absence History

Showing 1 to 1 of 1 entries Search:

Contract No	п	Absence From Date	Absence To Date	Total Absent Days	Amend From Date	Amend To Date	Actual Contract End Date	Remarks	Amend Status
27627		16/10/2016	19/10/2016	4	16/10/2016	19/10/2016	05/02/2017		Pending Approval for Amend

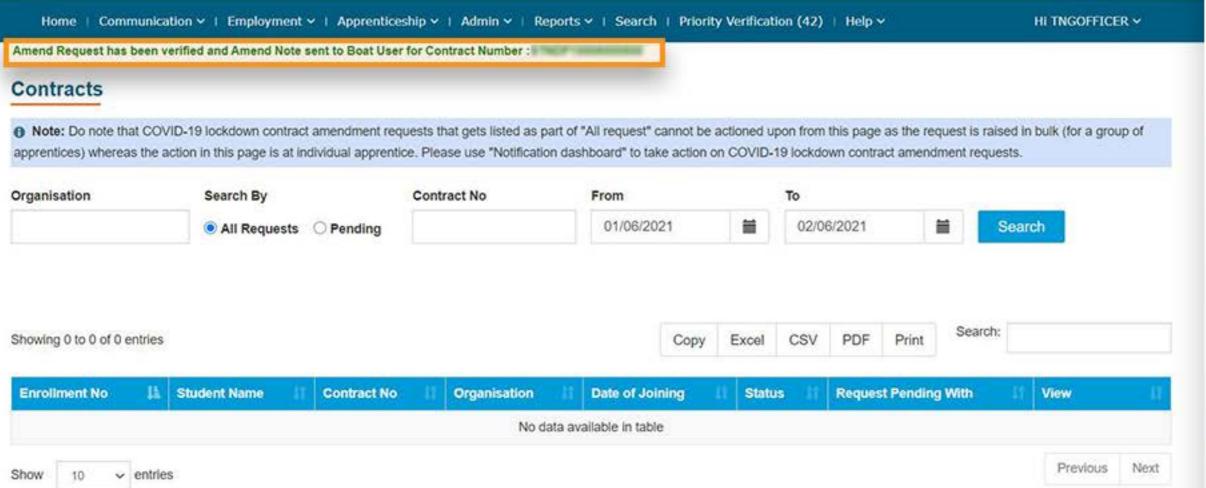
Step 7

Fill the Mandatory fields and Click Submit.



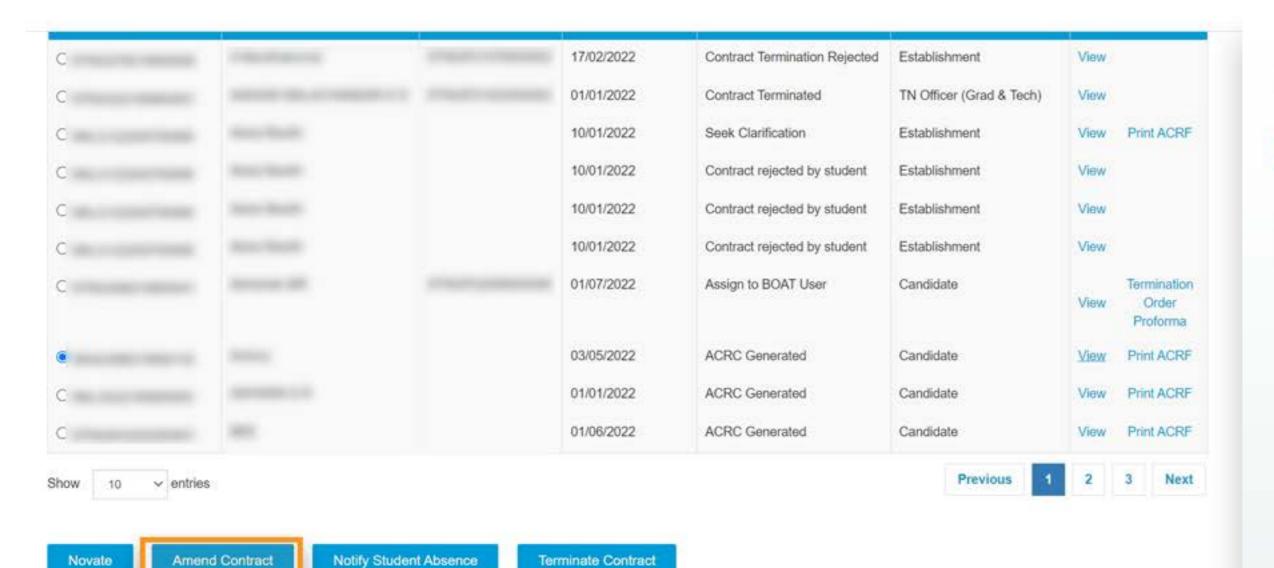
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Step 8

You will receive the message as request has been verified and send to placement user

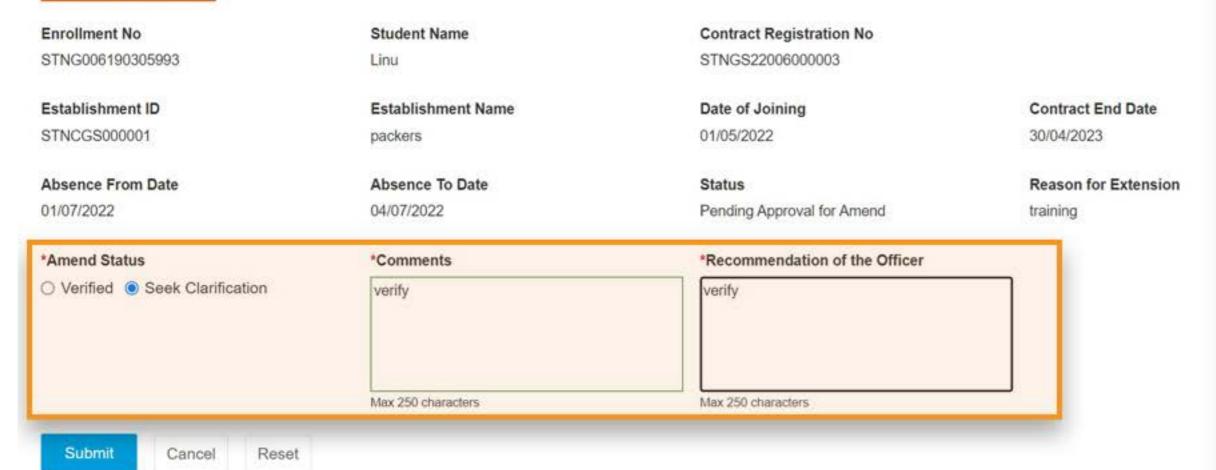


Seek Clarification

Step 9

Select the contract and click on Amend Contract

Amend Contract



Seek Clarification

Step 10

Enter the Amend status as Seek Clarification



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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v HI TNGOFFICER V Industry has been asked for clarification on Amend Request for Contract Number: Contracts 6 Note: Do note that COVID-19 lockdown contract amendment requests that gets listed as part of "All request" cannot be actioned upon from this page as the request is raised in bulk (for a group of apprentices) whereas the action in this page is at individual apprentice. Please use "Notification dashboard" to take action on COVID-19 lockdown contract amendment requests. Search By ○ All Requests ○ Pending ● Approve Multiple Contract(s) To Organisation Contract No From Ħ 鯔 01/06/2022 01/08/2022 Search Search: Showing 0 to 0 of 0 entries Copy CSV PDF Excel Date of Request Pending **Enrolment** Student Name 1 Contract No Organisation Joining Status With View **Quick View** No data available in table

Seek Clarification

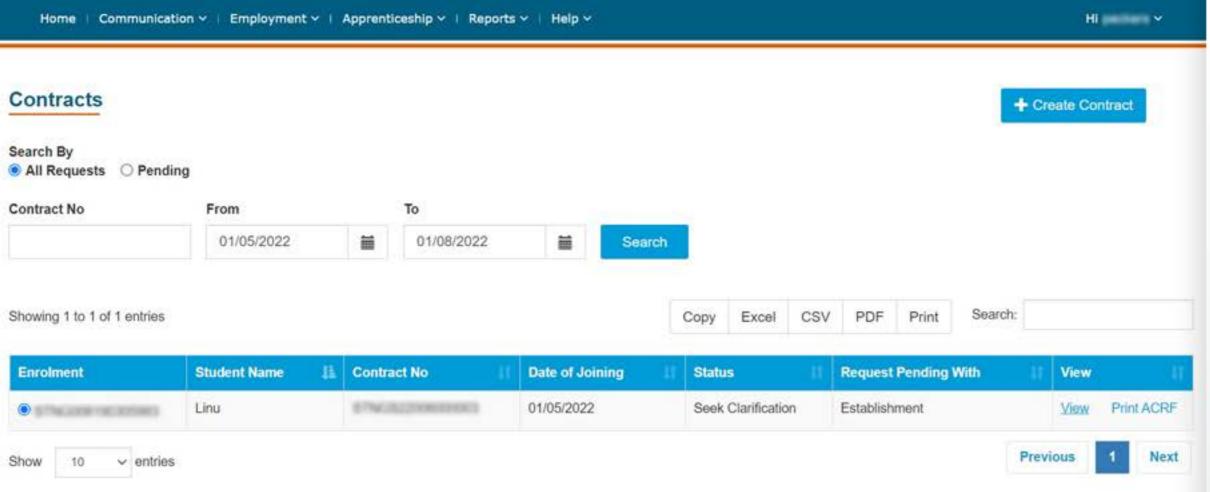
Step 11

Enter the Amend status as Seek Clarification



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Seek Clarification

Step 12

Login as establishment and navigate to contract screen

Date of Joining*		Contract End Date*				
01/05/2022		30/04/2023				
Absence From Date		*Absence To Date		Total Absent Days	Tentative Contract End Date	
01/07/2022	Ħ	04/07/2022	m	4	04/05/2023	
Reason for Absence						
training						
Max 250 characters						

Amend/Absence History

Contract No	Absence From Date	Absence To Date	Total Absent Days	Amend From Date	Amend To Date	Actual Contract End Date	Remarks	Amend Status
	01/07/2022	04/07/2022	4	01/07/2022	04/07/2022	04/05/2023	verify	Seek Clarification

Seek Clarification

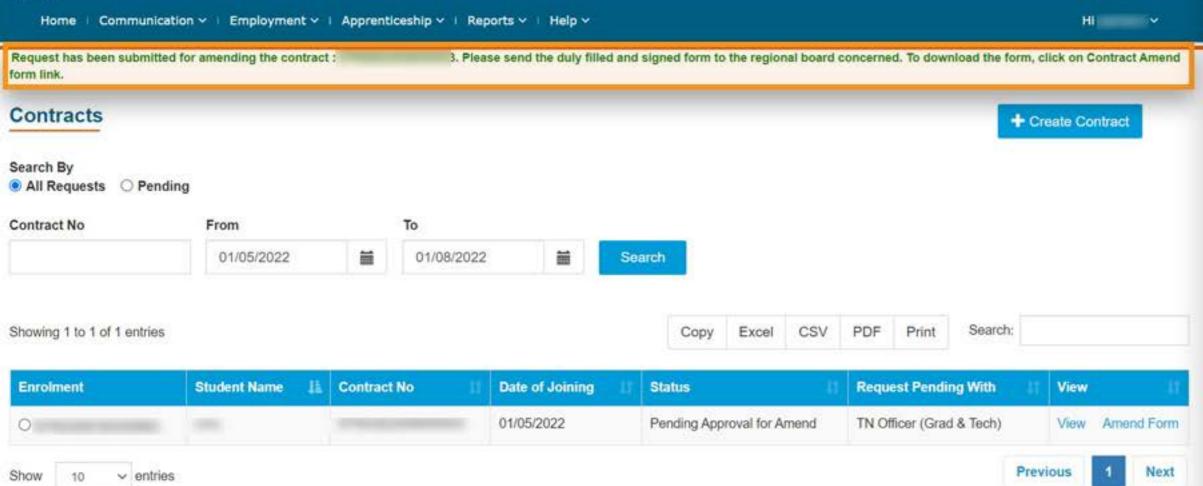
Step 13

Click on Confirm Amend after checking all the details



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Seek Clarification

Step 14

The request will be successfully submitted



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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v

HI TNGOFFICER Y

Amend Contract

Enrollment No	Student Name Student	Contract Registration No	
	Student		
Establishment ID	Establishment Name	Date of Joining	Contract End Date
		01/03/2022	31/08/2022
Absence From Date	Absence To Date	Status	Reason for Extension
14/04/2022	21/04/2022	Pending Approval for Amend	test
*Amend Status	*Comments	*Recommendation of the Officer	
Verified ○ Seek Clarification			
	Max 250 characters	Max 250 characters	

Seek Clarification

Step 15

Login as state officer and verify the amended contract after entering all mandatory detail



