

INDUSTRIAL TRAINING DEPARTMENT

(Kerala State)

SIC/2264/2012

From, Member Secretary

State Implementation Cell
Directorate of Training
Thycaud, Thiruvananthapuram
Dated 03/2012

To

All VTPs & Assessing Bodies in Kerala

Sub:- Industrial Training Department – MES- pending VTP Bills- clearing payment – Regarding

Ref: Minitues of the meeting held in this regard on 09/03/2012 at Trivandrum

A meeting was held at Indian Institute of Hotel Management and Catering, Kovalam, Trivandrum, on 9/3/12 to work out the modalities to sort out the Issue relating to pending bills of vocational training providers (VTPs) and Assessing Bodies (ABs) pertaining to reimbursement claims of training cost and assessment fee under the Skill Development Initiative Scheme. The meeting led by DEG&T officials unanimously decided to verify the claims of VTPs and ABs, in their on sites, by a team of officials and authenticate the bills so as to settle the claims. You are therefore requested to keep the following documents ready for verification immediately. The exact date of verification will be intimated to you soon.

- (A) Application forms submitted by the candidates at the time of admission
- (B) Admission fees collection documents
- (C) Attendance registers of candidate(s)
- (D) Attendance registers of Instructor(s)
- (E) Infra structure (Tools & equipments) in respect modules for the bills which has been submitted

Assessment of Trainees by Assessing Bodies

- (a) Attendance sheet at the time of assessment
- (b) List of assessors along with their qualification
- (c) List of testing centres where assessment has been conducted
- (d) Out-come of the assessment duly signed by assessors.

Issuance of certificate by the RDAT, Chennai

- (A) The records of issuance of the certificate.
- (B) VTPs bill submission details about the issuance of the certificate to the candidates if they have been send through them.

~~29/3/12~~

Member Secretary
(SDIS)