

Process to be followed for Procuring Trainee Handbooks

NSDC has empaneled four publishers who will be responsible for supplying trainee handbooks for the PMKVY candidates under the assigned sectors. Please refer **Annexure- A** for the list of sectors assigned to the different publishers. Training Providers (TPs) need to place an order for Trainee handbooks for listed Job roles with respective publisher only.

You can check **Annexure B** for the list of ready to publish job roles.

For other job roles, SSCs are in the process of getting their contents shared and plagiarism checks with respective publishers and post that publishers will start the printing work. **Annexure B** will be updated on regular basis as soon as books are ready with Publishers. You are requested to check this site for updates on the ready to print job roles.

Currently, handbooks will be available in either English or Hindi language. We are also working on developing the content in other regional languages and same will communicated to you shortly.

TPs need to ensure that all enrolled trainee should get trainee handbooks.

Please follow below-mentioned Points for ordering Trainee Handbooks:

1. TPs need to place the order by filling the details in the **work order format only** (As per **Annexure C**). Work order should be raised separately for each center.
2. Training Provider can place the order for all its centers by providing an annexure of center list (with TC ID on SMART, TC ID on SDMS, TC Address on SDMS/SMART and other relevant details) with quantity ordered (job role wise) along with work order.
3. TPs need to sign and seal the filled work order after getting a printout, scan it and then email to respective publishers (Check **Annexure A** for email ID).
4. After mailing work order, TPs will be contacted by respective publisher with the details of charges/amounts that they need to pay for this work order. **Price/Rate per page is INR 0.49 which is inclusive of all applicable taxes, trainee hand-book cover print cost, logistics or distribution of the final printed book.**
5. TPs need to do the advance payment to publishers' bank account (Check **Annexure A** for Account Details) as per the invoice shared by publisher against work order. Only after that Publisher will deliver books to their training center.
6. TPs also need to share the training center address with correct **PIN code** for the delivery of Trainee handbooks with the Publisher. TPs need to ensure that delivery address of TC should match with the address provided on the SDMS/SMART. In case of non-delivery due to wrong address, TPs will bear the logistic cost incurred by publishers.
7. For disbursement and other important things related to trainee handbooks, please check **Annexure D**.

Annexure- A

S. No	Sector	Publisher's Name & Contact Point	Bank Account Details
1	Telecom	<p>Vikas Publishing House Pvt. Ltd. E-28, Sector 8, Noida - 201 301 (U P) Contact Person: Mr. Rajiv Tunius (Sr. Customer Service Executive) Mobile: 9958839634 Mr. Vijay Kumar Landline customer service Number: +91 120 4078994 /+91 120 4078936 /+91 120 4078995 Email ID for order placement and communication: vocational@vikaspublishing.com</p>	<p>Name of Bank: DBS Bank Ltd. (The Development Bank of Singapore Ltd) Account Name: Vikas Publishing House Pvt. Ltd. A/C no. 820200156332 IFSC Code: DBSSOIN0811</p>
2	Construction		
3	Life Sciences		
4	Capital Goods		
5	Logistics		
6	Furniture & Fitting		
7	Domestic Workers		
8	Rubber		
9	Instrumentation		
10	Paints and Coatings		
11	Indian Plumbing		
12	Handicraft and Carpet	<p>Mahendra Publication Pvt. Ltd. E-41,42,43,44, Sector-7, Gautam Budh Nagar, Noida, UP-201301 Contact Person: Mr. Manish Kumar Singh (Mobile No:9696445551) Email ID for order placement and communication: Primary Email Id 1: mis.mahendrapublication@gmail.com Secondary Email Id : ashishsisodiamibs@gmail.com</p>	<p>Bank Name: Indian Overseas Bank Bank Account Name: Mahendra Publication Private Limited Bank's Branch: Rajajipuram Bank Account Number: 178302000000397 IFSC CODE: IOBA0001783</p>
13	Food Industry Capacity		
14	Infrastructure		
15	Agriculture		
16	Automotive		
17	Aerospace and Aviation		
18	Chemicals		
19	Healthcare		
20	Hydrocarbon		
21	Persons with Disability		
22	IT/ITes		
23	Gems & Jewellery		
24	Power		
25	Apparels	<p>Rachna Sagar Pvt Ltd., 4583/15, Opp. LIC Building, Daryaganj, New Delhi - 110002 (India) Contact Person: Rajesh Gupta (Director Logistics)-09599206064 Saurabh Jain (Head Logistics)- 09717998887 Email ID for order placement and communication: Primary Email Id 1: rajesh.gupta@rachnasagar.in Secondary Email Id : saurabhjain@rachnasagar.in</p>	<p>Bank Name- HDFC Bank Bank Account Name: Rachna Sagar (P) Ltd. Branch: Darya Ganj New Delhi Bank Account Number- 03142790000055 IFSC CODE-HDFC0000314</p>
26	Electronics		
27	Security		
28	Tourism and Hospitality		
29	Banking & Finance		
30	India Iron and Steel		
31	Green Jobs		
32	Leather		
33	Textile		

