



No.: RD/MS/T-11025/2015-16/AB Assessment fee/ 4019

Date: 12-11-2015

To,

All ABs under RDAT Chennai purview

Sub: Reimbursement of Assessment Fee

Sir,

It is brought to your information that, DGT Hqrs recently amended the guidelines vide letter No. MSDE-2/2/2013-SDI/MES, Dated 29-09-2015, whereby assessment fee payment of ABs shall be made by MSDE HQ henceforth. Accordingly, all ABs have to submit the assessment fee bills to RDAT and the same will be scrutinized by this Directorate and forwarded to the HQ for further processing. It may further be noted that bills for the batches for which the training was started on or after 01-04-2015, alone will be accepted by this Directorate and rest of the claims shall be settled through the concerned DET only.

In this regard, you are requested to send following set of documents alongwith the bills to RDAT. All copies (xerox) of documents must be attested / certified by the MES In-charge / coordinator.

A) For Core module - Portal mode / Manual mode

Sl. No.	Item	Remarks
1	Portal generated claim / Manual claim	2 copies (1+1), attested / certified.
2	Result Sheet (received from RDAT)	To be sent in ORIGINAL , 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 made 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. In case of non-availability of ACE assessor, copy of approval from RDAT to conduct assessment by non-ACE assessor.

B) For SES101 - Soft & Entrepreneurship module - Manual mode (if applicable)

Similar set of documents as listed in Pt. A (Core Module) are to be forwarded.


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

Yours faithfully,


(R Senthil Kumar)
Regional Director

Copy for information:

Sh. Dinesh Nijhawan
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M/o Skill Development & Entrepreneurship,
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(R Senthil Kumar)
Regional Director