

File No.DGT-36/1/2021-AP  
(E-38255)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
(Apprenticeship Training Division)

New Delhi, 23-04-2026

To

1. All Regional Central Apprenticeship Advisers
2. State Apprenticeship Advisers
3. Joint Apprenticeship Advisers

**Subject: Enabling of Portal Features relating to Apprenticeship Engagement Cap of 18% and Minimum Gap between Apprenticeship Trainings - regarding.**

Sir/Madam,

I am directed to invite reference to Rule 7B(4) of the Apprenticeship Rules, 1992, which provides that in any month the number of apprentices engaged in an establishment shall not be less than 2% and shall not exceed 18% of the total strength of the establishment, subject to fulfillment of apprentice-months corresponding to the minimum annual obligation of 2.5%. In this regard, it is informed that the portal functionality has been enabled to allow establishments to engage apprentices up to a maximum of 18% of their total workforce strength.

2. Further, vide Gazette Notification G.S.R. 610(E) dated 03.09.2025, published on 11.09.2025, provisions relating to the minimum gap between trainings have been introduced through Rule 7D of the Apprenticeship Rules, 1992. Accordingly, to facilitate processing of cases involving termination of apprenticeship training in accordance with the said provisions, a guidance document on termination is enclosed herewith. It is also informed that the portal functionality has been updated accordingly.

Yours sincerely,

Enclosure: as stated above



(V.S. Arvind)  
Director (AT)

Copy to:

1. PS to Additional Secretary (AT), MSDE- For kind information.
2. CEO, NSDC, New Delhi
3. GM(AT)/ GM(IT), NSDC, New Delhi – For information and request to make this letter be made available on the public domain i.e. <https://www.apprenticeshipindia.gov.in/>.
4. Guard File 2026.

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# GUIDELINES FOR TERMINATION OF APPRENTICESHIP CONTRACT

# **GUIDELINES FOR TERMINATION OF APPRENTICESHIP CONTRACT**

## Guidelines for termination of apprenticeship contract

### 1. Introduction

1.1. Termination of an apprenticeship contract is a critical administrative process that must be handled with fairness, transparency, and adherence to the provisions of the Apprentices Act and associated rules. It signifies the formal conclusion of the training engagement between the apprentice and the establishment, whether by mutual consent, completion of training, or for specific justified reasons. The objective of these guidelines is to ensure that the process of termination is uniform, well-documented, and compliant, while safeguarding the interests of both the apprentice and the employer while maintaining compliance with the statutory provisions.

1.2. Termination of an apprenticeship contract marks the formal closure of the training engagement between the apprentice and the establishment. As provided under *Section 7 of the Apprentices Act, 1961*, such termination may occur upon completion of the training period or on valid grounds, as determined by the Apprenticeship Adviser, in cases where either party fails to adhere to the terms of the contract.

1.3. Under the Apprentices Act, 1961 (Section 7 (2) to (3)), it is stated that 'before the completion of the apprenticeship training, either the employer or the apprentice may request termination of an apprenticeship contract by applying to the Apprenticeship Adviser and simultaneously sending a copy of the request to the other party. After considering any objections from the other party, the Adviser may approve or deny the termination if satisfied that one or both parties failed to comply with the contract's terms. The process begins once an application is filed with the Apprenticeship Adviser and a copy sent to the other party; the adviser then proceeds to adjudicate the case.

1.4. When an apprenticeship termination request is raised—whether by the apprentice or the establishment—the Apprenticeship Adviser plays a central statutory role under Section 7 of the Apprentices Act, 1961. The Adviser ensures that the termination request is valid, justified, and compliant with all procedural and contractual obligations. In essence, the Apprenticeship Adviser functions as a neutral adjudicator, ensuring terminations are justified, procedurally sound, and protect the rights of both apprentices and employers while upholding the Apprentices Act's training objectives.