S. No	Sector	Publisher's Name & Contact Point	Bank Account Details
34	Beauty & Wellness	Excel Books Private Limited Office: 81, Shyamlal Marg, Daryaganj, New Delhi - 110002 Contact Person: Mr. Rahul Chawla (Mob No: 8295529977) Email ID for order placement and communication: Email Id :- orders@excelbooks.net	Bank Name - Axis Bank Bank A/c Name - Excel books pvt ltd Account No - 917020039833500 IFSC Code - UTIB0000895 BRANCH - AZADPUR
35	Sports		
36	Management		
37	Strategic Manufacturing		
38	Mining		
39	Retail		
40	Media & Entertainment		

Annexure- B

Ready to Publish Job Roles

S. No	SSC	Job Role	QP Code	Publisher
1	Agriculture	Animal Health Worker	AGR/Q4804	Mahendra
2	Agriculture	Aquaculture worker	AGR/Q4904	Mahendra
3	Agriculture	Green House Operator	AGR/Q1003	Mahendra
4	Agriculture	Dairy Farmer/ Entrepreneur	AGR/Q4101	Mahendra
5	Agriculture	Tractor operator	AGR/Q1101	Mahendra
6	Agriculture	Gardener	AGR/Q0801	Mahendra
7	Agriculture	Micro Irrigation Technician	AGR/Q1002	Mahendra
8	Agriculture	Organic grower	AGR/Q1201	Mahendra
9	Agriculture	Quality Seed Grower	AGR/Q7101	Mahendra
10	Agriculture	Small poultry farmer	AGR/Q4306	Mahendra
11	Apparel	In-line Checker	AMH/Q0102	Rachna
12	Apparel	Packer	AMH/Q1407	Rachna
13	Apparel	Sewing Machine Operator	AMH/Q0301	Rachna
14	Apparel	Sewing Machine Operator - knits	AMH/Q0305	Rachna
15	Apparel	Self Employed Tailor	AMH/Q1947	Rachna
16	Apparel	Export Assistant	AMH/Q1601	Rachna
17	Apparel	Hand Embroiderer	AMH/Q1001	Rachna
18	Apparel	Pressman	AMH/Q0401	Rachna
19	Apparel	Washing Machine Operator	AMH/Q1810	Rachna
20	Automotive	Machining and Quality Technician	ASC/Q3509	Mahendra
21	Automotive	Welding and Quality Technician	ASC/Q3109	Mahendra
22	Automotive	Dealership Telecaller Sales Executive	ASC/Q1011	Mahendra
23	Automotive	Dealership Sales and Value Added Services Executive	ASC/Q1012	Mahendra
24	Automotive	Showroom Hostess - Customer Relationship Executive	ASC/Q1111	Mahendra
25	Automotive	Automotive Service Technician (Two and Three Wheelers)	ASC/Q1411	Mahendra
26	Automotive	Car Washer and Assistant Service Technician	ASC/Q1417	Mahendra
27	Automotive	Chauffeur / Taxi Driver	ASC/Q9714	Mahendra
28	Automotive	Auto / E Rickshaw Driver & Service Technician	ACS/Q9719	Mahendra
29	Beauty and Wellness	Assistant Beauty Therapist	BWS/Q0101	Excel
30	Beauty and Wellness	Assistant Hair Stylist	BWS/Q0201	Excel
31	Beauty and Wellness	Assistant Nail Technician	BWS/Q0401	Excel
32	Beauty and Wellness	Assistant Spa Therapist	BWS/Q1001	Excel
33	Beauty and Wellness	Pedicurist & Manicurist	BWS/Q0402	Excel
34	Beauty and Wellness	Beauty Therapist	BWS/Q0102	Excel
35	Beauty and Wellness	Hair Stylist	BWS/Q0202	Excel

