

(On Letter Head of TP- Blank/dotted space to be filled)
FORMAT OF DEMAND LETTER BY TRAINING PARTNER
(For DBT – Post Placement Support)

Ref. no.....

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

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

Subject: Demand Letter for transferring Post Placement Support (for successfully placed Trainees) directly to Trainees account through DBT mode for below mentioned Batches.

Reference: 1. Sanction order issued by Tribal Research & Training Institute, Pune Ref. No.....Dated.....
2. MoU with TRTI Date.....

Respected Sir,

Tribal Research & Training Institute, Pune has accorded the sanction for implementing “**Placement Linked Skill Development & Training Program**” vide letter referred above. Our Training Institute has successfully achieved the following milestone of the project.

1. Training of Candidates. (Batch wise details uploaded on portal)
2. Assessment and Certification of Candidates.
3. Trainees offer letter submitted (uploaded on Portal)
4. Salary slip/ Bank statement of Trainees uploaded on portal .
5. Placement data of Trainees uploaded on Portal.

Batch Details for DBT

Sr. No.	Batch ID	No. of Eligible Candidate's for DBT in Batch	Batch Wise DBT amt. in Rs.
1			
2			
Total DBT Amt. In Rs. (.....)			

We request you to kindly transfer payment of Amt. Rs.----- (Amt. in words-----) directly to Trainees account through DBT mode as Post Placement Incentive. Complete detailed names and account number of such candidates are enclosed herewith for your reference.

We hereby declare that all the information regarding Trainees Names, Parentage and DBT related details (Account number, IFSC code, Aadhar Number) are duly checked and verified by us and if in case DBT amount gets transfer to account other than the actual beneficiary account due to wrong details submitted by us, we shall be held responsible for the same and the same amount shall be deducted from Training agency payments.

Thanking You,

Yours Sincerely
Name & Signature with stamp
Date:

Encl. Documents:-

1. Batch wise Payment sheet - in given format.
2. DBT related documents hard copies of (Bank account details Bank Passbook/Cancel Cheque and Aadhar card Copies.

Note:

- All documents pages should be duly signed and stamped by TP
- Attendance incentive only for candidates having attendance 80% and above only.