

No.....

Date.....

From:

.....(Name of the Institute)
(Name of the Central Organisation)
(Address)
 (Batch No)..... of.....(Year)
 Fromto.....(Course duration)

To

The Director of Employment / Dy.Director of Employment

Sub : Admission Report in respect of Trainees under the Scheme for Skill Development for Registered Job-Seekers.

Sir,

Following candidates as certified by the Employment Officers of different Employment Exchanges under the Scheme for Skill Development for Registered Job-Seekers have been selected and admitted to this Institute / Organisation in the course(s) as specified below.

Trade Name:
 Course Name:
 Course Fees (as reported to this Directorate):

Trade Code:
 Course Code:
 Institute Code:

Sl. No.	Name and address of the candidates	Registration No. with NCO.	Qualification	SEX	Category (SC/ST/OBC/PH)	Religion	Date of admission	Amount paid by the candidate at the time of admission	Mode of Payment	Amount remaining	Remarks
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I certify that the information furnished above is true to the best of my knowledge.

Copy forwarded to the Dy Director of Employment(district) for information and necessary action

Yours faithfully,

Signature of the Head of the Institute

**Countersigned

(Signature of the Head of the Organisation with seal.)

** Applicable only to the branch / franchised unit of an Organisation. The branch / franchised unit is required to submit the Admission Report to its Head Office with a copy to the Dy Director of the district. The Head Office will forward the same to the Directorate after authentication.

Annexure-II

No.....

Date.....

From:

.....(Name of the Institute)
(Name of the Central Organisation)
(Address)
 (Batch No)..... of.....(Year)
 Fromto.....(Course duration)

To

The Director of Employment / Dy.Director of Employment

Sub : Claim for the financial Assistance under the ‘Scheme for Skill Development for Registered Job-Seekers.’

Sir,

We submit herewith our claim for the financial Assistance being the remaining portion of the course fees under the ‘Scheme for Skill Development for Registered Job-Seekers’ in respect of the trainees who have completed at least two weeks of their training in our institute(s): An undertaking as prescribed in Annexure-III is enclosed herewith. The SD-1 Forms as collected from the candidates are duly signed and enclosed as well.

Trade Name:
 Course Name:
 Course Fees (as reported to this Directorate):

Trade Code:
 Course Code:
 Institute Code:

Sl. No.	Name and address of the candidates	Registration No. with NCO.	SEX	Category (SC/ST/OBC/PH)	Date of admission	No. of days in which classes are held	Attendance of the candidates during period.	Amount claimed	Remarks
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I certify that

1. the information furnished above is true to the best of my knowledge and belief.
2. the claim is being made in accordance with the information furnished in the Admission Report as submitted earlier in Annexure-I
3. there is no deviation in course fees as were declared to the Directorate of Employment earlier.
4. this claim has not been made earlier.

Encl: As stated:

Yours faithfully,

Signature of the Head of the Institute /
 Organisation with designation & office seal