



ASDM

Assam Skill Development Mission



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
KATABARI, DPS ROAD, NH-37
GARCHUK :: GUWAHATI-781035



No. ASDM.1/2016/374

Date: 30/05/2020

Office Order

To ensure timely start of training and fixed schedule of payments against training being conducted by the Training Partners (TPs) below mentioned time schedule and guidelines are to be strictly adhered to. Any deviation in the time lines fixed for impart of training and invoice submission will be viewed seriously.

1. Training Partners (TP) to upload batches in ASDM MIS Portal within 01 month from receiving of target against job roles of its centre otherwise TP will lose the target.
2. TP to raise 1st invoice (1st installment) online within 17 days from date of approval of batch / batches without fail.
3. TP to raise 2nd invoice (2nd installment) within 15 days of declaration of result of batch / batches without fail. Failure of which, invoice claim will not be accepted.
4. TP to raise 3rd invoice (3rd installment) within 06 months from claim of 2nd installment. Raising of 3rd invoice after 06 months from claiming of 2nd installment will not be entertained.
5. DPM-T has to verify trainees' bio-metric and photo within 07 days of batch start.
6. No manual attendance of hostel will be accepted. TP to submit Hostel 1st invoices within training period and 2nd Hostel Invoices with 2nd Invoices of training.

(Anand Prakash Tiwari, IPS)
Mission Director

Assam Skill Development Mission

Date: 30/05/2020

Memo No: - ASDM.1/2016/374-A

Copy to:-

1. PS to The Commissioner & Secretary, SEED, Dispur, for kind information.
2. To All Training Partners, ASDM for information.
3. All Office Staff for information and necessary action.
4. ASDM Notice board/ Website.
5. Office Copy.

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Mission Director
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