

NATIONAL JUTE BOARD [NJB]

TERMS & CONDITIONS FOR OPERATION OF JUTE INTEGRATED DEVELOPMENT SCHEME [JIDS]

I. Nature of Services

1. To survey and identify the existing as well as the potential clusters, where Jute Diversified Products [JDPs] activities can be undertaken for production of JDPs through WSHGs/Artisans/Entrepreneurs etc. on sustainable basis;
2. To create awareness among the targeted beneficiaries about the JDPs, their applications and utilities;
3. To assess the abilities of WSHGs/Artisans/Entrepreneurs etc. to develop them as quality JDP manufacturers as per the trend and requirements;
4. To undertake regular skill upgradation trainings (basic and advance training, design dissemination trainings etc.) in batches to all WSHG members, artisans/entrepreneurs in the cluster, both existing and new entrants;
5. To encourage and support artisans/entrepreneurs etc. for bulk production of quality JDPs through regular supply orders and various marketing channels through setting up of Training-cum-Production Centres;

II. Promotional Work

The Collaborating Agency [CA] will carry out various promotional works that will include arrangement of Basic Training, Advance Training, Design Dissemination and setting up of Training-cum-Production Centre, Jute Raw Material Bank, operation of Retail Outlet in the respective region, particularly in promising areas and targeting mostly women, unemployed youth and Economically Weaker Section [EWS] of the society.

The Basic training programme will be carried out on commercial value JDPs as a continuation of the advance training programme. This would mean that the participants in basic training will stay on for the Advance training programme, Design Dissemination programme. For advance training and for design dissemination programme the resource person may be as per the requirement of the product on which the training is to be imparted. Thereafter the CA should start operation of the Training-cum-Production Centre with the beneficiaries of the training programme as per the scheme.

The CA in addition should keep and maintain a data base of all information relating to their activities and provide necessary linkage and services to beneficiaries that are needed to their setting up of production units of JDP.

NATIONAL JUTE BOARD
(A Govt. of India Statutory Body)
Ministry of Textiles, Govt. of India
3A&B, Park Plaza, 71, Park Street,
Kolkata - 700 016

Standard Sign Board [Size : 8' X 6'] as per specification is to be maintained and displayed at the premises of the JIDS by the Collaborating Agency, Annexure - I.

III. Operational Guidelines - For activities under Integrated Approach & Modular Approach

To conduct the above activities, the Collaborating Agency will have to observe the following guidelines :

1. **Selection of Trainees** : CA shall involve local government bodies / Panchayat / DIC / DRDA in selection of trainees so that after the training the beneficiaries can be linked with the financial schemes of the Government. All trainees are to be codified based on their Aadhar Card linked bio-metric attendance number and must have Aadhar linked bank account.
2. **Venue** : Initially venue should be in a centrally located area with sufficient space as per the Scheme which can be hired or owned by the CA. After the TCPC is put into operation, the venue of the training shall preferably be in the TCPC. Other facilities like bio-metric aadharlinked machine, white board and marker, drinking water, toilet, and electricity should be available.
3. **Product Mix and Master Trainer** : While choosing the product mix the CA will use the local/ethnic/traditional resources and designs based on regional/domestic/international market demands and upgrade their skill where necessary and acquaint them with the opportunities in jute diversification. The empanelled Master Trainer will be deputed directly by NJB.
4. **Regarding Raw Material Support** : The CA will be responsible for establishing linkages for procuring raw materials for training and also for TCPC. It will be obligatory on the part of the CA to ensure establishment of a JRMB under the relevant scheme in the locality serving the clusters NJB is in the process of establishing Central JRMB at Kolkata. All the JRMBs established in different parts of country may have to source their raw materials from the Central JRMB as and when established.
5. **Marketing** : The CA will be responsible for establishing linkages for marketing of the products developed which should be of commercial value and shall be sold with market linkages and in addition the CA may also operate Retail Outlet as per the Scheme. CA will also be responsible for organizing participation in appropriate fairs / exhibitions / BSMs etc. by the trained artisans as per Scheme.
6. **Indicative Jute Diversified Products (JDPs)** having wide demands classified into the 5 different product categories listed below, which may be the focus area for the CA :
 - a. **Shopping Bags**: includes Promotional shopping and carry bags
 - b. **Utility Products** : Office Stationery, Utility bags, fancy and designers, value added bags - including file covers, pen stand, calendars, wallets and clutches, school bags, office bags, sports travel bags, laptop bags, brief cases, suitcases etc.
 - c. **Handicrafts**: Jute handicrafts, braided, non-braided, molded etc. including motifs, jewellery ornaments, flower bouquet, hammock, footwear, slippers etc.
 - d. **Handloom Products** : Decorative fabrics, floor coverings, mats and matting etc.
 - e. **Other products**: Other innovative and value added jute products including Fashion Garments and Accessories

IV. Operational Modalities of Activities

The Collaborating Agency will carry out various promotional works that will include arrangement of Basic Training, Advance Training, Design Dissemination in the respective region particularly in promising areas in rural places and targeting mostly women, unemployed youth and economically weaker section [EWS] of the society.

Details of training is as follows :

Nature of Training	No. of Beneficiaries	Duration
Basic Training	20	3 weeks
Advanced Training	20	2 weeks
Design Training	20	2 weeks

The Basic Training will be followed by Advanced Training programmes. Advanced Training will be imparted only to those participants who obtained Basic Training. Also Design Training will be imparted to only those who have completed the Basic and Advanced Training to adapt new designs for production.

For Basic, Advance Training and or Design Training programme, the resource person will be as per the requirement of the product profile on which the training is to be imparted. *This three-phase programme viz. Basic Training, Advanced Training and Design Training should be a continuous process At least 2 / 3 days overlapping of advance training and design training may be planned well before time for a smooth changeover from the hand of Master Trainer to the Designer.*

Also in addition to the integrated approach, the CA may also render services under modular approach of the scheme for Basic, Advance and Design Training as and when needs arise and as advised by NJB from time to time.

On the last day of the three-phase programme i.e at the end of the Design Training, an orientation meeting will be organized wherein representative of State Govt./Gram Panchayat/Bank Officials, NJB officials will deliberate, evaluate the performance of the beneficiaries and interact with participants regarding further assistance, if any.

Upon successful completion of Basic, Advance Training and Design training at least 25 - 30 % of the beneficiaries have to be linked to the Training-cum-Production Centre [TCPC] as far as possible for production of JDPs. The TCPCs should be located at a convenient place which is easily accessible by the beneficiaries of the area and install aadhar linked bio-metric system. Remaining trainees may be encouraged to take up production activities on their own.

The CA should install aadhar linked bio-metric attendance machine for keeping of records of the training programme not later than 2 months from the initial sanction. The copy of the report of biometric attendance will have to be furnished along with all activity reports after the purchase and activation of the equipment.

The CA in addition should keep and maintain a database of information relating to their activities and provide necessary linkage and services to beneficiaries that are needed for setting up of production units.