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HI TNGPLACEMENT V Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v **Notification & Aging** Data as of: Jun 2, 2021 8:31:03 AM 💍 No of Pending Received Notifications O Note: . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Last 7 Days 13 Expiring Today 0 Today Last 30 Days 26 Search: Showing 1 to 1 of 1 entries (filtered from 49 total entries) Contract / Request Current Aging (in User Id **User Name** No Status **Modified By Modified Date** 1 Function days) Y SHANNAUGAM Jun 2, 2021 8:30:06 0 5.TNEP1500000000 Pending for tngofficer Contract Approval

Step 16

Login as Placement User and Search for the contract and click on the User id



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Search:

Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v Hi TNGPLACEMENT v

Amend Contract Contract Registration No **Enrollment No** Student Name Establishment ID Establishment Name Date of Joining Contract End Date 02/02/2016 01/02/2017 Reason for Extension Absence From Date Absence To Date Status 16/10/2016 19/10/2016 Pending for Approval Specify *Amend Status Recommendation of the Officer *Comments O Assign to Officer Specify the comments 4.00 Max 250 characters Max 250 characters

Submit Cancel Reset

Amend/Absence History

Showing 1 to 1 of 1 entries

Contract No #	Absence From Date	Absence To Date	Total Absent Days	Amend From Date	Amend To Date	Actual Contract End Date	Remarks #	Amend Status
STACK CONCURSE.	16/10/2016	19/10/2016	4	16/10/2016	19/10/2016	05/02/2017	1,6000	Pending for Approval

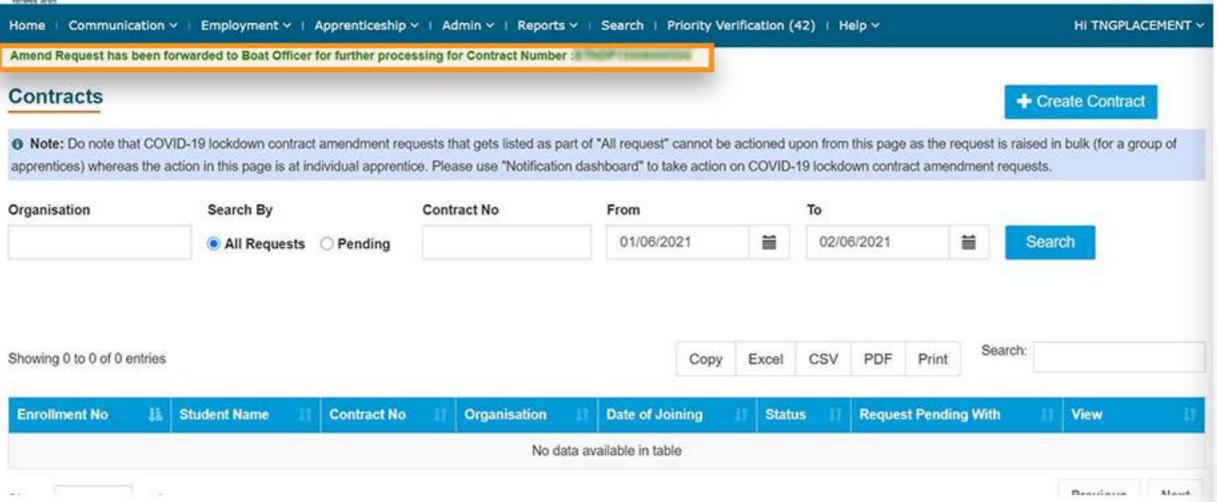
Step 17

Fill the Mandatory fields and Click Submit.



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Step 18

You will receive the message as request is forwarded State Officer



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AZYMINIUSSAN YMRUNER



HI TNGOFFICER V Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Reports ∨ | Search | Priority Verification (42) | Help ∨

Notification & Aging

Data as of: Jun 2, 2021 10:57:50 AM C

0

Contract

Jun 2, 2021

10:57:18 AM

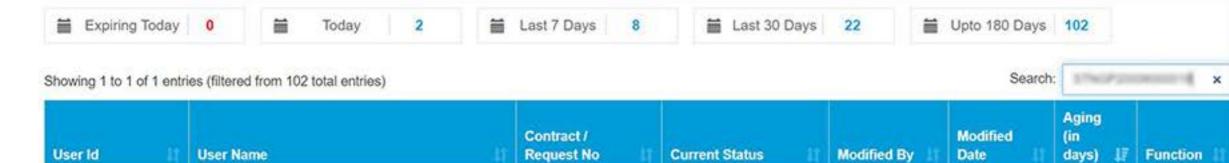
No of Pending Received Notifications

Note:

- Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons.
- . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification.

Pending for Approval

tngplacement



5 TNCP 200000000016

Step 19

Login as State Officer and Search for the contract and click on the User id

Amend Contract

Contract Registration No **Enrollment No** Student Name ACHIEVA TOURS VINDO, NEV 5 THE PURPLE SHOWS IN Date of Joining Contract End Date Establishment ID Establishment Name ETMICPERSON MUNICIPAL MOTOR NOW, ANTES 05/06/2020 04/06/2021 Absence From Date Absence To Date Status Reason for Extension Pending for Approval 01/06/2021 02/06/2021 ikgoiio *Amend Status *Comments *Recommendation of the Officer Verified Max 250 characters Max 250 characters



Amend/Absence History

Showing 1 to 1 of 1 entries

Contract No	ш	Absence From Date	Absence To Date	Total Absent Days	Amend From Date	Amend To Date	Actual Contract End Date	Remarks	Amend Status
17677	100	01/06/2021	02/06/2021	2	01/06/2021	02/06/2021	06/06/2021	lkjm	Pending for Approval

Search:



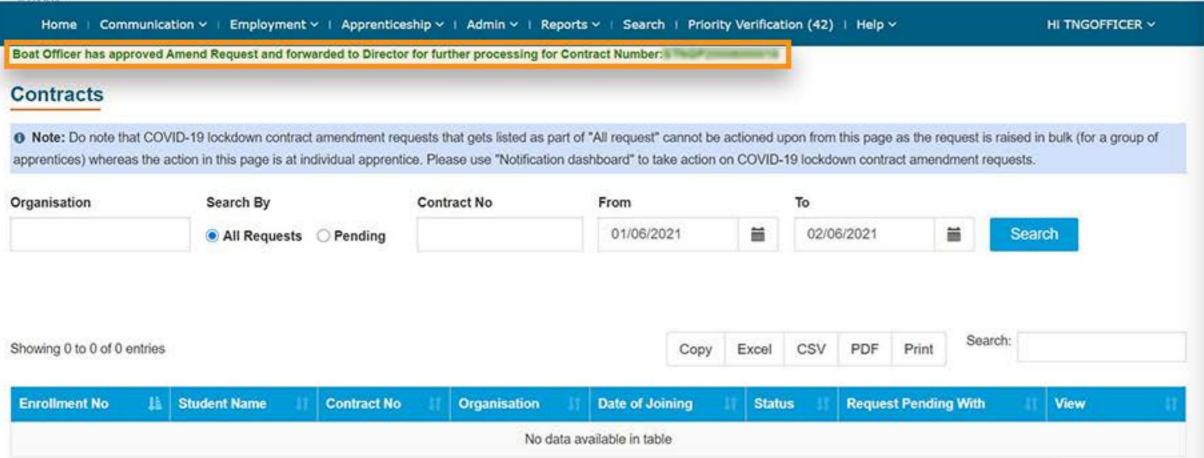
Step 20

Click Verified and submit



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Step 21

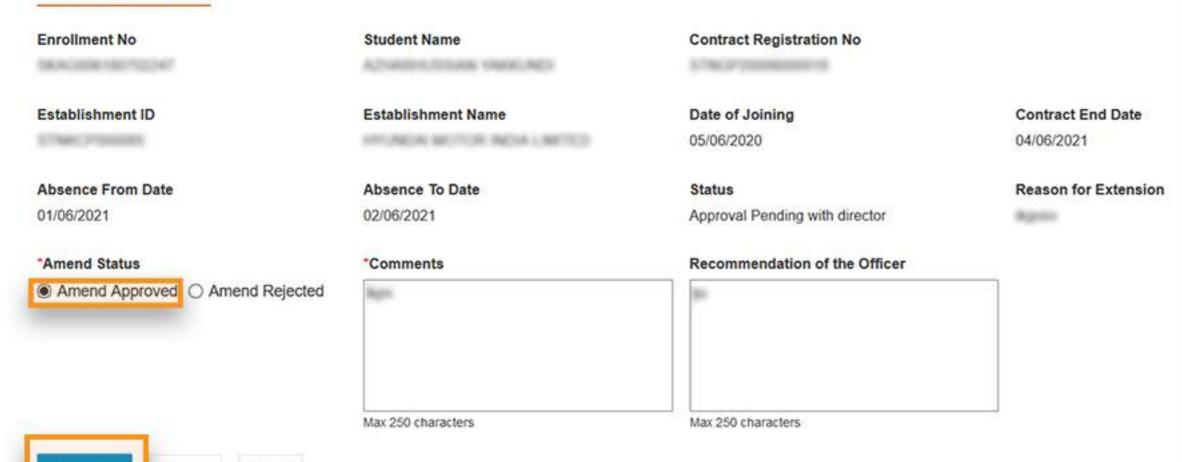
You will receive a message as Boat Officer has approved Amend Request and forwarded to Director for further processing for Contract Home | Reports ∨ | Manage User ∨ | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Search | Master Data ∨ | Help ∨ Hi DIRECTOR ∨

Amend Contract

Submit

Reset

Cancel



Step 22

Login as Director and Refer the same steps as above

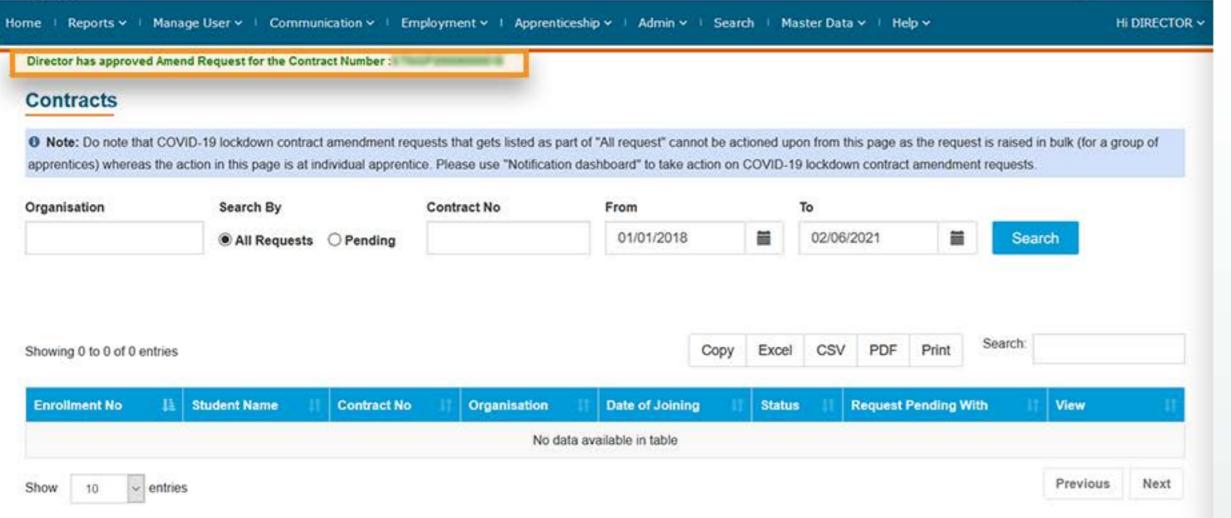
Click **amend status** and **submit**



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Ministry of Education, Government of India





Step 23

You will receive a message as shown



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Home | Reports v | Manage User v | Communication v | Employment v | Apprenticeship v | Admin v | Search | Master Data v | Help v | Hi DIRECTOR v

Amend Contract Enrollment No Student Name Contract Registration No Establishment ID Establishment Name Date of Joining Contract End Date 01/05/2022 30/04/2023 packers Status Reason for Extension Absence From Date Absence To Date 01/07/2022 Approval Pending with director 04/07/2022 training *Amend Status Recommendation of the Officer *Comments Amend Approved Amend Rejected verified verify Max 250 characters Max 250 characters

Amend Rejected

Step 1

Click on Amend Rejected from director login and click on submit



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HI DIRECTOR ~ Reports V | Manage User V | Communication V | Employment V | Apprenticeship V Admin v | Search | Master Data v | Help v Amend Rejected and notification mail sent to Industry through email for Contract Number Contracts 1 Note: Do note that COVID-19 lockdown contract amendment requests that gets listed as part of "All request" cannot be actioned upon from this page as the request is raised in bulk (for a group of apprentices) whereas the action in this page is at individual apprentice. Please use "Notification dashboard" to take action on COVID-19 lockdown contract amendment requests. Search By All Requests Pending Contract No To Organisation From 繭 01/08/2022 繭 01/08/2022 Search Showing 0 to 0 of 0 entries PDF Search: CSV Print Excel Request Pending Student Name Contract No Organisation **Date of Joining** With Enrolment Status View No data available in table

