

File No.: AP-17/02/2024-O/o DIR(AT)

E- 65440

Government of India
Ministry of Skill Development and Entrepreneurship
[Apprenticeship Training Division]

New Delhi, 08/01/2026

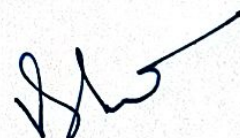
OFFICE MEMORANDUM

Subject: Standardisation of Timelines and Process Flow for Apprenticeship Contract Signing, Advisor Verification and Payroll Creation on the Apprenticeship Portal - Regarding

Inviting reference to the Office Memorandum of even number dated 31st December 2025 (copy enclosed), it is hereby informed that all the timelines and process provisions related to apprenticeship contracts and payroll creation, as mentioned in the enclosed OM, shall be kept on hold and will become effective from **1st April 2026**.

2. Prior to **1st April 2026** existing timelines and process provisions may continue to be in practice.

Enclosure: as stated above.



(V.S. Arvind)

Director (AT)

To

1. All Apprenticeship Advisors
2. All Establishments covered under the Apprentices Act, 1961

Copy to:

1. PS/PPS to JS(AT) - for kind information.
2. CEO, NSDC/ VP (AT), NSDC
3. GM (AT) / GM (IT), NSDC – Please instruct the concerned to (i) upload this note on the portal under 'marquee' and 'official update and notification section'.
4. Guard file 2025

New Delhi, 31/12/2025

OFFICE MEMORANDUM

Subject: Standardisation of Timelines and Process Flow for Apprenticeship Contract Signing, Advisor Verification and Payroll Creation on the Apprenticeship Portal
- Regarding

In order to streamline the processing of apprenticeship contracts and ensure timely verification, approval, and payroll creation, standard timelines, processes and system-enabled controls are hereby prescribed for Candidates, Establishments and Advisors. The detailed timelines and process provisions are enclosed at **Annexure-I**.

2. These provisions shall come into effect w.e.f. 20/01/2026. All stakeholders are required to ensure strict compliance with the timelines and process controls prescribed herein.

Enclosure: as stated above.


(V.S. Arvind)
Director (AT)

To

1. All Apprenticeship Advisors
2. All Establishments covered under the Apprentices Act, 1961

Copy to:

1. PS/PPS to AS(AT) - for kind information.
2. CEO, NSDC/ VP (AT), NSDC
3. GM (AT) / GM (IT), NSDC – Please instruct the concerned to (i) upload this note on the portal under 'marquee' and 'official update and notification section'.
4. Guard file 2025

Timelines and Process Provisions for Apprenticeship Contracts and payroll creation ***

1. Candidate Signing Timelines

- (i) Upon issuance of a contract by the Establishment, the Candidate shall sign the contract within **7 days**
- (ii) If the Candidate does not sign within the stipulated 7 days, the system shall automatically mark the contract as **'Expired' at 12:00 midnight on the 7th day**.

2. Advisor Verification Flow

- (i) Once the Candidate signs within 7 days, the contract shall be routed to the Advisor for registration/verification.
- (ii) The Advisor must verify/register the contract within 30 days from the date of first receipt.
- (iii) The date of receipt is defined as the date when the contract is first received by the Advisor, and the Advisor's action timeline shall commence from this date.

3. Advisor Action Timelines

(i) Advisor Action Windows

- **Window-I (Day 1 to Day 15):** During these 15 days, the Advisor may **Approve / Reject / Send Back for correction**.
- **Window-II (Day 16 to Day 30):** In case the contract is sent back for correction, the Advisor shall have a second window of the next 15 days (Day 16 to Day 30) to act on the resubmitted contract.

(ii) Limits on "Send Back" and Multiple Actions

- The Advisor may send back the contract any number of times during both windows.
- However, **from Day 24 onwards**, the "Send Back" option shall be disabled. Between **Day 24 and Day 30**, the Advisor shall only **Approve or Reject** the contract.

4. Establishment Timelines

- (i) Establishments may respond to "Sent Back" contracts **up to the 24th day of the Advisor's 30-day action window**.
- (ii) No Establishment action shall be allowed from **Day 25 to Day 30**.
- (iii) Once corrections are made, the Establishment shall re-submit the contract to the Advisor for verification.

5. Status on the 31st Day

On completion of the 30-day action window, the portal shall take the following actions:

Sl. No.	Contract Status on 31st Day	System Action
1	Contract pending in Establishment login	Portal shall Auto-Reject
2	Contract pending in Advisor login	Portal shall Auto-Approve

6. Payroll Control

- (i) Payroll creation shall be permitted only for contracts that are **approved / verified by the Advisor or auto-approved / auto-verified by the system.**
- (ii) For contracts converting from TEMP to CN on or after **01-01-2026**, payroll creation shall not be available unless the contract is approved / verified or auto-approved / auto-verified.
- (iii) Payroll creation shall **not** be permitted for contracts that are:
 - Pending for Advisor verification / approval; or
 - Sent back to the Establishment for correction; or
 - Rejected by the Advisor.
- (iv) Creation of **future-period payroll** shall be restricted. Establishments may create payroll for the **current month and past/backlog months only.**
