No. MSDE-16(1)/2016-AP  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  

New Delhi, Dated 10th Oct 2017

To

1. All Regional Directors of Apprenticeship Training  
2. All State Apprenticeship Advisors  
3. All Assistant Apprenticeship Advisors (through E-mail only)  
4. All Establishments engaging apprentices under the Apprentices Act, 1961 (through E-mail only)

Subject: Registration of Apprenticeship Contracts in offline mode-reg.

Sir/Madam,

A lot of representations/grievances have been received from establishments, government officials, apprentices and candidates in connection with the working of Apprenticeship Portal. The process for setting up of a dedicated helpdesk and technical support team is in progress. Keeping in view the difficulties faced by stakeholders, it is decided to allow the employers to engage apprentices offline, signing of contracts offline and registration of apprenticeship contracts by apprenticeship advisors in offline mode till such time when the support is completely in place. The offline contracts route must be resorted to only for such exceptional cases where the contract registration through portal is not feasible due to any technical reason. The offline contracts thus registered shall be later uploaded through legacy upload process on the portal.

This issues with the approval of DDG(AT).

Yours faithfully

Sathya Shankar B P  
Director (AT)