

To,

The General Manager,
District Industries Centre

Subject: Application for undertaking conducting of training in the trade of _____ during 2002-2003.

Sir,

In response to your recent advertisement for the purpose as stated above, I have the honour to submit herewith details of particulars in favour of my unit as follows: -

1. Name of the Units (in full block letters) :
 2. S.S.I. Registration No. & Date :
 3. Address :
 - a. Office :
 - b. Factory :
 4. Name & Address of Proprietor :
 5. Date of Establishment :
 6. Date of commencement of Production :
 7. Total Factory Area : _____ Sq. M. (Approx)
 8. a) Nos. of Machinery installed : _____ Nos.
b) Tools & Equipment available : _____ Nos.
- N.B:*** - A separate list may be attached without giving details of specifications, Nos. etc.,
9. Employment:
 - a. Supervisory : _____ Nos.
 - b. Teaching : _____ Nos.
 - c. Skilled workers : _____ Nos.
 - d. Others : _____ Nos.

Total : _____ **Nos.**
 10. Total intake capacity of trainees : _____ Nos.
 11. Total Nos. of trainees in as on the date of making this application : _____ Nos.
 12. Total Nos. of seats vacant to be filled up by new trainees : _____ Nos.
 13. Whether applied before for the same purpose? Yes/ No.

If yes, please indicate details of the Nos. of trainees entertained, Nos. of years etc.

Yours faithfully,

Dated :
The _____ 200

For M/s. _____
Signature & Seal of the Proprietor/ Manager.