



Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
Regional Directorate of Apprenticeship Training  
CTI Campus, Guindy, Chennai - 600032 (Tamilnadu)



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All correspondence should be addressed to the Regional Director

No.: RD/MS/T-11025/MES-DCA/DDU-GKY/2015-16/ **A164**

Date: 23-11-2015

To,  
✓ AH ABs under RDAT Chennai purview

**Sub: Reimbursement of Assessment Fee under DDU-GKY Scheme**

Dear Sir,

As per the DDU-GKY guidelines, assessment fee is to be reimbursed by the concerned PIA of TC where assessment was conducted, after results are published by the RDAT.

It has come to our notice that, some of the ABs are collecting the advance payment of assessment from the PIAs / TCs. As per the guidelines, assessment claim payments are only to be made after assessments results are declared (by RDAT) and hardcopy of result sheets are received by the ABs. In this context, ABs are advised **NOT to collect** advance payment from PIAs / TCs for carrying out the assessments.

Further, while submitting the claims to PIA, copy of the letter (without supporting documents) should also be sent to the "Tamilnadu Corporation for Development of Woman Ltd., Tamilnadu", for their information. All copies (xerox) of documents must be attested / certified by the PIA In-charge.

It is emphasized that assessments should only be conducted by the **ACE qualified assessors**.

**List of documents to be submitted to PIA along with assessment claim forwarding letter:**

Sl. No.	Document	Remarks
1	Portal generated claim / Manual claim#	2 copies (1+1), attested / certified.
2	Result Sheet (received from RDAT)	To be sent in <b>ORIGINAL</b> , with one attested copy.
3	Portal / #Manual attendance sheet of assessment	2 copies (1+1), attested / certified. No need to send original.
4	Assessment evaluation sheets	2 copies (1+1), attested / certified. No need to send original.
5	Biometric attendance record of candidates on the day of assessment. @	2 copies (1+1), attested / certified.
6	Biometric attendance record of Assessor on the day of assessment. @	2 copies (1+1), attested / certified.
7	Pre-Assessment checklist prepared by Assessor	2 copies (1+1), attested / certified. No need to send original.
8	Assessor detail sheet	2 copies (1+1), attested / certified.
9	Assessor ACE certification	2 copies (1+1) of supporting documents relating to Assessor ACE qualification; attested / certified.

# - If Soft & Entrepreneurship module assessment was conducted by ACE qualified assessor.

@ - If provision is available in Biometric Attendance System.

It is therefore, requested to follow above guidelines while sending the bills to PIAs apart from adhering to the timeline, strictly.

Yours faithfully,

  
(R Senthil Kumar)  
Regional Director


Copy:

1. Sh. Dinesh Nijhawan  
Director (SDI),  
M/o Skill Development & Entrepreneurship,  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi - 110 001

For information pl.

2. Chief Executive Officer - DDU-GKY,  
Tamilnadu Corporation for Development of  
Woman Ltd., Annai Theresa Mahalir Valagam,  
1<sup>st</sup> Floor, Valluvarkottam High Road,  
Nugambakkam, Chennai - 600 034

With a request to  
inform all the PIAs /  
TCs / APOs regarding  
above guidelines

  
(R Senthil Kumar)  
Regional Director