

## GENERAL INSTRUCTIONS:

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well developed Information Centre and Internet facilities are available to the participants.
- **FEES (as mentioned in the brochure)**

Fee includes, course material, course kit and twin-sharing / single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.

### DISCOUNTS:

- Non-Residential Fee- 10% discount on course fee is allowed for non-residential participants.
- Group Discount: Additional 10% discount for three or more participants, if sponsored by the same organization.

(All discounts are applicable only if fee is received at ESCI before the commencement of the programme.)

**Service Tax as applicable** (FY 2015-16 @ 14.5%) is to be paid extra over and above the training fee, as training is also brought under the purview of Service Tax. PAN Card No AAATT3439Q; Service Tax registration No AAATT3439QST008 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in favour of “IE (I) - Engineering Staff College of India” in the form of demand draft payable at Hyderabad.

Alternatively the payment may be made by Electronic Fund Transfer (EFT) to ESCI - SB A/c No. 10007111201 with The SBI, PBB, Rajbhavan Road Branch, Khairatabad, Hyderabad-500004 by NEFT/ RTGS/ IFSC Code No. SBIN 0004159 – MICR No.500002075. While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title. (Please read the brochure before registration)

### REGISTRATION:

Online registration shall be available on ESCI website.

- To register, manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant

along with the details of mode of payment of fee addressed to the concerned Course Director mentioned in the brochure.

- **CERTIFICATE:**

A certificate of participation will be awarded to each participant on conclusion of the programme.