V. Payment Terms

1. CA will submit the proposed Annual Action Plan for the ongoing year showing quarterly activity details and fund projection for each quarter. The activities may be approved for the ongoing year showing details for each quarter. NJB will examine and accord approval of the activities.
2. NJB will release in advance 50% of the activity cost & 50% of operational cost (Capacity building through basic and advance training, design training and operational cost, as per Sl. No. 1,2 & 7 of the Scheme) quarterly at the time of sanctioning of the activities on furnishing Bank Guarantee [Annexure II] for one year for the equivalent amount. The Budgetary Provision for the activity and operational cost is enclosed at **Annexure III**.
3. Balance payment will be released upon submission of final bills/accounts, reports and Utilisation Certificate by a firm of Chartered Accountant/Cost Accountant certifying that the accounts submitted is in conformity with the books of accounts of the agency. In cases of Government and Semi-Government agencies, whose accounts are audited under the control of CAG, the statements of expenditure signed by the authorized person of the organization will suffice. Format for submission of Utilisation Certificate is enclosed at **Annexure IV**.
4. 75% of the cost of new and branded machines procured for TCPC will be reimbursed subject to the requirement of the limits mentioned in the scheme upon submission of original invoice, receipt and photocopy of warranty card of the respective machine. Before procuring, the CA may take approval from NJB. The claims may be submitted along with the subsequent quarterly claims. Asset Register containing the list of machines procured should be available with the CA.
5. The CA will submit expenditure statement and activity report along with the necessary documents within one month from the end of the quarter. NJB will settle the claims within one month of the receipt of the claim. The CA will be liable to submit their reports and statements for every quarter. If no activity has taken place in a quarter, NIL report shall be submitted.
6. Necessary request letter is to be sent to the owner before hiring of the Venue (giving name of the owner, full address, telephone no. etc.) for obtaining the amount of rent. If the rent is inclusive of chair, table, mike etc. these have to be mentioned. If the rent is inclusive of chair, table, mike etc. further expenditure on hiring of furniture will not be entertained.
7. The owner may give consent either through separate letter in office letterhead or on the body of the request letter of CA. mentioning amount of rent and other terms. After payment, the owner is to give a formal receipt of the amount or on the body of the request letter that amount received by cash / cheque / DD with No. and date. Necessary voucher is to be prepared thereafter by CA. All these documents are to be sent along with the claim.
8. The above procedure may be followed for programme in the remote area where regular venue is not available. Programme in the District Town or proper location where regular accommodation is available, the existing system (collections of quotation, selection of lowest quotation with specified terms and conditions, submission of bill payment by cheque, etc.) is to be continued.

VI. Keeping Accounts and Settlement of Advance

1. Within one month from the end of the quarter, statement of operational expenditure duly certified by both In-charge of the Agency as also by a Chartered Accountant Firm/Cost Accountant Firm is to be sent to H.O.
2. Report of each activity has to be submitted along with the claim failing which the claim will not be assessed. Format for Activity Report is enclosed at **Annexure V**.
3. Penalty @ 2% on the assessed claim will be levied for delay in submission of the expenditure statement for activity and operational fee beyond one month from the end of the quarter.

VII. Accountability

The CA shall :

1. Prepare and submit a detailed Annual Action Plan in consultation with the DICs, DRDA and other State and Central Govt. agencies, resource persons etc. The CA shall at the beginning of each quarter seek approval to conduct the programme for that quarter.
2. The Advance amount thus released shall be utilized for the purpose for which it has been given.
3. If any advance is not utilized or balance if any, shall have to be refunded forthwith. Unutilised amount cannot be used for any other activity except for the purpose specified.
4. NJB shall reserve the right to withhold any advance of fund if previous advance/account remains unsettled. Failure on this account shall be treated as a non-performance on part of the CA.
5. Necessary legal action as deemed fit will be initiated by NJB to recover the unutilized amount, if any.

VIII. Expenditure Guidelines

1. For smooth operation, the CA will have to open separate bank account for all advances released by NJB for various activities & operational expenses wherever applicable. Payment of expenses in connection with the activity etc. has to be made from this account.
2. The manpower cost/remuneration should be restricted to maximum two numbers.
3. The expenses on account of travel should be restricted and need based. No hired car on monthly payment basis is allowed. All payments must be supported by receipt bills, railway receipt etc.
4. All equipment, apparatus, accessories if required in connection with organization of training should be arranged on hire or loan as far as practicable. Expenses on capital purchase are to be avoided so that no asset is created.
5. Payment except those of petty nature should be made by cheque as far as practicable. For amounts exceeding Rs.5,000/- payment has to be made by cheque/direct bank transfer.
6. All claim bills/voucher must be numbered serially by ink and covered with a statement indicating the serial number chronologically for each voucher. Numbers so allotted are to be indicated in the statement of expenditure.
7. All machines procured for running of Training-cum-Production Centre out of NJB fund must be serially numbered and marked with permanent marker with "Funded by NJB" and must be made available for inspection as and when deemed fit.
8. The machines procured for TCPC cannot be changed, relocated and disposed from the place of installation without prior approval of NJB.

IX. Appointment of Master Trainer & Designer :

Master Trainer / Designer may be selected and deputed from the empanelled list of NJB. The CA should issue necessary letter to the Master Trainer/Designer. Specimen format of letter of Master Trainer / Designer is enclosed in **Annexure VI**.

