



From
Smt Anita Ramachandran, I.A.S.,
Mission Director, MEPMA,
Hyderabad.

To
All the Project Directors of DPMUs,
Commissioners of GVMC & VMC
Addl. Comm (UCD) GHMC.

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Lr. No.713/1/13/C. Dated: 22-08-2013.

Sub: - MEPMA, STEP UP/RYSK-2013-14 skill trainings under Curtain, Garment stitching course with self employment model for BPL Urban women-Time Lines and process activities for NAC training -Regarding.

Ref: - Lr.No.713/2/13/C, dated: 25-07-2013 of the Mission Director MEPMA.



In continuation of the letter cited the Project Directors are informed that timelines for starting and completion of the trainings is communicated as per the annexure. They are requested to ensure that the trainings are completed strictly as per the timelines given and should submit compliance.

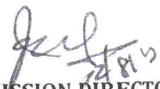

MISSION DIRECTOR
22/8/13

Encl: Annexure of Timelines and process activity is enclosed

Copy to the Director General National academy construction Hyderabad.

Timelines & process activities for NAC Training

Sno	Activity	Responsible	Timeline
1	Centre registration	NAC	By 26 th August
2	Approval of centre	DPMU/H.O.	By 30 th August
3	Work order generation	NAC	30 th August
4	ED approval	ED	30 th August
5	Batch plan request	NAC	31 st August
6	Approval	DLHS	31 st August
7	Call letters generation	NAC	3 rd September
8	Information to trainees	NAC/DLHS	4 th September
9	Counselling	NAC/DLHS	5 th September
10	10 finger biometric registration on the starting date	NAC	6 th September
11	Batch start	DLHS	6 th September
12	Training material	NAC	If applicable within one week
13	Inception report	NAC	20 th September
14	Confirmation and forward to PD	DLHS	22 nd September
15	First Payment	PD	1 st October
16	2 months attendance	NAC	1 st November
17	Batch completion report	NAC	1 st December
18	Verification	DLHS	3 rd December
19	providing sewing machine	PD	5 th December
20	Establishing Self employment units	NAC	12 th December
21	Verification of Units	DLHS	15 th December
20	Second payment after establishing Unit	PD	30 th December (Within 15 days of report submitted by NAC)
21	Post Establishment of Units report	NAC	12 th March.2014(After 3 months)
21	verification of the established units	DLHS	15 th March, 2014(Within 3 days.)
22	Final payment	PD	30 th March, 2014(Within 15 days after submission of verification report by DLHS)


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