



POWER DISTRIBUTION TRAINING CENTRE

(Registered under M.P.Society Act 1973)

Regd. Office: Diksha Parisar, Govindpura Bhopal 462023
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No. Dir/PDTC/Apprentice/1046

Bhopal, Dt. 11.10.18

ORDER

Vide this office Notice no. Dir /PDTC /Apprentice /983 – 984 dated: 28.09.2018, Apprentices (Graduate /Technical) were provisionally shortlisted for one year Apprenticeship Training Program as per the provision of Apprenticeship Act – 1961 and amendment thereof.

Consequent upon verification of documents on 08.10.2018 at PDTC Bhopal, following candidates are hereby selected and are directed to report to the office mentioned against their name for availing apprenticeship training for a period of one year *w.e.f.* 16.10.2018. The candidates who have not completed the documentation formalities regarding ACRC forms are directed to submit the same to this office on or before 16.10.2018.

This selection and subsequent deployment for availing one year apprenticeship training is subject to complete submission of all the documents required as per the notice mentioned above.

S N	Name of Candidate	Father's Name	Email Address	Mobile No.	Address	Place for undergoing 1 year Apprenticeship Training
Electrical/Electrical & Electronics (Graduate Apprentice Trainee) Category-UR						
1	Prafull Kumar Mishra	Suresh Prasad Mishra	Prafullmishra4040@gmail.com	9993180370	Vill. Bhamra Tehe. Semriya Rewa (MP)	O&M Circle MPMKVCL Bhopal
2	Chandrakant thote	Haridayal Thote	ckthote@gmail.com	9406949892	Ward No- 33 vivekanand Ward Kalapath Kothi Bazar Betul	O&M Circle MPMKVCL Bhopal
3	Kunal Singh Mourya	Surendra Pal Singh	ksmourya1995@gmail.com	9425458855	3/4 Aadarsh Gandhi Vill Colony Nagda T. Dist. Ujjain (MP)	O&M Circle MPMKVCL Hoshangabad
4	Arpit Vishwakarma	Suresh Vishwakarma	arpit.vishwakarma6@gmail.com	8223861306	E 5/11 B Indra Vihar Colony Lalghati Bhopal	O&M Circle MPMKVCL Bhopal
Electrical/Electrical & Electronics (Graduate Apprentice Trainee) Category-SC						
5	Rushiv Nagle	Gurucharan Nagle	rushiv5555@gmail.com	9977172741	OLD, D-76 Mathardev Colony Sarni	O&M Circle MPMKVCL Bhopal

Civil (Graduate Apprentice Trainee) Category-UR						
6	Shubhang i singh	shubhendr a kumar singh	Shubhangi3 78@gmail.c om	8109658444	B-41, Parashar Colony Chunna Bhatti Bhopal	O/o GM (Civil) under CGM (BR) MPMKVVCL Bhopal
Electrical/Electrical & Electronics (Diploma Apprentice Trainee) Category-UR						
7	Tushar Khare	Shankar Dayal Khare	khare.tushar 11@gmail.c om	8109638317	Plat No.-112 Arawali Parisar Indrapuri Sector -C, Bhopal	City Circle MPMKVVCL Bhopal
8	Alok Singh Yadav	Nawab Singh	aloksingh95 30@gmail.c om	9630471017	2C/120 Saket Nagar Bhopal (MP)	City Circle MPMKVVCL Bhopal
9	Kamlesh Kumar Yadav	Kailash Yadav	kamlesh723 452@gmail. com	8305665378	Rangmahal Bhopal	City Circle MPMKVVCL Bhopal
10	Subodh Dubey	Rakesh Dubey	subhdubey2 6@gmail.co m	8109925170	Vill. Post - Batty New Yard Itarsi Dist. Hoshangabad (MP) 461115	O&M Circle MPMKVVCL Hoshangabad
11	Washeem Ajhar	Safi Ullah Khan	vasimajhar7 86@gmail.c om	7566312146	A/99, Arjhula colony Post. Kudri Dist. Shhadol	City Circle MPMKVVCL Bhopal
12	Umesh Kumar Yadav	Jagdish Prasad Yadav	umeshyada v300797@g mail.com	7725041646	Rangmahal Bhopal	City Circle MPMKVVCL Bhopal
Electrical/Electrical & Electronics (Diploma Apprentice Trainee) Category-OBC						
13	Rajat Sahu	Santosh sahu	-	9074779771	Indra Nagar New Yard Itarsi	O&M Circle MPMKVVCL Bhopal
Civil (Diploma Apprentice Trainee) Category-UR						
14	Ruchi Namdeo	Bharat Namdeo	ruchinambe v1998@gm ail.com	9039017749	Ward No.- 1 Bhutahi Mohalla Budar Dist.- Shahdol	O/o GM (Civil) under CGM (BR) MPMKVVCL Bhopal

