

**FORMAT OF DEMAND LETTER BY TRAINING PARTNER
(For release of 2nd Installment)**

(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 2nd installment for Successfully Certified Trainees per batch with Batch ID(Write multiple Batch IDs separated with 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 “**Jaipalsingh Munda Placement Linked Skill Development & Training Program**” vide letter referred above.

This office has successfully achieved the following milestone of the project

1. Assessment and Declaration of result of Trainees – Batch wise (Uploaded on portal)
2. Certification of Successful Candidates – Batch wise (Uploaded on Portal)
3. Submission of Utilisation Certificate for First installment (Batch wise)

We have also incurred direct and indirect expenses for executing the above project sanctioned by your office. It is therefore requested to release the second 40% installment of Amt. Rs.....(Amt. in words) and help us to implement the project.

Thanking You.

Yours Sincerely,
Name & signature with
Stamp of Training Partner

Documents to be enclosed :-

1. Submission of Invoice (Auto generated from Portal) dully signed and stamped
2. List of Successfully Certified Trainees per batch dully signed and stamped.

Note: All documents should be signed with stamp by TP