

**Draft**

**Standard Operating Procedures (SOP)**

**for**

**Deen Dayal Upadhyaya Grameen Kaushalya Yojana**

**(DDU-GKY) 2.0**

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## Chapter 1: Project Implementing Agency Registration, Project Application and Appraisal

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## Introduction

The **Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)** is a key initiative aimed at enhancing the livelihoods of rural youth by equipping them with skills that improve their employability. Version 2.0 of this scheme introduces updated guidelines and processes for implementation, which are outlined in the Standard Operating Procedures (SOP). This manual of SOP is a handbook that serves as a comprehensive guide for the various functionaries involved in the DDU-GKY program. It is a result of extensive discussions and consultations with different stakeholders, such as the Ministry of Rural Development, States, CTSA training partners, and others. It has been designed to ensure a uniform approach across the implementation process, ensuring that the scheme's goals are effectively achieved.

### A. Outline of the Manual of Standard Operating Procedures

Every item of work in the life cycle of a DDU-GKY has been grouped into ten chapters. Each chapter has been detailed in separate subsections of the chapter. The first table gives the overview of the item of work and the second table details activities, actors and timelines along with applicable standard instructions and standard formats.

A breakup of the contents of each chapter and its overall thrust is given in Table 1.1.

**Table 1-1 Contents of SOP and the overall thrust of each chapter**

Chapter No. and Title	Thrust of the Chapter
<b>1 Project Implementing Agencies registration, Project Application and Appraisal</b>	This chapter deals with registration procedures of Project Implementing Agency, filing of project application and project and evaluation of the Applications filled by the PIAs
<b>2 Project Approval and Sanctioning related work</b>	This chapter deals with conducting PAC and preparation of Sanction Order (SO), Memorandum of Understanding (MoU), Preparation for Prospective Project Work Schedule (PPWS), Special Terms and Conditions and Project Commencement Order (PCO) and Project Execution Readiness (PER)

<b>3 Mobilisation and Counselling Process</b>	This chapter deals with process of mobilisation, counselling and roles of various stakeholders at all levels
<b>4 Training Centre Establishment, Training Centre Due diligence (DD) and Training Delivery</b>	This chapter deals with establishment of training centre infrastructure including residential facilities and due diligence of a training centre.
<b>5 Training Centre Monitoring</b>	This chapter deals with input monitoring and Quality Assurance and its adherence
<b>6 Training Courses, Assessment and Certification</b>	This chapter deals with Training Delivery Plan of the project, On Job Training, Assessment & Certification and Training Completion.
<b>7 Placement, it's Verification and Tracking</b>	This chapter deals with process to be followed for placement verification by various stakeholders and placement tracking
<b>8 Project Finance</b>	This chapter deals with eligibility criteria for each instalment and instalment wise payout process with timelines
<b>9 Grading and Rating</b>	This chapter deals with grading and rating of the Training centres and PIAs
<b>10 Default Handling Procedures</b>	This chapter deals with outline of default proceedings in case of non-adherence to SOP/guidelines/terms and conditions stipulated by the competent authority.

## B. Applicability of SOP

This Standard Operating Procedure (SOP) applies to all States and Union Territories (UTs) that are implementing the DDU-GKY 2.0. If any State or UT wishes to amend, modify, or develop a particular set of protocols related to the implementation of the DDU-

GKY 2.0, they must submit a proposal to the Ministry of Rural Development (MoRD). Until the proposal is reviewed and approved by MoRD, the existing SOP shall remain in effect and must be adhered to by all relevant parties.

### C. Implementation process

Project Implementing Agencies (PIAs) are required to strictly follow the DDU-GKY Guidelines and the Standard Operating Procedures (SOPs) as notified by the Ministry of Rural Development (MoRD) from time to time. This includes any updates or modifications to the guidelines and procedures. If a PIA is unable to implement the project in accordance with the revised guidelines or SOPs, it must notify the MoRD and the State Rural Livelihoods Mission (SRLM) or State Skill Development Mission (SSDM) within 20 working days of receiving the notification of the revision. This notification will initiate a process of mutual discussion to address the concerns and identify possible solutions.

### D. Important events in a project and their Timelines

The project is divided into two distinct phases: the **Inception Phase** and the **Execution Phase**. The key events and their respective timelines for each phase are outlined in the table below:

Table 1-2

Phase	Code	Major Event	Indicative time gap between major events
Inception Phase	I0	EoI by State inviting applications for DDU-GKY 2.0	0 day
	I1	Last date of Submission of Application against EoI	I0 + 30 days
	I2	Review & application Evaluation by Appraisal Agency	I1 + 40 days
	I3	SPAC Meeting and Approval	I2+ 30 days
	I4	Uploading of approved SPAC minutes by State on the Portal	I3 +15 days

	I5	Issue of Sanction Order and execution of MoU by State/UT and PIA after completion of any documentary requirements as notified by the state	I4+21 days
	I6	Issue of Project Commencement Order	I5+ 0 days
	I7	Submission of Project Execution Readiness form by PIA and approval by State	After I5 to a maximum of 10 days after I6
	I8	Submission of Due Diligence report for Training Centre(s) by PIA to state	I6+45 days
	I9	Due Diligence by State	I8+10 days
Execution Phase	E1	Commencement of Training of a batch	I9+5 days
	E2	Freezing of a batch	E1+9 days
	E3	Notification for release of 1 <sup>st</sup> Installment for a batch	E2+10 days
	E4	Release of first instalment	E3+5 days
	E5	Half Training Period Completion -	As per training duration
	E6	Notification for release of 2 <sup>nd</sup> Installment for a batch	E5 + 5 days
	E7	Release of 2 <sup>nd</sup> instalment	E6 + 5 days
	E8	On Training Completion - Assessment of the batch - 70% of trained candidates are provided appointment letters - The payments will be made for the candidates assessed and provided appointments	As per training duration
	E9	Notification for Release of 3 <sup>rd</sup> instalment for a batch	E8+15 days

	E10	Release of third instalment	E9+5 days
	E11	Physical Placement verification of 70% Placement for a minimum period of 6 months. - 100% Desk Verification of Placement Poofs submitted. - Random Placement Verification according to the Standard Operating Procedures.	As per prospective work schedule/actual placement
	E12	Notification for Release of final instalment for a batch	E11+30 days
	E13	Release of final instalment	E12+10 days
	E14	Official Closure of the project	12 months after completion of training and placement of the sanctioned target

*Note: A PIA can start multiple batches, however, the payments will be made as per the Section 9.7 - 'Electronic Processing of fund release or drawing limits' indicated in the guidelines of DDU-GKY 2.0.*



## 1. Project Implementing agency registration, project applications and its appraisal.

The **Project Implementing agency registration, project applications and its appraisal** in DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana) is a structured process that helps in assessing and evaluating project proposals before committing resources. The process ensures that projects are viable, align with the goals of the scheme i.e. placement oriented and are implemented efficaciously. The stages in the **Project Implementing agency registration, project applications and its appraisal** are as follows:

- Obtaining Permanent Registration Number
- Project Application Submission
  - Initial Screening
  - Qualitative Appraisal
- Report submission (Recommended to PAC/Rejection of application)

### 1.1 Obtaining Permanent Registration Number

#### Overview

Item	Description
Purpose	To establish a streamlined mechanism for identifying individual organisation with a unique number, it is important to allot a Permanent Registration Number (PRN) under DDU-GKY 2.0. For DDU-GKY 2.0 fresh Permanent Registration Number shall be issued based on eligibility.
Reference to Guidelines	Table 1 (Role of NMMU, Sub point 14), page no 09

Prerequisite/s	Before, applying for Permanent Registration Number, the applicant PIA should have the predefined documents at their disposal, in order to proceed for obtaining Permanent Registration Number as per Standard Instruction 1.1
Time for completion	14 calendar days from the date of submission of application.
Resource/s	Required documents/Submission of complete set of application on notified PORTAL. As per Standard Instruction 1.1
Process owner	MoRD.

## Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Referring Standard Instruction 1.1 and submission of application on Portal for obtaining Permanent Registration Number.	Applicant PIA	No cut-off date, until specific instruction/order is being issued by MoRD.	As mentioned in Standard Instruction 1.1
2	Screening of document (Recommendation for acceptance/rejection) (Level 1)	MoRD	7 days	As per the application on PORTAL submitted by the applicant.

3	Issuance of Permanent Registration Number/Rejection of Temporary Registration Number (Level 2)	MoRD	7 days	Based on the recommendation of Level 1.
4	Submission of Change in PRN details	PIA	Within one month of any change occurred in the organisation/PRN details	Online Application Form
5	Screening of change request in PRN details	MoRD	7 days	As per the application on PORTAL submitted by the applicant.
6	Approval/Rejection of change request in PRN details	MoRD	7 days	Based on the recommendation of Level 1.

## 1.2 Project Application Submission

### Overview

Item	Description
Purpose	The application process under DDU-GKY 2.0 on the Portal aims to ensure a streamlined, transparent, and efficient submission mechanism for project proposals. After obtaining the Permanent Registration Number (PRN), Project Implementing Agencies (PIAs) can leverage the Portal to upload detailed project information and documents, verify compliance with eligibility criteria, and facilitate seamless communication with appraisal authorities. This digital approach enhances accountability, reduces delays, and ensures real-time monitoring of applications, fostering a more robust implementation framework for skill development initiatives.
Reference to Guidelines	Table 2 (Steps in the administration of DDU-GKY projects by States), Sub point 6 (Receive Project Proposals) page no. 13
Prerequisite/s	Valid Permanent Registration Number, Familiarity of DDU-GKY 2.0 guidelines and ensuring primary eligibility as per respective <b>Standard Format (1A, 1B, 1C, 1D)</b> .
Time for completion	The online application module shall be open 24 X 7 for filling new applications. States may notify a cut-off date for considering applications. Any application filed after the cut-off date may be considered by the State in its subsequent PAC meetings, subject to availability of targets.

Resource/s	Filled in <b>Standard Format (1A, 1B, 1C, 1D)</b> and complete uploading of same in PORTAL.
Process owner	Applicant PIA

## Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Floating of EOI/RFP	SRLM/SS DMs	No specific time, need basis	Nil
2	Filling of application as per respective Standard Format on PORTAL and payment of requisite appraisal fees.	Applicant PIA	Within the cut-off date mentioned in floated EoI/RFP	Relevant <b>Standard Format (1A, 1B, 1C, 1D)</b>

### 1.3 Appraisal of Project

#### Overview

Item	Description
Purpose	To appraise the project proposal as per pre-defined parameter as mentioned in <b>Standard Format (1A, 1B, 1C, 1D)</b> Parameters and evaluation criteria are mentioned in respective evaluation Standard Formats. The proposals which fulfill the defined cut-off parameters evaluation will be taken to PAC.
Reference to Guidelines	Table 2: Steps in the administration of DDU-GKY projects by States, sub point 7 (Appraisal) and section

	9.9 Procurement procedure of DDU-GKY 2.0 guideline.
Prerequisite/s	Familiarity of DDU-GKY 2.0 guideline and evaluating filled in respective Standard Formats on PORTAL as per the application submitted by the applicant PIA. This evaluation activity would be undertaken by the designated appraisal agency of MoRD on PORTAL.
Time for completion	The appraisal of projects would be undertaken at two levels: <ul style="list-style-type: none"> <li>A. Initial screening to be completed by the appraisal agency in 10 calendar days.</li> <li>• Qualitative appraisal to be completed by the appraisal agency in 30 calendar days.</li> </ul>
Resource/s	Evaluation on the basis of filled in respective <b>Standard Format (1A, 1B, 1C, 1D)</b> by the applicant PIA on PORTAL.
Process owner	MoRD/State or its designated agency

## Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Maintain the Portal as a single source for receipt of application from applicant	MoRD or its designated agency	Ongoing	PORTAL

	PIA			
2	Evaluation of project submitted by the applicant PIA to be done by the MoRD/State or its designated agency	MoRD/SRLM /SSDMs or its designated agency	10 calendar days for initial screening and 30 days for qualitative process	Documents uploaded by the applicant PIA on PORTAL and as per <b>Standard Format (1A, 1B, 1C, 1D)</b>
3	Report submission on the PORTAL (Recommended for PAC/Rejection of the project application)	MoRD/SRLM /SSDMs or its designated agency	10 calendar days for initial screening and 30 days for qualitative process	Standard Format for initial screening and <b>Standard Format (1A, 1B, 1C, 1D)</b> for Qualitative Appraisal.



## 1.4 Project Appraisal Report

### Overview

Item	Description
Purpose	The <b>Project Appraisal Report (PAR)</b> is a comprehensive evaluation report where designated appraisal agency submits its detailed findings after evaluation of every project. This report serves as a compendium for transparent decision-making, enabling approval or rejection of proposals based on evidence-based insights and establishes accountability.
Reference to Guidelines	Section 1.3.6 (Project wise appraisals) on Portal
Prerequisite/s	Familiarity of DDU-GKY 2.0 guidelines and respective <b>Standard Formats (1A, 1B, 1C, 1D) for qualitative appraisal.</b>
Time for completion	10 days for initial screening and 30 days for qualitative appraisal on <b>Standard Format (1A, 1B, 1C, 1D)</b>
Resource/s	Filled in <b>Standard Format (1A, 1B, 1C, 1D)</b> by the applicant PIA on the Portal.
Process owner	MoRD/State appointed agency.

## Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Performing initial screening on PORTAL	MoRD/State appointed agency.	10 days from the submission of proposal by the applicant PIA	Standard Instruction 1.4
2	Performing qualitative appraisal as per submitted documents ( <b>Standard Format (1A, 1B, 1C, 1D)</b> ) and submission of detailed report of same on Portal	MoRD/State appointed agency.	30 days from the Qualitative appraisal on the basis of <b>Standard Format (1A, 1B, 1C, 1D)</b>	Standard Instruction 1.5

## **Chapter 1: Project Implementing Agency Registration, Project Application and Appraisal ( SF and SI List)**

### **List of Standard Forms and Standard Instructions used in Chapter 1**

<a href="#">Standard Form 1A: Qualitative Appraisal Scorecard A -For Priority A .....</a>	<a href="#">3</a>
<a href="#">Standard Form 1B: Qualitative Appraisal Scorecard B - For Priority B Applicant.....</a>	<a href="#">5</a>
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<a href="#">Standard Form 1B.2: Training centre and Infrastructure.....</a>	<a href="#">21</a>
<a href="#">Standard Form 1B.3: The letter of intent (LOI) .....</a>	<a href="#">22</a>
<a href="#">Standard Form 1B.4: CA Certificate of Statutory Auditor/ Annual Auditor on LETTER HEAD of the CA firm.....</a>	<a href="#">23</a>
<a href="#">Standard Form 1B.5: Format for Project handling Experience (Skill Development Projects).....</a>	<a href="#">24</a>
<a href="#">Standard Form 1B.6: Format for Client certificate / Project Closure Report (whichever is applicable) .....</a>	<a href="#">25</a>
<a href="#">Standard Form 1B.7: Format for Employer Certificate for Overseas Placement .....</a>	<a href="#">26</a>
<a href="#">Standard Form 1B.8: Format for Certificate for Captive Placement .....</a>	<a href="#">27</a>
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## Standard Forms

### Standard Form 1A: Qualitative Appraisal Scorecard A -For Priority A Applicant (Captive Employer) (Non- Negotiable evaluation criteria)

#### 1. Organization details

PRN Allotted by MoRD	Existence of Industry for 3 or more years (Mention details in column E)	Industry to have Valid EPFO/ESIC/Factory Registration Number	Industry to have Valid TIN/TAN/GST Number	Industry to have Valid Bank Account Number linked to Aadhar/PAN	Industry cannot be Manpower Agency
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

#### 2. Financial

Annual turnover of ₹ 25 Cr or More per year for last three financial year
Y/N

#### 3. Training

Past Training Experience for more than 2 years	Total No. of Hours Proposed (Minimum 576)	Repetition of Clubbing of Course Content? (Y/N)	Industry willing to provide basic training as per the NSQF aligned courses	Industry willing to commit the training of 500 candidates in the period of 3 years	Industry willing to provide additional tailor-made training?	Are Trainers for Domain Training to be ToT Certified
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

#### 4. Training Infrastructure

Available training centre as per the norms of NSQF Industry specified standards	Residential facility available for the courses applied for residential courses
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Y/N	Y/N
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## 5. Assessment & Certification

Commitment to provide assessment and certification from the govt. recognized awarding body	Commitment to conduct assessment for all the trained candidates and provide the certification to minimum 70% of the candidates for all the job roles in which training has been imparted
Y/N	Y/N

## 6. Placement

Commitment to Provide employment to 500 or more jobs in own or subsidiary agencies/ companies, during the last three years from the date of application for a project	Commitment to provide placement in Own Organization or Affiliate Companies to 70% of the trained candidates for the minimum period of 6 months	Commitment to provide placement for ₹ 10,000 or minimum wages whichever is higher to 70% of the trained candidates for the training courses less than six months	Commitment to provide placement for ₹ 12,000 or minimum wages whichever is higher to 70% of the trained candidates for the training courses more than six months
Y/N	Y/N	Y/N	Y/N

Standard Form 1B: Qualitative Appraisal Scorecard B - For Priority B Applicant **(Existing Skilling Agencies having experience of greater than 50% placement outcome achievement)<sup>1</sup>**

**Technical Parameters (Part A of Score card B)**

<b>S N</b>	<b>Technical Criteria</b>	<b>Maximum Marks</b>	<b>Evaluation Criteria</b>				<b>Supporting Documents</b>	<b>Format of supporting details to be prepared</b>
1	Experience in Skill Development Projects	15	Having project implementation experience of minimum 3 years: <b>5 marks</b>	Having experience of 3.1-4 years: <b>8 marks</b>	Having experience of 4.1-6 years: <b>12 marks</b>	Having experience of 6+ years: <b>15 marks</b>	Copies of work/sanction order and client certificate from SRLMs/SSDMs/any government or corporate institution / screenshots of website publically available indicating numbers claimed (trained & placed. Experience to be counted from date of project commencement order/work order issued.	<b>Standard Form 1B.1</b>

<sup>1</sup> Section 7.2 of DDU-GKY Guideline 2.0

<b>S N</b>	<b>Technical Criteria</b>	<b>Maximum Marks</b>	<b>Evaluation Criteria</b>				<b>Supporting Documents</b>	<b>Format of supporting details to be prepared</b>
2	Multi State Experience	5	Organization operational in 01 state: <b>1 mark</b>	Organization operational in 02 states: <b>2 marks</b>	Organization operational in 03 states: <b>3 marks</b>	Organization operational in 4+ states: <b>5 marks</b>	Work order/Completion certificate/client certificate from SRLMs/SSDMs/any government or corporate institution.	<b>Standard Form 1B.1</b>
3	Number of Trained Candidates in the Last 3 Years	15	Organisation trained less than 500: 5 marks	organisation trained between 501–1500: 8 marks	organisation trained between 1,501–3,000: 12 marks	organisation trained between 3,001+ candidates : 15 marks	Certified project reports (by authorised signatory of Applicant PIA) of Kaushal Bharat Portal/any MIS Portal of concerned body/reports of SRLMs/SSDMs/. These reports can be in the form of hard Copy or MIS screenshots.	<b>Standard Form 1B.1</b>
4	Placement Record Post Training	20	Organization placed between 50–60% placement: 5 marks	Organization placed between 60.1–70% placement: 10 marks	Organization placed between 70.1–80% placement: 15 marks	Organization placed above 80%+ placement: 20 marks	Certified project reports (by authorised signatory of Applicant PIA) of Kaushal Bharat Portal or any MIS Portal. Certificate of number of placed candidates.	<b>Standard Form 1B.1</b>



S N	Technical Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format of supporti ng details to be prepared
							If the placement of trained candidate is not the mandate of the concerned training programme then in those case, placement percentage will be calculated after excluding those programmes. These reports can be in the form of hard Copy or MIS screenshots.	
5	Training centre and Infrastructure	15	Organization experience of operating between 1–2 training centres: 5 marks	Organization experience of operating between 3–5 training centres: 10 marks	Organization experience of operating between 6–8 training centres: 12 marks	Organization experience of operating between 9 centres: 15 marks	Lease agreements, ownership documents, photos, and details of the training centres. Every centre operated by the PIA will be counted as a distinct training centre, irrespective of the training capacity.	<b>Standard Form 1B.2</b>
6	Team Expertise (Trainers' Qualifications)	10	Average experience of all (domain and non-	Average experience of all (domain and	Average experience of all (domain and	Average experience of all (domain	CVs of trainers duly certified by the authorised signatory of PIA.	No specific Format, but CVs to be

S N	Technical Criteria	Maximu m Marks	Evaluation Criteria				Supporting Documents	Format of supporti ng details to be prepared
			domain trainers). 2–3 years: 3 marks	non-domain trainers). 3.1–4 years: 5 marks	non-domain trainers). 4.1–5 years: 8 marks	and non- domain trainers) 5+years: 10 marks		
	& Experience).						<ul style="list-style-type: none"> <li>Since it is a DDU-GKY experience based scorecard, an applicant PIA can choose to share trainer experience details of any of the DDU-GKY project.</li> </ul>	uploaded for an individual should be in max. 3 pages.
7	Agreements with Potential Employers – LOI	20	No LOIs: 0 marks	LOIs for 50% of applied target: 10 marks	LOIs for 75% of applied target: 15 marks	LOIs for 100% of applied target: 20 marks	Copies of Original LOI to be uploaded, clearly showing the proposed numbers, job profile, tentative salary range and timeframe for absorption of the proposed numbers. Copies of LOIs to be duly signed by the authorised signatory.	<b>Standard Form 1B.3</b>

**Total Marks for Technical Parameters: 100**

### Financial Parameters (Part B of Score card B)

S N	Financial Criteria	Maximu m Marks	Evaluation Criteria				Supporting Documents	Forma t and Suppo rting details
1	Average Annual Turnover (Last 3 Years)	15	Average Annual Turnover is less than 1 crore: 0 Marks. Above ₹ 1 Cr and upto 2 Crore: 3 Marks	Average Annual Turnover is more than ₹2 Crore and upto 5 crore: 5 marks	Average Annual Turnover is more than ₹5 Cr and upto 10 crore: 10 marks	Average Annual Turnover is ₹ above 10 crore: 15 marks	Audited financial statements for the last 3 financial years, signed by a chartered accountant with UDIN no.	<b>Stan dard For m.1 B.4</b>
2	Project handling Experience (Turnover from Skill Development Projects) in ₹	15	Handled projects worth ₹ 1- 2 crores: 3marks	Handled projects ₹ above 2 Cr and upto 5 crore: 5 marks	Handled projects above ₹ 5 Cr and upto 8 crore: 10 marks	Handled projects above ₹ 8 crores : 15 marks	Work orders, Sanction orders letters, or completion certificates for skill development projects handled.	<b>Stan dard For m 1B.5</b>
3	Solvency Certificate (A solveny certificate is a legal document that confirms an individual or entity's financial stability and	10	Solvency upto ₹ 2 crore: 4 marks	Solvency above ₹ 2 Cr and upto 5 Cr : 6 marks	Solvency ₹ above 5 Cr and Upto 8 crore : 8 marks	Solvency ₹ 8 above crore: 10 marks	A solvency certificate, issued by bank along with Chartered Accountant- certified (UDIN) Net	Attestati on of solvency certifica te on the letter head of CA with UDIN

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	ability to meet their financial obligations)						Worth statement to be submitted	<b>Standard Form 1B.9</b>
4	No Outstanding Liabilities/recovery with any Government Agencies	10	There is standing Liabilities/recovery and same has not been paid: 0 marks	There is no Outstanding Liabilities/recovery : 10 Marks	Not Applicable	Not Applicable	Clearance certificate, Objection Certificate (NOC), official communication from government agencies confirming no liabilities. <b>CA certificate</b>	Project closure certificate may contain the project fund sanctioned and Utilized fund details and Physical achievement Annexure 6

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
5	Previous Penalties/Blacklisting	10	No Minor/Major penalties/blacklisting/any other type of penalty: 10 marks	Any type of minor/major/other penalties imposed by concerned project awarding body but resolved during project tenure: 5 marks	Not Applicable	Not Applicable	Affidavit or declaration signed by the authorized signatory and supported by a statement from a competent authority.	Form to be filled based on drop-down on the portal.
6	CIBIL of Promoters and Top Management CIBIL SCORES for only Whole time Directors & Promoters required. In case there are more than 1 full time director or promoter, than an average of the CIBIL score can be rated	10	2 mark will be awarded : • If one of the promoter/ Whole- time director (WTD) of the applicant has a CIBIL score of less than 650 and if overall average is	6 marks will be awarded: • If one of the promoter/ WTD of the applicant has a CIBIL score	CIBIL of Promoters and Top Management CIBIL SCORES for only Whole time Directors & Promoters required.	10	2 mark will be awarded : • If one of the promoter/ Whole- time director (WTD) of the applicant has a CIBIL score of	

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
			<p>less than 700</p> <ul style="list-style-type: none"> <li>• If more than 50% of promoters/ WTD have a score of -1 or 0</li> <li>• If any promoter/ WTD of the applicant has a CIBIL score of 1 or 2</li> </ul>	<p>in the range of 650-700 and the average score of promoter/ WTD is 700-725</p> <ul style="list-style-type: none"> <li>• If less than 50% of promoters / WTD have a score</li> </ul>	<p>In case there are more than 1 full time director or promoter, than an average of the CIBIL score can be rated</p>		<p>less than 650 and if overall average is less than 700</p> <ul style="list-style-type: none"> <li>• If more than 50% of promoters/ WTD have a score of -1 or 0</li> <li>• If any promoter/ WTD of the applicant has a CIBIL score of 1 or 2</li> </ul>	

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
				of -1 or 0  • If any promoter/ WTD of the applicant has a CIBIL score of 3			• Latest 6 months only.	
7	A Company Credit Report (CCR) or a Commercial Credit Information Report issued by CIBIL within 6 months prior to date of project application. Specimen: <a href="https://www.cib">https://www.cib</a>	10	2 Marks  Substandard, CIBIL Rank 8-10	5 Marks  CIBIL Rank 5-7	8 Marks:  CIBIL Rank 3-4	10 Marks:  CIBIL Rank 1-2	CIBIL Reports Should be submitted from CIBIL TransUnion <b>Note: "If a company, society, or trust has no credit history, full marks may be awarded only"</b>	

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	<a href="http://il.com/company-credit-report">il.com/company-credit-report</a>  If not already clearly stated in the audited financial statements, a declaration from the PIA						<b>upon submission of a CIBIL report confirming the absence of credit history."</b> To maintain the uniformity of the applications, CIBIL documents should be submitted from CIBIL TransUnion only.	
8	ITR and Audit Reports (Last 3 Years) Audited financial statements for each of the applicants for the last three fiscal years, along with,	10	Adverse opinion: 4 marks If the audit report has adverse opinion in any of the last three years.	Qualified opinion but no adverse: 6 marks  If the audit report has qualified opinion in	Emphasis of matter but no adverse/qualified: 8 marks  If the audit report has	Unqualified reports in all 3 years: 10 marks  If unqualified reports are given by the	Audited financial statements and audit reports for the last 3 years, prepared as per ICAI norms.	



S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	<p>auditor's opinion and all footnotes (if not already submitted as part of the application), schedule and ageing of debtors.</p> <p>Income Tax Returns, GST, and annual filings with ROC Registrar of Companies (ROC) (say, in case of companies), ETDS, GST, PF, ESI and other applicable returns for the last three years have been timely, and payments of respective dues have been on time?</p>			any of the last three years <u>and</u> no adverse opinion is given in any of the last three years.	'emphasis of matter' opinion in any of the last three years <u>and</u> no adverse opinion or qualified report is given in any of the last three years.	auditor in all of the last three years.		

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
9	<b>Working Capital:</b> What is the net working capital available to sustain gaps in releases of tranches? Given a tentative prospective project work schedule, please estimate for how long is the net working capital cover available to cover project expenses (after deducting any adjustments to be made for negative cash flow as per the projected cash flow statement. For the purpose of this calculation please refer section 9.7 of DDU-GKY 2.0	10	<b>Net working capital covers less than 1 month of project expenses.</b> - High reliance on external funding or debt during tranche delays. <b>(2 Marks)</b>	<b>Net working capital covers 1-2 months of project expenses.</b> - Moderate reliance on external borrowing to bridge funding gaps. <b>(5 Marks)</b>	<b>Net working capital covers 3-5 months of project expenses</b> • Limited or no external borrowing required during tranche delays. <b>(8 Marks)</b>	Net working capital covers 6+ months of project expenses. - No reliance on external borrowing, ensuring full operational stability. <b>(10 Marks)</b>	PIA's projected free fund flow statement for next three years, reflecting quarterly or monthly balance of working capital. DOCWC 3: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS). DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35),	

S N	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	guidelines, the projected working capital figures can be used. Note: Are there long term debtors that affect the working capital? In your risk assessment, please calculate the duration for which working capital cover is available, excluding debts owed to PIA applicant that are older than 6 months.						Compute the number of months of project expenses that can be covered using the net working capital. <b>Use the formula:</b> Net Working Capital Cover (Months) = Net Working Capital / Average Monthly Project Expenses	

**Reference to guideline: As per DDU-GKY 2.0 guidelines, section 2.2 table 2 (Point 7) All applications that score the minimum marks shall qualify for further considerations.**

**On the basis of (Standard Form 1 B: Scorecard B) cut-off marks have been elucidated below**

Cut-Offs

Category	Technical Parameters (100)	Financial Parameters (100)	Total Cut-Off (200)
Eligible for PAC	Cut -off marks (40)	Cut -off marks (40)	Cumulative Cut -off marks (80)

**Note: PIAs who have not scored minimum 40 marks each, in technical parameters and financial Parameters respectively would not be recommended for PAC.**

Standard Form 1B.1: Format for Experience in skill development projects

<On the Letter Head of Applicant>

Date: \_\_\_\_\_

Experience in skill development projects to preferably contain the following information:

SN	State Name	Client Name	Project Name	Sanctioned Project Target	Sanctioned Project Cost (in Lakhs)	Project Start date	Project End date	Project Duration (in Months)	Trained No.	Placed No.	Placement %	Relevant document
												Copies of work/sanction order and client certificate from SRLMs/SSDMs /any government or corporate institution / screenshots of website publically available indicating numbers claimed (trained &

												placed. Experience to be counted from date of project commencement order/work order issued.

Signature of competent authority:  
Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## Standard Form 1B.2: Training centre and Infrastructure

<On the Letter Head of Applicant>

Date: \_\_\_\_\_

Training Capacity and Infrastructure available at the time of application should preferably contain the following Information

SN	Applicant PIA	Training Centre				Lease agreements, ownership documents, photos, and details of the training centres.
		Between 01-02	Between 03-05	Between 06-08	Above 9	
1						
2						
3						
4						

Signature of competent authority:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### Standard Form 1B.3: The letter of intent (LOI)

<LETTER HEAD of the Employer >

Date: \_\_\_\_\_

The letter of intent (LOI) should preferably contain the following information

1. Name of the Applicant Organization
2. Validity of LOI
3. Preferred Sector
4. Proposed designations
5. Proposed Number to be employed
6. Proposed CTC (in ₹) at entry level

Signature of competent person:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

#### Annexure-1 of Standard Form 1B.3

SL	Preffered Sector * <Sector List in dropdown>	Preffered Job Roles <Job Roles List in dropdown>	Proposed Designations *	Proposed Number to be employed *	Proposed Work Location * <State/District>	Proposed Gross CTC (in ₹) at entry level *	Validity of LOI *	
							From Date (DD-MM-YYYY)	To Date (DD-MM-YYYY)
1								
2								
3								
Total			0	0		0		



Standard Form 1B.4: CA Certificate of Statutory Auditor/ Annual Auditor on LETTER  
HEAD of the CA firm

Date: \_\_\_\_\_

TO WHOM IT MAY CONCERN

Based on the books of Accounts, Audited Financial Statements and other information for the financial years mentioned below, provided by the management, this is to certify that year wise details for turnover for \_\_\_\_\_ <Organization name> are as below:

Financial Years	Turnover (in ₹)
1)	
2)	
3)	
4)	
5)	

Chartered Accountant Firm

Name of the CA (Partner) : \_\_\_\_\_

Membership No : \_\_\_\_\_

Firm Registration No. (FRN) : \_\_\_\_\_

UDIN No.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Standard Form 1B.5: Format for Project handling Experience (Skill Development Projects)

<On the Letter Head of Applicant>

Date: \_\_\_\_\_

Project Funding Experience should preferably contain the following information

SN	Project Name	Applicant PIA handled the Projects				Work orders, funding approval letters, or Client/completion certificates for any skill development projects handled.
		Handled projects worth ₹ 1-2 crores: <b>3marks</b>	Handled projects ₹ above <b>2 Cr</b> and upto <b>5 crore: 5 marks</b>	Handled projects above ₹ <b>5 Cr</b> and upto <b>8 crore: 10 marks</b>	Handled projects above ₹ 8 crores : <b>15 marks</b>	
1						
2						
3						
4						

Signature of competent authority:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Chartered Accountant Firm

Name of the CA (Partner) : \_\_\_\_\_

Membership No : \_\_\_\_\_

Firm Registration No. (FRN) : \_\_\_\_\_

UDIN No.

Standard Form 1B.6: Format for Client certificate / Project Closure Report (whichever is applicable)

**<LETTER HEAD of Client>**

Date: \_

The Client certificate should preferably contain the following information

1. Name of the applicant Organization
2. Project cost sanctioned
3. Project start date
4. Project Duration
5. Number of candidates trained
6. Number of candidates placed domestic
7. Minimum salary (in ₹)
8. Project closure date, if any

Signature of  
competent authority:

Seal of the company:

Date: \_\_\_\_\_ Place: \_\_\_\_

## Standard Form 1B.7: Format for Employer Certificate for Overseas Placement

< LETTER HEAD of the Employer >

Date: \_\_\_\_\_

Employer certificate should preferably contain the following information for each of the last two financial years.

1. Name of the applicant Organization
2. Country wise number of candidates employed (via applicant Organization)
3. Minimum Salary (in USD)
4. Local salary
5. Details of the candidates placed
6. Contact details of the employer

Signature of

competent authority:

Seal of the company:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## Standard Form 1B.8: Format for Certificate for Captive Placement

### < LETTER HEAD of the Applicant Organization or its subsidiary >

Date:

Captive Placement Certificate should preferably contain the following information for each of the last two financial years.

1. Name of Applicant Organization or its subsidiary
2. Number of People Employed
3. Minimum Salary (in ₹)
4. Details of the candidates placed
5. Contact details of the employer / Subsidiary

Signature of  
competent authority:

Seal of the company:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Standard Form 1B.9: Format for Solvency Certificate

**(To be issued by a Nationalised Schedule Bank only)**

Reference No. \_\_\_\_\_ Dated: \_\_\_\_\_

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. \_\_\_\_\_

\_\_\_\_\_ having their office at \_\_\_\_\_  
\_\_\_\_\_ are a regular customer of our  
bank. They are solvent to an extent of ₹ \_\_\_\_\_  
(Rupees \_\_\_\_\_ only). The conduct of  
their Account is good.

It is certified that this certificate is issued without any risk and responsibility on the part of this Bank or any of its officials in any respect whatsoever, more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

(Signature, Name & Designation of issuing authority  
with Seal)

Standard Form1C: Qualitative appraisal, Score card C - For Priority C Applicant **(Evaluation Framework for Skilling Agencies that do not have any DDUGKY experience)**

**1. Technical Parameters (Part A of Score card C)**

S. No	Technical Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format of supporting details to be prepared
1	Experience in Skill Development Projects	10	Organization experience between 1–2 years: <b>4 mark</b>  <b>No experience: 0 Marks</b>	Organization experience between 2.1–5 years: <b>4 marks</b>	Organization experience between 5.1–8 years: <b>7 marks</b>	Organization experience above 8+ years: <b>10 marks</b>	copies of work/sanction order and client certificate from SRLMs/SSDMs/any government or corporate institution / screenshots of website publically available indicating numbers claimed (trained & placed. Experience to be counted from date of project commencement order/work order issued.	<b>Standard Form 1B.1</b>
2	Experience of Promoters/ Directors	10	None of the promoters or directors have any prior <b>relevant experience. (1 Marks)</b>	At least 30% of promoters have 1 to 3 years of relevant experience. <b>(4 Marks)</b>	At least 70% of promoters have 3.01 to 7 years of relevant experience. <b>(7 Marks)</b>	100% of the promoters have more than 7 years of relevant experience	Profiles of promoters; CA/CS certification with UDIN no.	To be submitted at the time of PRN.

S. No	Technical Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format of supporting details to be prepared
						e. (10 Marks)		
3	Internal Training mechanism of employees of the applicant PIA	10	There is no internal training mechanism of employees in the applicant PIA organisation. (1 Mark)	The applicant PIA is having internal training mechanism and resources have been trained periodically in last 2 financial years. (3 Marks)	The applicant PIA is having internal training mechanism and resources have been trained periodically in last 3 financial years. (4 Marks)	The applicant PIA is having internal training mechanism and resources have been trained periodically in last 5 financial years. (5 Marks)	Training note/calendar of the organisation duly signed by the authorised signatory.	As per application portal
4	Number of Trained Candidates since incorporation of organisation	10	Less than 100 candidates : (101-300) candidates : 3 marks	(301-500) Candidates: 5 marks	(501-1,000) candidates: 8 marks	1,001+ candidates: 10 marks	Certified project reports of any MIS of any Government body or corporate institution. These reports can be in the form of hard Copy or MIS screenshots, self-certification for in house training with due proof.	<b>Standard Form 1B.1</b>



S. No	Technical Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format of supporting details to be prepared
							Any/All of these will suffice.	
5	Placement Record* Post Training	15	Organization placed between 50–60% of trained candidates*: 2 marks	Organization placed between 60.1–70% of trained candidates*: 5 marks	Organization placed between 70.1–80% of trained candidates*: 8 marks	Organization placed above 80%+ of trained candidates*: 10 marks	<p>Certified project reports (by authorised signatory of Applicant PIA) of any MIS Portal. Certificate of number of placed candidates.</p> <p><b>(Star to be noted here)</b></p> <p>*If the placement of trained candidate is not the mandate of the concerned training programme then in those case, placement percentage will be calculated after excluding those programmes.</p> <p>These reports can be in the form of hard Copy or MIS screenshots. Nearest round down method to be used while calculating percentage.</p>	<b>Standard Form 1B.1</b>

<b>S. No</b>	<b>Technical Criteria</b>	<b>Maximum Marks</b>	<b>Evaluation Criteria</b>				<b>Supporting Documents</b>	<b>Format of supporting details to be prepared</b>
6	Prior centre operation experience (Data to be furnished since incorporation of the organisation )	10	1 centre: 2 marks	2–4 centres: 5 marks	5–7 centres: 8 marks	8+ centres: 10 marks	Lease agreements, ownership documents, photos, and details of the training centres These details to be duly certified by the authorised signatory of the applicant.	<b>Refer Standard Form1B.2</b>
7	Agreements with Potential Employers – LOI	15	No LOIs: 0 marks	LOIs covering placement upto 50% of project targets: 5 marks	LOIs covering placement of 50.01% - 75% of project targets.: 10 marks	LOIs covering placement of 75% and more of project targets.: 15 marks	Scan copy of original LOIs clearly specifying proposed job roles, numbers, and company details.	<b>Standard Form 1B.3</b>
8	Use of Digital Tools in Training	10	No use of digital tools in training delivery. <b>0 Marks</b>	Training modules use at least one digital tool occasionally but not systematical ly (e.g., presentation files or video links) <b>5 marks</b>	Use of blended learning models, including LMS (Learning Management Systems), online Portals, or video-based	Digital tools are demonstrated in action and form a core part of delivery (at least 25% training	1. Screenshots of presentations, videos used, or communications on tools like Zoom, Google Meet, etc. Screenshots of presentations, videos used, or communications on tools like Zoom, Google Meet, etc.	As per application portal

S. No	Technical Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format of supporting details to be prepared
					courses as part of structured training plans. 8 Marks	via advanced tools). 10 Marks		
9	<p>Skilling for Emerging Sectors</p> <p>Sector List can be referred on <a href="https://pib.gov.in/PressReleasePage.aspx?PRID=1945155">https://pib.gov.in/PressReleasePage.aspx?PRID=1945155</a></p>	10	No focus/training on emerging sectors. With no candidate being trained in these sectors – 0 Marks	Training at least 10–10% of total candidates in emerging sectors. 4 marks	Training at least 10.1%–20% of total candidates in emerging sectors.- 7 Marks	Training more than 20.1% of total candidates in emerging sectors, with tie-ups for placements.- 10 Marks	Platform screenshots, system reports (e.g., logins, course progress data), or session recordings.	Standard Form 1C.1

**Total Marks for Technical Parameters: 100**

## 2. Financial Parameters (Part B of Score card C)

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
1	Average Annual Turnover (Last 3 Years)	15	Average Annual Turnover is above ₹ 1 Cr and upto crore: <b>3 marks</b>  Less than 1 crore, <b>no Marks</b>	Average Annual Turnover is above ₹ 3 Cr and upto 5 crore: <b>5 marks</b>	Average Annual Turnover is above ₹ 5 Cr and upto 10 Cr crore: <b>10 marks</b>	Average Annual Turnover is ₹ 10+ crore: <b>15 marks</b>	Audited financial statements for the last 3 financial years, signed by a chartered accountant.	<b>Standard Form 1B.4</b>
2	Project handling Experience in ₹ Crores	15	Handled projects worth ₹ 1 - 2 crores: <b>3 marks</b>	Handled projects above ₹ 2 Cr and Upto 5 crore: <b>5 marks</b>	Handled projects above ₹ 5 Cr and upto 8 crore: <b>10 marks</b>	Handled projects ₹ 8+ crore: <b>15 marks</b>	Work orders, Sanction orders letters, or completion certificates for projects handled.	<b>Standard Form 1B.1)</b>
3	Solvency Certificate (A solvency certificate is a legal document that confirms an individual or entity's financial stability and ability to meet	10	Solvency upto ₹ 2 crore: 4 marks	Solvency above ₹ 2 crore and upto 5 Crores above: 6 marks	Solvency above ₹ 5 crore and upto 8 Crores: 8 marks	Solvency ₹ above 8 crore : 10 marks	A solvency certificate, issued by bank along with Chartered Accountant-certified (UDIN) Net	Attestation of solvency certificate on the letter head of CA with UDIN No. <b>Standard</b>

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	their financial obligations)						Worth statement to be submitted	<b>Form 1B.9</b>
4	No Outstanding Liabilities/recovery with any Government Agencies	10	There is standing Liabilities/recovery and same has not been paid: 0 marks	There is no Outstanding Liabilities/recovery : 10 Marks	Not Applicable	Not Applicable	Clearance certificate, No Objection Certificate (NOC), or official communication from government agencies confirming no liabilities. <b>CA certificate</b>	Project closure certificate may contain the project fund sanctioned
5	Previous Penalties/Blacklisting	10	No Minor/Major penalties/blacklisting/any other type of penalty: 10 marks	Any type of minor/major/other penalties imposed by concerned project awarding body but resolved on the date of application:	Any type of minor/major/other penalties imposed by concerned project awarding body but <b>NOT RESOLVED</b>	Not Applicable	Affidavit or declaration signed by the authorized signatory and supported by a statement from a competent authority.	

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
				5 marks	YET during project tenure: 0 marks			
6	CIBIL of Promoters and Top Management CIBIL SCORES for only Whole time Directors & Promoters required. In case there are more than 1 full time director or promoter, than an average of the CIBIL score can be rated	10	2 mark will be awarded: If one of the promoter/ Whole-time director (WTD) of the applicant has a CIBIL score of less than 650 and if overall average is less than 700  If more than 50% of promoters/ WTD have a score of -1 or 0  If any promoter/ WTD of the applicant has a CIBIL score of 1 or 2	6 marks will be awarded: If one of the promoter/ WTD of the applicant has a CIBIL score in the range of 650-700 and the average score of promoter/ WTD is 700-725  If less than 50% of promoters/ WTD have a score of -1 or 0  If any promoter/ WTD of the applicant	8 marks will be awarded:  If none of the promoter/ WTD of the applicant has a CIBIL score less than 700 and the average score is 725-750	10 marks will be awarded: If none of the promoter/ WTD of the applicant has a CIBIL score less than 700 and the average score is more than 750	Certified CIBIL score report of promoters/WTD obtained from authorized agencies of CIBIL, that is TransUnion. <b>Note:</b> To maintain the uniformity of the applications, CIBIL documents should be submitted from CIBIL TransUnion only	

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
				has a CIBIL score of 3			(last 6 months only)	
7	<p>A Company Credit Report (CCR) or a Commercial Credit Information Report issued by CIBIL within 6 months prior to date of project application. Specimen: <a href="https://www.cibil.com/company-credit-report">https://www.cibil.com/company-credit-report</a></p> <p>If not already clearly stated in the audited financial statements, a declaration from the PIA</p>	10	<p>2 Marks</p> <p>Substandard, CIBIL Rank 8-10</p>	<p>5 Marks</p> <p>CIBIL Rank 5-7</p>	<p>8 Marks:</p> <p>CIBIL Rank 3-4</p>	<p>10 Marks:</p> <p>CIBIL Rank 1-2</p>	<p>CIBIL Reports Should be submitted from CIBIL TransUnion <b>Note: "If a company, society, or trust has no credit history, full marks may be awarded upon submission of a CIBIL report confirming the absence of credit history." To maintain the uniformity of the</b></p>	

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
							applications, CIBIL documents should be submitted from CIBIL TransUnion only.	
8	ITR and Audit Reports (Last 3 Years) Audited financial statements for each of the applicants for the last three fiscal years, along with, auditor's opinion and all footnotes (if not already submitted as part of the application), schedule and ageing of debtors.	10	Adverse opinion: 4 marks If the audit report has adverse opinion in any of the last three years.	Qualified opinion but no adverse: 6 marks If the audit report has qualified opinion in any of the last three years <u>and</u> no adverse opinion is given in any of the last three years.	Emphasis of matter but no adverse/qualified: 8 marks If the audit report has 'emphasis of matter' opinion in any of the last three years <u>and</u> no adverse opinion or qualified report is given in any of the last three years.	Unqualified reports in all 3 years: 10 marks If unqualified reports are given by the auditor in all of the last three years.	Audited financial statements and audit reports for the last 3 years, prepared as per ICAI norms.	



S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	Income Tax Returns, GST, and annual filings with ROC Registrar of Companies (ROC) (say, in case of companies), ETDS, GST, PF, ESI and other applicable returns for the last three years have been timely, and payments of respective dues have been on time?							
9	<b>Working Capital:</b> What is the net working capital available to sustain gaps in releases of tranches? Given a tentative	10	Net working capital covers less than 1 month of project expenses. - High reliance on external funding or debt during tranche delays. <b>(2 Marks)</b>	Net working capital covers 1-2 months of project expenses. - Moderate reliance on external borrowing to	Net working capital covers 3-5 months of project expenses. - Limited or no external borrowing required	Net working capital covers 6+ months of project expenses. - No reliance on	DOC WC 2: PIA's projected free fund flow statement for next three years, reflecting	As per application portal

S. N o	Financial Criteria	Maximu m Marks	Evaluation Criteria				Supporting Documents	Format and Supporti ng details
	prospective project work schedule, please estimate for how long is the net working capital cover available to cover project expenses (after deducting any adjustments to be made for negative cash flow as per the projected cash flow statement. For the purpose of this calculation please refer section 9.7 of DDU-GKY 2.0 guidelines, the projected working capital figures can be used. Note: Are there long term debtors that affect the working capital? In your			bridge funding gaps. (5 Marks)	during tranche delays. (8 Marks)	external borrowing, ensuring full operational stability. (10 Marks)	quarterly or monthly balance of working capital. DOCWC 3: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS). DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35),	

S. No	Financial Criteria	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting details
	risk assessment, please calculate the duration for which working capital cover is available, excluding debts owed to PIA applicant that are older than 6 months.						<p>Compute the number of months of project expenses that can be covered using the net working capital.</p> <p><b>Use the formula:</b></p> $\text{Net Working Capital Cover (Months)} = \frac{\text{Net Working Capital}}{\text{Average Monthly Project Expenses}}$	

**Reference to Guideline: As per DDU-GKY 2.0 guidelines, section 2.2 table 2 (7 point) All applications that score the minimum marks shall qualify for further considerations.**

To determine cut-off marks following:

**On the basis of (Standard Form 1 C: Scorecard C) cut-off marks have been elucidated below**

**Cut-Offs**

Category	Technical Parameters (100)	Financial Parameters (100)	Total Cut-Off (200)
Eligible for PAC	Cut -off marks (40)	Cut -off marks (40)	Cumulative Cut -off marks (80)

**Note: PIAs who have not scored minimum 40 marks each (that is Cumulative Cut -off marks (80), in technical parameters and financial Parameters respectively would not be recommended for PAC.**

## Standard Form1C.1: Format for Skilling for Emerging Sectors

<On the Letter Head of Applicant>

Date: \_\_\_\_\_

Details of Skilling for Emerging Sectors should preferably contain the following information

SL	Emerging Sectors	Total Target	Total Trained	Supporting (MIS screenshot/Any official record of government/corporate organization/self-certification) proof for evidence of enrolments
02				
03				
04				

Signature of competent person: \_\_\_\_\_

Seal of the company: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Standard Form 1D: Qualitative Appraisal, Score card D - For Priority D Applicant (**Evaluation Framework for Start-ups for skilling recognised by Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, GoI**)

**The organisation should be in existence for minimum of 3 years.**

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
1	<b>Experience of Promoters /Directors</b>	5	None of the promoters or directors have any prior <b>relevant experience.</b> (1 Marks)	At least 30% of promoters have 1 to 3 years of relevant experience. (3 Marks)	At least 70% of promoters have 3.01 to 8 years of relevant experience. (4 Marks)	100% of the promoters have more than 8 years of relevant experience. (5 Marks)	Profiles of promoters; CA/CS certification	To be submitted at the time of PRN
2	<b>Experience of Top Management</b>	10	The management team has no proven leadership experience in relevant fields. (2 Marks)	At least 2 members of the management team have proven leadership roles. (5 Marks)	The majority of the management team members (more than 50%) have proven leadership experience. (8 Marks)	All members of the management team have significant leadership experience in relevant sectors. (10 Marks)	CVs of management team members	CVs should not be more than 3 pages for each individual.
3	<b>Internal Training mechanism employees of the</b>	10	There is no internal training mechanism of employees in the applicant	The applicant PIA is having internal training mechanism and resources have been trained	The applicant PIA is having internal training mechanism and resources have been trained	The applicant PIA is having internal training mechanism and resources	Training note/calendar of the organisation duly signed by	As per application portal

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
	<b>applicant PIA</b>		PIA organisation. (2 Mark)	periodically in last 2 financial years. (5 Marks)	periodically in last 3 financial years. (8 Marks)	have been trained periodically in last 5 financial years. (10 Marks)	the authorised signatory to be uploaded.	
4	<b>Potential tie-ups with Employers</b>	10	There are no formal tie-ups or partnerships with employers for job placements. No supporting document is submitted by the Applicant PIA. (2 Marks)	The organization has tie-ups for job placements that matches the proposed target number. The tie up clearly shows up the future manpower requirement numbers and it is matches the proposed target. (5 Marks)	The organization has tie-ups for job placements that exceed the proposed target number by more than 20%. That is there is 120 potential placement opportunities for every 100 trainees. (8 Marks)	The organization has tie-ups for job placements that exceed the proposed target number by more than 40%. That is there is 140 potential placement opportunities for every 100 trainees. (10 Marks)	LoIs/MoUs/Agreements with employers, skills gap analysis report	<b>Standard Form 1B.3</b>
5	<b>Proposed Placement Salaries of candidates</b>	10	Proposed salaries are at the rate minimum wage in the region. (2 Marks)	Proposed salaries are at least 10% above the regional minimum wage. (5 Marks)	Proposed salaries are at least 25% above the regional minimum wage, offering competitive pay. (8 Marks)	Proposed salaries are at least 50% above the regional minimum wage, offering competitive	Salary agreements with employers	<b>Standard Form 1D.1</b>

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
						pay. (10 Marks)		
6	<b>Placement Support Mechanism</b>	10	No placement support team (0 individuals), no employer partnerships (0 MoUs), no placement tracking mechanism (0%). (0 Mark)	Placement team of 1-2 individuals, 1-2 employer partnerships, 20%-40% placement rate, minimal post-placement follow-up. (4 Marks)	Placement team of 3-5 individuals, 5-10 employer partnerships, 50%-70% placement rate, post-placement tracking. (7 Marks)	Placement team of 6+ individuals, 10+ employer partnerships, 80%-100% placement rate, regular post-placement tracking. (10 Marks)	Placement strategy document; Proposed team roles	No format, Detailed narration with supporting document (if any) to be provided by the applicant. As Per Application Portal
7	<b>Internal Audit Mechanism</b>	5	No structured internal audit team/process. - Audits performed irregularly or only during external inspections. - No audit reports	Audits conducted by the operational team with limited scope. - Focus primarily on compliance checks. - Audit reports lack actionable	Independent audit team in place. - Regular audits conducted quarterly or half-yearly. - Audit reports include actionable recommendations, partially	Fully independent audit team or outsourced to a professional firm. - Regular audits conducted at least quarterly. - Audit reports include	Audit documentation	Audit Report of the concerned agency/organization to be uploaded



SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
			available. (1 Mark)	recommendations. (3 Marks)	implemented. (4 Marks)	actionable recommendations, fully implemented. (5 Marks)		
8	<p>What are the CIBIL Scores of directors and promoters during the last 6 months? Are there any scored lower than 700, which would be an indicator of risk?</p> <p>Note: CIBIL score of NA (Not Available) or NH (No History) indicates</p>	10	<p>If one of the promoter / Whole-time director (WTD) of the applicant has a CIBIL score of less than 650 and if overall average is less than 700</p> <p>If more than 50% of promoters / WTD have a score of -1 or 0</p> <p>If any promoter / WTD of the applicant has a CIBIL score of 1 or 2. (2 Marks)</p>	<p>If one of the promoter / WTD of the applicant has a CIBIL score in the range of 650-700 and the average score of promoter / WTD is 700-725</p> <p>If less than 50% of promoters / WTD have a score of -1 or 0</p> <p>If any promoter / WTD of the applicant has a CIBIL score of 3. (5 Marks)</p>	<p>If none of the promoter / WTD of the applicant has a CIBIL score less than 700 and the average score is 700-750</p> <p>If any promoter / WTD of the applicant has a CIBIL score of 4 or 5. (8 Marks)</p>	<p>If none of the promoter / WTD of the applicant has a CIBIL score less than 700 and the average score is more than 750. (2 Marks)</p>	CIBIL reports	<p>CIBIL Reports Should be submitted from Cibil TransUnion</p> <p><b>Note:</b> To maintain the uniformity of the applications, cibil documents should be submitted from CIBIL TransUnion only</p> <p>Last 6 months</p>

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
	that no risks have been identified. As per CIBIL website, 79% of the loans approved are for individuals with a score greater than 750. Where credit history is less than 6 months old, the score is given between 1-5. Here, a score of 3 denotes a medium risk and score of 1-2 denote high risk.							

