

GUIDELINES FOR CONDUCT OF COURSES AND SUBMISSION OF BILLS

1. Conduct of Courses

(a) While conducting the course, Institute will ensure that the vacancies of the candidates subscribing for the course will not exceed the figure as indicated in the Training Programme for the year 2014-15.

(b) Subscription to the course is voluntary and the number of candidates may vary according to the applications received.

(c) In case the subscription for the course is less and it is not financially viable for the institute to conduct the course, the Institute will inform DGR well in advance to enable DGR to take appropriate action in time.

(d) Personnel reporting late are permitted to be admitted only upto 3 days of the commencement of the courses for courses for one to six months duration and upto five days for courses exceeding six months duration.

(e) Institute will e-mail details of all the students within one week in the format referred in para 13 of Administrative Instructions for JCOs/OR & Equivalent attending Resettlement Training” to Training Directorate and Employment Directorate of DGR at dirtrg@gmail.com / dirdgrtrg@desw.gov.in and dgrjdit@gmail.com / dgrjdit@desw.gov.in respectively.

(f) Venue of the course will not be changed without prior information to DGR. Any such change will be intimated to DGR at least three months in advance.

(g) Any change in telephone/ mobile numbers as indicated in the Training Programme will be intimated to DGR with immediate effect.

(h) Director (Training) or representatives nominated by DGR will be Observers to monitor the progress and conduct of the courses at various Institutes.

(j) Three copies of Agreement, duly signed by Director of the Institute will be forwarded to DGR by 20 April 2014. One copy will be returned to the Institute after obtaining the signatures of Director/ Joint Director/ Dy Director (Training) and two copies will be retained with DGR.

(k) Candidates are permitted to take leave during the duration of the course as follows :-

- (i) A maximum of three days leave for a course of three months duration.
- (ii) A maximum of five days leave for a course of more than three months and upto six months duration.
- (iii) A maximum of ten days leave for a course of more than six months duration.
- (l) The course will be conducted six days a week and for a duration of minimum four hours per day (including practical/ industrial training as applicable.
- (m) Course will not be split into batches. Only one batch per course will be maintained.
- (n) Any violation of the above rules will disqualify the Institute for grant of courses in future.

2. **Submission of Bills**

- (a) The fee as indicated in the Training Programme is inclusive of all taxes. Those paying service tax will structure the fees accordingly so as not to exceed the amount mentioned against their course in the Training Programme issued by DGR.
- (b) Institutes will ensure that the bills, as per the format on DGR website, are submitted to DGR within one month on completion of the course.
- (c) It may please be noted that the bills for courses ending after 15 Feb 2015, will be paid from the budget of next financial year and therefore, the institutes should ensure that the bills are forwarded timely to enable DGR staff to scrutinize and forward the bills to the CDA well in time.

CHECK LIST

(To be enclosed with the Bill on Covering letter)

1. Two originals of Pre-Receipted Bill, duly signed and stamped.

YES/NO

2. Two originals of **Nominal Roll-cum-Confirmation of Receipt of Course Certificate**, duly countersigned and stamped.

YES/NO

3. Two Compliance Certificates on Institute's Letter Head.

YES/NO

4. Attendance Sheet, in duplicate, duly signed and stamped.

YES/NO

5. Banker's details including Bank A/c No. NEFT/RTGS Code

YES/NO

6. A CD containing CVs of all candidates with remarks/ offer letter/ placement details against each, as applicable is sent with the Bill.

YES/NO

NOTE : The bill is required to be sent either by Speed Post or Registered Post, addressed to Training Directorate, Dte Gen Resettlement, Ministry of Defence, West Block-IV, RK Puram, New Delhi – 110066. Please do not send bills through Courier to avoid delay / misplacement.

CHECK LIST FOR SUBMISSION OF BILLS

1. **Pre-receipted Bill**

Two original of pre-receipted invoices signed in ink, duly stamped and signed, with details of Course No./ Course Name/ Course duration, PAN/ Service Tax No., Complete Bank details including Account Name, Account No., Name and Branch of the Bank and RTGS/NEFT/IFS Code Number for e-payment.

2. **Nominal Roll-cum- Confirmation of Receipt of Course Certificate**

Two originals of **Nominal Roll-cum-Confirmation of Receipt of Course Certificate** (as per the specimen uploaded on DGR website) signed by all the candidates and countersigned and stamped by the Institute

3. **Compliance Certificate** on Institute's letter head (as per the following specimen) to be submitted in duplicate

SPECIMEN OF COMPLIANCE CERTIFICATE

We certify that for Course No_____ Course Name _____, Course duration _____, conducted by our Institute and attended by _____ candidates, all the terms of the agreement are fully complied.

**Signatures of the Head of Institute
Stamp**