36	BFSI	Business Correspondence & Business Facilitator	BSC/Q0301	Rachna
37	BFSI	Accounts Executive - Accounts Payable and Receivable	BSC/Q0901	Rachna
38	BFSI	Mutual Fund Agent	BSC/Q0601	Rachna
39	BFSI	Life Insurance Agent	BSC/Q0101	Rachna
40	BFSI	Debt Recovery Agent	BSC/Q0701	Rachna
41	BFSI	Equity Dealer	BSC/Q0201	Rachna
42	BFSI	Goods & Ser Tax (GST) Acc. Ass	BSC/Q0910	Rachna
43	Capital Goods	Manual Metal Arc Welding/ Shielded Metal Arc Welding Welder	CSC/Q0204	Vikas
44	Capital Goods	Fitter – Electrical and Electronic Assembly	CSC/Q0305	Vikas
45	Capital Goods	Fitter Mechanical Assembly	CSC/Q0304	Vikas
46	Capital Goods	CNC Operator Turning	CSC/Q0115	Vikas
47	Capital Goods	Draughtsman – Mechanical	CSC/Q0402	Vikas
48	Capital Goods	Fitter Fabrication	CSC/Q0303	Vikas
49	Construction	Assistant Electrician	CON/Q0602	Vikas
50	Construction	Bar Bender and Steel Fixer	CON/Q0203	Vikas
51	Construction	Mason General	CON/Q0103	Vikas
52	Construction	Mason Tiling	CON/Q0104	Vikas
53	Construction	Mason Concrete	CON/Q0105	Vikas
54	Domestic Workers	General Housekeeper	DWC/Q0102	Vikas
55	Domestic Workers	Housekeeper cum cook	DWC/Q0101	Vikas
56	Electronics & Hardware	DTH Set Top Box Installation & Service Technician	ELE/Q8101	Rachna
57	Electronics & Hardware	Field Technician – Computing and Peripherals	ELE/Q4601	Rachna
58	Electronics & Hardware	CCTV Installation Technician	ELE/Q4605	Rachna
59	Electronics & Hardware	Solar Panel Installation Technician	ELE/Q5901	Rachna
60	Electronics & Hardware	LED Light Repair Technician	ELE/Q9302	Rachna
61	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	Rachna
62	Electronics & Hardware	Field Technician – Networking and Storage	ELE/Q4606	Rachna
63	Electronics & Hardware	Field Technician – Other Home Appliances	ELE/Q3104	Rachna
64	Electronics & Hardware	TV Repair Technician	ELE/Q3101	Rachna
65	Food Processing	Pickle Making Technician	FIC/Q0102	Mahendra
66	Food Processing	Craft Baker	FIC/Q5002	Mahendra
67	Food Processing	Baking Technician	FIC/Q5005	Mahendra
68	Food Processing	Jam Jelly & Ketchup Processing Technician	FIC/Q0103	Mahendra
69	Furniture & Fittings	Carpenter - Wooden Furniture	FFS/Q0102	Vikas
70	Furniture & Fittings	Fitter-Modular Furniture	FFS/Q5702	Vikas
71	Gems and Jewellery	Jewellery Retail - Jewellery Retail Sales Associate	G&J/Q6802	Mahendra
72	Gems and Jewellery	Cast and diamonds-set jewellery - Hand Sketch Designer (Basic)	G&J/Q2301	Mahendra
73	Gems and Jewellery	Cast and diamonds-set jewellery - CAD Operator	G&J/Q2303	Mahendra

