

FORMAT FOR CLAIMING COURSE FEES BY TRAINING PARTNER

General Details of Training Partner:

Name of Scheme Enrolled (Select Any One)	1) Scheme for Financial Assistance to States/UTs for Skill Development in ESDM Sector (Scheme-1) 2) Skill Development in ESDM for Digital India (Scheme 2)
Name of Training Partner (TP)	
Training Partner Id	
Name of State	
Name of KIA	
Name of Course	
Course Code	
Course Level	
Course Fees	
Batch ID	
Batch Start Date	
Batch End Date	
Batch Size	
Number of students appeared	
Number of students passed	
Exam Date	
Result Date	
PAN no.	
Service Tax Registration no.	
Bank Details of TP	a) Name of Bank: b) Branch Name: c) Account number: d) Account Type-Saving/Current: e) IFSC Code: f) MICR Code:

General Details of Students:

No.	Student Name	Category	Aadhaar No.	Result		Placement	
				Pass / fail	Claim(Rs.)	Placed for 2 months	Claim (Rs.)
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28							
29							
30							
Total				Total pass	Total Claim (Rs.)	Total placed (Rs.)	Total Claim (Rs.)

1. Certified that the above data/information matches with the details/data available on ESDM Portal.
2. All the points mentioned in the check list enclosed as Annexure –A have been complied with.

Authorized Signatory

Date :

Name _____
 Designation _____
 Office Seal _____

Check list for submission of Invoice with supporting documents by training partners(TPs) for Reimbursement/Payment of Course fee to training Partner(TPs).

1. Whether covering letter on Official letter head of Training Partner.
2. Whether Invoice Addressed to PMU at the below indicated address.

Principal Consultant,
ESDM-PMU,NIELIT
C/O Joint Director (Electronics),
National Institute of Electronics and Information Technology
ELECTRONICS NIKETAN
6,CGO COMPLEX , LODI ROAD
NEW DELHI-110003.

3. Whether Invoice having Reference Number
4. Whether Invoice having date
5. Whether invoice indicates description of Work (for which invoice is generated)
6. Whether invoice indicates total amount of invoice.
7. Whether Signature and Stamp of authorized signatory on each page has been done.
8. Whether First page mentions total number of pages submitted duly signed and stamped.
9. Whether claim in prescribed format with supporting documents duly signed & stamped is attached.
10. Whether copy of attendance sheet in the class room/practical etc. duly signed is attached.
11. Whether (i) copy of caste/income certificate w.r.t SC/ST/EWS candidates and (ii) copy of pass certificate of student(s) duly attested is attached in case this claim is for payment of first installment of 50%.
12. Whether (i) copy of paid invoice of first installment of 50%, if applicable. (ii) Self employment Certificate/Offer letter of appointment (iii) copy of income certificate/salary slip for (ii) above (iv) copy of bank account statement (mandatory for salaried employment) showing transactions for two months.
13. Whether copy of (i) PAN card duly attested and (ii) copy of blank cheque enclosed.

(Applicable for first time payment only)

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FORMAT FOR CLAIMING REGISTRATION-CUM-CERTIFICATION FEES BY KEY IMPLEMENTING AGENCY (KIA)

(In respect of students enrolled on or before 31st March 2015)

General Details of Key Implementing Agency:

Name of Scheme Enrolled	1) Scheme for Financial Assistance to States/Uts for Skill Development in ESDM Sector (Scheme-1)
Name of KIA	
Name of State	
Name of Training Partner (TP)	
Training Partner Id	
Name of Course	
Course Code	
Course Level	
Registration-cum-Certification Fees	
Batch ID	
Batch Start Date	
Batch End Date	
Batch Size	
Number of students appeared	
Exam Date	
Result Date	
PAN no.	
Service Tax Registration no.	
Bank Details of KIA	a) Name of Bank: b) Branch Name: c) Account number: d) Account Type-Saving/Current: e) IFSC Code: f) MICR Code:

General Details of Students:

No.	Student Name	Category	Aadhaar No.	Result	
				Pass / fail	Claim(Rs.)
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24					
25					
26					
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28					
29					
30					
Total				Total pass	Total Claim (Rs.)