SN	Parameter s	Maxi mum Marks	Evaluation Criteria				Supporti ng Documen ts	Format and Supportin g Details
9	Average Annual Turnover (Last Years) 3	10	Average Annual Turnover is ₹ 1– 2 crore: 3 <b>marks</b>  Less than 1 crore, <b>no Marks</b>	Average Annual Turnover is ₹ 2.01–4 crore: 4 <b>marks</b>	Average Annual Turnover is ₹ 4.01–6 crore: 7 <b>marks</b>	Average Annual Turnover is ₹ 6+ crore: 10 <b>marks</b>	Audited financial statements for the last 3 financial years, signed by a chartered accountant .	<b>Standard Form 1B.4)</b>

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
10	<b>Working Capital:</b> What is the net working capital available to sustain gaps in releases of tranches? Given a tentative prospective project work schedule, please estimate for how long is the net working capital cover available to cover project expenses (after deducting any adjustments to be made for negative	10	Net working capital covers less than 1 month of project expenses. - High reliance on external funding or debt during tranche delays. <b>(2 Marks)</b>	Net working capital covers 1-2 months of project expenses. - Moderate reliance on external borrowing to bridge funding gaps. <b>(5 Marks)</b>	Net working capital covers 3-5 months of project expenses. - Limited or no external borrowing required during tranche delays. <b>(8 Marks)</b>	Net working capital covers 6+ months of project expenses. - No reliance on external borrowing, ensuring full operational stability. <b>(10 Marks)</b>	DOC WC1: CA certified Free fund flow statement for last three years. DOC WC 2: PIA's projected free fund flow statement for next three years, reflecting quarterly or monthly balance of working capital. DOCWC 3: Projected DDU-GKY project cash flow based on a	As per application format

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
	cash flow as per the projected cash flow statement. For the purpose of this calculation please refer section 9.7 of DDU-GKY 2.0 guidelines, the projected working capital figures can be used. Note: Are there long term debtors that affect the working capital? In your risk assessment, please						tentative prospective project work schedule and release of instalments (PPWS). DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35),  Compute the number of months of project expenses that can be	

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
	calculate the duration for which working capital cover is available, excluding debts owed to PIA applicant that are older than 6 months.						covered using the net working capital. <b>Use the formula:</b> Net Working Capital Cover (Months) = Net Working Capital / Average Monthly Project Expenses	
11	<b>Auditor report for the last 3 years along with the Financial</b>	10	More than 5 adverse comments in the audit report. - At least 2-3 comments with material financial	3-5 adverse comments in the audit report. - At most 1 comment with material financial impact. - No significant	1-2 adverse comments in the audit report. - No comments with material financial impact. - Comments pertain to	0 adverse comments in the audit report. - Fully compliant with financial and operational	1. latest statutory audit reports 2. Categorize Comments by	

SN	Parameters	Maximum Marks	Evaluation Criteria				Supporting Documents	Format and Supporting Details
	statements		impact. - Repeat findings from past audits. (2 Marks)	repeat findings. (5 Marks)	operational or documentation issues. (8 Marks)	norms. - Clean audit report with unqualified opinion. (10 Marks)	Severity: Determine if the comments pertain to: Material financial impact: Issues affecting financial health or causing potential losses. Operational impact: Observations related to compliance, documentation, or processes without financial/material risk.	

Reference to Guideline: As per DDU-GKY 2.0 guidelines, section 2.2 table 2 (7 point) All applications that score the minimum marks shall qualify for further considerations.

**On the basis of (Standard Form 1 D: Scorecard D), Total Cutoff for Eligibility: 40 marks**

**Applicant PIAs which have not scored minimum 40 marks, in the parameters mentioned above would not be recommended for PAC.**



Standard Form 1D.1: Format for Proposed Placement Salaries of candidates

<On the Letter Head of Applicant>

Date: \_\_\_\_\_

Details of Proposed Placement Salaries of candidates should preferably contain the following information

SN	Applicant PIA	Proposed Placement Salaries of candidates				Salary agreements with employers
		At rate of minimum wage	10% above the regional minimum wage.	least 25% above the regional minimum wage	50% above the regional minimum wage	
01						
02						
03						
04						

Signature of competent person:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## Standard Instructions

### Standard Instruction 1.1: General Instructions before applying the project by the applicant PIA.

#### 1. Prerequisite and preparedness

1.1 Before applying for a project, the PIA applicant should identify applicable Project, score card and prepare accordingly. PIA may prepare all requisite documents and conduct self-assessment before applying. Information available in the application form and evidences submitted during application will also be scrutinized at the time of initial screening and qualitative appraisal. PIA is advised to furnish information in the application only after its management team is satisfied.

1.2 Prior to filling an application online PIA should refer to standard templates/ forms to be uploaded. As some of the questions in appraisal process require related documents which do not have any standard formats, PIA may submit the documents in the form of process flow chart, diagram, tables, etc. However, financial, legal and statutory documents have to be submitted as per norms specified by concerned nodal/department/ministry. A PIA will not be able to submit the application on the system unless all mandatory documents are uploaded. **Documents once uploaded and submitted shall not be allowed to change under any circumstances.**

1.3 Other general instructions for filling an application form

1.3.1 Document upload:

- a) Information contained in the scanned documents should be legible; it should not be blurred or washed out.
- b) The scan should be preferably of the original document and not photocopied document.

1.3.2 If user have any issue/ query/ suggestion user can raise a ticket on Portal.

## Standard Instruction 1.2: General Instructions related to Permanent Registration Number (PRN)

PIAs shall apply in the dedicated Portal for a Permanent Registration Number (PRN) on notified Portal of DDU-GKY. For this a PIA shall need the following:

- a. Familiarity with DDU-GKY 2.0 Guidelines and pertinent Standard Operating Procedures
  - b. Click on the PRN Registration link provided
  - c. Registration or Incorporation Certificate of Applicant Organisation
  - d. PAN of Applicant Organisation
  - e. GST number of applicant organisation.
  - f. e-KYC of authorised person.
  - g. Email and Phone number of authorised person
  - h. TAN of Applicant Organisation
  - i. Company Identification number (CIN)
  - j. Building Photo of Head Office of the Applicant Organisation
  - k. Photo and CV of Authorized Person/Promoter/Director/Top Management
  - l. PAN, Aadhar Card, DIN Numbers and Driving License/ Passport of Authorized Person and Director/ Owner
  - m. Organisation website, live with organisation details on it.
  - n. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies
  - o. Affidavit sworn that all payments under DDU-GKY shall be based on achievement of placement only, and the applicant PIAs agrees to implement DDU-GKY 2.0 project as per the notified guidelines and SOPs. (Affidavit can be downloaded from the application submission homepage on the PORTAL.)
  - p. Details of top management to be captured (only for Priority D Applicant).
- After submission of PRN application form through the website, a verification process of uploaded documents will be initiated.

- After a verification and validation process by DDU-GKY, a PIA will receive PRN on email of authorized person mentioned in the PRN application.
- After receiving PRN, PIA may file an application for new DDU-GKY project after 72 hours, including Himayat and Roshni, on DDU-GKY Portal.
- A hand-holding support is provided to PIAs in the project application module (through system support options) which can be used by the applicant PIA for resolution of any queries and further information on PRN application.
- Any changes in PRN can be submitted through PORTAL. Relevant forms/module will be available on the portal.

### Standard Instruction 1.3: Project application filing process

A project application for DDU-GKY project, including Himayat and Roshni project, has to be filed **only on designated Portal**. User name for a PIA is PRN allotted to the organization and the initial Password will be notified through mail, which has to be changed mandatorily once immediately after first time login. Once the user changes the password, the revised password can be used in future. PIAs can only apply as a Single entity. **No consortium is allowed under DDU-GKY 2.0<sup>2</sup>. All the documents (including initial screening and qualitative appraisal would have to submitted at time of application itself.) Documents once uploaded and submitted shall not be allowed to change under any circumstances.**

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<sup>2</sup> Section 7.1, sub point 7 of DDU-GKY 2.0 Guideline

#### Standard Instruction 1.4: Project appraisal process overview for Initial Screening

Stage	Application submission by	Appraisal to be undertaken by	Process	Outcome	Timelines for completion
Initial Screening	Applicant Project Implementing Agency (PIA)	(i) MoRD or its designated Project Appraisal Agency (ii) SRLMs/SSDMs or its designated Project Appraisal Agency	<p>The appraisal of DDU-GKY project has to conducted through the IT platform provided by MoRD only.</p> <p>Initial screening involves checking an application which as per Initial screening <b>checklist Standard Instruction 1.12 and</b></p> <p>(a) verification of Transaction ID for payment of <b>non-refundable application fees of ₹ 25,000 plus applicable GST.</b></p> <p>(b) Documents furnished by a PIA as per initial screening checklist.</p> <p>(c) eligibility criteria of PIA in terms of Guidelines;</p> <p>(d) Blacklisting of the PIA</p>	<p>Successful applications shall be recommended for Qualitative Appraisal. In all other cases, the application shall be rejected, PIA informed and information placed before PAC. Further, in case of rejection at initial Screening level, applicant PIA may again apply a fresh application.</p>	Decision to be communicated to PIAs <b>within 10 days</b> after a PIA files application

### Standard Instruction 1.5: Project appraisal process overview for Qualitative Appraisal

Stage	Application submission by	Appraisal to be undertaken by	Process	Outcome	Timelines for completion
Qualitative Appraisal as per Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D.	Applicant Project Implementing Agency (PIA)	(i) MoRD or its designated Project Appraisal Agency (ii) SRLMs/SSM's or its designated Project Appraisal Agency (in case of projects in AP States)	<p>The appraisal of DDU-GKY project has to conducted through the IT platform provided by MoRD only.</p> <p>Detailed evaluation of PIA and project application on basis of respective appraisal parameter for that category. Evaluation parameters are mentioned explicitly in the Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D.</p> <p>(a) verification of Transaction ID for payment of <b>non-refundable QA fees</b></p>	<p>A detailed report shall be placed before the PAC for a decision on disposal.</p> <p>In case of projects filed by Captive Employers, only feedback on PIAs (if the PIA has undertaken DDU-GKY projects) shall be sought from the concerned CTSA.</p>	30 calendar days from the day an application has been recommended in Initial screening

Stage	Application submission by	Appraisal to be undertaken by	Process	Outcome	Timelines for completion
			<p><b>of ₹125,000 plus applicable GST.</b></p> <p>Appraisal shall be undertaken as per prescribed toolkit as below:</p> <p>(i) Priority A - Captive Employer will be evaluated using <b>Standard Form 1A.</b></p> <p>(ii) Priority B - Existing Skilling Agencies having experience of greater than 50% placement outcome achievement will be evaluated on the basis of <b>Standard Form 1B.</b></p> <p>(iii) Priority C - Skilling Agencies that do not have any DDUGKY experience,</p>		



Stage	Application submission by	Appraisal to be undertaken by	Process	Outcome	Timelines for completion
			<p>will be evaluated using <b>Standard Form 1C</b>.</p> <p>(iv) Priority D - Start-ups for skilling recognised by Dept of Industrial Policy &amp; Promotion, Ministry of Commerce &amp; Industry, GoI will be evaluated using <b>Standard Form 1D</b></p>		

#### Standard Instruction 1.6: Project approval process overview

Stage	Application submission by	Appraisal to be undertaken by	Process	Outcome	Timelines for completion
Approval of project		Project Approval Committee for SRLM	Consideration and disposal of application	Disposal of application means rejection or approval of project.	Within one month of completion of Qualitative Appraisal

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#### Standard Instruction 1.7: Adherence of timelines while appraising project proposals.

An application, for which Initial Screening is not completed in 10 calendar days and Qualitative Appraisal is not completed in 30 calendar days, shall be deemed to be lapsed, and the States/UTs or its designated Project Appraisal Agency shall refund the entire project application fees/ Appraisal fees (as applicable) to the applicant PIA, and/or a penalty upto 10% of Application fees/Appraisal fees (as applicable). Imposition and recovery of penal dues shall be the responsibility of State.

#### Standard Instruction 1.8: General Instructions about, Skilling Agencies -Categories and Criteria

In order to be eligible to apply for a project, an entity should be: -

- a. Registered under Indian Trust Acts or any State Society Registration Act or any State Cooperative Societies or Multi-State Co-operative Acts or the Companies Act 2013 or the Limited Liability Partnerships Act 2008, or SHGs and its federations namely Cluster Level Federation/Block Level Federations;
- b. A Government or semi-government organization at the State and National Levels
- c. NGOs must be registered with NITI Aayog's Darpan Portal
- d. Be more than three years old at the time of application except Start-ups

### Standard Instruction 1.9: Category of PIAs

There shall be four categories of PIA under DDU-GKY, namely:

No	Category of PIA	Eligibility Criteria	Project size & period (₹)
1	Priority A	Captive Employer	Maximum Project Target 5000 or 40% of Human Resource of Captive Employer registered with ESIC or PF, whichever is lower Project period of three years - Batch-wise funding
2	Priority B	Existing Skilling agencies having experience of greater than 50% placement outcome achievement	Maximum Project Target of 10,000 should not exceed at any given point of time Individual Project Size capped at 1200 target, with the condition of continuous top up sanction based on outcome achievement or based on capacity created by performing DDU-GKY PIAs in the State Project period of three years - Batch-wise funding
3	Priority C	Skilling Agencies that do not have any DDU-GKY experience	Maximum Project Target 3,000 should not exceed at any given point of time. Individual Project Size capped at 1200 target, with the condition of continuous top up sanction based on outcome achievement. Project period of three years - Batch wise funding
4	Priority D	Start-ups for skilling recognised by Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, GoI	Maximum Project Size capped at 1200 target, with the condition of continuous top up sanction based on outcome achievement. Project period of three years Batch wise funding

**Standard Instruction 1.10: The following shall not be eligible for applying in DDU-GKY**

1. Existing PIAs who got DDU-GKY Projects sanctioned and have recovery proceedings going on
2. Existing PIAs who were unable to place 50% of Trained candidates under DDU-GKY
3. Skilling agencies having officials at key managerial personnel as per accounting standard 18, who were earlier associated with defaulting PIAs against whom recovery proceedings were initiated due to default
4. Sister concern/subsidiary of any organisation against whom default action for recovery of funds initiated
5. Skilling Agencies having Directors involved in agencies that defaulted earlier with DDU-GKY. A provision shall be built into the system for validating the DIN of directors of the applicant organisation through MCA database.
6. Skilling Agencies blacklisted by Government
7. No consortium shall be allowed

### Standard Instruction 1.11: Criteria and Weights for Qualitative Appraisal

Qualitative Appraisal is based on following Standard Form/scorecards will be used by the concerned appraisal agency where evaluation parameters are explicitly mentioned for each category of PIAs. Applicant PIAs are advised choose the Standard Form/scorecard, where they fit best.

- **Standard Form 1A (Scorecard A)** – For Captive Employers
- **Standard Form 1B (Scorecard B)** - For Priority B Applicant (Existing Skilling Agencies having experience of greater than 50% placement outcome achievement)
- **Standard Form 1 C (Scorecard C)** - Priority C applicant (Skilling Agencies that do not have any DDUGKY experience).
- **Standard Form 1 D (Scorecard D)**– For Priority D Applicant (Start-ups for skilling recognised by Dept of Industrial Policy & Promotion, Ministry of Commerce & Industry, GoI.

Standard Instruction 1.12: Qualitative Appraisal Waiver, criteria for additional top up target and One-Time Initial Screening Fee and Qualitative Fee

**A. Qualitative Appraisal is not applicable for captive employer projects (Priority A Applicant)**

**B. Criteria for Application Process for Additional Top-Up Target for Performing PIAs (Without Initial screening & Qualitative Appraisal)**

**1. Eligibility Criteria:**

- PIAs with **ongoing projects (means project not formally closed by SRLMs/SSDMs)**.
- **Capping of Top Up target shall be upto Project Target.**
- PIAs should have maintained an **average placement rate of 70%** or above, for all batches completed training, for which top up target is being applied for.
- There should be **no major observations or pending financial irregularities** or recovery.
- PIAs must have a **clean compliance record** with no blacklisting or penalties in the last three years.

**2. Performance Benchmarking:**

- The **top-up target** will be proportionate to the existing achievement rate and centre capacity.
- **Priority will be given to residential training proposals** and those offering **higher average wages**.
- States/UTs to prioritize PIAs that have consistently achieved **higher retention rates** post-placement.

**3. Application Requirements:**

- **Justification note**, explaining the need for additional targets and expected outcomes.
- **Performance report** showcasing training and placement status.

- **Financial statement** confirming optimal fund utilization and no pending liabilities.

#### 4. **Review and Approval Process:**

- The application will be submitted before State.
- **There will be no separate fee for this.**
- **There will be a component of feedback by CTSA (of the applications submitted by the PIA on the portal), post CTSA feedback, state/UT shall seek PAC approval of their respective State/UT. All the process from application to approval will be based on the data submitted and available on PORTAL.**
- **Sanction order for the top-up target will be issued within 45 days of application submission.**

#### 5. **Conditions for Sanction:**

- The top-up target is **subject to availability of funds and state's absorption capacity and available target with the State.**
- **Regular monitoring and reporting** on progress and outcomes will be mandatory, aligned with the standard DDU-GKY reporting framework.

### **C. Initial Screening Fee and QA Fee - DDU-GKY 2.0**

- Under the DDU-GKY 2.0 the policy of "one trade, one project" has been adopted. This means that an applicant PIA can only apply for one specific trade per project within a State/UT.
- However, if the PIA is applying multiple projects in a State/UT at a time on same day,, **one-time Initial Screening (IS) Fee and Quality Appraisal (QA)** fee will be applicable for all the projects submitted on the same day.
- If the proposal is rejected during the initial screening or qualitative **appraisal (QA)**, the applicant PIA must pay the initial screening fee and QA fee again if they wish to **resubmit the proposal.**



- There is no restriction on the number of times an applicant PIA can reapply.

### Standard Instruction 1.13: Initial Screening Mandatory Documents and Calculation of Technical Score

The application system on portal allows for the process to score applications based on inter se priority based on category of applicant, the project design and technical criteria (up to a maximum score for 100). This score is calculated by the system software as soon as the application is submitted on the system. As soon as the PIA submits the application form, the score is accounted for irrespective of the quality of the supporting evidence provided. Initial screening involves checking the documents to validate the scores. **The minimum technical score required for the application to be considered for initial screening is 10 out of 100.**

**The details of the process to be followed in initial screening, along with list of mandatory documents.**

Sl.No	Name of the mandatory documents.	Document accepted
1	<b>Copy of Certification of a trained candidate by DGT /SSC (If, applicable)</b>	A copy of certificate issued by DGT/ SSC/ NSQF aligned agency to candidate trained by applicant PIA.
2	<b>Proof for ITR acknowledgement</b>	ITR acknowledgement given by Income Tax Department for latest three Assessment Years (AY)
3	<b>CA Certificate of Statutory Auditor/ Annual Auditor, supported by Balance sheet and Profit and Loss account Statement</b>	CA Certificate of statutory Auditor / Annual Auditor supported by Auditor Report Balance sheet, Profit and loss account along with all the schedules.  In case of society or trust, Auditor report, Balance sheet, Income & Expenditure account, Receipt & Payment account along with all the schedules.

		The certificate CA should bear the Unique Document Identification Number (UDIN).
4	<b>Copies of Sanction order for previous skills and training projects</b>	Sanction order/ letter of work order issued to PIA in last five years
5	<b>Client Certificate for previous skills and training. Project closure certificate for closed/fore closed projects.</b>	Standard Form 1B.10: Format for Client certificate / Project Closure Report (whichever is applicable)
6	<b>Employer Certificate for Overseas Placement</b>	Standard Form 1B.11: Format for Employer Certificate for Overseas Placement
7	<b>Certificate for captive Placement</b>	Standard Form 1B.12: Format for Certificate for Captive Placement
8	<b>Scanned copy or the Screen-shot of the NEFT/RTGS transaction made for application fee R.25000 plus applicable GST</b>	Legible and clear copy with transaction id and amount details
9	<b>Letter of Intent from Potential Employer (s)</b>	Standard Form 1B.6: The letter of intent (LOI)
10	<b>Self-Certification for Training Institution</b>	No specific format (Self declaration on letter head of organisation only)
11	<b>Applicant Training Manual for Training Activities</b>	No specific format

### **Weights allocated to various criteria for calculation of technical scores in Initial Screening**

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight parameters for
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Financial profile	20%	Financial Turnover for Applicant	70%	Average Annual Financial turnover of Applicant in last 3 Fys	100%
		Working Capital	30%	Average working capital for the last 3 Yrs	100%
Proposal	40%	Proposed Overseas Placements	15%	No. of Candidates proposed for Overseas Placement	50%
				Minimum Salary assured for Foreign Placements (in USD)	50%
		Proposed Captive Placements	25%	No. of Candidates proposed for Captive Placement	50%
				Minimum Salary assured for Captive Placements (in ₹)	50%
		Proposed Training and Placement Target	50%	No of candidates proposed for training	20%
				Percentage of placement assured	47%
				Minimum Salary assured for placement (in ₹)	33%
		Proposed Training Course(s)	10%	Average Course Duration	40%
				Percentage of candidates to be trained in residential mode	60%
		Overseas Placements	10%	No of Overseas Placements done in last 2 years by Applicant	50%
				Minimum Salary for placed	50%

				candidates by Applicant	
		Captive placements	20%	No of Captive Placements done in last 2 years by Applicant	100%
		Training and Placement Experience	60%	No of candidates trained by applicant PIA since incorporation of organisation in a particular state where project target applied.	40%
				No of candidates trained by applicant PIA since incorporation of organisation in multiple states.	30%
				No of candidates placed by applicant PIA out of total trained	30%
		Certification and Assessment	10%	Has the applicant trained any candidates certified by NCVET/SSC/NSQF aligned?	100%
Total	100%				

**Basis the weights assigned above, the maximum possible score for each criterion under technical scoring of the project proposal under DDU-GKY is detailed below:**

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub- section
A	Financial Profile	20	20%

A1	Average Annual Financial turnover of Applicant in last 3 FYs	14	100%
A2	Working Capital	6	100%
B	Proposal	40	40%
B1	Proposed Overseas Placements	6	15%
B1.1	No. of Candidates proposed for Overseas Placement	3	50%
B1.2	Minimum Salary assured for Foreign Placements (in USD)	3	50%
B2	Proposed Captive Placements	10	25%
B2.1	No. of Candidates proposed for Captive Placement	5	50%
B2.2	Minimum Salary assured for Captive Placements (in ₹)	5	50%
B3	Proposed Training and Placement Target	20	50%
B3.1	No of candidates proposed for training	4.0	20%
B3.2	Percentage of placement assured	10	50%
B3.3	Minimum Salary assured for placement (in ₹)	6	30%
B4	Proposed Training Course(s)	4	10%
B4.1	Average Course Duration (per Proposed Candidate)	1.6	40%
B4.2	Percentage of candidates to be trained in residential mode	2.4	60%
C	Previous Skill Experience	40	40%
C1	Overseas Placements	4	10%
C1.1	No of Overseas Placements done in last 2 years by Applicant partner	2.0	50%
C1.2	Minimum Salary for placed candidates by Applicant partner	2.0	50%

<b>C2</b>	<b>Captive placements</b>	<b>8</b>	<b>20%</b>
C2.1	No of Captive Placements done in last 2 years by Applicant partner	8	100%
<b>C3</b>	<b>Training and Placement Experience</b>	<b>20</b>	<b>50%</b>
C3.1	No of candidates trained by applicant PIA since incorporation of organisation in a particular state where project target applied.	8	40%
C3.2	No of candidates trained by applicant PIA since incorporation of organisation in multiple states.	6	30%
C3.3	No of candidates placed by applicant PIA out of total trained	6	30%
<b>C4</b>	<b>Certification and Assessment</b>	<b>8</b>	<b>10%</b>
C4.1	Has the applicant previously trained any candidates certified by NCVET/SSC/NSQF aligned?	8	100%

**Standard instructions for developing ERP –Appraisal (Evaluation)**  
**(Initial Screening)**

**OVERSEAS PLACEMENT**

SN	Sub parameter	Maximum marks	Evaluation criteria			
01	No of Overseas Placements done in last 2 years by Applicant	5	No placement 0 marks	1-50 2 marks	51-100 4 marks	Above 100 5 marks
02	Minimum Salary for placed candidates by Applicant	5	Minimum 25000/- 2 marks	25001- 30000 3 marks	30001- 35000 4 marks	Above 35000 5 marks

## CAPTIVE PLACEMENT

SN	Sub parameter	Maximum marks	Evaluation criteria			
01	No of Captive Placements done in last 2 years by Applicant	5	1-100 02 Marks	101-200 3 marks	201-300 4 marks	Above 300 5 marks

## TRAINING AND PLACEMENT

SN	Sub parameter	Maximum marks	Evaluation criteria			
01	No of candidates trained in applied state by applicant PIA	5	100-500 02 Marks	501-1000 3 marks	1001-2000 4 marks	Above 2000 5 marks
02	No of candidates trained by applicant PIA since incorporation of organisation in multiple states.	5	500-1000 02 Marks	1001-2000 3 marks	2001-5000 4 marks	Above 5000 5 marks
03	No of candidates placed by applicant PIA out of trained	5	100-500 02 Marks	501-1000 3 marks	1001-2000 4 marks	Above 2000 5 marks

## ASSESSMENT AND CERTIFICATION

SN	Sub parameter	Maximum marks	Evaluation criteria			
01	Has the applicant trained any candidates certified by Sector Skill Councils (SSC) /NCVET/NSQF aligned?	5	100-500 02 Marks	501-1000 3 marks	1001-2000 4 marks	Above 2000 5 marks

## PROPOSAL

SN	Sub Parameter	Maximum marks	Evaluation criteria			
1	No. of Candidates proposed for Overseas Placement	5	1-25 01 Mark	26-50 02 Marks	51-100 03 Marks	Above 100 05 Marks
2	Minimum Salary assured for Foreign Placements (in INR)	5	Minimum 25000/- 2 marks	25001-30000 3 marks	30001-35000 4 marks	Above 35000 5 marks
3	No. of Candidates proposed for Captive Placement	5	1-50 02 Marks	51-100 3 marks	101-200 4 marks	Above 200 5 marks
4	Minimum Salary assured for Captive Placements (in ₹)	5	Minimum 10000/-	10001-15000	15001-20000 4 marks	Above 20000 5 marks

			2 marks	3 marks		
5	No of candidates proposed for training	5	Below 200 02 Marks	201-400 3 marks	401-800 4 marks	Above 801 5 marks
6	Percentage of placement assured	5	Less 70% 0 Marks	71-75% 3 Marks	76-85% 3 Marks	Above 85% 5 marks
7	Minimum Salary assured for placement (in ₹)	5	Minimum 10000/- 2 marks	10000- 15000 3 marks	15001-20000 4 marks	Above 20000 5 marks
8	Average Course Duration	5	576-768 05 Mark	769-1152 03 Mark	1153-1728 02 marks	Above 1728 01 marks
9	Percentage of candidates to be trained in residential mode	5	Less than 50% 0 Marks	51-60% 1 Marks	61-70% 2 Marks	Above 70% 5 marks



### Standard Instruction 1.14 Methodology for ascertaining ranking of project proposals by PIAs

Priority of PIAs: Section 7.1 of the DDU-GKY Guidelines 2.0 classifies all PIAs into four categories—A, B, C, and D—based on their past experience and ability to deliver quality placements. Further prioritization is carried out within these categories (A, B, C, and D) based on the DDU-GKY project proposal submitted. As a result, a PIA in Category A is prioritized over those in Category B, a Category B PIA is prioritized over those in Category C, and so on, with Category D being the least prioritized.

As per DDU-GKY Guidelines 1.0, Section 4.7, PIAs were classified into three categories. Each category included different types of PIAs, with specific project cost slabs defined for each type. Accordingly, the priority score was calculated.

Under DDU-GKY Guidelines 2.0, PIAs have been broadly categorized into four groups. Therefore, PIAs with the highest scores in qualitative appraisal (Technical and Financial) in each category should be given top priority. Accordingly, project proposals by PIAs shall be considered:

Sl.No.	Category of PIA	Priority
1	Captive Employer	A**
2	Existing Skilling Agencies having experience of greater than 50% placement outcome achievement	B
3	Skilling Agencies that do not have any DDU- GKY experience	C
4	Start-ups for skilling recognized by Dept. of Industrial Policy & Promotion, Ministry of Commerce & Industry, GoI	D

\*\*Note. Category – A Captive Employer PIAs have been empanelled as per Notification No. 18/2020, dated October 6, 2020, issued by the Ministry of Rural Development (MoRD). Captive Employers do not undergo the qualitative appraisal process.

**Standard Instruction 1.15: Technical & Financial weights for score card B,C and D**

PIAs who have not scored minimum 40 marks each in technical parameters and financial Parameters respectively would not be recommended for PAC. Weights for Scoring a Project Proposal on Technical Grounds will be done using criteria given in SF 1B, SF 1C and SF 1D respectively.

**Note: Proposals for residential training and higher average wages for skilled youth shall be prioritised<sup>3</sup>.**

States/UTs and applicant to take note of this. This parameter will only be used for Ranking of PIAs in cases where proposals score equal marks in their respective category. This ranking will not have any role in appraisal of project.

This will be done by following methodology

**1. Residential Training Component**

- **Weightage:** 50% of the total score.
- **Scoring Criteria:**
  - 90% - 100% trainees under residential training: 10 points
  - 60% - 89% trainees under residential training: 7 points
  - 30% - 59% trainees under residential training: 5 points
  - <30% trainees under residential training: 0 points

**2. Proposed Average Wage for Skilled Youth**

- **Weightage:** 50% of the total score.
- **Scoring Criteria:**
  - Proposed average wage  $\geq$  ₹20,000/month: 10 points
  - Proposed average wage ₹15,000 - ₹11,999/month: 5 points
  - Proposed average wage above minimum wages and less than ₹ 1500

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<sup>3</sup> Table 2, Sub point 7

Standard Instruction 1.16: List of documents for qualitative appraisal based on Standard Form 1A, 1B, 1C & 1D

**For Scorecard A -For Priority - A Applicant (Captive Employer)**

1. Company Incorporation/Registration Certificate (CIN)
2. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies
3. Proof of Industry having Valid EPFO/ESIC/Factory Registration Number
4. Proof Industry having Valid TIN/TAN/GST Number
5. Proof of Industry having Valid Bank Account Number linked to Aadhar /PAN
6. CA certificate indicating Annual turnover of ₹ 25 Cr or More per year for last three financial year
7. Proof of Past Training Experience for more than 2 years
8. Declaration to provide commitment for assessment and certification from the govt. recognized awarding body
9. Letter of intent to Provide employment to 500 or more jobs in own or subsidiary agencies/ companies, during the last three years from the date of application for a project
10. Declaration to provide placement in Own Organization or Affiliate Companies to 70% of the trained candidates for the minimum period of 6 months
11. Declaration to provide placement for ₹ 10,000 or minimum wages whichever is higher to 70% of the trained candidates for the training courses less than six months
12. Declaration to provide placement for ₹ 12,000 or minimum wages whichever is higher to 70% of the trained candidates for the training courses more than six months

**For Scorecard B - For Priority B Applicant (Existing Skilling Agencies having more than 50% placement)**

1. Company Incorporation/Registration Certificate (CIN)
2. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies
3. Work order/Completion certificate/client certificate for Experience in Skill Development Projects
4. Work order/Completion certificate/client certificate for Multi State Experience
5. Proof of Trained Candidates during last 3 Years
6. Proof of placement record certified by authorised signatory of Applicant PIA

7. Proof of Infrastructure related Capacity which include Lease agreements, ownership documents, photos, and details of the training centres
8. Agreements with Potential Employers – LOIs
9. Proof of Average Annual Turnover and Working Capital during Last 3 Years
10. Solvency Certificate (A solvency certificate is a legal document that confirms an individual or entity's financial stability and ability to meet their financial obligations)
11. Proof of No Outstanding Liabilities/recovery with any Government Agencies
12. Affidavit or declaration signed by the authorized signatory and supported by a statement from a competent authority for Previous Penalties/Blacklisting
13. Certified CIBIL score report of promoters/WTD obtained from authorized agencies of CIBIL that is Transunion.
14. CIBIL Reports (TransUnion) for Company Credit Report (CCR) of the applicant PIA
15. ITR and Audit Reports (Last 3 Years) Audited financial statements for each of the applicants for the last three fiscal years, along with, auditor's opinion and all footnotes
16. CA certified free fund flow statement for last three years.
17. PIA's projected free fund flow statement for next three years.
18. DOCWC 3: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS).
19. DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35), Compute the number of months of project expenses that can be covered using the net working capital.

**For Score card C - For Priority C Applicant (Evaluation Framework for Skilling Agencies that do not have any DDUGKY experience)**

1. Company Incorporation/Registration Certificate (CIN)
2. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies
3. Work order/Completion certificate/client certificate for Experience in Skill Development Projects
4. Profiles of promoters; CA/CS certified with UDIN no.
5. Internal Training mechanism employees of the applicant PIA duly signed by the authorised signatory.
6. Proof of Trained Candidates since incorporation of organisation
7. Prior centre operation experience since incorporation of the organisation supported by Lease agreements, ownership documents, photos, and details of the training centres

8. Agreements with Potential Employers – LOIs stamped and duly signed by employer
9. Proof of Average Annual Turnover and Working Capital during Last 3 Years
10. Project handling Experience (Turnover from Skill Development Projects) in ₹ supported by Work orders, Sanction orders letters, or completion certificates for skill development projects handled
11. Solvency Certificate (A solvency certificate is a legal document that confirms an individual or entity's financial stability and ability to meet their financial obligations)
12. Proof of No Outstanding Liabilities/recovery with any Government Agencies
13. Affidavit or declaration signed by the authorized signatory and supported by a statement from a competent authority for Previous Penalties/Blacklisting
14. Certified CIBIL score report of promoters/WTD obtained from authorized agencies of CIBIL that is Transunion.
15. CIBIL Reports (TransUnion) for Company Credit Report (CCR) of the applicant PIA
16. ITR and Audit Reports (Last 3 Years) Audited financial statements for each of the applicants for the last three fiscal years, along with, auditor's opinion and all footnotes
17. CA certified free fund flow statement for last three years.
18. PIA's projected free fund flow statement for next three years, reflecting quarterly or monthly balance of working capital.
19. DOCWC 3: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS).
20. DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35), Compute the number of months of project expenses that can be covered using the net working capital.

**For Score card D - For Priority D Applicant (Evaluation Framework for Start-ups for skilling recognized by Dept of Industrial Policy & Promotion, Ministry of Commerce & Industry, GoI)**

1. Company Incorporation/Registration Certificate (CIN)
2. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies
3. Profiles of promoters; CA/CS certified with UDIN no.
4. Internal Training mechanism employees of the applicant PIA duly signed by the authorised signatory.

5. Agreements with Potential Employers – LOIs stamped and duly signed by employer
6. Proposed ToT process along with Trainer certification
7. Proposed Placement Salaries of candidates supported by Salary agreements with employers
8. Placement Support Mechanism supported by Placement strategy document & Proposed team roles
9. Internal Audit Mechanism supported by Audit Report of the concerned agency/organization to be uploaded
10. Certified CIBIL score report of promoters/WTD obtained from authorized agencies of CIBIL that is Transunion.
11. CA certified Free fund flow statement for last three years.
12. PIA's projected free fund flow statement for next three years, reflecting quarterly or monthly balance of working capital.
13. DOCWC 3: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS).
14. DOC WC 2 & Doc WC 3 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35), Compute the number of months of project expenses that can be covered using the net working capital.
15. ITR and Audit Reports (Last 3 Years) Audited financial statements for each of the applicants for the last three fiscal years, along with, auditor's opinion and all footnotes.

### Standard Instruction 1.17 Qualitative Appraisal process.

Qualitative Appraisal shall be taken as per steps given below:

- (i) **It will be checked whether PIA has deposited the appraisal fees in the Bank account as notified by State/MoRD.** Where the PIA has not paid the appraisal fees within the time specified or has paid insufficient fees, the application is liable to be rejected.
- (ii) Where appraisal fees has been received, Qualitative Appraisal shall be commenced with verification of documents.
- (iii) A document may not be discarded only on the grounds that documents are not formatted, or are not written in proper language, etc. Relevant information available in the document to the extent possible may be used for appraisal.
- (iv) **In case of PIAs which have not implemented DDU-GKY projects in the past, a Head Office visit during appraisal is mandatory.** Further, for such PIAs sample verification of placed candidates may be undertaken by tele-calling. In case of applicants implementing DDU-GKY projects, only desk assessment of performance shall be undertaken on the basis of CTSA feedback. During verification necessary evidences to be collected/captured.
- (v) Marks to be awarded and report to be finalized based on documents submitted by PIA applicants, Desk scrutiny, visits and other mode of verifications, evidences collected/captures. Marks to questions need to be necessarily based on available evidence as below:
  - a. Evidence can include documentation of tasks performed, letters, emails, reports, physical checks, reports generated manually or by PORTAL, affirmation by third parties like candidates and employers.
  - b. Consistency of oral statements by staff, i.e. processes being explained similarly by PIA applicant staff can also be counted as evidence. This would be the situation in those cases where documentation might be sparse but processes are well understood and applied.
  - c. Lack of evidence is indicated by information being absent, information being anecdotal at best, or when inconsistent information is provided by different sources in PIA applicant.

- (vi) If the answers to any question based on appraisal findings do not squarely fit within any of the options in the scoring schema, the score can be given on the basis of option from the scoring schema that appraisal finding is closest to. If the appraisal team is unsure about choosing a score between two options, it is advised to look at the option for higher score first, and if the evidence available falls short of satisfying the conditions for that score, the score must be given from the lower scoring options, with reasons supported by.
- (vii) At any point of time of appraisal, if the appraisers identify risks that have not been covered in the qualitative appraisal toolkit, the appraisal team should cover these in their report as well.
- (viii) The Marks obtained from project appraisal must be entered online in the Portal.
- (ix) Once Qualitative Appraisal conducted for a Project application by a PIA applicant in a State under the DDU-GKY/Roshni/Himayat, other applications by the same applicant in other States may or need not undergone through Qualitative Appraisal again. However, it would be conducted if State/Ministry intended to do so, the reason could be like PIA applicant proposes to conduct training under the trades which is not appraised through Qualitative Appraisal for that PIA applicant in the past; State identified risks including fiduciary risks, risk in achieving project outcomes, provide quality employment opportunities and quality training to DDU-GKY candidates of the State.
- (x) Measure of capability: The project appraisal tool gives a measure of PIA applicant's current capability, its fit to undertake and run a successful, criteria and rule-based operations. It does not give a measure of a PIA applicant's performance on DDU-GKY Guidelines or SOP, if it has not already worked with DDU-GKY. It is not expected at the appraisal stage that PIA applicant's processes are in compliance with that of DDU-GKY guidelines and SOP. Therefore, absence of past implementation of DDU-GKY SOPs does not have to be a constraint.
- (xi) Sampling of candidates for placement verification through tele-calling should be random, and a record of the randomization should be kept. A randomization software can be used, or a function in a spreadsheet software can also be used.



- (xii) Based on findings of the placement verification, the placement percentage claimed by the PIA applicant may need to be adjusted. For example, if a PIA applicant claims to have placed 800 candidates out of 1000 that they have trained, and in the course of physical verification of 30 randomly selected candidates only 27 are found to have been placed, this difference should be extrapolated.
- (xiii) Filing, storing of records relating to Qualitative Appraisal, and archiving of records would be governed by records management procedures of Government of India, and require storage until otherwise specified by MoRD. These records would be fully subject to audit by Government of India.

#### Standard Instruction 1.18: Qualitative Appraisal Report

The report for project appraisal should have following sections, in the given order. Additions can be made to this by the appraisers, but none of the sections should be dropped.

- (i) Executive summary and Final Recommendation
- (ii) Score card (Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D) as applicable
- (iii) Brief overview of project application, organizational background, description of previous experience, rational behind choosing the particular trade and target by the applicant PIA.
- (iv) Detailed Findings as per (Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D)
- (v) Annexures to be attached-
  - Annexure 1 – Marks obtained, along with reason for those marks for each question of Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D.
  - Annexure 2 – Priority Score for Ranking of proposals
  - Annexure 3 – Project Application and result of initial screening.

Annexure 4 – Additional information and evidence collected. All the evidence should be labelled /coded/numbered and referenced in the scoring matrices, and saved with that label/code/number.

- (i) Report to be uploaded on Portal only.
- (ii) If the application shall be rejected and information placed before EC.

#### Standard Instruction 1.19: Disposal of Application

An application:

- (i) Which has completed Qualitative Appraisal, or
- (ii) has been rejected in Qualitative appraisal (due to non-furnishing of appraisal fees or documents), or
- (iii) has been rejected in Initial screening,

shall be placed before the Project Approval Committee (PAC) of State/UT for disposal.

In case an application has been rejected in Initial screening, the same shall be placed before EC/PAC only for information. **Disposal means either approval or rejection of a project application.**

EC/PAC may be held once in a month and frequency could be increased as per requirement to dispose as many applications. Project appraisal reports shall be ready prior to EC/PAC.

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## 2. PROJECT APPROVAL AND SANCTIONING PROCESS

### 2.1 Project Approval and Issue of Sanction Order

#### Overview

Item	Description
Purpose	To outline the procedures for holding State Project Approval Committee (SPAC) for approval and sanction of projects under the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY). It defines each stage, from PAC approval of projects to execution readiness, ensuring transparency, efficiency, and accountability.
Reference to Guidelines	Para 2.2.1 page 15
Prerequisite/s	Review & application Evaluation by Appraisal Agency, CTSA feedback. All applications that score the minimum marks shall qualify for consideration by the SPAC <sup>1</sup> .
Time for completion	30 days from 'I <sub>2</sub> ' i.e. "Review & application Evaluation by Appraisal Agency"
Resource/s	Project Applications, Appraisal reports of the projects and CTSA Feedbacks
Process owner	State/UT

<sup>1</sup> In context of a Captive Employer, the MoRD will fix its targets and a MoU will also be signed at the MoRD level

## Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Feedbacks regarding the projects already being implemented in different states	CTSA	15 days from the request of CTSA feedback	CTSA feedback is uploaded in designated portal
2	Hold SPAC meeting <sup>2</sup>	SRLM/SSDM	I <sub>2</sub> + 30 days	<ul style="list-style-type: none"> <li>Project Applications of PIAs, Appraisal reports of the projects and CTSA Feedbacks uploaded in designated portal</li> <li>The SPAC meeting can be held in (a) Physical Mode (b) Virtual Mode (c) Circulation Mode</li> </ul>
3	Uploading of approved SPAC minutes by State	SRLM/SSDM	I <sub>3</sub> + 15 days	On the designated portal
4	Issue of Sanction Order and Project Commence Order	SRLM/SSDM	I <sub>4</sub> +21 days (Up to 21 days from Uploading of approved SPAC minutes)	On the designated portal, SF 2.1 A: General Instructions, 2.1B Sanction Order and SF 2.2E: Project Commencement Order
5	In case sanction order and PCO is not issued within 21 days of SPAC. The project will require ratification by SPAC	SRLM/SSDM	30 days	In case the same is not be ratified in 30 days, the project will be treated deemed cancelled. Subsequently, the information shall be placed

<sup>2</sup> The SPAC will be constituted as per Para 2.2.1 page 15 of Guidelines

				before PAC.
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## 2.2 MoU EXECUTION<sup>3</sup>

### Overview

Item	Description
Purpose	To lay down MoU execution process and related timelines
Reference to Guidelines	Para 2.8 Table-3 point 6 and 7 page 18
Prerequisite/s	Uploading of SPAC meeting minutes on designated portal
Time for completion	21 days from 'I <sub>4</sub> ' i.e. "uploading of SPAC meeting minutes"
Resource/s	As per SF 2.2A: Prospective project work schedule, SF 2.2B: Standard terms & condition, SF 2.2C: Special terms & conditions by and SF 2.2D: Power of Attorney (PoA)
Process owner	State/UT

### 2.2.1 Preparatory work for execution of MoU

#### Overview

Item	Description
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<sup>3</sup> For Captive Employer, a MoU will be signed at MoRD for empanelment as a Captive Employer, however, the respective State will also sign a project specific MoU.

Purpose	To delineate the preparatory work for MoU execution and related timelines
Prerequisite/s	Uploading of SPAC minutes on the designated portal
Time for completion	8 days after I <sub>4</sub>
Resource/s	As per SF 2.2A: Prospective project work schedule, SF 2.2B: Standard terms & condition-State, SF 2.2C: Special terms & conditions and SF 2.2D: Power of Attorney (PoA)
Process owner	State/UT

### Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Filling up “Prospective project work schedule”	PIA	I <sub>4</sub> + 5 days	SF 2.2A
2	Validation of “Prospective project work schedule”	SRLM/SSDM	I <sub>4</sub> + 8 days	validate and freeze SF 2.2A as per 2.2.1.1
3	Preparation of MoU annexures along with signatory details like name and designation	PIA	I <sub>4</sub> + 5 days	SF 2.2B, 2.2C and 2.2D
4	Filling of MoU signatory by name & designation	SRLM/SSDM	I <sub>4</sub> + 8 days	On the designated Portal

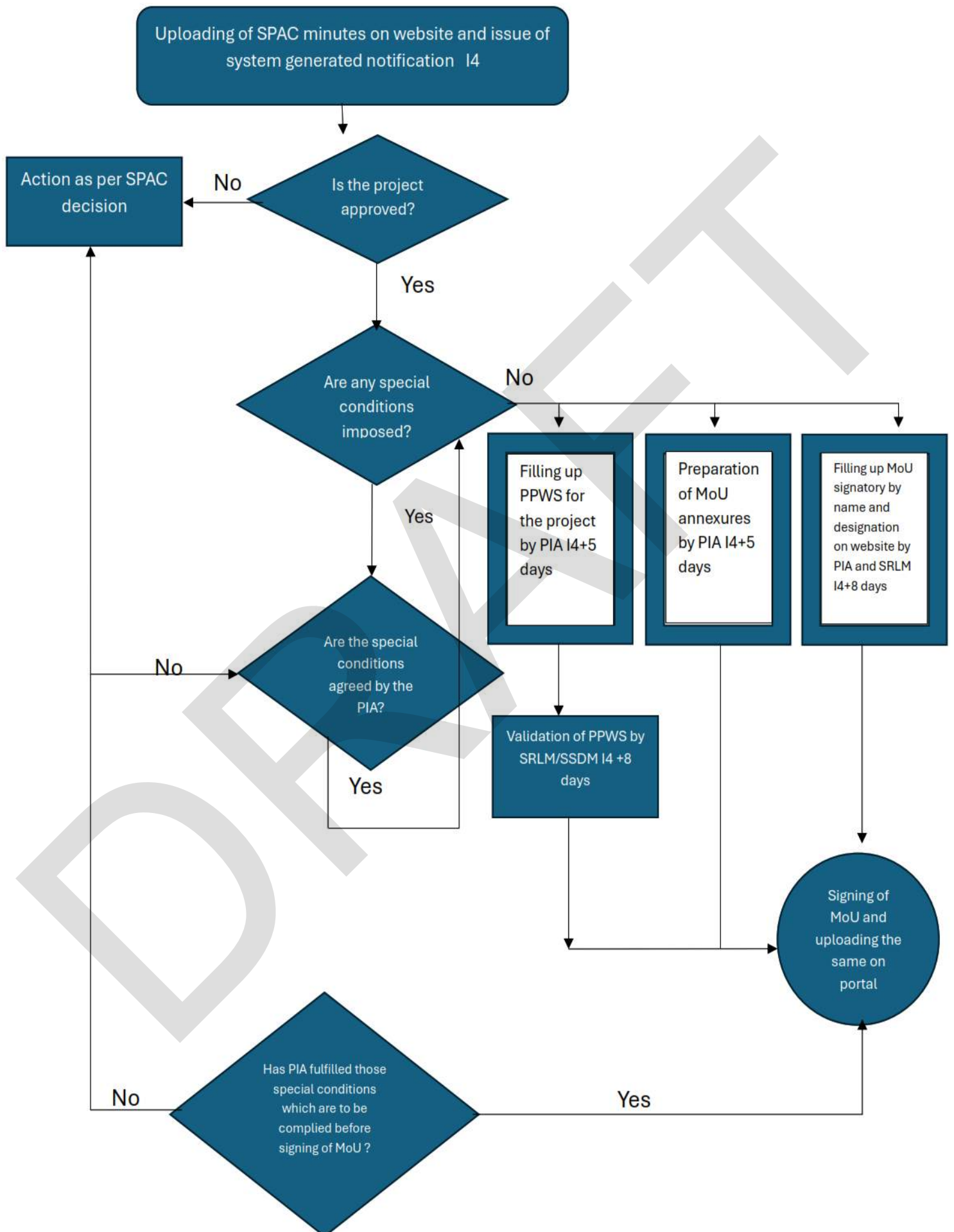


5	Signing of MoU and uploading the same on portal	PIA & SRLM/SSDM	I <sub>4</sub> + 21 days	MoU & uploading on the designated Portal
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### 2.2.1.1 Prospective work schedule for the project: Contents and relevance

The prospective work schedule for the project should give a comprehensive picture of PIA's plan of action for implementing the project. The details are to be filled in the portal as per SF SF 2.2A and would include the following:

- a. Monthly training commencement schedule for the complete project duration.
- b. Monthly training completion schedule for the complete project duration.
- c. Monthly appointment and placement completion schedule for the project target.
- d. Training of candidates should commence within 60 days of Issue of Project Commencement Order



## 2.3 Project Execution Readiness Assessment

### Overview

Item	Description
Purpose	To ensure availability of basic core team for implementing the project and sensitize them in implementation procedures
Reference to Guidelines	No specific reference
Prerequisite/s	Uploading of sanction order on designated portal
Time for completion	Any time after issue of sanction order but not later than 10 days from issue of commencement order
Resource/s	SF 2.3A: Project execution readiness assessment at Project Headquarter, SF 2.3 A1: Project execution readiness assessment at PIA Headquarter
Process owner	PIA for all states

### Activities

Sl.	Action	Actor	Time for completion	Relevant documents
1	Filling up all the details	PIA	Not later than $I_6 + 4$	SF 2.3A , SF 2.3A1

			days	
2	Validation of data filled in SF: 2.3A and SF 2.3A1 by inspecting the Project Headquarters and PIA Headquarters respectively	SRLM/SSDM	Complete by I <sub>6</sub> + 6 days	SF 2.3A , SF 2.3A1

## 2.4 Project manpower plan: Ring fencing PIA Q-team from operations

Project manpower is broadly divided into the following three categories:

- i. The management (including PIA Q-team head)
- ii. Operations team and
- iii. PIA Q-team

A PIA will have absolute discretion for recruitment of the project management team (other than PIA Q-team head) and operations team. However, each month he should inform the total number of people working in each category on a project. SRLM/SSDM will have the discretion to verify these details as per situational exigencies. These will be as per SF 2.4A: Details of centre in-charge and trainers.

