

## **Exception Edit Facility and steps to correct the details of apprentices for 109 AITT**

1. The establishment will be able to edit and update the fields such as Aadhaar, Mother name, candidate status from fresher/others/result awaited etc to ITI pass, correction of training duration, trade etc.
2. Thereafter, a modified contract will be generated and presented online to the contract approving authority for approval. **This will only be one time opportunity for establishments.** The responsibility for candidate details/data lies with the establishment. No change will be entertained after generation of Hall ticket

### **For Establishment**

1. Establishment can edit **Mother Name, UID, Training Duration, Trade & candidate type** in Apprentice profile. For editing these fields, please refer below path:

**Apprenticeship → Apprentice → Apprentice Exception Profile → Edit**

### **For Contract Approving Authority**

2. Exception edit approval will be completed in 2 steps:
  - a. First Approving authority needs to approve/reject the exception request raised by the Establishment. For approve/reject the exception request, please refer the below path:

**Apprenticeship → Apprentice → Apprentice Exception Profile → Exception Approval**

- b. In case of reject, exception request will be hard deleted from system and incase of Approve, data will be updated in main database and contract will be regenerated as well and then request will go in **pending training list** queue for final approval of Approving authority. Please refer the below path for final approval:

**Apprenticeship → Training → Approval → Pending Training list**