

*(Format of Covering Letter Format on Letterhead of RSETI)*

**To**  
**The Chief Executive Officer/Project Director**  
**Zilla Panchayat /DRDA**

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**Dear Sir,**

**Sub:** Grant Claim in respect of Candidates trained from BPL families by the RSETIs.

As per the RSETI guidelines, the MoRD through DRDA provides support towards cost of training for rural BPL candidates to the sponsoring Banks at the rate of ₹ 200/- per candidate per day to a maximum of ₹ 4000/- for training up to 4 weeks duration and maximum of ₹ 5000/- for training of longer duration.

Accordingly, please find enclosed claim of Rs. \_\_\_\_\_ towards cost of training \_\_\_\_\_ BPL candidates of the RSETI scheme along with Bill, pre receipt, Utilisation certificate and Trainee details for the purpose. We request you to consider the claim and release the eligible grant at the earliest.

Thanking you,

Yours faithfully,

**DIRECTOR**

**Encl: Annexure I to III**

**Annexure – I**  
*(Quarterly/Half yearly/Yearly as applicable)*

**BILL**

Name of the Institute:

Bill for the period: From \_\_\_\_\_ to \_\_\_\_\_

Submitted to: The Chief Executive Officer, ZP/Project Director, DRDA \_\_\_\_\_

**Sub: Releasing of grant amount to BPL candidates trained by the RSETI.**

Sl. No.	Name of the program	Dates From ____ to _____	No. of Days	No. of BPL Candidates	No. of training days (4X5)	Eligible Grant @ ₹ .200/-per candidate per day	Claim Amount * ₹	Remarks (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

\*Claim should be limited to a maximum of ₹ 4000/- for training up to 4 weeks duration and maximum of ₹ 5000/- for training of longer duration.

Enclosures: Pre - Receipt, Utilisation Certificate and BPL Candidates cum Attendance list.

**Date** \_\_\_\_\_ **Director**  
**Place** \_\_\_\_\_

**RECEIPT**

Received with thanks a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) from \_\_\_\_\_

towards the training of \_\_\_\_\_ candidates from BPL families in terms of the RSETI guidelines for the period from \_\_\_\_\_ to \_\_\_\_\_ as per the above Bill.

**Date:** \_\_\_\_\_ **Director**

**Place:** \_\_\_\_\_

**Annexure - II**

**Name of the Institute:** \_\_\_\_\_

**UTILISATION CERTIFICATE**

This is to certify that in terms of the RSETI guidelines, we have trained \_\_\_\_\_ number of candidates from BPL for the period from \_\_\_\_\_ to \_\_\_\_\_ as per the Bill dated \_\_\_\_\_ submitted and certify that we have incurred/utilized total sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for the purpose.



**Date:**

**Director**

**Place:**