PIA Q-team head and its composition should be as per agreed plan and the PIA should update the details on portal. Similarly changes in the composition of the team should be informed without fail. These should be reported as per SF 2.4B: Details of PIA Q-team members.

The PIA Q-team should be ring fenced from the PIA operational team and managerial team. Mechanism for ring fencing a PIA Q-team is given as SF 2.4C: Ring fencing of PIA Q-team from operations – Compliances report from the management. PIA should comply with this procedure before the project is initiated.

## Contents

<b>LIST OF STANDARD FORMATS (SFS) IN CHAPTER 2 .....</b>	<b>2</b>
<b>SF 2.1A: GENERAL INSTRUCTIONS .....</b>	<b>2</b>
<b>SF 2.1B: SANCTION ORDER .....</b>	<b>3</b>
<b>SF 2.1C: MODEL MoU .....</b>	<b>7</b>
<b>SF 2.2A: PROSPECTIVE PROJECT WORK SCHEDULE .....</b>	<b>14</b>
<b>SF 2.2B: STANDARD TERMS &amp; CONDITIONS .....</b>	<b>15</b>
<b>SF 2.2C: SPECIAL TERMS &amp; CONDITIONS .....</b>	<b>20</b>
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## List of Standard Formats (SFs) in Chapter 2

### SF 2.1A: General Instructions

#### Definitions

- **Project Applicant Agency:** An eligible entity submitting a project proposal for DDU-GKY funding are known as **Project Applicant Agency**.
- **Implementing Agency:** An eligible entity sanctioned and implementing project/s of DDU-GKY known as Project Implementing Agencies (**PIAs**). These agencies will deliver the skill training modules for DDU-GKY candidates and employment opportunities once the projects are sanctioned to them
- **Project Proposal:** A detailed plan submitted for review that outlines the objectives, scope, budget, timeline, and resources required for the project.
- **State Project Approval Committee (SPAC):** A high-level committee that assesses the project proposals submitted Project Applicant Agency on the portal approves or rejects the project.
- **Sanction:** The process of formally allocating targets, funds and related terms and conditions for execution of projects.

## SF 2.1B: Sanction Order

Sanction Order No. ....

Date:.....

To,

**Mr./Mrs./Mss. (CEO/MD/Project Head of the PIA)**

**M/s (PIA Name)**

**Address:.....**

**Subject:** Sanction of Project under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) for Training and Placement of Rural Poor Youth in the State of [**State Name**] to be Implemented by M/s [**Agency Name**] [**PRN Number**] as Project Implementing Agency (PIA) – reg.

**Sir/Madam,**

Please refer to the subject mentioned above. In this context, it is to inform you that, as per the approval accorded by the State Project Approval Committee (SPAC) on [**Date**], your agency has been approved a project for training [**Number**] rural poor youth and placing [**Number**] rural poor youth in the State of [**State Name**] under the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY). In pursuance of this approval, [**Name of SRLM**], as the nodal agency for the DDU-GKY in the State of [**State Name**], hereby issues this sanction order for the implementation of the project, with the following details and terms & conditions:

### 1. Details of sanctioned project: -

Particulars	Discription						
Project Duration							
Total target	Training			Placement			
Sub- category wise minimum targets to be covered	SC	ST	Minority	Women	Transgender	PWD	Special Group
	... %	.... %	.... %	.... %			

## 2. Breakup of Sector/Trade/ Cost Category -wise Target:

Trade/Sector	Trade/ Job Role	Cost Category **	Core Domain (In Hrs)	OJT (In Hrs)	Non-Domain (In Hrs)	Total Hours	Assessing Agency	Nature of Training	
								Residential (R)	Non-Residential (NR)
		I							
		II							
		III							
Total									

\*\*Note only one category will be applicable in one sanction order

## 3. District Wise Target: (allocating/non-allocating district wise target is the prerogative State.)

Sr. No	District	Special Area		TC Category City	No of TC	Nature of TC (R/NR)	Proposed Target
1							
2							

## 4. Proposed Placement Details

Total Placement Target	0	Is Captive Placement Proposed?	Yes/No
Captive Placement Target	0	Minimum Salary Offered for Captive	0
Is Overseas Placement Proposed?	Yes/No	Overseas Placement Target	0

## 5. Proposed Post Placement Support (No. of Candidates)

Number of candidates	0
1270 x 6 months	0
Total	0

## 6. Project Budget



<b>Project Cost Component (A)</b>	<b>Number of candidates</b>	<b>Amount in Rs.</b>
Standard Training Cost		
Additional Training Cost for Special Area		
Assessment & Certification Cost @ 1500 per candidates		
One Time Travel Cost (maximum limit of @Rs 4500/-)		
Food and To @ Fro charges @ Rs..... per hour for Non-Residential Candidates		
Uniform cost (cost of one pair is Rs 1270/- 2 pairs provided in case of 9 months and 12 months course)		
Boarding and Lodging Expenses		
X category Cities/Town @Rs. 375 per day per Candidate		
Y category Cities/Town @Rs. 315 per day per Candidate		
Z category Cities/Town @Rs. 250 per day per Candidate		
Other places @ 220 per day		
Post Placement Support @ Rs. 1270/- per month for 6 months per candidates.		
<b>Total (A) in Rs.</b>		
Welfare Cost (B)		
Project Cost Component (B)		
Placement Incentive		
@Rs. 3000/- per Candidate for placements between 70% - 85%		
@Rs. 5000/- per Candidate for placements above 85%		
Retention support @ 5000 per candidate (for every candidate employed continuously for 365 days with a break of maximum 60 days)		
Foreign Placement @Rs. 20000/- per Candidate		
<b>Total (B) in Rs.</b>		
<b>Total Project Budget (A+B) in Rs.</b>		
Central Share in Rs.		
State share in Rs.		

**Note:** SF 2.2B: Standard terms & conditions may be referred by the State, however, in case of any further modification is required State is empowered to do so

**Encl: if any**

Signature of competent authority

***Copy to:***

1. Joint Secretary (Skills), Ministry of Rural Development
2. ACS/PS/Secretary, State Govt. nodal department
3. CTSA/STSSA
4. Other of required

## SF 2.1C: Model MoU

### Model Memorandum of Understanding (MoU)

Between

(SRLM/SSDM)

&

(PIA)

(PRN \_\_\_\_\_)

**For implementing  
Deen Dayal Upadhyaya Grameen Kaushalya Yojna 2.0  
(DDU-GKY 2.0)**

**Project of Ministry of Rural Development,  
Government of India  
In the State of \_\_\_\_\_**

### Memorandum of Understanding

This Memorandum of Understanding is entered on this \_\_\_\_ day of \_\_\_\_ 2025 (hereinafter called MoU).

**Between**

\_\_\_\_\_**STATE RURAL LIVELIHOOD MISSION/ STATE SKILL DEVELOPMENT MISSION** (\_\_\_\_\_), hereinafter called the **SRLM/SSDM** for **DDU-GKY**",  
\_\_\_\_\_(which expression shall and include, unless it is repugnant to the context, its administrators, successors and assignees etc.) represented by its authorized signatory Shri/Smt./Ms. \_\_\_\_\_working as \_\_\_\_\_aged \_\_\_\_ years in the SRLM/SSDM(Hereinafter will be referred as SRLM/SSDM).

**And**

\_\_\_\_\_bearing a Permanent Registration Number \_\_\_\_\_ of MoRD, GoI & incorporated & Registered under the Companies Act 1956/2013/Limited Liability Partnership Act, 2008/Trust Act, 2000/Society Registration Act etc., having its registered Office at \_\_\_\_\_- hereinafter referred to as "Project Implementation Agency (PIA)" (which term and expression shall mean and include, unless it is repugnant to the context, it successors, administrators and assignees etc.) and represented by its authorized signatory Mr./Ms.\_\_\_\_\_, aged \_\_\_\_ Years, who is working as \_\_\_\_\_in PIA and is duly authorized vide Board/Management Committee Resolution dated \_\_\_\_\_(Copy of extracts of Board Resolution is annexed herewith) (Hereinafter will be referred as PIA).

**2. Both the parties mentioned above shall be jointly referred to as "Parties" under this MoU.**

**3. Purpose of MOU**

3.1. This MoU establishes a framework for execution of projects under the DDU-GKY 2.0 Programme Guidelines (hereinafter referred as “*said guidelines*”), SOPs, notifications etc. issued thereunder from time to time by the Ministry of Rural Development, Government of India. It sets out the role and responsibilities of each of the parties for achievement of common objectives of the said guidelines.

3.2. All parties hereby affirm that they shall work towards the implementation of the project MoU in letter and spirit, and with highest professional ethics.

#### **4. Responsibilities of the Parties to the MoU.**

##### **(I) Responsibilities of SRLM/SSDM**

4.1. The SRLM/SSDM has a primary role in stewardship and monitoring of the projects under DDU-GKY in the State. The SRLM/SSDM shall ensure, *inter-alia*/ the following:

- I. It will discharge its responsibilities through facilitation, timely support, and timely review of the progress of the project.
- II. The release of fund to the PIA will be in consonance with the due and payable installments in compliance of DDU-GKY 2.0 Guidelines, SOPs and notifications issued thereunder from time to time etc.
- III. Regular Monitoring of performance and outputs including assessment of quality, desk appraisal, physical verification, field visits, and other inspections as specified in the Guidelines and related procedures.
- IV. Facilitate information exchange, dissemination, analysis of trends and feedback into management and monitoring of the DDU-GKY project.
- V. The stewardship role shall be exercised in accordance with the Guidelines and procedures for DDU-GKY project (by the Ministry of Rural Development, Government of India from time-to time).
- VI. Undertake regular and concurrent monitoring of the project being undertaken by the PIA, through field visits and MIS review, to continuously assess the performance of the PIA for inputs to all stakeholders and for timely course correction as per extant prescribed quality and standard operating procedures.
- VII. Ensure timely fund release for the project to the PIA as per prescribed service standards and operational norms.
- VIII. Participate in all discussions and meetings with the PIA as well as other stakeholders as may be required for implementation of the project.
- IX. Undertake capacity building of the PIA, through orientation, training & technical workshops, as may be required from time to time

##### **(II) Responsibilities of the Project Implementing Agency**

4.2. The Project Implementing Agency (PIA) agrees to the following:

- I. The PIA will be fully and directly responsible for achieving the physical targets and corresponding financial targets of the project in full compliance with the DDU-GKY 2.0 Guideline, SOPs and Notifications issued by MoRD from time to time.

- II. The PIA shall strictly comply with all terms and conditions of present MoU, Sanction Order and annexure to the sanction order, in addition to the norms specified under DDU-GKY 2.0 Guideline etc.
- III. The PIA shall proactively endeavor to enhance the quality norms across the project value chain.
- IV. The PIA, of its own accord shall immediately inform all the parties of any changes or any modifications in its constitution that affects legal nature, and the objectives under this MoU. Such information shall be communicated in writing to all the parties to this MoU within 7 days of any change(s) or any such modification(s).
- V. The PIA will maintain its books of accounts as well as all the records pertaining to the present project till its project closure report is accepted by the SRLM/SSDM and PIA will also be liable to onboard all the data on the ERP specify by the SRLM/SSDM as well as MoRD till the project closure certificate is issued by the SRLM/SSDM.
- VI. The PIA will be exclusively responsible for the third party and SRLM/SSDM will not be responsible for any dues of the PIA. PIA will be exclusively responsible for the compliance of all the laws of the land like Labour Laws qua its employees, fire fighting laws qua its training centre etc. Incase any breach of requisite laws, PIA and its management will exclusive responsible to the third party.

## 5. Financing of the project-

5.1. The PIA is sanctioned with the below financial assistance in batch mode for implementing the project under DDU-GKY 2.0 scheme of MoRD:-

- i. Sanction reference no: **Ref:** \_\_\_\_\_ **dated** \_\_\_\_ for skilling of \_\_\_\_ numbers of candidates in \_\_\_\_ months in the state of \_\_\_\_\_ with placement target in compliance of said guidelines etc.
- ii. Total project cost would be **Rs.**\_\_\_\_\_/ - (**Rupees** \_\_\_\_\_ **Only**), **project tenure** \_\_\_\_ **years**. Funds shall be released to PIA in compliance of DDU-GKY 2.0 guidelines, SOP etc.
- iii. Total Project Cost mention above is inclusive of all claims, expenses related to the assignment in any case, no additional claim will be payable to the PIA.
- iv. The SRLM/SSDM may verify the books of account, vouchers and others financial records related to this project. The PIA shall produce the documents as and when required by SRLM/SSDM.

5.2. The PIA shall not be entitled to any additional funding for any extension in the tenure of the project, unless specifically approved by the Project Sanctioning Authority. In general, all projects shall be required to be completed within the approved project tenure, failing which the project may be closed by the Project Sanctioning Authority. Such closure shall result in limiting the funding of the project to the extent of physical achievement attained till the sanctioned tenure of the project.

5.3. The SRLM/SSDM may suspend all the payments to the PIA, if the PIA fails to perform any of its obligations under this MoU. However, the SRLM/SSDM shall take this action only after giving due notice to the PIA specifying the nature of non-performance of the PIA and providing due opportunity to the PIA to remedy such failure within a reasonable period as may be specified in the notice.

## 6. Special Conditions

**6.1** SRLM/SSDM may engage services of a Central or State TSA during any time of the project and may assign certain task of monitoring etc. to the TSA. The role of TSA shall be applicable for the purpose, as decided by SRLM/SSDM from time to time.

**6.2** As DDU GKY 2.0 is a Centrally Sponsored Scheme (CSS), therefore, GoI and/or SRLM/SSDM may issue notifications/Circular/Orders from time to time. All Such Circular/Orders shall be applicable as and when issued. In case, there is any issue of interpretation or conflict, the decision of SRLM/SSDM shall be the final and binding on the second party.

## 7. Communication

7.1 All notices and communication under this MoU shall be addressed to the following representatives of the parties as detailed below

(i) \_\_\_\_\_, CEO cum State Mission Director

SRLM/SSDM Office at:- \_\_\_\_\_

E-mail: \_\_\_\_\_, Tel: \_\_\_\_\_

(ii) Shri \_\_\_\_\_ – Director/Trustee/President

M/s \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_, Contact No: \_\_\_\_\_

7.2. Formal communications shall include communication by email as well.

7.3. Incase any “Insolvency Petition” for declaring the PIA as “Insolvent” and/or “Winding up Petition” and/or “Corporate Insolvency Resolution Process” will be filed by any one, then the PIA will immediately inform SRLM/SSDM in writing. If, PIA fails to inform to SRLM/SSDM, then the Directors/Trustees/Members of its Management Committee will be personally responsible to indemnify the SRLM/SSDM.

## 8. Confidentiality

8.1. All parties acknowledge the confidentiality of information that may be among the parties from time to time, under this MoU. All parties agree not to disclose the same to any outside party, unless such information is,

- i. Part of the public domain at the time of disclosure or
- ii. Require to be disclosed in accordance with the applicable laws of the country.

## 9. Dispute Resolution-

9.1. The parties hereby agree that if any dispute arising in connection with this MoU shall first be addressed mutually by the Parties. If the said Parties are unable to resolve the dispute mutually, the dispute shall be referred to the Principal Secretary/Chief Secretary/Secretary, Rural Development Department, Government of \_\_\_\_\_, whose decision shall be final and binding on all parties

9.2. In case any party feels unsatisfied then the party aggrieved may seek judicial remedy and the appropriate petition may be filed in the territorial jurisdiction of State High Court where head office of SRLM/SSDM is situated.

## **10. Force Majeure-**

10.1. No failure or omission by any of the parties to perform any of the terms and conditions under this MoU shall give rise to any claim against such party or be deemed breach of this MoU if such failure or omission arises from an act of God, war or military operations, national or local emergency, natural disasters (fire, lightning, flood or such similar disasters), or any other reason which lies outside the control of the Parties.

## **11. Validity of the MOU**

11.1 This MoU shall come into force on \_\_\_\_ *day of* \_\_\_\_ **2025** and shall be valid for the entire Lifecycle of the project.

## **12. Debarment of the PIA**

12.1. The SRLM/SSDM may take remedial action on account of “non-performance” by the PIA. The Project Sanctioning Authority may debar the PIA from applying for a fresh project in future if the PIA fails to rectify its non-performance acts within the stipulated time.

12.2. However, the Project Sanctioning Authority may initiate appropriate action for debarment of PIA specifying the nature of non-performance of the PIA and after giving the PIA an opportunity to take remedial action on account of such failure within a reasonable period as maybe specified in the notice, and after giving the PIA an opportunity to be heard.

## **13. Termination**

13.1. Where a PIA seeks termination of the MoU, it shall give a 30 days’ written notice to the SRLM/SSDM, and only when the Project Sanctioning Authority has accepted the termination request, the MoU may be terminated.

13.2. The SRLM/SSDM may terminate the MoU with the prior approval of the Project Sanctioning Authority by giving 30 days’ notice to the PIA in case the PIA;

- i. Becomes insolvent or bankrupt or is convicted under any criminal or civil charges under the applicable laws in the country.
- ii. Does not take remedial action on non-performance as pointed out by SRLM/SSDM or the TSA within a specified period of notice issued by SRLM/SSDM.
- iii. Is found to be involved in misrepresentation falsification of records / data / details concerning the project or found to be involved in fraud or malpractice in the project.

13.3. However, SRLM/SSDM shall take action for termination of MoU only after giving a due notice to the PIA specifying the reasons for termination with an opportunity to reply within a reasonable period as may be specified in the notice, and after giving the PIA an opportunity to be heard.

13.4 In the event of termination of the project the PIA shall fully and collaboratively cooperate with SRLM/SSDM to ensure smooth exit in respect of the project including submission of all requisite documents and information (digital or hard copies).

13.5 In the event of termination, the PIA shall be liable to refund to SRLM/SSDM, amount of the funds specified as refundable released by the Central and State Government with interest at the rate of eighteen per cent per annum thereon.

#### **14. Recovery of dues under the MoU**

14.1 Failure on part of PIA to refund money in case where a recovery of dues has been ordered by SRLM/SSDM, the same shall be recovered with interest @ eighteen per cent per annum on recoverable amount and attract action through the State Government under Public Money Recovery Act of the State Government or Revenue Recovery Act, 1890 or any other legal provision of the prevailing laws. This does not preclude the SRLM/SSDM, State Government to take any other penal action as applicable under the existing laws of the country.

#### **15. Effect of invalidity of any clause of MoU on validity of MoU.**

15.1. The invalidity of any provision of this MoU shall not invalidate other provisions or the MoU. Any such gap should be duly modified through amendment to the MoU in writing, with mutual consultation among all the parties.

#### **16. Modification of the MoU**

16.1. Any provision of this MoU may be amended or modified at any time by mutual consent among the parties. However, such amendment/ modification in the MoU shall be undertaken only with prior written approval of Project Sanctioning Authority, DDU-GKY and duly communicated to all the Parties.

16.2 All amendment / modification in the MoU shall have to be in writing, duly signed with seal by all parties concerned, as an Addendum to the MoU.

The Parties indicate their consent to this MoU by the signatures of their authorized representatives.

#### **Authorized Signatory**

Name & Signatures

Designation

PIA

Office Add.:

#### **Authorized Signatory**

Name & Signatures

Designation

SRLM

Office Add.:

In the presence of the following witness

1.

2.

In the presence of the following witness

1.

2.

#### **Enclosure:**

**1. Copy of the Sanction order with annexures.**



- 2. Copy of Project Proposal**
- 3. Work schedule for the project –Filled in Target breakup sheet**
- 4. Board resolution authorizing the signatory to the MOU.**
- 5. Affidavit regarding non-blacklisting of PIA.**

DRAFT

## SF 2.2A: Prospective project work schedule

Month no.	Course Duration	No. of candidates for whom training will be started	No. of candidates for whom training will be completed	Cumulative no. of candidates for whom trainings will be started	Cumulative no. of candidates for whom trainings will be completed	Cumulative No of Candidates Appointed	Monthly placement target	Cumulative No of Candidates Placed
1	2	3	4	5	6	7	8	9
1	As per NQR	....	...	...	....	...	...	....
2	..	....	...	...	....	...	...	....
Total	....	...	...	....	...	...	....	...

Note:

1. The above template reflects training target for 1 month and it can be repeated till the end of the project.
2. Cumulative monthly target: Will be the sum total of the previous months
3. Sub Category Targets shall be as per Sanctioned project percentage for the mentioned sub categories.
4. A signed copy of the above template should be attached to the MoU as Annexure.

## SF 2.2B: Standard terms & conditions

1. The Project Implementing Agency shall offer skilling courses to rural youth who satisfy the eligibility criteria specified in the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY 2.0).
2. The Project Implementing Agency shall not outsource any of its activities related to skilling or placement unless such outsourcing has been specifically mentioned in the application for the project and has been duly approved by the Appropriate Project Approval Authority in the State.
3. The Project Implementing Agency (PIA) shall be responsible for the mobilization, counseling, and selection of candidates before the commencement of any training course. The PIA must prioritize the mobilization and selection of candidates from focus/special groups, as identified in the DDU-GKY 2.0 Guidelines, ensuring equitable access to training opportunities. All mobilization efforts must be aligned with the objectives of DDU-GKY 2.0, and the selection process should emphasize inclusivity, giving special attention to marginalized and disadvantaged groups such as women, SC/ST, differently-abled, and minority communities.
4. The Project Implementing Agency will conduct mobilization in the areas identified by State Rural Livelihood Mission (SRLM)/ SSDM and as mentioned in the SO.
5. The Project Implementing Agency (PIA) shall actively involve institutions of the poor, such as Self-Help Groups (SHGs), Village Organizations (VOs), and Cluster-Level Federations (CLFs), established under the State, as well as Gram Panchayats, wherever possible. This collaboration should be facilitated with the support of the State Rural Livelihoods Mission (SRLM), ensuring that the local institutions are engaged in candidate mobilization, training facilitation, and monitoring. Involvement of these community institutions will help ensure transparency, accountability, and greater ownership of the project at the grassroots level.
6. The Project Implementing Agency (PIA) shall conduct dedicated counselling sessions for candidates and their parents or guardians. These sessions will cover key aspects, including the nature of work in the chosen sector or trade, availability of job opportunities, employer expectations, career growth prospects, personalized career mapping, entitlements such as wages and benefits, and any associated risks. The counselling should provide clear insights into the candidate's potential career pathway, empowering them and their families to make informed decisions while preparing for a sustainable livelihood.
7. The Project Implementing Agency shall ensure that before counseling session is commenced in a training center, the centre should be checked and certified for compliance on each prescribed parameter, as given in SoP, by its internal Quality team.

8. The Center Inspection Report of the Q-Team shall be uploaded on portal designated by the Ministry of Rural Development, Gol.
9. The Project Implementing Agency shall not operate any Mobile centres of training.
10. The Project Implementing Agency shall obtain SRLM approval when own or rented accommodation is proposed to be used for residential training. The Project Implementing Agency shall ensure that each training centre should remain open for at least six months from the date of completion of training. During this period, the center should provide ongoing support to trainees, including career counseling, job placement assistance, and alumni networking opportunities. The center should also offer facilities for candidates to access job-related resources, and receive post-placement mentoring to address challenges in the workplace
11. The Project Implementing Agency shall ensure achievement of targets specified in the sanction.
12. The Project Implementing Agency should place a minimum of 70% of those who are trained in jobs with regular and minimum wages/gig/self, as applicable.
13. The Project Implementing Agency should be able to produce proof of regular wage employment for candidates who have been given placement after training under the project, subject to fulfillment of the following conditions:-
  - a. in form of a salary slip issued from the Human Resources (HR) department of the employer organization,
  - b. Bank statement indicating that wages have been paid by the Employer through verifiable banking channels like crossed demand draft or money transfer, NEFT, RTGS, UPI(transferred by respective employers account) etc.
  - c. Cash salary payment is not acceptable.
14. The Project Implementing Agency shall establish internally distinct high level Quality teams (Q teams) for Monitoring of the project, which shall monitor the following aspects of the skilling project:
  - a. Candidate identification
  - b. Candidate mobilization and selection
  - c. Trainer quality
  - d. Training quality
  - e. Candidate Entitlements

- f. Certification of curriculum and assessment of candidates
- g. Placement of candidates
- h. Retention of placed candidates
- i. Post placement support paid to candidates
- j. Career progression of candidates
- k. Alumni support to candidates

15. The Project Implementing Agency shall ensure the availability of the following on the designated portal:

- (i) The daily status of Aadhar enabled geo- tagged time stamped attendance of both trainers and trainees,
- (ii) The daily status of all equipment, teaching aids and Daily Failure Report etc.
- (iii) Trainee wise details internal assessment administered along with questions and answers and marks obtained.
- (iv) Inspection report of each training centre by the Q-Team of the Project Implementing Agency, conducted as per the prescribed schedule.
- (v) Placement documents such as appointment letter, Offer letter, Salary slip and Bank Statement or Offer letter and PF/ESIC statement of working candidates on a monthly basis
- (vi) HR details of the company and trainer information including qualification and experience certificates
- (vii) Training centre details such as location, infrastructure details and affiliations
- (viii) Prospective Project Work Schedule of the entire project cycle
- (ix) Candidate data such as commenced, trained, appointed, assessed, certified, and placed

16. The Project Implementing Agency shall ensure that every training centre shall have internet enabled CCTVs installed in the lab and class room and the footage is reviewed by Q- Team during inspections to ensure that the quality of the classroom interaction is of a requisite level. If required the link of the IP CCTV camera shall be sent to designated portal or offices. The project implementing agency should also affix boards informing that the labs and classrooms are under CCTV surveillance.

17. The premises in which Project Implementing Agency wishes to run its residential or non residential training centres, the said premises must be equipped with fire fighting equipments and the building must be in consonance with the building bye laws.

18. The Project Implementing Agency shall use a single designated bank account to receive and make all payments pertaining to the Project, and the account details shall be mapped on to PFMS.
19. The Project Implementing Agency shall ensure that the placement, retention and career progression of trainees trained by each trainer is mapped and monitored by the internal Q team, and verified by the SRLM.
20. The Project Implementing Agency shall provide for rating of trainees by trainers at the end of each session through administration of tests and quizzes from time to time, which shall be monitored by the Q team.
21. The Project Implementing Agency shall provide for an independent certification and assessment by a Third-party agency empaneled by MoRD, both for curriculum and the skill, knowledge and attitude level of each trainee as acceptable to the industry or employer.
22. The cost of equipment is not a permissible project expense unless specifically mentioned in the sanction letter after approval from the EC/SPAC.
23. In case a Project Implementing Agency has been allowed Capital Expenditure on equipment, the book value of the equipment shall be adjusted in the final settlement to the Project Implementing Agency.
24. A one-time travel cost, for placement location and OJT location to the training centre will be allowed based on actuals with a maximum limit of Rs 4500.00/- per candidate.
25. One tablet per trainee shall be made available for the candidates undergoing training in each centre. The tablet provided to the trainees cannot be taken out of the centre.
26. Based on the session plans, the project Implementing Agency shall provide interactive learning modules into the tablet provided to each trainee.
27. The SRLM/SSDM/Project Implementing Agency shall pay a Post-placement support (PPS) to every trainee in full at the end of each month in the bank account of working youth on receipt of salary slip, and under no circumstances the PPS shall be distributed in cash or kind.
28. Where a PIA is unable to give a placement to a candidate as per the prescribed minimum salaries prescribed in the Guidelines or minimum wages, whichever is higher, such placement shall not be counted as a placement under the DDU-GKY and in such a case no claim for PPS shall be eligible to the Project Implementing Agency.

29. Eligibility conditions for release of funds at all installments are determined by the MIS statements of the Project Implementing Agency available on DDU-GKY portal.
30. The Project Implementing Agency will have to maintain trainee specific information and meet all applicable reporting requirements.
31. The Project Implementing Agency shall designate an authority within its office for uploading and updating the required data on the Ministry's Portal.
32. No stipend will be paid to the candidate during the training period out of funds provided by Ministry of Rural Development under this project.
33. The Project Implementing Agency will ensure that the candidates enrolled for training under the special project have 12 digits Aadhaar (UID) Individual Identification Number issued by Unique Identification Authority of India. Wherever this is not available, PIA will facilitate obtaining the same for the candidates during the training period. However, under no circumstances will a candidate be denied skill development training for want of Adhaar number. Project Implementing Agency will facilitate such kind of candidates in applying and obtaining ADHAR number.
34. The project Implementing Agency shall ensure opening of Bank Account for the candidates enrolled for training and all payments due to the candidate will be remitted through this bank account.
35. The critical activities of conduct of training, placement and tracking will not be outsourced or subcontracted. The Project Implementing Agency shall execute a Memorandum of Understanding (MoU) with the SRLM / SSDM before funds are released for the project to, inter-alia:-
- a. abide by the Terms & Conditions of the sanction in fulfillment of the targets specified in the Prospective Project Work Schedule attached with the MoU;
  - b. abide by any other conditions specified in the DDU-GKY Guidelines.
36. The MoU shall be subject to the jurisdiction of the Hon'ble Courts of State Government (Respective State/UT where MoU is executed).
37. In the event of the Project Implementing Agency found to have breached any conditions of the MoU, the Project Implementing Agency shall be liable to refund to the President of India/Governor of State concerned, the whole or a part amount of the grant with interest upto a maximum of 10% thereon, and any failure by the Project Implementing Agency to refund shall attract action through the State Government under Public Money Recovery Act of the State Govt or all the similar recovery act of concerned and State Government/UT will also be at its liberty to initiate appropriate legal proceedings both Civil and/or Criminal against the PIA and its officials including the filing of recovery suit before the Hon'ble Courts having territorial jurisdiction where MoU was executed.

38. In case if any petition for declaring PIA as “Insolvent” or Corporate insolvency resolution process is being filed against the PIA before any court/Tribunal etc., then PIA shall inform the State Government/SRLM/SSDM about the pendency of the said petition within 7 days of the receipt of the summons of Hon’ble Court/Tribunal etc. failing which the Directors/Trustees/Partners etc. may be personally responsible to make good the losses of public exchequer.
39. The Project Implementing Agency shall ensure that all advisories raised by SRLM/SSDM and CTSA should be complied within 7 calander days from the date of centre inspection by PIA and SRLM / CTSA should ensure its compliance.
40. The Project Implementing Agency (PIA) shall develop and maintain a comprehensive emergency management plan to address disruptions caused by natural disasters, pandemics, or any other unforeseen events that may impact project implementation. This plan should include risk assessment, mitigation strategies, clear communication protocols, and contingency measures to ensure the continuity of operations. The PIA must also ensure that staff are trained in disaster preparedness and response, and that necessary resources are available to adapt swiftly to any disruptions.
41. The Project Implementing Agency (PIA) shall fully disclose any conflict of interest, financial or otherwise, with any organization that could potentially affect the integrity or outcomes of the training program. Failure to disclose such conflicts may result in the immediate termination of the MoU and could lead to legal action being initiated against the PIA, as per the applicable laws and guidelines. The PIA is responsible for ensuring transparency and avoiding any actions that could compromise the program’s objectives.
42. All the above-mentioned Terms and Conditions, and any other conditions imposed on the Project Implementing Agency, shall be subject to any revision in the provisions of DDU-GKY Guidelines

**Annexure II mentioned in Sanction Order No. J- \_\_\_\_/\_\_\_\_/\_\_\_\_ - DDU-GKY dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (No. \_\_\_\_\_ of 20 \_\_\_\_)**

### **Special Terms & Conditions**

*<Special Terms & Conditions, if any, as imposed by the MoRD \*>*

(\* Strikeout if not applicable)

## **SF 2.2C: Special terms & conditions**

This will be provided as annexure to MoU. As per State Project Approval Committee minutes (if any).



## **SF 2.2D: Power of Attorney**

This has to be submitted as annexure to MoU by PIA.

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## SF 2.2E: Project Commencement Order

To be issued within 5 days of issuance of Sanction order and MoU with states

Note: The order will be system generated, however a print version is given below.

No:...../...../.....

Order Date:...../...../.....

Ref Sanction Order No: ...../...../.....

Order

### PROJECT COMMENCEMENT ORDER

..... (name of SRLM/SSDM) has sanctioned the DDU-GKY project to M/s. ...., having registered office at .....

....., vide the reference sanction order number ....., dated ..... Accordingly the MoU has been executed among/between .....

.....(name of SRLM/SSDM) and ..... (name of PIA) on .....(date). The Project shall be deemed to have commenced from .....day of ....., 20..... (herein after referred as the "Project commencement date"). The training and placement shall be completed within ..... years and ..... month (the "Completion date"), unless further extension order/s are issued by ..... (name of SRLM/SSDM). All trainings and placements should be completed by this date.

The project shall be closed within 14 (fourteen) months from placement completion date. No training and placement activities shall be carried out during these 14 months.

The PIA shall abide by the conditions as specified in the sanction order and MoU executed for the project.

..... (Signature)

Full name:  
Designation:

To: (the concerned PIA)  
Copy to: (the CTSA)  
Copy for information: (Ministry of Rural Development, Gol)

## SF 2.3A: Project execution readiness assessment at Project Headquarter

The form will be designed and implemented in the ERP system and till then the form given below may be used. The form will be available on the ERP system to be filled and monitored online. A print version is given below:

1. Name of the implementing Agency: (Auto filled by system)
2. Project code: (Auto filled by system)
3. Project Headquarter<sup>1</sup> along with address:
4. Address for all official communication (preferably same as state office address or PIA if wants a different address the same can be indicated here.):
5. Primary recipient email id for all communication<sup>2</sup>:
6. Organisation management team

SL. No	Designation	Name	Email id	Contact no.
1.	Project Head (Organizational Level)			
2.	Finance Head (Organizational Level)			
3	Authorised Signatory (Organizational Level)			
4	CEO (Organizational Level)			
<b>Note: Same individual may hold one or more designations</b>				

### 7. Heads of core project functions

S. No.	Functionary	Employee details			DDU-GKY training details		
		Id	Name	Date of appointment	Id	Date of training	Certificate details
1.	Project head*						
2.	'Q' team head						
3.	Finance head**						
4.	MIS head						

<sup>1</sup> Project Headquarter must be opened in the sanctioned State

<sup>2</sup> All email communication send to be this ID.

Note: 1.\* If Project head (Organisation level) holds the position of Project head ,then please repeat the name

2.\*\* If Finance head (Organization level) holds the position of Finance head, then please repeat the name

3. All finance related communication will be accepted only from one of the functionary below:

- a. Finance head
- b. Finance head (organization level)
- c. Project head (organization level)
- d. Authorized signatory
- e. CEO
- f. Individual nominated by Authorised signatory/CEO

4.All project related (non finance) information will be accepted only from the designation below unless specified explicitly:

- a. Project head
- b. Project head (Organization level)
- d. Authorised signatory
- e. CEO
- f. Individual nominated by Authorised signatory/CEO

5. The functional heads must compulsorily be in place before a project is initiated.

6. Appointment letter should be uploaded to the web-link

7. DDU-GKY training certificate should be upload on to the web-link

8. Other Q team members

a. Existing

SL. No	Employee details			DDU-GKY training details		
	Id	Name	Date of appointment	Id	Date of training	Certificate details

b. To be recruited

Additional number to be recruited	
Start date of recruitment	
End date of recruitment	
Note; Indicative plants to be given here.	

9. Manpower details (other than Q team):

Project operations team	Existing	To be recruited	Total
Placement			
Master trainers			
Trainers for each of the proposed trades (use as many rows the number of trades)			
English skills			
Computer skills			
Soft skills			
Center in charges			
Regional Coordinators			
Post Placement tracking head			
Mobilisation			
Finance			
MIS			
Note : The number should match with the minimum prescribed for the project as per size			

10. Did the PIA ensure ring fencing of PIA Q team from operations team and company with SF 3.10C (without complying with these conditions the project cannot be commenced)

YES ☐

NO ☐

11. Are course curriculum approved by NCVET

s. no	Module/trade*			Is it trade for which certificate is to be issued? (Yes/No)	NSQF level applicable for primary trade	Aligned /SSC	Hours of training for the course (for all modules/trades put together under a grade)**	Remarks
	Name	Code	Hours					

Note: \* . if it is approved under NCVET NQR code should be mentioned along with total notional hours of training. Copies of curriculum should be uploaded and also shared along with the document.

As some SSC's do not provide course curriculum the PIA should get the course curriculum (repeat only course curriculum) approved by an SSC accredited assessment agency.

\*\* the training hours should be equal the hours specified for the courses less the hours earmarked for non-domain training.

## 12. Availability of different forms to initiate the project

- Registration form for mobilized candidates YES ☐ NO ☐
- Tools for trade wise screening of the candidates ☐ YES ☐ NO ☐
- Entitlement form ☐ YES ☐ NO ☐
- Parent consent form ☐ YES ☐ NO ☐
- Feedback form ☐ YES ☐ NO ☐
- Trade and batch wise enrolment form ☐ YES ☐ NO ☐
- Template for various boards ☐ YES ☐ NO ☐

## 13. Outsourcing of activities

Outsourcing of core activities is not allowed

Outsourcing of non-core activities

Activity	Is it outsourced Yes/No	Agency	Details of agreement- areas covered and periods(copies to be uploaded)
Mobilization			
Selection & screening of candidates			
Tracking			
Others			

The representative of SRLM/SSDM will have an interactive session with the core project team of the PIA. During the session, the PIA team should engage actively to develop an overall understanding of project implementation.

head  
Signature of Project

Nominated representatives for the project from SRLM/SSDM

Agency	Name	Designation	Email	Phone
SRLM				

representative  
Signature of  
SRLM/SSDM

Note for online deployment of form:

1. PIA will upload the form
2. SRLM/SSDM will validate the data filled by PIA after visit after visit to the project Headquarter Followed by review as per the timelines as prescribed in the process

## SF 2.3A1: Project execution readiness assessment at PIA Headquarter

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S. No.	Description	Status (Yes/No)	Proof	Remarks
1.	Is there an Organizational Structure in place, dedicatedly addressing all the following-			
	a) MIS & Planning			
	b) IEC			
	c) Content development			
	d) Operations			
	e) Placement			
	f) Call Centre for Tracking/ Validation			
	g) ERP & IT Support			
	h) Quality Assurance			
	i. Infra & documentation			
	ii. Faculty Training			
	iii. SOP training & certification			
	iv. CCTV monitoring			
	i) HRM			
	j) Fin & Accts			
2.	Are the Job Descriptions defined for all key job roles in the organization?			
3.	Are Job Specifications (hiring requirements) defined for each key Job Role?			
4.	Have all key personnel been hired as per the Job Specifications for each job role?			
5.	Are all the personnel aware of their roles and responsibilities and their understanding of their job is consistent with their Job Description			
6.	Have all personnel deployed on the DDU GKY program undergone a reasonable induction/ orientation program explaining the following-			
	i. Organization values, goals, processes etc.			
	ii. Details of DDU GKY project			
7.	Have all personnel, deployed on the project been trained and certified on the DDU GKY SOP			
8.	Is the bilingual training content and TLM available for all courses conducted by the PIA including IT, English and Soft Skills			
9.	Is there evidence of the training content and TLM being industry accepted and regularly updated			
10.	Does the training content include training aids/methodologies like PPTs, audio/visual content, practical demonstrations, mock exercises, routine test etc.			
11.	Has the training content and TLM been updated with contemporary industry practices and statutory requirements.			
12.	Are there basic qualification criteria laid down for each type of faculty required and are these criteria consistent with relevant NCVET/SSC norms			
13.	Are all hired trainers meeting the laid down			

	qualification criteria			
14.	Have all trainers undergone a formal facilitation skills program and do they have a recognized certificate for the same			
15.	Is there are a regular trainer development program conducted by the organization to keep their skills contemporary			
16.	Is there a functional ERP for managing the entire life cycle of a Trainee available and working in the organisation			
17.	Is the ERP, or alternate data collection tool, being regularly used and updated with live data everyday			
18.	Is the ERP generating exception reports showing important areas of non- compliance or lag in project, for the senior management			
19.	Are such exception reports being viewed seriously and timely action taken by concerned people			
20.	Are extraordinary achievements of the team which helps in program deliverables, being highlighted by the ERP and rewarded appropriately by the management			
21.	Has regular internal and external assessment of students been institutionalized into the DNA of the organization			
22.	Is additional effect being made to track and upgrade the skills of weak students			
23.	Is the CCTV footage with good audio and video quality regularly available from Training Centres			
24.	Is there a system in place to monitor CCTV footage for quality of critical parameters			
25.	Is CCTV footage being regularly monitored by a team/Master Trainers for evaluation of training quality			
26.	Are instances of poor quality/lapses in infrastructure/attendance being brought to the notice of the senior management			
27.	Is corrective action being taken on such reports/ lapses observed through CCTV monitoring and follow up review happening to ensure compliance.			
28.	Is there a dedicated Placement team headed by a fairly senior person dedicated to this activity			
29.	Is the placement team regularly meeting employers to capture requirements of manpower including feedback of trained and previously placed candidates			
30.	Is the feedback from employers regularly incorporated into the training regime			
31.	Are the placement targets being met- if not, what corrective action is being taken			

32.	Is the placement team regularly meeting placed candidates			
33.	Is the placement team providing any post placement support to ensure better retention of candidates after placement			
34.	Does the PIA have a regular call centre to monitor placements and keep track of placed candidates' data updated			
35.	Are there records/evidence available of regular placement validation activity and is the placed candidate's data updated			
36.	Is there a formal mechanism for regular review of the program at the Head office level chaired by the CEO?			

## SF 2.4A: Details of Centre in-charge and trainers

A print version is given below

### Manpower at the beginning of the project

Manpower at the beginning of the project will be reported as per SF 2.3A: Project execution readiness assessment, which will be reproduced here.

### Changes in project manpower

In addition, by the 5th of every month PIA will report data on changes in manpower in the previous month as per format given below

As on: (last date of the month)

S.No	Category of staff	No. staffs available at the beginning of month	Addition	Deletion	Staffs available at the closing of month
1					
2					

## SF 2.4B: Details of PIA Q-team members

A print version is given below

The changes to be reviewed and uploaded by 5th of next month by PIA

S.No	Employee ID	Name	Designation	Reporting Office	Email ID	Contact No.
1						
2						

## SF 2.4C: Ring fencing of PIA Q-team from operations – Compliance report from the management

- The following steps are prescribed for separating the quality (PIA Q-team) team from Operations (OP) team:
- The PIA Q-team head will report to the management and not to the project operations head

### Reporting Structure and Independence:

- PIA Q-team members will report exclusively to the PIA Q-team head to maintain their operational independence and ensure unbiased performance reviews.

### Regulation of Appointments and Transfers:

a. PIA Q-team personnel and operations personnel should not be interchanged during the project to maintain role clarity and avoid conflicts of interest.

b. **Cooling-off Period:** No PIA Q-team members should be transferred to the OP team of the same project for at least 15 months after completing their PIA Q-team assignment, and vice versa. However, movement within the Q-team or to the OP team of different projects is allowed, provided it does not create conflicts of interest.

c. **Reporting of Changes:** Any changes to PIA Q-team members must be formally reported to SRLM/SSDM. Planned changes must be informed at least 15 days in advance, and unplanned changes must be reported within 48 hours. Non-compliance with this requirement will be treated as a violation, impacting the PIA's grading and future project eligibility.

### d. Performance Monitoring and Accountability:

**Regular Reviews:** SRLM/SSDM will conduct regular reviews of the Q-team's performance, which may also involve discussions with the management of the PIA to ensure continuous quality control and accountability.

### e. Rotation Policy:

Implement a rotation policy where key members of the PIA Q-team are regularly rotated between different projects (other than the one they were assigned to) after a set period

(e.g., 2-3 years). This reduces the risk of any undue influence or complacency within the same project environment.

**f. Escalation Mechanism for Integrity Issues:**

Establish a formal escalation mechanism where any concerns about the independence, integrity, or performance of the PIA Q-team can be reported by internal or external stakeholders to SRLM/SSDM anonymously.

**g. Team Autonomy in Decision-Making:**

Enhance the autonomy of the PIA Q-team by enabling them to independently verify project deliverables and raise flags on non-compliance issues directly with SRLM/SSDM. This ensures transparency and impartial oversight.

**h. Debarment of Q-team:** Based on multiple lapses observed by CTSA/State/STSA during inspection of training centres on quality parameters. 1<sup>st</sup> warning shall be given to the concerned Q-team member. After three such consecutive warnings the concerned Q-team member may be debarred for three years from DDU-GKY eco-system.

## SF 2.4D: Dedicated Project Bank Account detail

Copy of a Cancelled Cheque of a Nationalised Bank along with the following details

1	Name of the Account Payee: (as in Bank Account)																		
2	Full Address of the Payee: (along with name of the State, District and Pin)																		
3	Name of the Bank:																		
4	Bank Account No.:																		
5	Type of Account (Saving/Current)																		
6	IFS Code:																		
7	MICR Code:																		
8	Enclose the latest bank statement/ last page of pass book																		

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## CHAPTER 3 – MOBILISATION AND COUNSELLING

### 3.1 Introduction

Mobilisation is a key factor having a significant impact on retention of candidates all throughout the different stages of training, placement and career progression throughout the life cycle of the DDUGKY project. SRLMs have a crucial role in sensitizing local communities District, Block and Panchayat level organisations/authorities and CSOs for improving the process of mobilization in terms of effectiveness and quality. For making the process more robust SRLM's must be fully involved in the process of selection of mobilisers and not leave it exclusively to the PIAs and ensure that all stakeholders in the State have clarity and cognizance as to the role of the community in the mobilization process.

#### 3.1.1 Purpose:

- To sensitise, motivate & identify unemployed rural youth for enrolling in to the program through Kaushal Panjee, a repository of Rural Youth database
- To successfully mobilise the rural Youth for capturing their details in the Kaushal Panjee, so that the database can be used by all skilling agencies operating in the area for training
- To garner support and involvement by SRLMs of District, Block and community level organisations to reach out to millions of rural youths to sensitise, convince and answer their queries so that they can successfully enrol for DDUGKY the training program

#### 3.1.2 Approach in the process of mobilisation

Prior to initiation of mobilisation, it is essential that a mobilisation plan is developed and approved by the SRLM and a communication is sent to the PIA with a copy to the District Administration for facilitating mobilisation in their area of jurisdiction. Trainees of aspiration Districts and aspirational Blocks should be prioritised for providing training.

The mobilisation process can be planned based on one of the following approaches:

- i. The SRLM can identify the area where it wants to implement the project. The State will have to sensitise the community, GPs, VLOs and SHGs regarding the scheme.
- ii. The PIA can select an area and suggest to State for implementing the programme. Based on the assessment of the State Government of the need for the programme, various steps including awareness generation, mobilisation from within the community and identification of beneficiaries can be carried out.
- iii. A hybrid approach combining the elements from both the above methods can also be adopted.

#### Overview

Item	Description
Purpose	To develop a mobilization plan in proposed areas. The plan includes areas to be covered and schedule for coverage.
Reference to guidelines	Para 4.1.13 Page 26

Prerequisites	Uploading of Sanction order in designated website.
Time for completion	Continuous process but to be initiated not later than issue of Project Commencement Order
Resources	SF 3.1A: Letter to SRLM seeking information on mobilization plan SF 3.1B: Letter from SRLM regarding mobilization plan approval.
Process owner	PIA OP Team/SRLM

## Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	Submit the mobilisation plan to SRLM.	Continuous process but to be initiated not later than issue of Project Commencement Order	SF 3.1A: Letter to SRLM seeking information on mobilization plan SF 3.1B: Letter from SRLM approving mobilisation plan.
SRLM	Approve the mobilisation plan submitted by the PIA, with a copy to the District Administration and local authorities electronically (email).	Within 10 days of receipt of SF 3.1A.	
District Administration	To ensure dissemination of information on SRLM approved mobilisation plan of PIA to all concerned stakeholders at Block and GP level	Within 7 days of receipt of Letter from SRLM approving mobilisation plan	

Note: While the above procedure is suggested it would be good if the PIA and SRLM finalise the mobilisation plan in a joint meeting and draw out the minutes. The DMMUs/BMUs can be involved in the Team either physically or through Video conference. This is important as a plan for mobilisation needs to factor in geographic variations and be localised and contextualised accordingly.

## Execution of Mobilisation Plan

### 3.1.3: Identification and Capacity building of Mobilisers

Once the mobilisation plan is finalised the next key step is to identify suitable Mobilisers. The identified mobilisers must undergo a capacity building training on DDUGKY specific activities on a regular basis.

## Overview

Item	Description
Purpose	Identification and Capacity Building of mobilizer
Reference to guidelines	Para 8 Point IX at Page 40



Prerequisites	After issuance of sanction order
Time for completion	Continuous process
Resources	SI 3.1A: Identification of Mobilisers and Capacity Building SF5.2A Training centre inspection
Process owner	PIA and SRLM

### Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	Identify Mobilisers and Conduct Capacity Building	Continuous process	SI3.1A Identification of mobilisers and Capacity Building  SF 5.2A Training centre inspection
SRLM & DMMU	Verify during inspections	During inspections	SF 5.2A Training centre inspection

#### 3.1.3.1 Candidate Outreach and mobilisation

- After getting the Letter from SRLM approving mobilisation plan, the District Team will facilitate preparation of Block/village level mobilisation plan based on the approved District targets as per SF 3.1B
- Once the process of identification of mobilisers is completed, PIAs will mobilise the candidates as per mobilisation plan. PIA shall make efforts in coordination with State Rural Livelihood Mission so that at least 50% mobilisation is facilitated through SHGs and its institutions, wherever applicable
- Mobilisers/SHG members to inform and motivate candidates for training enrolment using Mobilisers IEC Tool kit with complete details of the program during mobilisation.
- To ascertain willingness of the candidates a standardised questionnaire is to be used at the time of interaction with candidates during mobilization drives.
- The basic details of the candidates during interaction will be captured using the on-field registration form.

