



O/o the Mission Director,  
1<sup>st</sup> Floor, Sahasra Apartments,  
Gorantla, Guntur.

### CIRCULAR

**Roc. No: 11021(31)/3/2017-DMC-ESTP-MEPMA, dated: 04-05-2018**

**Sub:** MEPMA – EST&P – 2018-19 – Payment of Assessment fee at District level –  
Certain instructions / Guidelines issued – Reg.

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All the Project directors of MEPMA and the Project Officer of VMC are hereby informed that it has been decided that the Assessment fee to be paid to the Assessment Agencies after successful completion of the assessment should pay in districts only. The following documents should be checked while paying the assessment fee.

1. Invoice (TP name, centre address, no assessed, amount, Bank a/c no, IFSC code, and PAN no etc.,)
2. Attendance sheet of assessment day (duly signed by TP and AP MEPMA official at dist level)
3. Direct Candidate Assessment Result sheet
4. Assessment photographs
5. Copy of Assessments fee paid by Head Office is enclosed. Please verify it and then only unpaid Bills may be processed.

The payments towards assessment would be made at the rate prescribed only (i.e.Rs.800/) if the assessments are carried out within 3 days of completion of training. In case of delays, the reductions as indicated below shall be applied:

- a. If the assessments are carried out from 4<sup>th</sup> day of completion of training till 10<sup>th</sup> day, 15% deduction

- b. If the assessments are carried out from **11<sup>th</sup> day** of completion of training **period and till 20<sup>th</sup> day, 30% deduction**
- c. If the assessments are carried out **beyond 20 days** of completion of training period, **45% deduction**

Here delay means the difference between Assessment date and the date of completion or the portal allotment date whichever is later.

The assessment fee bill can be raised in AWWP under **ESTP- 185** head and sent to Head Office so that the Head Office will directly pay through online. Herewith enclosing the list of batches already paid to the Assessing Bodies. Don't consider the old bills related to 2015-16 and 2016-17.

All the Assessment Agencies are requested to submit the assessment bills from 10<sup>th</sup> May' 2018 to the Project Directors of the district concerned pertain to their Districts.

Therefore, all the Project Directors and the Project Officer of VMC are requested to follow the above guidelines so as to enable for processing the payment of assessment fee to the Assessing Bodies from 10<sup>th</sup> May, 2018 onwards.



**MISSION DIRECTOR**

4.5.2018

To

All the PDs / PO of MEPMA,

Copy to: All Assessment Agencies,  
Copy to: Finance Manager,  
Copy to: SMM-IT,  
Copy to: AD (Admin),  
Copy to: MD Desk.