



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

AN ISO 9001 : 2008 Certified Organisation

Memo No.2709-MDC/WBVT:13-14

Date:27-02-2014

To,

S.P.B TECHNICAL INSTITUTE

Dighirkone ,Uchalan,
BURDWAN

REF: Your Proposal For Conduct of Vocational Training For Minorities.

SUB: Work Order for conduct of Vocational Training Courses

Sir,

With reference to the above this is to inform you that WBMDFC is interested in organizing vocational training proposed by you for minorities ,details of which are mentioned below:

COURSE	DURATION OF THE COURSE(M ONTH)	TOTAL NO.OF CANDIDATES PER CENTRE	COURSE FEE PER CANDIDATE (Rs.)	TOTAL COST[inclusive of taxes,if any] (Rs.)	VENUE OF THE TRAINING	
					TOWN	DISTRICT
(1)Electricity Industrial Wiring	6	50	15500	775000	Bandel	HOOGHLY
(2)Basic Electrical Training & House Wiring	6	50	10500	525000	Bandel	HOOGHLY
Civil Construction Supervisor	12	50	20500	1025000	Pandua	HOOGHLY

[Handwritten signature]



Head Office : Amber, DD-27E, Sector-1, Salt Lake City, Kolkata - 700 064
Phone : 2334-2893/4004-7469, Web : www.wbmdfc.org



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10% of the Course Fees are to be collected from students at the time of admission and balance 90% will be paid by WBMDFC as per the details mentioned in annexure-I
Guidelines for the conduct of the training and formats of documents/reports required by WBMDFC for submission are enclosed for your perusal.

Please note that tentative date for **the start of the training is 10-03-14.**

If you agree with the above terms and conditions, kindly sign and return the duplicate copy of this letter as a token of acceptance.

Yours faithfully,


(Md. Shahid)

Managing Director

Encl:

- 1) Guidelines for the conduct of the vocational training.
- 2) Format-I for claiming 1ST 40% amount of course fee as advance.
- 3) Format of Vocational Training Course Completion Certificate, Annexure-VIII, for claiming final payment of course fees.



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