1.5. However, the Act does not prescribe a specific number of days' notice that must be given before making such a request nor it specifies the number of days within which the contract termination process to be completed. Further, with the introduction of new apprenticeship rules 7D on 'Minimum gap between trainings', there is need to define the process of termination.

### 2. Types of termination:

2.1. With reference to sub-section (1) to (3) of Section (7) of the Apprentices Act, 1961, termination of apprenticeship contract can be broadly categorized as below:

**A) Termination upon Expiry of Term** that falls under sub-section (1), where an apprenticeship contract terminates automatically on the completion of the training period. This can also be termed as "Completion of Apprenticeship Training".

**B) Premature termination** that falls under fall under sub-section (2) and (3), whereby, an apprenticeship contract is terminated by an advisor basis an application received for the same from the employer or apprentice or institution (in case of degree apprenticeship/ AEDP). This can be further classified as (i) termination request with mutual consent, and (ii) unilateral/ non-mutual termination request which can be either voluntary or involuntary.

**(i) Mutual Termination:** When both employer and apprentice mutually agree to conclude the contract before its scheduled end date. Common Grounds may include mismatch of expectations, language or adaptability issues, personal or health reasons, etc.

**(ii) Unilateral / Non-mutual Termination:** Termination of this kind can be classified as (i) voluntary termination and (ii) involuntary termination

**(a) Voluntary termination:** When the apprentice chooses to discontinue training before the completion of the agreed period for personal, educational, or health-related reasons. Typical grounds may include withdrawal for higher education, relocation, or family constraints, etc.

**(b) Involuntary termination:** Involuntary termination may be arising due to apprentices' or employer default.

- (i) Due to apprentice's default: The employer may seek to end the contract due to the apprentice's failure to meet obligations or maintain discipline. Typical grounds may include misconduct, prolonged absenteeism, breach of contract terms, or repeated poor performance, etc.
- (ii) Due to employer's Default: When the employer fails to fulfil contractual obligations, such as non-payment of stipend, inadequate training, or unsafe conditions, etc. the apprentice may seek termination of the apprenticeship contract. Typical grounds may include non-payment of stipend, suspension of training, absence of qualified trainer, or closure of establishment, etc.

**C) The table below summarizes the types of terminations:**

**Table 1**

Type of Termination	Initiated By	Typical Reason / Circumstance	Adviser's Approval Required
Mutual consent	Employer or Apprentice or Institution	Joint agreement to discontinue	✓
Voluntary	Apprentice or Institution	Personal, educational, or health reasons	✓
Involuntary	Employer	Misconduct, absenteeism, breach	✓
Involuntary Employer's Default	Apprentice or Institution	Failure of employer to meet obligations	✓

### 3. Effective termination date:

3.1. Effective termination date is the date which will free both the employer and apprentices of the obligations stated under the apprentices Act, 1961 and Rules thereunder.

3.2. The effective termination date for the various termination types is as follows:

**Table 2**

Termination type	Training end date
Termination upon Expiry of Term	Training end date of the apprenticeship contract.
Premature termination	This will be the date specified in the termination request. However, no backdating of termination date will be entertained as it may interfere with Government schemes like National Apprenticeship Promotion Scheme (NAPS).

3.3. Effective termination date will determine the 'gap between trainings' notified vide gazette notification dated 11-09-2025. Further, this will be the date that will be accounted for all purposes under the Act.

#### 4. Termination request:

4.1. The Act does not prescribe a specific number of days' notice that must be given before making such a request nor the governing factors.

4.2. It is, therefore, to streamline termination, factors like duration of training, nature of work/ sector, work flow disruption, whether the apprentice is in the initial stage of training will be required to be considered for determining the termination request period. Accordingly,

- a) A termination request can be raised only in advance through the portal.
- b) The 'date' of termination can be between T+14 days and T + 28 days. This will be the 'effective termination date' for all records/ purpose. 'T' is the date on which a termination request is raised.
- c) Portal will not accept any request, if 'termination date' is not specified.
- d) **no termination request can be raised, if the remaining training period is less than or equal to 45 days.**

4.3. For the termination request raised, portal will generate a termination registration number.

#### 5. Process time for advisor:

5.1. For processing the termination request, basis the 'ground of termination' (refer Annexure-A) and objection, if any from the other party(s), an Adviser may need time to seek clarification and make visit to establishment, if required etc.

