

**FORMAT OF DEMAND LETTER BY TRAINING PARTNER  
( For Residential Facility)**

(On Letter Head of TP- Blank/dotted space to be filled)

Ref. no.....

Date:./../.....

To,  
The Commissioner,  
Tribal Research & Training Institute,  
28, Queens Garden,  
Pune-411001

**Subject: Demand Letter for release of Payment for Providing Boarding and Lodging facility to Trainees for batch ID.....(Write multiple batch id if applying for more than one Residential Centre separated by comma)**

Reference: Sanction order issued by Tribal Research & Training Institute, Pune  
Ref.No.....Dated.....

Respected Sir,

Tribal Research & Training Institute, Pune has accorded the sanction for implementing “**Jaipal Singh Munda Placement Linked Skill Development & Training Program**” vide letter referred above.

This office has successfully achieved the following milestone of the project

1. Centre readiness form.
2. Verified list of candidate from concern ITDP PO office.
3. Batch freeze report along with biometric/portal attendance for Candidates showing presence of Trainees at Residential facility.

We have also incurred direct and indirect expenses for executing the above project sanctioned by your office. It is therefore requested to release payment of Amt Rs ..... (Amt. in words.....) as per Boarding and Lodging Common Cost norms for providing Residential facility to trainees and help us to implement the project.

Thanking You.

Yours Sincerely  
Name & Signature with stamp  
Date:

**Encl. Documents:-**

1. Residential biometric attendance generated from biometric device(mandatory .
2. Residential attendance report generated from Portal month wise ( mandatory).
3. Residential facility pics (attach 4-6 geo tagged pics in pdf format , colored showing candidates at Residential facility( mandatory).

**Note: -** All documents should be signed with stamp by TP