

To,

The General Manager,  
District Industries Centre

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Subject: Application for undertaking conducting of training in the trade of \_\_\_\_\_ during 2002-2003.

Sir,

In response to your recent advertisement for the purpose as stated above, I have the honour to submit herewith details of particulars in favour of my unit as follows: -

1. Name of the Units (in full block letters) :
  2. S.S.I. Registration No. & Date :
  3. Address :
    - a. Office :
    - b. Factory :
  4. Name & Address of Proprietor :
  5. Date of Establishment :
  6. Date of commencement of Production :
  7. Total Factory Area : \_\_\_\_\_ Sq. M. (Approx)
  8. a) Nos. of Machinery installed : \_\_\_\_\_ Nos.  
b) Tools & Equipment available : \_\_\_\_\_ Nos.
- N.B:*** - A separate list may be attached without giving details of specifications, Nos. etc.,
9. Employment:
    - a. Supervisory : \_\_\_\_\_ Nos.
    - b. Teaching : \_\_\_\_\_ Nos.
    - c. Skilled workers : \_\_\_\_\_ Nos.
    - d. Others : \_\_\_\_\_ Nos.

**Total** : \_\_\_\_\_ **Nos.**
  10. Total intake capacity of trainees : \_\_\_\_\_ Nos.
  11. Total Nos. of trainees in as on the date of making this application : \_\_\_\_\_ Nos.
  12. Total Nos. of seats vacant to be filled up by new trainees : \_\_\_\_\_ Nos.
  13. Whether applied before for the same purpose? Yes/ No.

If yes, please indicate details of the Nos. of trainees entertained, Nos. of years etc.

Yours faithfully,

Dated :  
The \_\_\_\_\_ 200

For M/s. \_\_\_\_\_  
**Signature & Seal of the Proprietor/ Manager.**