

**File No.DGT-36/1/2021-AP
(E-38255)**

Government of India
Ministry of Skill Development and Entrepreneurship
(Apprenticeship Training Division)

New Delhi, 13-07-2026

To

All Regional Central Apprenticeship Advisers /State Apprenticeship Advisers/Joint Apprenticeship Advisers

Subject: "One-Time Window for Submission of Backdated Termination Requests through Zoho Ticketing Support" – Reg.

Sir/Madam,

With reference to the backdated termination requests received from various users through Zoho Ticketing Support. It has been decided that a one-time submission window of one month, from 1st August 2026 to 31st August 2026, for all users will be provided to submit details of contracts requiring backdated termination.

2. All requests must be raised through Zoho Ticketing Support under the subject line: "Backdated Termination Request". The details must be submitted strictly in the format given below:

S. No.	Apprentice 'A' Code	Apprentice Contract Code	Current status of contract	Training start date	Training End date	Date of termination	Reason for termination

Important Guidelines (Mandatory Compliance)

- Any contract that was completed on or before 01 May 2026 will not be considered for backdated termination.
- Termination requests may be raised only for contracts that were active as on 15 May 2026.
- After termination of a contract, a mandatory gap of 90 days shall apply for male candidates before joining any new training program, as per the applicable Gazette Notification G.S.R. 610(E) dated 3rd September 2025, published on 11th September 2025.
- Requests will be processed only if prior approval of the concerned Advisor has already been obtained.
- Requests not submitted in the prescribed format will be rejected, and no fresh ticket or revised submission will be entertained thereafter.
- No further extension will be provided.

3. All stakeholders are requested to ensure strict adherence to the above instructions and submit eligible cases within the stipulated timeline.

Yours sincerely,



(V.S. Arvind)
Director (AT)

Copy to:

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