



केन्द्रीय टूल रूम, लुधियाना  
CENTRAL TOOL ROOM, LUDHIANA

भारत सरकार की सोसायटी  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,  
Government of India Society  
Ministry of Micro, Small & Medium Enterprises



**WORK ORDER**

Ref. No.: CTR/LDH/Trg/Fire Safety/1687-90

Date: 23.07.2019

NCFSE Fire and Safety Management Pvt. Ltd.,  
SCO: 40-41, First Floor, VIP Complex, VIP Road,  
ZIRAKPUR, Distt. Patiala, PUNJAB- 140603

Dear Sir,

This refers to our tender no. CTR/LDH/1833/MISC/2018-01, Dated: 24/10/2018 for engagement of agency for creating skill development in Fire Safety. In this regard, MSME-TC, Ludhiana is pleased to train students in this field and start following training programmes at our extension center, situated at G.T. Road, Nilokheri, Distt. Karnal (Haryana), as per the terms and conditions mentioned below:

1. Diploma in Fire & Safety Engineering
2. Advance Diploma in Fire & Safety Engineering

**Terms & Conditions :**

- a) Training facility pertaining to domain skill will be set up by you at CTR Extension Centre, Nilokheri, Distt. Karnal, Haryana.
- b) A general book of record of each course curriculum shall be kept under the custody of administrative office of MSME-TC Ludhiana as well as NCFSE, Zirakpur. Whenever the need arises for changes/updatations, these are done in both the master copies simultaneously.
- c) The tenure of this operation will be upto 31<sup>st</sup> August, 2020 which can be extended based upon performance during this period.

### **Roles and Responsibilities of MSME-TC LUDHIANA:**

- a) The programmes would be conducted at Nilokheri in Mode 1 and Mode 2  
  
Mode 1 : Programmes would be conducted at Nilokheri.  
Mode 2 : Programmes would be offered to candidates having undergone 330 hours of theory classes at your centres.
- b) The required sitting arrangements for students in the Theory Class Rooms and lab would be provided.
- c) Hostel facilities for candidates shall be arranged @ ₹ XXXXX p.m. in the premises.
- d) MSME-TC Ludhiana would have the full privilege to Intervene, Evaluate and Assess each Candidature's Academic, Practical Examinations (Internal and External) etc. at any time during the course.
- e) An on-line Certificate Verification process will be established and practiced.
- f) For practical training, the ground would be made available in good conditions to install and fix required equipment as per the curriculum.
- g) 22 Days Theory and Practical Training will be provided for students who have undergone theory classes conducted by NCFSE, making these students eligible for enrollment at Nilokheri. It will be carried out at CTR Extension Centre, Nilokheri for their skill development and assessment.
- h) The certificate to each enrolled student shall be issued within 30 days from the examination result announcement.

### **Roles and Responsibilities of NCFSE, Zirakpur, Punjab:**

- a) NCFSE, ZIRAKPUR will impart this training at Extension Centre in Nilokheri, Distt. Karnal, Haryana.
- b) NCFSE shall appoint qualified faculty and other required manpower to provide complete and comprehensive training to each candidate enrolled.
- c) NCFSE shall provide study material, registration of candidates, Identity Cards, and other academic support to the students enrolled under this programme.

- d) NCFSE shall indulge in effective marketing strategies to mobilize maximum candidates for this project.
- e) Practical Training facility for the two training programs at CTR Extension Centre, Nilokheri, will be installed and equipped by NCFSE from its part.
- f) A placement cell shall be developed to provide quality service to each student enrolled under this project.

**FINANCIALS:**

Financial distribution shall be as per the following-

S. NO.	ELIGIBLE BENEFICIARIES	COURSE NAME	DURATION	COURSE FEE	NCFSE share
1.	10+2 / ITI / GRADUATE / DIPLOMA	DIPLOMA IN FIRE & SAFETY ENGINEERING	1 YEAR / 480 HRS.	XXXXXX	Not to be disclosed
2.	BE / B.TECH / 3 YEARS DIPLOMA / SCIENCE GRADUATE	ADVANCE DIPLOMA IN FIRE & SAFETY ENGINEERING	480 HRS. / 6-MONTHS FAST TRACK	XXXXXX	Not to be disclosed

As per the above fee structure in Mode 1, fee would collected by MSME-TC Ludhiana. In the Second Mode every student's registration amount of ₹xxxxxx will be paid to MSME-TC Ludhiana along with all students' registration credentials and the remaining amount of ₹xxxxxx will be paid on each student's 22 days Practical Training Registration and Examination Assessment process at CTR Extension Centre, Nilokheri. GST will be charged extra.

You are advised to start the enrollment and training activities for the above course(s) at the earliest.

Thanking you,

Yours faithfully,

  
(J.Saini)

MANAGER Training

Copy to:

1. HoD-Purchase deptt, CTR Ludhiana, for information
2. HoD-Accounts deptt, CTR Ludhiana, for information
3. HoD- Administration deptt, CTR Ludhiana, for information