

To be printed on TP's company letter Head

To,
Mission Director
Assam Skill Development Mission (ASDM)
Nayantara Building, Six Mile, Guwahati
Assam- 781038

Date:

Subject: Centre wise Action plan towards achieving training target uptill 31st March 2017

Dear Sir,

With reference to our agreement with Assam Skill Development Mission, dated DDMMYY, wherein we have been empanelled to train XX candidates in ABCD job roles.

Kindly find below our action plan for executing the same upto 31st March 2018.

Training Centre Name	
Location/Block/District	
State/PIN Code/name of constituency	
Total Target Allocated	

Batch	Trade	Projected Batch Commencement Date	Projected Batch Completion Date	Projected Placement Completion Date
Batch 1				
Batch 2				
Batch 3				
Batch 4				

(Signature & Stamp)
Authorised Signatory Name:
Designation:
Phone: