

**GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT**

No.F.6(63)-PWD(GE)/2020/14858-909

Dated, Agartala, the 6th December, 2021

MEMORANDUM


Sub: Apprenticeship Training under the Apprenticeship Act, 1973.

The Apprenticeship Training for the selected degree/ diploma candidates of Civil, Mechanical and Electrical Branch of Engineering during 2021-2022 is going on vide Office Order No.F.6(63)/PWD-(GE)/2017-18 (Pt-I)/645-46 dated 17th April, 2021, F.6(63)/PWD-(GE)/(Pt-I)/2017-18/1741-1800 dated 29th May, 2021, F.6(63)/PWD-(GE)/2017-18 (Pt-I)/10177-78 dated 30th Sep, 2021 and F.6(63)/PWD-(GE)/(Pt-I)/2017-18/13733-755 dated 29th Nov, 2021 respectively at different offices of PWD & TSECL.

It is to be conveyed that "Apprenticeship Policy of PWD Tripura 2020" stipulates that:

- (i) The apprentices have to submit a brief note of work done with observations at the end of each quarter to his mentor with a copy to the Chief Engineer, PWD (R&B) through e-mail : cetripura@yahoo.co.in.
- (ii) Half yearly return or Annual return of such apprentices engaged for each establishment shall have to be submitted by the Executive Engineer as per format of the department

It is therefore, requested all concerned Executive Engineer, PWD(R&B) / PWD (Buildings) and DGM, TSECL to facilitate for furnishing of the aforesaid brief note as well as half yearly return as per enclosed format.


06/12/2021
(Rajib Paul)

Under Secretary, PWD.

To

1-2. The Superintending Engineer, Planning & Design Unit, PWD(R&B) / Project Unit, PWD (Buildings).

3-18. The Executive Engineer, Agartala Division No-I/ Agartala Division No-III/Agartala Division No-V/Bishalgarh Division/Jirania Division/Teliamura Division/ Sonamura Division/ Dharmanagar Division /Kailashahar Division/ Santirbazar Division/ Sabrron Division/Belonia Division/ Mechanical Division, PWD(R&B)/ Capital Complex Division/ Medical College Division, PWD (Buildings)/ NH Division, Agartala.

19-33. The DGM, Corporate & HRD/ Transmission Division, Agartala/ Testing & Communication Division, Agartala / ED-I, Agartala/ ED-II, Bardowali /ED- Capital Complex, Agartala / ED-II, Bardowali/ ED-Jirania/ ED-Mohanpur/ ED-Bishalgarh/ ED-Udaipur/ ED-Santirbazar /ED-Sonamura/ ED-Kumarghat/ ED-Dharmanagar, TSECL for information please.

34. The Sr. Manager, HRD, Corporate Office, TSECL, Tripura, Agartala for information.

35. The Office Superintendent, Establishment Section, Corporate Office, TSECL, Agartala **with a request to circulate the copies amongst different offices of TSECL**

Copy to:

1. The Chief Engineer, PWD (Buildings)/NH.
2. All Superintending Engineers, PWD (R&B)/Buildings.
3. Engineering Officer-I/III, PWD(R&B).
- 4-8. All members of the Training Cell.
9. ITCC, PWD, Netaji Chowmuhani, Agartala for publication in homepage of PWD.
10. Guard File.

FORMAT FOR SUBMISSION OF REPORT ON ENGAGEMENT OF APPRENTICES IN PWD

Office:

Period of reporting:

Sl	Name of Apprentice	Qualification	Reference of engagement	Date of Joining as apprentice	Name of mentor	Office with which engaged	Nature of works entrusted	Nature of works performed in details	Whether leave enjoyed	Overall grading by the reporting officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

N.B : Grading-

A-80% and above; B-70-80%; C-60-70%; D-50-60 %