Proceedings of the Executive Director, Kudumbashree and Missions Director,
National Urban Livelihoods Mission, Kerala

Present: S. Harikishore IAS

Sub: NULM- EST&P – Training in Medical Records and Health Information Technician
Thiruvananthapuram – Release of first instalment of training fee to M/s Kerala State
Electronics Development Corporation Ltd. (KELTRON):-reg

No7276/P/2016/KSHO Date20.09.2017

Read: 1) Proceedings No. 3711/F/2015/KSHO dated 24.06.2016 (work order)
2) MoU between Kudumbashree and M/s. KELTRON made on 29.06.2016
3) Letter from M/s KELTRON for release of first instalment of training fee
recommended and forwarded by City Mission Manager, Thiruvananthapuram

Order

Kudumbashree has issued a work order vide reference 1st cited to the Skill Training Provider
(STP), M/s KELTRON for conducting placement linked skill training in Medical Records
and Health Information Technician to 70 candidates from Thiruvananthapuram
Corporation STP has also entered into a MoU with Kudumbashree Mission for
implementation of this skill training programme vide reference 2nd cited. The agency has
enrolled 39 students against this work order. As per the MoU, an amount of ₹ 19987 is fixed
as the training fee per candidate for this course with a duration of 576 hours (₹ 34.70/per
hour). Now vide reference 3rd cited, M/s KELTRON has requested for release of first
instalment of training fee.

As per section 6.1 of the MoU, the skill training provider is eligible to get the first instalment
of training fee (30% of the training cost less the amount of refundable security deposit
collected from the trainees) on completing the training for a period of first seven days and
submitting the batch freeze report. The agency in the batch freeze report has intimated that
33 students are continuing in two batches on the batch freeze date and the City Mission
Manager (Skills and Livelihoods) of the concerned city has verified attendance at the training
centre and certified the same. Therefore the agency is eligible to get the first instalment of
training fee for the batch of 33 students. In addition, as per Section 4.11 (3) of the RFP
document issued by the mission, the security deposit remitted by the STP will be released
along with the first instalment of the training fee.
Therefore the amount payable to M/s KELTRON is calculated as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First instalment of training fee *(₹ 34.70 x 576 hours x 33 candidates)*30%</td>
<td>₹ 197871</td>
</tr>
<tr>
<td>2</td>
<td>Less refundable security deposit collected from the candidates</td>
<td>₹ 18750</td>
</tr>
<tr>
<td>3</td>
<td>Sub total</td>
<td>₹ 179121</td>
</tr>
<tr>
<td>4</td>
<td>TDS Deduction 2%</td>
<td>₹ 3582</td>
</tr>
<tr>
<td>5</td>
<td>Total amount to be released</td>
<td>₹ 175539</td>
</tr>
</tbody>
</table>

In this circumstances, sanction is hereby accorded to release an amount of ₹ 175539 (Rupees One Lakh Seventy Five Thousand Five Hundred and Thirty Nine only) to M/s KELTRON by way of RTGS transfer to the bank account of the agency as detailed below.

<table>
<thead>
<tr>
<th>Beneficiary Name</th>
<th>M/s K.S E. D.C LTD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank account No.</td>
<td>10183255309</td>
</tr>
<tr>
<td>Bank</td>
<td>SBI Commercial Branch</td>
</tr>
<tr>
<td>Branch</td>
<td>Thiruvananthapuram</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>SBIN0004350</td>
</tr>
</tbody>
</table>

TDS Amount shall be remitted as per the details given below

<table>
<thead>
<tr>
<th>TDS Amount</th>
<th>₹ 3582</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN</td>
<td>AABCK1319E</td>
</tr>
</tbody>
</table>

The expenses may be met from the sub head 2.1 Skill Development Training of NULM budget. City Mission Management Unit, should affect necessary entry in the MIS for the amount shown as item number 1 in this release.

Sd/
Executive Director, Kudumbashree & State Mission Director, NULM

To
1. Accounts section for effecting payment
2. CEO of M/s KELTRON

Copy to
1. Accounts officer
2. City Mission Manager (S&L),
3. CMMU, Thiruvananthapuram.
4. Stock file

Approved for Issue
Accounts Officer