### Overview

Item	Description
Purpose	To prepare Block wise/village wise mobilisation plan as per allocated Districts in Letter from SRLM approving mobilization plan of the PIA and mobilise candidates from identified area
Reference to guidelines	Para 5.1.1 Page 28
Prerequisites	After approval of Mobilisation plan by SRLM
Time for completion	Continuous process
Resources	SF 3.1B: Letter from SRLM approving mobilisation plan. SI3.1B Mobilisers IEC tool kit SF 3.1C Questionnaire to be used during mobilization SF3.1D: On field registration form of candidates
Process owner	PIA OP Team/Mobilisers/SHGs

## Activities

Actor	Action	Time for completion	Relevant documents
District Team to facilitate preparation of mobilisation plan involving BMMU/PIA	DMMU to involve BMMU and ensure district-level mobilisation plans are aligned with state approved plan.  DMMU to discuss with PIAs on strategic activities prior to implementing of the mobilisation plan by involving the BMMU and representative of GP/VC/SHG level committees.	Continuous process	SF 3.1B: Letter from SRLM approving mobilisation plan. SI3.1B Mobilisers IEC tool kit SF 3.1C Questionnaire to be used during mobilization SF3.1D: On field registration form of candidates
PIA OP team and mobilisers/ SHG members	Mobilise the candidates with the involvement of VLO/GP/SHGs through Mobilisations Camps/Door to Door outreach campaigns	Continuous process	
DMMU/BM MU/District Administration/VLO/GPs/SHGs	Facilitate PIA in mobilisation by organising IEC activities, mobilisation camps/Door to Door campaigns	Continuous process	

## 3.2 COUNSELLING

### 3.2.1 Introduction

Counselling is a structured process of providing support and guidance to individuals in making informed decisions. Counselling involves two individuals – one seeking help and the other a professionally trained person who can help the first. There should be a relationship of mutual respect between the two. The aim is to produce changes in the individual that will enable him to extricate himself from the difficulties. It also helps an individual to know himself better, gives her confidence, encourages self-directedness and provides her with new vision to grow.

In most cases for entry-level skilling such as DDU GKY, the candidates are a mixed group comprising of school dropouts and youth from rural areas including those from socially and economically underprivileged background. For most of them, this could be their initial chance to discover their strengths and earn decent livelihoods.

Under DDU GKY, SRLMs have created call centres, counselling hubs, migration support centres, conduct alumni meets, etc to meet the needs of counselling of candidates. However, these exist as dots in the eco system that need to be connected to make it seamless as a process.

### 3.2.2 Counselling in various stages of DDU GKY

Rural youth in DDU-GKY go through several transitions in a typical short-term course. The needs of the rural youth during their multiple transitions during skilling under DDU GKY need to be pronounced and addressed. Intrinsic motivation of youth to get skilled and placed can only be sustained through regular counselling and for that trained counsellors will play a major role.

As such counselling has been incorporated in various stages of implementation of DDU GKY, which primarily includes

- i. Post mobilisation
- ii. During the training
- iii. Prior to interview/placement
- iv. During placement

#### 3.2.2.1 Post mobilization

The objective of counselling at this stage is to provide information to prospective trainees on the nature of work in the sector/trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved. This is aimed at helping both candidates and parents to make informed choices and match aptitude with aspirations. It has a key role to play in attracting and retaining candidates for skill-based training

#### Counselling of candidates

Item	Description
Purpose	To explain to the candidate growth/career prospects in each profession and help him choose a trade which suits his aptitude
Reference to guidelines	Para 4.1.14 page 27
Prerequisites	After completion of aptitude test (Kaushal Aapti)
Time for completion	Day of aptitude test
Resources	SF 3.2A
Process owner	PIA Op team and Career Counsellor

Activities			
Actor	Action	Time for completion	Relevant documents
PIA	Provide counselling to every trainee as per the guidelines	On same day of aptitude test	SF 3.2A Outline of areas to be covered during counselling  S.I 3.2A Steps in Counselling S.I 3.2B Do's and Dont's in counselling

It is expected that through this stage the youth will be aware of his/her strengths, aptitude and the industry that he/she is interested in. The objective is that rural youth will be made aware

of the job market available and the prospects that he/she will have by undertaking this skill training programme.

Further, rather than giving a rosy picture, in order to enrol more candidates, the focus of the PIA and the counsellor should be to give a realistic picture of the industry, the job role and the potential placement that can be done through this. Locations of where placements can be done and some aspects of migration may also be included.

### 3.2.2.2 During training

Transitioning from village to training centre and coping with the new environment in the training centre can be challenging for a large majority of rural youth. Further, for candidates who have been school drop outs getting back into the traditional form of 9 to 5 learning mode may seem challenging.

While many a times, existing staff of the PIA help candidates to deal with emotional upheavals and uncertainties associated with transitions, anxieties and acclimatization. It has been shared at various interactions that a large majority of candidates cite “personal problems” for dropping out of training, an area that needs to be addressed judiciously. There is thus a need to engage with candidates on a regular basis and assess them both at the personal and professional level

Item	Description
Purpose	To counsel candidates and discuss various issues concerning both professional and personal
Reference to guidelines	Para 5.1.2 page 28
Prerequisites	Commencement of batch
Time for completion	On a monthly basis or more if felt necessary
Resources	SF 3.2B
Process owner	PIA Op team including Wellness& Career Counsellor

Activities			
Actor	Action	Time for completion	Relevant documents
PIA	Provide counselling to every trainee as per the guidelines	During the training process	SF 3.2B Counselling (training)  S.I 3.2A Steps in Counselling  S.I 3.2B Do's and Dont's in counselling
SRLM	Verifying that counselling activities have been conducted during training	During inspections	SF 5.2 A Training Centre Inspection

While skill and domain related training is provided at the training centre, making candidates “job ready” both at the professional and emotional level is crucial. Various aspects of personal development such as team work, time management, public speaking, confidence building are various aspects of personal development that will have to be focussed on.

To work on these aspects there is a need to engage with each candidate separately and hear their concerns and issues as well. The objective of counselling candidates at this level is to support youth to voice their thoughts, confusions and facilitate smooth training period so that they feel empowered to take own decisions.

While a uniform approach may be adopted for all, some candidates may require additional attention and time. The PIA may engage their own counsellors along with the guidance of counsellors engaged by the SRLMs.

### 3.2.2.3 Prior to interview/placement

Item	Description
Purpose	To explain to the candidate the nature of job/industry that he/she might join and also help him/her prepare for the upcoming job interviews
Reference to guidelines	Para 5.1.2 page 28
Prerequisites	Candidate to be on the verge of completion of training
Time for completion	Prior/during preparation for interviews/jobs
Resources	SF 3.2C
Process owner	PIA Op team & Career counsellor

Activities			
Actor	Action	Time for completion	Relevant documents
PIA	Provide counselling to every trainee as per the guidelines	Prior to participating in Job interviews/leaving for placement	SF 3.2C Counselling (Prior to Interview/placement)

As DDU GKY is a placement linked skill development programme, getting placed at the end of the training is critical. Short term skill training are very intensive and many a times candidates may have learnt very basic aspects of the related domain. However, while domain knowledge is necessary other aspects such as speaking skills, attitude, demeanour are equally crucial. For example, in some jobs in the tourism and hospitality industry would look into the personality and attitude of the candidate more than his/knowledge. Hence, it is crucial that candidates are trained and counselled before they face any potential job interview. Further, facing Job interviews can help build confidence of candidates.

Providing exposure to candidates on a regular basis to industries where they will get placed or interacting with people who are working in such industry may give them a more realistic picture to them. PIA can also take help on alumni who can share their experiences and challenges

### 3.2.2.4 At workplace/placement

Placement of a minimum of 70% of trained youth is mandatory under DDU GKY. Further, while placement of candidates may be achieved, past experience of DDU GKY has highlighted retention of placed candidates as one of the biggest challenges in the overall success of the scheme.

Item	Description
Purpose	To explain to the candidate the nature of work relationship, growth prospects, do and don'ts in the city and any other issue the candidate may want to discuss
Reference to guidelines	Para 5.1.2 page 28
Prerequisites	Joining of job/placement
Time for completion	Continuous process
Resources	SF 3.2D
Process owner	PIA Op team (Wellness & Career counsellor)

Activities			
Actor	Action	Time for completion	Relevant documents
PIA	<p>i. Provide counselling to every trainee as per the guidelines.</p> <p>ii. Provide counselling services to candidates who have completed 12 months or more of placement for upskilling or reskilling opportunities</p>	Continuous	<p>SF 3.2D Counselling (At workplace/placement)</p> <p>S.I 3.2A Steps in Counselling</p> <p>S.I 3.2B Do's and Don'ts in counselling</p>

Thus, through counselling at this stage various aspects may be addressed including:

- ensuring that candidates stay in jobs for longer periods
- ease transitioning from training centre to workplace and city acclimatization
- support in maintaining balance between work and family matters
- awareness about opportunities to continue learning while working
- planning and vision for future
- transitioning from job to career or entrepreneurship and

- coping with job demands

Counselling during placement may be done via multiple platforms. Migration Support Centres can host periodic career counselling sessions by the career counsellors through group and individual counselling. This can be once a month or once a quarter on non-working days for placed candidates working in the city. In times of crisis, wellness counsellors can be reached out to by the candidates.

Many States also have call centers to reach out to alumni on a regular basis. This would be to reach out for any help that one requires after completing the course. A place where they feel safe and will not hesitate to reach out to.

### 3.2.3 Counselling of parents

To create greater acceptance for the skill development programme, it is critical to engage with parents and families of the potential trainees. Families can actively encourage and maintain oversight of target groups such as unemployed youth or school dropouts to consistently attend and complete skill development programmes. On the other hand, in traditional households, parents and families could also act as a roadblock for beneficiaries, especially young girls and women, due to socio-cultural barriers. Engaging and convincing families, thus, becomes not just desirable but necessary.

Once the youth are selected for training or direct employment, they are given proper counselling about the nature of training/jobs, duration, accommodation, food, safety, etc., which helps in reducing drop outs in a big way. During some of the sessions, parents can also be called and asked to sit through the interactive sessions with trainers/employers. This would increase their confidence & sense of security especially for parents of women candidates.

Item	Description
Purpose	To explain to the candidate's parents various aspects of DDU GKY, the job profiles the and concerned industry. It can also include information about potential placement, migration etc.
Reference to guidelines	Para 4.1.14 page 27
Prerequisites	After completion of aptitude test (Kaushal Aapti)
Time for completion	Day of aptitude test
Resources	SF 3.2E
Process owner	PIA Op team and Career Counsellor

Activities			
Actor	Action	Time for completion	Relevant documents
PIA	To explain to the candidate's parents various aspects of DDU GKY, the job profiles the and concerned industry. It can also include	Post completion of work	SF 3.2E Outline of areas to be covered during counselling  S.I 3.2B Do's and Dont's in counselling

	information about potential placement, migration etc		
--	--	--	--

In addition to counselling of parents, similar interaction can be conducted with the members of the panchayat and other villagers as well. Further, State may also facilitate visit of parents to DDU GKY training centres and candidates workplace after placement. Confidence of parents in the job and the programme will send a positive message about the scheme in the community.

### 3.2.4 Role and responsibilities of SRLM

SRLMs may create a pool of resource person (State resource persons) as counsellors primarily from two areas of specialisations:

- (1) vocational/career guidance and
- (2) wellness counselling / life coaching,

PIAs may utilize the services of the SRPs as and when required during the training/during placement. State Resource Persons (SRPs) may be paid honorarium by the SRLM itself. This is to ensure autonomy in the advice provided for choosing career options as well as for maintaining data privacy.

Qualification and experience of these SRP Counsellors are provided under SI 3.2D.

In addition to the above, Project Implementing Agencies will also be required to recruit dedicated counsellors. These counsellors must undergo a capacity building training on DDUGKY specific activities.

## 3.3 Selection

Item	Description
<b>Purpose</b>	The purpose of the selection process is to identify candidates who are best suited for skill development training under Deen Dayal Upadhyaya Kaushal Yojana (DDUGKY), ensuring they have the aptitude, interest, and potential to succeed in specific trades.
<b>Reference Guidelines</b>	No specific provision
<b>Prerequisites</b>	Candidates must undergo counselling, aptitude testing to be eligible for the selection process.
<b>Time for Completion</b>	The entire selection process typically takes 1-2 weeks, depending on the number of candidates and the stages involved.
<b>Resources</b>	Trained counsellors, aptitude test results (Kaushal Aapti) and any other relevant skill development resources.
<b>Process Owner</b>	PIA oversees the entire selection process.

### Process Activities



Actor	Action	Time for Completion	Relevant Documents
<b>Counsellor</b>	Conduct aptitude test and counselling sessions to understand candidates' aspirations, strengths, and career goals.	1 week day	Kaushal Aapti F 3.2A Counselling post mobilisation
<b>PIA Op team</b>	Review results of aptitude tests and counselling feedback to finally select candidates.	Confirmation of selection should be given to the candidate within 15 days of completion of counselling	S.F 3.3A Candidate application form

### 3.3.1 Overview of the Selection Process

The selection process consists of several well-defined stages that assess and identify candidates who are best suited for skill development programs. These stages are as follows:

- i. Aptitude Testing
- ii. Counselling
- iii. Selection of candidates

Each stage plays a crucial role in ensuring that the program reaches its target: empowering individuals through training that enhances their job readiness.

#### i. Aptitude Testing

Aptitude testing is a critical stage where candidates are assessed for their potential to succeed in different trades or job roles. The aptitude test includes psychometric assessments and other tests tailored to assess cognitive abilities, skills, behavioural traits, and personality through Kaushal Aapti.

#### ii. Counselling

The objective of counselling at this stage is to provide information to prospective trainees on the nature of work in the sector/trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved. This is aimed at helping both the candidates and parents to make informed choices and match aptitude with aspirations. It has a key role to play in attracting and retaining candidates for skill-based training. Details have already been provided under para 3.2.2.1.

#### iii. Selection

The shortlisting stage is where candidates are selected based on their aptitude test results and counselling feedback. The shortlist is prepared by combining insights from the aptitude test, counsellor assessments and other relevant evaluations. Based on the final evaluation, candidates who meet the necessary aptitude, interest, and skills criteria are selected for the next phase: training enrolment.

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### **List of Standard Formats & Instructions**

1. SF3.1A: Letter to SRLM seeking information on mobilisation plan
2. SF3.1B: Letter from SRLM regarding mobilisation plan approval
3. SF 3.1C: Questionnaire to be used during Mobilisation
4. SF 3.1D: On field registration form of candidates
5. SI 3.1A: Identification of Mobilisers and Capacity building
6. SI 3.1B: Mobilisers IEC tool kit
7. SF 3.2A: Counselling (Post Mobilisation)
8. SF 3.2B : Counselling (Training Phase )
9. SF 3.2C : Counselling (Interview/Selection)
10. SF 3.2D : Counselling (Placement)
11. SF 3.2E: Parents Counselling (Post Mobilisation)
12. SF 3.3A : Candidate Application form
13. SI 3.2A: Steps in Counselling
14. SI.3.2B : Do's and Dont's in Counselling
15. SI 3.2C: Skills of a Counsellor
16. SI 3.2D Qualification and Experience of A Counsellor

**SF3.1A Letter to SRLM seeking information on Mobilisation Plan  
(To be printed on PIA Letterhead)**

To,  
Name of Officer  
Designation  
Organisation  
Address

Subject: Seeking information on mobilisation plan (Name of Project)  
Reference: Your Letter No (or Mord Letter No.) ..... Dated:

Dear Sir,

As per reference cited above, we have been assigned a project to train rural youth in your state with the following district wise breakup:

S.NO	Name of District	Target

We have already submitted a prospective action plan for undertaking the tasks. In this regard, you are requested to provide us with the list of Gram Panchayats for mobilising the candidates.

Your sincerely,

(Authorised person)  
(Seal of PIA)

Copy to CTSA

**SF3.1B Letter from SRLM regarding Mobilisation Plan Approval  
(To be printed on SRLM Letterhead)**

To,  
Name of PIA  
Designation  
Organisation  
Address

Subject: Information on mobilisation plan for the ... (Name of State)  
Reference: Your Letter No..... Dated:

Dear Sir,  
I invite your kind attention to the reference cited above. You should mobilise the candidates as per the details given below:

S.NO	Name of District	Target

A copy of this letter is being sent to the District Administration to help you with the mobilisation.

Your sincerely,

Name

Designation

Copy: To Collectors/DMs of all Districts.

To all DMMU heads

To CTSA

### **SF 3.1C: Questionnaire to be used during mobilisation**

For ensuring all key parameters are addressed during the process of mobilisation a standardised questionnaire is provided below. However, the questionnaire may be customised to context specific needs and requirements by PIA's and prepared in the local language.

**Guidance notes for mobilisers to be referred to during interaction with Candidates during mobilisation and counselling**

The Questionnaire below has been designed as a tool to be used at the time of interaction with candidates during mobilization drives to give the opportunity for the interviewer to identify some motivations and circumstances of the candidate which may otherwise have been missed or remain unexplored and (in the experience of previous PIA's ) perhaps become a reason during the later stages of the DDUGKY skilling and placement process for a candidate to drop out. No particular response to a question should be a hard and fast reason to reject a candidate. Rather the interviewer should consider a wide variety of the questions and responses together to build a comprehensive picture that hopefully gives justification in selecting that candidate or proceeding to conduct additional counselling and follow up with the candidate and parents as well.

Responses to the questions should be seen as potential cues for further discussion or action by PIA. Whilst asking these probing questions it is important to come across as friendly and interested making eye contact with candidate and observing body language during their replies. Check for complacency in answers - are they enthusiastic? If not question them - "You don't sound very enthusiastic". The candidate's may be asked to repeat something that was told to them to see if they are listening (e.g. "Residential - Do you remember how many times you will be allowed home?")

SI. No.	Area	Probing question	Attention / Dropout risk
1	PERSONAL	What jobs have you had in the past? Are you a key earner in the family?	If key earner in family, then more likely candidate will drop out to support family at home. If from a farming lifestyle then could find it more difficult to adjust to urban working or feel more homesick.

2	PERSONAL	Have you dropped out from studies? If yes, why did you dropout studies? What did you do after dropping out?	Could this same reason for dropping out occur again meaning drop out here too?  Is an activity/job done after dropping out likely to be resumed again during the training/placement?
3	PERSONAL	Would you like to continue studies (Regular/Distance education)?	Candidate may just be using course to further training and not intend to work afterwards.
4	PERSONAL	Currently involved in any other scheme, training or education programme - even part time	Candidate may just be using course to further training, not be able to give full attendance or may not intend to work afterwards.
5	PERSONAL	Have you applied for any other jobs or training schemes	Candidate may have applied for a range of options so may drop out quickly if they get a better offer - discuss with them what other options are and timelines. But if they applied previously and this is not in progress then this could be a good sign that the candidate is motivated to get a job and be trained.
6	PERSONAL	What do your parents do for earning? Who is main earner?	This will give you a better idea of family life and how they maintain a livelihood. Consider the disruption the candidate leaving the family to work will have on their livelihood/earnings.
7	PERSONAL	How many siblings do you have?	Female Candidate: If only female sibling, then more likely parents could be protective and not allow training/work outside district/state. Male Candidate: If only male sibling or eldest then could be more likely to have to return home to assist family?
8	PERSONAL	What is your family annual income?	May not need the program. Candidates who are not genuinely financially in need (despite having necessary documentation) are significantly more likely to drop out during placement as the type of job/salary may not be in line with their expectations. It is important to try and discover this before training begins. Map candidate to SECC database to identify financial need of household.
9	PERSONAL	Does your family have any Agriculture Land, Cattle Farm or business (i.e. Shop)?	Combined with answers to family size consider if candidate may drop out or need time off to assist with family livelihood. Map candidate to SECC database to identify financial need of household.
10	PERSONAL	Do you have any family issues or problems at moment?	Evaluate if issues may cause difficulties for candidate to maintain attendance at training/placement or will cause significant distraction impacting their performance
11	PERSONAL	Does your family have any plans to move in the next 1/2 years?	Could mean the candidate drops out due to family migrating

12	PERSONAL	Will your family allow you to work outside district/state? How do you know? Have you discussed it prior to today?	If skills demand out such that placement outside district/state is highly likely then if parents object dropout could occur after training.
13	PERSONAL	Is marriage for candidate coming up in future?	Male Candidate - evaluate if candidate will need time off for marriage ceremony or if they will need to move or get job/income immediately following getting married. Female Candidate - evaluate if candidate will need time off for marriage ceremony or if they will need to move or stop working/look after family immediately following getting married.
14	PERSONAL	Does candidate have any young children?	If child less than 1 year, time off likely for parental reasons and possible drop out due to feeling homesick. If more than one year then parents/spouse buy in is essential.
15	PERSONAL	Do you think there could be occasions where you might find it difficult to attend training center 6 days a week for 8 hours a day?	This is asking an honest innocent question to try to discover hidden reasons why the candidate may not attend training/placement.
16	PERSONAL	Do you have any personal/family plans or events to attend in the next 6 months (training + placement duration)?	Could reveal reason when they would need time off during training/placement
17	PERSONAL	Do you have any sources of income at present?	Could indicate that they have another job in which case it's important to understand if this money is required to sustain own/family's livelihood during the training period.
18	PERSONAL	If residential - how will you feel about being away from home for 3 months straight? Do you not have responsibilities at home?	Could indicate that candidate will not be able to attend a residential course as they need to return home often. Depending on the work location this could also be a warning sign that they will not take up the placement after training for the same reason.
19	LIFESTYLE	How do you normally spend your time?	Gives you a good idea of what the candidate is doing at the moment (e.g. Working/helping family/just hanging out with friends)
20	LIFESTYLE	What is your daily routine?	Gives you a good idea of what the candidate is doing at the moment (e.g. Working/helping family/just hanging out with friends)

21	LIFESTYLE	What is your responsibility at home?	Combined with answers to family size consider if candidate may drop out or need time off to assist with family livelihood. Often candidates from farming backgrounds
22	LIFESTYLE	Which phone do you use?	If using smart phone then candidate may not be in financial need. Map candidate to SECC database to identify financial need of the candidate/ family.
23	LIFESTYLE	If residential - will you be able to go without Alcohol/drugs for 3 months straight?	This is difficult because candidates will of course accept this but still good to highlight now, set the expectations and judge the candidate's reaction. The training centres have strict regulations on this and the candidate will be sent home and parents informed if told of this.
24	LIFESTYLE	Do you like to work outside your state/district?	A big reason for drop outs is candidates get homesick or miss family. If they are not travelling outside village regularly then this is more likely.
25	LIFESTYLE	How often do you visit [large city/town]/outside state?	A big reason for drop outs is candidates get homesick or miss family. If they are not travelling outside village regularly then this is more likely.
26	LIFESTYLE	What Transport do you use Public or Private? How did you get here today?	Private - what kind of private transport, did they come in car or on own motorbike. If so potentially not financial in need. Map candidate to SECC database to identify financial need of household. Public - good sign as used to public transport which will be needed to attend training and placement. Also assess whether commute distance/availability/cost will be an issue.
27	INTEREST	What is your salary expectation? (Non-leading question)	If expectation is too high or unrealistic it could mean the candidate will drop out soon after placement. Could also mean they are not serious about getting the type of job offered afterwards and just here for training. Allow special time for counselling candidate on job/salary/career growth and establish motives and likely behaviour in placement.
28	INTEREST	Are you willing to Work for Minimum Rs.10K per month?	If yes then enquire whether they think that income will be enough to sustain their overheads



29	INTEREST	What is your future plan/goal?	Positive responses would be they want to learn, to get career job, to earn money, get promoted and make parents happy. Negative responses would be anything that means they are less likely to complete the training/placement. Note: Having higher aspirations than the current job/trade is no bad thing in itself but expectations need to be managed through effective counselling to ensure this is a valuable step in the right direction. Similarly, aspirations must also align with ability. Allow special time for counselling candidate to manage expectations of job/trade they will be trained for and ensure it is the right choice for them.
30	INTEREST	Questions specific to job/trade to establish true willingness to do type of job - do not mention these are needed for the trade just ask question (e.g. Retail - on feet all day? BPD - on phone all day? Automotive/tourism - working outside all day in heat? IT - sitting in front of computer?)	This can also be included in the counselling but a stark illustration of the physical/mental realities of the job may at this stage cause a reaction in the candidate that reveals likely true  Could reveal a mismatch between requirements for the job and genuine ability. The fact that good English is required could mean candidate drops out during training or is not accepted into placement.
31	INTEREST	If trade will require good English and candidate background supposes English also then switch the conversation to English and ask some basic questions about hobbies/films/school	Could reveal a mismatch between requirements for the job and genuine ability. The fact that good English is required could mean candidate drops out during training or is not accepted into placement.
32	INTEREST	What trade/profession would you love to do if you could anything? What do think your parents want you to do?	Important to see if this aligns with the chosen trade and if it reveals parental pressure to learn a particular trade (IT/white collar job) when they are not genuinely interested or already have a decent job.
33	INTEREST	Who is your role model? Why?	Candidate more likely to be driven if role model is working and independent. If role model is unemployed, the candidate has higher risk of dropping out.

**SF 3.1D: On field registration form of candidates**

<b>Name of Candidates</b>	
<b>Village/GP/Block</b>	
<b>Date of Mobilisation</b>	
<b>Date of Birth</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Category*(SC/ST/OBC)</b>	
<b>Category*(PWD)</b>	
<b>Minority*(Yes/No)</b>	
<b>Highest education</b>	
<b>Referring Stakeholder</b>	
<b>Address</b>	
<b>Contact details</b>	
<b>Remarks</b>	

**\*Certificate Required**

**Candidates signature**

### **SI 3.1A: Identification of Mobilisers and Capacity building**

The Mobilizer should possess: Excellent communication and interpersonal skills in the local language, Ability to work with diverse communities and stakeholders, Strong organizational and time management skills and Ability to work independently and as part of a team. Preferences to be given to candidates such as DDUGKY Alumni, local representative, SHGs and their institutions. PIA management to conduct the Capacity building session for mobilisers.

### **SI 3.1B: Mobilisers IEC tool kit**

**Mobilisers IEC tool kit must include Leaflets & Video testimonials with the following Content:**

- **Overview of DDUGKY and its prospects in leaflet/booklet form**
- **Video/Audio Testimonials of placed candidates highlighting the candidate's journey.** Share their story, including their background, struggles, and accomplishments. This will help others relate to their experience.
- **Use eye-catching visuals:** Incorporate photos or images that showcase the candidate's achievement and make the leaflet visually appealing.
- **Keep it concise and clear:** Ensure the text is easy to read and understand, focusing on the key points of the candidate's success story.
- **Include inspirational quotes or messages:** Add a motivational quote or message to inspire others to work towards their own goals and aspirations.

**\*Note: Standardised Tool Kit and to be developed by deliberations and consultations with Stakeholders and customised to local context specific needs of communities where mobilisation will be undertaken.**

## **SF 3.2A: COUNSELLING (POST MOBILISATION)**

*To be maintained until candidate is placed*

### **1. Candidate Details**

- a. Name of candidate
- b. Age
- c. Gender
- d. Religion
- e. Caste
- f. Marital status
- g. Children
- h. Family Profile (Parents, whether dependent, sisters/brothers)
- i. Any other background information
- j. Kaushal Panjee ID

A brief and an indicative outline for counselling of candidates is indicated below for guidance.

### **2. Brief about the industry**

- i. Roles and responsibilities to be handled at the different stages of the tenure of job
- ii. Entry level in the industry after completion of training
- iii. SWOT analysis of industry
- iv. Major employers in the industry
- v. Employers having tie-ups with PIA
- vi. Location wise presence of the industry
- vii. Salary range (break up details)
- viii. Facilities available with the employers
- ix. Average number of hours of duty per day and whether the job involves work in different shifts
- x. Usually permitted list of holidays
- xi. Arrangement of food. Transport and accommodation at job site.
- xii. Risk factors
- xiii. Level to be achieved to join the industry
- xiv. Career development opportunity.

### **3. Tools for counselling**

- i. Meeting with Alumni
- ii. Trade specific video
- iii. Interaction from industry expert

### SF 3.2B : COUNSELLING (TRAINING PHASE )

*To be maintained until candidate is placed*

#### 1. Candidate Details

- Name of candidate
- Age
- Gender
- Religion
- Caste
- Marital status
- Children
- Family Profile (Parents, whether dependent, sisters/brothers)
- Any other background information
- Kaushal Panjee ID

#### 2. Kaushal Aapti profile

- Interest Inventory John Holland Code
- English score
- Numeracy score
- Pattern recognition score
- Colour recognition score

#### 3. Wellness profile

Enter the score on a scale of 1-3 (1 low, 2 medium, 3 high)

Indicators	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Attendance									
Attentiveness									
Participation									
Assessment									
Job readiness									
Migration readiness									
Physical wellness									
Emotional wellness									
Interpersonal wellness									
Family Wellness									
Financial Wellness									
Signature of counsellor									

In case of lower score for any of the parameters, please provide the reasons:

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

In case of discontinuation of candidate, document the counsellor feedback

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

4. Referrals if any

Sl	Reason for referral	Name of the counsellor/agency referred to	Feedback from counsellor	Remarks/Action required

### SF 3.2C : COUNSELLING (INTERVIEW/SELECTION)

A brief and an indicative outline for counselling of candidates is indicated below for guidance. Using the broad outline given below a PIA has full freedom to develop counselling strategies. Brief about the industry:

- i. Roles and responsibilities to be handled at the different stages of the tenure of job
- ii. Entry level in the industry after completion of training
- iii. SWOT analysis of industry
- iv. Major employers in the industry
- v. Employers having tie-ups with PIA
- vi. Location wise presence of the industry
- vii. Salary range (break up details)
- viii. Facilities available with the employers
- ix. Average number of hours of duty per day and whether the job involves work in different shifts.
- x. Usually permitted list of holidays
- xi. Arrangement of food. Transport and accommodation at job site.
- xii. Risk factors
- xiii. Level to be achieved to join the industry
- xiv. Career development opportunity.

#### Tools for counselling

- iv. Meeting with Alumni
- v. Trade specific video
- vi. Interaction from industry expert

### SF 3.2D: COUNSELLING (PLACEMENT)

Frequency: Every fortnight for first quarter, every fortnight for second quarter, every month for third and fourth quarter

Quarter 1 (Enter score on a scale of 1-3 where 1 is low, 2 is medium and 3 is high)

Indicators	FN1	FN2	FN3	FN4	FN5	FN6
Office attendance						
Feedback from employer on performance						
Physical wellness						
Emotional wellness						
Interpersonal wellness at work						
Family wellness						
Financial wellness						

Reasons for low score in any of the parameters:

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Whether counselling for reskilling and upskilling has been done or not for candidates completing 12 months or more of placement duration?

Quarter 2 (Fortnightly)

Enter the score on a scale of 1-3 where 1 is low, 2 is medium and 3 is high

Indicators	FN1	FN2	FN3	FN4	FN5	FN6
Office attendance						



<b>Feedback from employer on performance</b>						
<b>Physical wellness</b>						
<b>Emotional wellness</b>						
<b>Family wellness</b>						
<b>Financial wellness</b>						

#### **Reasons for low score in any of the parameters**

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

#### **Remarks**

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Whether counselling for reskilling and upskilling has been done or not for candidates completing 12 months or more of placement duration?**

**Quarter 3 & 4 (Fortnightly)**

**Enter the score on a scale of 1-3 where 1 is low, 2 is medium and 3 is high**

Indicators	FN1	FN2	FN3	FN4	FN5	FN6
Office attendance						
Feedback from employer on performance						
Physical wellness						
Emotional wellness						
Family wellness						
Financial wellness						

#### Reasons for low score in any of the parameters

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#### Remark

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Whether counselling for reskilling and upskilling has been done or not for candidates completing 12 months or more of placement duration?**

### **SF 3.2E: PARENTS COUNSELLING (POST MOBILISATION)**

A brief and an indicative outline for counselling of parents is indicated below for guidance. Using the broad outline given below a PIA may develop counselling strategies such that parents get a realistic picture of the profession the candidate is planning to join

- i. Brief about the industry
- ii. Roles and responsibilities to be handled at the different stages of the tenure of job
- iii. Entry level in the industry after completion of training
- iv. SWOT analysis of industry
- v. Major employers in the industry
- vi. Employers having tie-ups with PIA
- vii. Location wise presence of the industry
- viii. Salary range (break up details)
- ix. Facilities available with the employers
- x. Average number of hours of duty per day and whether the job involves work in different shifts
- xi. Usually permitted list of holidays
- xii. Arrangement of food. Transport and accommodation at job site.
- xiii. Risk factors
- xiv. Level to be achieved to join the industry
- xv. Career development opportunity.

#### **Tools for counselling**

- i. Meeting with Alumni
- ii. Trade specific video
- iii. Interaction from industry expert

### SF 3.3 A : Candidate Application form

MoRD Logo	DDU GKY logo	PIA Logo
Name of PIA		
DDU GKY Ministry of Rural Development		
Name of PIA		
Name of project		
State		
Name of training centre		
Address of training centre		
Batch number		
Trade		
Date of registration		
Training duration		

#### Candidate profile

Name of candidate		Photograph
Gender	M/F/others	
Identity number		
Father/husbands name		
Mothers name		
Present address		
Permanent address		
Contact details		
Alternate contact details		
Date of birth		

#### Family details

Name of the head of family:

His/her highest educational qualification:

Yearly income of the family

Number of members in the family

S No	Name	Relation	Age	Gender	Marital status	Whether earning or not	Source of income	Is SHG member ?	SHG ID

#### Screening

Aptitude Test	
Allocated Trade	
Comments if any	

I, \_\_\_\_\_ S/o/W/o/D/O \_\_\_\_\_ hereby declare that the information provided above is true to the best of my knowledge and belief.

If selected for training, I hereby undertake:

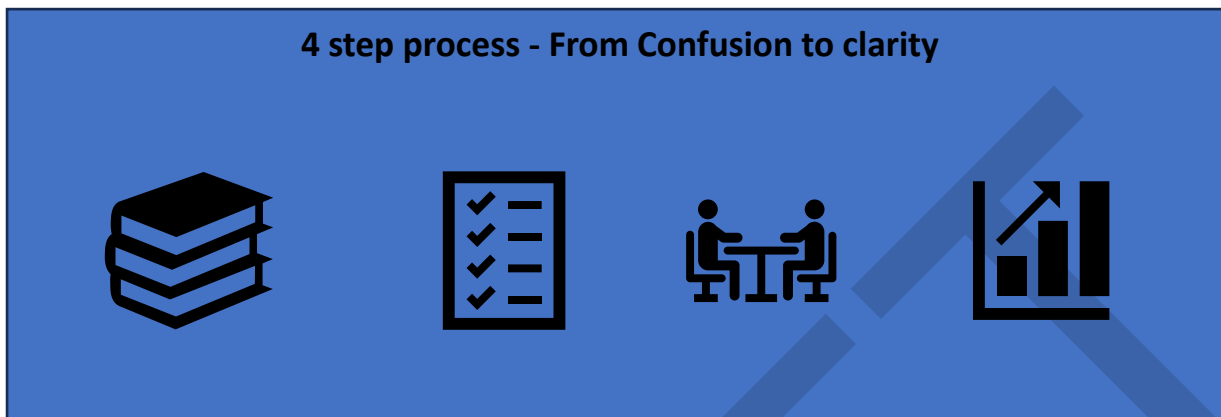
To attend and participate in all sessions/classes of the aforesaid training program diligently

To maintain discipline and follow the institutions of the trainer, while undergoing the said training program, to successfully complete the training program and

I understand that I will be deemed ineligible for assessment and certification unless, I fulfill the above criteria and meet the assessment standards.

### SI 3.2A STEPS IN COUNSELLING

Counselling may broadly be divided into the following four stages



- i. **Assessment:** The first step in this process is a Psychometric Assessment that aims to analyze your interests, personality, aptitude, work-style, and socio-emotional quotient. The objective of this assessment is to assess you comprehensively such that careers most suited to you can be recommended.

A psychometric test is a standardized assessment tool designed to measure a person's mental abilities, personality traits, aptitudes, and other attributes.

The two main types of psychometric tests are aptitude tests and personality tests.

- Aptitude tests measure cognitive abilities such as verbal reasoning, numerical reasoning, and spatial reasoning.
- Personality tests measure various aspects of an individual's personality, such as introversion/extroversion, emotional stability, and openness to experience.

There are a few things one can do to prepare for a psychometric test, such as practicing test-taking skills, and familiarizing yourself with the format of the test. However, it is important to note that it is difficult to prepare for such tests as it is designed to measure innate abilities and traits.

- ii. **Report & Exploration:** The outcome of the assessment is a test report. Based on your test responses, the counsellor considers your work style, incentives and motivations, academics, and makes career recommendations in line with your career aspirations and interests.

Exploration helps the student to dive into self-analysis. The counselor links the attribute of a student to an available professional career. They discuss information related to work experience, network and explore available options based on talent and interest.

- iii. **Consultation:** The third step in the process involves consultation with our expert counsellors. Consultation may include more information about suggested careers/industry and clarify doubts as to why those career matches were generated and helps prioritize among them from an execution point of view.

Interaction with alumni or earlier candidates in that sector or audio visual exposure can help candidates get a better understanding of the industry. The counsellor also understands your career aspirations, financial and geographical constraints.

- iv. **Action Plan :** Once the decision is finalized with respect to the 2 or 3 career fields chosen (Plan A and Plan B), the final step is about building a strategic action plan so you can achieve your short-term goals to excel in that career.

### SI.3.2B DO's AND DON'T's IN COUNSELLING

	DO's	DON'T's
i.	Establish a warm, <b>nonjudgmental, and empathetic relationship</b> with the client to create a safe and trusting environment	<b>Avoid being judgmental</b> or critical of the client's actions, thoughts, or feelings. Maintain a non-blaming attitude.
ii.	Pay <b>close attention</b> to what the client is saying and validate their feelings and experiences.	<b>Don't impose your solutions or opinions</b> on the client. Instead, help them explore their options and make informed choices
iii.	Assure the client that their information will be <b>kept confidential</b> , except in situations where there's a risk of harm to themselves or others	<b>Don't shy away from addressing difficult</b> or uncomfortable topics, as they may be crucial to the client's progress.
iv.	Help clients <b>explore their strengths and resources, encouraging</b> them to make decisions and solve their problems.	<b>Avoid engaging in dual relationships with clients</b> that could compromise the therapeutic relationship or cause conflicts of interest.
v.	<b>Be culturally aware</b> and respectful of the client's background, beliefs, and values, avoiding bias and stereotypes	Respect the <b>client's right to confidentiality</b> , only breaking it in cases where there's a risk of harm or when required by law
vi.	Maintain <b>clear and ethical professional boundaries</b> to avoid dual relationships or conflicts of interest	Stay within the <b>bounds of your professional role</b> , refraining from personal involvement or financial gain
vii.	<b>Conduct a thorough assessment</b> to understand the client's issues and collaboratively set achievable goals for counseling.	Refrain from diagnosing clients unless you are a licensed mental health professional. Even then, approach it with sensitivity
viii.	<b>Offer feedback and insights</b> that can help the client gain new perspectives and insights into their issues.	<b>Avoid rushing the counseling process.</b> Let the client set the pace, and be patient in their journey towards self-discovery and healing
ix.	As a counselor, <b>prioritize self-care</b> to prevent burnout and maintain your own mental and emotional well-being	<b>Limit personal self-disclosure</b> , sharing only when it benefits the client's understanding or therapeutic process.
		<b>Never pressure a client</b> to reveal information they are not comfortable sharing. Respect their boundaries and choices



## SI 3.2C SKILLS OF A COUNSELLOR

### i. Communication Skills

The skill that every career counselor must possess is excellent communication skills. It plays a vital role in a good career counsellors life. You must be able to convey your thoughts, ideas, and beliefs clearly to the client.

- Do not do all the talking yourself
- Give the candidate chance to put his/her point across
- Do not dominate the entire conversation
- Encourage questions
- Make open ended statements

### ii. Problem-Solving Skills

This skill is the most basic counseling skills a good counselor must-have. Problem-solving skills let to know why a matter is happening and how to fix them. A counselor must be able to identify the problems of the candidate, give the correct and accurate solutions to them, implement them, and estimate their effectiveness.

### iii. Self-Awareness

Self-awareness is a part of growth and lets you look at yourself objectively. Before counseling your client, one should be self-aware of all the things that are to be taken care of and avoid conflicts and misunderstandings. A counseling student is taught to act well, think well, and feel well, so that he can relate well, and empathize with the clients easily.

### iv. Rapport Building Skills

To quickly establish a rapport with the client and build strong relationships with the client, you need to have great interpersonal skills. A Rapport refers to a relationship where there is mutual trust and understanding that all parties involved have the other's best interests in mind.

### v. Non-judgmental

You need to be non-judgmental if you want to become a good career counselor. Acceptance is the key to gaining trust and establishing interpersonal relations with the client. Practicing acceptance can help you acknowledge all the uneasy parts of yourself. your sentiments, your beliefs, and your past.

### vi. Active Listener

You need to be a very good listener in order to become a good career counselor. You have to listen to the client with patience and think about the problems with a calm mind and then say anything. Being an active listener is the basis of possessing counseling skills.

## **vii. Confidentiality**

Among the basic counseling skills of a good career counselor, confidentiality means respecting someone's desires. It's your duty as a counselor to maintain and respect the secrecy of every client. Discussing interesting cases with other colleagues is okay but you have to keep in mind not to bring out the personal information of the client.

## **SI 3.2D QUALIFICATION AND EXPERIENCE OF A COUNSELLOR**

### **Category 1: Career Counsellors**

They can be directly selected and engaged from the National Career Service pool of counsellors or are practising career counsellors with certification from NCERT or similar organisations. This will work well, if their efforts are channelized through SRLM and not by getting attached to training partners. Their remuneration/honorarium costs may have to be parked with SRLMs or CTSA's so as to ensure the desired autonomy and transparency.

Post graduate in Social Work/Psychology or related field or Diploma in Guidance and Counselling.

### **Category 2: Wellness counsellors, psychologists or life coaches who may have the following qualifications:**

- Certified life coaches and have experience of conducting life coaching in organisations for at least one year.
- Clinical psychologists who have experience of counselling youth in particular.
- Rajeev Gandhi national institute of youth development (RGNIYD) trained professionals. This category will be able to support during training phase and post placement. Their services will help candidates solve emotional issues, family issues, etc.

### **Category 3 : Counsellors recruited by PIA**

Post graduate in Social Work/Psychology or related field or Diploma in Counselling.

Counsellors should possess: Excellent communication and interpersonal skills, Ability to work with diverse communities and stakeholders, Strong organizational and time management skills and Ability to work independently and as part of a team.

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# Chapter #4: Training Centre Establishment, Training Centre Due Diligence and Training Delivery

## Overview:

This chapter covers required processes and activities to be done for training center and hostel establishment, their due diligence and subsequent training delivery by Project Implementation Agency (PIAs).

**Scope:** Processes for establishment of training centre and hostel, Due Diligence of training centre and hostel and training delivery. Providing details for each process like purpose, reference to DDU-GKY guidelines, pre-requisites, timelines, resources, process owner and activities to be performed.

## Topics:

- i. Training Plan, Finishing and work readiness module and Activity Cum Lesson Planner
- ii. Look and Feel of Training Centre
- iii. Due Diligence before opening of a training centres
- iv. Opening and Managing of Hybrid training centres
- v. Opening and Managing of multiple shifts and double shift batches in a centers
- vi. Opening and Managing of Multi trades-projects
- vii. Protocols for IP Enabled Camera
- viii. Training Management
- ix. Welcome kit
- x. Protocol for Uniform Distribution
- xi. Tablet distribution
- xii. On Job Training (OJT)
- xiii. Conducting training outside a state

## Roles and Responsibilities of the key Agencies and Actors:

- i. PIA operation Team for establishment of training centres as per the DDU-GKY standards.
- ii. PIA Q-Team to ensure that the training centre complies with DDU-GKY standards.
- iii. SRLM to ensure that the training centre complies with DDU-GKY standards and approval.

## 4.1 Training Plan, Finishing and work readiness module and Activity Cum Lesson Planner

### 4.1.1 Training plan

#### Overview

Item	Description
Purpose	To create an aggregate hourly plan for domain and non-domain skills and their distribution between class room and on the job training which totals to the mandated number of hours. The training in non-domain should be allocated between PIAs normal training centre and finishing and work readiness centres located at the places of concentrated high employment.
Reference guidelines	to Para 5.2, page 29
Prerequisite/s	Any time after uploading of Sanction order (I5) and 15 days before commencement of training in the particular trade
Time for completion	15 days before commencement of training in the particular trade
Resources	As per SF 4.1A: Plan of training
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit aggregate plan of hourly distribution of training, giving break up of domain and non-domain skills spread over class room and on the job training	To be submitted 15 days before commencement of the training in the trade	SF 4.1A: Plan of Training
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains	Verified within 3 days and issue compliance	
SRLM	Verify and certify that the course content is uploaded at the web site	Within 7 days of receipt of information	

## 4.1.2 Finishing and work readiness module

### Overview

Item	Description
Purpose	To ensure high rate of success in placement and retention
Reference to guidelines	Para 5.2, page 29
Prerequisite/s	Any time after uploading of Sanction order (I5) and 15 days before start of training.
Time for completion	15 days before start of first training
Resources	As per SF 4.1B:Finishing and work readiness module
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To submit a course plan as per standards prescribed by DDU-GKY for finishing and work readiness curriculum content	To be submitted 15 days before commencement of training program.	SF 4.1B:Finishing and work readiness module
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains. Check whether schedule is followed during centre visits	Verified within 3 days and issue compliance	
SRLM	Verify and certify that the course content is uploaded at the web site for all domains. Check whether schedule is followed during centre visits	Within 7 days of receipt of information.	



### 4.1.3 Activity cum lesson planner

#### Overview

Item	Description
Purpose	Daily activity plan for the entire course duration including classroom and on the job training.
Reference to guidelines	No specific reference
Prerequisite/s	Any time after uploading of Sanction order (I5) and 15 days before commencement of training in the particular trade.
Time for completion	15 days before commencement of training in the particular trade
Resources	As per SF 4.1C: Activity cum lesson planner
Process owner	PIA OP team

#### Activities

Actor	Action	Time completion for	Relevant Documents
PIA OP team	<ul style="list-style-type: none"><li>• To submit the batch wise activity cum lesson planner</li><li>• Ensure that the lesson plan aligns with the approved curriculum for the relevant trade, including ancillary trades, and covers all necessary modules.</li><li>• Incorporate non-domain courses such as English, Soft Skill. IT Skill and entrepreneurship into the planner, as per the proposal.</li><li>• Include periodic assessments, evaluations, and feedback sessions to monitor trainees' progress.</li><li>• Plan for the availability of teaching aids, tools, equipment, and other resources needed for both theoretical and practical sessions.</li><li>• Incorporate health and safety protocols, financial literacy, labor laws, and Vishakha guidelines, especially during soft skills classes.</li></ul>	15 days before commencement of the training	SF 4.1C: Activity cum lesson planner
PIA Q-team	Verify and certify that the course content is uploaded at the web site for all domains.	Verified within 3 days and issue compliance	
SRLM	<ul style="list-style-type: none"><li>• Verify the total hours required for the course and ensure the planner divides theoretical, practical sessions and On Job Training (OJT), as applicable.</li><li>• Verify and certify that the course content is uploaded at the web site for all domains.</li></ul>	Within 7 days of receipt of information.	

### 4.2 Opening of a training centre

## 4.2.1 Look and feel of a training centre

### Overview

Item	Description
Purpose	To ensure that all the DDU-GKY training centres across India have distinctive look and color branding.
Reference to Guidelines	Para 4.1.6, page 23 ; Para 8, page 39
Prerequisite/s	After signing of MoU.
Time for completion	Before due diligence process
Resource/s	SF 4.2A: Look and feel of a training center, SF 4.2B: Training center name board, SF 4.2C: Hostel center name board, SF 4.2D: Activity summary and achievement board, SF 4.2E: Contact details of important people, SF 4.2F: Basic Information Board (Training Centre), SF 4.2G: Basic Information Board (Residential Centre), SF 4.2H: Academic Information Board, SF 4.2I: Living Area Information Board, SF 4.2J: Code of conduct for candidates, SF 4.2K: Food specifications, SF 4.2L: Signage's- No Spitting/No Smoking/No Mobile Phones/No Littering , SF 4.2M: Student entitlement board and responsibilities board,SF4.2N: Student Attendance and To and Fro Entitlement Summary information Board
Process owner	PIA OP team

## Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	<ul style="list-style-type: none"> <li>To ensure that the training centre complies with DDU-GKY SOP for furniture, layout, and colour scheme, including painting wall art that symbolizes skill development.</li> <li>For Captive Employers - Infrastructure needs to be developed as per the requirement of National Skills Qualification Framework (NSQF).</li> </ul>	Before due diligence	SF 4.2A: Look and feel of a training centre, SF 4.2B: Training centre name board, SF 4.2C: Hostel centre name board, SF 4.2D: Activity summary and achievement board, SF 4.2E: Contact details of important people, SF 4.2F: Basic Information Board (Training Centre), SF 4.2G: Basic Information Board (Residential Centre), SF 4.2H: Academic Information Board, SF 4.2I: Living Area Information Board, SF 4.2J: Code of conduct for candidates, SF 4.2K: Food Specifications, SF 4.2L: Signages- No Spitting/No Smoking/No Mobile Phones/No Littering , SF 4.2M: Student entitlement board and responsibilities board, SF4.2N: Student Attendance and To and Fro Entitlement Summary information Board
PIA Q team	To ensure that the training centre complies with DDU-GKY SOP.	Maximum 45 days from PCO.	
SRLM	To ensure that the training centre complies with DDU-GKY SOP.	Approval of Due diligence by SRLM Within 10 days from PIA Q team verification.	

#### 4.2.2 Due diligence before opening of a training centre

##### Overview

Item	Description
Purpose	To verify availability of minimum infrastructure before a training centre opens
Reference Guidelines	to Para 5.2.1, page 29
Prerequisite/s	Approval of Project Execution Readiness (PER).
Time completion	for Due diligence is required before: <ul style="list-style-type: none"> <li>• opening of a training centre</li> <li>• increasing single shift capacity of a training centre above that approved in due diligence,</li> <li>• addition of a new trade/domain in training centre</li> <li>• converting / opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects</li> </ul>
Resources/s	SF 4.2O: Due diligence of training centre (excluding residential facilities), SF 4.2P: Due diligence of residential facilities and all the forms mentioned in SF 4.2O and SF 4.2P, SF 4.2Q: Bare minimum items to be ensured to start training pending SRLM due diligence visit
Process Owner	PIA Q Team & SRLM

##### Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	<ul style="list-style-type: none"> <li>• To ensure that the centre is as per SF 4.2O and SF 4.2P at the training centre.</li> <li>• To revise the due diligence in case PIA Q team/ SRLM/ points out deficiencies/incompleteness.</li> <li>• Permitted to start training if SRLM visit does not happen in 10 days of approval of due diligence by PIA Q team.</li> </ul>	Within 45 days of issuance of Project Commencement Order	<ul style="list-style-type: none"> <li>• SF 4.2O: Due diligence of training centre</li> <li>• SF 4.2P: Due diligence of residential facilities</li> <li>• SF 4.2Q: Bare minimum items to be</li> </ul>

PIA Q team	<ul style="list-style-type: none"> <li>• To check and certify particulars of SF 4.2O and SF 4.2P at the training centre.</li> <li>• To upload results from the due diligence on PORTAL.</li> </ul>	Within 45 days of issuance of Project Commencement Order	ensured to start training pending SRLM due diligence visit
SRLM	<ul style="list-style-type: none"> <li>• Check on PIA Q team's report</li> <li>• To upload results from the due diligence onto a designated website.</li> </ul>	<ul style="list-style-type: none"> <li>• Within 55 days of issuance of Project Commencement Order</li> <li>• It is desirable to complete within 10 days of receipt of information from PIA Q.team to ensure the due diligence of a centre.</li> <li>• DD shall be deemed approved by the state, unless the CEO/MD of SRLM/ SDM gives an extension of 15 days in writing to the concerned officer in charge of approving DD.</li> <li>• If the above is not possible due diligence should be done within 20 days of the start of training. Delaying it will impact the performance grading of the SRLM</li> </ul>	

### 4.2.3 Opening and Managing of Hybrid training centres

#### Overview

Item	Description
<b>Purpose</b>	To lay down procedures for opening and running hybrid training centres.
<b>Reference to guidelines</b>	No specific reference
<b>Prerequisite/s</b>	Approval of Project Execution Readiness (PER).
<b>Time for completion</b>	i. As per Due Diligence process, if PIA plans to start the hybrid centre since inception. ii. If during the project duration then as per Re DD process.
<b>Resource/s</b>	SF 4.2R: Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects
<b>Process owner</b>	PIA Q team, SRLM

#### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To ensure the following: <ul style="list-style-type: none"> <li>New centre: ensure compliance to SF 4.2R in addition to those specified in due diligence.</li> <li>Existing DDU-GKY centre: Suggest changes and ensure compliance to SF 4.2R in addition to those specified in due diligence.</li> </ul>	As per Due Diligence process: If PIA plans to start the hybrid centre since inception and  if during the project duration then as per Re DD process.	<ul style="list-style-type: none"> <li>SF 4.2O: Due diligence of training centre</li> <li>SF 4.2P: Due diligence of residential facilities</li> <li>SF 4.2R: : Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects</li> </ul>
PIA Q team	<ul style="list-style-type: none"> <li>To follow due diligence process</li> <li>To verify the capacity of the training centre as per plan for hybrid centre.</li> </ul>	As per Due Diligence process: If PIA plans to start the hybrid centre since inception and  If during the project duration then as per Re DD process.	