5.2. Accordingly, the Adviser will be given 15–30 days from the date of submission of termination request to process a termination request.

5.3. Inviting reference to Section 7(3) of the Act, the adviser will terminate the contract, if he is satisfied that:

- a) the parties to the contract or any of them have or has failed to carry out the terms and conditions of the contract or
- b) it is desirable in the interest of the parties or
- c) it is desirable any one of them to terminate.

#### 6. Termination of apprenticeship contract

6.1. The Apprentices (Amendment) Act, 2014 streamlined the process of administering of apprenticeship program across the country through centralized digital platform. Accordingly, all apprenticeship activities including contract termination be conducted exclusively through the official Apprenticeship Training Portal <https://www.apprenticeshipindia.gov.in>. The digital record maintained thereon shall be treated as the **official and final record** of contract cessation.

6.2. Citing reference to Section 7(3) of the Act, after considering the contents of the termination application request and the objections if any, the apprenticeship adviser may by order terminate the contract. The termination order will be issued through the portal. Model termination order is at 'Annexure-B'.

6.3. The date of issue of termination order will be the approval date of termination.

6.4. For every request of termination received, the number of days taken to complete the process will be calculated by the portal to grade the performance of the Adviser as below:

- a) within ≤15 days : Good
- b) within 16–30 days: Satisfactory
- c) >30 days: Sub-optimal. This will require escalation / review by Central Apprenticeship Advisor or State Apprenticeship Advisor as the case may be.

6.5. Once the termination order is issued, the administrative process of termination concludes. It is reiterated that the training end date of all terminated contracts will be 'effective termination date' and not the approval date.

**Exemption:** At the time of issue of this guideline, the portal is not capturing the 'effective termination date'. It is, therefore, till the functionality is implemented on the portal, the effective termination date will be the approval date. A separate order in this regard will be issued subsequently.

6.5. Applicability of approval verses termination types:

**Table-3**

Termination type (specified in paragraph 2)	Administrative process	Date of approval
(1)	(2)	(3)
Termination upon Expiry of Term	Not applicable. No termination order issued.	Not applicable.
Premature termination	Termination order issued through the portal.	Date of issue of termination order.

## 7. Termination process:

7.1. **Termination upon 'Expiry of Term':** There will be no role of advisor. This would be an automatic process.

7.1.1. Portal would mark such terminations as "Training period completed" on the training end date provided the apprentice has a minimum of 80% of attendance during the training period.

7.1.2. If the apprentice has less than 80% attendance, on completion of the training end date, the portal will mark this contract as 'Incomplete due to Attendance Shortfall'.

7.1.3. On successful in the trade test / assessment, the status will be made as 'Apprenticeship successfully completed'.

7.1.4. For apprenticeship contracts having extended period of training, the end date will be as per the last extension and for trainings where break is permitted under Rule 3A, the end date shall be as mentioned in the contract. On successful in the trade test / assessment, the status will be made as 'Apprenticeship successfully completed'.

## 7.2. 'Premature' termination:

### 7.2.1 Mutual Consent:

- a) When termination is through mutual consent between all the parties (apprentice, employer and Institution (in case of Degree apprenticeship/ AEDP)), the process will be supported by proof to ensure it is legitimate and transparent. This include uploading the following on the portal:
  - (i) Information as per the proforma for termination of apprenticeship contract (Annexure-C)
  - (ii) Date of effective termination
  - (iii) Declaration of mutual consent
  - (iv) Supporting documents (if available)

- b) The termination request can be raised by any one of the parties on the portal from their login.
- c) The portal will then initiate an automated verification process through Electronic Verification Code (EVC)/ One-time password (OTP) verification/ Aadhaar based e-sign/ internal reference number.
- d) On authentication, the portal will allow submission of the request
- e) The portal will then automatically send the termination request to (i) the adviser and (ii) other party(s) of the contract as applicable which can be viewed in their respective login.
  
