

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

(Present: S. Harikishore IAS)

**Sub:** NULM- EST&P – Training in Travel Consultant - Thalassery– (TCO No. AP-178/2017-18) Release of first instalment of training fee to M/s Kerala Institute of Tourism & Travel Studies KITTS :-reg

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No. 10496/P/2017/KSHO

Date 15.05.2018

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- Read:** 1) Proceedings No.3711/P/2016/KSHO dated 19.09.2017 (work order)  
2) MoU between Kudumbashree and M/s KITTS made on 24.10.2017  
3) Fund Request Letter from M/s. Kitts for release of first instalment of training fee recommended and forwarded by City Mission Manager, Thalassery

**Order**

Kudumbashree has issued a work order vide reference 1<sup>st</sup> cited to the Skill Training Provider (STP), M/s. Kitts for conducting placement linked skill training in Travel Consultant to 30 candidates from ULBs in Kannur at their Thalassery centre. STP has also entered into a MoU with Kudumbashree Mission for implementation of this skill training programme vide reference 2<sup>nd</sup> cited. The agency has enrolled 26 students against this work order. As per the MoU, an amount of ₹ 7891- is fixed as the training fee per candidate for this course with a duration of 260 hours (₹ 30.35/per hour). Now vide reference 3<sup>rd</sup> cited, M/s. KITTS has requested for release of first instalment of training fee, for the batch of 30 students enrolled as per this work order.

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 24 students are continuing in one batch 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 24 students.

In these circumstances the amount payable to M/s KITTS is calculated as follows:

1	First instalment of training fee (₹ 30.35 x 260Hours x 24 candidates)*30%	₹ 56815
2	Less refundable security deposit collected from the candidates	₹ 12750
3	<b>Sub total</b>	<b>₹ 44065</b>
4	Less TDS 2%	₹ 881
5	<b>Amount to be released to the agency</b>	<b>₹ 43184</b>

In this circumstances, sanction is hereby accorded to release an amount of ₹ 43184 (Rupees Forty three Thousand One Hundred and eighty four only) to M/s KITTS by way of RTGS transfer to the bank account of the agency as detailed below.

Beneficiary Name	Director Kitts
Bank account No.	67183005218
Bank	State bank of India
Branch	Vazhuthakkad
IFSC Code	SBIN0070033

TDS amount shall be remitted as per the details given below

TDS Amount	₹ 881
PAN	AABT 7204N

The expenses may be met from the sub head 2.1 Skill Development Training of NULM budget. City Mission Management Unit, should effect necessary entry in the MIS for the amount shown as item number 3 in this release.

Sd/-

Executive Director, Kudumbashree &  
State Mission Director, NULM

To

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

Copy to

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

Approved for Issue

  
Accounts Officer