SRLM	To follow due diligence process and certify the centre capacity	As per Due Diligence process: If PIA plans to start the hybrid centre since inception and  If during the project duration then as per Re DD process.
SRLM will verify the hybrid center plan submitted by the PIA before due diligence. If the plan is deemed feasible, the state may grant approval to the PIA.		

#### 4.2.4 Opening and Managing of Multiple shifts and double shift batches in a centre

##### Overview

Item	Description
Purpose	To lay down procedures for introducing multiple shifts and double shift batches in a centre.
Reference to guidelines	No specific reference
Prerequisite/s	Training centres where due diligence is approved
Time for completion	<ul style="list-style-type: none"><li>i. As per Due Diligence process, if PIA plans to start the multiple shifts and double shift batches in a centre since inception.</li><li>ii. If during the project duration then as per Re DD process.</li></ul>
Resource/s	SF 4.2R: Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects
Process owner	PIA OP team, PIA Q team , SRLM

##### Activities



Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"><li>To communicate their plan for running multiple shifts or double shift batches</li><li>To submit a batch rotation plan and shift wise ACLP with the SRLMs prior to commencing shift-wise training</li></ul>	As per Due Diligence process: If PIA plans to start the multiple and/or double shift centre since inception and  If during the project duration then as per Re DD process.	<ul style="list-style-type: none"><li>SF 4.2O: Due diligence of training centre</li><li>SF 4.2P: Due diligence of residential facilities</li><li>SF 4.2R: : Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects</li></ul>
PIA Q team	To verify the capacity of the training centre to accommodate the multiple shifts or double shift batches	As per Due Diligence process: If PIA plans to start the multiple and/or double shift centre since inception and  If during the project duration then as per Re DD process.	
SRLM	To follow due diligence process and certify the centre capacity	As per Due Diligence process: If PIA plans to start the multiple and/or double shift centre since inception and  If during the project duration then as per Re DD process.	
If a PIA plans to introduce multiple shifts and/or double shift batches in a training centre at the time of due diligence all the timelines prescribed in due diligence will be applicable.			

## 4.2.5 Opening and Managing of Multi Trades Projects

### Overview

Item	Description
Purpose	To lay down procedures for introducing Multi trades projects by same PIA
Reference to guidelines	No specific reference
Prerequisite/s	Training centres where due diligence is approved
Time for completion	iii. As per Due Diligence process, if PIA plans to start the Multi trades-projects in a centre since inception. iv. If during the project duration then as per Re DD process.
Resource/s	SF 4.2R: Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects
Process owner	PIA OP team, PIA Q team , SRLM

## Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<ul style="list-style-type: none"> <li>To communicate their plan for running Multi trades projects</li> <li>To submit a batch rotation plan and shift wise ACLP with the SRLMs prior to commencing shift-wise training</li> </ul>	As per Due Diligence process: If PIA plans to start the Multi trades projects since inception and  If during the project duration then as per Re DD process.	<ul style="list-style-type: none"> <li>SF 4.2O: Due diligence of training centre</li> <li>SF 4.2P: Due diligence of residential facilities</li> <li>SF 4.2R: : Opening hybrid training centres, multiple shifts and double shift batches in a centre, multi trades-projects</li> </ul>
PIA Q team	To verify the capacity of the training centre to accommodate the Multi trades projects	As per Due Diligence process: If PIA plans to start the Multi trades projects since inception and  If during the project duration then as per Re DD process.	
SRLM	To follow due diligence process and certify the centre capacity	As per Due Diligence process: If PIA plans to start the Multi trades projects since inception and  If during the project duration then as per Re DD process.	
If a PIA plans to introduce Multi trades-projects in a training centre at the time of due diligence all the timelines prescribed in due diligence will be applicable.			

### 4.2.6 Protocol for IP Enabled Camera

#### Overview

Item	Description
Purpose	To ensure that a training centre performs as per procedures laid down in guidelines and the SOP by review of IP enabled cameras footage
Reference to Guidelines	Para 5.2.1, page 29
Prerequisite/s	Start of training centre
Time for completion	Continuous process when the training is going on

Resource/s	As per SF 4.2AH: Protocol for IP Enabled Camera
Process owner	PIA OP team

## Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	<ul style="list-style-type: none"> <li>▫ To ensure that the daily activities are being captured through IP Enabled Camera.</li> <li>▫ Storage of sampled video with audio footage after completion of each batch</li> </ul>	Daily	SF 4.2AH: Protocol for IP Enabled Camera
PIA Q-team	<p>To review IP Enabled Camera footage as per the instruction given in SF 5.2A: Training centre inspection</p> <p>Relevant verification of the Footage during inspection</p>	As per the inspection schedule	
SRLM	<ul style="list-style-type: none"> <li>▫ To review IP Enabled Camera footage as per the instruction given in SF 5.2A: Training centre inspection</li> <li>▫ To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance of the PIA Q-team</li> </ul>	As per the inspection schedule	
CTSA	<ul style="list-style-type: none"> <li>▫ To review IP Enabled Camera footage as per the instructions given in SF 5.2A</li> <li>▫ To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance of the PIAs Q-team</li> <li>▫ Follow up on compliance of SRLM's observations</li> </ul>	As per the inspection schedule	

## 4.3 Training management

### 4.3.1 Start of training and freezing of trainee batch

#### Overview

Item	Description
Purpose	To start the training and freeze the batch
Reference guidelines to	No specific reference
Prerequisite/s	<ul style="list-style-type: none"><li>• Training centre approval</li><li>• Enrolment of required number of candidates per batch (maximum permissible strength is 35 candidates per batch)</li><li>• Batch freeze summary (including number of SC/ST, women, minority and PWD candidates) and Individual Summary for each candidate</li></ul>
Time for completion	<ul style="list-style-type: none"><li>• Training start: Continuous as per SF 2.2A PPWS</li><li>• Batch freezing: 10 days after training starts</li></ul>
Resources	As per SF 4.3A: Batch details, SF 4.3B: Batch freeze summary, SF 4.3C: List of candidates who were enrolled,, SF 4.3D: List of candidates after freezing of the batch, 4.3E: Candidate attendance, SF 4.3F: Protocols for delisting and drop out of candidates and SF 4.3G: Drop out analysis Form
Process owner	PIA OP team

## Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	<ul style="list-style-type: none"> <li>Enroll candidates in a batch and make any necessary changes to batch details before batch freezing.</li> <li>Verify that all trainees have submitted their required documents, and cross-check the accuracy and completeness of their dossiers to ensure there are no discrepancies.</li> <li>Ensure all biometric attendance are taken from the first date of training and attendance records are accurate and up to date.</li> <li>Mapping/Open bank accounts for all candidates and enroll them in the PMJJBY and PMSBY insurance schemes.</li> </ul>	<p>Continuous process Before the batch start date</p> <p>On or before the batch start date</p> <p>Since the day of batch start date</p> <p>Not later than a day after freezing of the batch</p>	<p>SF 4.3A: Batch details,</p> <p>SF 4.3B: Batch freeze summary, SF 4.3C: List of candidates who were enrolled,, SF 4.3D: List of candidates after freezing of the batch, 4.3E: Candidate attendance, SF 4.3F: Protocols for delisting and drop out of candidates and SF 4.3G: Drop out analysis Form</p>
PIA Q team	<ul style="list-style-type: none"> <li>Verify all candidates' documents and certify their authenticity before batch freezing.</li> <li>Verify each trainee's biometric profile has been consistently recorded.</li> <li>Verify the batch adheres to the DDU-GKY operational guidelines, including curriculum, training duration, and module coverage.</li> <li>Verify all the entitlements (uniforms, study materials, etc.) have been distributed to trainees before batch freezing.</li> </ul>	<p>5 days in advance of batch start date Up to batch freeze date</p> <p>Within two days of batch freeze date</p>	
SRLM	<ul style="list-style-type: none"> <li>Certify the details for the batches as per prescribed norms</li> <li>Verify the documents of candidates on sample basis</li> </ul>	<p>As per the inspection schedule As per the inspection schedule</p>	
<ul style="list-style-type: none"> <li>If a candidate is in possession of an Aadhar card issued by the Unique Identification Authority of India, PIAs must collect the 12-digit Aadhaar (UID) number. PIAs must also help those candidates who do not have this number to obtain the Aadhaar card before enrolment.</li> </ul>			

### 4.3.2 On the Job Training (OJT) plan

#### Overview

Item	Description
Purpose	To acclimatize a trainee to actual job conditions
Reference guidelines	to Para 5.2.4 page 30
Prerequisite/s	Should be part of the activity cum lesson planner for the domain. <ul style="list-style-type: none"><li>• Candidate should have completed the class room training as per activity cum lesson planner</li></ul>
Time for completion	<ul style="list-style-type: none"><li>• Before training completion</li></ul>
Resources	SF 4.3H: On the job training plan for the batch, SF 4.3I: On the job training confirmation letter for candidates, SF 4.3J: OJT completion certificate for candidates and SF 4.3K: Verification for OJT
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP Team</b>	<ul style="list-style-type: none"><li>• Prepare an OJT plan along with potential employers</li><li>• Collect OJT letter from the industry/ company</li><li>• Collect certificate of employer on successful completion of OJT</li></ul>	<ul style="list-style-type: none"><li>• Submit within 20 days of batch freezing day OJT plan for each candidate</li><li>• Update the portal with candidate details within 2 days of joining OJT</li></ul>	SF 4.3H: On the job training plan for the batch, SF 4.3I: On the job training confirmation letter for candidates, SF 4.3J: OJT completion certificate for candidates and SF 4.3K: Verification for OJT
<b>PIA Q Team</b>	<ul style="list-style-type: none"><li>• Ensure and certify that candidates data is correctly uploaded</li><li>• Verify OJT as per sample checks</li></ul>	Start inspections after 4 days of joining OJT	SF 4.3K: Verification for OJT
<b>SRLM</b>	<ul style="list-style-type: none"><li>• Check on Q team certification</li><li>• Verify Q team checks on sample basis (Mode of check)</li></ul>	To verify that the PIA has uploaded the programme correctly.	SF 4.3K: Verification for OJT

### 4.3.3 Completion of training of a batch

#### Overview

Item	Description
Purpose	To define procedures for completion of training of a batch
Reference guidelines to	No specific reference
Prerequisite/s	Batch creation and freezing
Time for completion	Completion of training duration
Resources	SF 5.2A: Training centre inspection, SF 4.3L: Batch completion summary, SF4.3M: List of candidates after completion of training of the batch, SF4.3E: Candidate attendance, SF4.3F: Protocols for delisting and drop out of candidates, SF 4.3G: Drop out analysis Form, SF 4.3N Performance Evaluation Plan for Candidates and SF 4.3O Performance Evaluation Plan for Trainers
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant documents
PIA OP Team	<ul style="list-style-type: none"><li>• Ensure all candidates complete the mandatory training hours including theory, practical and OJT (if applicable).</li><li>• Ensure that all candidates undergo OJT in the same trade, as specified in the proposal, after completing the classroom training. Cross-domain OJT will not be permitted.</li><li>• Ensure all candidates met minimum attendance requirement of 75%.</li><li>• Ensure all trainees documents are up to date.</li><li>• Ensure all candidates have undergone both internal and external assessments.</li></ul>	As per completion of training duration	SF 4.3L: Batch completion summary, SF4.3M: List of candidates after completion of training of the batch, SF4.3E: Candidate attendance, SF4.3F: Protocols for delisting and drop out of candidates, SF 4.3G: Drop out analysis Form, SF 4.3N Performance Evaluation Plan for Candidates and SF 4.3O Performance Evaluation Plan for Trainers

	<ul style="list-style-type: none"> <li>The performance evaluation plans for all candidates must be completed by the trainers</li> <li>All previous compliances raised by SRLM/CTSA related to the batch must be closed.</li> </ul>		
PIA Q team	<ul style="list-style-type: none"> <li>Verify that all candidates have completed the minimum mandatory training hours.</li> <li>OJT video verification of all the candidates who have successfully completed the OJT (If applicable).</li> <li>Review the batch closure request shared by the OP team and recommend it to SRLM for approval.</li> <li>Verify the compliance report submitted by the PIA OP team and close the observations on the PORTAL Portal accordingly.</li> </ul>	As per completion of training duration	SF 4.3L: Batch completion summary, SF4.3M: List of candidates after completion of training of the batch, SF4.3E: Candidate attendance, SF4.3F: Protocols for delisting and drop out of candidates, SF 4.3G: Drop out analysis Form, SF 4.3N Performance Evaluation Plan for Candidates and SF 4.3O Performance Evaluation Plan for Trainers
SRLM	Verify the documents of candidates on sample basis	As per completion of training duration	SF 4.3L: Batch completion summary, SF4.3M: List of candidates after completion of training of the batch, SF4.3E: Candidate attendance, SF4.3F: Protocols for delisting and drop out of candidates, SF 4.3G: Drop out analysis Form, SF 4.3N Performance Evaluation Plan for Candidates and SF 4.3O Performance Evaluation Plan for Trainers
The PIA Operations team must ensure that the batch is closed in the PORTAL within <u>24 hrs</u> after completion. Otherwise, the system will automatically close the batch, and no further changes will be allowed.			



### 4.3.4 Termination of training of a batch

#### Overview

Item	Description
Purpose	To terminate the training of a batch before the training process is completed, on account of any reason. Some of the possible reasons are - PIA is unable to continue the training due to low candidate attendance or Training deficiencies, force majeure clauses as per MoU, malpractices or fraudulent practices.
Reference guidelines to	No specific reference
Prerequisite/s	Batch creation
Time for completion	Continuous process till project closure
Resources	SF 4.3P: Request for termination of a batch by a PIA
Process owner	SRLM

#### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Provide appropriate reasons and request the respective SRLM to terminate training for the batch.	Continuous process till project closure	SF 4.3P: Request for termination of a batch by a PIA
SRLM	Examine the PIA's request for termination and take a suitable decision for termination of the batch, if required Suo moto action in case major malpractices or fraudulent activities are found.	Within 10 days of receipt of PIA request	SF 4.3P: Request for termination of a batch by a PIA
To terminate a batch, the PIA Operations Team must submit a request to the SRLM through the PORTAL Portal before the batch closure. If the SRLM identifies any fraudulent practices, it will be considered a default, and major penalties will be imposed and SRLM can directly terminate a batch.			

### 4.3.5 Transfer of batches to another Training centre

#### Overview

Item	Description
Purpose	To transfer the active batches to another training centre during the training process, if required due to unforeseen circumstances
Reference guidelines to	No specific reference
Prerequisite/s	Start of training
Time for completion	Continuous process till project closure
Resources	SF 4.3Q: Request for transfer of a batch
Process owner	SRLM

#### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	<p>Request the respective SRLM to transfer one or more batches to another centre, giving appropriate reasons-</p> <ul style="list-style-type: none"> <li>• Inadequate infrastructure facilities, legal disputes, or unforeseen events at the training center that result in its temporary or permanent closure.</li> <li>• If the quality of training at the current center is deemed inadequate.</li> <li>• If a center consistently faces low attendance or a high dropout rate, indicating problems with the training process or trainee engagement.</li> <li>• If the center is found to be non-compliance with DDU-GKY guidelines or involved in regulatory violations.</li> </ul>	Continuous process till project closure	SF 4.3Q: Request for transfer of a batch
SRLM	Examine the PIA's request for transfer and take a suitable decision of transferring of the batch	Within 10 days of receipt of PIA request	SF 4.3Q: Request for transfer of a batch
<p>The PIA's request for batch transfer can be considered by the SRLM for the following reasons:</p> <ul style="list-style-type: none"> <li>• The center must be approved by the concerned SRLM under the DDU-GKY guidelines under which the project is sanctioned. Mergers with project centers from other states will not be allowed.</li> <li>• The center must have the capacity to accommodate the transferred batch without overburdening the existing trainees.</li> <li>• The center must have ToT certified trainers available for the specific course or trade being transferred.</li> <li>• The center should offer the same trade as the one in which the batch is enrolled. The curriculum, course modules, and training schedule should align with what the trainees have already completed, ensuring continuity in their training.</li> <li>• The center should have no pending observations or issues that would disqualify it from accepting the transferred batch.</li> </ul>			

## 4.4 Protocol for welcome Kit and uniform distribution

### Overview

Item	Description
Reference to guidelines	Para 5.2.8.3, page 36
Prerequisite	Freezing of batch
Purpose	To generate a distinct identity and a sense oneness amongst the candidates
Time for completion	To be distributed with the welcome kit and uniform
Resources	1. As per SF 4.4A:Specifications for uniform , SF 4.4B: Checklist of items given to candidates, SF 4.2S Welcome Kit to the Trainees
Process owner	PIA OP team

### Activities

Actor	Action	Time completion for	Relevant documents
PIA OP team	<ul style="list-style-type: none"> <li>▪ To distribute welcome kit and uniform to candidates</li> <li>▪ Maintain the record of distribution of uniform</li> </ul>	Within 2 days of batch Freezing along with welcome kit	SF 4.4A Specifications for uniform SF 4.4B: Checklist of items given to candidates SF 4.2S Welcome Kit to the Trainees
PIA Q-team	<ul style="list-style-type: none"> <li>▪ Verification during training centre inspection visit as per randomly selected candidates</li> <li>▪ Review of IP Enabled Camera footage</li> </ul>	As per the inspection schedule	SF 5.2A training centre inspection
SRLM	<ul style="list-style-type: none"> <li>▪ Verification during training centre inspection visit as per randomly selected candidates</li> <li>▪ Review of IP Enabled Camera footage</li> <li>▪ To verify randomly selected candidates verified by PIA Q-team</li> </ul>	As per the inspection schedule	SF 5.2A training centre inspection
CTSA	Check on PIA Q-team and SRLM	As per the inspection schedule	SF 5.2A training centre inspection

	reports		
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## 4.5 Protocol for managing tablets and electronic content

### Overview

Item	Description
Reference to guidelines	To increase the interest among candidates towards self-learning modules
Prerequisite	Para 5.2.8.1, page 34
Purpose	Should be part of approved application form
Time for completion	Continuous process
Resources	SF 4.5A:Daily distribution of Tablets and SF 5.2A: Training centre inspection form
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP Team</b>	<ul style="list-style-type: none"> <li>To maintain tablets along with electronic content as per standards prescribed by DDU-GKY</li> <li>To issue separate tablet to each candidate every day</li> </ul>	<p>Before start of training</p> <p>Daily</p>	<p>SF 4.20 Due diligence of training centre (excluding residential facilities)</p> <p>SF 4.5A:Daily distribution of Tablets</p>
<b>PIA Q Team</b>	<ul style="list-style-type: none"> <li>Ensure that electronic content has been uploaded as per sample checks</li> <li>Confirmation of distribution of tablets</li> </ul>	As per the inspection schedule	<p>SF 4.20 Due diligence of training centre (excluding residential facilities)</p> <p>SF 4.5A:Daily distribution of Tablets</p>
<b>SRLM</b>	<ul style="list-style-type: none"> <li>Check on Q team certification</li> <li>Verify Q team checks</li> </ul>	As per the inspection schedule	<p>SF 4.20 Due diligence of training centre (excluding residential facilities)</p> <p>SF 4.5A:Daily distribution of Tablets</p>

## 4.6 Protocol for conducting training outside a state

### Conducting training outside a state

Earlier sections prescribe checks to be done by an SRLM/CTSA within the state geographical boundaries. In a project while the prospective candidates should be residents of the state to which the project is sanctioned, the training of the candidates can be imparted anywhere in the country based on the explicit approval by state/UT concerned. The proposal of training candidates outside state/UT must be part of project application. The following steps should be followed if a training centre is outside the state to which the project is assigned:

- PIA should give the list of training centres and their addresses along with a trade wise break up of number of candidates to be trained in each centre to SRLM at least 60 days before the training of the candidates commences.
- PIA should also state whether the proposed training centre and trade is already part of the DDU-GKY system of the state along with proofs of due diligence carried out already.

### Agency to monitor the training would be as follows:

- The proposed training centre is within 100 km of state boundary to which project is assigned: In this scenario monitoring agency will not change - i.e. it will be SRLM of the state. They continue to perform all the activities envisaged in the guidelines and SOP.
- In all other cases: CTSA of the state where the training centre is located will be the monitoring agency. However, If the proposed training centre and trade (or trades) are part of DDU-GKY projects in the state where training centre is located, CTSA will consider the SRLM reports of due diligence but will not conduct separate due diligence. Barring this difference, the CTSA will monitor the training of the candidates.
- For the monitoring of the training CTSA will get 1% of the training and residential cost incurred per candidate. This will be deducted from the monitoring fee of the SRLM
- In addition to this, PIA may also ensure to station minimum 03 local staff including one fame staff at the training centre
- The fee to be transferred will be generated from the PFMS and MoRD will adjust amount while releasing the monitoring fee for states.

## **List of SFs of Chapter 4**

1. SF 4.1A Plan of training
2. SF 4.1B Finishing and work readiness module
3. SF 4.1C Activity cum lesson planner (ACLP)
4. SF 4.2A Look and feel of a training centre
5. SF 4.2AA Attendance registers for trainers (as per biometric device)
6. SF 4.2AB Summary of evaluation and assessment done
7. SF 4.2AC TA DA calculation record (batch wise) To be linked with biometric attendance
8. SF 4.2AD Training certificate
9. SF 4.2AE Training completion certificate distribution record
10. SF 4.2AF List of equipment in the training centre
11. SF 4.2AG List of equipment available in the trainees accommodation facilities (applicable for residential training only)
12. SF 4.2AH Protocol of IP Enabled Camera
13. SF 4.2B Training centre name board
14. SF 4.2C Hostel centre name board
15. SF 4.2D Activity summary and achievement board
16. SF 4.2E Contact details of important people
17. SF 4.2F Basic Information Board (Training Centre)
18. SF 4.2G Basic Information Board (Residential Centre)
19. SF 4.2H Academic Information Board
20. SF 4.2I Living Area Information Board
21. SF 4.2J Code of conduct for candidates
22. SF 4.2K Food Specifications
23. SF 4.2L Signages
24. SF 4.2M Student entitlement board and responsibilities board
25. SF 4.2N Student Attendance and To and Fro Entitlement Summary Information Board
26. SF 4.2O Due diligence of training centre
27. SF 4.2P Due diligence of residential facilities
28. SF 4.2Q Bare minimum items to be ensured to start training pending SRLM due diligence visit
29. SF 4.2R: Opening hybrid training centres, multiple shifts and double shift batches in a centre, Multi trades projects
30. SF 4.2S Welcome Kit to the Trainees
31. SF 4.2T First-aid kit
32. SF 4.2U Summary of staff deployed at the training centre
33. SF 4.2V Trainers profile
34. SF 4.2W Candidate ID template
35. SF 4.2X Index of individual candidate dossier
36. SF 4.2Y Parents consent form
37. SF 4.2Z Attendance registers for candidates (as per biometric device)
38. SF 4.3A Batch details
39. SF 4.3B Batch freeze summary
40. SF 4.3C List of candidates who were enrolled
41. SF 4.3D List of candidates after freezing of the batch
42. SF 4.3E Candidate Attendance
43. SF 4.3F Protocols for delisting and dropout of candidates
44. SF 4.3G Drop out analysis form

45. SF 4.3H On the job training plan for the batch
46. SF 4.3I On the job training confirmation letter for candidates
47. SF 4.3J OJT completion certificate for candidates
48. SF 4.3K Verification for OJT
49. SF 4.3L Batch completion summary
50. SF 4.3M List of candidates after completion of training of the batch
51. SF 4.3N Performance Evaluation Plan for Candidates
52. SF 4.3O Performance Evaluation Plan for Trainers
53. SF 4.3P Request for termination of a batch by a PIA
54. SF 4.3Q Request for transfer of a batch by a PIA
55. SF 4.3R Candidate feedback form
56. SF 4.3R2 Summary of the feedback given by the candidates in SF 4.3R1: On completion of training programme
57. SF 4.4A Specification of uniform
58. SF 4.4B Checklist of items given to candidates
59. SF 4.5A Daily distribution of Tablets



### SF 4.1A: Plan of training

PIA components

Sl. No.	Trade	Training duration (In months)	Particulars	Training duration (In days)	Core domain (Hrs.)	Non domain			Entrepreneurship skills (Hrs.)
						English skill (Hrs.)	Soft skill (Hrs.)	IT skill (Hrs.)	
1.			Classroom						
			OJT						
2.			Classroom						
			OJT						

Prescription as per DDU-GKY Guidelines:

Training duration (In months)	Total Training duration in days	Total Training duration in Hrs.	Core domain (Hrs.)	Non domain (hrs)			
				English skill	Soft skill entrepreneurship	IT skill	Entrepreneurship skills
3	90	576	396	60	60	30	30
6	180	1152	972	60	60	30	30
9	270	1728	1548	60	60	30	30
12	360	2304	2124	60	60	30	30

## SF 4.1B: Finishing and work readiness module

In the module the PIA should ensure the following:

- Arrange high quality trainers who are adept at providing inputs like as given below, to ensure high success rates at placement interviews and post placement retention:
  - Overall Personality Grooming and Development of candidates
  - Presentation Skills
  - Interview Skills

**Yes / No**

- Arrange at least two alumni meets –
  - first at the beginning of the training : **Yes / No**
  - second at the end of the training to motivate the trainees : **Yes / No**
- The last few days should be used to bring prospective employers to the centre for on campus recruitment : **Yes / No, Count :**
- Provide support for finding alternate jobs in case the initial placement is not successful : **Yes / No, Count :**

The lesson plan given at 4.1C should indicate when the first three activities would be taken up.

### SF 4.1C: Activity cum lesson planner

Gol Logo		DDU-GKY/ Roshni logo		PIA logo		SRLM logo	
Name of the PIA							
DDU-GKY							
Ministry of Rural Development, Government Of India							
Activity cum lesson planner							
	Period 1 (mention the period start and Subject end time)			Period 2 (mention the period start and end time)			Repeat for other periods
Day	Subject	Topic	Instructional mode (see codes below)	Subject	Topic	Instructional mode	
1							
2							
3							
4							
5							
6							
...							
...							
71							
72							
<b>Codes for mode of Instruction:</b> <ol style="list-style-type: none"> <li>1. Traditional class room with tablet under a trainer's guidance</li> <li>2. Practical Training under a trainer's guidance</li> <li>3. On Job Training (OJT)</li> <li>4. Others (please specify)</li> </ol>							

#### Instruction:

- Schedules for the fortnightly, middle of the course and end of the course test will be indicated in the planner appropriately.
- Meditation and yoga should be a part of daily schedule of the trainings during morning hours and post training sessions, in residential setup.
- After training session's hours, suitable time can be dedicated to "Peer Learning & Collaboration," such as peer-to-peer teaching. Encourage students to teach each other, which can reinforce their understanding and help them gain confidence in their skills.
- Guest lectures and exposure visits should be included in the training plan. Guest lecturers should preferably come from industries or educational institutes relevant to the PIA's trade. It is recommended to have at least two guest lecture sessions during the entire training program.
- The periods for OJT and items to be learned during OJT should also be indicated.

Note: Information regarding split batches (If any) should also be reflected in the activity cum lesson planner. Minor deviations are permitted in the activity cum lesson planner

## SF 4.2A: Look and feel of a training centre

### Color Scheme

Primary Color: C-80 M-90 Y-0 K-10

Gray Colors(C=0 M=0 Y=0):

Color 1: K = 46 C=0 M=0 Y=0 K=46

Color 2: K = 29 C=0 M=0 Y=0 K=29

Color 4: K = 15 C=0 M=0 Y=0 K=15

Color 3: K = 18 C=0 M=0 Y=0 K=18

Color 5: K = 7 C=0 M=0 Y=0 K=7

#### External Signage

8 X 3 ft

India Emblem

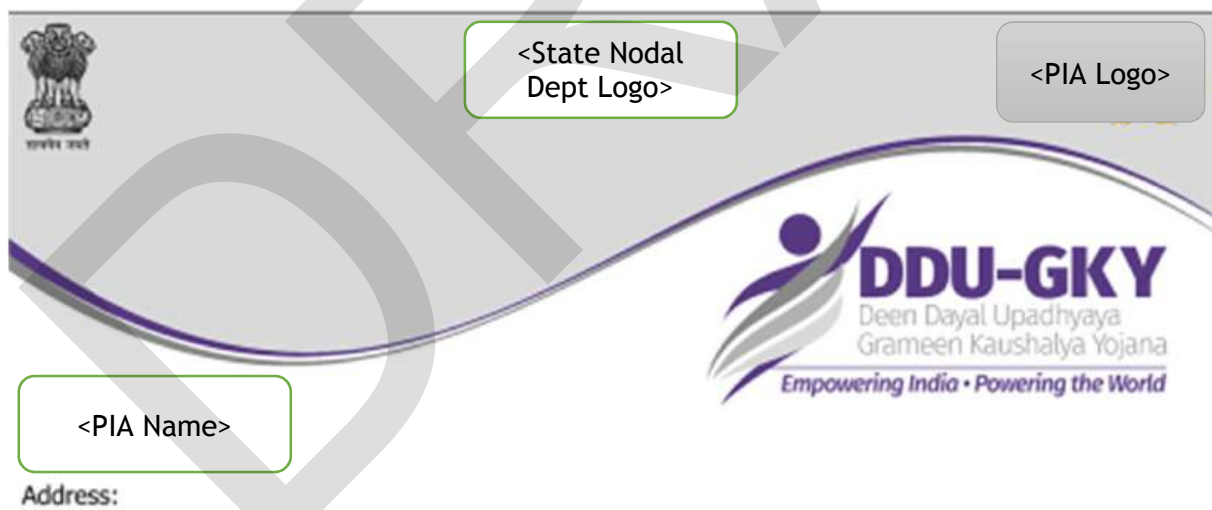
6 X 10 in

State Emblem

9 X 7.75 in

PIA Logo

13.4 X 3 in (Max area = 40 sq inch)



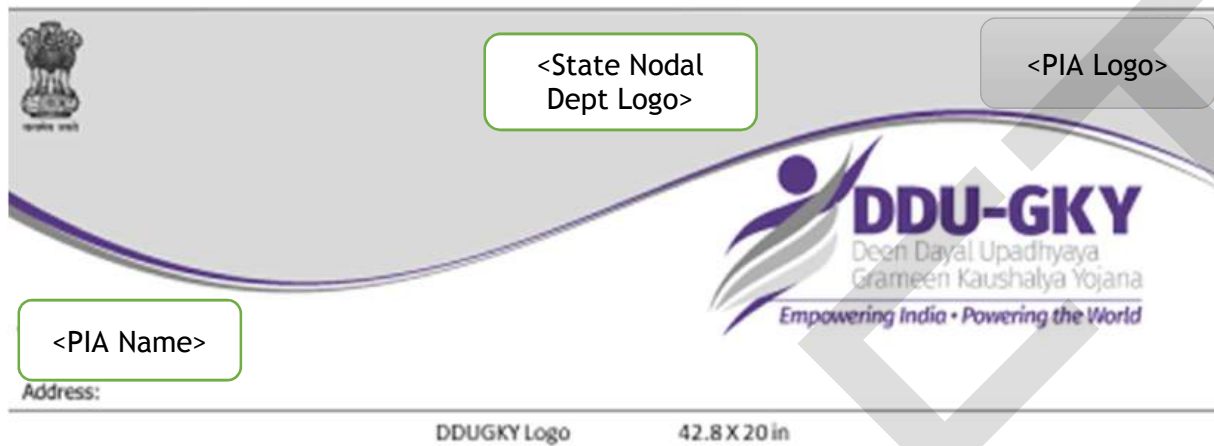
DDUGKY Logo

36.5 X 17 in

## External Signage

10 X 3 ft

India Emblem	6.5 X 10.83 in
State Emblem	9.9 X 8.5 in
PIA Logo	15.6 X 3.5 in (Max area = 55 sq inch)





<State Nodal  
Dept Logo>

<PIA logo>



# DDU-GKY

Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana

*Empowering India • Powering the World*

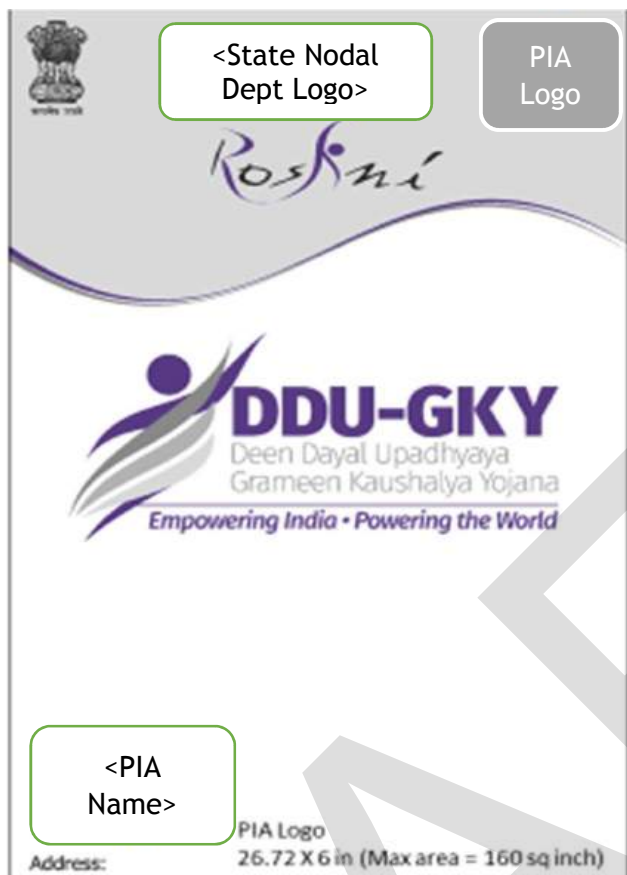
<PIA Name>

Address:

**External Signage**

10 X 15 ft

India Emblem  
12 X 20 in



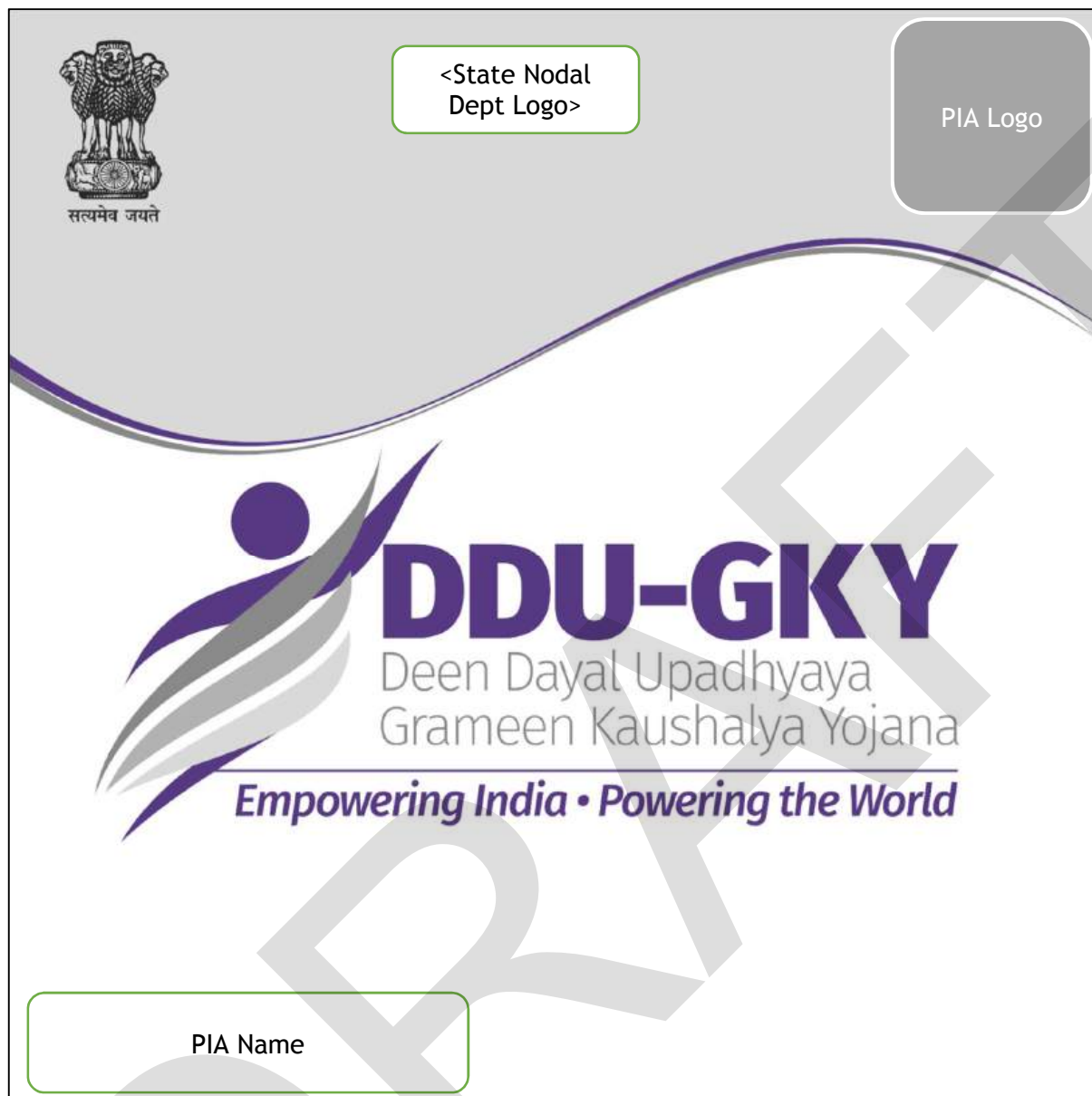
State Emblem  
18.6 X 16 in

DDUGKY Logo  
95 X 44.4 in

PIA Logo  
26.72 X 6 in (Max area = 160 sq inch)

Address:

## Reception signage



The image shows a template for a reception signage board. It features a grey header section with a white background. On the left is the State Emblem of India with the motto 'सत्यमेव जयते'. In the center is a placeholder for the '<State Nodal Dept Logo>'. On the right is a placeholder for the 'PIA Logo'. Below the header is a large white area with a purple and grey graphic of a person running. To the right of the graphic is the text 'DDU-GKY' in large bold letters, followed by 'Deen Dayal Upadhyaya Grameen Kaushalya Yojana' in smaller text, and 'Empowering India • Powering the World' in a stylized font. At the bottom left is a placeholder for the 'PIA Name'.

<State Nodal  
Dept Logo>

PIA Logo

**DDU-GKY**  
Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana  
*Empowering India • Powering the World*

PIA Name



# COUNSELLING ROOM



**DDU-GKY**

Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana

*Empowering India • Powering the World*

# CLASS ROOM



**DDU-GKY**

Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana

*Empowering India • Powering the World*

# COMPUTER LAB



**DDU-GKY**

Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana

*Empowering India • Powering the World*

# CANTEEN



**DDU-GKY**

Deen Dayal Upadhyaya  
Grameen Kaushalya Yojana

*Empowering India • Powering the World*

## Female toilet

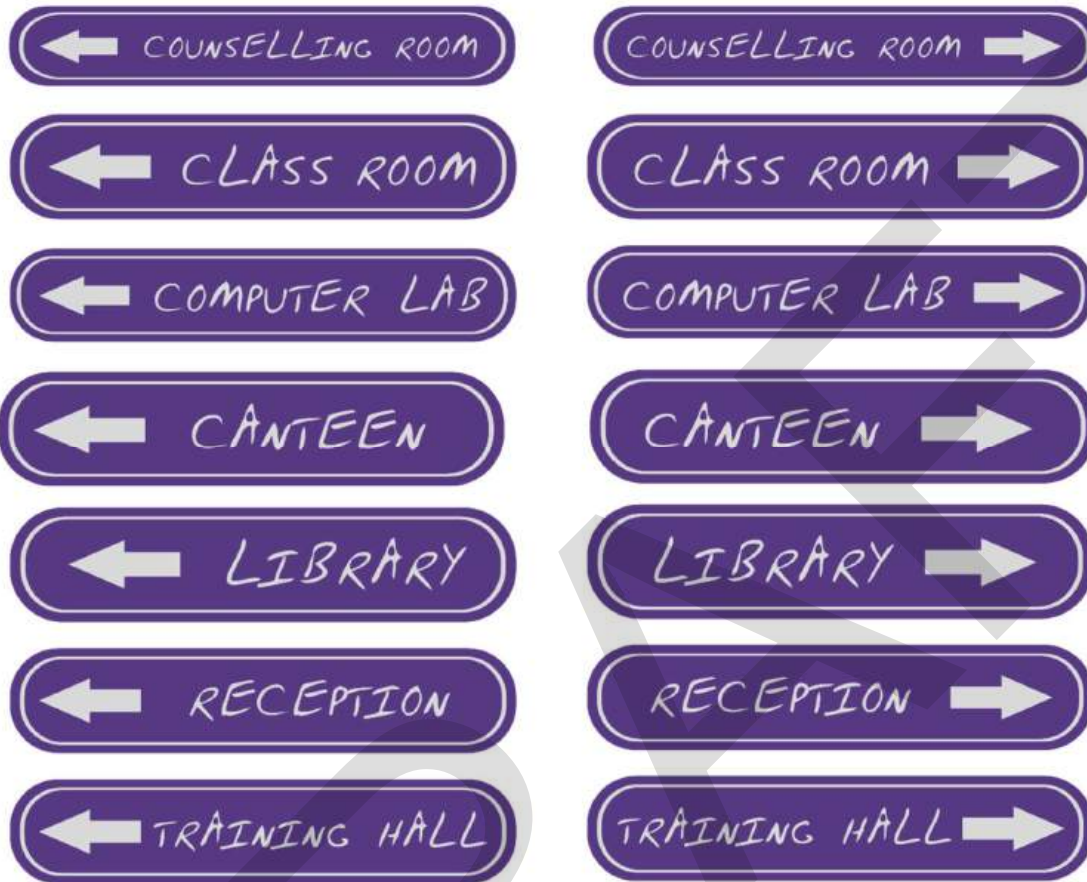


**Male toilet**





## Direction signage



## HYGIENE GUIDELINES

Improved sanitation is a key objective for the Government of India.

Aajeevika Skills centres must not only teach skills, they must themselves be an example of good sanitation practices, and must encourage better hygiene.

All toilets must be equipped at all times with the following: soap, clean hand towels, basic mop or swab, western style commode with functioning cistern, regular water supply, and sufficient ventilation.

The facility must be cleaned thoroughly at least twice during every eight hour usage cycle, or as per requirement. Records of cleaning activity must be maintained and displayed.

The water source must be thoroughly disinfected once every 30 days.





A 'Please wash hands' sign must be prominently displayed at all times.

While it is not mandatory, periodic display of government-approved material encouraging good sanitation practices will be appreciated.



Training manual cover



	<div>PIA Name</div>
	<div>Course Curriculum</div>
	<div>  Deen Dayal Upadhyaya Grameen Kaushalya Yojana Empowering India • Powering the World</div>
	<div> सत्यमेव जयते</div> <div>&lt;State Nodal Dept Logo&gt;</div> <div>PIA Logo</div>

## Wall arts



SF 4.2AA : Attendance registers for trainers (as per biometric device)

Sl. No.	Trainer name	Trade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total present	Total days

**SF 4.2AB : Summary of evaluation and assessment done**

<b>Month</b>	<b>Subject</b>	<b>Date of test</b>	<b>Average performance of the candidates (scoring) &gt;75/75-60/59-50/&lt;50</b>
Surprise quiz/ test			
Monthly test			
Surprise quiz/ test			
Monthly test			
Surprise quiz/ test			
Monthly test			

**SF 4.2AC: TA/ DA calculation record (batch wise) – To be linked with biometric attendance**

Sl. No.	Candidate name	ID no.	Bank Account No.	Bank Name	Bank Branch, address	IFSC Code	TA amount (₹.)
1.							
2.							
	Total						

Proof: Bank statement showing the proof of transaction, along with list of candidate's details.

## SF 4.2AD: Training certificate

As per SSC certificate Performa

DRAFT

**SF 4.2AE: Training completion certificate distribution record**

<b><u>Training completion certificate distribution record</u></b>				
<b>Batch No.:</b>		<b>Batch start date:</b>	<b>Batch end date :</b>	<b>Trade:</b>
<b>Sl. No.</b>	<b>Candidate name</b>	<b>Candidate ID no.</b>	<b>Date of receiving</b>	<b>Signature</b>
1.				
2.				
3.				
4.				



**SF 4.2.AF: List of equipment in the training centre**

<b>Sl. No.</b>	<b>Name of equipment</b>	<b>Minimum requirement</b>	<b>Available at the centre</b>

**SF 4.2AG: List of equipment available in the trainees’ accommodation facilities (applicable for residential training only)**

Sl. No.	Name of equipment	Minimum requirement	Available at accommodation facilities

#### **SF 4.2AH Protocol of IP Enabled Camera**

Installation of the camera shall cover all the areas where monitoring and surveillance is required for the training centres including academic area, assessment and marking of attendance. Cameras should be placed such that all the concerned candidates should be visible in each frame being captured.

1. IP enabled :
2. Resolution - 1080p HD @ 25 FPS or better :
3. Video Stream - Dual H.264 or better :
4. Remote Access - Via web browser for Configuration, Viewing & control :
5. Remote Access - Simultaneously access at any time at minimum 10 users :
6. Supported Protocols - As per system design for real time live monitoring and recording using IPv4, HTTP, TCP, RTSP, RTP, ICMP, UDP, DNS, DHCP etc. :
7. Color Video with Audio :
8. Storage facility to keep the complete recording till closure of project :

#### **Note :**

- A. Response to be given in “Y/N”
- B. The image / video quality of camera should of high standards and the hardware should be ready to operate in all environments and all weather.
- C. IP Enabled Camera footage for review will be selected through a system generated randomised scheme. Footage viewed on sample basis will be saved on portal. IP Enabled Camera footage will be reviewed, inter alia, for the following particulars :
  - i. Training deliverables (as per SF 4.1C ACLP)
  - ii. Trainers skills via domain experts
  - iii. Use of training aids and methodology for more impactful learning
  - iv. Uniform and Tablet Distribution
  - v. Trainers and candidates attendance
  - vi. Involvement of trainees during the session
  - vii. Identifying uninterested and truant trainees
  - viii. Identify any malpractice during assessment

### SF 4.2B: Training centre name board

Gol Logo	DDU-GKY/Roshni Logo	SRLM Logo
Name of the PIA		
DDU-GKY Ministry of Rural Development, Government of India		
Residential centre name Name of PIA Address of residential centre		
PIA's help line no. / Residential centre no		

### SF 4.2C: Hostel centre name board

As given in SF 4.2A: Look and feel of centre

Gol Logo	DDU-GKY/ Roshni	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b>		
<b>Ministry of Rural Development, Government of India</b>		
Residential centre name		
Name of PIA		
Address of residential centre		
PIA's help line no. / Residential centre no.		

## SF 4.2D: Activity summary and achievement board

As given in SF 4.2A: Look and feel of training centre

Achievements	Inspiring message	Current activities
	Press coverage	

### SF 4.2E: Contact details of important people

As given in SF 4.2A: Look and feel of training centre

Gol Logo	DDU-GKY/ Roshni Logo	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b>		
<b>Ministry of Rural Development, Government of India</b>		
Training centre no. PIA project in charge no. PIA toll free no. /Finishing centre no. Migration support centre No.		

**SF 4.2F: Basic Information Board (Training Centre)**

As given in SF 4.2A: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
Name of the PIA			
DDU-GKY			
Ministry of Rural Development, Government of India			
Sl. No.	Particulars		Number
1	Number of class rooms only		
2	Number of Domain Labs only		
3	Rooms combined for classroom and Domain Lab		
4	Number of IT labs		
5	Number of Toilets Male		
6	Number of Urinals Male		
7	Number of Toilets Female		
8			
9			
10			



**SF 4.2G: Basic Information Board (Residential Centre)**

As given in SF 4.2A: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
<b>Name of the PIA</b>			
<b>DDU-GKY</b>			
<b>Ministry of Rural Development, Government of India</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>	
1	Number of Living rooms		
2	Dining area in Sq. ft.		
3	Recreation area in Sq. ft.		
4	If Dining and Recreation area are combined in Sq. ft.		
5	Number of Toilets for Male		
6	Number of Bath Rooms for Male		
7	Number of Urinals for Male		
8	Number of Toilets for Female		
9	Number of Bath Rooms for Female		
10			
11			
12			
13			

### SF 4.2H: Academic Information Board

As given in SF 4.2A: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
Name of the PIA			
DDU-GKY			
Ministry of Rural Development, Government of India			
Name of the Class: (Theory/Combined with Domain Lab / Domain Lab/IT Lab)			
Sl. No.	Particulars		Number
1	Area		
2	Benches/Chairs		
3	White Board		
4	Trainer Table		
5	Trainer Chair		
6	Lights		
7	Fans		
8	LCD/ Digital Projector		
9	Domain Specific Equipment		
10			
11			
12			
13			

### SF 4.2I: Living Area Information Board

As given in SF 4.2A: Look and feel of training centre

Gol Logo		DDU-GKY/ Roshni	SRLM logo
<b>Name of the PIA</b>			
<b>DDU-GKY</b>			
<b>Ministry of Rural Development, Government of India</b>			
<b>Room No:</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>	
1	Area		
2	Beds		
3	Cots		
4	Bed sheets		
5	Cupboard/Almirah/Trunk		
6	Locker Facility		
7	Lights		
8	Fans		

## **SF 4.2J: Code of conduct for candidates**

As given in SF 4.2A: Look and feel of training centre

(To be printed in candidates readable language, distributed as an item of Welcome kit and to be kept as information board at the place visible to all candidates in the centre)

I am aware that, this is the programme being conducted under the DDU-GKY/Roshni scheme administered by Ministry of Rural Development, Government of India. I understand that, this initiative is to support me for acquiring skills and facilitate employment opportunity. To make the programme successful I undertake the following:

1. I will cooperate with all my trainers, fellow trainees, centre in charge, hostel warden and other people available in the centre
2. I will come to the class on time and try to learn as much as possible from the class
3. I will do all my homework and submit to my trainers on time
4. I will try to attend each and every class. Further, I am aware that if my attendance is counted less than 75% then I will be debarred from the training programme
5. This training centre is mine, I will protect and maintain the cleanliness in the centre and hostel facilities (strike through if not applicable) provided to me
6. I shall not use the mobile phone or such equipment which may cause interruption in the training and affect others
7. I will share all the documents/information required by the programme
8. My ultimate object to enter in the programme is getting placement. However, There is not guarantee that I must get placement
9. I may not get employment near to my home
10. I will not misbehave with my employer and I will report all of my problem to my training provider
11. I may not get same kind of facilities during training and employment
12. I will try to get employed for atleast 6 months to success the programme
13. I understand that the organization can drop me from training programme if found guilty of any theft or breakage to the infrastructure or any inappropriate behavior with the classmates, faculties, administrative staff and other stakeholders

## SF 4.2K: Food specifications (residential centre)

As given in SF 4.2A: Look and feel of training centre

### Terms and conditions:

- Meal Serving Time :-

Breakfast	07:30 - 9:30 HRS
Lunch	12:00 - 14:30 HRS
Dinner	19:30 - 23:30 HRS

Timings can be changed by the PIA in consultation with candidates but duration of service should not be reduced.

- The menu shall be displayed in the dining area as per table given below. Menu will be revised every fortnight jointly by PIA representative and candidate's representative.
- PIA shall fill the checklist of served food on daily basis.
- PIA shall be providing "Full Diet/Stomach meal" for lunch and dinner with at least one cereal unlimited.
- Meals should be cooked with freshest possible ingredients.