X. Report Submission of Event/Activity

During the programme, necessary photographs of 2 sets of 10 nos. each having **Geo-tagging** *[one set for submission to NJB and the other set for CA]* have to be taken. The photographs to be enclosed with the activity report will contain [(a) Photographs for inauguration of the programme stating on the back side the designation of the eminent dignitaries or (b) Photographs of the valedictory session mentioning on the back side the designation of the eminent dignitaries. (c) Group photographs of the participants including the In-charge/Trainer. (d) 3 nos. of photographs showing the progress of training. (e) 1 photograph showing products developed. The photograph is to be taken with the banner as far as possible]. Further necessary photograph of the beneficiaries in three sets - one for NJB, one for CA's Office and one for the beneficiaries are to be taken. Claim for the photo will incorporate of all the above expenditure. Expenses for preparation of VCD / DVD are not allowable.

XI. Termination of Agreement for Failure to Become Effective

If this agreement has not become effective within three (3) months of the date hereof, either Party may, by not less than four (4) weeks written notice to the other Party, declare this Agreement to be null and void, and in the event of such a declaration by the Party, the CA shall be bound to refund all advances released so far.

XII. Arbitration Clause

In the case of dispute arising upon or in relation to or in connection with the contract between the NJB and the CA, which has not been settled amicably, either party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to The Jute Commissioner (under Ministry of Textiles), Salt Lake, Kolkata, as sole Arbitrator OR the Jute Commissioner may appoint any other Arbitrator for settlement of the dispute. The Arbitration and Conciliation Act, 1996 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings.

Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The decision of the Sole Arbitrator shall be final and binding upon both parties. The expenses of the arbitration as determined by the Arbitrator shall be shared equally by the Client and the Consultant. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

**SIGN BOARD [Size : 8' X 6']
[Royal Blue font on white background]**

NAME OF THE AGENCY

Address.....

Phone/Fax.....

(In English/Hindi/Local Language)

COLLABORATING AGENCY FOR JUTE INTEGRATED DEVELOPMENT SCHEME

SUPPORTED BY :

NATIONAL JUTE BOARD, MINISTRY OF TEXTILES, GOVT. OF INDIA

For Any Feedback/Suggestions/Complaints :

Email : jute@njbindia.in, FaxNo. : (033) 2217-2456

NATIONAL JUTE BOARD
(A Govt. of India Statutory Body)
Ministry of Textiles, Govt. of India
3A&B, Park Plaza, 71, Park Street,
Kolkata - 700 016

Annexure II

(Format for Furnishing Bank Guarantee)

To be Furnished in Stamp Paper of Rs. 100

State

Date:

Bank Guarantee No. :

Date :

Issued by :

To

The Secretary

National Jute Board,

3A & 3B Park Plaza,

71 Park Street,

Kolkata – 700 016

Bank Guarantee for Advance Payment

Dear Sir(s)

In Consideration of National Jute Board, Kolkata (Hereinafter referred to as '**National Jute Board**') which expressions shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) having award to M/s. having its registered office at

..... hereinafter referred as the M/s which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns) a contract vide

Bank Guarantee No. :

Date :

Issued by :

Ref. No.dated2016 and the same having been unequivocally accepted by M/s. resulting in a contract valued at Rs..... for "Implementation of Jute Integrated Development Scheme and National Jute Board having agreed to make an advance payment to....., of Rs.....(Rupees.....only) against bank guarantee to be furnished by M/s.

We, Bank Branch,having Head Office at(hereinafter referred to as 'the Bank'), which expression shall unless repugnant to the context or meaning thereof includes its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay National Jute Board, immediately on written demand received on or before2017, any or all money payable by M/s.to the extent of Rs..... (Rupeesonly) as aforesaid at any time up

to.....20... without any demur, reservation, contest or protest and/or without any reference to M/s.Any such demand made by National Jute Board on the bank shall be conclusive and binding not withstanding any difference between M/s.and National Jute Board or any dispute pending before any court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue till 20...