1. Certified that the above data/information matches with the details/data available on ESDM Portal.
2. All the points mentioned in the check list enclosed as Annexure –B have been complied with.

Authorized Signatory

Date: _____

Name _____
 Designation _____
 Office Seal

Check list for submission of Invoice with supporting documents for claiming Registration-cum-Certification fees by Key Implementing Agency (KIA) (for student enrolled on or before 31st March 2015).

1. Whether covering letter on Official letter head of Key Implementing Agency.
2. Whether Invoice Addressed to PMU at the below indicated address.

Principal Consultant,
ESDM-PMU,NIELIT
C/O Joint Director (Electronics),
National Institute of Electronics and Information Technology
ELECTRONICS NIKETAN
6,CGO COMPLEX , LODI ROAD
NEW DELHI-110003.

3. Whether Invoice having Reference Number
4. Whether Invoice having date
5. Whether invoice indicates description of Work (for which invoice is generated)
6. Whether invoice indicates total amount of invoice.
7. Whether Signature and Stamp of authorized signatory on each page has been done.
8. Whether First page mentions total number of pages submitted duly signed and stamped.
9. Whether claim in prescribed format with supporting documents duly signed & stamped is attached.
10. Whether copy of attendance sheet of examination duly signed is attached.
11. Whether copy of pass certificate of student(s) duly attested is attached.
12. Whether copy of (i) PAN card duly attested and (ii) copy of blank cheque enclosed.

(Applicable for first time payment only)

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FORMAT TO BE SUBMITTED BY TRAINING PARTNER (TP) FOR TRANSFER OF REGISTRATION-CUM-CERTIFICATION FEES TO TP IN RESPECT OF STUDENTS ENROLLED ON OR AFTER 1st APRIL 2015.

General Details of Training Partner:

Name of Scheme Enrolled (Select Any One)	1) Scheme for Financial Assistance to States/Uts for Skill Development in ESDM Sector (Scheme-1) 2) Skill Development in ESDM for Digital India (Scheme 2)
Name of KIA	
Name of State	
Name of Training Partner (TP)	
Training Partner Id	
Name of Course	
Course Code	
Course Level	
Registration-cum-Certification Fees	
Batch ID	
Batch Start Date	
Batch End Date	
Batch Size	
Number of students appeared	
Number of student passed	
Exam Date	
Result Date	
PAN no	
Service Tax Registration no	
Bank Details of TP	a) Name of Bank: b) Branch Name: c) Account number: d) Account Type-Saving/Current: e) IFSC Code: f) MICR Code

General Details of Students

No.	Student Name	Category	Aadhaar No.	Result	
				Pass / fail	Claim (Rs.)
1					
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Total				Total Pass	Total Claim(Rs.)

1. Certified that the above data/information matches with the details/data available on ESDM Portal.
2. All the points mentioned in the check list enclosed as Annexure –C have been complied with.

Authorized Signatory

Date:

Name _____
 Designation _____
 Office Seal

Check list for submission of Invoice with supporting documents by Training Partners (TPs) for transfer of Registration-cum-Certification fee to TPs in respect of students enrolled on or after 1st April, 2015).

1. Whether covering letter on Official letter head of TP.
2. Whether Invoice Addressed to PMU at the below indicated address.

Principal Consultant,
ESDM-PMU,NIELIT
C/O Joint Director (Electronics),
National Institute of Electronics and Information Technology
ELECTRONICS NIKETAN
6,CGO COMPLEX , LODI ROAD
NEW DELHI-110003.
3. Whether Invoice having Reference Number
4. Whether Invoice having date
5. Whether invoice indicates description of Work (for which invoice is generated)
6. Whether invoice indicates total amount of invoice.
7. Whether Signature and Stamp of authorized signatory on each page has been done.
8. Whether First page mentions total number of pages submitted duly signed and stamped.
9. Whether claim in prescribed format with supporting documents duly signed & stamped is attached.
10. Whether copy of pass certificate of student(s) duly attested is attached.
11. Whether copy of caste/income certificate in respect of SC/ST/EWS duly signed is attached.
12. Whether copy of (i) PAN card duly attested and (ii) copy of blank cheque enclosed.

(Applicable for first time payment only)

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