

**APPLICATION FOR EMPANELMENT OF FIRMS, SOCIETIES OR CORPORATE BODIES-
Skill Development / Corporate Trainings/IEC activities/Workshops/Other Trainings**

STATUS OF APPLICANT : **FIRMS** **SOCIETIES** **COPORATE BODIES**

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



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

EMPANELLMENT 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	

Financial Year			
Turnover			
Profit after tax / surplus			

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	Yes / No

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