Amend Rejected

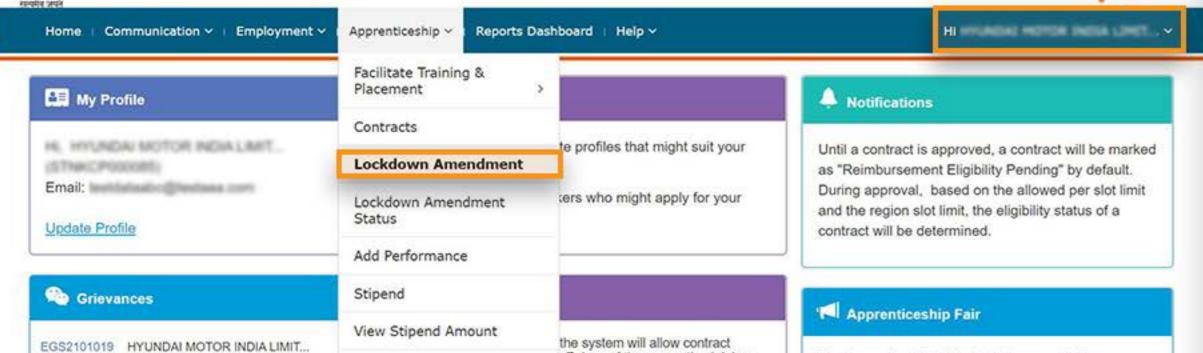
Step 2

The request would be sent to industry and same process to be followed till director approval



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T dave of the appropriate inlinear

Lockdown Amendment

Step 1

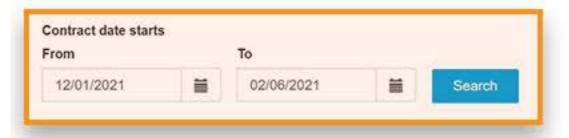
Login as Establishment

Apprenticeship -> Lockdown
Amendment

COVID-19 Lockdown - Contract Amendment - New Request

Expected contract not listed?

- 1. Use the date filter to select contract start date and end date of the apprentices whose training was affected due to COVID-19 Lockdown
- 2. For each apprentice enter the lockdown start date and end date. You can populate the same start and end date for all apprentices after filling date for the first apprentice in the list.
- You can select a maximum of 50 apprentices in one request.
- The apprentices available in the list have at least one day of their training on or after 22-Mar-2020.
- Any contract with end date prior to 22-Mar-2020 will not get listed.
- 6. Any contract affected due to lockdown but has an existing amendment request in pending state will not get listed
- 7. If ROP for this period has already been raised, the apprentice will not get listed.
- 8. One COVID-19 lockdown contract amendment is allowed for each affected apprentice apart from the two normal amendments they are eligible for.
- 9. Stipend payment: In case you have paid stipend to your apprentices during the lockdown period, you may also consider paying them additional stipend for the amended period.
 However, do note that the reimbursement will be applicable only for a maximum training period of one year, and hence can be either claimed for the lockdown period or for the amended period.
- i. In case you opt to pay the apprentices only during the lockdown period and not for the amended period, the reimbursement claim can be done as part of the amended period (no payment made to apprentices during this period) by submitting proof of stipend payment during lockdown period.
- ii. In case you opt to pay the apprentices for both lockdown and amended period, the reimbursement claim can be done as part of the amended period by submitting proof of stipend payment for either one of the periods.



Step 2

Search for Contracts with dates



Step 3

Contracts will be listed as shown

Search: Showing 1 to 10 of 13 entries Copy Excel CSV PDF Print Enrolment Number Contract Number Amend Start Date Amend End Date Student Name Status Amend 1 = 01/04/2020 = 14/04/2020 Amend 1 = = Amend 1 Ħ Ħ Amend 1 0 = Ħ 0 Amend 1 \equiv Ħ 0 Amend 1 Ħ Ħ 0 Amend 1 = = Amend 1 0 = = 0 Amend 1 Ħ = 0 Amend 1 Ħ \equiv Previous Next 10 v entries Show Reset Submit

Step 4

Select the dates to single contract or multiple contracts and Click **Submit**



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Ministry of Education, Government of India



Home | Communication v | Employment v | Apprenticeship v | Reports Dashboard | Help v

Request for bulk amend is successfully raised. Your request number is

COVID-19 Lockdown - Contract Amendment - New Request

Expected contract not listed?

DE SAMBLES MOTOR BROSE LINES. . .

- 1. Use the date filter to select contract start date and end date of the apprentices whose training was affected due to COVID-19 Lockdown
- 2. For each apprentice enter the lockdown start date and end date. You can populate the same start and end date for all apprentices after filling date for the first apprentice in the list.
- 3. You can select a maximum of 50 apprentices in one request.
- 4. The apprentices available in the list have at least one day of their training on or after 22-Mar-2020.
- Any contract with end date prior to 22-Mar-2020 will not get listed.
- 6. Any contract affected due to lockdown but has an existing amendment request in pending state will not get listed
- 7. If ROP for this period has already been raised, the apprentice will not get listed.
- 8. One COVID-19 lockdown contract amendment is allowed for each affected apprentice apart from the two normal amendments they are eligible for.
- O Ctinand narrownt: In case you have said stinend to your appropriate during the lackdown social your may also consider social them additional stinend for the amended social Lleurouse

Step 5

You will receive a message request for bulk amend raised with request number. It will be forwarded to State Officer.



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Amend

Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v Hi TNGOFFICER v

Notification & Aging Data as of: Jun 2, 2021 9:12:41 AM (No of Pending Received Notifications O Note: . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. East 7 Days 7 ₩ Upto 180 Days 101 Expiring Today 0 Today E Last 30 Days 21 Search: Showing 1 to 1 of 1 entries (filtered from 101 total entries) Aging Contract / Modified User Id User Name Request No **Current Status Modified By** Function Date days) HYLADAI MOTOR INDIA LIMITED 5 PMIC PODDORS **BOLEDWOIDING** STWILPOXXXIII 0 COVID Amend Jun 2, 2021 Covid 9:11:23 AM Requested Lockdown

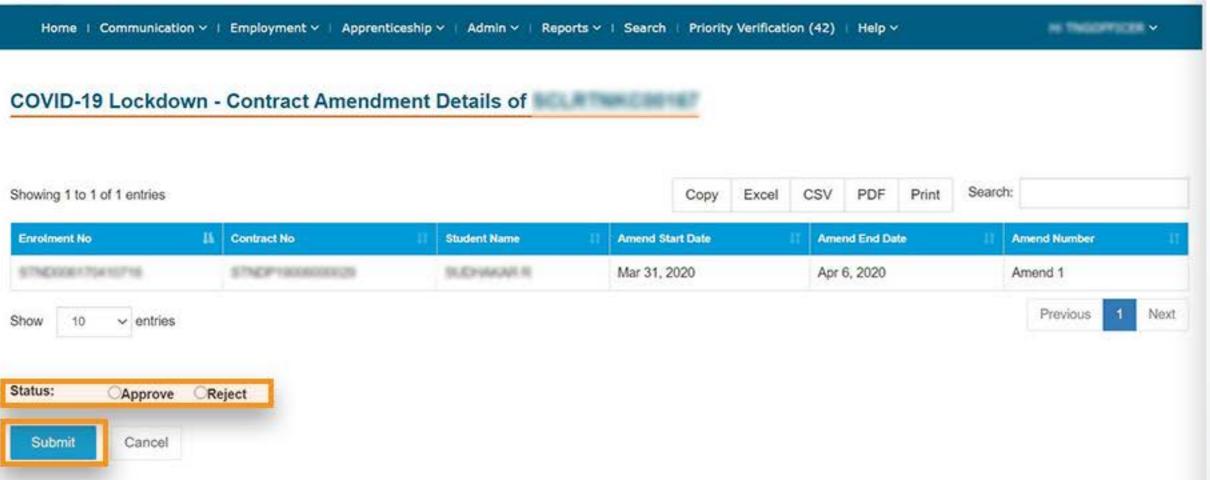
Step 6

Login as State Officer and Search for the contract and click on the **User id**



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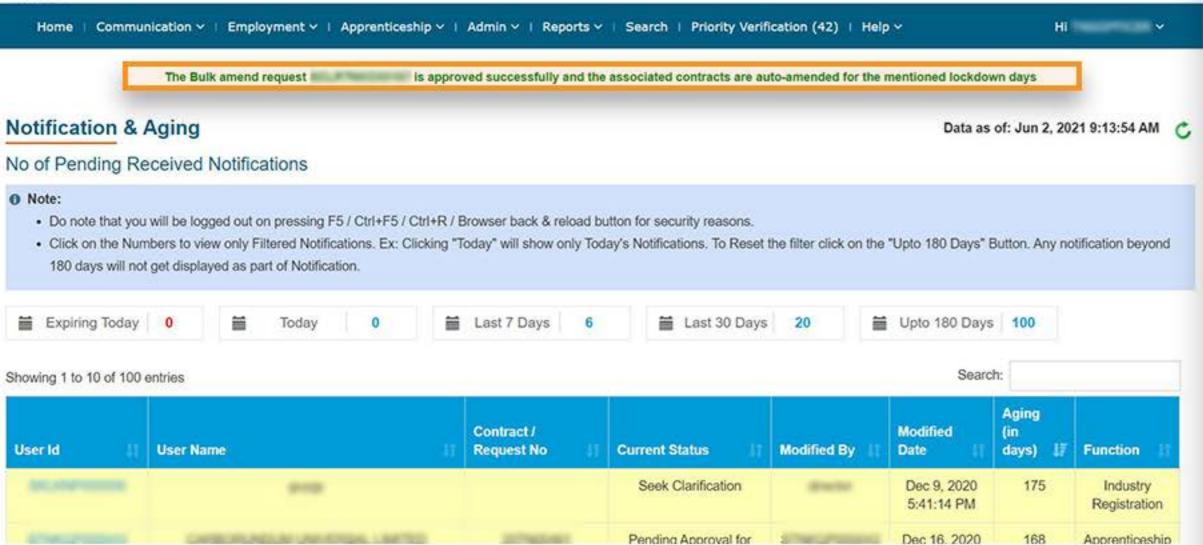
Step 7

Select Approve/Reject and Click Submit.



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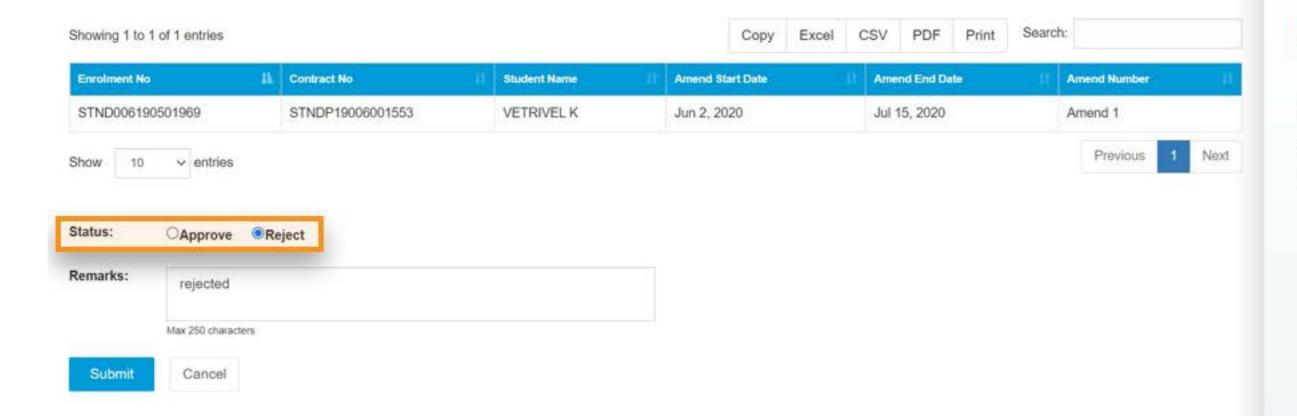




Step 8

You will receive a success message stating the request id is approved.

