

**Annexe-B**

**[Authorization letter format; this letter should be in establishment's letterhead duly signed affixed with seal]**

F. No: \_\_\_\_\_

dated

To  
The Director  
Board of Apprenticeship Training (Southern Region)  
C I T Campus, 4<sup>th</sup> Cross Road,  
Taramani  
CHENNAI – 600 113

Sir,

Sub: Engagement of NEEM Trainees – Officer authorization for NEEM  
co-ordination – reg.

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I **<Name>** hereby authorized **<Name of the officer authorized>**,  
**<Designation>**, **<Name of the Establishment>** to file application, affidavit  
and other necessary documents pertaining to NEEM – Application and Approval  
process. His specimen signature is attested below. He will coordinate all the  
activities pertaining to NEEM process with your good office. We request you to  
kindly accord necessary approval.

Specimen Signature of  
**<Name of the officer authorized>**

Thanking you,



Yours faithfully,

**<Name>**  
**<Designation>**

**Annexe – C**

**[Affidavit of ₹.100/- (Rupees One Hundred) to be submitted by the Officer authorized by the establishment duly signed, sealed and Notarized.]**

**Affidavit**

**I <Name of the officer authorized>, <Designation, Name of the Establishment>, <with complete office address>, Son of <Father's Name> residing at <complete residential address>.**

I hereby undertake the terms and conditions as per the NEEM (National Employability Enhancement Mission) Notification No:37/3/Legal/AICTE/2013 Sl. No.10 to 15 with regard to Health & Safety and welfare of Trainees, Hours of Work, over time, leave and Holidays, NEEM Agent's Liability of compensation for Injury, Conduct and Discipline, Post Training support and Remuneration / Stipend.

I fully comply with the instructions of the above Clauses without any exception. I also undertake that I will ensure proper supervision during the training period and to maintain all the records pertaining to NEEM scheme and will submit to the BOAT / AICTE as and when such records are required.



**<Signature of the officer Authorized>**

**<Notary Signature with Seal>**

**Annexe – D**

**[Affidavit of ₹.100/- (Rupees One Hundred) to be submitted by the Officer authorized by the establishment duly signed, sealed and Notarized.]**

**Affidavit**

**I <Name of the officer authorized>, <Designation>, < Name of the Establishment>, Son of <Father's Name> <with complete office address>.**

In connection with our application dated <date of application> made to Board of Apprenticeship Training (BOAT) – Southern Region for registration to train NEEM Trainees hereby solemnly affirm and declare as under.

1. That I am the **<Designation>, <Name of the Establishment>**
2. That the declaration, information and documents pertain to registration as an organization to train the NEEM Trainees under Board of Apprentice Training (BOAT) – Southern Region as per AICTE Notification under National Employability Enhancement Mission (NEEM) Regulations, 2013.
3. That the information given by **<Name of the Establishment>** in the application made to BOAT – Southern Region is true and complete. Nothing is false and no material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and / or that the Tube Products of India fail/s to disclose all the information and / or suppress any information and / or misrepresent the information. I / we shall be liable to be prosecuted by the BOAT – Southern Region.
5. That the BOAT – Southern Region shall also be free to take any action including withdrawal of approval of registration and / or any other action

as deemed necessary against the **<Name of the Establishment>** and others as the case may be and / or the individual associated with the Society / Trust / a company established under Section 25 of Companies Act 1956.

6. That the facts stated in the affidavit are true to our knowledge. No part of the same is false and nothing material has been concealed there from.



**<Name of the Officer & Signature>  
<Designation>**

**DEPONENT**

**VERIFICATION:**

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at \_\_\_\_\_ on this \_\_\_\_\_.

**<Notary Signature with Seal>**