### Menu Specification

MENU ITEMS*	
Lunch/Dinner	Dal / Sambhar / Rasam
	Seasonal vegetable
	Rice/ pulao
	Chappatis/Parathas/Puris
	Salad
Breakfast	Continental as well as Indian foods.
	Tea/ Coffee/ Milk/ Curd or any other milk product
If the local cuisine is different the same can be provided in consultation with the students instead of what is given above.	

\* Ex.:

#### i. North Region :

Pulses/Dal : Chana, Arhar, Moong (Chilka), Masoor, Rajma, Urad Sabut, Chole etc.

Seasonal Vegetables : Ridge Gourd, Green Capsicum, Bitter Gourd, Spiny Gourd, Bottle Gourd, Pumpkin, Pointed Gourd, Cauliflower, Peas Leaves - Fenugreek, Spinach, Sarson, Okra / Lady Fingers, Beans, Drumstick etc.

#### ii. South Region :

Pulses/Dal : Tur, Arhar, Masoor etc.

Seasonal Vegetables : Carrots, Beans, Drumsticks, Pumpkin, Cauliflower, Cabbage, Bean, Cucumber, Peas, Okra, Pigeon peas etc.

#### iii. East Region :

Pulses/Dal : Arhar, Moong (Chilka), Masoor, Urad Sabut, Black Chana etc.

Seasonal Vegetables : Potato, Cauliflower, Cabbage, Bean, Cucumber, Peas, Okra, Leaves - Fenugreek, Spinach, Sarson, Mustards, Broccoli, Brinjal etc.

iv. **West Region :**

Pulses/Dal : Chole, Rajma, Chana, Mung, Urad Sabut, Masoor etc.

Seasonal Vegetables : Cauliflower, Cabbage, Bean, Cucumber, Peas, Okra, Sev-tomat, Broccoli, Brinjal, Pigeon pea, etc.

v. **North East Region :**

Pulses/Dal : Masoor, Urad Sabut, Black Chana etc.

Seasonal Vegetables : Spinach, Cabbage, Cauliflower, Squash, Pumpkin, Peas, Lettuce, Beans, Mushroom, Bamboo shoot etc.

**Note -**

- i. Millets items may be provided at least twice in a week.
- ii. The meal will be provided "Full Diet/Stomach" basis for lunch and dinner with at least one cereal unlimited.
- iii. Egg should be served once a week
- iv. Once a week non-vegetarians should be served with mutton/Chicken/any other local non vegetarian item and vegetarians should be served special vegetarian items such as Paneer/ Mushroom/any other local special vegetarian item

**Checklist**

Days	Breakfast	Lunch	Dinner
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## SF 4.2I: Signage

As given in SF 4.2A: Look and feel of training centre



Dimension Size: 24 inch x 24 inch

### SF 4.2M: Student entitlement board and responsibilities board

Gol Logo	DDU-GKY/ Roshni logo	SRLM logo
Name of the PIA		
DDU-GKY		
Ministry of Rural Development, Government of India		
Candidate entitlements		
1)	All candidates will receive training free of cost.	
2)	All residential trainees will be given free boarding and lodging. Non-residential trainees will be provided allowances as per entitlement. The amount will depend on attendance and will be displayed periodically along with attendance of the candidate.	
3)	Candidates who complete their training and get placed will receive <u>post placement support</u> of Rs. _____ per month for 6 months for the Placements.	
4)	Uniforms will be provided to candidates undergoing training under DDU-GKY. For training duration from 3-6 months, two sets of uniform (two jerseys/ shirts and two pants for boys with a cap and two sets of salwar kameez / shirts and pants for girls and a cap) shall be provided, and for training duration of more than 6 months, four sets of uniforms shall be provided.	
5)	A bank account will be opened by the PIA for all candidates on or before freezing date of the batch.	
6)	All candidates will get DDU-GKY Skills Training Certificate on completion of training.	
7)	All candidates will receive training material free of cost including work books, note books and other study materials.	
8)	At the time of placement, candidate will be given a Preliminary Offer Letter from the PIA which lists down the expected remuneration and terms and conditions of employment. The candidate will receive this before leaving his/her native place for the job.	
9)	If a candidate is not receiving the above entitlements, he/she can call or SMS the Helpline at _____@@ or email to _____@@ to register their complaints.	
@@ - fill up PIA help line No. and email id.		

As given in SF 4.2A: Look and feel of training centre



## SF 4.2N: Student Attendance and To and Fro Entitlement Summary Information Board

Gol Logo	DDU-GKY/ Roshni	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b>		
<b>Ministry of Rural Development, Government of India</b>		
<b>Batch ID :</b>		
<b>Batch Start Date:</b>		<b>Batch End Date:</b>

Sl. No.	Name of the Student	Number of days present	Date of Payment (DD/MM/YYYY)	Amount paid to the Student in ₹.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**SF 4.20: Due diligence of a training centre  
(excluding residential facilities)**

**1. Basic information of a Training Centre:**

Sl. No.	Particulars	Details
1.	Name of PIA	To be pre populated
2.	Name of Project	To be pre populated
3.	MoRD sanction letter No. and date	To be pre populated
4.	Name of training centre	
5.	Online platform/Web link (All the Proofs should be uploaded to online platform/Web link)	
6.	Address	Building no
		Street 1
		Street 2
		City/District
		State
		Pin code
		Latitude
		Longitude
7.	Is the centre located in the special area as prescribed in the notification 25/2016 dated May 04, 2016 of MoRD	
7.	Category of TC location	X / Y / Z /Any other area
8.	Training centre in charge	Name
		Employee id
		Profile: provide web link and take photo copy
		Address
		Email id
		Mobile
		E-SOP Certificate no-

## 2. Physical Infrastructure

### 2.1 Basic Information

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Sl. No.	Particulars	Standards	PIA OP Team		Diligence Officer/Team	
			Instructions	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence status
Basic Details						
1.	Ownership of the building (Own(O), Rent(R), Govt.(G))	A self-declaration statement from the PIA that the PIA has necessary permissions and authority to occupy the premises to open the training centre & Rent agreement of the Building/Govt building/own	Proforma for self-declaration statement is given as Annexure IV on letter head	Scanned copy of self-declaration statement & Rent agreement of the Building		
2.	Area of the building (Sq. Ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)	No specific standards	Schematic of the building plan with clear marking of dimensions of the training centre To be noted: Separate measurements should be taken for individual areas for Office Room, Class Rooms, Domain Labs, IT Lab, etc.,	Scanned copy of the schematic plan from PIA on with seal and signature		
3.	Is the roof RCC/ Non RCC	No specific standards		Photographs of Building, Ceiling and Roof of the training Centre		
4.	If it is non RCC, Whether it is structurally sound on visual inspection					
5.	Plastering and painting of internal and external walls and ceiling	The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used.	To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating.			
Description of rooms						

6.	Classrooms (in number)	10 square feet per candidate (Total area : Minimum 200 sq. ft., even if batch size is less than 20 candidates)	Total Number of classrooms for imparting Training Program as per Schematic plan			
7.	Domain labs (in number)	10 square feet per candidate (Total area : Minimum 200 sq. ft., even if batch size is less than 20 candidates)  In case of classroom cum domain lab per candidate are is 15 square feet	Total Number of Domain Lab Rooms for imparting Training Program as per Schematic plan (If Domain lab is combined with Class Room then it is counted as a Class Room cum domain lab)			
8.	IT labs (in number)	10 square feet per candidate (Total area : Minimum 200 sq. ft., even if batch size is less than 20 candidates)	Total Number of IT Labs for imparting Training Program as per Schematic plan			
9.	Reception Area	Separate area required	As per Schematic plan			
10	Office room	Separate area required	As per Schematic plan			
11	Counselling Area	Separate area required	as per Schematic plan			

## 2.2 Conformance of centre to standards.

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ status
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	There should not be any visible marks of leakages from walls and ceilings.		At least one photograph for each academic room (One File)		
2	Protection of stairs, balconies, and other locations	All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above		A photograph of the railings and stairs		
3	Conformance to DDU-GKY look and feel standards as per sub section 4.2.1	The training centre should conform to DDU-GKY look and feel standards as section 4.2.1 of SOP				
4	Circulating area (in sq. ft.)	12% of the Total Area	Instructions for calculating the circulating area is given at the s.no 1 of Annexure - III	Scanned copy of the Schematic floor plan with clear marking of dimensions of		
5	Corridor	No entry to or exit from an academic area should be through another academic area.		Circulating area along with seal and signature		
6	Is toilet area included in schematic plan of the building	Standard: No specific standard		Photographs after installing the Signage		
	Male Toilet Signage	Standard: 1feet x 1 feet				
	Female Toilet Signage					

	Toilets for Male ( in number)	Standard: The number of toilets for the candidates should be calculated as given in the annexure - I to the standards. Toilet maintenance details is given at the s.no 2 of Annexure - III	Instruction: Toilets for males and females should be segregated with appropriate partitions. Note: Ventilation or skylights must be available in the washrooms.  Note: <ul style="list-style-type: none"> <li>As toilets are approved for a maximum number of male and female students, any increase in candidates beyond the approved maximum male and female students can only be done in the following ways:</li> <li>By reallocating the toilets: The toilets can be reallocated but after ensuring a proper segregation of male and female toilets. This can be certified by PIA Q team and will be verified by CTSA/ SRLM during centre inspection.</li> <li>By increasing the number of toilets: Which will go for a normal due diligence process</li> </ul>	Schematic plan & Photographs of toilets		
	Urinals for Male ( in number)					
	Toilets for Female (in number)					
7	Washbasins for Male (in number)	Standard:				

	Wash Basins for Female (in Number)	The number of washbasins for the candidates should be calculated as given in the annexure - I to the standards		A Photograph after installing the wash basins for Male and Female		
8	Type of Flooring (write whether it is tiled, cemented etc.)	Flooring should be provided with cement/tiles/polished stones Relaxation : Neatly made mud flooring as a part of aesthetic building design can be permitted.		Photograph of the Flooring		
9	Over Head Tank	Standard: There should be an Over Head Tank (OHT) during the working hours for a training centre. The water connection in the taps and toilets should connect to the OHT.	Instruction: Water should be available during the working hours of the training centre. The overhead tank should be cleaned every month by a professional. During inspections, the center team may share pictures or bills as evidence. . Proof: Photograph of OHT			
10	Distance from the training centre in Kms. to various transport locations:	No specific standards. For non-residential centres, auto/rickshaw should be available within 200 m and local bus stand should be available within 2 km	It is advisable to be well connected to different transport locations.	Snapshot of the Google map showing distance		
	Bus stand (in meters)					
	Railway station (in meters)					
	Auto stand (in meters)					



11	Can the candidates safely come to the centre when training is conducted	No specific standards.	Establish the centre in a safe and easily accessible place. To be used for rating purpose			
	Open space					
12	Open space for people to gather and interact ( in sq.ft )	Standard: 100 sq. ft. However, where domain recommended but not mandatory centres with open spaces will get better rating Relaxation: Nil	Instruction: However, where domain training requires open space the prescribed minimum should be followed as per the needs of the domain Proof: A photograph of open space			
13	Parking space ( number in terms of bicycle parking slots)	Standard: No minimum is prescribed. However, 5 bicycle parking slots for every 100 non-residential trainees is recommended Relaxation: Nil	Instruction : These can also be used for staff parking. Proof: A photograph of parking space			
	<b>Electrical wiring and standards</b>					
14	Securing of wires	Standard: All the wires should be properly secured and taped.	Instruction : Concealed wiring is not mandatory. Proof: A photograph of wiring at the training centre on sample basis			
15	Switch boards and panel boards	Standard: Fully covered.	Proof: A photographs of switch board and panel boards on sample basis			
	<b>Signage's and information boards</b>					

16	Training centre name board	Instruction: Conform with SF-4.2 B	Instruction: For Sizes and Fixtures please refer to s.no 3 of the Annexure - III Proof: A photograph after installing the board			
17	Activity summary and achievement board	Standard: Conform with SF-4.2 D	Proof: A photograph after installing the pin board with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
18	Contact detail of important people	Standard: Conform with standard form SF-4.2E	Proof: A photograph after installing the board with proper fixtures			
19	Basic Information board	Standard: Conform with standard form SF-4.2F	Instruction The board should contain the centre level information and common equipment. Proof: A photograph after installing the board with proper fixtures			
20	Code of conduct board for candidates	Standard: Conform with standard form SF-4.2J	Proof: A photograph after installing the board with proper fixtures			
21	Signages- No Spitting/No Smoking/No Mobile Phones/No Littering	Standard: Conform with standard form SF-4.2L Relaxation : Nil	Proof: A photograph after installing the pin board with the minimum dimensions of 24 inch * 24 inch with proper fixtures			

23	Student entitlement and responsibilities board	Standard: Should conform with standard form SF-4.2M	Proof: A photograph after installing the board with proper fixtures			
24	Student Attendance and Entitlement Summary Information Board	Standard: Should conform with standard form SF-4.2N	Proof: A photograph after installing the pin board with the minimum dimensions of 4 feet X 3 Feet with proper fixtures			
25	Central monitor easily accessible to centre incharge	Standard: No specific standards	Proof: Photographs of the Central Monitor after commissioning, which should cover Monitor and Centre Incharge			
26	Conformance of IP Enabled Camera to DDU-GKY	Standard: As per SF 4.2AH	Proof: A photograph of the IP Enabled Camera monitor after commissioning			
27	Storage of the IP Enabled Camera recorded material	Standard: The training centre should have proper and seperate place to store the recorded data of IP Enabled Camera	Instruction : 1. The recorded material should be under exclusive charge of centre in-charge till they are erased or transferred to headquarters. 2. IP Enabled Camera console should be visible to centre in charge from the place where he sits 3. Only the centre in charge should have ready access to the IP Enabled Camera system.  Proof: A photograph of the storage device			

28	DVR/NVR is connected to Working static IP	Standard: As per SF 4.2AH	Instruction : 1. The static IP, login id and password shared should be in working condition			
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### 3. Physical Infrastructure and Equipment: Non Academic & Academic Area

#### 3.1 Non Academic and Equipment related to Office

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ tatus
1	Office Room					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photographs of Office room Roof of the training Centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photographs of Ceiling of training Centre			

c.	Height of Ceiling (state in feet)	<p>Standard:</p> <p><b>Non Hilly Areas:</b></p> <p>a) Academic rooms: Minimum of 9 feet. If a false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.</p> <p>b) 7 feet 6 inches for other areas</p> <p><b>Hilly Areas:</b></p> <p>Hilly areas (areas with elevation more than 3000 feet above mean sea level)7 feet for all areas</p>	<p>Instruction:</p> <p>a. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet</p> <p>b. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then a false ceiling is required.</p> <p>Proof:</p> <p>A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement</p>			
d.	Area (in Sq.ft)	<p>Standard: No minimum area is prescribed; however, the equipment specified for the office room should fit into the office room.</p>	<p>Proof:</p> <p>A Photograph of office room after arranging all the equipments as per sop</p>			
e.	Length (in ft.)					
f.	Width (in ft.)					
2	Counselling area					
a.	Area (in Sq.ft)	<p>Standard:</p> <p>Demarcated room is mandatory</p>	<p>Proof:</p>			

b.	Length (in ft.)		A Photograph of counselling area			
c.	Width (in ft.)					
3	Reception Area					
a.	Area (in Sq.ft)	Standard: Reception area has to be located in the prominent place preferably at the entrance of the training centre.	Instruction : Reception area should preferably be located in niche areas. Proof: A Photograph of reception area			
b.	Length (in ft.)					
c.	Width (in ft.)					
4	Storage place for securing documents	Standard: An almirah/cub boards to be procured.	Instruction: The size and shape is entirely left to PIA. However, if PIA fails to store the documents properly or unable to produce the document whenever asked for it will be treated as if the documents are not maintained by PIA. Consequential action will be depending on the kind of documents which are not available. Proof: A Photograph of the storage place			

5	An office table (in number)	Standard: At least 1 table to be provided.	Instruction: No size or shape of the table is prescribed. However, PIA should ensure the following:  1. All the equipment should be properly placed in office area. 2. The table should have Sufficient working space. Proof: A Photograph of office table			
6	Chairs (in number)	Standard: Office staff should have sufficient chairs to sit. In addition, six chairs will be kept for the visitors.	Proof: A Photograph after installing the chairs at office.			
7	Table for office computer	Standard: Either an independent table or to be placed on the office table	Instruction: No size or shape of the table is prescribed. However, PIA should ensure that the space is sufficient for the computers. Proof: A Photograph of office computer table			
8	Office computer (in number)	Standard: 1 Office computer is required	Proof: A Photograph of office computer after commissioned			
9	Printer cum scanner (in number)	Standard: No specific standards  Relaxation: Nil	Proof: A Photograph of printer cum scanner			



10	Electrical Power Backup for office room	Standard: Are given at s.no: 8 of Annexure - III	Instruction: Power Back up should have connection to:  All electrical items relating to monitoring of centre activities such as IP Enabled Camera monitor, IP Enabled Camers, biometric device, office computers, at least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. etc. Proof: A photograph of power back up unit after commissioned			
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**3.2 Is the following equipment available in the IT lab?**

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ status
1	IT Lab					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of IT Lab room of the training Centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of IT Lab of the training Centre			
c.	Height of Ceiling (state in feet)	<p>Standard: <b>Non Hilly Areas:</b></p> <p>c) Academic rooms: Minimum of 9 feet. If a false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.</p> <p>d) 7 feet 6 inches for other areas</p> <p><b>Hilly Areas:</b> Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet for all areas</p>	<p>Instruction:</p> <p>c. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet</p> <p>d. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required.</p> <p>Proof: A photograph while measuring the ceiling height in such a way that it should</p>			

			show us the ceiling measurement			
d.	Area (in sq.ft)	Standard: 1. Area per student in all academic rooms is 10 sq. ft.	Instruction: All academic rooms where theory classes are held should meet the following criteria			
e.	Length (in ft.)	2. Combining theory and IT lab is permitted only for ITES based trade is permissible and area per student is 15 sq. ft.	Criteria			
f.	Width (in ft.)	3. Area for the irregular shapes must be calculated as per the schematic diagram	1.unobstructed view of the trainer to each student 2. unobstructed view of the writing board and projector to each student 3. In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory used for grading purpose ) Proof: 1.A photograph of the class room after installing the equipment as per sop 2. For irregular shape the schematic diagram of the room			
2	Ventilation area (in sq. ft.)	Standard: 10% area of the class room	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure - III			
3 a	Sound level (in dBA)	Standard: 75 decibels or less	Instruction: Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at			

		<p>26 °C or less at any point of time when the room is in use. (Note: 1.5 ton AC should be installed).</p> <p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be countersigned by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register.</p> <p>As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 sq. ft.</p>				
B	<p>If response to clause 3 .a (above) is NO, whether all the</p>	<p>Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre</p>				

	academic centres have been sound proofed with air conditioning					
4	Academic room information board	Standard: It should conform with SFA 4.2 H	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner with (3X3) Sq. ft. and it should be placed in front of the every academic room with proper fixtures	Instruction: For design Refer to Notification No.31. Images can be changed as per the specific trade and requirement. The colour and design theme should remain the same. Proof: A photograph after installing in front of the class room			
6	IP Enabled Camera cameras with audio facility	Standard: As per SF 4.2AH	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with clarity so that people are visible. Proof: A photograph of Cameras after commissioned			
7	LAN enabled computers(in number)	Standard: No specific standards	Instructions: Laptops can be installed instead of desktop computers in the IT lab. Proof:			

			A Photograph of the LAN after commissioned			
8	Internet connections (minimum 2 MBPS)	<b>Standard:</b> The centre should have an internet connections in order to take out everyday operations	<b>Proof:</b> A Screenshot which shows the internet speed in the IT Lab of the proposed training centre.			
9	Do all computers have typing tutor	<b>Standard:</b> All the computers should be installed with typing tutor software	<b>Proof:</b> A Screenshot of the typing master after initialisation in the IT lab.			
10	Tablets (in number)	<b>Standard:</b> As per SF 4.5A. The number of tablets must be equal to the maximum number of trainees at the training centre at a time	<b>Proof:</b> A photograph of the Tablet and specifications			
11	Stools/ chairs (in number)	<b>Standard:</b> One per candidate	<b>Instruction:</b> No specific standards <b>Proof:</b> A photograph of the IT lab after setting up of all the stools/chairs			
12	Trainer chair (in number)	<b>Standard:</b> No specific standards	<b>Proof:</b> A photograph of the trainer chair after installed in it lab			
13	Trainer Table (in number)	<b>Standard:</b> No specific standards	<b>Proof:</b> A photograph of the trainer table after installed in IT lab			
14	Lights(in number)	<b>Standard:</b> 1 fluorescent light (2400 Lumens) for each 150 sq.ft. or part thereof per room.	<b>Proof:</b> A photograph after installing the fluorescent lights			
15	Fans (in number)	<b>Standard:</b> 1 ceiling fan for each 150 sq.ft. or part thereof per room.	<b>Instruction:</b> If it is wall mounted fan, the number of fans should be doubled. <b>Proof:</b>			

			A photograph after installing the fans			
16	Electrical Power backup for lab	Standard: Are given at s.no: 8 of Annexure - III	Instruction: All computers in IT lab, equipment for doing practical. At least 1 ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. Proof: A photograph of power backup unit after commissioned			

### 3.3 Academic and Equipment related to class room/ Domain lab

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ status
1	Academic Area	Minimum 200 sq ft				
a.	Type of academic room	Standard: No specific standards	Instruction: Please select any one option from the below list 1. Theory class room 2. Theory class room combined with domain lab 3. Theory class room used for multiple domains 4. Domain lab			
b.	Trade for academic area, if applicable	Standard: No specific standards	Instruction: It is not applicable if type of academic room is Theory class room used for multiple domains			
c.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of academic room of the training Centre			
d.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of academic room of the training Centre			



e.	Height of Ceiling (state in feet)	<p><b>Standard:</b></p> <p><b>Non Hilly Areas:</b></p> <p>e) Academic rooms: Minimum of 9 feet. If a false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.</p> <p>f) 7 feet 6 inches for other areas</p> <p><b>Hilly Areas:</b></p> <p>Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet for all areas</p>	<p><b>Instruction:</b></p> <p>e. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet</p> <p>f. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required.</p> <p><b>Proof:</b></p> <p>A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement</p>			
f.	Area (in sq.ft.)	<p><b>Standard:</b></p> <p>1. Area per student in all academic rooms is 10 sq.ft.</p>	<p><b>Instruction:</b></p> <p>All academic rooms where theory classes are held should meet the following criteria</p>			
g.	Length (in ft.)					

h.	Width (in ft.)	<p>2. Combining of theory and practical class room is permissible and area per student is 15 sq. ft.</p> <p>3. Area for the irregular shapes must be calculated as per the schematic diagram</p>	<p>1.unobstructed view of the trainer to each student</p> <p>2. unobstructed view of the writing board and projector to each student</p> <p>3.In addition it is recommended that each student should have unobstructed view of every other student in the class (Not mandatory but used for grading purpose )</p> <p>Proof:</p> <p>1.A photograph of the class room after installing the equipment as per sop</p> <p>2. For irregular shape the schematic diagram of the room</p>			
2	Ventilation area (in sq. ft.)	<p>Standard:</p> <p>10% area of the class room</p>	<p>Instruction:</p> <p>Instructions for calculating the ventilation area is given at the s.no 4 of Annexure - III</p>			

3 a	Sound level (in dBA)	Standard: 75 decibels or less	<p>Instruction:</p> <p>Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. ((Note: 1.5 ton AC should be installed).).</p> <p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words "AC regulated by the students" should be entered in the temperature register.</p> <p>As there would be less natural light one tube light of 40</p>			
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			watts (2800 lumens) should be provided for each 125 sq. ft.			
b	If response to clause 3 (above) is NO, whether all the academic centres have been sound proofed with air conditioning	Standard: Sound proofing with air conditioning is prescribed. Else the centre cannot be used as a training centre Relaxation : Nil				
4	Academic room information board	Standard: It should conform with SF 4.2 H	Proof: A Photograph after installing in the academic room			
5	Internal Signage	Standard: A flex/ Vinyl banner with (3X3) Sq. ft. and it should be placed in front of the every academic room with proper fixtures	Instruction: Refer to Notification No.31 for design. Images can be changed as per the specific trade and requirement. The colour and design theme should remain the same. Proof: A photograph after installing in front of the class room			
6	IP Enabled Cameras with audio facility	Standard: As per SF 4.2AH	Instruction: Ensure cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and camera specifications should ensure that the target area is covered with clarity so that people are visible. Proof: A photograph of Cameras after commissioned			

7	LCD/ Digital Projector	<p>Standard:</p> <p>LCD displays: 1 LCD centre can have either of screen of 50" per classroom with a dedicated desktop computer. However, if a laptop or tablet is to be connected then they can be at least one for two class rooms (assuming that the classes will be staggered appropriately).</p> <p>Digital Projector: There should be at least 1 projector for two class rooms.</p> <p>Relaxation:</p> <p>Nil</p>	<p>Instruction:</p> <p>A centre can have either of them or both of them.</p> <p>Proof:</p> <p>A photograph of the Digital Projector /LCD after commissioned</p>			
8	Chair for candidates (in number)	<p>Standard:</p> <p>One chair for one candidate</p>	<p>Instruction:</p> <p>It should have enough space for sitting along with arm for writing and space.</p> <p>In case of Table-bench arrangement, at least 2 ft. space of bench should be available to each trainee</p> <p>Proof:</p> <p>A photograph of the class room after setting up of all the chairs/ benches, if training centre is using the benches then another photograph which should show us the length of the bench</p>			
9	Trainer's chair	<p>Standard:</p> <p>No specific standards</p>	<p>Proof:</p> <p>A photograph of the trainer chair after installed in class room / domain lab</p>			

10	Trainer's Table	Standard: No specific standards	Proof: A photograph of the trainer table after installed in class room / domain lab			
11	Writing board	Standard: 5 feet X 3 feet.	Instruction: If it is two boards, each board should have 3 feet by 3 feet Proof: A photograph after installing white board in class room / domain lab			
12	Lights (in number)	Standard: 1 fluorescent light (2400 Lumens) for each of 150sq.ft. Or part thereof per room.	Instruction: If a PIA is having a room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fluorescent lights. Proof: A photograph after installing the fluorescent lights			
13	Fans (in number)	Standard: 1 ceiling fan for each 150 sq.ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fans. Proof: A photograph after installing the fans			

14	Electrical Power Back up for the room	Standard: Are given at s.no: 8 of Annexure - III	Instruction: All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. for practical rooms, theory class rooms, IT room. Proof: A photograph of power back up unit after commissioned			
15	List of Domain related equipment as per specifications given by certifying agency	Standard: As per the minimum standards prescribed by the certifying agency.	Instruction: All the courses should have equipment as per SSC specifications.  During due diligence PIA Q team and SRLM will verify and ensure that all the equipment as given by SSC follow the norms described above.			

**3.4 Maximum Instantaneous Training Capacity:** Defined as maximum number of trainees that can be under training at a given instant and is calculated as a sum of capacity of individual rooms. It will be calculated for each room, for each trade and at the centre level in the designated portal

#### 4 Common Equipment

Sl. No.	Particulars	Standards	PIA OP Team Due-Diligence Officer/Team		PIA OP Team Due-Diligence Officer/Team	
			Instructions and Description about Proof	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ Status
1	Electrical Power Back up: Gensets/ UPS or Inverter/ Solar power backup / any other non-grid based power systems which can work for emergency power supply.	Standard: Are given at s.no: 8 of Annexure - III	<p>Instruction: Electrical Power Backup should have connection to:</p> <p>All electrical items relating to monitoring of centre activities such as IP Enabled Camera, bio metric device, office computers etc. All domain specific lab equipment for doing practical's. Atleast 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. for practical rooms, theory class rooms, IT room and to all fluorescent lights in the corridor, toilets etc.</p> <p>Proof:</p> <p>1. A photograph of the Electrical Power back up after commissioned</p> <p>2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours.</p>			



2	Installation of Biometric devices	<p>Standard: It should be as per annexure - II</p> <p>At least 1 device for every 200 candidates</p> <p>IP Enabled Camera to be so placed to capture the biometric device and attendance marking process including the face of the trainee.</p>	<p>Instruction: Instructions for maintenance of biometric device are given at the s.no 5 of Annexure - III. Fill in the details of biometric devices as per format prescribed in s.no 5 of Annexure - III.</p> <p>Proof: After commissioning a screen shot of the biometric attendance and a screen shot of IP Enabled Camera Monitor which should capture the trainee's face.</p>			
3	Installation of IP Enabled Camera Monitor	<p>Standard: As per SF 4.2AH</p>	<p>Proof: After commissioned in all areas a screen shot of IP Enabled Camera Monitor which should show all the channels</p>			
4	Grievance register	<p>Standard: The grievance register should kept in the prominence place of the training centre and accessible to the candidates during all period of the training</p>	<p>Proof: Photograph of Grievance register</p>			
5	Minimum equipment	<p>Standard: As per SF 4.2AF</p>	<p>Instruction: List of the Minimum equipment should fill in the Minimum equipment Sheet</p> <p>Proof A screen shot of the minimum equipment list uploaded to online platform/web link</p>			

6	Direction Boards	Standard: As per the Notification 31 the PIA has to install the direction boards	Proof: A photograph after installing all the direction boards			
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## 5 Teaching Learning Materials (TLM)

### 5.1 Is the following information available at the training centre?

Sl. No.	Particulars	Standards	PIA OP Team Due-Diligence Officer/Team		PIA OP Team Due-Diligence Officer/Team	
			Instructions and Description about Proof	Proof / Evidence Status	Does it confirm to standards (Yes/No)	Proof/ Evidence/ status
1	Training plan (SF- 4.1A)	<b>Standard</b> Should be as per SF 4.1A	Proof: A scanned copy of the Training Plan of all trades			
2	Activity cum lesson planner (SF- 4.1C)	<b>Standard:</b> Should be as per SF 4.1C	Proof: A Photograph of the Activity cum lesson planner after installing in the class room			
3	Welcome Kit (SF-4.2S)	<b>Standard:</b> Should be as per SF 4.2S	Proof: A Photograph of all the items that are placed in the welcome kit - one photograph for each trade			

### 5.2 Details of course content , trainers kit and assessment material Availability of course content/training kit and assessment material

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence	
			Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No
1	IT Course Content	<b>Standard:</b> The course content and trainers manual should conform with SF 6.1.2B	<b>Instruction:</b> As per Guidelines <b>Proof:</b> A Scanned copy of the material			
	IT Trainers Kit					
	IT Assessment material					
	IT Course Material for candidate					
2	Soft Skills Course Content	<b>Standard:</b> The course content and trainers manual should conform with SF 6.1.2C				
	Soft Skills Trainers Kit					
	Soft Skills Assessment material					
	Soft Skills Course Material for candidate					
3	English Course Content	<b>Standard:</b> The course content and trainers manual should conform with SF 6.1.2A				
	English Trainers Kit					
	English Assessment material					
	Entrepreneurship Course Material for candidate					
4	Entrepreneurship Course Content	<b>Standard:</b> The course content and trainers manual				
	English Trainers Kit					

	Entrepreneurship Assessment material	should conform with SF 6.1.2A			
5	Name of the Domain	<b>Standard:</b> The course content and trainers manual should conform with SSC standard for the particular domain and Should conform with SF4.1 A			
	Certifying Agency				
	Domain 1 Course Content***				
	Domain 1 Trainers Kit				
	Domain Assessment material				
	Domain 1 Course Material for candidate				
6	Name of the Domain 2				
	Certifying Agency				
	Domain 2 Course Content***				
	Domain 2 Trainers Kit				
	Domain assessment material				
	Domain 3 Course Material for candidate				

7	Name of the Domain 3					
	Certifying Agency					
	Domain 3 Course Content***					
	Domain 3 Trainers Kit					
	Domain 3 assessment material					
	Domain 3 Course Material for candidate					

### **To be repeated for all domains**

**Note:** Swachh Bharat Abhiyan Logo to be stamped on all course material for Domain and Non Domain subjects

\*\*\* Teaching Learning Material (TLM) should be aligned with SSC syllabus for domain content and syllabus prescribed by DDU-GKY for non-domain content. TLM should have all the topics covered in the material. At any point of time, SRLM may get the curriculum assessed by domain expert.

### **5.3 Availability of trainers:**

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Does it conform to standards (yes/no)	Proof / Evidence Status
1.	Centre in charge	<b>Standard:</b> Must be E-Sop Certified	<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			Experience letter should be attached (Graduate with Minimum 3 yrs Experience)
2.	IT	<b>Standard:</b> Soft skills, Entrepreneurship skills, IT and English may have the same trainer	<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			The minimum qualification should be a graduate degree with experience in the relevant field.
3.	Soft skills		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			The minimum qualification should be a graduate degree with experience in the relevant field.
4.	English		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			The minimum qualification should be a graduate degree with experience in the relevant field.

5.	Entrepreneurship skills		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			The minimum qualification should be a graduate degree with experience in the relevant field.
6.	Domain 1		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			The minimum qualification should be as per SSC norms and should be ToT certified from the concerned SSC
7.	Domain 2		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			
8.	Domain 3		<b>Proof:</b> Joining report/ pay slip to organization and joining report to training centre should be available at the training centre			

## 6 Others

### 6.1 Is the following support infrastructure available at training centre

Sl. No.	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No
1.	Safe drinking water	<p>Standard: Any one of the following:</p> <ol style="list-style-type: none"> <li>1. RO/Ozonised treated</li> <li>2. Packaged drinking water certified by ISI or BIS</li> </ol> <p>Note: For 100 candidates, a minimum of a 15-liter-per-hour RO system should be installed. If the number of candidates exceeds this, additional RO systems should be added proportionately</p>	<p>Proof:</p> <ol style="list-style-type: none"> <li>1 A photograph of the RO/Ozonisation system.</li> <li>2. A photograph of the BIS/ISI seal on the bottle or approval letter of ISI or BIS for packaged drinking water from supplier</li> </ol>			
2.	First aid kit	<p>Standard:</p> <p>As per 4.2T</p>	<p>Instruction:</p> <p>Instructions for maintenance of First Aid Kit is given at the s.no 6 of Annexure - III</p> <p>Proof:</p> <p>A screen shot of online platform/Web link of first aid kit page</p>			
3.	Firefighting equipment	<p>Standard:</p> <p>A Training centre should have at least 2 fire extinguishers. (At least one fire extinguisher per 300 square meters of floor area)</p>	<p>Proof:</p> <p>A Photograph after installing the Fire Equipment in the corridor</p>			

## 6.2 Centre Staff details (Both Teaching & Non Teaching Staff)



Sl.No	Type of Staff	Name of the Staff	Qualification	Exp	E-SOP certification No/ToT/relevant certificates

## 7 Standard Forms:

Are the following standard forms available at the training centre?

Formats to be maintained as File- The centre in charge has to maintain the file as per the prescribed proforma in the standard formats

Formats to be maintained as Register- the Centre incharge has to maintain the register as per the prescribed proforma in the standard formats and the register name has to be the SF number

Nomenclature for File and Register

- TCF - Training Centre File
- BF - Batch File - BF followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)
- BR - Batch Register - BR followed by (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)
- CF- Candidate File - CF followed by (ID NO OF THE CANDIDATE AS PER ONLINE PLATFORM/WEB LINK). For each candidate the PIA has to maintain individual files
- MF - Mobilization File

Sl. No.	List of SF	File/Register	Name of the File / Register	Are they available (yes/no)
1.	SF 4.1A: Plan of training	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
2.	SF 4.1C: Activity cum lesson planner	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
3.	SF 4.3H: On the job training plan for the batch	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
4.	SF 4.5A: Daily distribution of Tablets	Register	BR1	
5.	SF 4.2N: Student Attendance and Entitlement Summary Information	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
6.	SF 4.2O: (Dully filled and signed form along with proofs)	File	TCF1	
7.	SF 4.2P: (Dully filled and signed form along with proofs) if applicable	File	TCF1	
8.	SF 4.2U Summary of staff deployed at the training centre	Online Portal		
9.	SF 4.2V: Trainers' profile	Online platform/Web link Snap Shot		
10.	SF 4.2W: Candidate ID template	File	TCF1	
11.	SF 4.2X: Index of individual candidate dossier	File	CF(ID No of the Candidate as per Online platform/Web link)	
12.	SF 4.2Y: Parents' consent form	File	CF(ID No of the Candidate as per Online platform/Web link)	

13SF 4.2Z: Attendance registers for candidates (as per biometric)	Register	BR(ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
14SF 4.2AA: Attendance registers for trainers (as per biometric)	Register	TCR1	
15SF 4.4B: Checklist of items given to candidates	Register	CF(ID No of the Candidate as per Online platform/Web link)	
16SF 4.3N Performance Evaluation Plan for Candidates	File	CF and BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
17SF 4.3O Performance Evaluation Plan for Trainers	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
18SF 4.2AB: Summary of evaluation and assessment done	File	CF and BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
19SF 4.2AC: TA/ DA calculation record (batch wise) - To be linked with biometric attendance	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
20SF 4.2AD: Training certificate	File	CF	
21SF 4.2AE: Training completion certificate distribution record	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
22SF 4.2AF: List of equipment in the training centre	File	Online Portal	
23SF 4.2AG: List of equipment in the trainees' accommodation facilities (applicable for residential training only)	File	Online Portal	
24SF 5.1A: Daily failure items report	File	Online Portal	
25SF 5.1B: 15 day summary of centre status	File	Online Portal	

26SF 5.2A: Training centre inspection	File	TCF2	
27SF 4.2AH: IP Enabled Camera	File		
28As per Chapter 6: Assessment and certification of candidates	File	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
29As per Chapter 3: Letter to SRLM seeking information on mobilization plan	File	MF	
30As per Chapter 3: Letter from SRLM regarding mobilization plan	File	MF	
31As per Chapter 3: On field registration of candidates	File	MF	
32As per Chapter 3: Overview of aptitude test	File	MF	
33As per Chapter 3: Content for counselling for each trade	File	MF	
34As per Chapter 3: Candidate application form	File	CF	
35SF 4.3C List of candidates who were enrolled	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	
36SF 4.3D List of candidates after freezing of the batch	Register	BF (ID NO OF THE BATCH AS PER ONLINE PLATFORM/WEB LINK)	

## Annexure-I

### Specifications for Toilets

#### Number of toilets and washbasins for female candidates

Number	Number of Toilets	Number of Washbasins
1-15	1	1

16-45	3	2
46-75	5	3
76-120	8	4
121-165	11	5
For every addition of 15 candidates, one toilet and one wash basin should be added.		

#### Number of toilets and washbasins for male candidates

Number	Number of Toilets	Urinals	Number of Washbasins
1-20	1	1	1
21-50	2	1	2
51-75	2	2	3
76-125	3	2	4

126-150	3	3	5
For every addition of 50 candidates or less, one toilet, one urinal and one wash basin should be added.			

## Annexure - II

### Specification for Biometric based attendance System for DDU-GKY

1. In order to ensure a standardized system for the program, all PIAs and other relevant stakeholders are required to use fingerprint device and face recognition device as notified by UIDAI from time to time.
2. The fingerprint devices need to be STQC certified devices and face recognition device the details of which are available at STQC website.
3. The fingerprint devices are required to be attached to a tablet / laptop / desktop system that is GPS enabled to form an integrated attendance system. PIAs are advised to ensure suitability availability of devices to ensure that attendance is recorded within first one hour of the start of the training day and within one hour of the completion of the training day.
4. The tablet/ laptop/ desktop system needs to conform to the following minimal specification to support functioning of a biometric attendance management : As specified in DDU-GKY Guidelines.
6. Please provide the below details for each of the device:

UIDAI Specified Biometric Device Details				Internet Connectivity Details		Power Supply Details	
Type (Desk top/Wall Mounted)	Quantity of Devices	Make & Model of Fingerprint Sensor	STQC Certificate for Fingerprint Sensor	Type (Broad band/ Leased line/GPRS/ etc.	Bandwidth (Mbps)	UPS (Yes/ No)	DG (Yes/ No)

7. It is mandatory for all DDU-GKY Project Implementing Agencies (PIA) and training centers to have a geo-tagged time stamped Aadhaar authenticated biometric attendance system for both trainers and trainees. In order to facilitate the same, Ministry has established the bio-metric attendance system through NIC and PIAs are using the services for capturing the bio-metric attendance via desktop / tablet based devices.

8. Aadhaar based bio-metric attendance authentication services, provided by NIC supports fingerprint, iris, and facial recognition too. PIAs may opt any of the devices among the three listed to ensure candidate's bio-metric attendance is captured online at Training Center.

9. To ensure the practices of offline attendance taking is removed from DDU-GKY eco-system, following automated process shall be deployed :

a. Manual attendance update option on Kaushal Bharat shall not be available for trainees attending training at Training Center. Attendance of 75% is a must at Training Centre and OJT location both.

b. Manual or offline attendance shall be permitted for On Job Training (OJT) duration if trainee is attending OJT outside Training Center premises.

c. Candidates with less than 75% of attendance at the end of the training shall be marked as dropout by the system in automated mode.

d. Biometric attendance is mandatory for all trainees and trainers, including the warden and security guards, at the training center. Failure to record biometric attendance will be considered a major violation.

e. If any trainee or center staff is unable to mark their attendance due to technical issues, it is the responsibility of the PIA OP team to inform both SRLM and CTSA via email within 48 hours. Additionally, a geo-tagged photo must be taken in lieu of the attendance. The issue should be resolved within 5 days through coordination with the technical team.

## Annexure - III

Description about the Standard, Instructions and Maintenance:

Sl.No	Parameter (Clause)	Description
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1	Circulation Area (2.2.4)	<p>Instructions for calculating of Circulation Area:</p> <p>Circulating area will be calculated on the minimum floor area required for academic and non-academic areas of a training centre. The area provided for the toilets is excluded.</p> <p>b) If the rooms are larger than the minimum prescribed, only minimum prescribed area will be used for calculation of circulating area. If the area of academic rooms is more than the minimum prescribed, then 50% of the extra area can be counted towards circulation. For example if the room size is 400 Sq ft. and is being used for 30 students for a theory classroom, then in the circulating area calculations area of the room is 300 Sq ft. (minimum area required for the room) and 50 Sq ft. will be considered as correction factor to escalate the circulation area.</p> <p>Let total area = A (Including Academic and Non- Academic calculated internally wall to wall) Remove Toilet area inside the building (T) from total area = <math>A - T = N</math> (If toilets are outside the building, <math>T=0</math>)</p> <p>Net area = 'N'</p> <p>Area for wall thickness = 'Z'</p> <p>Academic area = 'X' (As per minimum area estimated from (b) above)</p> <p>Office room = 'Y' = fixed as 125 Sq ft.</p> <p>Wall thickness (Z) = <math>(5/100) * N</math></p> <p>Total circulation area = <math>N - (X + Y + Z)</math> + correction factor for additional area in academic area = 'C' Ratio = <math>C/N = 12\%</math></p>
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2	Toilets (2.2.6)	<p>Toilet Maintenance</p> <p>All toilets must be equipped at all times with the following - soap/hand wash, clean hand towels, basic mop or swab, Phenyl/Toilet cleaner, western style commode with functioning cistern, regular water supply, and sufficient ventilation.</p> <p>The facility must be cleaned thoroughly at least twice during every eight hour usage cycle or more frequently if required. Records of cleaning activity must be maintained and displayed. A 'Please Wash Hands' sign must be prominently displayed at all times. While it is not mandatory, periodic display of government - approved material encouraging good sanitation practices will be appreciated.</p> <p>Note: If any cistern, drainage pipe or toilet are defunct, then PIA needs to repair these items within 7 days.</p>
3	Training centre name board (2.2.16)	<p>Training centre name board should conform to standard form SF-4.1A. External signage - any one of the following mentioned dimensions 10'X10'/ 10'X15'/ 10'X3'/ 8'X3' can be installed with a proper rigid frame to wall / vertical poles. However if the PIA installs more than 1 signage it will be considered during the grading of the centre.</p>

4	Ventilation Area (3.2.2)	<p>There should not be common open space between the academic rooms. If it is a sliding window, then the full area should be calculated as window area. Class room should be calculated as per the minimum area required for a class. If the ventilation area is less than the prescribed then the permitted batch strength is decided by the ventilation area. For example if class room is 350 Sq ft. and ventilation is 36 Sq ft. (less than 42 Sq ft. = 12% of 350 Sq ft.) then the maximum batch strength is 30 students.</p> <p>Provision for air conditioning in absence of required ventilation area is permitted. However the following conditions have to be met. The air conditioning should be such that it should be possible to maintain the temperature in the room at 26 °C or less at any point of time when the room is in use. (Note: 1.5 ton AC should be installed).</p> <p>The temperature should be recorded with a thermometer which should be fixed at least 6 ft. away from the AC. Temperature should be recorded in a register twice a day when room is in use; first time at the start of training and second time in the middle of training duration in the day). This should be counter signed by one student and trainer every day.</p> <p>However, if students want to set a higher temperature they are at liberty to do so by regulating the working of AC. If the AC is regulated allowing higher temperature then the words “AC regulated by the students” should be entered in the temperature register. As there would be less natural light one tube light of 40 watts (2800 lumens) should be provided for each 125 Sq ft.</p> <p>Window area can be calculated for the permitted class room size. For example if demarcated area for class room is 350 Sq ft., window area can be limited to 42 Sq ft. (350*0.12). However the windows should be concentrated in the class room area. The following process will be adapted:</p> <ol style="list-style-type: none"> <li>1. First demarcated the class room area - it can be done with paint or any such marker</li> <li>2. The demarcated area should have the windows as per SOP specifications.</li> <li>3. The remaining area should have lighting as per SOP specifications for class room.</li> </ol>
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5	Biometric Device (4.2)	<p>The bio metric device should be regularly maintained and time taken to replace a non-working device should not be more than 24 hours.</p> <p>Failure to report attendance due to non-availability of bio metric device should not be more than 1, 2 and 3 days for the 3, 6 and 9 months training programme respectively. For any additional days of non- reporting of attendance the training duration will get extended by equivalent period.</p>
6	First Aid Kit (6.1.2)	<p>First aid kit should be kept at a prominent location and the availability should be indicated with a standard signage. All the kits in the box are in a clean, waterproof container to keep the contents safe and aseptic. Kits should also be checked regularly and restocked to check if any items are damaged or have expired.</p>
7	Capacity Estimation of a training centre (3.4)	<p>At the time of Due Diligence capacity of a training centre for a single shift will be calculated as per SF 4.20 Clause 3.4 by Operations team, verified by PIA Q-team and certified by SRLM. This will be the basis for changes in capacity calculation when shifts are introduced or removed.</p> <p>In case the agency needs to increase capacity, they should submit a request to the SRLM/SSDM and apply for Re-DD on the portal.</p>

8	Electrical Power Back up (3.3.14, 4.1)	<p>Standard:</p> <p>Sources Alternate power supply arrangements in case of a grid failure are compulsory and the following are acceptable alternate sources of power:</p> <p>Generator (Note- Sound Generator will not be allowed)</p> <p>Inverter or UPS</p> <p>Solar power back up</p> <p>Any other source which can work in case of grid failure</p> <p>Note: To use last three sources of power (i.e. power sources other than a generator) the PIA should provide an authentic information on the number of hours of load shedding in a day based on an average load shedding in peak 3 months (usually summer months) in the preceding 12 months. The authentic information could be in the form of a letter i) from power distribution officials or local administration or ii) any state or central government web source data or report. Alternate power source could be concentrated or distributed.</p> <p>Items to be connected to the alternate power source The following should be connected to the alternate power supply:</p> <p>All electrical items relating to monitoring of centre activities such as IP Enabled Camera, bio metric devices, office computers etc. All domain specific lab equipment and IT Lab.</p> <p>at least 1 ceiling fan or 2 wall mount fans and 1 tube light or equivalent (2400 Lumens) per every 150 Sq ft. for all academic rooms, academic labs,</p> <p>Sufficient number of lights and fans in living rooms, kitchen, dining and recreation area, corridors and toilets etc.</p> <p>Note: If the average load shedding is less than 2 hours then PIA has an option of not connecting domain labs (only domain labs) to the alternate power source. However PIA has to reschedule the domain lab classes when regular power is available.</p> <p>Testing capacity of alternate power backup</p> <p>Generator: It should be run with all the electrical systems (load as given above) for one hour.</p> <p>Other power supply arrangements - Inverters/UPSs/Solar power supplies etc.: It should be run with all the electrical systems (load as given above) for one hour more than the authenticated load shedding hours.</p> <p>Proof:</p> <ol style="list-style-type: none"> <li>1. A photograph of the Electrical Power back up after commissioned</li> <li>2. Rental agreement for hire of generator /a letter from authorized person for sharing</li> </ol>
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generator during the training hours

### 3. Load test

9	Location of the Residential Centre (1.6 of SF 4.2P)	<p>Definition of State and district headquarter:</p> <p>A state headquarter would include any area that is within the Municipal Corporation limits of the state Headquarters, or Municipalities/Development Areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it.</p> <p>A district headquarter would include any area that is within the Municipal Corporation limits of the District Headquarters or Municipalities/ Development areas contiguous to such Municipal Corporation area, or any that is within a City Development Authority in the State Headquarters or any municipalities/Development area contiguous to it.</p> <p>Any area that the State Government or Central Government may notify to be part of the State or District headquarters on deemed as State or District headquarter for the programme purpose</p> <p>Note: The Training center &amp; Hostel should be Geo-tagged and mapped with Google Maps.</p>
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## Annexure - IV

### Performa of Self Declaration Statement

Date:

**To whomsoever it may concern**

I....., Authorized Signatory (As per DDU-GKY/Roshni/ Himayat - MoU), (Organization Name) declares that we have occupied the premises Address of training centre: .....

.....

To conduct the DDU-GKY training program in the centre without any inconvenience during the training program.

I agree on behalf of .....that the training program will be conducted smoothly in the premises. I also agreed to abide by conditions laid out in the SOP of DDU-GKY to close the training centre.

Authorized Signature

Stamp and Seal of the Organization



## SF 4.2P: Due diligence for residential facilities

### Format of the form

The form is divided into 4 sections. Into the following sections:

#### Section 1: Basic Information

#### Section 2: Physical Infrastructure

- 2.1. Basic Information
- 2.2. Conformance to the Standards

#### Section 3: Details of the Residential Facilities

- 3.1. Residential Areas
- 3.2. Assessment of Maximum Number of Candidates permissible
- 3.3. Non Residential areas of the hostel: Kitchen, Dining and Recreation areas.
- 3.4. Facilities available at the centre.

#### Section 4: Others

At places where data is not required then column need not be filled and it is shaded like this:

#### On standards

- Minimum standards along with relaxations, if any, are specified for each item.
- All the relaxations are permitted by competent authority of SRLM.
- If the Residential centre is already approved by SRLM the increased standards will not be applicable till centre is closed for the project. However, MoRD can modify this provision through a notification.
- Augmentation, if any, of the centre will be as per the new standards.

**Note:** These standards are minimum prescribed for DDU-GKY purposes. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.

### **Presentation of evidence**

All proofs should be sorted out and prefixed as:

- R.D for Documents,
- R.P for Photographs and
- R. V for Videos.
- R. M If evidence consists of a combination of documents, photographs and videos

Multiple evidences of photographs and documents for an item should be combined to into one pdf file. If there are more than one video graphic evidence for an item they may be joined into one video file. While one file format is mandatory for photos and documents if videos cannot be merged then separate files should be generated with alphabetical suffixes A, B, C etc. to the document number.

### **1. Basic information of a Residential Centre**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of PIA	To be pre populated
2	Name of Project	To be pre populated
3	Sanction letter No. and date	To be pre populated

4	Name of training centre to which residential facility is attached	
5	Online platform/Web link ** (All the Proofs should be uploaded to online platform/Web link)	
6	Location of the Residential Centre (State Head Quarters, District Head Quarters, Others) Instruction: For location please refer to s.no 9 of the Annexure - III	
7	Address ((if not same as the training centre otherwise to be pre populated)	Building no Street 1 Street 2 City/District State Pin code Latitude Longitude
8	Category of TC location	X / Y / Z /Any other area

9	Warden (for female hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile Police verification status
10	Warden (for male hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile Police verification status

## 2. Physical Infrastructure

### 2.1 Basic Information

Sl. No	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No
Basic details						
1	Ownership of the building (Own(O), Rent(R), Govt.(G))	Standard: A self-declaration statement from the PIA that the premises is under the occupancy of the PIA with legal proceedings Rent agreement of the Building	Proof: Scanned copy of self-declaration statement			Scanned copy of self-declaration statement & Rent agreement of the Building

2	Area of the building (Sq ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)		<p>Instruction: Schematic of the building plan with clear marking of dimensions for the residential centre. To be noted: Separate measurements should be taken for individual areas for living rooms, kitchen area, dining hall, recreation area, etc.,</p> <p>Proof: Scanned copy of the schematic plan from PIA on with seal and signature</p>			
3	Is it RCC/ Non RCC		Proof: Photographs of Building, Ceiling and Roof of the residential centre			
4	If it is non RCC, Whether it is structurally sound on visual inspection					

5	Plastering and painting of internal and external walls and ceiling	The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used.	To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating.			
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## 2.2 Conformance of centre to standards.

