

SF 10.2E: RESPONSE TO RED (LEVEL 2) ALERT

<To be printed on organisation letter head>

RESPONSE TO RED (LEVEL 2) ALERT

To
[Name of the Authorised signatory of CTSA/SRLM]
[Designation of the Authorised signatory of CTSA/SRLM]
[Name of CTSA/SRLM]
[Address]

Date:
File No:

Project Details

Sanction Order No.¹⁰:
Sanction Order Date:
Project Commencement Date:
State(s) of Operation:

1. This is with reference to the Red (Level 2) Alert No. [number of Red Alert] dated [date of issue of Red Alert] issued to our organisation under Section 10.2 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).
2. We would like to inform you that we have taken necessary action and completed the task on [Date of task completed] as per details provided in Annexure 1. Supporting evidence for this is provided in Annexure 2.
3. An explanation for the occurrence/continuance of the default is provided in Annexure 3.
4. We request you to consider our explanation and the corrective action we have taken, close the Alert and cancel the default.

[Signature & Seal of Authorized Signatory]

<PIA>

Address and Email ID

CC:

1. CTSA/ SRLM
2. Joint Secretary (Skills), MoRD
3. Office copy

¹⁰ Mention latest/revised copy of Sanction Order

Annexure I: Statement of tasks completed

Sr. No.	Reference: Guidelines/ SoP/ Notification/ any relevant document	Item (Deviations)	Remarks/ Action to be taken by PIA	Action taken by PIA

Annexure II

Evidence (including documents, photos, video, audio transcripts) to support claim that action has been taken to address the default.

Annexure III: Explanation for occurrence/continuance of default