- f) The other party(s) will have to initiate an automated verification process through Electronic Verification Code (EVC)/ One-time password (OTP) verification/ Aadhaar based e-sign/ internal reference number from their respective login. The authentication process will thus confirm their mutual consent.
  
- g) The portal then automatically terminates the apprenticeship contract. The termination status will be marked as '**digitally terminated**' by the portal. However, the portal will be generating a list of such 'digitally terminated' apprenticeship contracts for verification by the concerned advisor. The advisor will verify for any deviation in the process and document uploaded and report for further action. If any deviation by the applicant/ employer is noticed, it will be treated as a violation and action taken as per available provisions.
  
- h) If any one or all the other parties have not responded within T+6 days, the portal will treat as 'No Objection' from other party(s) and forward it to the adviser to process the termination instead of automatically terminated as stated above. The adviser may, then terminate the contract after due verification and satisfaction of the termination request. The portal will mark this as '**Terminated by adviser**'. The process time for advisor will be governed as stated in section 5 of the guidelines.

#### 7.2.2 Unilateral termination request:

- a) For unilateral termination request raised by an employer or apprentice or institution (in case of degree apprenticeship/ AEDP), the process will be supported by proof to ensure it is legitimate and transparent. This include uploading the following on the portal:
  - (i) Information as per the proforma for termination of apprenticeship contract (Annexure-C)
  - (ii) Date of effective termination
  - (iii) Declaration
  - (iv) Supporting documents (as applicable/ if available)
  
- b) The termination request can be raised by any one of the parties on the portal from their login.
  
- c) The portal will then initiate an automated verification process through Electronic Verification Code (EVC)/ One-time password (OTP) verification/ Aadhaar based e-sign/ internal reference number.
  
- d) On authentication, the portal will allow submission of the request The portal will then automatically send the termination request to (i) the adviser and (ii) other party(s) of the contract as applicable which can be viewed in their respective login.
  
- e) The other party(s) may either provide a consent (no objection) or raise an objection with support documents if required. For this activity, the portal will initiate an automated verification process through Electronic Verification Code (EVC)/ One-time password (OTP) verification/ Aadhaar based e-sign/ internal reference number and seek authentication. Post to this portal will forward the request to the adviser.

- f) If any one or all the other parties have not responded within T+6 days, the portal will treat as 'No Objection' from other party(s) and forward it to the adviser to process the termination instead of automatically terminated as stated above.
- g) The adviser may, then terminate the contract after due verification and satisfaction of the termination request. The portal will mark this as '**Terminated by adviser**'. The process time for adviser will be governed as stated in section 5 of the guidelines.
- h) Failure to take action by an advisor within T + 30 Days, the portal closes the case as '**Auto Terminated**'. The portal will be populating the list of such 'Auto Terminated' contracts in the portal login of the Central Apprenticeship Advisor or the State Apprenticeship Advisor as the case may be for further action.

**7.2.3. Termination initiated beyond the effective date / Backdating of termination date.**

- a) Portal will not allow such cases directly from any of the parties.
- b) Any such application will be required to be submitted to the adviser through email or post.
- c) Adviser login will have facility to upload such applications. Portal will generate the termination registration number.
- d) Adviser will assess the merit of such applications and further process and terminate the contract on a back date. The back date cannot be more than 15 days from the date of generation of termination registration number.
- e) Adviser not to process backdating of termination date for contracts enjoying the benefits of Government funding scheme namely National Apprenticeship Promotion Scheme (NAPS). Adviser citing reference to this guideline to record the decision on the portal.