Sl. No	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No	Instructions and Description about Proof	Relevant data as mentioned at the item Yes/No

1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	There should not be any visible marks of leakages from walls and roof.				
2	Protection of stairs, balconies, and other locations	Standard: All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above	Proof:  A photograph of the railings and stairs			
3	Conformance to DDU-GKY look and feel standards as per sub section 4.2.1	The training centre should conform to DDU-GKY look and feel standards as section 4.2.1 of SOP				
Corridors and circulation area						



4	Circulating area (in Sq ft.)	Standard: 10% of the Total Area	Instructions: Instructions for calculating the circulating area is given at the s.no 1 of Annexure - III  Proof: Scanned copy of the Schematic floor plan with clear marking of dimensions of Circulating area along with seal and signature			
5	Corridor	Standard: No entry to or exit from an living room should be through another living room	Proof: Scanned copy of the Schematic floor plan with clear marking of Entry and Exit to all academic areas			
<b>Toilets</b>						
	Male Toilet Signage	Standard: 1feet x 1 feet	Instruction: A photograph after installing the Signage			

6	Female Toilet Signage	Note: Ventilation or skylights must be available in the washrooms.		
Bath Rooms Male (in number)	<p>The number of bathrooms for the candidates should be in the ratio of 1:10. However, if the number of candidates is less than 20 there should be at least 2 baths. If the bath and the toilet are combined, then the ratio should be 1: 12. The number of toilets for the candidates should be in the ratio of 1: 10.</p> <p>However, if the number of candidates is less than 20 there should be at least 2 toilets Urinals for males should be in 1:20 ratio. However, if the number of candidates is less than 40 then there should be at least 2 urinals</p>	<p>Instruction:</p> <p>Toilets for males and females should be segregated with appropriate partition. Toilet maintenance details is given at the s.no 2 of Annexure - III</p> <p>Proof:</p> <p>Schematic plan &amp; Photographs of bath rooms and toilets</p>		
Toilets Male ( in number)				
Urinals Male (in number)				
Bath rooms Female (in number)				
Toilets Female (in number)				
Urinals Female (in number)				

	Washbasins for Male (in number)	The number of washbasins for the candidates should be in the ratio of 1: 15. However, if the candidates are less than 30 then there should be at least 2 washbasins.	Proof: A Photographs of the wash basins	
7	Wash Basins for Female (in Number)			
8	Type of Flooring (write whether it is tiled, cemented etc.)	Standard: Flooring should be provided with cement/tiles/polished stones	Proof: Photograph of the Flooring	

9	Over Head Tank	<p>Standard: There should be an Over Head Tank (OHT) for a training centre. The water connection in the taps and toilets should connect to the OHT.</p>	<p>Instruction: Water should be available during the working hours of the training centre.</p> <p>The overhead tank should be cleaned every month by a professional. During inspections, the center team may share pictures or bills as evidence.</p> <p>Proof: Photograph of OHT</p>	
<b>Location</b>				
10	Distance from the training centre to Residential centre (in kms.)	<p>Standard: Should not exceed 1-5 km</p>	<p>Instruction: It is advisable to be well connected to different transport locations.</p> <p>Proof: Snapshot of the Google map showing distance</p>	
11	Pick up and drop facilities	<p>Standard: If the training centre is more than 1-5 km, then the availability of pick up and drop facilities</p>	<p>Proof: A scanned of the letter from the travel agent for the vehicle</p>	

12	Can the candidates safely come to the centre from the residential facility when training is conducted	No specific standards.	<p>Instruction: Centre should be located such that ordinary citizens use the approach roads regularly. It should be away from areas where anti-social elements move about. <del>To be used for rating purpose.</del></p> <p>Furthermore, the center team must ensure that when female trainees travel from the training center to the hostel, they are accompanied by the hostel warden or security guard, especially if the hostel is far from the center.</p>	
Electrical wiring and standards				

13	Securing of wires	Standard: All the wires should be properly secured and taped.	Proof: A photograph of wiring at the training centre on sample basis	
14	Switch boards and panel boards	Standard: Fully covered.  Relaxation: Nil	Proof: A photographs of switch board and panel boards on sample basis	
<b>Signage and information Boards</b>				
15	Hostel Name Board	Instruction: Conform with SF-4.2C	Instruction: For Sizes and Fixtures please refer to s.no 3 of the Annexure - III Proof: A photograph after installing the board	

16	Student entitlement board and responsibilities board	Standard: Should conform with standard form SF-4.2M	<p>Instruction: Student entitlement board and responsibility board should conform to standard form SF 4.2M. If the residential centre and the training centre are in the same complex, this board is not required</p> <p>Proof: A photograph after installing the board with proper fixtures</p>	
17	Contact detail of important people	Standard: Conform with standard form SF-4.2E	<p>Proof: A photograph after installing the board with proper fixtures</p>	

18	Basic Information board	Standard: Conform with standard form SF-4.2F	Instruction The board should contain the residential centre level information and common equipment.  Proof: A photograph after installing the board with proper fixtures	
19	Food specification board	Standard: Conform with standard form SF-4.2K	Proof: A photograph after installing the board with proper fixtures	
Open space for physical activities and outdoor games				
20	Area (in Sq ft.)	Standard: Minimum of 1,000 square yards for the doing physical activity and outdoor games is recommended.	Instruction: The place can be owned hired/lease or arrangements can be made with public authorities for using parks and other open spaces	
21	Study Room/ Library Room	Standard: Minimum of 300 sqfts for reading news paper/Study purpose/Group discussion/any other study related activities		



		recommended.		
		Relaxation- Optional		

### 3. Details of residential facilities

#### 3.1 Residential areas

Sl. No	Particulars	Standards	PIA OP Team		Due-Diligence Officer/Team	
			Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
Room No 1						
1	Physical measurements					
a	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of living area of the residential centre			

b	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of living area of the residential centre			
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c	Height of Ceiling (state in feet)	<p><b>Standard:</b></p> <p><b>Non Hilly Areas:</b></p> <p>a) Academic rooms: Minimum of 9 feet. If a false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet.</p> <p>b) 7 feet 6 inches for other areas</p> <p><b>Hilly Areas:</b> Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet for all areas</p>	<p><b>Instruction:</b></p> <p>a. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet</p> <p>b. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then a false ceiling is required.</p> <p><b>Proof:</b> A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement</p>			
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d	Area (in Sq ft.)	Standard: At least 25 Sq ft. space per trainee  should be available for accommodation.	Instruction: If the rooms are irregular shapes, the			
e	Length (in ft.)					
f	Width (in Ft)		<p>SRLM decision is final. What is specified is minimum and PIA should make effort provide more space. This will be used for grading purposes.</p> <p>Proof: A photograph of the living room after installing the equipment as per SOP.</p>			
g	Window area (in Sq ft.)	Standard: 10% area of the living room	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure - III			
2	<b>Sleeping and storing material</b>					
A	Cot (in number)	One per candidate				

B	Mattress (in number)	One per candidate				
C	Bed sheet (in number)	One per candidate				
D	Cupboard/ almirah/ Trunk with locking arrangements (in number)	Standard: Each inmate should be provided with separate cupboard/ almirah to keep his/ her personal belongings in lockable storage space. For any item mentioned in clause should have separate lock facility for each candidate.	Instruction: Specification for the trunk should be equal to or more than, length = 30 inches, width = 18 inches and height = 12 inches.  Proof: A photograph of the cupboard/ almirah/ trunk			
E	Living area information Board	Standard: It should conform with SF 4.2 I	Proof: A Photograph after installing in the living room			

3	No of students permitted in the room		Instruction: Total area of the room divided by 25			
4	Lights	Standard: A minimum of 1 fluorescent light (2400 lumens) for each 150 Sq ft. Or part thereof per room	Instruction: If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fluorescent lights.  Proof: A photograph after installing the fluorescent lights			
5	Fans	Standard: 1 ceiling fan for each 150 Sq ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a room size of 450 Sq ft. but they are using only 300 Sq ft. then the PIA can install only 2 fans.  Proof: A photograph after installing the fans			

For all the hostel rooms data should be collected in a similar pattern

Note- In the case of bunk beds, wall-mounted fans should be installed instead of ceiling fans.

### 3.2 Assessment of maximum no. of candidates permissible:

Sl.No	Room number	Maximum candidates permitted as per			Permitted candidates (least of three numbers in the three columns to the left)
		Room size	Toilets availability	Availability of cots/beds/ lockers	
a	Type of roof (RCC/ Non RCC)	Standard: No specific standards		Proof: Photograph of Roof of living area of the residential centre	
1					
To be repeated for male and female candidate hostels					

### 3.3 Non-residential areas of the hostel: Kitchen, dining and recreation areas

Sl.No	Particulars	Standards	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1	Kitchen					

a	Area (in Sq ft.)	Standard: No minimum area is prescribed for kitchen. However the kitchen has to be hygienic and spacious enough to cook and store material	Proof: A photograph of the Kitchen			
b	Length (in ft.)					
c	Width (in ft.)					
2	Recreation and dining areas					
a	Are the dining and recreation area are separate?					Yes/No
	If answer to a above is YES, give the following data					
1	Dining area					
a	Area (in Sq ft.)	Standard: 2.3 Sq ft for every inmate (or 8 Sq ft X one third of the inmate strength) subject to a minimum of 100 Sq ft.	Proof: A Photograph of the Dining area after installing the equipment as per SOP			
b	Length (in ft.)					
c	Width (in ft.)					



2	Recreation area					
a	Area (in Sq ft.)	Standard: 3.3 Sq ft. for every inmate (or 10 Sq ft. X one third of the inmate strength) subject to a minimum of 120 Sq ft. If the recreation area is separate from dining area.	Instruction: If multiple premises are taken for providing residential facility to the trainees Each residential premises should have separate recreation room in each of the premise  Proof: A Photograph of the Recreation area			
b	Length (in ft.)					
c	Width (in ft.)					
If answer to a above is NO i.e. - Dinning and recreation area are common, give the following data						
3	Dining and recreation area					
a	Area (in Sq ft.)	Standard: 4 Sq ft for every inmate (or 12 Sq ft X one third of the inmate strength) subject to a minimum of 175 Sq ft.  Note- Two fire extinguishers must be installed, in addition to those at the residential center.	Proof: A Photograph of the Dinning and Recreation area			
b	Length (in ft.)					
c	Width (in ft.)					

4	Number of stools/ chairs/ benches	Standard: No minimum is prescribed	Instruction: No minimum is prescribed for stools/chairs/benches. However mats/dhurries should be provided to sit.			
5	Wash area	Standard: A cement or stone platform with 2 taps connected to OHT close to the dining area	Instruction: Area will be used by the trainees for washing the plates and glasses			
6	Whether TV with a cable or satellite connection is available for viewing	Standard: No minimum is prescribed				
7	Equipment for indoor games					
a		Standard:  Minimum of 8 indoor games should be provided to the candidates	Proof:  A photograph of the eight indoor games			
b						
c						

d						
e						
f						
g						
h						
8	Reception area in female hostels to receive	Standard: No Standard	Proof: A photograph of the reception area			

### 3.4 Are the following facilities available at centre?

Sl.No	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1.	Segregation of hostels for male & female candidates	Standard:  Separate residential premises for male & female candidates	Instruction: In case both hostels are in the same building, there should be separate entrances, and two separate security guards, in addition to the center guards, should be assigned.			
2.	Warden/care taker for hostels where males stay	Standard:  Separate warden/care taker for male hostels	Proof:  Appointment letter from the organization & Police verification copy  A warden can be shared for the multiple residential centres if it is around 500 mts. of radius from			

			the other residential centres.			
3.	Lady warden/caretaker for hostels where females stay	<p>Standard:</p> <p>Separate warden/caretaker for female hostels</p> <p>Note- No male staff will be allowed to stay on the premises of the girls' hostel.</p>	<p>Proof:</p> <p>Appointment letter from the organization &amp; Police verification copy</p>			
4.	Security Guards	<p>Standard:</p> <p>Separate security guards for male and female hostels</p>	<p>Proof:</p> <p>Appointment letter from the organization &amp; Police verification copy</p>			
5.	Availability of women doctor on call (if female hostel exists)	<p>Standard:</p> <p>Women doctor should be available for female hostel on call</p>	<p>Proof:</p> <p>A letter from the Doctor regarding the contract with seal &amp; signature</p>			
6.	Availability of men doctor on call (if male hostel exists)	<p>Standard:</p>	<p>Instruction: The PIA must conduct a health camp/body check-up every</p>			

		Male doctors should be available for male candidates on call	quarter in both hostels  Note- All batches should be covered			
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#### 4. Others

##### 4.1 Is the following support facilities available at Residential centre

Sl.No	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (Yes/No)	Proof / Evidence Status
1.	Safe drinking water	<p>Standard:</p> <p>Should be RO treated</p> <p>Relaxation: packaged drinking water certified by ISI or BIS</p> <p>Note: For 100 candidates, a minimum of a 15-liter-per-hour RO system should be installed. If the number of candidates exceeds this, additional RO systems should be added.</p>	<p>Proof:</p> <p>A photograph of the RO system or a scanned copy of approval letter of ISI or BIS for packaged drinking water from supplier</p>			

2.	First aid kit	Standard: As per 4.2C3	Instruction: Instructions for maintenance of First Aid Kit is given at the s.no 6 of Annexure - III  Proof: A screen shot of the online platform/ web link of first aid kit			
3.	Fire-fighting equipment	Standard: A Residential centre should have at least 2 fire extinguishers	Proof: A Photograph after installing the Fire Equipment in the corridor			
4.	Biometric device	Standard:  It should be as per annexure - II  At least 1 device for every 200 candidates	Instruction: Instructions for maintenance of biometric device is given at the s.no 5 of Annexure - III  Proof: After commissioned a screen shot of the biometric attendance and a screen shot of the IP Enabled Camera Monitor which			

			should capture the trainee			
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5.	Electrical Power Back up: Gensets/ UPS or Inverter/ Solar power back-up / any other non-grid based power systems which can work for emergency power supply.	Standard:  Are given at s.no: 8 of Annexure - III	Instruction: Electrical Power Back-up should have connection to: All electrical items relating to monitoring of residential centre activities such as IP Enabled Camera, bio metric device, office computers etc. All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 Sq ft. for living rooms, kitchen, dining and recreation area and to all fluorescent lights in the corridor, toilets etc.  Proof: 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised			
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			person for sharing generator during the training hours.			
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6.	Grievance register	<p>Standard:</p> <p>The grievance register should kept in the prominence place of the residential centre and accessible to the candidates during all period of the training.</p>	<p>Proof:</p> <p>Photograph of Grievance register</p>			

## SF 4.2Q: Bare minimum items to be ensured to start training pending SRLM due diligence visit

1. PIAs are permitted to start training if SRLM team member does not visit a training center for due diligence 10 days after PIA Q team approved due diligence is shared with SRLM.
2. While this is an enabling clause to reduce uncertainty to a PIA, it must be pointed out that a PIA should start the training with utmost responsibility after ensuring that the centre fulfills all the due diligence criteria.
3. However, PIA has to ensure a complete compliance of the following minimum training quality parameters before the training is started:
  - a. Availability of trainers for all domains, IT, English, Soft skills, Entrepreneurship (Proofs: Offer letters and joining report at the centre)
  - b. Availability of Training learning material (TLM) for all domains and non-domain subjects
  - c. Availability of domain lab with prescribed equipment (as per relevant certifying body)
  - d. Availability of IT lab with prescribed equipment
  - e. Installation and working of Biometric devices as per specifications
  - f. Installation and working of IP Enabled cameras as per specifications
4. If a training centre fulfills the above criteria but does not meet the other due diligence criteria then the PIA will be permitted to complete the training for that batch. Next batches will be permitted only after due diligence is approved by SRLM. If all of the bare minimum items prescribed above are not met then training will be stopped forthwith and a PIA will be taken up for default.

## SF 4.2R: Opening hybrid training centres, multiple shifts and double shift batches in a centre, Multi trades projects

**Hybrid training centre:** A hybrid centre means a training centre where training is conducted for:

- Any other programme other than training programmes under DDU-GKY umbrella i. e. different Governmental and non-governmental training programmes which could be free or paid.
- SRLM will verify the hybrid center plan submitted by the PIA before due diligence. If the plan is deemed feasible, the state may grant approval to the training agency.

**Training of a Multi-Trades Projects :** More than one project of same PIA under DDU-GKY or its sub schemes like Roshni/Sagarmala or other training and skilling Programmes of Skills division of Ministry of Rural Development.

### Running hybrid training centres:

1. Three cases arise in opening or running a hybrid centre / Multi-Trades Projects:

- A centre is planned as a hybrid centre at the time of due diligence.
- An approved DDU-GKY centre is converted to a hybrid centre.
- A non DDU-GKY (or Roshni/Sagarmala) centre is to be converted to a DDU-GKY centre.

2. In all these cases the PIAs should ensure that the DDU-GKY norms are followed at all times. For further details see instructions on shared and exclusive infrastructure below.

3. PIAs shall not merge batches running under a project of DDU-GKY with any other training programme i.e. batches should be exclusive to a project.

4. No other skilling programs will be conducted on the same floor approved for the DDU-GKY program.

5. All the resources to be used in training centre for DDU-GKY students should be as per the minimum standards prescribed for the DDU-GKY program. To ensure this, each hybrid center must have exclusive resources, and shared resources from other projects will not be permitted. No Part-time trainer will be allowed.

6. Additionally, the domain lab and classroom must be exclusively dedicated to the DDU-GKY program and cannot be used for any other programs. If toilets are shared between different groups of students/users, the number of toilets must meet DDU-GKY standards, considering the total number of users. For example, if the center is located within a college and toilets are shared between 245 college students and DDU-GKY trainees, the toilet facilities must accommodate the entire student population.

7. A PIA should certify for each of the Instalment the following:

- Candidates trained with DDU-GKY funds have not received funds for the same components from other sources. Clarification: A PIA can receive additional funds from other sources to augment the programme. For example it can get funds under corporate social responsibility to improve boarding and lodging facilities over and above those given by DDU-GKY programme.
- Students trained in other programmes have not been shown under DDU-GKY programme and vice versa

8. Before a hybrid center is opened, the PIA must submit a declaration, signed by an authorized signatory of the organization, to the SRLM, confirming that the resources and classrooms will be used exclusively for the DDU-GKY project.

The format for certificate is given in Annexure-I.

### **Calculation of capacity of a Training Centre**

The training center's capacity depends on various parameters set by the PIA. Once the PIA fixes these parameters, the capacity should be determined and proposed by the PIA operations team. This proposal will then be jointly vetted by the SRLM and CTSA.

**Shift system:** Conducting training for more than one batch in a training centre in a day with staggered use of same resources.

**Double shift batch:** Staggering training of a batch into two shifts in the same day.

**Split batch:** Splitting a batch over two resources at same time - For example assigning half the batch to domain lab and the other half to computer lab at the same time.

### **Timings for conducting training:**

1. Training in a centre can be given between 6:00 AM and 10:00 PM only.
2. Full time (defined as 8 hours/day training programmes excluding lunch break) non-residential trainings can only be conducted between 7:00 AM to 7:00 PM from April to September and 8:00 AM to 6:00 PM from October to March. However, the concerned SRLM can specify different timings keeping the day light conditions in the local area.
3. In case the domain requires training beyond the hours specified above (e.g.: security training for night duty; BPO operations in the night and driving practice in the night for a driver) the above prescribed timings will not apply. However, this needs to be indicated in the activity cum lesson planner (refer SF 4.1A).
4. In normal circumstances there should not be any deviation from the prescribed timings. However, if there are exceptional circumstances beyond the control of a PIA and PIA still wants to run the training beyond such timings than PIA shall get it approved by SRLM.
5. If the training is held between 6:00 AM to 10:00 PM, PIAs shall take prudent steps to ensure the safety of candidates in transit from training centre to residential centre or vice versa. For Girls candidate, late-night training is allowed only if a hostel is available on the same campus. Some of the suggested measures of safety are provision of a security guard to accompany the candidates or providing transport facility.

6. PIAs shall run the batch in fixed timings; any changes in the timings should be communicated 10 days prior to be implemented for the batch. SRLMs may communicate their concern in these 10 days. However PIAs shall ensure to comply with timings prescribed above for different seasons.

7. PIAs will not conduct any training on Sundays or national holidays.

#### **Training of a double shift batch**

1. PIAs are allowed to train residential, part time and weekend batches in a maximum of two shifts in a day. In no case training can be given in more than two shifts in a day for a batch.

- An exception to above can be allowed for specialised lectures by guest faculty from the industry.

2. This implies that PIAs should train full time non-residential batches in one shift.

3. The duration of each of the shift should not be less than 2 hours. A break of 90 minutes or less will be considered as within the same shift. PIAs shall capture attendance for each of the shifts.

#### **Training in shift system**

1. PIA ops team should give the timings in which the centre will be run. PIA ops team should also give capacity estimate as per shift timings. These will be verified as prescribed in the process.

2. Any change in timings or capacity of the centre should be done as per the process only.

3. In case a training centre runs more than 8 hours there should be shift in-charge on duty when centre in-charge is not on duty. The shift in-charge will have same duties as specified for a centre in-charge.

4. For each shift, PIAs must hire dedicated center managers and trainers. Staff members cannot be assigned to multiple shifts for training.

5. The PIA must share a batch rotation plan with the SRLMs prior to commencing shift-wise training.

6. All inspections should be conducted treating each shift as a separate entity. This implies that every shift should be inspected as per the inspection form.

## Annexure- I

I, .....Name of Competent Authority, s/o or d/o or w/o.....  
aged ..... years, residing at..... do  
hereby solemnly affirm and declare as under:

1. Name of PIA has been sanctioned a Project vide MoRD/SRLM letter No. .... Dated.....
2. Candidates trained with DDU-GKY funds have not received funds for the same components from other sources.
3. Students trained in other programmes have not been shown under DDU-GKY programme and vice versa.

I hereby state that whatever is stated herein above is true to the best of my knowledge.

Note: The PIA must complete this declaration form on their letterhead and share it with the SRLM & CTSA before starting the Hybrid Training Center.



## SF 4.2 S: Welcome kit to trainees

Welcome kit should comprise of following:

- Needs to be distributed within 2 days of batch freezing date
- Jute bag/cloth bag which should have TLM (Teaching and learning material) for domain and non-domain subjects (Material for Domain and Non Domain subjects should be bilingual in vernacular and English - preferably in diglot format.), stationery including writing note books, practical tool kit if applicable, etc.
- Background of DDU-GKY
- Do`s and Don`ts for Candidates and their entitlements.
- Information regarding the trade and training plan.
- Uniform for candidates
- Mask for all candidates (1nos)
- Sanitary pads (1 Packet) for the female candidates

Contact details of Training centre in charge, trainers, and mobilizer.

### F 4.2T: First-aid kit

Sl. No.	Instrument	Bandages	Medication	Miscellaneous items	Doctors on call – 2
1.	Syringe-	Adhesive tape-	Antacid-	First Aid book	General Physician – 1 (if not a lady doctor) lady doctor - 1
2.	Scissors-	Elastic Bandages-	Antibiotic ointment	Note Pad	
3.	Thermometer (Oral)-	Sterile Cotton Balls-	Antiseptic ointment-	Pen	
4.	Tweezers	Water Proof Bandages	Insect repellent-	Flash fluorescent light with batteries	
5.			Anti-allergic Tablet	Tissue Pack	
6.			Anti-Pyretic (Paracetamol)	Disposal gloves	
7.			Anti-Emetics	Soap (Dettol)	
8.			Rehydrants	Dettol (Liquid)	
9.			Anti-Biotic (Motion)	At least Ice Pouch	
10			Anti-Spasmodic	water bottle	
11			Muscle Relaxant	Tissue Pack	
12				On Call Doctors available near to the Centre – 2	
13					

**Checklist for first-aid kit**

Sl. No.	ITEMS	Nos.	To be verified and signed for each month											
			Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>A</b>	<b>Instrument</b>													
1	Syringe	2												
2	Scissors	2												
3	Thermometer (Oral)	1												
4	Tweezers	2												
<b>B</b>	<b>Bandages</b>													
1	Adhesive tape-	5												
2	Elastic Bandages-	5												
3	Sterile Cotton Balls-	4												
4	Water Proof Bandages -	5												
<b>C</b>	<b>Medication</b>													
1	Antacid-	5 Strips												
2	Antibiotic ointment	4												
3	Antiseptic ointment-	4												
4	Insect repellent-	2												
5.	Anti-allergic Tablet	2 Strips												
6.	Anti-Pyretic (Paracetamol)	2 Strips												
7.	Anti-Emetics	2 Strips												
8.	Rehydrants	5												
9.	Anti-Biotic (Motion)	2 Strips												
10	Anti-Spasmodic	2 Strips												
<b>D</b>	<b>Miscellaneous items</b>													
1	First Aid book													
2	Note Pad	1												
3	Pen-	1												
4	Flash fluorescent light with	1												

	batteries													
5	Tissue Pack	1												
6	Disposal gloves-	1 Pair												
7	Soap (Dettol)	1												
8	Dettol (Liquid)	1												
9	At least Ice Pouch	2												
10	water bottle	2												
11	Tissue Pack	2												
12	On Call Doctors available near to the Centre – 2 (one female and one male) Doctor 1: Name, address and phone number Doctor 2: Name, address and phone number													

**SF 4.2U: Summary of staff deployed at the training centre**

Sl. No.	Name of the trade	Name	Highest qualification	Total years of experience	Date of joining	Whether ToT/E SoP completed (yes/no)
1.	Centre in charge					
2.	MIS in charge					
Trainers detail						
3.	IT skills					
4.	Soft skills					
5.	English skills					
6.	Entrepreneurship skills					
7.	Domain 1					
8.	Domain 2					
9.	Domain 3					
10.	Domain 4					
Other staff						
1.	Other staff (provide designation)					
2.	Other staff (provide designation)					
3.	Other staff (provide designation)					

## SF 4.2V: Trainers' profile

### Instructions for verification:

1. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training centre
2. PIA Q team will check all the documents at the time of due diligence. Similarly details of the trainers who join the centre after the previous detailed inspection will be verified.
3. **Minimum qualifications for trainers**

Trainers under DDU-GKY should meet Eligibility criteria as prescribed by NCVET

and

They should have undergone the Training of Trainers (ToT) by domain expert master trainers

However, SRLM have an option to appoint domain expert and assess the trainers. If the trainers do not qualify then the trainer will not be permitted to continue the training. If such cases repeat this will be considered as default.

4.

<b>Name of the PIA:</b>			
<b>Project code:</b>			
<b>Training centre:</b>			
<b>Trainer's profile</b>			
Name			
If Trainer, Domain (course)			
If not the domain trainer or with additional skill	<input type="checkbox"/> Computer skills <input type="checkbox"/> Soft skills <input type="checkbox"/> English skills <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Others		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others		
Date of Birth (dd/mm/yyyy)			
Category	<input type="checkbox"/> General <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC		
Father's/Mother's/Husband's Name			
Physical Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes	(please mention the category of disability)
Aadhaar no. (if any)			

### Education qualification

<b>Educational qualification</b>	<b>Board/University</b>	<b>Subject</b>	<b>Year of passing</b>	<b>% of marks</b>
10 <sup>th</sup>				
12 <sup>th</sup>				
Graduation (please specify)				
Post-graduation (please specify)				
Other qualification (please specify if any)				

### **Experience**

**(Latest 5 only from current to past)**

<b>Sl. No.</b>	<b>From (month &amp; Year)</b>	<b>To (month &amp; Year)</b>	<b>company Name</b>	<b>starting Designation</b>	<b>last designation</b>	<b>last salary drawn</b>
1						
2						
3						
4						
5						

### **Other information (if any)**

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# SF 4.2W: Candidate ID template

Gol Logo	DDU-GKY/ Roshni logo	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b> <b>Ministry Of Rural Development, Government of India</b> <u><b>Candidate ID Card</b></u>		
Name: _____ Candidate ID: _____ Trade name: _____ Training start date: _____ Training end date: _____ Centre contact No: _____		Candidate photo     
Student sign		Centre head sign and seal



### SF4.2X: Index of individual candidate dossier

A. Name of candidate: \_\_\_\_\_

Sl. No.	Particulars	Status (Yes/ No/ Not Applicable)	Type of proof submitted
1.	Admission form		
2.	Photo Id proof		
3.	Age proof		
4.	Domicile proof		
5.	Proof that candidate is poor		
6.	Category certificate (SC/ ST/ Minority/ PWD)		
7.	Aptitude test		
8.	Parent consent form (SF 4.2Y)		
9.	Bank account number proof		
10.	Assessment answer sheets (core domain, non-domain)		
11.	Candidate feedback form (SF-4.3R)		
12.	OJT letter with stipend amount from employer (SF 4.3I)		
13.	OJT completion certificate (SF 4.3J)		
14.	Placement proof for Month 1		
15.	Placement proof for Month 2		
16.	Placement proof for Month 3		
17.	Placement proof for Month 4		
18.	Placement proof for Month 5		
19.	Placement proof for Month 6		
20.	Training completion certificate (SF 4.3AD)		

**B. Video Recording of 1 min. (approx.) of candidate stating Name, Age, Father's Name, District, Qualification, objective of doing this course etc. (Yes/No) :**

**C. Re-Skilling / Up - Skilling**

Sl. No.	Particulars	Candidate ID	Trained under Trade	Type of proof submitted
1.	Already trained for only once under RSETI			

2.	Already trained for only once under DDU-GKY and placed for 12 months			
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#### D. DOCUMENT CHECKLIST

Particulars	Standard document proof
<b>Supported Identification Documents</b>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• PAN Card</li> <li>• Ration/ PDS Photo Card</li> <li>• Voter ID</li> <li>• Driving License</li> <li>• Government Photo ID Cards/ service photo identity card issued by PSU</li> <li>• Job Card (MNREGA)</li> <li>• Photo ID issued by Recognized Educational Institution</li> <li>• Arms License</li> <li>• Photo Bank ATM Card</li> <li>• Photo Credit Card</li> <li>• Kisan Photo Passbook</li> <li>• Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead</li> </ul>
<b>Supported Proof of Residence documents</b>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Bank Statement/ Passbook</li> <li>• Post Office Account Statement/Passbook</li> <li>• Ration Card</li> <li>• Voter ID</li> <li>• Driving License</li> <li>• Electricity Bill (not older than 3 months)</li> <li>• Water bill (not older than 3 months)</li> <li>• Telephone Landline Bill (not older than 3 months)</li> <li>• Insurance Policy</li> <li>• Signed Letter having Photo from Bank on letterhead</li> <li>• Signed Letter having Photo issued by Recognized Educational Instruction on letterhead</li> <li>• MGNREGA Job Card</li> <li>• Arms License</li> <li>• Kisan Passbook</li> <li>• Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)</li> <li>• Caste and Domicile Certificate having Photo issued by State Government.</li> </ul>

Age Proof	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Copy of Leaving Certificate 8<sup>th</sup></li> <li>• Copy of Leaving Certificate 10<sup>th</sup></li> <li>• Copy of Leaving Certificate 12<sup>th</sup></li> <li>• Copy of Leaving Certificate – Graduation</li> <li>• Copy of Leaving Certificate - Post Graduation</li> <li>• 10<sup>th</sup> Mark sheet</li> <li>• 12<sup>th</sup> Mark sheet</li> </ul>
Domicile proof	Domicile certificate
Proof that the candidate is poor	<ul style="list-style-type: none"> <li>• Copy of BPL Card</li> <li>• Copy of BPL Certificate</li> <li>• Copy of DRDA BPL 2002 List</li> <li>• SUPPLEMENTARY BPL LIST 2006</li> <li>• SUPPLEMENTARY BPL LIST 2008</li> <li>• SUPPLEMENTARY BPL LIST 2010</li> <li>• SUPPLEMENTARY BPL LIST 2012</li> <li>• PIP</li> <li>• Job Card (MNREGA)</li> <li>• RSBY Card</li> <li>• Antayodaya Anna Yojana Ration Card</li> <li>• SHG Certificate</li> </ul>
Category certificate	Copy of Caste Certificate
Minority certificate	Copy of Religion Certificate/ Self certification
PwD	Copy of physical disability certificate
Bank account number proof	<ul style="list-style-type: none"> <li>• Bank id card (kiosk banking)</li> <li>• Bank Passbook Original with photo</li> <li>• Certified copy of Bank Passbook with photo</li> <li>• Copy of Bank Certificate - Bank Account with Photo</li> </ul>

## SF 4.2Y: Parents' consent form

Gol Logo	DDU-GKY/ Roshni logo	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b>		
<b>Ministry Of Rural Development, Government of India</b>		
<b><u>Parent's consent form</u></b>		
<p><b>Name of the candidate</b> _____</p> <p><b>Candidate's father's name</b> _____</p> <p><b>Candidate's mother's name</b> _____</p> <p><b>Basic information</b></p> <p>a) The DDU-GKY programme is run by the Ministry of Rural Development, Government of India with to train and place rural poor youth in the age group of ____ years.</p> <p>b) Under the DDU-GKY programme, _____ (<i>Name of PIA</i>) will provide skills training in _____ (Name of courses) for _____ (duration of courses in hours).</p> <p>c) On completion of the training, the PIA will assist to place him/her in a job as per his/her proficiency for a monthly minimum salary of _____ per month.</p> <p>d) During training, your ward will be trained on the course specific skills; soft skills, life skills, Entrepreneurship skills and computer handling skills.</p> <p><b>Entitlements</b></p> <p><b>Your ward is entitled to the following:</b></p> <ol style="list-style-type: none"> <li>1) Training without any payment.</li> <li>2) Free accommodation and food. If candidates opts for non-residential training Rs. ____ for ____ hours of training completed will be credited to the bank account of the candidate once in 15 days for regular training and once in a month for part time training. .</li> <li>3) Candidates who complete their training and get placed will receive <u>post placement support</u> of Rs. _____ per month for 6 months for the Placements.</li> <li>4) Uniforms will be provided to candidates undergoing training under DDU-GKY. For training duration from 3-6 months, two sets of uniform (two jerseys/ shirts and two pants for boys with a cap and two sets of salwar kameez / shirts and pants for girls and a cap) shall be provided, and for training duration of more than 6 months, four sets of uniforms shall be provided.</li> <li>5) A bank account will be opened by the PIA for all candidates in the first month of training</li> <li>6) All candidates will be assessed free of cost and those who pass will be given Training Certificate as per _____ (NCVET/SSC) guidelines and assessed by _____ (assessing agency) .</li> <li>7) At the time of placement, candidate will be given a Preliminary Offer Letter from the PIA which</li> </ol>		

lists down the expected remuneration and terms and conditions of employment. The candidate will receive this before leaving his/her native place for the job.

- 8) All candidates will receive training material free of cost including work books, note books and other study materials.
- 9) If a candidate has not received the above entitlements, he/she can call or SMS the Helpline at \_\_\_\_\_ to register their complaints.

**Your consent**

**If you agree to admit your child in the training programme offered by \_\_\_\_\_ (Name of PIA) please sign below.**

Parent signature

Date:

**Except this consent letter, PIA shall not take any affidavit / certificate from either the parent or the candidate.**

### SF 4.2Z: Attendance registers for candidates (as per biometric device)

Batch No.: \_\_\_\_\_ Training start date: \_\_\_\_\_ Training end date: \_\_\_\_\_

Total candidates enrolled: \_\_\_\_\_ dropouts during last 15 days \_\_\_\_\_, dropouts from the beginning \_\_\_\_\_ As on: \_\_\_\_\_

Sl. No.	Candidate name	Candidate ID no.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total present	Total days

### SF 4.3A: Batch details

**Will the training be conducted in more than 1 training centre ?** Yes/ No

If yes, give the address of all training centres

Note: The Activity-cum-Lesson planner should clearly indicate the plan of training.

Nature of Training	< Full time/ Part time/ Week-ends>	Class Duration per day (hr:min)	
Batch Start Date (DD/MM/YYYY)		Expected Batch end Date (DD/MM/YYYY)	

**Maximum permissible Batch Size:**

**Will the batch be run in two shifts?**

Yes/ No

Start Time (hr:min):

End Time (hr:min):

*(Maintain timings for both the shifts, if applicable)*

**Will OJT be given?**

Yes/ No

**If Yes,**

Expected OJT start date:

No. of OJT days:

**Will the batch be split for training at the same Training Centre? Yes/ No**

**If Yes,**

Section A- No of Candidates:

Section B- No of Candidates:

Activity cum Lesson planner for each section

**If No,**

Activity-cum-Lesson planner for the batch

Theory Classroom No.		IT lab No.	
Practical lab No.		Theory cum Practical Lab No.	
Theory cum IT Lab No.		IT cum Practical Lab No.	

**Trainers**

Trainer Skill set	Name of Trainer	Nature of trainer	Type of Engagement
		<Primary/ Secondary>	<Full time/ Part time>

**Note:** Any changes to above should be made as per processes prescribed in the SOP. In case of minor changes like change in classroom etc. where no process is prescribed in SOP, PIA should preferably inform one day before the change.

**SF 4.3B: Batch freeze summary**

Train ing centr e	Bat ch No.	Tra de	Train ing start date	Expe cted Traini ng end	No. of candid ates enrolle d	No. of candidates completed training				No. of candid ates deliste d	No. of candid ates dropp ed out
						Gender wise	Category wise	Minor ities	P W D		

nam e				date		M ale	Fem ale	Transg ender	S C	S T	Oth ers				

**SF 4.3C: List of candidates who were enrolled**  
 (As per candidate profile list to be maintained by PIA)



Sl. No.	Candidate ID	Candidate name	Father or husband name	Date of birth	Address District State	Eligibility Criteria (SHG member/ PIP/ BPL/ BPL AAY/ RSBY/ MGNREGA )	Card reference no.	Category (SC/ST)	Minority	PWD	Gender	Mobility	Email id

**SF 4.3D: List of candidates after freezing of the batch**  
(As per candidate profile list to be maintained by PIA)

Sl. No.	Candidate ID	Candidate name	Residential / Non Residential	Aadhar no./ EID no.	Bank account no.	IFSC Code
1.						
2.						

### SF 4.3E: Candidate Attendance

#### Marking of attendance for academic purposes

##### General instructions

1. A minimum of 75% attendance is compulsory to conclude that a candidate has attended the training

programme.

2. Normal attendance: Marking of attendance 15 minutes late at start of session and 15 minutes early at close of session will be condoned and considered as full attendance for the shift.
3. Late attendance/Early departure within permitted time will be as per Table given below.

	Treated as full day attendance		Treated as half day attendance	Treated as absent
	Permitted time	Permitted Occasions		
One shift batch (>4 hour shift)	Up to 1 hour in a day from batch start time/ before batch end time	Up to 2 occasions every 15 calendar days	More than 1 hour in a day from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 4 hours in a day from batch start time/ before batch end time
Double shift batch (<=4 hour shift)	Up to 30 minutes for a shift from batch start time/ before batch end time	Up to 4 occasions every 15 calendar days	More than 30 minutes for a shift from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 2 hours for a shift from batch start time/ before batch end time

4. The final objective is to have a centralized attendance monitoring system which will generate the attendance record in a training centre. However, till this system is developed the following protocol will be used.
5. Timelines for attendance record submission
  - a. Submit the attendance record preferably by the end of each day. However, PIAs are permitted to submit the attendance for the previous day any time before 9.00 PM of the next day.
  - b. PIAs failing to follow this timeline shall send the attendance record to SRLM for approval along with necessary proofs. The attendance can be considered/ updated once approved. This will be permissible up to twice for a batch for every 3 calendar months.
6. In case candidates forget to mark attendance:
  - a. The record may be rectified immediately as far as possible but in any case before the closure of attendance for the fortnight.
  - b. CTSA/ SRLM may correct the attendance record beyond the fortnight after verification of IP Enabled Camera footage. This will be permissible up to twice in a calendar month for candidate.
  - c. All such IP Enabled Camera footage should be stored till closure of project.
  - d. This correction will be counted only for checking whether a candidate has fulfilled the minimum attendance required for course completion. It will not be counted for payment of entitlements.
7. For payment of to-and-fro incentives, attendance will be reckoned as per instructions given in Chapter 8(and reproduced below) till the centralized attendance monitoring system is in place. "Individual's attendance as captured in Chapter 6 will be the basis for payment.
  - a. A candidate will be allowed full days payment once attendance is marked or recorded. This implies that a candidate will be paid for the number of hours for which training is scheduled

on that day even if he/she attends for part of a day.

- b. Further, he/she will not be paid any money if attendance is not marked for the day”.

#### **Marking of attendance for residential purposes**

1. A residential place will have a separate geo tagged, time stamped biometric attendance system.
2. Attendance will be taken once a day between 6 PM and 10 PM.
3. A minimum of 75% attendance is compulsory to conclude that a candidate has availed of residential facilities.

#### **Marking of attendance for OJT**

1. The center team must maintain the OJT attendance records at the center level for candidates who have joined OJT and update the ERP portal accordingly.
2. Candidates who have achieved a minimum of 75% classroom attendance are eligible for OJT. Additionally, the OP team must ensure that all candidates join the OJT immediately after completing their classroom training. Multiple OJT joining dates will not be permitted.

### **SF 4.3F: Protocols for delisting or drop out of candidates**

#### **Definitions**

**Delisted candidates:** Candidates who leave or are removed from a batch at any time from batch training start date to batch freezing date are called delisted candidates.

**Dropped out candidates:** Candidates who are listed in the training programme after batch freeze date but who

do not complete the training programme are called dropped out candidates.

### Delisting of candidates and related issues

1. The provision for delisting of candidates is intended to ensure that the candidates develop a better understanding of the training course before they commit to it. The provision also enables a PIA to understand and assess a candidate's strengths and weaknesses with reference to the trade and to counsel him/her on the suitability of the course.
2. A student may be delisted from a training programme either on his/her own request or on the basis of the PIA's assessment of the candidate's aptitude and commitment.
3. To enable delisting of candidates a PIA is permitted to enroll 5 candidates beyond the maximum permissible batch strength till the batch freeze date. PIAs shall make seating arrangements for such additional candidates. In case of delisting of any of the candidates, the vacancy may be filled by enrolling new candidates.
4. PIAs shall record the date from which a candidate is treated as delisted.
5. PIAs should ensure that after the batch freeze date, the batch strength does not exceed the maximum permissible number for the batch.
6. Course attendance will be recorded/calculated from the batch start date. All the candidates who join after the batch start date but before the batch freeze date have to be informed of this condition.

### Dropping out of candidates and related issues

1. PIAs should take all precautions during the selection of candidates so that the number of dropped out candidates in a batch is minimized.
2. Some of the reasons for candidates dropping out or being dropped from a course are:
  - Not meeting the minimum attendance requirements
  - Not following the code of conduct
  - Not keeping up to the expected academic standards
3. PIAs shall record the date from which a candidate is treated as dropped out.
4. The candidates shall be disbursed all allowances as per norms, and there shall be no deduction of any allowances to dropped out candidates. For example, allowances for food and to-and-fro travel shall be provided to a candidate till the date of delisting/ drop out.
5. **Deemed drop out:** If a candidate is absent for more than 25% of classes in a course then she/he is deemed to have dropped out. The PIA should drop the particular candidate and should not pay any further entitlements.
6. **Permitted drop outs for reimbursement of candidate entitlements:** Since the reasons for trainees dropping out are complex and may be beyond the control of a PIA, drop outs are permitted in a batch as per the following:
  - a. 2 candidates if batch strength is 20 or less.
  - b. 3 candidates if batch strength is 21 or above but up to 30
  - c. 4 candidates if batch strength is above 31

The above drop outs are permitted only for the purpose of reimbursement of candidate entitlements. The methodology of how each entitlement is to be reimbursed is discussed in Chapter

8.

**Clarification:** Permitted drop outs will not be counted as having completed the training since they do not meet the training completion criterion.

### General instructions

1. As far as possible reasons for delisting/dropping out of candidates should be clearly recorded. The centre team needs to maintain a stand format (SF 4.3G: Drop out analysis form) at the centre

level. If any candidate is delisted or drops out, the Centre Manager should analyze the case and provide feedback on the reasons for each candidate's dropout. Additionally, the center team should also mention the efforts they have made to retain the candidates in the training. This analysis report could be helpful in finding solutions to control classroom dropouts.

2. The following conditions will be enforced once a centralized database is implemented:

- A candidate can be trained only once in the DDU-GKY programme.
- A candidate will have a maximum of three chances to get delisted. After the third delisting the candidate will not be able to join a training course as part of the DDU-GKY programme. Every time a candidate drops out/is dropped he/she would also have exhausted a delisting chance.
- A candidate will have two drop out chances. If a candidate drops out/is dropped a second time the candidate will not be able to join a training course as part of the DDU-GKY programme thereafter.
- The PIA must declare the dropout candidates before the batch is completed. Once the batch has been closed on the ERP, no changes to the candidates can be made.

` Till a centralized database is set up every PIA should ensure that the above is enforced within its database.

### SF 4.3G: Drop out analysis Form

Name of the Candidate:

Trade:

Batch No:

Date of Enrollment:

Date of Drop out:

Reason of Drop outs (Select the appropriate Reason)									
Personal Reasons		Economic Reasons		Training Related Reasons		Institutional barriers		Satisfaction level before drop out	
Family issues		Unstable Household income		Quality of Training		Training timings		Training content	

Health problems		Work related opportunity		Inadequate infrastructure		Hostel maintenance		Trainers performance	
Marriage		Loss of interest due to lack of benefits		Language barriers		Food quality		Training infrastructure	
Migration to another place		Lack of Financial incentives		Lack of support from the trainers		Hygiene		Job placement prospectus	
House hold responsibilities/ child care		Opportunity Cost of Delayed Earnings		Mismatch between expectations & reality		Inadequate Training entitlements		Over all experience	

Comments from the Drop out individual :

Action taken by the PIA Representatives			
1 <sup>st</sup> Attempt (Action taken by the Mobilizers)	2 <sup>nd</sup> Attempt (Action taken by the Trainer)	3 <sup>rd</sup> Attempt (Action taken by the Centre Manager)	Remarks
Date of verification:	Date of verification:	Date of verification:	

Final Feedback (PIA Officials):

Name & Designation:

Date of Verification:

Signature:

#### SF 4.3H: On the job training plan for the batch

Batch No.:		Name of the domain:		Training start day:		Training end date:	
Sl. No.	Company name and address	Department name	Supervisor name and contact no.	No. of candidates required	Nature of OJT*	Stipend to be paid (if any)	Duration


Note: \*Daily OJT plan should be uploaded along with these details.

**SF4.3I: On the job training confirmation letter for candidates**

On the job training offer letter from (Name of the employer)

To



(Mention name of the candidate, training centre address, residential address and mobile number)

Dear.....

It gives me great pleasure to inform you that you have been selected by  
M/s..... (Name of the company) as a..... (Designation)  
to be located at..... (Location of OJT).

You will be paid a stipend of Rs. .... Per month  
(.....In words).

Yours sincerely,

(Signature and name of authorised signatory)

(Seal of the company)

**Candidates declaration and acceptance of offer:**

I have read the terms and conditions and information regarding my OJT offer letter. I affirm that I  
accept the offer and will join the above mentioned company.

Signature: .....

Date: .....

**SF 4.3J: OJT completion certificate for candidates**

**Company letter head**

**On the job training certificate**

Issued on: .....

Id No: .....

This is to certify that Ms. / Mr..... D/o, W/o,  
S/o..... has successfully completed on the job training course with  
grade \_\_\_\_\_ for ..... (Course name) conducted  
by..... (Company name) facilitated by..... (PIA name)  
from..... (DD/MM/YY) to..... (DD/MM/YY)  
at..... (Name of company, address).

**Certified by:**

(Company name)

Sign and seal

(Designation)

Grading for performance are as follows:

**Grade A – Outstanding**

**Grade B – Very good**

**Grade C – Good**

**Grade D – Average**

### SF 4.3K: Verification for OJT

**PIA Name :**

**Training Centre :**

<b>Basic Information (to be pre populated)</b>	
<b>Month</b>	
<b>Candidate ID</b>	
<b>Trainee Name</b>	
<b>Father's Name</b>	
<b>Block</b>	
<b>District</b>	
<b>Centre Name</b>	
<b>Training start date</b>	
<b>Training end date</b>	
<b>OJT start date</b>	
<b>OJT end date</b>	

<b>Date of verification</b>	
<b>Verification time</b>	
<b>Is the candidate available on the day of visit to the OJT location?</b>	Y/N/NA
<b>If no, reasons</b>	
<b>If yes, Interview of the candidate with a time stamped, geo tagged video device (it could be mobile, Tablet etc.) for the following;</b>	
<b>When did you start your OJT?</b>	
<b>What activity are you doing today?</b>	
<b>What activity did you do ----- (A random day to be chosen by the system from last 6 days)?</b>	
<b>Whether the field level supervisor is nominated for the OJT?</b>	
<b>How many times during the day did the supervisor interact with you?</b>	
<b>Are you given sufficient instruments to work during OJT (tools, machinery, computers etc.)?</b>	
<b>Are you given enough materials to work upon?</b>	
<b>How much stipend are you eligible for?</b>	
<b>How much stipend are you getting?</b>	
<b>Are boarding &amp; lodging facilities provided?</b>	

**SF 4.3L: Batch completion summary**

Training centre name	Batch No.	Trade	Training start date	Training end date	No. of candid ates compl eted trainin g	No. of candidates completed training								No. of candid ates deliste d	No. of candid ates dropp ed out
						Gender wise			Category wise			Minor ities	P W D		
						M ale	Fem ale	Transge nder	S C	S T	Oth ers				

**SF 4.3M: List of candidates after completion of training of the batch**  
(As per candidate profile list to be maintained by PIA)

Sl. No	Candidate ID	Candidate name	Attendance Percentage	Training Status (completed / drop out)	If Drop out, date of drop out	If Drop out, Reason for drop out	Assessment Status	Details of 3rd Party Assessment Agency	Assessment Date	Assessment Result

## SF 4.3N Performance Evaluation Plan for Candidates

### Performance Evaluation Plan (To be filled by the Trainers)

The purpose of this tool is to evaluate the learners Attitudes, Skills, Knowledge, and values during the training program. It helps trainers assess the learners' progress in these different learning objectives. When using this tool to measure a learner's progress toward specific objectives, it is useful to distinguish between the types of learning being assessed, such as skills, attitude, and knowledge, which can be further categorized into work readiness abilities.

The center team should analyze the learners' progress during their training and evaluate the assessment sheet at the end of the 1st, 2nd, and 3rd months, or at the final stage of their training.

Name of the PIA:	Centre Manager:
Name of the Student:	Trade:
Batch No:	Date of Admission:

Rating Scale- Level of Achievement	
1: Not Satisfactory	2: Meets Minimum Standards
3: Demonstrates this characteristic in most situations	4: Always Demonstrates this characteristic

I. Working Productively												
Means that the student possesses & applies effective work habits and attitudes within a classroom setting	1 <sup>st</sup> Month				2 <sup>nd</sup> Month				3 <sup>rd</sup> Month			
	1	2	3	4	1	2	3	4	1	2	3	4
1. Manage time and work load.												
2. Recognizes and applies quality standards in performance.												
3. Handles responsibilities in a dependable manner.												
4. Carries out instructions properly												

II. Learning Effectively												
Means that the student possesses necessary basic skills in reading and writing; applies skills in acquiring information; and uses learning tools and plans.	1 <sup>st</sup> Month				2 <sup>nd</sup> Month				3 <sup>rd</sup> Month			
	1	2	3	4	1	2	3	4	1	2	3	4
1. Listens carefully.												
2. Uses learning resources appropriately.												
3. Organizes information productively.												



