

**FORMAT OF AGREEMENT TO BE EXECUTED BY THE TRAINING INSTITUTE
FOR COURSES TO BE RUN AT THEIR INSTITUTES
AGREEMENT (FOR JCOs/OR)**

1. This Agreement is made on _____ of March, 2014 between Director (Training), Directorate General Resettlement, Ministry of Defence, Government of India, West Block-IV, RK Puram, New Delhi – 110066 and _____ and represented through its Chairman/ Managing Director/ CEO/ Director/Partner/ Proprietor of the Institute, Mr. _____ (hereinafter referred to as “Training Institute”)

2. Training Institute will ensure that all communications are made at/from the address of the Institute. It will further ensure that :-

- a) Training is conducted as per the indicative syllabus outlined in the Training Programme Book.
- b) Details of all students who have reported for the course is forwarded to the Training Directorate and Employment Directorate of DGR at dirtrg@gmail.com / dirdgrtrg@desw.gov.in and dgrjdit@gmail.com / dgrjdit@desw.gov.in one week of the commencement of the course.
- c) Personnel reporting after the date of commencement of the course are admitted late only upto 3 days for courses of one to six months duration and upto five days for courses exceeding six months duration.
- d) Certificates/ Diplomas duly completed (without grading) are forwarded timely alongwith nominal roll, for signature from DGR so that these can be awarded to the students at the time of completion of their Course.
- e) The Institute will submit original nominal roll-cum-confirmation of receipt of course certificate and training material alongwith the final bill.
- f) A copy of the attendance sheet is sent to the DGR, Training Directorate along with the final bill.
- g) Training material, books/ précis / handouts are given within 3 days of commencement of course to all participants.
- h) Training courses are conducted exclusively for those candidates who have been nominated by the DGR.
- j) Training Institute will ensure that the list of faculty is sent to the Training Directorate and the respective DRZs** two weeks prior to commencement of the course to facilitate verification during inspection by officials of DGR/ DRZ/ local formation Commanders.
- k) Absentee report in respect of the students is intimated on telephone and followed up by e-mail.
- l) Course fee is inclusive of the Course material/ Book/ Notes provided to trainees by the institute.
- m) Adequate training equipment and computers are made available to the trainees during the practical training.
- n) Proper seating/ administrative arrangements are made for trainees.
- o) Participation certificates are awarded to only those trainees who have successfully completed the course.
- (p) Bills of respective courses will be submitted within 30 days of termination of the courses. All bills submitted after the time frame must be accompanied by detailed justification.

3. Training fee and duration of the course will be as given below :-

Course Serial No.	Name of Course	Duration (in Weeks)	From	To	Fee Per Trainee (inclusive of Service Tax (in Rs.))

4. 100% course fee will be paid by DGR on receipt of final pre-receipted bill only after completion of the course.
5. The Training Institute is fully aware that the actual number of trainees for each course may decrease due to lack of nominations or any other administrative reasons/ negative feed back.
6. Postponement/ cancellation of any course will be the discretion of Directorate of Training, DGR. However, advance notice will be given to the Training Institute to cancel a course.
7. This Agreement comes into effect from 1st April 2014 and shall be valid till 31st March 2015 or the last date of the course, whichever is later. However, DGR reserves the right to cancel this Agreement any time, even prior to commencement of the course, for violation of any DGR guidelines/ any negative feedback and can further disqualify the Institute from all allotments during the current training year 2014-15. The Institute will also not be considered for any course in the next training year 2015-16.
8. In case of any dispute arising thereof, the decision of the Directorate General Resettlement, Ministry of Defence, Government of India, will be final and binding on the Training Institute.
9. DGR reserves the right to sponsor an Observer for selected courses, free of charge, to assess the quality of training being imparted and infrastructure facilities being provided.

Director
(Name and Address
of the Institute)
(Seal of Institute)

Director (Training)/ Delegated Representative
Directorate General Resettlement
Ministry of Defence
West Block-IV, R K Puram
New Delhi – 66

Signature of Witness
(Name and Address of the Witness)

** Mail ID/ Addresses of respective DRZs are available on the DGR website (www.dgrindia.com)