

FORMAT OF AGREEMENT TO BE EXECUTED BY THE TRAINING INSTITUTE

AGREEMENT (FOR JCOs/OR) FOR REGIMENTAL CENTRE COURSES

1. This Agreement is made on _____ of March, 2015 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 and ensure that :-
- Training is conducted as per the indicative syllabus outlined in the Training Programme Book.
 - 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.
 - The Institute will submit original nominal roll-cum-confirmation of receipt of course certificate duly countersigned by OC Unit/ delegated authority of Regimental Centre confirming the receipt of certificates along with the final bill.
 - A copy of the attendance sheet is sent to the Training Directorate along with the final bill.
 - Training material, books/ précis / handouts are given within 3 days of commencement of course. Hindi version will be provided to all participants for Asst Security Officer to be run at Regimental Centres
 - Training Institute will ensure that the list of faculty is sent to DGR, Training Directorate and also handed over to Officer-in-Charge Training of the Regimental Centre a minimum of three weeks before commencement of the course.
 - Course fee is inclusive of the Course material/ Book/ Notes provided to trainees by the institute.
 - Adequate training aids are made available to the trainees during the practical training.
 - Participation certificates are awarded to only those trainees who have successfully completed the course.
 - Bills of respective courses are submitted within 30 days of termination of the courses.
 - For DOEACC CCC Courses only – Institute to ensure provisioning of 10 computers throughout the year at respective Regimental Centres.
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 variation/fluctuation in wastage rate of the Respective Centre in a particular month.
6. The Training Institute will ensure that it will conduct a 3 day capsule in each course on preparation of Bio-Data.
7. The Training Institute providing trainings at Regimental Centres are to submit bi-monthly bills (combined bill for two courses) i.e., Apr-May, Jun-July, Aug-Sep... and so on with separate nominal roll for each month. This is done to reduce paper work and to allow filling shortfall in vacancies, if any, experienced in the preceding month.
8. Postponement/ cancellation of any course will be at the discretion of Directorate of Training, DGR. However, advance notice will be given to the Training Institute to cancel a course.
9. This Agreement comes into effect from 1st April 2015 and shall be valid till 31st March 2016 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 2015-16. The Institute will also not be considered for any course in the next training year 2016-17.
10. 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.
11. 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)