

(To be type in Letter Head of the Agency)

ANNEXURE - II

To
The Secretary
National Jute Board
71, Park Street,
3A & 3B, Park Plaza,
Kolkata - 700 016

Dear Sir,

APPLICATION FOR TRAINING CUM PRODUCTION CENTRE (TCPC)

1. Name of the JIDS Agency :
2. Detailed Address :
3. Name of the In-charge of the TCPC
with contact telephone nos. :
4. Trainings Conducted :

Sl. No.	Name of the Training	Duration of the Training (No. of days)	Period of Training	No. of Beneficiaries trained
i)	Basic Training			
ii)	Advance Training			
iii)	Design Training			

5. Location of the TCPC (with detailed address and latitude/longitude) :
6. Total Area (in sq.ft) of the TCPC :
7. Ownership of the TCPC site : Rented / Own Space
(If rented pls attach an agreement copy)
8. Rent of the TCPC per month :
9. Details of the Beneficiaries to be engaged in the TCPC :
(Pls furnish detailed list)
10. Details of Machines to be procured :

Sl. No.	Name of the M/c	Brand Name, if any	Name of the Manufacturer	Specifications	No. of M/c

11. Products to be manufactured :
12. Total Targeted Annual Turnover :
(i) Quantity :
(ii) Value :
13. Average earning per beneficiary expected per year :
14. Address of the supplier with Website, email, phone no. & contact person (mobile no.) :
15. The machines procured for TCPC will not be changed, sold, relocated and disposed off from the place of installation without prior permission of NJB.

**Signature & Seal of the Incharge, CA
with date**

**Signature of the Incharge R.O/
Recommending Official, NJB**

**LIST OF BENEFICIARIES TO BE ENGAGED IN THE TCPC
LOCATED AT**

Sl. No.	Name & Address of the Beneficiary	Contact No.	Profession	Aadhaar No.	Passport size photograph with signature across the photo

We hereby declare that the beneficiaries stated in the above list will be engaged in the Training cum Production Centre.

(Signature & Seal of the In-charge)

(Signature & Seal of the BDO/DRDA Official)