74	Gems and Jewellery	Diamond Processing - Assorter (Advanced)	G&J/Q3603	Mahendra
75	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Goldsmith - Components	G&J/Q0603	Mahendra
76	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Goldsmith - Frame	G&J/Q0604	Mahendra
77	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Polisher and Cleaner	G&J/Q0701	Mahendra
78	Gems and Jewellery	Cast & Diamonds Set Jewellery - Wax Setter	G&J/Q1701	Mahendra
79	Gems and Jewellery	Diamond Processing - Assorter (Basic)	G&J/Q3601	Mahendra
80	Green Jobs	Wastewater Treatment Plant Helper	SGJ/Q6602	Rachna
81	Green Jobs	Solar PV Installer (Suryamitra)	SGJ/Q0101	Rachna
82	Green Jobs	Solar PV Installer - Electrical	SGJ/Q0102	Rachna
83	Green Jobs	Solar PV Installer - Civil	SGJ/Q0103	Rachna
84	Green Jobs	Wastewater Treatment Plant Technician	SGJ/Q6601	Rachna
85	Handicrafts	Bamboo Mat Weaver	HCS/Q8702	Mahendra
86	Handicrafts	Handloom Weaver (Carpets)	HCS/Q5412	Mahendra
87	Handicrafts	Hand Rolled Agarbatti Maker	HCS/Q7901	Mahendra
88	Handicrafts	Bamboo Basket Maker	HCS/Q8704	Mahendra
89	Handicrafts	Agarbatti Packer	HCS/Q8002	Mahendra
90	Handicrafts	Bamboo Utility Handicraft Assembler	HCS/Q8705	Mahendra
91	Handicrafts	Stamping operator	HCS/Q2802	Mahendra
92	Handicrafts	Engraving artisan	HCS/Q2902	Mahendra
93	Healthcare	Pharmacy Assistant	HSS/Q5401	Mahendra
94	Healthcare	Emergency Medical Technician-Basic	HSS/Q2301	Mahendra
95	Healthcare	Diabetes Educator	HSS/Q8701	Mahendra
96	Healthcare	General Duty Assistant	HSS/Q5101	Mahendra
97	Healthcare	Home Health Aide	HSS/Q5102	Mahendra
98	Infrastructure	Junior Batching Plant Operator	IES/Q0117	Mahendra
99	Infrastructure	Junior Transit Mixer Operator	IES/Q0119	Mahendra
100	Infrastructure	Junior Backhoe Operator	IES/Q0102	Mahendra
101	Infrastructure	Junior Excavator Operator	IES/Q0104	Mahendra
102	Infrastructure	Junior Operator Crane	IES/Q0111	Mahendra
103	Infrastructure	Junior Mechanic - Engine	IES/Q1102	Mahendra
104	Infrastructure	Junior Mechanic- Hydraulics	IES/Q1104	Mahendra
105	Infrastructure	Junior Mechanic – Elec/Electronics/ Instruments	IES/Q1106	Mahendra
106	Infrastructure	Backhoe Loader Operator	IES/Q0101	Mahendra
107	Infrastructure	Excavator Operator	IES/Q0103	Mahendra
108	Iron and Steel	Fitter: Electrical Assembly	ISC/Q1001	Rachna
109	Iron and Steel	Fitter: Instrumentation	ISC/Q1102	Rachna
110	Iron and Steel	Rigger - Rigging of Heavy Material	ISC/Q0908	Rachna
111	Iron and Steel	Iron & Steel – Machinist	ISC/Q0909	Rachna
112	Iron and Steel	Bearing Maintenance	ISC/Q0906	Rachna

113	Iron and Steel	Fitter: Electronic Assembly	ISC/Q1101	Rachna
114	Iron and Steel	Fitter: Leveling alignment balancing	ISC/Q0905	Rachna
115	Iron and Steel	Plasma Cutter	ISC/Q0910	Rachna
116	Iron and Steel	Gas Tungsten Arc Welding	ISC/Q0911	Rachna
117	IT/ITes	Domestic Data entry Operator	SSC/Q2212	Mahendra
118	IT/ITes	Domestic IT Helpdesk Attendant	SSC/Q0110	Mahendra
119	Leather	Stitching Operator (Footwear)	LSS/Q2501	Rachna
120	Leather	Stitcher (Goods & Garments)	LSS/Q5501	Rachna
121	Leather	Cutter-Goods & Garments	LSS/Q5301	Rachna
122	Leather	Cutter- Footwear	LSS/Q2301	Rachna
123	Leather	Shaving Operator	LSS/Q0501	Rachna
124	Leather	Skiving Operator (Footwear)	LSS/Q2401	Rachna
125	Life Sciences	Lab Technician/ Assistant - Life Sciences	LFS/Q0509	Vikas
126	Life Sciences	Medical Sales Representative	LFS/Q0401	Vikas
127	Logistics	Warehouse Picker	LSC/Q2102	Vikas
128	Logistics	Warehouse Packer	LSC/Q2303	Vikas
129	Logistics	Consignment Booking Assistant	LSC/Q1120	Vikas
130	Logistics	Consignment Tracking Executive	LSC/Q1121	Vikas
131	Logistics	Courier Delivery Executive	LSC/Q3023	Vikas
132	Logistics	Documentation Assistant	LSC/Q1122	Vikas
133	Logistics	Inventory Clerk	LSC/Q2108	Vikas
134	Logistics	Forklift Operator	ASC/Q9707	Vikas
135	Mining	Mining - Wire saw Operator	MIN/Q0203	Excel
136	Mining	Mining - Loader Operator	MIN/Q0208	Excel
137	Mining	Mine Electrician	MIN/Q0416	Excel
138	Mining	Mine Welder	MIN/Q0423	Excel
139	Mining	Mining - Safety Operator	MIN/Q0437	Excel
140	Paints & Coatings	Powder Coater	PCS/Q5102	Vikas
141	Plumbing	Plumber General	PSC/Q0104	Vikas
142	Power	Consumer Energy Meter Technician	PSS/Q0107	Mahendra
143	Power	Assistant Electricity Meter Reader, Billing & Cash Collector	PSS/Q3001	Mahendra
144	Power	Assistant Technician - Street Lighting Solutions (Installation & Maintenance)	PSS/Q6003	Mahendra
145	Power	Distribution Lineman	PSS/Q0102	Mahendra
146	Power	Technician – Distribution Transformer Repair	PSS/Q3003	Mahendra
147	Power	Attendant Sub-Station (66/11,33/11 KV)-Power Distribution	PSS/Q3002	Mahendra
148	Retail	Retail Trainee Associate	RAS/Q0103	Excel
149	Retail	Retail Sales Associate	RAS/Q0104	Excel
150	Retail	Distributor Salesman	RAS/Q0604	Excel
151	Rubber	Junior Rubber Technician / Technical Assistant	RSC/Q0831	Vikas