COVID-19 Lockdown - Contract Amendment Details of SCLRTNKC00285

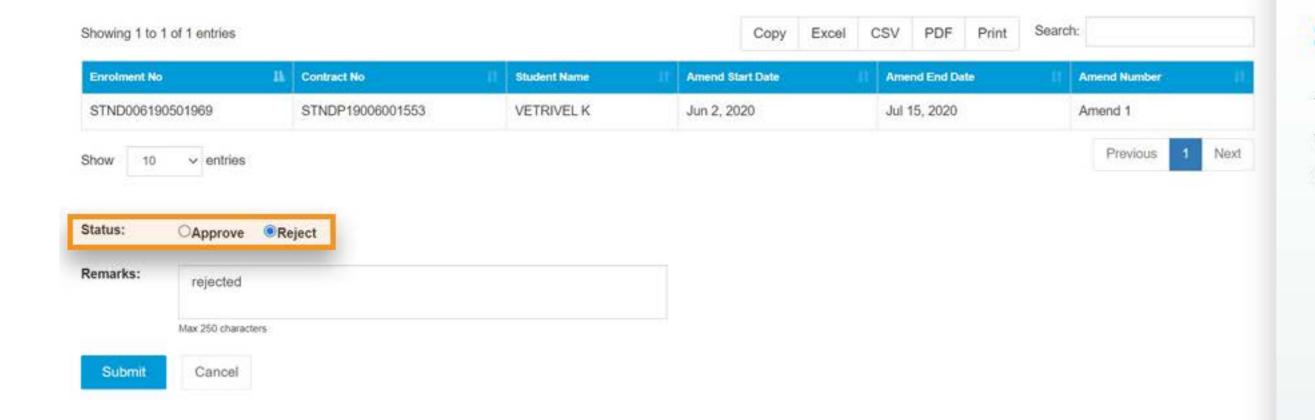


Lockdown Amendment Reject

Step 1

Select the status as Reject and submit by entering the remarks.

COVID-19 Lockdown - Contract Amendment Details of SCLRTNKC00285



Lockdown Amendment Reject

Step 2

The bulk amend request would be rejected successfully

Facilitate Training & Placement National Apprentice , ieme (NATS) Instituted by Board of Apprentices Contracts Ministry of Education, Government of Lockdown Amendment Help 🗸 Home | Communication > | Employment > HI HYUNDAI MOTOR INDIA LIMIT ... V Lockdown Amendment Status Notifications My Profile Performance HI, HYUNDAI MOTOR INDIA LIMIT ... ate profiles that might suit your Stipend Until a contract is approved, a contract will be marked (STNKCP000085) as "Reimbursement Eligibility Pending" by default, View Stipend Amount Email: dummy@dummynats.com During approval, based on the allowed per slot limit ers who might apply for your and the region slot limit, the eligibility status of a COP Search Update Profile contract will be determined. Update Job Status Grievances Enable Contract Apprenticeship Fair Priority Verification the system will allow contract EGS2201034 HYUNDAI MOTOR INDIA LIMIT ... 17 days of the apprentice joining No Apprenticeship Mela Invitations available Manpower Details for ICR EGS2201033 HYUNDAI MOTOR INDIA LIMIT ... Edit Technical Skill EGS2201030 HYUNDAI MOTOR INDIA LIMIT ... Initiate CoTC More

Notify Student Absence

Step 1

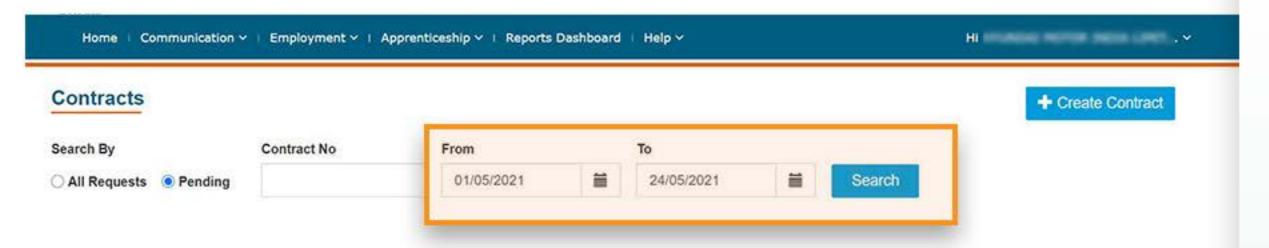
Login as Establishment

Apprenticeship -> Contracts



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Step 2

Search for Contracts with dates

Showing 1 to 10 of 10 entries

Copy Excel CSV PDF Print Search:

Enrollment No 🎎	Student Name	Contract No	Date of Joining	Status 11	Request Pending With	View II
0	Modern Str.		21/05/2021	ACRC Generated	Candidate	View Print ACRF
0			01/05/2021	ACRC Generated	TN Placement (Grad & Tech)	View Print ACRF
0			01/05/2021	Pending for Approval	AU Placement(Grad & Tech)	View Print ACRF
0			19/05/2021	Contract rejected by student	Establishment	View
0			01/05/2021	ACRC Generated	Candidate	View Print ACRF
04			03/05/2021	ACRC Generated	TN Placement (Grad & Tech)	View Print ACRF
0			01/05/2021	Assign to BOAT User	Candidate	View Order Proforma
0			01/05/2021	Memo Issued	TN Placement (Grad & Tech)	View
0			01/05/2021	ACRC Generated	Candidate	View Print ACRF
0			01/05/2021	ACRC Generated	TN Placement (Grad & Tech)	View Print ACRF

Novate Amend Contract Notify Student Absence Terminate Contract

Step 3

1 Next

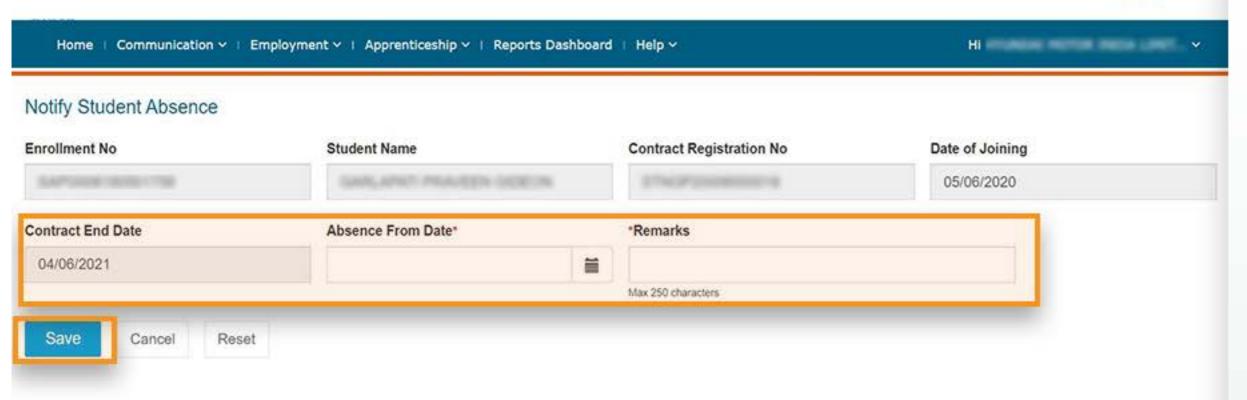
Previous

Select the Contract click
Notify Student Absence



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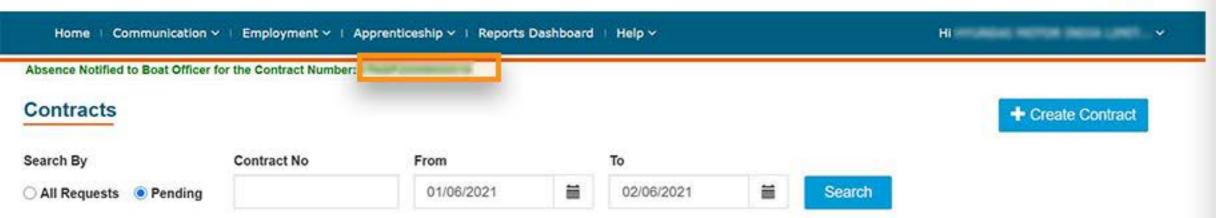
Step 4

Select the date from when the student was Absence and add Remarks and click **Save**.



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Step 5

You will receive a message as
Absence Notified to Boat
Officer for the Contract
Number.



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Reports ∨ | Search | Priority Verification (42) | Help ∨ HI TNGOFFICER Y **Notification & Aging** Data as of: Jun 2, 2021 9:49:42 AM C No of Pending Received Notifications O Note: Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button, Any notification beyond 180 days will not get displayed as part of Notification. Expiring Today 0 Last 7 Days 7 East 30 Days m Upto 180 Days 101 Today Search: Showing 1 to 1 of 1 entries (filtered from 101 total entries) Aging Contract / Modified (in User Id **User Name** Request No **Current Status Modified By** Date days) Function CARL MACH PROMISES CARLON. Absence Notified L'Yes, Plants Jun 2, 2021 0 Contract 9:46:57 AM

Step 6

Login as **State Officer** and Search for the contract and click on the **User id**



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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v Hi TNGOFFICER v

Notify Student Absence

Student Details						
Enrollment No	Establishment Name	Establishment ID	Date of Joining 05/06/2020			
Period of Training	Stipend Amount	Absence Request No	Contract No			
12		ABS996				
Absence From Date 01/06/2021						

Status	Memo Issued Absence Request Rejected
Establishment Remarks	
*Comments	specify comments
Save Ba	Max 250 characters

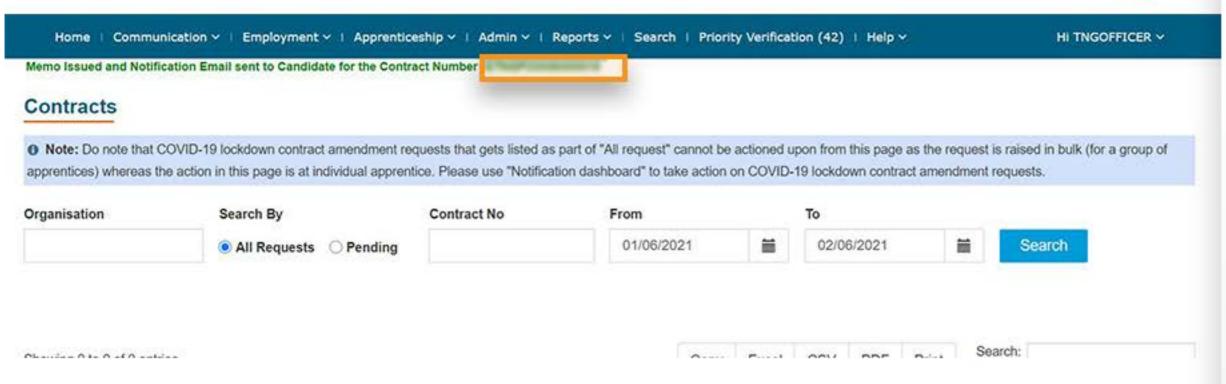
Step 7

Select status as memo issued and add comments and Click Save.



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Step 8

You will receive the message as Memo Issued and Notification Email sent to Candidate for the Contract Number.

It will be forwarded to placement user



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HI TNGOFFICER V

Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v

Notify Student Absence

Student Details						
Enrollment No	Establishment Name	Establishment ID	Date of Joining 17/02/2022			
Period of Training	Stipend Amount	Absence Request No	Contract No			
12	9995.0	ABS94				
Absence From Date						
24/02/2022						

*Status	O Memo Issued	Absence Request Rejected	
Establishment Remarks	reejct		

Notify Student Absence reject

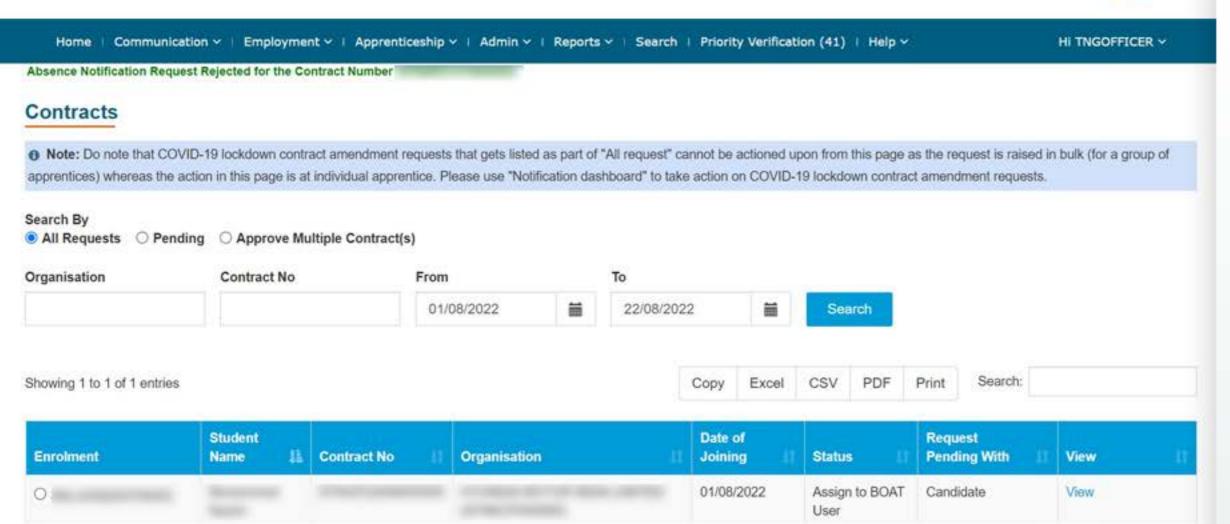
Step 1

Select status as Absence request rejected



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Notify Student Absence reject