The apprentice trainees shall be imparted training in their respective branch. In addition to the terms & conditions mentioned above, following instructions may also be followed by the candidates in field units:

- PDTC will issue Identity Card to each selected Apprentice which may be verified during joining.
- Graduate /Technical Apprentice Trainees shall work according to the normal hours of work of the department in which they are attached for Apprenticeship Training.
- During the Apprentice Training period **12 Casual Leave, 10 Medical Leave and 15 Special Leave** will be granted. Any extra leave taken will be considered as non-paid leaves. Leave may be sanctioned by respective controlling officer /General Manager. Proper leave record shall be maintained at circle level.

- iv. No leaves will be given without prior approval.
- v. **Attendance in the Annexure-II** shall be furnished by the **Manager-HR** of the **respective Office /Circle** every month latest by **2nd day of subsequent month**.
- vi. **If a candidate remains absent without informing for more than 10 days, it will lead to termination from Apprentice training program. Intimation in this regard will be given to Director (PDTC) immediately by the General Manager of the respective place of training.**
- vii. No transfer request will be accepted during the Apprentice training period.
- viii. Record of the work done & the studies undertaken by apprentice trainees shall be maintained & furnished to the Director (PDTC) in **Annexure-III** on quarterly basis on following dates:
- 1st quarter – 5th of July
2nd quarter – 5th of Oct
3rd quarter – 5th of Jan
4th quarter – 5th of April
- ix. The continuance of payment of stipend to an apprentice shall subject to the work and conduct of the apprentice trainee being satisfactory.
- x. **Trainee should not be involved in any type of hazardous work in the field.**

A copy of the terms & conditions for engagement of Apprentices Trainees is enclosed herewith for needful please.


Director
PDTC Bhopal

No. Dir/PDTC/Apprentice/1047

Bhopal, Dt. 11.10.18

Copy to:

1. The Assistant Director Training and Assistant Central Apprenticeship Advisor Board of Apprenticeship Training ATI Campus, VN Purav Marg SION Mumbai – 400022
2. The Chief General Manager (HR & A), O/o the MD (CZ), MPMKVVCL Bhopal.
3. The Director (Finance), O/o the MD (CZ), MPMKVVCL Bhopal.
4. The Chief General Manager (BR /GR) MPMKVVCL, Bhopal /Gwalior.
5. The General Manager (Civil) MPMKVVCL Bhopal.
6. The Secretary PDTCS Bhopal.
7. The Manager-HR, O/o CGM (BR) MPMKVVCL BR - *for necessary information & needful action please. Ensure that training as per the Annexure-I(c) shall be imparted & send the attendance as per **Annexure-II** every month latest by **2nd day of subsequent month**. It is also directed to send the **quarterly progress report** as per **Annexure-III** after the completion of every quarter latest by **5th day of subsequent month**.*
8. The Manager-HR, O/o GM (City /O&M) MPMKVVCL Bhopal - *for necessary information & needful action please. Ensure that training as per the Annexure-I(b) shall be imparted*

& send the attendance as per **Annexure-II** every month latest by **2nd day of subsequent month**. It is also directed to send the **quarterly progress report** as per **Annexure-III** after the completion of every quarter latest by **5th day of subsequent month**.

