

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

Present: S. Harikishore IAS

**Sub:** NULM- EST&P – Training in Front Office Associate – AP 374- Kayamkulam–  
Release of First Instalment of training fee to M/s Ascensive Educare Pvt Ltd:-reg

No. 4596/P/2016/KSHO- NULM007

Date.22.11.2018

- Read:** 1) Proceedings No. 3711/P/2016/KSHO dated 06.04.2018 (Work order)  
2) MoU between Kudumbashree and Ascensive Educare Pvt Ltd made on 27.04.2018  
3) Letter from M/s Ascensive Educare Pvt Ltd for release of first instalment of training fee recommended and forwarded by City Mission Manager, Kayamkulam.

**Order**

Kudumbashree has issued a work order vide reference 1<sup>st</sup> cited to the Skill Training Provider (STP), Ascensive Educare Pvt Ltd for conducting placement linked skill training in various trades including in the job role Front Office Associate. Now the agency has enrolled candidates for the course Front Office Associate in their training centres located at Kayamkulam and has requested for first instalment of training fee as per ref. 3. The details of the work order and candidates enrolled are given below.

No	Centre Location&Course	Type of training	Total Work order	Rate per candidate	Candidates enrolled earlier	TCO No (Present Batch)	Candidates enrolled in present batch	Candidates after batch freezing
1	Kayamkulam - Front Office Associate	NR	60	(36.44*310) 11296	0	AP 374	30	30

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 City Mission Managers of the concerned cities have verified attendance of the above mentioned batches at the training centre and has certified the batch freeze reports and recommended for payment. Therefore the agency is eligible to get the first instalment of training fee for the batches as calculated below.

No	Centre Location	TCO No	First instalment	Amount due to STP	Less TDS 2%	Amount released to STP
1	2	3	4	6	7	8
1	Kayamkulam - Front Office Associate	AP 374	101664	101664	2033	99631
	<b>Total</b>			<b>101664</b>	<b>2033</b>	<b>99631</b>

In these circumstances, sanction is hereby accorded to release an amount of ₹ 99,631/- (Rupees Ninety Nine Thousand Six Hundred and Thirty One only) to M/s. Ascensive Educare Pvt Ltd by way of RTGS transfer to the bank account of the agency as detailed below.

Beneficiary Name	Ascensive Educare Pvt Ltd
Bank account No.	0401102000003148
Bank	IDBI BANK
Branch	CHANDANNAGAR
IFSC Code	IBKL0000401

TDS amount ₹2,033/- Shall be remitted in the PAN AALCA2680E

The expenses may be met from the sub head 2.1 Skill Development Training of NULM budget. City Mission Management Units of the concerned cities should affect necessary entry in the MIS for the amount shown in column No 6 of the above table.

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

To

1. Accounts section for effecting payment
2. CEO of M/s Ascensive Educare Pvt Ltd

Copy to

1. Accounts officer
2. Secretary, Kayamkulam
3. City Mission Manager (S&L), CMMU, Kayamkulam
4. Stock file

Approved for issue

Programme officer