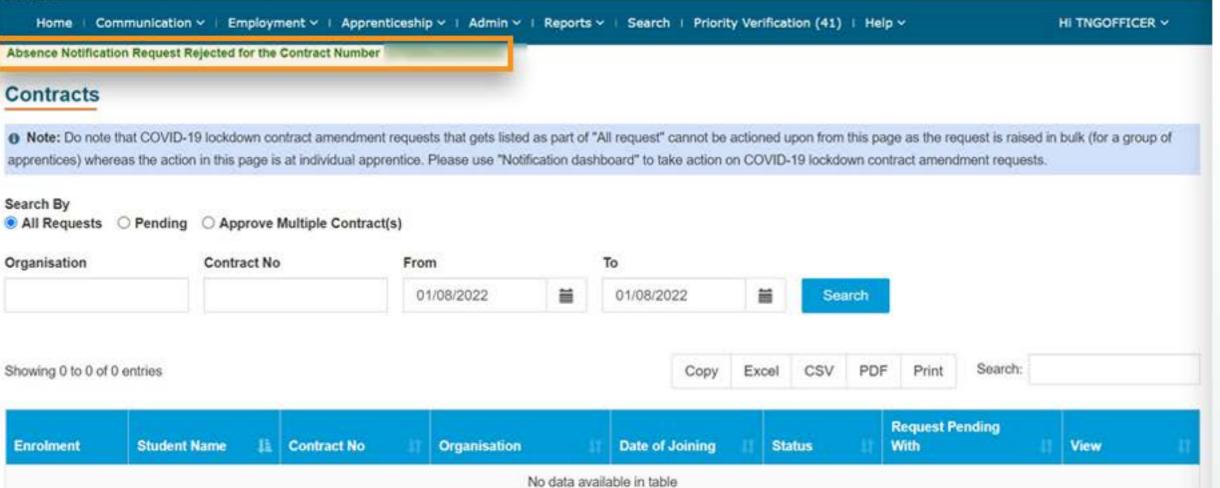
Step 2

Enter the comments and click on save



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Notify Student Absence reject

Step 3

Absence request will be rejected



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Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Non Engineering Enrollment | Reports ∨ | Help ∨ Notify Student Absence Contract Registration No Date of Joining **Enrollment No** Student Name 17/02/2022 Contract End Date Absence From Date* *Remarks 16/02/2023 20/08/2022 m re submit Max 250 characters Save Cancel Reset

Notify Student Absence reject

Step 4

The industry needs to submit absence request again to state officer



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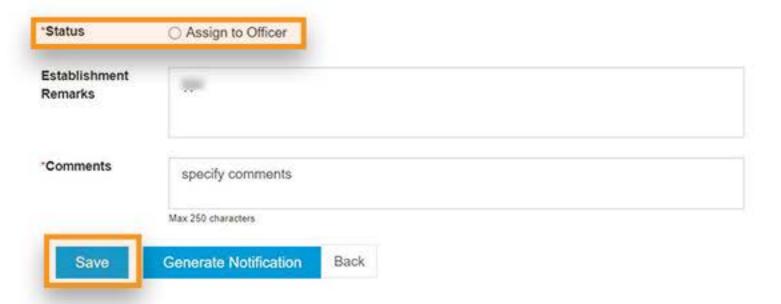
HI TNGPLACEMENT V Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Reports ∨ | Search | Priority Verification (42) | Help ∨ **Notification & Aging** Data as of: Jun 2, 2021 10:02:12 AM 💍 No of Pending Received Notifications O Note: Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Last 7 Days 13 Expiring Today 0 East 30 Days 26 Today Showing 1 to 1 of 1 entries (filtered from 49 total entries) Search: Contract / Request Current Aging (in User Id **User Name** Status **Modified By Modified Date** No days) 1 Function WILESON PERSONS CORNERS ETHER PROPERTY. Jun 2, 2021 9:52:12 0 Memo Issued tngofficer Contract

Step 1

Login as Placement User and Search for the contract and click on the User id

Notify Student Absence

Student Details					
Enrollment No	Establishment Name	Establishment ID	Date of Joining		
			05/06/2020		
Period of Training	Stipend Amount	Absence Request No	Contract No		
12	8888.0				
Absence From Date					
01/06/2021					



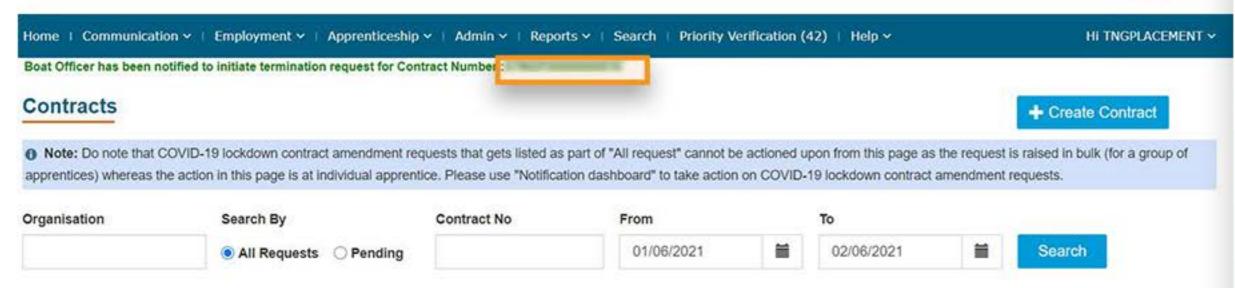
Step 2

Select the status and enter the comments and click **Save**



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Step 3

You will receive a message the request is notified to Boat Officer



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9:46:57 AM

Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Admin ∨ | Reports ∨ | Search | Priority Verification (42) | Help ∨ HI TNGOFFICER Y **Notification & Aging** Data as of: Jun 2, 2021 9:49:42 AM No of Pending Received Notifications O Note: Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Last 7 Days E Last 30 Days 21 Tupto 180 Days 101 Expiring Today 0 Today Search: Showing 1 to 1 of 1 entries (filtered from 101 total entries) Aging Contract / Modified User Id **User Name** Request No **Current Status** Modified By Date days) 🔢 Function CAND ARREST PRODUCTION COORDINA CAP TO STATE OF 0 Absence Notified ETHAN, Printed Jun 2, 2021 Contract

Step 4

Login as **State Officer** and Search for the contract and click on the **User id**

Notify Student Absence

Student Details						
Enrollment No	Establishment Name	Establishment ID	Date of Joining 05/06/2020			
Period of Training 12	Stipend Amount 8888.0	Absence Request No	Contract No			
Absence From Date 01/06/2021						

*Status	Initiate Termination Order
Establishment Remarks	
*Comments	specify comments
Save	Max 250 characters ack

Step 5

Select the required status and click **save**



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Enrollment No Establishment Name Establishment ID Date of Joining 01/05/2022 Period of Training Stipend Amount Absence Request No 12 9000.0 ABS147 Absence From Date 01/06/2022

Status	O Initiate Termination Order Absence Request Rejected	
Establishment Remarks	reissue	
Comments	accept	
	Max 250 characters	

Absence Request reject

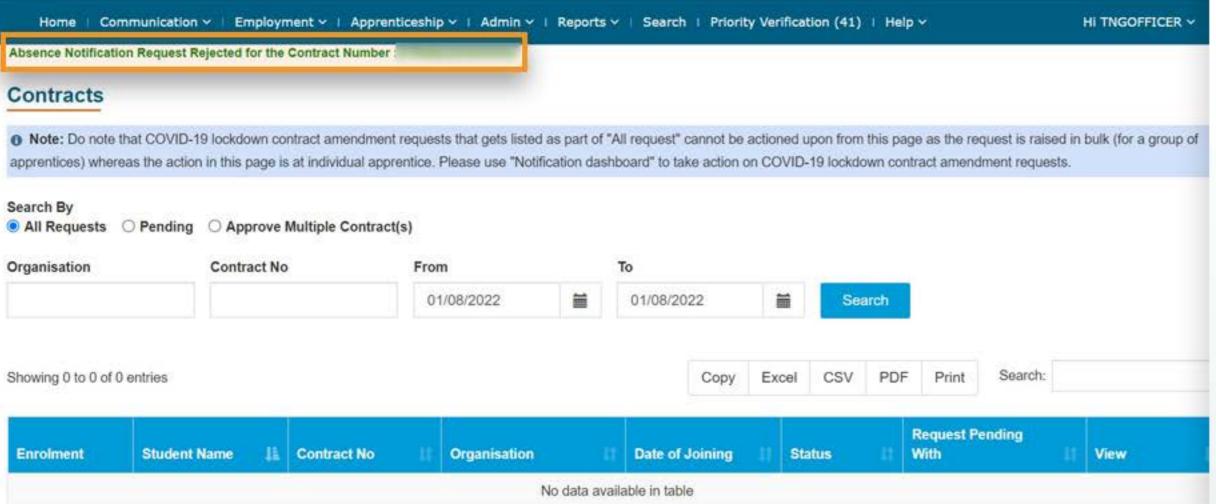
Step 1

Select Absence request rejected from the status and click on save



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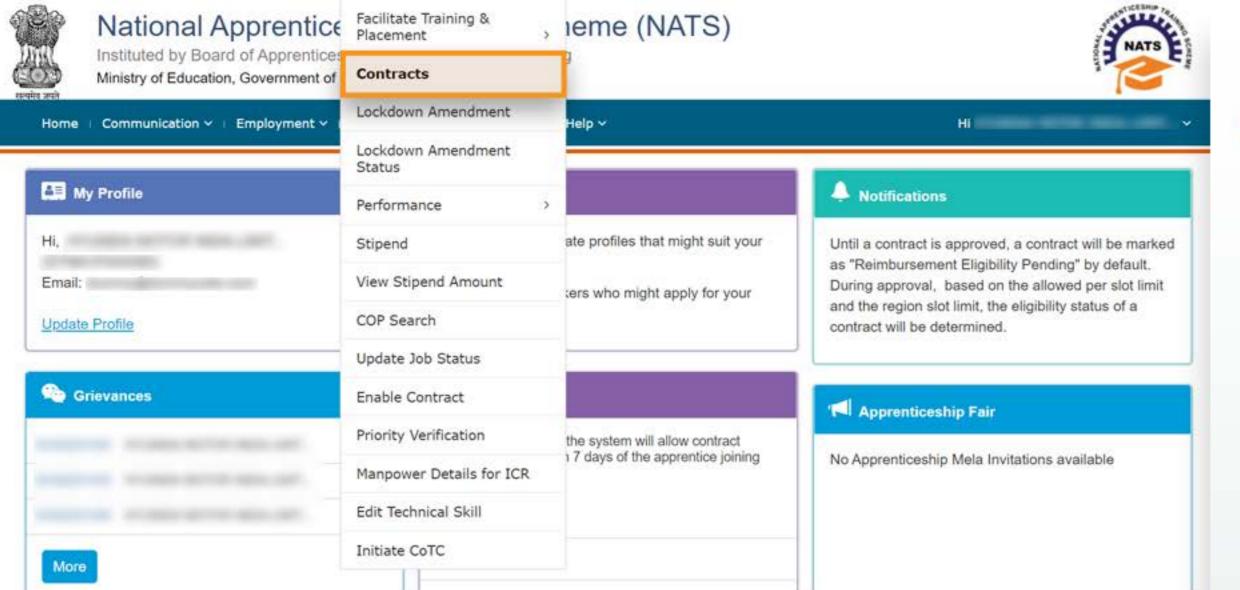




Absence Request reject

Step 2

Absence request will be rejected.