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## Annexure-A

## Supporting documents for each common ground for termination.

Ground for Termination	Typical Supporting Document(s) Required (One or more)	Number of supporting document (s) required
1. Completion of training prior to due date by mutual consent	<ul style="list-style-type: none"> <li>• Joint consent letter signed by apprentice and employer duly signed.</li> </ul>	Required
2. Long absence of apprentice/ Absconding	<ul style="list-style-type: none"> <li>• Attendance register / biometric records</li> <li>• Correspondence or notices sent to apprentice regarding absence</li> <li>• Statement from supervisor / HR confirming non-reporting</li> </ul>	Atleast one
3. Misconduct / indiscipline / menace	<ul style="list-style-type: none"> <li>• Written explanation / charge sheet issued to apprentice</li> <li>• Inquiry report or incident record</li> <li>• Witness statements (if any)</li> <li>• Copy of show-cause notice and response (if obtained)</li> </ul>	As required
4. Failure on part of apprentice to carry out contract terms	<ul style="list-style-type: none"> <li>• Record of repeated warnings or counselling</li> <li>• Written explanation from apprentice</li> <li>• Written evidence of default (e.g., refusal to attend training, safety violations)</li> <li>• Statement from supervisor / HR/ training officer</li> </ul>	As required
5. Apprentice entered into another contract with another employer/ Duplicate contract	<ul style="list-style-type: none"> <li>• Copy or screenshot of new apprenticeship contract from portal</li> <li>• Written communication from new employer (if available)</li> <li>• Apprentice's confirmation / Written explanation/ email acknowledgement</li> </ul>	Atleast one
6. Health / personal reasons/ Medical emergency	<ul style="list-style-type: none"> <li>• Medical certificate from registered practitioner</li> <li>• Apprentice's written request for termination citing health/personal reasons</li> </ul>	At
7. Language barrier	<ul style="list-style-type: none"> <li>• Apprentice's written request citing communication issue</li> <li>• Joint note by employer and apprentice indicating difficulty in understanding training language</li> <li>• Employer/ supervisor/ HR / training officer report confirming communication issue</li> </ul>	Atleast one.
8. High cost of living	<ul style="list-style-type: none"> <li>• Apprentice's written request citing hardship</li> <li>• Employer/ HR note (if applicable) confirming issue discussed</li> </ul>	Atleast one
9. Transport difficulty/ Establishment location far from residence	<ul style="list-style-type: none"> <li>• Apprentice's written request citing commuting issue</li> <li>• Supporting statement from establishment / attendance pattern showing irregularity due to distance</li> </ul>	Atleast one
10. Academic withdrawal (Degree Apprenticeship)	<ul style="list-style-type: none"> <li>• College letter confirming withdrawal / semester discontinuation</li> <li>• Copy of university communication / withdrawal approval</li> <li>• Apprentice's written request</li> </ul>	Atleast one
11. Career change / employment (within same company)	<ul style="list-style-type: none"> <li>• Apprentice's written resignation letter citing new opportunity</li> <li>• Copy of joining letter (if available)</li> <li>• Joint consent letter (preferable)</li> </ul>	Atleast one
12. Career change / employment (in other company)		
13. Relocation challenge	<ul style="list-style-type: none"> <li>• Apprentice's written request indicating family relocation / transfer</li> </ul>	Atleast one