National Jute Board shall have the fullest liberty without affecting in any way the liabilities of the Bank under this guarantee from time to time to vary the advance or extend the time for performance of the contract by M/s. National Jute Board shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any power vested in them or of any right which they might have against M/s. and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the agreement between National Jute Board and M/s.any other course or remedy or security available to National Jute

Board. The Bank shall not be relieved of its obligations under these presents by any exercise by National Jute Board, of its liberty

Bank Guarantee No. :

Date :

Issued by :

With reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of National Jute Board or any other indulgence shown by National Jute Board, or by any other matter or thing whatsoever which under law relating to sureties would but for this provision have the effect of so relieving the bank only if you serve upon us a written claim or demand in terms of the guarantee on or before2017.

The Bank also agrees that the National Jute Board, at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance without proceeding against M/s.and not withstanding any security or other guarantee that, may have in relation to M/s.....liabilities.

Notwithstanding anything contained hereinabove.

1. Our liability under this bank guarantee is limited to a maximum sum of Rs.....(Rupeesonly).
2. This bank guarantee shall be valid up to20...and ;
3. We are liable to pay the guaranteed amount or any part thereof under this guarantee only and only if you serve upon us a written claim or demand in terms of the guarantee on or before20...
Dated thisday of2016 at

For – Name of the Bank
Authorized Signatories

Annexure III

BUDGETARY PROVISION FOR ACTIVITY & OPERATIONAL COST

Name of the Programme	No. of annual activity	No. of Participants	Duration	Budget per activity (Rs.)	Total (Rs.)
Basic Training	4	20	21 Days	75,000	3,00,000
Advance Training	4	20	14 Days	75,000	3,00,000
Design Development	4	20	14 Days	90,000	3,60,000
Sub Total	12		Sub Total (A)		9,60,000
Expenditure for TCPC (2 nos.)	75 % of cost of 10 sewing machines or 5 looms (in each)			(@1.50 L X 2)	3,00,000
Annual Operational cost incl. salary of personnel (part)					1,20,000
Market support					1,20,000
			Sub Total (B)		5,40,000
GRAND TOTAL (A+B)					15,00,000

BREAK UP OF OPERATIONAL COST [INDICATIVE]

EXPENDITURE HEAD	Rs./Month	Rs./Year
Salary Component	10,000	
Total Per Year	10,000	1,20,000

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INDICATIVE BUDGETARY PROVISION FOR ACTIVITIES UNDER JIDS

Basic Training Programme

Duration: 21 days

No. of Participants: 20

Sl. No.	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	5,000.00
2	Fees of Master Trainer for 21 days	15,000.00
3	Master Trainer TA, Boarding & Lodging	21,000.00
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	12,000.00
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	12,000.00
6	Tea & Snacks	8,000.00
7	Contingency (Banner, Photograph, Reporting etc.)	2,000.00
	TOTAL	75,000.00

Advance Training Programme

Duration: 14 days

No. of Participants: 20

Sl. No.	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	4,000.00
2	Fees of Master Trainer for 14 days	15,000.00
3	Master Trainer TA, Boarding & Lodging	14,000.00
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	20,000.00
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	13,000.00
6	Tea & Snacks	6,000.00
7	Contingency (Report, Photograph, banner etc.)	3,000.00
	TOTAL	75,000.00

Design Training Programme

Duration : 14 days

No. of Participants : 20

Sl. No.	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	4,000.00
2	Fees of Designer for 14 days	25,000.00
3	Designer TA, Boarding & Lodging	20,000.00
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	18,000.00
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	10,000.00
6	Tea & Snacks	6,000.00
7	Valedictory/Evaluation Programme	4,000.00
8 *	Contingency (Report, Photograph, banner etc.)	3,000.00
	TOTAL	90,000.00

NB: Maximum 20% deviation in budget heads will be allowed without increasing the total budgetary provision.

