

## APPLICATION FOR EMPANELMENT OF FIRMS, SOCIETIES OR CORPORATE BODIES

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STATUS OF APPLICANT :  FIRMS  SOCIETIES  COPORATE BODIES

AREA FOR EMPANELMENT :  TRAINING ( SDP, EDP, FDP, LIVELIHOOD PROJECTS & OTHER TRAININGS

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Ground Floor, Rajiv Gandhi Bhawan-2, 35, Shyamla Hills, Bhopal

**Application Form for Empanelment of Firms, Societies or Corporate Bodies For Undertaking Skill Development/ Livelihood Programmes/WorkShops/Training Centres**

**EMPANELLEMENT FEE: RS. 5000+ GST-18%**

**A. PROFILE OF THE ORGANISATION**

1. Name of the Organization	
2. Nature of Organization	<input type="checkbox"/> FIRM <input type="checkbox"/> SOCIETY <input type="checkbox"/> PRIVATE LTD <input type="checkbox"/> PUBLIC LTD
3. Registered Address	
4. Address for Communication, if different from above.	
5. Telephone No.	
6. E-mail ID	
7. Key Contact Person & Mobile No.	
8. Registration No.	
9. PAN/TAN/Service Tax No.	
10. Turnover of the last three years in the format below	

<b>Financial Year</b>			
<b>Turnover</b>			
<b>Profit after tax / surplus</b>			

**B. INFRASTRUCURE DETAILS :**

**B.1. DETAILS OF TRAINING CENTRES/OFFICES**

S.No.	Location & Address of centres/Offices	Own/ Rented	Training/Other facilities available	Training capacity (candidates seating capacity)	Name & Contact Person at the Centre

**B.2 DETAILS OF MANPOWER INCLUDING TRAINERS**

S.No	Name of Employee	Designation	Age	Qualification	Experience in years	Area of Experience
a. Full Time Employees / Trainers						
b. Part Time Employees/Trainers						

**C. WORK EXPERIENCE****C.1 DETAILS OF TRAINING CONDUCTED (For last three years only): \***

S.No.	Financial year	Name of Project	No. of candidates Trained	No. of candidates placed / Self - employed (only for SDPs/EDPs)	Value of the Project	Client

\* Enclose work orders for each project.

Note : Please provide self certified copies of the following documents :

S. No	Description	Documents enclosed
1.	Copy of Registration	Yes / No
2.	Copy of PAN/TAN/Service Tax	Yes / No
3.	C.V. of Professionals Staffs & Trainers	Yes / No
4.	Copy of Work Orders	Yes / No

5.	Copy of Annual Reports of last three Financial Years	<b>Yes / No</b>
6.	Photographs of infrastructure such as training hall, library, etc.	<b>Yes / No</b>
7.	Articles and Memorandum of Association / Societies by laws	<b>Yes / No</b>
8.	Details of Promoters/ Directors/ Governing Body Members	<b>Yes / No</b>
9.	Letters of appreciation for past work done	<b>Yes / No</b>
10.	Details of trained candidates placed/self employed (only for Skill Dev prog. / Entrepreneurship Development)	<b>Yes / No</b>