Ground for Termination	Typical Supporting Document(s) Required (One or more)	Number of supporting document (s) required
	<ul style="list-style-type: none"> <li>Any proof of address change or parental transfer letter</li> </ul>	
14. Long hours of work / overtime	<ul style="list-style-type: none"> <li>Apprentice's complaint or correspondence</li> <li>Establishment's training schedule / duty roster</li> <li>Adviser's observation (if inspected)</li> </ul>	At least one
15. Non-payment of stipend	<ul style="list-style-type: none"> <li>Apprentice's written grievance / record of non-payment</li> <li>Stipend payment register / bank statement</li> <li>HR confirmation of delay</li> <li>Adviser's observation (if inspected)</li> </ul>	As required
16. Late stipend payment	<ul style="list-style-type: none"> <li>Bank transaction proof showing delayed credit</li> <li>Written clarification from employer</li> <li>Adviser's observation (if inspected)</li> </ul>	As required
17. Unsatisfactory training facilities / failure to maintain training conditions	<ul style="list-style-type: none"> <li>Apprentice's written complaint</li> <li>Institute inspection report or feedback record (for degree apprentices')</li> <li>Photographic / evidence note (if available)</li> <li>Adviser's observation (if inspected)</li> </ul>	As required
18. Leave/ holiday not granted	<ol style="list-style-type: none"> <li>Apprentice's Written Representation</li> <li>Attendance Register / Biometric Record</li> <li>Communication from Establishment (if any)</li> <li>Adviser's observation</li> </ol>	As required
19. Transfer / closure of establishment	<ul style="list-style-type: none"> <li>Establishment letter / order of transfer or closure</li> <li>Copy of notice to apprentices</li> <li>Institute / Adviser inspection report or feedback record</li> <li>Adviser's note on redeployment or termination</li> </ul>	As required
20. Higher studies/ education	<ul style="list-style-type: none"> <li>Apprentice's written resignation letter citing the same reason</li> <li>Copy of related letter (if available)</li> </ul>	
21. Any other (please specify)	<ul style="list-style-type: none"> <li>Specific documents depending on stated reason (e.g., family emergency, natural calamity, candidate not interested to join, vacancy qualification mismatch etc.)</li> <li>Written justification and evidence relevant to cause</li> </ul>	As required

## Termination Order

(As per Section 7 of the Apprentices Act, 1961 and Apprenticeship Rules)

Basis the termination request received *vide* (Termination regn number) dated \_\_\_\_\_ on the apprenticeship portal \_\_\_\_\_ and further with reference to Section 7 of the Apprentices Act, 1961, the apprenticeship contract, registered under Contract Registration No. CN \_\_\_\_\_, commenced on \_\_\_\_\_ as per the portal, with the scheduled end date being \_\_\_\_\_ is hereby terminated effective from \_\_\_\_\_.

2) The actual training period completed by the apprentice till the date of termination is \_\_\_\_\_ years, \_\_\_\_\_ months, and \_\_\_\_\_ days.

3) The apprenticeship Adviser on careful examination of the termination application, hereby orders as below (Select the appropriate):

- No compensation is payable by any of the parties.
- Employer to pay a compensation of Rs. \_\_\_\_\_ to apprentice as per para I (6) of Schedule V of the Apprenticeship Rules, 1992 in accordance with Rule 8 of the Apprenticeship Rules, 1992
- Period of apprenticeship training already undergone by the apprentice to be included in the period of apprenticeship training to be undertaken with the new employer.
- Apprentice to pay a compensation of Rs. \_\_\_\_\_ to employer as per para II (5) of Schedule V of the Apprenticeship Rules, 1992 in accordance with Rule 8 of the Apprenticeship Rules, 1992
- Any other \_\_\_\_\_

To

1. Name of Establishment

Establishment Registration No. (as per Portal)

Address

2. Name of Apprentice

Apprenticeship Registration No. (A Code)

Trade

2. Name of Institution

Apprenticeship Registration No. (A Code)

Trade

### For Office Use

Signature of the Apprenticeship Adviser:

Approval Date / Portal Reference No.

#### Note:

All termination actions shall be processed **only through the Apprenticeship Training Portal** ([www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in)), and the digital record maintained thereon shall be treated as the **official and final record** of contract cessation.

