

Instructions for Payment of Course Fee

Training Institutes have to forward Three copies of Agreement duly stamped & signed by the institute Head or any authorised person before commencement of the Course.

Proforma of agreement should be the same as has been sent by the DGR alongwith the work-order. Any other format (Old version) used by the institutes will not be entertained. The relevant claims as applicable would be ticked by DGR and a copy will be returned to institutes.

List of Documents for payment of Course Fee

1. The following documents are required to process bills for releasing the course fee for the courses conducted at Institutes: -

(i) Two copies of pre-receipted bills, in Original, duly stamped & signed by the institute Head or any authorised person. {Specimen available on www.dgrindia.com at sl No. 5 (e) under Training Directorate}

(ii) Two copies of Nominal Roll-cum-Confirmation of receipt of Course Certificate, duly signed in INK by the participating candidates and duly stamped and countersigned by the Head of Institute or any authorised person. {Specimen available on www.dgrindia.com at sl No. 5 (e) under Training directorate}

(iii) Copy of Cancelled Cheque of live bank account.

(iv) Two compliance Certificate on Institutes letter-head. {Specimen available on www.dgrindia.com at sl No. 5 (b) under Training directorate}

(v) Copy of Bio-metric Attendance sheet, in duplicate, duly stamped & signed by the Head of Institute or any authorised person.

(vi) A CD containing CVs of all the participants with remarks/ Offers/ Placement details against each, as applicable.

(vii) A statement showing the details of Participants attended the Course, appeared for Examination/ Assessment, Passed/ Failed should also be enclosed by the Institutes duly stamped & signed by the Head of Institute or any authorised person.

2. The Institutes are advised to adhere to the prescribed procedure, so that bills for payment of course fee may be processed in time.