Contract Novation

Step 1

Login as Establishment

Apprenticeship -> Contract



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Home | Communication | Employment | Apprenticeship | Reports Dashboard | Help |

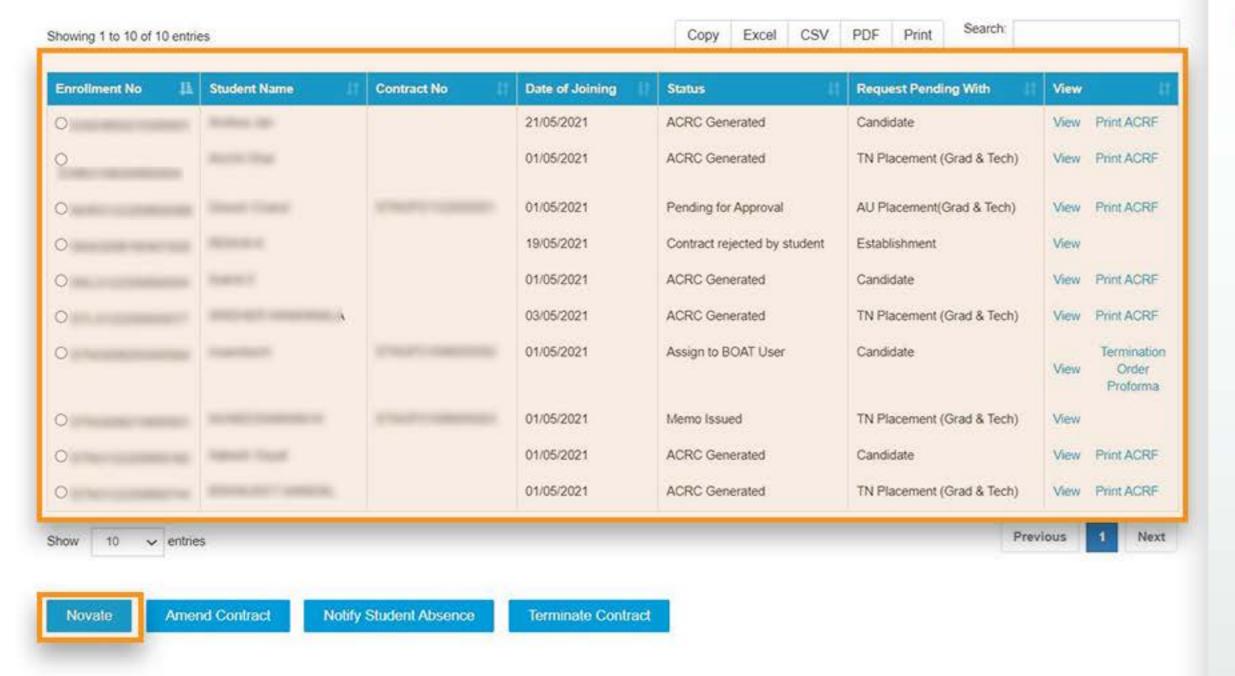
Contracts

Search By | Contract No | From | To |

All Requests | Pending | O1/05/2021 | | Search | Sea

Step 2

Search for Contracts with dates



Step 3

Contracts will be listed as shown

Novation of Contract

Search industry

Save

Reset

Cancel

*Name of the Employer (Industry Name)	Search Industry		
Novation of Contract			
*Enrollment No	*Contract Registration No	*Date of Joining	Contract End Date
	\$740P170H01750T	18/09/2017	17/09/2018
*Date of Discontinuing from Organisation			
Reason for Novation	7		
Max 250 characters			

Step 4

Select the contract to be novated and click NOVATE

Novation of Contract page appears.

Enter the industry name by clicking **Search Industry** button.

Fill the required details and click **Save**



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home Communication >	Employment > A	pprenticeship v Reports C	Dashboard	Help ~			Hi manini mora mana cami, v
Request for Contract Novation has form and send the duly filled form		Officer for the Contract Numb	er:	. To downl	oad the form,	Click on Novation of Co	ontract form link. Please take 4 copies of the
Contracts							+ Create Contract
Search By	Contract No	From		То			
○ All Requests ● Pending		01/06/2021	≡	04/06/2021	=	Search	

Step 5

You will receive a message as request has been submitted to Boat Officer



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India

Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v

HI TNGOFFICER V

Notification & Aging

Data as of: Jun 7, 2021 9:17:14 AM C

No of Pending Received Notifications

O Note:

- . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons.
- . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification.



Showing 1 to 1 of 1 entries (filtered from 108 total entries)

User Id	T User Name		Contract / Request No	Current Status	Modified By	Modified Date	Aging (in days) 🌃	Function
		ET TANK CARDING PRINT	579671700000079	Pending Approval for Novation	17wc75000	Jun 7, 2021 9:10:15 AM	0	Contract

Step 6

Login as State Officer and Search for the contract and click on the User id



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Ministry of Education, Government of India



Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (42) | Help v HI TNGOFFICER Y **Novation of Contract** Contract Registration No* Name of the Employer (Industry Name)* Date of Discontinuing from Organisation* Enrollment No* CMS IT SEMUCES PUT UTD. 06/01/2017 Status* O Verified O Seek Clarification Remarks Max 250 characters Reason for Novation* Save Cancel

Step 7

Select the required details and click Save.



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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v HI TNGOFFICER V **Novation of Contract** Date of Discontinuing from Organisation* Enrollment No* Contract Registration No* Name of the Employer (Industry Name)* STNG006190305993 STNGS22006000003 HYUNDAI MOTOR INDIA LIMITED 08/06/2022 Status* O Verified Seek Clarification Remarks* clarification Max 250 characters Reason for Novation* other Save Cancel

Seek Clarification

Step 1

Select Seek clarification and enter the remarks .Click on save



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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v HI TNGOFFICER ~ **Novation of Contract** Date of Discontinuing from Organisation* Name of the Employer (Industry Name)* Enrollment No* Contract Registration No* 08/06/2022 Status* O Verified Seek Clarification Remarks* clarification Max 250 characters Reason for Novation* other Save Cancel

Seek Clarification

Step 2

The request will be sent to industry



Instituted by Board of Apprenticeship Training / Practical Training



Ministry of Education, Government of India

Home Commu	inication > Employment > Apprentic	eship v Admin v	Reports v Search Pr	iority Verifica	tion (42) Help v		HI TNGOFFICER >
Novation Request has I	peen verified and Novation Note sent to Boat	User for Contract Number	er:				
Contracts							
	COVID-19 lockdown contract amendment re he action in this page is at individual appren						
Organisation	Search By	Contract No	From		То		
	All Requests Pending		01/06/2021	=	07/06/2021	m	Search

Step 1

You will receive a message as request has been sent to the Boat User of the Industry Selected at the time of novation.



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



HI KAGPLACEMENT Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (1) | Help v **Notification & Aging** Data as of: Jun 7, 2021 9:25:30 AM No of Pending Received Notifications O Note: . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Last 7 Days 1 Today TUpto 180 Days 36 E Last 30 Days 8 Expiring Today 0 Search: Showing 1 to 1 of 1 entries (filtered from 36 total entries) Contract / Request Aging (in User Id **User Name** No **Current Status Modified By Modified Date** days) 1 Function R SWCONINGER ETHOP: THE COSTS Pending for tngofficer Jun 7, 2021 9:19:06 AM 0 Contract Approval

Step 2

Login as placement user and Search for the contract and click on the User id



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (1) | Help > HI KAGPLACEMENT > **Novation of Contract** Date of Discontinuing from Organisation* Contract Registration No* Name of the Employer (Industry Name)* Enrollment No* CHIEF IT SERVICES PVT LTD. 06/01/2017 Status* Assign to Officer Remarks minorates. Max 250 characters Reason for Novation* selfmu/feases/fcm/E Cancel

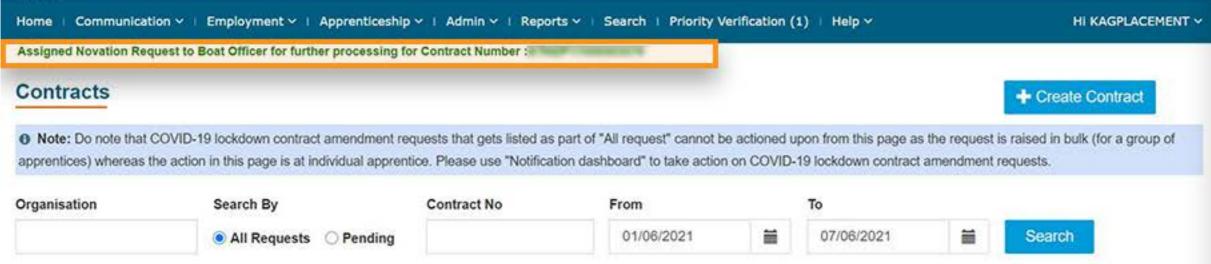
Step 3

Select the Status and click Save.



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Step 4

You will receive a message as request has been sent to the Boat Officer.



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HI KAGOFFICER V Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (1) | Help >

Notification & Aging

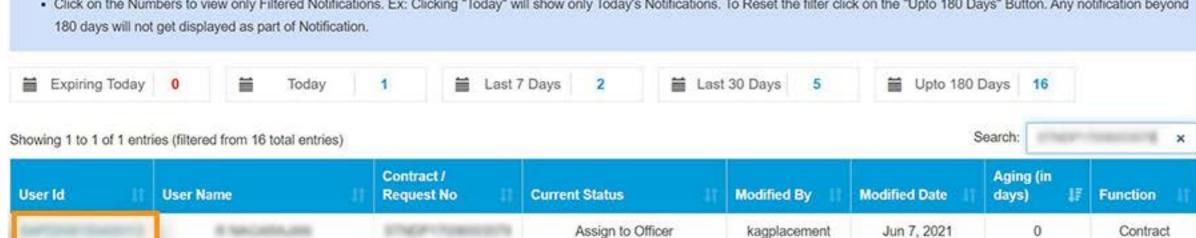
Data as of: Jun 7, 2021 9:28:23 AM

9:26:37 AM

No of Pending Received Notifications

O Note:

- . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons.
- . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button, Any notification beyond



Step 5

Login as State Officer and Search for the contract and click on the User id



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



HI KAGOFFICER V Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (1) | Help v **Novation of Contract** Enrollment No* Contract Registration No* Name of the Employer (Industry Name)* Date of Discontinuing from Organisation* £750P1700000078 CBMS IF SERVICES PAT LTD. 06/01/2017 Status* Verified Remarks MATERIAL DESIGNATION OF THE PERSON OF THE PE Max 250 characters Reason for Novation* Save Cancel

Step 6

Select the Status and click Save.



National Apprenticeship Training Scheme (NATS) Instituted by Board of Apprenticeship Training / Practical Training

Ministry of Education, Government of India



Home Commu	nication > Employment > Apprentic	eship v Admin v	Reports V Search Prior	ity Verificat	ion (1) Help >		HI KAGOFFIC	ER 🗸
Boat Officer approved N	Novation Request and forwarded to Director	for further processing fo	r Contract Number:					
Contracts								
	COVID-19 lockdown contract amendment re he action in this page is at individual appren							oup of
Organisation	Search By	Contract No	From		То			
	● All Requests ○ Pending		01/06/2021	=	07/06/2021	=	Search	

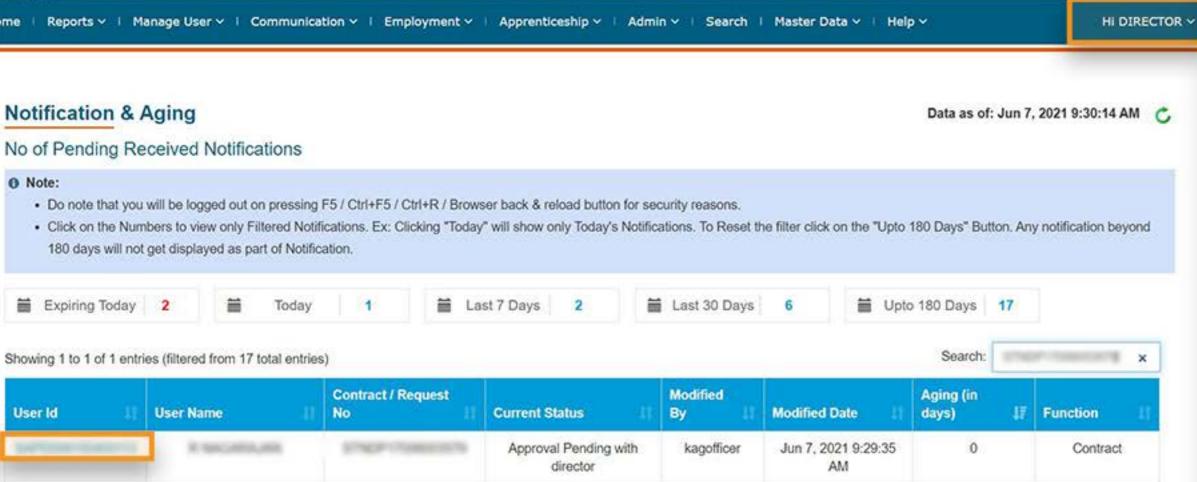
Step 7

You will receive a message as request has been sent to Director.



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Step 8

Login as Director and Search for the contract and click on the User id



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Home | Reports v | Manage User v | Communication v | Employment v | Apprenticeship v | Admin v | Search | Master Data v | Help v HI DIRECTOR Y **Novation of Contract** Contract Registration No* Name of the Employer (Industry Name)* Date of Discontinuing from Organisation* Enrollment No* DWE IT REPORTED PVT CTS 06/01/2017 Status* O Novation Rejected O Novation Approved Remarks MET OF METS Max 250 characters Reason for Novation* seltou/knesseltout/ Save Cancel

Step 9

Select the Status and click Save.