**Annexure-C****Proforma for Termination of Apprenticeship Contract under the Apprentices Act, 1961****(Applicable for Mutual and Non-Mutual/ unilateral Termination Cases)****1. Basic Details**

<b>Particulars</b>	<b>Details</b>
1. Name of Apprentice	
2. Apprentice Code (A Code)	
3. Contract Reg No. (CN ...)	
4. Trade Name	
5. Type of Apprenticeship	<input type="checkbox"/> Trade <input type="checkbox"/> Optional Trade <input type="checkbox"/> Graduate / Technician (Degree)
6. Training Start Date	
7. Training End Date	
8. Name of Establishment	
9. Establishment (E Code)	
10. Name of Institute / College (if applicable)	
11. Proposed Effective Date of Termination	(Refer to section 4.2. (b) of the guideline)

**2. Nature of Termination** *(Tick whichever is applicable)*

- Mutual Termination - consent between all the parties (apprentice, employer and Institution (in case of Degree apprenticeship/ AEDP))
- Unilateral / Non-Mutual Termination (initiated by either employer or apprentice or Institution (in case of Degree apprenticeship/ AEDP))

**3. Reason(s) for Termination**

<b>Common Grounds (tick or specify)</b>	<b>Remarks / Supporting Details</b>
<input type="checkbox"/> Completion of training prior to due date by mutual consent	
<input type="checkbox"/> Health / personal reasons / medical emergency	
<input type="checkbox"/> Language barrier	
<input type="checkbox"/> High cost of living	
<input type="checkbox"/> Transport difficulty/ Establishment location far from residence	
<input type="checkbox"/> Career change / employment (within same company)	
<input type="checkbox"/> Career change / employment (in other company)	
<input type="checkbox"/> Relocation challenge	
<input type="checkbox"/> Long absence of apprentice / Absconding	
<input type="checkbox"/> Misconduct / indiscipline/ menace	
<input type="checkbox"/> Failure on the part of the apprentices to carry out the terms of contract	
<input type="checkbox"/> Apprentice entered into another contract with another employer / duplicate contract	
<input type="checkbox"/> Academic withdrawal (for degree apprenticeship)	
<input type="checkbox"/> Long hours of work/ over time	
<input type="checkbox"/> Non-payment of stipend	
<input type="checkbox"/> Late stipend payment	
<input type="checkbox"/> Unsatisfactory training facilities	
<input type="checkbox"/> Leave / holidays not permitted	
<input type="checkbox"/> Transfer / closure of establishment	
<input type="checkbox"/> Higher studies/ education	
<input type="checkbox"/> Any other (please specify) (e.g., family emergency, natural calamity, candidate not interested to join, vacancy qualification mismatch etc.)	

**4. Declaration**

\*Note: Strike-off whichever is not applicable

**(A) In case of Mutual Termination\***

**Initiated by:**  Employer  Apprentice  Institute (for degree apprenticeship only)

We, hereby declare that this contract is being terminated with mutual consent.

Party	Name	Signature	Date
Apprentice			
Employer / Authorized Signatory			
Institute / College (if applicable)			

**(B) In case of Unilateral/ Non-Mutual Termination\***

**Initiated by:**  Employer  Apprentice  Institute (for degree apprenticeship only)

I hereby request termination of the apprenticeship contract on the grounds mentioned above.

Supporting documents are uploaded (Applicant may refer to Annexure-A of the guideline)

Party	Name	Signature	Date
Apprentice			
Employer / Authorized Signatory			
Institute / College (if applicable)			

**5. Checklist of Enclosures (as per guidelines)**

- Copy of apprenticeship contract
- Attendance / stipend records
- Consent / correspondence (mutual or otherwise)
- College endorsement (for degree apprenticeships)
- Justification for delay (if termination initiated beyond effective date)<sup>1)</sup>

<sup>1)</sup>Portal will not allow such cases. Such application will be submitted to the adviser through email or post. On receipt of such application, adviser will process. Adviser login will have facility to upload such applications and record the decision taken.

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