

COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture & Farmers Welfare, Government of India)

Kera Bhavan, SRV Road, Kochi – 682 011, India

Email: cdbmarket@gmail.com, Web:www.coconutboard.gov.in

FORMAT FOR SUBMITTING PROPOSAL FOR SKILLED MANPOWER DEVELOPMENT FOR PROCESSING

1	Name of the Enterprise	
2	Office Address	
3	Factory Address	
4	Telephone & email	
5	Constitution of the Enterprise	Proprietor/partnership/company/society/others
6	Name, Address & contact details of the Promoter	
7	Name, Address & contact details of the authorized Person	
8	EM No. Date or UAN No. date	
9	Product manufactured/processed	
9.a	Main product(s)	
9.b	Co-product and by products. If any	
10	Installed Capacity of the main product	
10.a	Capacity utilization during the previous year (in percentage)	
11	Requirement of manpower	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	

12	Details of manpower currently available in the Processing unit.	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	
13	Built up area of the unit(in sq.ft or sq.m)	
14	Area of the premise(in sq. m or in cents)	
15	Details of the master trainer	
	a. Name & address of the Trainer	
	b. Educational qualification	
	c. Experience as trainer(in years/months)	
	d. Experience as a skilled worker(in years/months)	
16	No. of trainees could be accommodated in a batch	
17	Details of residential facility proposed to be provided to the trainees	
18	Is Canteen facility available in the unit?. If not arrangements proposed to be made for providing food to the trainees during the training programme?	
19	How many days advance notice is required for commencing the training programme?	
20	Are you able to assure placement to all the trainees who have completed the training programme successfully in your unit or nearby units?.	

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Date:.....
Place:.....

Signature
Name:.....
Designation:.....

Seal

Documents to be accompanied with the duly filled in application

1. Copy of the Udyog Aadhar
2. Copy of the Quality Certificate(s) obtained for the unit, if any
3. Audited statement of accounts for the last 2 years.