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home | Reports v | Manage User v | Communication v | Employment v | Apprenticeship v | Admin v | Search | Master Data v | Help v | Hi DIRECTOR v

Enrollment No* Contract Registration No* Name of the Employer (Industry Name)* Date of Discontinuing from Organisation* 08/06/2022 Status* Nowation Rejected Novation Approved Remarks* clarification Max 250 characters Reason for Novation* other Cancel

Novation Rejected

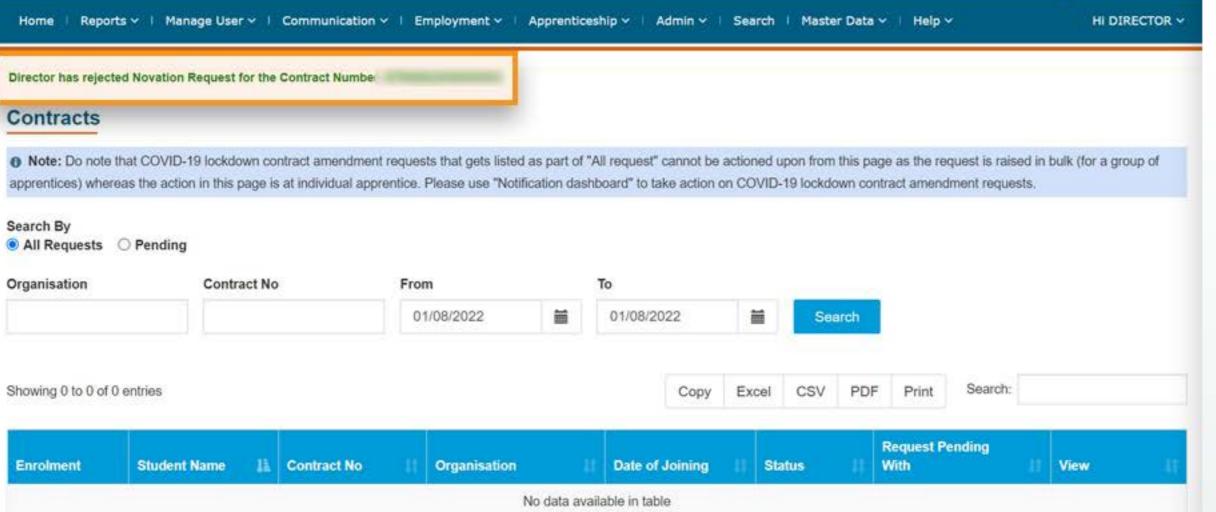
Step 1

Select status as Novation Rejected from director login and click on **save**



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Ministry of Education, Government of India





Novation Rejected

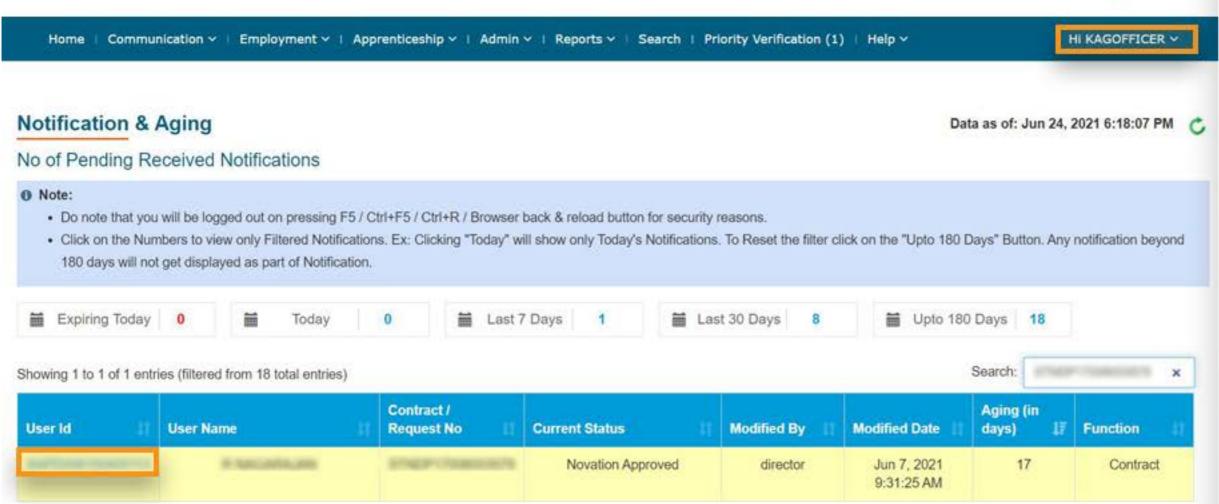
Step 2

The request will be rejected by director



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Step 1

Login as State Officer of the New industry and Search for the contract and click on the User id



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Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (1) | Help > HI KAGOFFICER V **Novation of Contract** Contract Registration No* Date of Discontinuing from Organisation* Enrollment No* Name of the Employer (Industry Name)* Clarg /F SERVICES PVT LTD 06/01/2017 Status* Assign to Boat User Remarks* METAL MATERIAL Max 250 characters Reason for Novation* Save Cancel

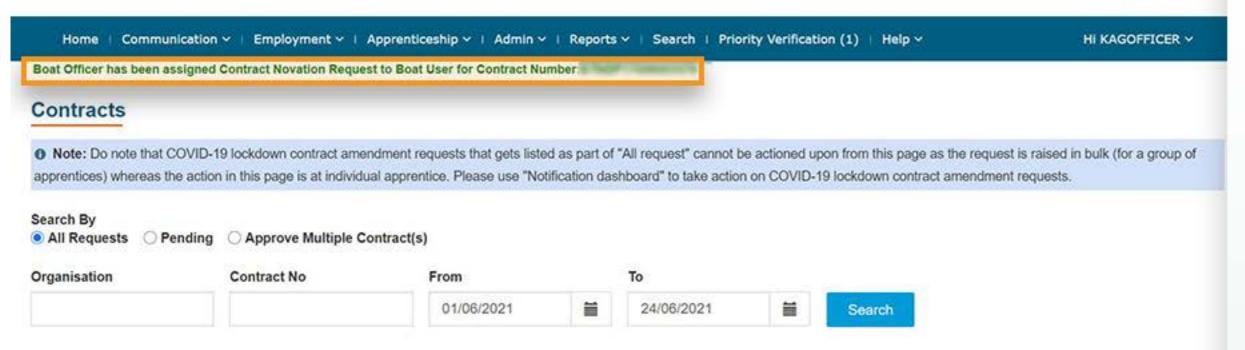
Step 2

Select the required details and click Save



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Step 3

You will receive a message as request has been assigned to the Boat User



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Ministry of Education, Government of India



HI KAGPLACEMENT Y Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (1) | Help v **Notification & Aging** Data as of: Jun 24, 2021 6:20:05 PM 💍 No of Pending Received Notifications O Note: . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Expiring Today 0 E Last 30 Days m Upto 180 Days 27 Last 7 Days Today Search: Showing 1 to 1 of 1 entries (filtered from 27 total entries) Contract / Request Aging (in User Id **Current Status Modified By** 1. Function **User Name** No **Modified Date** days) IT SACARIOUS Assign to Boat User 0 kagofficer Jun 24, 2021 6:19:31 PM Contract

Step 4

Login as placement user and Search for the contract and click on the User id

Novation of Contract

Enrollment No*	Contract Registration No*	Name of the Employer (Industry Name)*	Date of Discontinuing from Organisation
		Chall IT SECRETICES PAT LTD.	06/01/2017
Status*			
Assign to Establishment			
Remarks*			
Max 250 characters			
Reason for Novation*			
Print Novation of Contract	Save Cancel		
_			

Step 5

Select Assign to Establishment and click Save



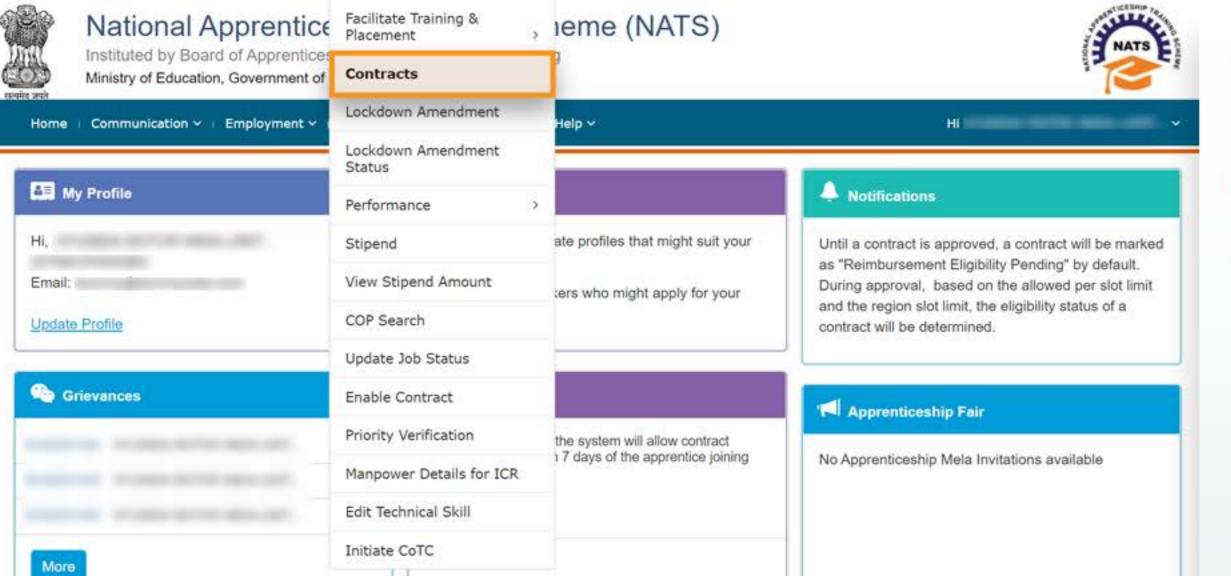
Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home Communicati	on × Employment × Appr	enticeship v Admin v R	eports v	Search Priority V	erification (1) Help v	HI KAGPLACEMENT V
Contract Novation Requ	est has been assigned to Industry	for Contract Number:					
Contracts							+ Create Contract
	COVID-19 lockdown contract ame ne action in this page is at individu						e request is raised in bulk (for a group of nendment requests,
Search By • All Requests • Pe	ending						
Organisation	Contract No	From		То			
		01/06/2021	=	24/06/2021	=	Search	

Step 6

You will receive a message request has been assigned to Establishment



Contract Termination

Step 1

Login as Establishment

Apprenticeship -> Contracts



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Ministry of Human Resource Development, Government of India



Home | Communication × | Employment × | Apprenticeship × | Help ×

Contracts

© Contract creation process in under maintenance till 15-Nov-2019. Please reach out to concerned Officer for queries.

Search By

Contract No

From

To

O1/04/2018

© O1/04/2018

© Search

Step 2

Search for contracts with dates.



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Home | Communication v | Employment v | Apprenticeship v | Help v Hi manage from both cont. V Contracts Ocontract creation process in under maintenance till 15-Nov-2019. Please reach out to concerned Officer for queries. + Create Contract Search By Contract No From To 鱑 01/01/2019 Ħ 06/11/2019 Search All Requests Pending Search: Showing 1 to 6 of 6 entries CSV Copy Excel PDF Print **Enrollment No** Request Pending With Student Name Contract No Date of Joining Status View VETRIVEL A 06/02/2019 TN Placement(Grad & Tech) ACRE A THORNESS CO., NO. Approved • View Notification Form SANTHOSHKUMAR R 05/06/2019 Contract Terminated TN Placement(Grad & Tech) View L'INCREMENTATION 06/08/2019 Contract Terminated TN Placement(Grad & Tech) View Sample Line of the second 0 R.THAVAPRAKASH View 06/08/2019 Contract Terminated TN Placement(Grad & Tech) **AutomationStud** ACRC Generated TN Placement(Grad & Tech) 06/05/2019 View Print ACRF Antony 02/01/2019 ACRC Generated TN Placement(Grad & Tech) View Print ACRF Next Previous Show 10 ▼ entries Notify Student Absence Amend Contract Terminate Contract Novate

Step 3

Select the Contracts to be terminated and click

Terminate contract button.



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Home | Communication v | Employment v | Apprenticeship v | Help v Hi was a second with the way Terminate Contract *Enrollment No *Contract Registration No Date of Commencement of Training Contract End Date I K T W THE THE 06/02/2019 05/02/2020 *Proposed Date of Release ·Status Approved Whether the training organization requires the compensation from Apprentice?

O Yes O No *Reasons for Termination *Supporting Document Upload Not Available (File of type PDF and Size maximum of 1MB can only be uploaded) Save Reset Cancel

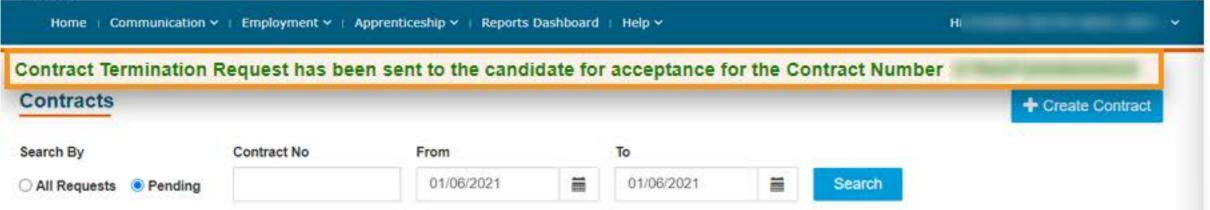
Step 4

Fill the **Mandatory fields** and click **Save**.