9. Mr. /Ms. _____ - It is advised to report at PDTC Bhopal **on or before 16.10.2018** for collecting ID Cards and then at respective place of training as mentioned against your name on **16.10.2018** for undergoing one year of apprenticeship training from **16.10.2018 to 15.10.2019**. Strict compliance of the instructions given in the order should be made during the course of training.

Note: Stipend of Apprentice Graduate Trainee Rs. 4984/- per month & Apprentice Diploma Trainee is Rs. 3542/- per month


Jt. Director (Admin)
O/o the Director PDTC Bhopal

Annexure-I (b)

Apprentice Training 1 Year Program for Degree/Diploma in Electrical Engineering

S.No.	Training Details	From To	Duration
01	33 KV line construction, Testing , Commissioning , Operation & Maintenance	16.10.18 to 15.11.18	01 Month
02	11 KV Line & 11/0.4 DRT, LT Line including details Load-Survey of any one DTR	16.11.18 to 15.01.19	02 Month
03	Construction, Testing, Commissioning, Operation of 33/11 KV S/s p) Electrical instrument installed & their functional requirement. q) Various operation & operational instructions in detail. r) Maintenance scheduling. s) Earthing practice & function of earthing. t) Layout & simple line diagram of 33/11 KV S/s	16.01.19 to 15.03.19	02 Month
04	Details working of Distribution Centre including commercial issues.	16.03.19 to 15.06.19	03 Month
05	Detail working of STM Division.	16.06.19 to 15.07.19	01 Month
06	Working of (O & M Division/ Circle including SOP)	16.07.19 to 15.10.19	03 Month

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Annexure-I(b)

12 months Apprentice Training Schedule for Degree and Diploma Civil Engineers

S. No.	Particular of training	Duration	Period
1	Preparation of estimates for Capital works , repair and sanctioning of estimates under various schemes,	16.10.18 to 15.11.18	One Month.
2.	Purchase procedure issue of NIT/Enquiry etc as per rules, executive agreement, Issue of work order to contractor, carrying out work procedure in work contract, passing of running and final bills, technical scrutiny etc.	16.11.18 to 15.01.19	Two Months.
3.	Execution of Civil capital works at site, supervision of work as per drawing, preparation of bill of quantity for new works, preparation of running bills etc.	16.01.19 to 15.05.19	Four Months
4.	Laying and Maintenance of water supply and sanitary lines of colony	16.05.19 to 15.06.19	One month
5.	Execution and supervision of Civil maintenance work of residential and non residential buildings, Roads etc.	16.06.19 to 15.10.19	Four Months.
	Total	12 months	Twelve Months

Annexure-II

NAME OF CIRCLE : _____

ATTENDANCE OF APPRENTICE FOR THE MONTH OF

S.No.	Name of Apprentice Trainee	Graduate/ Technical	Total no. of Days Present	No. of Leaves taken		Stipend Payable
				Type	No. of Days	
1	2	3	4	5	6	7

S.N.	Name of Apprentice Trainee	Date	Present /Absent /Leave (Casual Leave or Medical Leave or Special Leave)

*Attendance verified for payment of stipend indicated in column-7.

MANAGER(HR)
(Seal)

**FROM APPRENTICESHIP – 3
RECORD PAID OF PROGRESS OF APPRENTICE
[TO BE SUBMITTED ONCE IN A QUARTER IN RESPECT OF GRADUATE OR TECHNICIAN
OR TECHNICIAN (VOCATIONAL) APPRENTICES]**

1. Name of Apprentice
2. Registration Number
3. Subject field in Engineering of Technology or Vocational Course.....
4. Under training at.....
5. Area of training during the quarter.....to.....
6. Progress report for quarter.....
 - i. Aptitude for training.....
 - ii. Performance during the quarter.....
 - iii. Shortcomings, if any.....
 - iv. Reaction of trainee to corrective action at (iii) above.....
 - v. Assessment:

Excellent/Above Average/Average/Below Average

Strike out those not applicable)

**Signature of controlling officers/ (CGM/GM)
(Seal)**

Signature of officer/Executive in charge of training (PDTC)

**“Remarks.....
Signature of Manager of the industry /Establishment.”**