BOARD OF PRACTICAL TRAINING (EASTERN REGION) KOLKATA

Operational Guidelines for NATS TPA

All the empaneled NATS TPAs are hereby welcomed to join hands with BOPT(ER) in order to achieve a target of 1 Lakh apprentices in the FY: 2022-23 in the Eastern Region. The following nomenclatures are clarified in our working eco-system:

1. **Eastern Region** – the state of West Bengal, Bihar, Jharkhand, Odisha, Tripura, Meghalaya, Mizoram, A&N Island, Arunachal Pradesh, Sikkim, Manipur and Nagaland.

2. **PAN India Operation**: Establishments having multi-location units/operations existence out of which atleast one unit/operation must be in Eastern Region.

3. **NATS TPA** – Organizations/Institutions located throughout the country who have obtained the letter of empanelment issued by BOPT(ER).

4. **Eligibility of students for engagement under NATS** – Engineering/Non-engineering Graduates and Diploma holders in engineering & technology passed out from approved institutions not before the last 5 batches of passed out students (for example: As the result for 2022 has not been published yet, the students passed out from the 2017 onwards are eligible).

5. **Eligibility of apprentices for submission of contract of apprentices** – As per The Act, the Contract of Apprenticeship (CoA) is to be submitted within 7 days of the commencement of the training to BOPT. For one year relaxation, BOPT will accept Contract of Apprenticeship for all such apprentices whose date of joining is not more than 11 months from the date of submission of contract. One time relaxation is being given on account of delay in submission of contract as NATS for non-engineering graduates being a new subject insertion. Based on case to case the matter of delayed submission of contract may be considered by the competent authority.

6. NATS TPA for all matters of their operation will maintain a close liaison with the concerned Assistant Directors (ADs) looking after different States of Eastern Region. In case of activity involvement in more than one State is required to be performed, all the concerned Assistant Directors of respective States may be invited as per the requirement of the activity.

7. The details of the Assistant Directors looking after different States of Eastern Region is available under the link "Contact Us" on official website of BOPT.

8. For registration of establishments in NATS portal on PAN India basis NATS TPA must ensure that the field requiring "Corporate Address" and "Factory Address" both must be populated with address of the company located in the Eastern Region only. In addition to this, the willingness of the establishment on their letter head stating the fact that they want to register with BOPT, is required to be submitted addressed to the Director, BOPT(ER).

9. A weekly report from NATS TPA is required to be submitted in the format given below by Tuesday of every week for the proceeding week on the email id: *osd1.admin@bopter.in.*