152	Rubber	Mill Operator	RSC/Q0101	Vikas
153	Rubber	Pneumatic Tyre Moulding Operator	RSC/Q0211	Vikas
154	Rubber	Compression Moulding Operator	RSC/Q0205	Vikas
155	Rubber	Injection Moulding Operator	RSC/Q0207	Vikas
156	Rubber	Material Handling and Storage Operator	RSC/Q0108	Vikas
157	Rubber	Rubber Nursery Worker - General	RSC/Q6005	Vikas
158	Rubber	General Worker - Rubber Plantation	RSC/Q6107	Vikas
159	Rubber	Latex Harvest Technician (Tapper)	RSC/Q6103	Vikas
160	Security	Unarmed Security Guard	SSS/Q0101	Rachna
161	Sports	Fitness Trainer	SPF/Q1102	Excel
162	Sports	Sports Masseur	SPF/Q1103	Excel
163	Sports	Life Guard-Pool & Beach	SPF/Q1104	Excel
164	Telecom	Distributer Sales Rep	TEL/Q2100	Vikas
165	Telecom	Sales Executive Broadband	TEL/Q0201	Vikas
166	Telecom	Customer Care Executive – (Telecom Call Centre)	TEL/Q0100	Vikas
167	Telecom	Telecom -In-store promoter	TEL/Q2101	Vikas
168	Telecom	Field Sales Executive - Telecom Plans and Services	TEL/Q0200	Vikas
169	Telecom	Handset Repair Engineer	TEL/Q2201	Vikas
170	Telecom	Telecom- Tower Technician	TEL/Q4100	Vikas
171	Telecom	Costomer Care Executive (Relationship Centre)	TEL/Q0101	Vikas
172	Telecom	Optical Fibre Technician	TEL/Q6401	Vikas
173	Telecom	Telecom Terminal Equipment Application Developer (Android)	TEL/Q2300	Vikas
174	Textiles & Handloom	Ring Frame Doffer	TSC/Q0202	Rachna
175	Textiles & Handloom	Warper	TSC/Q7302	Rachna
176	Textiles & Handloom	Autoconer Tenter	TSC/Q0301	Rachna
177	Textiles & Handloom	Ring Frame Tenter	TSC/Q0201	Rachna
178	Textiles & Handloom	Stenter Machine Operator	TSC/Q5401	Rachna
179	Textiles & Handloom	Hank Dyer	TSC/Q7201	Rachna
180	Textiles & Handloom	Two Shaft Handloom Weaver	TSC/Q7303	Rachna
181	Tourism and Hospitality	House Keeping Attendant (Manual Cleaning)	THC/Q0203	Rachna
182	Tourism and Hospitality	Home delivery boy	THC/Q2902	Rachna
183	Tourism and Hospitality	Counter Sales Executive	THC/Q2903	Rachna
184	Tourism and Hospitality	F & B Service: Steward	THC/Q0301	Rachna
185	Tourism and Hospitality	Room Attendant	THC/Q0202	Rachna
186	Tourism and Hospitality	Front Office Associate	THC/Q0102	Rachna
187	Tourism and Hospitality	Multi Cuisine Cook	THC/Q3006	Rachna
188	Tourism and Hospitality	Travel Consultant	THC/Q4404	Rachna
189	Tourism and Hospitality	Street Food Vendor	THC/Q3007	Rachna

Annexure-C

WORK ORDER

TO:
Name and Address of Printer

DATE: __/__/2017

From: **Training Partner Name**

Training Center Name

TC ID on SDMS:

TC ID on SMART:

DESCRIPTION:

Work Order for the Supply of _____ Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Trainee handbooks (as per below table) to our Training Centers as per your quotation in connection with specification shared by NSDC.

