

Procedure for MoU with NDRF

1. Request letter to be received from Organisation / Institution indicating interest to enter into MoU.
2. After seeking permission from Director / Chairman, NDRF has to send appropriate application form.
3. After receipt of completed application form along with all necessary documents and receipt of processing fee of Rs.20,000/- + GST, NDRF should send these documents to MoU Committee.
4. MoU Committee will send Expert Team to visit and evaluate the Organisation and submit its report.
5. After clearance by the MoU Committee, NDRF has to indicate the go head for signing of MoU by along with draft MoU and request for payment of balance MoU Fees.
6. After receipt of balance MoU fee Rs. 80,000/- + GST NDRF will request Chairman and Director to allocate suitable date for MoU signing event.
7. After identifying suitable date as per convenience of NDRF and Organisation the event venue and other logistics will be fixed.

Note: You may please note that the fee for MoU is Rs.1,00,000/-(Exclusive of GST). Out of which Rs.20,000/- (Exclusive of GST) need to be paid as the application processing fee. On receipt of application with fee, NDRF would depute a review team to the institute. Based on the report submitted by the team, MoU document could be drafted further. The remaining fee of Rs.80,000/- (Exclusive of GST) need to be submitted along with the draft MoU.