STATEMENT OF EXPENDITURE
VIS-À-VIS UTILIZATION CERTIFICATE FOR ACTIVITY
 (This certificate is to be furnished in the Letterhead of the Chartered Accountant)

NAME OF THE CA * :

QUARTER :

NAME AND ADDRESS OF THE :
 BANKER WITH A/C NO. & IFSC

Name of the Activity				
Location with detailed address				
Product Mix				
Duration				
Amount as per Budget				
Amount released (50 %)				
Expenditure Incurred (as per details given below:)				
Sl. No.	Head of Expenditure	Serial No. of Voucher(s)	Amount as per Voucher	Total expenditure for the head

We have examined the original records, vouchers, bills, challans, tickets, payment receipts & sales, assets etc. and certify that the expenditure as stated above has been incurred as per terms and conditions of the MoU entered between NJB and CA.

Signature of In-charge of CA * with Seal

Signature, Registration No. &
Seal of Chartered Accountant

Date :

Date :

NB: Expenditure related bills, vouchers, challans etc. properly numbered in ink are to be enclosed with this statement.

* CA = Collaborating Agency

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**STATEMENT OF EXPENDITURE VIS-À-VIS UTILIZATION CERTIFICATE
(OPERATIONAL FEES)**

(This certificate is to be furnished in the Letterhead of the Chartered Accountant)

FOR THE QUARTER : YEAR:

AMOUNT AS PER BUDGET :

AMOUNT RELEASED (50 %) :

EXPENDITURE INCURRED :

(as per details given below)

Sl. No.	Item of Expenditure	AMOUNT			
		Month of (Rs.)	Month of (Rs.)	Month of (Rs.)	Total for the month (Rs.)
1	Salary to Personnel				

We have examined the original records, vouchers, bills, challans, tickets, payment receipts etc. and certify that the expenditure as stated above has been incurred as per terms and conditions of the MoU entered between NJB and CA.

Signature of In-charge of CA *
with Seal

Signature, Registration No. &
Seal of Chartered Accountant

Date :

Date :

NB: Expenditure related bills, vouchers, challans etc. properly numbered in ink are to be enclosed with this statement.

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**CERTIFICATE BY CHIEF EXECUTIVE OFFICER OF COLLABORATING AGENCY
(STATE GOVERNMENT, GOVERNMENT AUTONOMOUS BODY / DRDA, DIC)**

This is to certify that the statement of expenditure has been compiled and verified by our office. Our appointed Statutory Auditor after verification of bill/voucher has issued necessary Utilisation Certificate and the same is enclosed herewith. The accounts of this organization are subject to Audit in each year by the office of Comptroller & Auditor General of India/Office of the Accountant General as the case may be.

for

(Chief Executive Officer)

Seal:

Date:

Signature of the In-charge of CA

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ACTIVITY REPORT FOR EACH TRAINING

1.	Name of the Activity			
2	Location of the Activity (with detailed Address)			
3	Name of the Cluster			
4	Duration (from to.....)			
5	Product Mix			
6	Training Module	Day 1	Day 2	Day 3
7	No. of products developed			
8	No. of Participants : (Attach list of Participants with Name, Address, Code No. Age, Sex, SC /ST & Stamp-size Photograph)			
9	Name of the Master Trainer /Designer			
10	Remarks of the In-charge of the CA			
11	Remarks of the Master Trainer/Designer			
12	Photographs (To be furnished in the Report maximum 10 photos)			

Signature with seal of
In-charge of the CA

Signature of the Master Trainer/Designer

Date :

- N.B.: i) Separate statement is to be enclosed where necessary.
ii) No adjustment of advance will be made without the Activity Report.

LETTER TO MASTER TRAINER / DESIGNER
[To be issued by CA]

To
Mr./Mrs.
Full Address with Pin Code & Telephone / Mobile No.

Sub: Master Trainer / Designer etc.

Dear Sir,

We are pleased to appoint you as Master Trainer/Designer at location for the period from to for imparting necessary training / design inputs on<productmix> The terms and conditions of your appointment are enumerated below:

- 1) Your appointment will be purely contractual in nature.
- 2) The assignment will be for days from to
- 3) You will be paid Rs. per day inclusive of cost of travel, food and lodging.
- 4) Your fees for the training will be directly paid by NJB, H.O.
- 5) You are also required to submit, a brief modalities of the training programme, list of product to be developed etc.
- 6) During the course of your assignment with us, you are required to provide technical inputs on the trades, marketing inputs, technological inputs, etc. to enable the trainees to start production process on their own.

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