S. No	Sector	Name of the Job role	QP Code	Language	No. of copies to be printed
1					
2					
3					
4					
5					

All the Books need to be delivered at the below mentioned training center address:

Contact & Address of Training center with PIN CODE

For Training Partner/Training Center Name

Authorized Signatory

Annexure- D

For the time being, all TPs are requested to purchase books from their own fund and submit supporting documents complete in all respect at NSDC. NSDC will do the reimbursement for the same to training providers.

*In case where advance has been already given to TP, same will be adjusted against the reimbursement for trainee handbooks by NSDC. Further as communicated by NSDC, any unadjusted/unutilized advances to be refund back by TPs to NSDC as per NSDC recovery request.

Important Points to be noted by Training Providers:

- a. TPs will procure the number of booklets from the publisher as per their quarterly demand. Also, TPs can place an additional order for at least 1 future batch for each job role.
- b. Considering the time of placing the order and logistics, TPs to ensure planning and order placement should be done in advance to ensure handbook gets distributed along with induction kit.
- c. NSDC will get the data from the respective publisher to cross verify the number of booklets delivered to the TPs.
- d. TPs must ensure that all booklets should be given to the enrolled candidates during induction. **A register to be maintained with signature of the candidate confirming the receipt of the Trainee Handbook and the Induction kit.**
- e. NSDC has the right to verify with the publishers and candidates about the delivery of booklets.
- f. At any point of time, if any information given by the TPs found to be forged or manipulated, the TPs liable to be penalized, including but not limited to suspension or blacklisting from the PMKVY scheme.

Below process must be followed by TPs after Procurement of Trainee Handbooks for Reimbursement:

TPs must send an email with subject line “**Supporting Documents against Purchase of Trainee handbooks _____ (TP Name)**” along with soft copies of all documents to support.handbook@nsdcindia.org; pmkvv-handbooks@nsdcindia.org with a copy marked to PMUPMKVY2@nsdcindia.org

TPs must courier hard copies of below mentioned documents (**All documents should be self-attested by competent authorities of the TP/TC**) to NSDC office address with super scribed “**Supporting Documents against Purchase of Trainee handbook under PMKVY (2016-2020) for _____ (name of TP)**” over the envelope.

NSDC office Address:

To,
PMKVY Finance Team (Ms. Ekta Khurana)
National Skill Development Corporation
301, West Wing | Worldmark -1 | Aerocity | New Delhi-110037

Following are list of supporting documents that need to be submitted by the Training Partners:

1. Valid original Invoice by TP (Invoice should contain all relevant details like: Invoice number, Date, Training Company name, Address, Mobile No, Bank details (Bank Name, Account Number, IFSC code), PAN No, TIN No, CIN No, GST Number etc..). Invoice should be raised to “**National Skill Development Corporation, 301, West Wing, Worldmark-1, Aerocity, New Delhi-110037**”
2. Copy of work order raised to publishers/Printers
3. Valid original Invoice/Bill of Supply issued by publishers
4. Valid Challan copy issued by publishers or Courier receipt
5. Undertaking / Self-declaration by TPs on company letter head after receipt of handbook
6. Self-certified proof of payment made by Training Partner to Publishers – Online Bank Transfer/Cheque/Cash deposit receipt/ Bank statement copy showing this transaction, etc.

Note: Training Providers who have already submitted the documents in hard copies are requested to re-check the above-mentioned documents list and send the hard copies in case of any discrepancy.

Submission of Supporting document should be done on monthly basis. TPs are allowed to submit all supporting documents pertaining to a month by the 15th date of subsequent month.

For ex- TPs need to submit supporting documents by 15th September for the trainee Handbooks procured during the Month of August.

Trainee Handbooks procured in the month of	Supporting Documents to be submitted by
AUG	15 th SEP
SEP	15 th OCT
OCT	15 th NOV
And so on.....	-----