

*Dear Sir/Madam,*

*We convey our sincere thanks showing interest to know the guidelines for registration of your organization to imparting training to our student.*

*In order to empanel the organization for training purpose, company/organization has to comply with certain requirements as placed below:*

- It has facilities to impart 15 months training/03 months practical training in various departments particularly Secretarial (Shares & Legal), Finance & Accounts (including Costing, Management Accounting ,Internal Audit & Taxation), Administration (including Personnel, General Administration, Industrial & Public Relations, Marketing & Material Management etc.)*
- That the paid-up capital of the company conforms to the requirements. As per the Regulations of the Institute, the company should have paid-up capital of not less than Rs. 50 lakhs for imparting 15 months training. However, for the purpose of 03 months practical training, the requirement of paid-up capital is Rs. 25 lakhs. In support of this, the company has to send its latest Balance Sheet to the Institute.*

*Stipend payable and Number of Trainees to be engaged:*

- Most of the companies recognized by the Institute for imparting training are paying the stipend generally Rs.3500 onwards per month to the trainees*
- The company is also required to provide information about the maximum number of trainees can accommodate in each calendar year. The minimum number is one trainee for 15 months training and two for 03 months practical training.*

*No application form for seeking recognition for the above purpose is prescribed. A letter address to the Secretary of the Institute, furnishing confirmation/ information is necessary.*

*Regards*

*Admn. Officer (Training)*