

## **GUIDELINES FOR INSTITUTES ON MANDATORY REQUIREMENTS, CONDUCT OF COURSES AND SUBMISSION OF BILLS**

### **MANDATORY REQUIREMENTS**

1. The Training Institute will provide a confirmation on their letter head regarding their accreditations with respective accrediting bodies prior to commencement of their 1<sup>st</sup> Course for the year for evaluation/ continuation of other future courses.
2. The Training Institute will ensure that employment assistance to the candidates who underwent training for a period of two years is provided from the date of concluding of the course and will forward a six monthly report to DGR informing the placement/ present status of the candidates.
3. The institute will ensure that a 3 day capsule on CV preparation is conducted during the course and the CVs of all candidates with offer letters/ placement record/ other remarks etc against each, as applicable, is sent in a CD along with the Bill of the related course.
4. Three copies of Agreement, duly signed by Director of the Institute will be forwarded to DGR by 15 April of trg year. 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
5. Institute will e-mail details of all the students within one week in the attached format in excel sheet to Training Directorate and Employment Directorate of DGR at [dirtrg@gmail.com](mailto:dirtrg@gmail.com) or [dirdgrtrg@desw.gov.in](mailto:dirdgrtrg@desw.gov.in).

### **CONDUCT OF COURSE**

6. 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.
7. Subscription to the course is voluntary and the number of candidates may vary according to the applications received.
8. 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.
9. 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.

10. 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.

11. Institutes will strictly adhere to the leave rules given in Para 3 of Administrative instructions for JCOs/OR and equivalents attending Resettlement Training course. Any Personnel violating the leave rules will be withdrawn from the course.

12. Institutes will not grant any leave to the students but can given NOC as per guidelines in Para 3 of Administrative Instructions for personnel attending Resettlement Training Course to the unit in which individual is attached. It will also inform DGR and DRZ.

13. Institute will forward absentee report of their students to the Parent Unit/ Unit in which individual is attached with intimation to respective DRZ.

14. 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.

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

16. The course will be conducted five days/ six days a week minimum five hours per day (including practical/ industrial training as applicable).

17. DGR Course will not be split into batches. Only one batch per course will be maintained.

18. Director (Training) or representatives nominated by DGR will carry out inspection to monitor the progress and conduct of the courses at Institutes.

19. Training institute must have biometric system of attendance wherein the candidates will have to mark their attendance on reporting in morning and when the classes terminate for the day. This will be sent alongwith the bills to DGR.

20. Any violation of the above rules will led to cancellation of the course allotted to disqualify the Institute and for grant of courses in future.

## **SUBMISSION OF BILLS**

21. Institutes to forward bills within 30 days on completion of the courses, to DGR

22. 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. Assessment fee will also be paid by DGR in addition to course fee.

22. 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.

23. It may please be noted that the bills for courses ending after 15 Feb of trg year 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.

## **BROAD CHECK LIST FOR SUBMISSION OF BILL**

(To be enclosed with the Bill on Covering letter)

(i). Two originals of Pre-Receipted Bill, duly signed and stamped.  
**YES/NO**

(ii). Two originals of **Nominal Roll-cum-Confirmation of Receipt of Course Certificate**, duly countersigned and stamped.  
**YES/NO**

(iii) Two Compliance Certificates on Institute's Letter Head.  
**YES/NO**

(iv) Attendance Sheet, in duplicate, duly signed and stamped.  
**YES/NO**

(v) Banker's details including Bank A/c No. NEFT/RTGS Code **YES/NO**

(vi) A CD containing CVs of all candidates with remarks/ offer letter/ placement details against each, as applicable is sent with the Bill.  
**YES/NO**

(vii) For Regimental Centre Courses, a copy of visit report of Head of Institute is enclosed **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**

(I) **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.

(II) **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

(III). **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**