

No.1-130/2021-Skill (E.Comp-19342)

भारत सरकार / Government of India

सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice and Empowerment
दिव्यांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities
अन्वयोदय भवन, सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110003
Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi - 110003

दिनांक / Dated: 03/03/2025

To,

1. Chief Secretaries/Principal Secretaries of all States/UTs.(as per list)
2. All NIs/CRCs

Subject:-Revision of the existing Standard Operating Procedure (SOP) for the scheme of National Action Plan for Skill Development of Persons with Disabilities (NAP-SDP).

Sir/Madam,

I am directed to say that the competent authority of this Department has approved the Revised Standard Operating Procedure in the existing SOP of National Action Plan for Skill Development of Persons with Disabilities (NAP-SDP) which is being implemented by this Department under the Umbrella Scheme "Scheme for Implementation of Rights of Persons with Disabilities Act (SIPDA)".

2. Accordingly, Revised SOP (copy enclosed) in respect of the National Action Plan for Skill Development of Persons with Disabilities(NAP-SDP) shall be effective from the date of issue of this letter. The guidelines of NAP-SDP Scheme alongwith revised SOP of this Department are available on <https://depwd.gov.in>.

Encl:- As above

Yours Sincerely,

Ajay
03/03/25

(Ajay Kumar)

Under Secretary to the Govt. of India

Copy for information to:-

1. PS to Hon'ble Minister SJ&E
2. PS to Hon'ble MoS (BLV)
3. Sr. PPS to Secretary, DEPwD
4. PPS to DDG
5. PS to JS & FA
6. CMD, NDFDC
7. To all Directors/DS of DEPwD

Revised Standard Operating Procedure under National Action Plan for Skill Development of Persons with Disabilities.

(i) The Department invites Expression of Interest (EOI)/Project Specific Proposal (PSP) through PM-DAKSH-DEPwD portal, from interested Government and Non-Government Organizations, for imparting skill training to PwDs in NSQF aligned courses developed by SCPwD and other Sector Skill Councils duly approved by NCVET.

(ii) The EOI received in the portal will be examined on the basis of marks matrix alongwith Project specific proposal (PSP) of qualified organization.

(iii) The Expression of Interest (Eoi) and Project Specific Proposal (PSP) of the qualifying organizations will be examined by the Selection Committee which would recommend the target of trainees for each of the approved/ recommended organization.

(iv) The recommendations of the Selection Committee with regard to EOI and PSP of the organizations will be placed before the Secretary, DEPwD for approval.

(v) As per the approval, the EOI and PSP will be approved on the PM-DAKSH-DEPwD portal by the Department. Accordingly, empanelment letter and Offer letter will be issued through portal by the Department.

(vi) Department would also reject the ineligible organization on the portal and approved organization would be empanelled as Training Partner (ETPs).

(vii) ETP has to get their Center validation from SCPwD within 30 days of receipt the offer letter, beyond which the empanelment would be deemed cancelled.

If an ETP is an organization of DEPwD, or it is directly funded by DEPwD like DDRS/DDRC/National Trust, Centre Validation on accessibility by SCPWD will not be mandatory.

(viii) On validation of the center with regard to various aspects i.e. accessibility for PwD, infrastructure, equipment etc, SCPwD would issue Letter of Recommendation (LOR).

(ix) ETP will now upload the LOR, valid certificate of Training of Trainers (Domain and SCPwD) and Execution Bond* (in respect of NGOs only). After that Commencement letter will be issued by the NDFDC through PM-DAKSH-DEPwD portal.

(x) The execution bond on non-judicial stamp paper of Rs. 300/- need to be submitted in original to the Department (only for NGOs) through authorized signatory of NGO. The course of action on execution of bond would be as under:

a. If ETP duly fulfill and comply with all the terms and conditions mentioned in the Letter of sanction, guidelines of NAP-SDP Scheme and norms of Ministry of Skill Development related to skill training, then the above said bond of obligation shall be void and no effect and the same will be returned to concerned ETP after completion of Training.

b. In the event of the grantee ETP failing to comply with the terms and conditions mentioned in the letter of sanction, guidelines of NAP-SDP scheme and norms of Ministry Skill Development and Entrepreneurs related to skill training, the signatories to the bond and all other members of the Executive Committee (if any) shall be jointly and severally liable to refund to this Department, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified in the bond.

(xi) On receipt of Commencement letter, ETP has to make the batches on the portal within 30 days of receipt of commencement letter, beyond which the proposal would be considered as deemed closed. Batches of the Empanelled organization will be approved by the Department.

(xii) ETP after starting the batches, would raise the claim of 1st installment of Grant-in-Aid, which is calculated as per the Common Norms issued by the MSDE and updated time to time.

(xiii) NDFDC will release the 1st installment within 15 days on the basis of the first 3 days attendance of the batch subject to at least 70% attendance of each Trainee and 50% of the total batch size.

(xiv) NDFDC will clear payment within 2 working days if conditions are met, and not more than 2 officers/employees of NDFDC will sign on that file.

(xv) As per the common norms issued by MSDE, Rs. 5000/- will be paid to the beneficiary as Personal Assistive Aids, through DBT in the following manner:

(a) Rs. 1000/- at the time of release of 1st installment.

(b) Rs. 4000/- at the time of release of 2nd installment

(xv) After release of 1st installment, SCPwD has to indicate the tentative date of assessment within three days of the completion of training of the batch. The assessment would be done by SCPWD/other Assessment Agency, only for those trainees having more than 70% biometric attendance during the entire training period.

(xvi) ETP would claim 2nd installment for the passed trainees within 45 days of the assessment.

(xvii) NDFDC will scrupulously examine the proposal of ETP and verify the amount to be released to them as 2nd installment **within 2 working days of receipt of the request from ETP, if conditions are met and not more than 2 officers/employees of NDFDC will sign on that file.**

(xviii) Rs. 4000/- as remaining cost of the Personal Assistive Aids (as per para xv above) and conveyance cost as admissible will be released to trainees who have appeared in assessment. This amount will be released to trainee through DBT at the time of releasing of 2nd installment.

(xix) ETP would claim 3rd installment (linked with placement) in respect of placement of all passed trainees, within 6 months of the certification of the trainees as per common norms, otherwise 3rd installment will not be considered and the project would be treated as closed.

(xx) NDFDC will verify the amount to be released as 3rd installment to ETP as per common norms **within 2 working days of receipt of the request, if conditions are met and not more than 2 officers/employees of NDFDC will sign on that file.**