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Step 5

You will receive a message that the request has been sent to the candidate for acceptance.

View Contract Form

O Accept ® Reject

not accepted

Max 250 characters

*Reasons for Termination Reject

Note: In case no action is take	n within (08-Aug-2022), the termination will be con	sidered to be accepted automatically.	
Enrollment No	Student Name	Contract Registration No	Date of Commencement of Training
	Shree		11/05/2022
Contract End Date	Proposed Date of Release	Reasons for Termination	
10/05/2023	14/06/2022	terminated	

Candidate Reject termination

Step 1

Select action as Reject from candidate login

Enter the reasons for termination reject and click on save



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Home | Communication > | Employment > | Apprenticeship > | Establishment Requests > | Help > | Hill > |

Contract Termination request is rejected for the Contract Number

View Contract Form

Contract Termination has been initiated for the contract STNGS22006000001 by Pick and Pack

This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security. You are requested to respond within 7 days.

1 Note: In case no action is taken within (08-Aug-2022), the termination will be considered to be accepted automatically.

Enrollment No	Student Name	Contract Registration No	Date of Commencement of Training
	Shree		11/05/2022
Contract End Date	Proposed Date of Release	Reasons for Termination	
10/05/2023	14/06/2022	terminated	

Candidate Reject termination

Step 2

Termination is successfully rejected by candidate



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Home | Communication > | Employment > | Apprenticeship > | Establishment Requests > | Help > | Hi

Contract Termination request is accepted and sent to the Boat User for Verification

View Contract Form			
Contract Termination has been initia	ated for the contract : by	NOTE AND LABOUR.	
This is a system based accept	ance of terms and conditions replacing the physical	signature and has all legal security. You are re	equested to respond within 7 days.
Note: In case no action is take	en within (08-Jun-2021), the termination will be cons	idered to be accepted automatically.	
Enrollment No	Student Name	Contract Registration No	Date of Commencement of Training
Enrollment No	Student Name	Contract Registration No	Date of Commencement of Training 31/05/2021
Enrollment No Contract End Date	Proposed Date of Release	Contract Registration No Reasons for Termination	1.1

Step 1

Once the candidate accept the request, it will be forwarded to Placement User



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Ministry of Human Resource Development, Government of India



Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (34) | Help > Hi tngplacement v **Notification & Aging** Data as of: Nov 7, 2019 10:48:57 AM C No of Pending Received Notifications 1 Note: Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification Expiring Today 0 East 7 Days 1 ■ Upto 180 Days 19 Last 30 Days Today Search: Showing 1 to 10 of 19 entries User Id Contract / Request No **Modified Date** Aging (in days) **User Name Current Status Modified By** Function Memo Issued tngofficer May 29, 2019 4:36:11 PM 162 Contract Assign to BOAT User Jun 13, 2019 4:10:43 PM 147 Contract Assign to BOAT User Jun 21, 2019 3:20:32 PM 139 Contract Assign to BOAT User Jun 21, 2019 4:41:32 PM 139 Contract Assign to BOAT User Jun 21, 2019 3:31:44 PM 139 Contract Assign to BOAT User Jun 26, 2019 5:09:23 PM 134 Contract Assign to BOAT User Jun 26, 2019 5:00:01 PM 134 Contract Assign to BOAT User Jun 26, 2019 11:33:20 AM 134 Contract Assign to BOAT User 134 Jun 26, 2019 3:36:54 PM Contract tngofficer Jul 2, 2019 4:08:58 PM 128 Memo Issued Contract Next Previous Show 10 ▼ entries

Step 2

Login as **Placement Officer** and Search for the particular contract and click on the user ID.



Show

▼ entries

National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training Ministry of Human Resource Development, Government of India NATS

Previous

Next

Hi tngofficer v Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (34) | Help v **Notification & Aging** Data as of: Nov 7, 2019 10:57:11 AM C No of Pending Received Notifications Note: Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification Expiring Today 0 Upto 180 Days 75 繭 Today 1 Last 7 Days 2 E Last 30 Days 23 Search: Showing 1 to 1 of 1 entries (filtered from 75 total entries) Contract / Aging (in User Id **User Name** Request No **Current Status Modified By Modified Date** days) ₩ Function VYSAKH P N STACE STREET, SA Pending Approval for tngplacement Nov 7, 2019 Contract Termination 10:53:34 AM

Step 5

Login as **State Officer** and **search** for the contract and click on the contract number.



Instituted by Board of Apprenticeship Training / Practical Training
Ministry of Human Resource Development, Government of India



Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (34) | Help v Hi tngofficer v

Terminate Contract *Contract Registration No *Termination Request No Date of Commencement of Training *Enrollment No 02/08/2018 *Proposed Date of Release *Status Establishment Name Establishment ID Pending Approval for Termination 11/06/2019 *Whether the training organization requires the compensation from Apprentice? W Yes No *Termination Status Verified Seek Clarification *Comments Max 250 characters *Supporting Document *Reasons for Termination Max 250 characters Save Cancel

Step 5

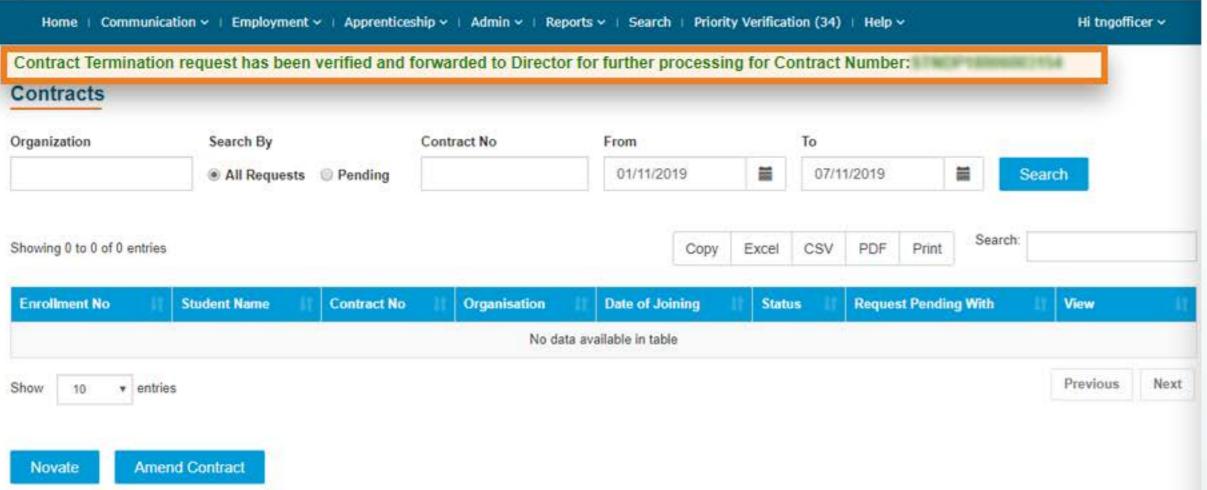
Fill the **Mandatory fields** and click **save**.



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Step 6

You will receive the success message with contract id and request will be pending with Director



*Comments

National Apprenticeship Training Scheme (NATS)

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Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v HI TNGOFFICER Y Terminate Contract *Contract Registration No *Termination Request No *Enrollment No *Student Name Shree *Proposed Date of Release Date of Commencement of Training *Status Establishment Name Pending Approval for Termination 11/05/2022 15/06/2022 Pick and Pack Establishment ID *Whether the training organization requires the compensation from Apprentice? Yes No *Termination Status Rejected O Verified Seek Clarification

Seek Clarification

Step 1

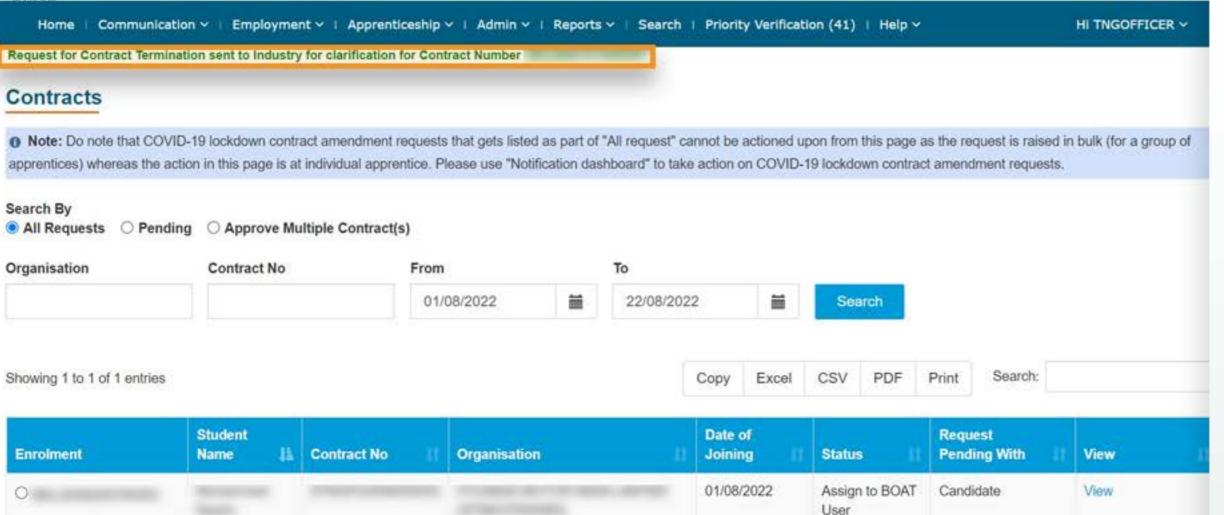
Select Termination status as Seek Clarification

Enter the comments and click on save



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Seek Clarification

Step 2

Termination request would be sent back to industry for resubmission

Home | Communication v | Employment v | Apprenticeship v | Admin v | Reports v | Search | Priority Verification (41) | Help v Hi TNGOFFICER v

Terminate Contract

"Enrollment No "Student Name" "Contract Registration No "Termination Request No

*Proposed Date of Release

15/06/2022

Establishment Name

Pick and Pack

Date of Commencement of Training

○ Verified ○ Seek Clarification ◎ Rejected

11/05/2022

Establishment ID

Yes No

*Comments

Max 250 characters

reject

*Termination Status

*Status

*Whether the training organization requires the compensation from Apprentice?

Pending Approval for Termination

Rejection

Step 1

Select Termination status as Rejected

Enter the comments and click on save



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



Home | Communication > | Employment > | Apprenticeship > | Admin > | Reports > | Search | Priority Verification (41) | Help > HI TNGOFFICER V Request for Contract Termination rejected for Contract Number Contracts 1 Note: Do note that COVID-19 lockdown contract amendment requests that gets listed as part of "All request" cannot be actioned upon from this page as the request is raised in bulk (for a group of apprentices) whereas the action in this page is at individual apprentice. Please use "Notification dashboard" to take action on COVID-19 lockdown contract amendment requests. Search By All Requests Pending Approve Multiple Contract(s) To Organisation Contract No From 繭 繭 01/08/2022 01/08/2022 Search Search: CSV PDF Print Showing 0 to 0 of 0 entries Copy Excel Request Pending View **Enrolment** Student Name Contract No Organisation Date of Joining Status With No data available in table

Rejection

Step 2

The rejection request would be sent to establishment



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Ministry of Human Resource Development, Government of India



Home | Reports v | Manage User v | Communication v | Employment v | Apprenticeship v | Admin v | Search | Master Data v | Help v Hi director v **Notification & Aging** Data as of: Nov 7, 2019 11:05:34 AM C No of Pending Received Notifications 1 Note: Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification Expiring Today 0 ■ Last 30 Days 3 Upto 180 Days 3 Today Last 7 Days 2 Showing 1 to 3 of 3 entries Search: User Id Contract / Request No **Modified By** Aging (in days) IF Function User Name **Current Status Modified Date** Industry Registration Oct 23, 2019 12:19:18 AM 15 Pending for Approval kagofficer Pending for Approval Nov 6, 2019 5:34:44 PM tngofficer Contract 0 Pending for Approval tngofficer Nov 7, 2019 10:59:50 AM Contract Previous Next Show 10 ▼ entries

Step 1

Login as **Director** and **Search** for contract to terminate and click on the contract



Save

Cancel

National Apprenticeship Training Scheme (NATS)

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Ministry of Human Resource Development, Government of India



Home | Reports v | Manage User v | Communication v | Employment v | Apprenticeship v | Admin v | Search | Master Data v | Help v Hi director ~ Terminate Contract *Enrollment No *Contract Registration No *Termination Request No **Date of Commencement of Training** TOP903 09/07/2018 *Proposed Date of Release Establishment ID Status Establishment Name Pending for Approval 28/06/2019 *Whether the training organization requires the compensation from Apprentice? Yes No *Termination Status Approved Seek Clarification Rejected *Comments 201906 Max 250 characters *Reasons for Termination *Supporting Document ♣ View Document

Step 2

Fill the **Mandatory fields** and click **save**.

You will receive the success message with contract id.