VI. Thinking Critically and Creatively												
Means that a student applies the principles of purposeful, active and organized thinking.	1 <sup>st</sup> Month				2 <sup>nd</sup> Month				3 <sup>rd</sup> Month			
	1	2	3	4	1	2	3	4	1	2	3	4
1. Demonstrates willingness to recognize others point of view												
2. Exhibits perseverance in accomplishing tasks.												
3. Recognizes the difference between facts & opinions.												
4. Articulates rationale behind ideas and opinions.												

Additional Information (If any).....

.....  
Name & Designation (Centre staff) :

Date of Final Evaluation:

Signature:



## SF 4.30 Performance Evaluation Plan for Trainers

### **Performance Evaluation Plan (To be filled by the Learners) :**

The Performance Evaluation Plan is an essential component of the Skill Development Program aimed at systematically assessing and tracking the progress of trainees throughout their learning journey. This plan ensures that trainees acquire the necessary “Attitude, Skills and Knowledge” required to meet industry standards and become proficient in their chosen trade or profession.

The primary objective of this evaluation is to provide trainees with timely and constructive feedback on their performance, highlighting their strengths and areas for improvement. The evaluation process also enables trainers to monitor the effectiveness of the training curriculum and make necessary adjustments to enhance learning outcomes.

<b>Name of the PIA:</b>	<b>Centre Manager:</b>
<b>Name of the Student:</b>	<b>Trade:</b>
<b>Batch No:</b>	<b>Date of Admission:</b>

### **Section-1: Attitude**

<b>1.1. Motivation and Commitment</b>	
On a scale of 1 to 5, how motivated do you feel towards completing your training? (1 - Not Motivated, 5 - Highly Motivated)	Rating of the Training
How often do you complete tasks on time?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )
How do you handle challenges during your training?	I face them positively and seek solutions. ( ) I try to avoid them. ( ) I get easily frustrated. ( )

<b>1.2. Teamwork and Collaboration</b>	
Rate your ability to work in a team on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How often do you help your peers in understanding concepts?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )
Do you actively participate in group activities?	Yes ( ) No ( )

<b>1.3. Professionalism and Ethics</b>	
Rate your adherence to the rules and guidelines set by the training program on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How punctual are you in attending the training sessions?	Always on time ( ) Mostly on time ( ) Occasionally late ( ) Frequently late ( )
How do you react to constructive feedback?	I accept it and try to improve. ( ) I get defensive. ( ) I ignore it. ( )

## Section-2: Skills

2.1. Technical Skills	
Rate your ability to apply the technical skills in practical scenarios on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How well do you understand the technical concepts taught during the training?	Very well ( ) Well ( ) Average ( ) Below average ( ) Poor ( )
How often do you seek to enhance your technical skills beyond the training material?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )

2.2. Problem-solving Skills	
Rate your approach to troubleshooting issues on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How confident are you in solving complex problems related to your training?	Very Confident ( ) Confident ( ) Neutral ( ) Less Confident ( ) Not Confident ( )
How often do you rely on innovative methods to solve problems?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )

2.3. Communication Skills	
Rate your ability to communicate technical concepts effectively to others on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How confident are you in presenting your ideas in group discussions?	Very Confident ( ) Confident ( ) Neutral ( ) Less Confident ( ) Not Confident ( )
How often do you ask questions or seek clarification when you don't understand something?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )

## Section-3 : Knowledge

3.1. Understanding of Core Concepts	
Rate your ability to recall important information from the training on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training

How well do you understand the core concepts of the training program?	Very well ( ) Well ( ) Average ( ) Below average ( ) Poor ( )
How often do you review or study the materials provided during training?	Daily ( ) Weekly ( ) Occasionally ( ) Rarely ( ) Never ( )

### 3.2. Application of Knowledge

Rate your understanding of how the training knowledge fits into the larger industry context on a scale of 1 to 5. (1 - Poor, 5 - Excellent)	Rating of the Training
How confident are you in using the knowledge from the training to make decisions?	Very Confident ( ) Confident ( ) Neutral ( ) Less Confident ( ) Not Confident ( )
How often do you apply the knowledge gained in the training to real-world scenarios?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )

### 3.3. Continuous Learning

Rate your enthusiasm for learning new topics related to your training on a scale of 1 to 5. (1 - Not Enthusiastic, 5 - Highly Enthusiastic)	Rating of the Training
Do you seek out additional learning resources beyond what is provided in the training?	Yes ( ) No ( )
How often do you discuss or share your knowledge with peers or trainers?	Always ( ) Often ( ) Sometimes ( ) Rarely ( ) Never ( )

What suggestions do you have for improving the training program?

.....

.....

Date & Signature of the Learners:

**SF 4.3P Request for termination of a batch by a PIA**

PIA Name	Sanction order	Training centre Id	Batch Id	Batch start date	Batch end date	Reason for termination

### SF 4.3Q Request for Transfer of batches to another Training centre

PIA Name	Sanctio n order	Training centre Id	Trade Details	Batch Id	Batch start date	Batch end date	Reason for transfer

**SF 4.3R1: Candidate feedback form**

Gol Logo	AS/ Roshni logo	SRLM logo
<b>Name of the PIA</b>		
<b>DDU-GKY</b>		
<b>Ministry Of Rural Development, Government of India</b>		
<b>Name of training centre:</b> _____		
<b>Name (No.) of project:</b> _____		
<b>Course name:</b> _____		
<b>Duration of Course: From</b> _____ <b>to</b> _____		
<b>Name of candidate:</b> _____		
<b>Contact number:</b> _____		
<b>Email ID:</b> _____		
 <b>Candidate feedback form</b>  		
<p>Given below is a list of items on a scale of 5 to 1. Please circle the number that most closely represents your views:</p>		
1.	How good was the knowledge of the trainers?	
	<b>A lot   5      4      3      2      1      Little</b>	
2.	Were the trainers attentive?	
	<b>A lot   5      4      3      2      1      Little</b>	
3.	To what extent has your understanding of the subject improved or increased as a result of the programme?	
	<b>A lot   5      4      3      2      1      Little</b>	
4.	To what extent have you developed your soft skills through the course?	
	<b>A lot   5      4      3      2      1      Little</b>	
5.	To what extent have you developed your English skills through the course?	
	<b>A lot   5      4      3      2      1      Little</b>	
6.	To what extent have you developed your computer skills through the course?	
	<b>A lot   5      4      3      2      1      Little</b>	

7. To what extent have you developed your entrepreneurship skills through the course?

**A lot   5   4   3   2   1   Little**

8. Was the course material useful during the training?

**Fully   5   4   3   2   1   Not at all**

9. Were the entitlements provided to you on time?

**Fully   5   4   3   2   1   Not at all**

10. How effective were the practical activities?

**Very effective   5   4   3   2   1   Ineffective**

11. Were the training instructions easy to follow?

**Fully   5   4   3   2   1   Not at all**

12. How do you rate the training programme?

**Very effective   5   4   3   2   1   Ineffective**

Rest of the items to be filled by candidates who have undergone residential training.

13. How were the living facilities?

**Excellent   5   4   3   2   1   Poor**

14. How was the food?

**Excellent   5   4   3   2   1   Poor**

15. Comments and Suggestions:

Signature

### SF 4.3R2: Summary of the feedback given by the candidates in SF 4.3R1: On completion of training programme

Name of Training Program: \_\_\_\_\_

Name of the PIA: \_\_\_\_\_

Name of training centre: \_\_\_\_\_

Name (No.) of project: \_\_\_\_\_

Course name: \_\_\_\_\_

Duration of Course: From \_\_\_\_\_ to \_\_\_\_\_

Batch strength: \_\_\_\_\_

Sl. No.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
1.	How good was the knowledge of the trainers?	5		
		4		
		3		
		2		
		1		
2.	Were the trainers attentive?	5		
		4		
		3		
		2		
		1		
3.	To what extent has your understanding of the subject improved or increased as a result of the programme?	5		
		4		
		3		
		2		
		1		
4.	To what extent have you developed your soft skills, through the course?	5		
		4		
		3		
		2		
		1		
5.	To what extent have you developed your English skills through the course?	5		
		4		
		3		
		2		



Sl. No.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
		1		
6.	To what extent have you developed your computer skills through the course?	5		
		4		
		3		
		2		
		1		
7.	To what extent have you developed your entrepreneurship skills through the course?	5		
		4		
		3		
		2		
		1		
8.	Was the course material useful during the training?	5		
		4		
		3		
		2		
		1		
9.	Were the entitlements provided to you on time?	5		
		4		
		3		
		2		
		1		
10.	How effective were the practical activities?	5		
		4		
		3		
		2		
		1		
11.	Where the training instructions easy to follow?	5		
		4		
		3		
		2		
		1		
12.	How do you rate the training programme?	5		

Sl. No.	Question	Appraisal (i)	No. of Candidates (ii)	Marks scored (iii=i*ii)
		4		
		3		
		2		
		1		
13.	How were the living facilities?	5		
		4		
		3		
		2		
		1		
14.	How was the food?	5		
		4		
		3		
		2		
		1		
Total Marks scored (iv)				
Maximum marks in residential centre (v= batch strength*13*5)				
<u>OR</u> Maximum marks in non-residential centre (v= batch strength*11*5)				
Percentage in residential centre (vi= iv*100/v)				
Comments and suggestions made to improve the programme				

Signature of the Training Centre in charge  
With stamp


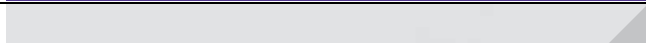
#### **SF 4.4A: Specification of uniform**



- i. Uniforms will be provided to candidates undergoing training under DDU-GKY. The choice of uniform will be decided by the candidate.
  - a. For training duration from 3-6 months:
    - i. For Boys : “Two jerseys/ shirts and two pants with a cap” or “One shirt and one jersey and Two Pants with a cap”
    - ii. For Girls : “Two sets of salwar kameez dupatta with a cap” or “Two jerseys/shirts and two pants with a cap” or “One sets of salwar kameez dupatta and one shirt/jersey and one Pant with a cap”
  - b. For training duration of more than six months (double qty of above para):
    - i. For Boys : “four jerseys/ shirts and four pants with two cap” or “Two shirts and Two jerseys and four Pants with two cap”
    - ii. For Girls : “Four sets of salwar kameez dupatta with two cap” or “Four jerseys/shirts and four pants with two cap” or “Two sets of salwar kameez dupatta and two shirts/jerseys and two Pant with two cap”
- ii. If domain uniform is mandatory, then the cost of the uniform should be met from the training cost. Two uniforms will be provided to the candidate’s i.e one set is for DDU-GKY uniform and another set is for domain skills.
- iii. SRLM may facilitate SHGs and their federations to link with Project implementing Agencies (PIAs) in their respective state for procurement of the uniforms for the trainees

#### **Distribution and usage**

- i. It will be distributed with welcome kit
- ii. Candidate has to come to the class in uniform only
- iii. Usage of cap will be limited to special occasions only
- iv. If candidate requires additional uniform, then PIA has to sell the uniform at cost price

## DDU-GKY – Uniform

Colours to be used:		
Purple:	C-80 M-90 Y-0 K-10	
Grey:	C- 11-M-7 Y-6-K-0	

Design of Polo T-shirt	
Front	
Back	

## Design of Jersey (for centres located in cold region)

Front



Back



## Design of cap

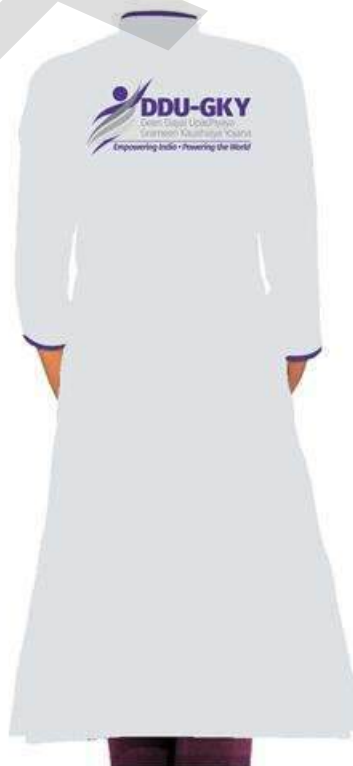


## Design of salwar kameez for women candidates

Front



Back



Design of salwar kameez for women candidates	
Salwar	
Dupatta	
Design of Cardigan for women candidates (for centres located in cold region)	
Front And Back	 

<b>Construction Details</b>	
<b>Stitching Thread Description</b>	
Thread Type	3ply polyester for SNLS, 2 Ply Polyester for OL/FL
Thread Colour	DTM
<b>Fabric Description for Polo T-Shirts</b>	
Fibre Composition	100% Cotton
Knit	Single Jersey
GSM	200
<b>Fabric Description for Jersey</b>	
Fibre Composition	100% Acrylic
Knit	Single Jersey
GSM	300
<b>Fabric Description for Salwar Kameez dress option-1</b>	
Fibre Composition	67% Polyester + 33% Cotton
Yarn & Weave	40's, 136X72
GSM	130
<b>Fabric Description for Salwar Kameez dress option-2</b>	
Fibre Composition	85% Polyester + 15% Viscose
Yarn & Weave	40's, count 120X75
GSM	90-95



<b>Fabric Description for Salwar Kameez dress option-3</b>	
Fibre Composition	Polyester Crepe: 100% Polyester
Yarn & Weave	75 denier 104X68
GSM	70-72
<b>Fabric Description for Dupatta</b>	
Fibre Composition	100% Polyester
Yarn & Weave	TPM 1800 S/Z, 75 denier, 36 filament per yarn, 108X82 construction
GSM	65

### SF 4.4B: Checklist of items given to candidates

Batch No.:		Batch start date:		Trade:							
Have the following items been received by the candidates (yes(y)/No (n))											
Sl. No.	Candidate name	Candidate ID as per Portal	ID Card	Uniform	TLM*	Entitlements list	Training plan	List of contacts	information of the trade	dos and Don'ts list	Signature
1											
2											
3											
4											
List of material in TLM: Bilingual TLM, Stationery, note books, Tool kit, pens – 2 and pencils – 2											

### SF 4.5A: Daily distribution of Tablets

Date:

Sl. No.	Tablet code	Name of the candidate	Receiving signature	Returning signature

# Chapter-5 Training Center Monitoring

## Overview:

This chapter covers required processes and activities to be done for to ensure the quality and standards are being maintained at Training Centres and Hostels. The training is being imparted as per the norms

## Scope:

Processes for conducting the inspections of training centres and hostels by the PIA Q-Team, SRLM, CTSA or any designated agency/team. establishment of training centre and hostel, Providing details for each process like purpose, reference to guidelines, pre-requisites, timelines, resources, process owner.

## Topics:

- i. Daily monitoring of training centres
- ii. Inspections of training centres

## Roles and Responsibilities of the key Agencies and Actors:

- i. Ensure compliances of the advisories observed during the inspection.
- ii. PIA Q-Team, SRLM, CTSA or any designated agency/team to ensure monitoring of the activities of the DDUGKY are conducted as per SOP and non-compliances are observed and escalated for resolution.

## 5.1 Daily monitoring of the training centres

### Overview

Item	Description
Purpose	To ensure proper functioning of training center and capture details of non-functional equipment, trainer and trainee attendance, and deviations if any from the notified training plan and compliance of observations
Reference to Guidelines	Para 10.5, page 47
Prerequisite/s	Filing due diligence report by PIA Q-team
Time for completion	On all days when the trainings are scheduled in the centre
Resource/s	SF 5.1A: Daily failure items report, SF 5.1B:15 day summary of centre status SF 5.1C: Checklist for cleanliness of Training Centre and Hostel SF 5 SF.1D Health Standards of Candidates
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	<ul style="list-style-type: none"> <li>Check and report non-functional training equipment, and trainee and trainer biometric attendance. Upload the results on the designated portal.</li> <li>Summarise data for 15 days from the SF5.1A and upload results on the designated portal</li> <li>Ensure classrooms are clean, well-maintained, and conducive to learning, meeting high standards for training environments.</li> <li>Ensure cleanliness, security, and maintenance of hostel facilities for residential trainees. Monitor food quality and ensure health standards are met.</li> <li>Check for any unresolved grievances or complaints from trainees or staff. Ensure</li> </ul>	<p>Daily when the centre opens</p> <p>Summarise by 16<sup>th</sup> of the month for first fortnight and by 1<sup>st</sup> of next month for the second fortnight and complete month</p>	<p>SF 5.1A: Daily failure items report,</p> <p>SF 5.1B:15-day summary of centre status</p> <p>SF 5.1C: Checklist for cleanliness of Training Centre and Hostel</p> <p>SF 5 SF.1D Health</p>

	grievance redressal mechanisms are functioning effectively.		Standards of Candidates
Actor	Action	Time for completion	Relevant documents
PIA Q-team	<ul style="list-style-type: none"> <li>Checks from HQs on               <ol style="list-style-type: none"> <li>daily entry of data and</li> <li>trend of failures in every 15 days</li> </ol> </li> <li>On the day of inspection of the centre</li> <li>Check the accuracy of data reported with the actual condition on the day of inspection.</li> <li>Verify from the candidates the accuracy of data reported for a random day (to be picked by the system from last 6 days).</li> <li>Verify from the IP Enabled Camera Footage</li> <li>Verify daily biometric attendance records for both trainees and trainers.</li> <li>Verify the availability and functionality of center equipment, including computers, projectors, and other domain-specific equipment.</li> <li>Review any outstanding grievances and the steps taken to resolve them.</li> </ul>	<p>Fortnightly and monthly review</p> <p>As per the inspection schedule</p>	<p>SF 5.1A: Daily failure items report,</p> <p>SF 5.1B: 15 day summary of centre status</p>
SRLM	<p>Verify from the IP Enabled Camera Footage</p> <ul style="list-style-type: none"> <li>Daily entry of data and trend of failures.</li> <li>Verify randomly generated samples reviewed by the PIA's Quality Team, including inspection notes and compliance with the observations made by the PIA's Quality Team.</li> <li>Verify the compliance reports submitted by the PIAs are valid and</li> </ul>	<p>As per the inspection schedule</p>	<p>SF 5.1A: Daily failure items report,</p> <p>SF 5.1B: 15 day summary of centre status</p>

	that corrective actions have been taken.		
CTSA	<p>Verify from the IP Enabled Camera Footage</p> <ul style="list-style-type: none"> <li>• Daily entry of data and trend of failures.</li> <li>• Verify randomly generated samples reviewed by the PIA's Quality Team, including inspection notes and compliance with the observations made by the PIA's Quality Team.</li> </ul> <p>Verify the compliance reports submitted by the PIAs are valid and that corrective actions have been taken.</p>	As per the inspection schedule	<p>SF 5.1A: Daily failure items report,</p> <p>SF 5.1B: 15 day summary of centre status</p>

## 5.2 Inspection of training center

### Overview

Item	Description
Purpose	<p>To describe inspection procedures to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> check the important SFs related to quality of training</li> <li><input type="checkbox"/> assess the quality of training and</li> <li><input type="checkbox"/> overall performance of training centres</li> <li><input type="checkbox"/> ensure compliance of earlier checks</li> </ul>
Reference to guidelines	Para 10.5, page 47
Prerequisite/s	<p>Access to completed:</p> <ul style="list-style-type: none"> <li>▫ SF 4.20: Due diligence of training centre (excluding residential facilities)</li> <li>▫ SF 4.2P: Due diligence of residential facilities</li> <li>▫ SF 4.3B Batch freeze summary</li> <li>▫ SF 4.3C List of candidates who were enrolled</li> <li>▫ SF 4.2Z: Attendance registers for candidates as well as the AEBAS Portal (as per biometric)</li> <li>▫ SF 4.2AA: Attendance registers for trainers as well as the AEBAS Portal (as per biometric)</li> <li>▫ SF 4.2AF: List of equipment in the training centre</li> <li>▫ SF 4.2AG: List of equipment in the trainees' accommodation facilities (applicable for residential training only)</li> <li>▫ SF 5.1A : Daily failure items report (Register in place of SF papers)</li> </ul> <p>SF 5.1B: 15 day summary of centre status</p>
Time for completion	As per the inspection schedule(1-2 days based on number of batches to be verified)
Resource/s	SF 5.2A: Training centre inspection and as per the SFs listed after the activities table below
Process owner	PIA OP team



## Activities

Actor	Action	Time for completion	Relevant documents
PIA OP team	<p>To ensure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Availability of all records as per list given in due diligence</li> <li><input type="checkbox"/> Availability of all the SFs mentioned above related to the quality of training.</li> <li><input type="checkbox"/> Availability of all the dossiers with proper documents</li> <li><input type="checkbox"/> data Up to date on the portal</li> <li><input type="checkbox"/> Proper functioning of the training centre as per DDU-GKY norms</li> </ul>	Duration varies as per each activity and time for completion is shown against the activity	As per forms listed in due diligence list.
PIA Q-team	Carry out the inspection as detailed in SF: 5.2A	As per the inspection schedule	
SRLM	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carry out the inspection as detailed in SF: 5.2A</li> <li><input type="checkbox"/> Also, to verify randomly selected items verified by PIA Q-team including other aspects like notes and compliance of the PIAs Q-team</li> </ul> <p>SRLM to conduct periodic inspections as per defined timelines, independent of CTSA and Q TEAM</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure follow up on compliance/s of PIA Q Team's, SRLM's and CTSA observations</li> </ul>	As per the inspection schedule	
CTSA	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carry out the inspection as detailed in SF: 5.2A</li> <li><input type="checkbox"/> Also, to verify randomly selected items verified by PIA Q-team and SRLM including other aspects like notes and compliance of the PIAs Q-team and SRLM</li> </ul> <p>CTSA to conduct periodic inspections as per defined timelines, independent of SRLM and Q TEAM</p>	As per the inspection schedule	

### 5.2.1 Protocol for inspection of a training centre

All training centres will be inspected by persons SOP certified in DDU-GKY processes. Further, if the center does not operates for 3 months the centre shall be designated as inactive training center and no inspection shall be conducted.

If the inspection is conducted by a non-SOP certified, then conducted TC inspection will be treated as Null and void.

#### 5.2.1.2 PIA Q Team

PIA Q-team will inspect a training centre at least 12 times in a year of which at least 6 will be planned inspections. Remaining inspections will be surprise.

#### 5.2.1.3 SRLM

SRLM will undertake around 4 inspections of a training centre per annum of which 2 will be detailed and 2 will be surprise. The inspections should be so staggered to cover all the batches trained in a centre. In addition to their regular inspections, SRLM can also choose additional items to be inspected as per their choice and they will audit PIA Q-team inspections

#### 5.2.1.4 CTSA

CTSA will undertake around 3 inspections of a training centre per annum of which 2 will be detailed and 1 will be surprise. The inspections should be so staggered to cover all the batches trained in a centre. In addition to their regular inspections, CTSA can also choose additional items to be inspected as per their choice and they will audit SRLM and PIA Q-team inspections

#### 5.2.1.5 MoRD

- i. MoRD may verify the batch through IP enabled camera as one of the parameter for generating of invoice. The Portal shall have option to 'Approved' / 'Observations' / 'Not Approved with comment'. In case of Observations the activity will repeated.
- ii. MoRD may conduct the inspection on random basis, as per requirement.

#### 5.2.1.6 Resolution of non-compliances (NCs)

SRLM should ensure overall quality of the programme as per the processes defined in SoP and Guidelines. Timely resolution of non-compliances (NCs) by PIA team and closure of NCs by SRLM. Depending on the staff availability, SRLM is encouraged to get its personnel trained in DDU-GKY procedures and to enable monitoring by its team.

## **List of SFs of Chapter 5**

- 1. SF 5.1A Daily failure items report**
- 2. SF 5.1B 15 day summary of centre status**
- 3. SF 5.1C Checklist for cleanliness of Training Centre and Hostel**
- 4. SF 5.1D Health Standards of Candidates**
- 5. SF 5.2A Training centre inspection**

### SF 5.1A: Daily failure items report

Sl. No.	Name of equipment	Available at the centre/residential facilities	Items reported as failed	Remarks
Total				
Failure percentage (total failed/total available)				

**SF 5.1B: 15 day summary of centre status**

<b>Sl. No.</b>	<b>Name of equipment</b>	<b>Available at the centre/residential facilities</b>	<b>Cumulative days of failure</b>	<b>Remarks</b>
Total				
Failure percentage (total failed/total available)				

**SF 5.1C : Checklist for cleanliness of Training Centre and Hostel**

S.No .	Particulars	Monday <Date>	Tuesday <Date>	Wednesday <Date>	Thursday <Date>	Friday <Date>	Saturday <Date>	Sunday <Date>
1	Training Centre cleaned							
2	Washrooms of Training centre cleaned and liquid soap available							
3	Training Centre furniture cleaned							
4	Lab And other equipment cleaned							
5	Hostel cleaned							
6	Washrooms of Training centre cleaned and liquid soap available							
7	Recreation Area and equipments cleaned							
8	Dining Area cleaned							

**Name :**

**Signature :**

**Note :**

- Response to be given in "Y/N"
- To be displayed at Training Centre and Hostel both

### SF 5.1D Health Standards of Candidates

Candidate Name :                      Gender :                      Age :                      Blood Group :

- i.      Height : \_\_ ' \_\_ "
- ii.     Weight : \_\_ KG
- iii.    Eye Sight :
- iv.     Allergic to, if any : \_\_\_\_\_
- v.      Any Specific disease, if any : \_\_\_\_\_
- vi.     Any major disease during last 2 years : \_\_\_\_\_
- vii.    Any operation(s) in past \_\_\_\_\_
- viii.   All due vaccination done (Y/N) : \_\_\_\_\_

Note : PIA shall not share above data with third party. It may be shared with designated official / agency from State or MoRD, GoI, involved in the project activities defined in Guidelines/SOP.

## SF 5.2A: Training centre inspection

### Instructions

- Inspections will always be at two levels: first would be to ensure compliance of earlier inspection notes and advisories and second would be the review of the current status of the centre.
- All previously filled in forms should be available at the time of inspection. This would be enabled by ERP system that will be put in place. Till the system is in place alternative arrangements like; carrying the physical forms, storing them at PIA websites, keeping them on the cloud or obtaining them on the email can be used.
- List of forms to be available during the inspection
- Filled in due diligence form SF 4.2O and SF 4.2P
- Previous inspection reports – SF5.2A and the related advisories
- SF 4.3B: **Batch freeze summary** and SF 4.3D: **List of candidates after freezing of the batch**
- Attendance reports SFs 4.2Z and 4.2AA
- List of equipment: 4.2AF and 4.2AG
- Failure data: SF 5.1A and 5.1B

### Inspection form

#### Basic details

S.N O.	Particulars	Details
1	Name of PIA	
2	Name of project	
3	Sanction letter no.	
4	Name of training centre with address	
5	Name of training centre in charge Mobile no: E-mail: SOP Certificate No-	

### SECTION-A

#### 1 Compliance to previous inspections and advisories

Agency	Compliances	Action Taken by the PIA- Remarks	Evidence copy (Screen shot)	Remarks by the Inspecting officer
CTSA Observations				
SRLM Observation				

#### 2 Compliance on deviations from due diligence noticed in the previous inspection

Agency	Compliances	Action Taken by the PIA- Remarks	Evidence copy (Screen shot)	Remarks by the Inspecting officer	DD Approval date
SRLM Observation					
CTSA Observation (verification during Inspection)					



### 3 Verification of previous batch data

5 candidates/batch should be randomly selected and the following verified [Mention Yes/No/ Not Applicable]

Domain no:

Batch no.

OJT Start date.

Training end date:

S.NO.	Particulars Mention candidate's name	Name of candidates				
		1	2	3	4	5
1	Assessment completed					
2	If Yes, Passed/Failed					
3	Received certificate (if eligible)					
4	OJT Joined (Yes/No)					
5	OJT certificate received (4.6B & 4.6C)					
6	OJT Entitlement received					
7	If Yes. Details.....Descriptive					
8	OJT verification done by the PIA Q.Team					
9	(Video & 4.3K available or not)- 100% candidate verification					
10	Performance Evaluation Plan (SF 4.3N) filled or not					
11	Got offer letter					
12	Joined the job					
13	Placed.					
14	If Yes, What is the Salary					
15	Is it match with the Minimum wages of the state (Yes/No)					
16	What is the current status of the candidate					
17	PPS Amount disbursed to the candidates (as per the eligibility)					
18	If working... Number of months working					
19	If Not working.. Reason for left the job					
20	Action taken by the PIA for replacement					
Repeat the table for each batch						

## SECTION-B

### 4. Inspection of current situation

#### 4.1 Physical infrastructure and equipment at the training centre level

Verification of minor modifications: (see note in the Table)

S.NO.	Sub head	Item no	Modification made	Does it conform to ASP standards (Yes/No)	Remarks of centre in charge	Inspecting official remarks

#### Note

**Major modifications:** Modifications in a training centre leading to increase of training strength/Addition of new trade/Shift wise Training would be treated as a major modification. Such changes would require a fresh due diligence is being held.

**Minor modifications:** Routine changes such as repair, replacement or addition of equipment undertaken by a PIA without increasing training strength is treated as a minor modification. In this case PIA can undertake the activity after informing the PIA Q-team, SRLM and CTSA. **No prior approval is required.** The changes will be verified during the next inspection.

Verification of deviation from due diligence for equipment at the training centre level

All items listed in due diligence will be cross checked with actual ground conditions and deviations will be entered in the due diligence report. PIA OP team should explain the reasons for deviation and correct them immediately. If the deviations continue it would be treated as a condition of default and steps will be initiated under the process prescribed.

Verification of training infrastructure and candidate details

#### List of trainings under progress

SI NO.	Domain	Batch no	Starting day	OJT start date (If applicable)	Training End date	Date of last inspection	External Assessment date

To be given for all batches.

#### Batch and class wise verification

- To be undertaken for all batches mentioned in the Table above.
- Verification of physical equipment and infrastructure
- Available infrastructure should be verified with those as per due diligence.
- Verification of daily failure report with candidates

(Note: When this is being done only the inspecting officers and candidates should be in the class room.)

Candidates should be asked about the failures on a random day from the past six days. This report should be tallied with the daily failure report on the system for equipment:

- ☐ at the training centre level,
- ☐ in the class room,
- ☐ in IT lab and
- ☐ in domain lab.

If the findings of the inspecting official do not match with the findings based on class room discussions the inspecting team should probe further. Similarly, data should also be verified with the grievances register. If the candidates' data is correct then action under conditions of default should be initiated for wrong reporting. Further, training centre will be awarded lower grading.

## **SECTION-C**

### **Basic records**

Basic records of a set of randomly selected candidates will be verified by the inspecting team. If the inspecting team observes even a single error, the PIA OP team has to verify the details of all the candidates in the batch and submit compliance report within three days.

(Mention Yes/No/No Response)

S.NO	Particulars Mention candidate's name	Name of candidates				
		1	2	3	4	5
1	Admission form					
2	Photo Id proof					
3	Age proof					
4	Aadhar Card (Updated as per school certificate)					
5	Proof of poor					
6	Proof for category (SC/ ST)					
7	Proof for minority					
8	Proof for PWD					
9	Parent consent form					
10	Insurance (PMJJBY & PMSBY)					
11	AEBAS Attendance ID					
12	Performance Evaluation Plan (SF 4.3N)					

## **SECTION-D**

### **Attendance**

#### **a. Trainers attendance**

Attendance summary should be collected from training centre in charge and should be verified against the biometric attendance. The arrangements for replacement and reporting time of trainers will be verified on the basis of biometric attendance.

(Mention Yes/No/No Response)

S.N O.	Particular s	IT skil ls	So ft ski lls	Engli sh skill s	Mention domain name (.)
1	Is the attendance summary of trainers matching with the biometric attendance?				
2	Have arrangements for replacement been made if sanctioned leave was more than 2 days?				
3	If attendance is <80%, has counselling been arranged for that particular trainer?				
4	Does the trainer enter & exit the class at the time mentioned in the ACLP?				

#### **b. Candidates attendance**

Attendance summary should be collected from training centre in charge and should be verified against the biometric attendance.

(Mention Yes/No/No Response)

S.N O.	Particulars	Name of candidates				
	Mention candidate's name	1	2	3	4	5
1	Is the attendance summary matching with the AEBAS biometric attendance?					
2	If attendance is <75%, has the counselling for the candidate been arranged?					
3	Did the candidate attend all the classes regularly?					

## **SECTION-E**

### **Distribution of Teaching- Learning Material**

Was the following training learning material distributed to candidates within 3 days of batch freezing?

(To be verified from randomly selected candidates)

(Mention Yes/No/No Response)

S.NO.	Particulars	Name of candidates				
		1	2	3	4	5
		Response		Comments		Document
1	Did the candidate receive Domain course curriculum?					
2	Did the candidate receive bilingual TLM for IT skills?					
3	Did the candidate receive bilingual TLM for Soft skills?					
4	Did the candidate receive bilingual TLM for English skills?					
5	Did the candidate receive Training kit?					
6	Did the candidate receive Bilingual ID card?					
7	Is practical learning besides OJT being provided to the candidates?					
8	Are the lab tools and equipment's being used while in practical learning?					
9	Are tablets uploaded with TLM and other informational content?					
10	Is IP Enabled Camera footage of internal assessments conducted available?					

## SECTION-F

### Training quality

Are the training deliverables being carried out as per the activity cum lesson planner format provided in SF- 4.1A. This will be verified by review of two IP Enabled Camera footages (snapshots) for each trainer separately. The note books of the candidates should match with day wise activities. Trainers should be assessed on the basis of following.

(Mention Yes/No/No Response)

S.NO.	Particulars	IT skills	Soft skills	English skills	Mention domain name ( )
1	Is the trainer facing the class?				
2	Is the trainer addressing every candidate?				
3	Is the trainer covering the entire session as per activity cum lesson planner?				
4	Is the trainer maintaining class discipline?				

5	Is the trainer confident while communicating to the class?				
6	Is the trainer teaching without referring to the teaching material every time?				
7	Is the trainer using audio- visual aids? (Minimum 50% classes should be conducted through audio-visual tools)				
8	Is the trainer making the session interactive/ participatory?				
9	Is the trainer allowing candidates to ask questions?				
10	Is the trainer answering the queries clearly?				
11	Is trainer using stories, pictures, role plays and examples?				
12	Is the trainer conduct internal assessments as per the ACLP guidelines and verify the assessment papers on time?				
13	Is the trainer evaluate candidates' performance and provide feedback to help them improve effectively?				
14	Is the trainer encourage candidates to pursue job opportunities and guide them on career progression during the teaching sessions?				
15	Is the trainer provide orientation on job readiness, interview preparation, CV writing, and an overview of industries?				

## **SECTION-G**

### **Assessments**

Quality of assessment tests and their veracity should be done on the basis of randomly selected candidates for a randomly selected test. In each case the following should be done:

- ☐ Review the IP Enabled Camera footage
- ☐ Revalue the paper using model answer paper
- ☐ Administer the test to the candidates again.

**(Mention Yes/No/No Response)**

S.N O.	Particulars	Name of candidat es				
	Mention candidate's name	1	2	3	4	5

1	Was the candidate present on the day of assessment					
2	Review the IP Enabled Camera footage and state whether candidate was present in the test					
3	Were candidates seriously writing the test					
4	Was there any malpractices noticed during the test					
5	Did the actual marks and revaluation marks (using model answer papers) differ by more than 10%					
6	Were the marks obtained in retest less by more than 20%					

## **SECTION-H**

### **Entitlements distribution**

As per randomly selected candidates from an on-going batch verify the following:

(Mention Yes/No/No Response)

S.N O.	Particulars	Name of candidat es				
	Mention candidate's name	1	2	3	4	5
1	Receiving training free of cost					
2	Is the bank account opened as per instruction/process stated in chapter 8 ?					
3	Are the residential facilities provided? or Are the candidates paid to and fro entitlement in their bank account as per their eligibility ?					
4	Candidates received training material free of cost including work books, note books and other study materials					
5	Candidates have got uniform in the first month of training					
6	Are sanitary pads (for female candidates) and masks (for all) included in the welcome kit?					
7	Do candidates receive medicine if they fall sick at the center or hostel?					
8	Do candidates receive insurance benefits and account numbers after enrollment during the training?					

## SECTION-I

**Residential facilities: As per randomly selected candidates from residential candidates.  
(Mention Yes/No/No Response)**

S.N O.	Particulars  Mention candidate's name	Name of candidates				
		1	2	3	4	5
		Response	Comment s	Document s		
1	Are separate hostels being provided for male and female candidates?					
2	Is the Hostel name board available?					
3	Is SF 4.2E: Contact details of important people available?					
4	Student entitlement board and responsibilities board available in Bilingual?					
5	Basic Information board					
6	Is biometric attendance being captured once a day between 6 pm and 10 pm?					
7	Are pick up and drop facilities provided?					
8	Is the grievances register being maintained?					
9	Is the grievances register kept in prominent place which is easily accessible by the candidates?					
10	Are grievances being addressed properly?					
11	Does each candidate have a separate cot/bed/mat/bed sheet?					
12	Are kitchen & dining hall hygienically maintained?					
13	Is minimum space as per SOP available for dining & recreation?					
14	How many Washbasins are available?					
15	Are Toilet Signages available?					
16	Is good quality food being provided?					
17	Has a food committee been formed in the hostel?					
18	Is food provided to the candidates as per the prescribed menu?					
19	Are hygienic conditions being maintained in the hostel?					
20	Is drinking water available?					
21	Are toilets being maintained in a hygienic condition?					
22	Is the overhead water tank cleaned every two months?					
23	Is a health check-up conducted quarterly?					
24	Is First aid kit as per SOP?					
25	Is Female/Male doctor on call available?					
26	Are the security personnel and warden present in the hostel?					
27	Is the genset used during power cuts?					
28	Whether Tv with cable or satellite connection is available for viewing?					



29	Are the Equipment for indoor games available as per SOP?					
30	Has the police verification for the warden been completed?					

## **SECTION-J**

### **Annexure-II (SFs and Documents maintained at the centre)**

<b>S.No.</b>	<b>Description</b>	<b>Response</b>	<b>Comments</b>	<b>Document</b>
1	Is SF 6.1.2A: Non-Domain Training - English content available?	Yes/No/Not Applicable		
2	Is SF 6.1.2B: Non-Domain Training - IT ?	Yes/No/Not Applicable		
3	Is SF 6.1.2C: Non-Domain Training - Soft skills content available?	Yes/No/Not Applicable		
4	Is document available as per para 6.1.1 for Domain curriculum content and equipment available?	Yes/No/Not Applicable		
5	SF 6.1.2 D - Non- Domain Entrepreneurship content	Yes/No/Not Applicable		
6	Is SF 4.1C: Activity cum lesson planner available?	Yes/No/Not Applicable		
7	Is SF 4.5A: Daily distribution of Tablet computers available?	Yes/No/Not Applicable		
8	Is SF 4.2A: Look and feel of a training centre available?	Yes/No/Not Applicable		
9	Is SF 4.2B: Training centre name board available?	Yes/No/Not Applicable		
10	Is SF 4.2C: Hostel centre name board available?	Yes/No/Not Applicable		
11	Is SF 4.2D: Activity summary and achievement board available?	Yes/No/Not Applicable		
12	Is SF 4.2E: Contact details of important people available?	Yes/No/Not Applicable		
13	Is SF 4.2F: Basic Information Board (Training Centre) available?	Yes/No/Not Applicable		
14	Is SF 4.2G: Basic Information Board (Residential Centre) available?	Yes/No/Not Applicable		
15	Is SF 4.2H: Academic Information Board available?	Yes/No/Not Applicable		
16	Is SF 4.2I: Living Area Information Board available?	Yes/No/Not Applicable		

17	Is SF 4.2J: Code of conduct for candidates available?	Yes/No/Not Applicable		
18	Is SF 4.2K: Food specifications (residential centre) available?	Yes/No/Not Applicable		
19	Is SF 4.2M: Student entitlement board and responsibilities board available? (In Bilingual)	Yes/No/Not Applicable		
20	Is SF 4.2N: Student Attendance and To and Fro Entitlement Summary Information Board available?	Yes/No/Not Applicable		
21	Is SF 4.2S: Welcome kit to trainees candidates available?	Yes/No/Not Applicable		
22	Is SF 4.2T: First-aid kit available?	Yes/No/Not Applicable		
23	Is SF 4.2O: Due diligence of a training centre (excluding residential facilities) available?	Yes/No/Not Applicable		
24	Is SF 4.2P: Due diligence for residential facilities available?	Yes/No/Not Applicable		
25	Is SF 4.2W: Candidate ID template available? (In Bilingual)	Yes/No/Not Applicable		
26	Is SF 4.2X: Index of individual candidate dossier available?	Yes/No/Not Applicable		
27	Is SF 4.2Y: Parents' consent form available?	Yes/No/Not Applicable		
28	Is SF 4.1A: Plan of training available?	Yes/No/Not Applicable		
29	Is SF 4.2Z: Attendance registers for candidates (as per biometric device) available?	Yes/No/Not Applicable		
30	Is SF 4.2AA: Attendance registers for trainers (as per biometric device) available?	Yes/No/Not Applicable		
31	Is SF 4.2B: Checklist of items given to candidates available?	Yes/No/Not Applicable		
32	Is SF 4.2AF: List of equipment in the training centre available?	Yes/No/Not Applicable		
33	Is SF 4.2AG: List of equipment available in the trainee's accommodation facilities (applicable for residential training only)?	Yes/No/Not Applicable		
34	Is SF 5.1A: Daily failure items report available?	Yes/No/Not Applicable		
35	Is Overview of aptitude test available (as per Chapter 3 / Kaushal Apti) ?	Yes/No/Not Applicable		
36	Is SF 4.2V: Trainers' profile available?	Yes/No/Not Applicable		
37	Is SF 4.1B: Finishing and work readiness module available?	Yes/No/Not Applicable		

38	Is SF 4.2U: Summary of staff deployed at the training centre available?	Yes/No/Not Applicable		
41	Is SF 4.3H: On the job training plan for the batch available?	Yes/No/Not Applicable		
42	Is SF 4.2AC: TA/DA calculation record (batch wise) available? (To be linked with biometric attendance)	Yes/No/Not Applicable		
43	Is SF 4.3G: Drop out analysis Form available?	Yes/No/Not Applicable		
44	Has capacity building session conducted for Mobiliser by PIA Management?	Yes/No/Not Applicable		
44	Has counselling conducted for candidates ?	Yes/No/Not Applicable		
45	SF 5.1D Health Standards of Candidates	Yes/No/Not Applicable		
46	SF 5.1C Checklist for cleanliness of Training Centre and Hostel	Yes/No/Not Applicable		

Inspected by (please tick) : PIA Q-Team / SRLM / CTSA

Name of inspecting officer : <e-signature>

Designation :

Date of Inspection :

## Summary of the SF5.2A

Section-wise Summary of SF 5.2A	
<b>Section A</b>	<b>Compliance Verification of previous Inspections</b> <ul style="list-style-type: none"> <li>✓ Compliance to previous inspections and advisories</li> <li>✓ Compliance on deviations from due diligence noticed in the previous inspection</li> <li>✓ Verification of previous batch data</li> </ul>
<b>Section B</b>	<b>Verification of the current situation</b>
<b>Section C</b>	<b>Verification of Basic Records</b>
<b>Section D</b>	<b>Verification of the attendance</b> <ul style="list-style-type: none"> <li>✓ Trainer's Attendance</li> <li>✓ Candidate's Attendance</li> </ul>
<b>Section E</b>	<b>Verification of Distribution of TLM</b>
<b>Section F</b>	<b>Verification of Training quality</b>
<b>Section G</b>	<b>Verification of assessments</b>
<b>Section H</b>	<b>Verification of Entitlements distribution</b>
<b>Section I</b>	<b>Verification of Residential Facility</b>
<b>Section J</b>	<b>Verification of SFs &amp; Documents maintained at the TC</b>

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## 6. TRAINING COURSES & ASSESSMENTS & CERTIFICATION

### 6.1 TRAINING COURSES.

DDU-GKY allows courses approved by National Skills Qualification Council (NSQC), NCVET & made available on National qualification Register or portal of Ministry of skill Development and Entrepreneurship.

#### **National Occupational Standards (NOS)-**

National Occupational Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge, skill and understanding they need to meet that standard consistently.

**Qualification Packs (QP)/Course/Job roles** - A Qualification Packs (QP)/Course is comprised of National Occupational Standards (NOSs). It is available for every job role in every industry.

#### **Independent NOS Standalone**

#### **Micro-credentials**

**The National Qualification Register (NQR)** is the official national public record of all qualifications aligned to NSQF levels and approved by NSQC.

#### 6.1.1 CHOICE OF COURSES & DOMAIN CURRICULUM

DDU-GKY support courses with a minimum duration of 576 hours including mandated non-domain training hours i.e. soft Skills, Basic English skills, Information Technology & Entrepreneurship.

It shall be the responsibility of the stakeholders concerned who shall check the availability and validity of a qualification, along with curriculum, content and related training learning material, before opting the same in project application. States must check the validity and training duration of the course proposed by applicant organization for placement link training.

PIA ensures that all the batches are created on DDUGKY portal before the expiry date of the trade version to avoid revision of sanction orders (RSO). If the version of the selected trade changes before the batch commencement/creation, PIA must opt for revision of sanction order for the latest version available of that trade. Refer – **SI-6.1.1**

## Selection of the Course

### Overview

Item	Description
Purpose	To select the available Course
Reference to Guidelines	Para 5.2.6, page 30, SI- 6.1.1
Prerequisite/s	Available on DDUGKY portal and valid
Time for completion	Before submission of project proposal.
Resource/s	Course with Validity available in NQR and SIDH portal.
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To select the available Course as mentioned in NQR.	Before submission of project proposal.	Courses Validity mentioned in Q file at NQR. <b>SI-6.1.1</b>
OP Verifier	Verify the selection of Course as mentioned in NQR.	Before submission of project proposal.	Courses Validity mentioned in Q file at NQR.
Appraisal Agency	Verify the selection of Course as mentioned in NQR.	At Appraisal	Courses Validity mentioned in Q file at NQR.
State	Verify the selection of Course as mentioned in NQR.	Before placing the proposal to PAC for approval	Courses Validity mentioned in Q file at NQR.

#### 6.1.1.1 Clubbing of Courses

Under DDUGKY, clubbing of two or more Qualification Packs shall not be allowed to avoid duplication of NOS. However, based on the requirement of fulfilling a minimum of 576 hours, relevant independent NOS and micro-credentials shall be allowed to be added to meet out the minimum required duration of training. ( Ref. 5.2.9, page – 37)

#### 6.1.1.2 On the Job Training

The skilling courses can also have provisions for providing mandatory On the Job Training (OJT) based on the course requirement as mentioned in the Qualification Packs (QP) and the duration of the OJT provided in the National Qualification Register (NQR). Project Implementing Agencies opting for courses having

mandatory/optional OJT as mentioned in NQR, must ensure that all candidates are provided with opportunities for undertaking OJT. (ref. guideline – 5.2.4, page-30)

### 6.1.1.3 Eligibility of candidate for a Course/Trade:

The eligibility criteria of a candidate shall be followed meticulously. A candidate shall mandatorily meet the minimum qualification/ eligibility as prescribed under NSQF notification released in June 2023. In any case, a candidate who is undergoing regular education at any level shall not be permitted to enroll into a batch.

Minimum Entry Criteria: Since every level of qualification/ job role is expected to lead to a defined level of competency, minimum entry requirements for undertaking training in a qualification of a particular level may be followed as approved by NCVET. The entry criteria may include the academic credentials and/or previous Vocational Education, Training and Skilling undertaken and the existing work experience of the prospective student/ learner.

## Eligibility check of candidate

### Overview

Item	Description
Purpose	<b>To check eligibility of candidate for a Course</b>
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Registration on DDUGKY portal
Time for completion	Before Creation of a batch
Resource/s	Courses Eligibility criteria mentioned in NQR
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To check the eligibility of the candidate mentioned in Q file at NQR.	Before batch creation	Candidates Eligibility criteria mentioned in Q-file at NQR
OP verifier	Verify the eligibility of the candidate mentioned in Q file at NQR.	Before batch submission	Candidates Eligibility criteria mentioned in Q-file at NQR & SF -5.2A
PIA Q team	Verify the eligibility of the candidate mentioned in Q file at NQR.	During inspection	Candidates Eligibility criteria mentioned in Q-file at NQR & SF- 5.2A
State	Verify the eligibility of the candidate mentioned in Q file at NQR.	Before batch approval & During inspection	Candidates Eligibility criteria mentioned in Q-file at NQR SF- 5.2A



CTSA	Verify the eligibility of the candidate mentioned in Q file at NQR.	During inspections	Candidates Eligibility criteria mentioned in Q-file at NQR SF- 5.2A
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### 6.1.2 NON-DOMAIN TRAINING & CURRICULUM

DDUGKY allows Training Course duration minimum of 3 months with 576 hrs. of Training (Domain 396 hrs. and non-Domain 180 hrs.). In cases where the no. of domain hours is less than 396 hrs. is selected, then relevant independent NOS/micro-credential of that sector shall be allowed to be added to meet out the minimum required duration of training hours. If the Domain is more than 396 hrs., Clubbing is not permitted.

**Prescription as per DDU-GKY Guidelines:**

Training duration (In months)	Total Training duration in days	Total Training duration in Hrs.	Core domain (Hrs.)	Non domain (hrs.)			
				English skill	Soft skill	IT skill	Entrepreneurship Skills
3	90	576	396	60	60	30	30
6	180	1152	972	60	60	30	30
9	270	1728	1548	60	60	30	30
12	360	2304	2124	60	60	30	30

In DDUGKY 180 hours of non-domain training including entrepreneurship module is mandatory for all the training. The standardized module and Standardized curriculum shall be adopted by PIAs for 180 hours.

#### Courses and duration of Non domain training

SI	Course	Duration (In hours)
1	English communication	60
2	Employability Skills and Life Skills	60
3	Computer and Digital Literacy	30
4	Entrepreneurship	30
	<b>Total</b>	<b>180</b>

The content and curricula of the 180 hours of English, IT & Soft Skills & entrepreneurship module. **SI – 6.1.2. A, B, C&D.**

### 6.1.3 TRAINERS Eligibility

Domain trainer should be certified by respected Sector skill Councils/ Awarding bodies.

#### Overview

Item	Description
Purpose	To check eligibility of trainers for a Course
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Registration on DDUGKY portal
Time for completion	Before Creation of a batch
Resource/s	Courses Eligibility criteria mentioned in NQR
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To check eligibility of trainer	Before batch creation	Trainers Eligibility criteria mentioned in Q- file at NQR
OP verifier	Verify the eligibility of the trainer	Before batch submission	Trainers Eligibility criteria mentioned in Q- file at NQR
PIA Q team	Verify the eligibility of the trainer	During inspections	Trainers Eligibility criteria mentioned in Q- file at NQR SF- 5.2A Training Centre Inspection
State	Verify the eligibility of the trainer	Before batch approval & During inspections	Trainers Eligibility criteria mentioned in Q- file at NQR SF- 5.2A Training Centre Inspection
CTSA	Verify the eligibility of the trainer	During inspections	Trainers Eligibility criteria mentioned in Q- file at NQR SF- 5.2A Training Centre Inspection

## 6.1.4 TRAINING OF TRAINERS

All the batches of DDUGKY should be trained by the trainers certified by SSC/awarding body in their domain area. Relevant domain TOT certification by the awarding body is mandatory before allotting the batch to the trainer. **PIAs may approach SSCs to train and certify their domain trainers to conduct relevant TOT.**

**If trainers are not certified or have an expired certificate at the time of batch allotment, the PIA needs to ensure the TOT certification of the trainer within 2 months of the training batch allocation.**

Trainers should also possess the knowledge, skills and attitude needed to be a good trainer in their domain. Trainer grading should be done based on their performance. Consistently underperforming trainers should be administered and if trainees showing poor learning outcomes, trainers should be provided with remedial sessions and ways to improve their competency. Classroom performance, results of tests and quizzes, placement success, retention, career progression, trainee selection practices and trainer quality should be correlated, and follow-up action should be taken to improve quality. The Trainers recruited by PIAs will be trained and certified in a phased manner by NIRDPR either on its own or through agencies appointed by it or State. State may also utilize their capacity building funds for augmenting training delivery capacity of the state for all stake holders under skill ecosystem.

### To provide TOT certification to trainers in DDUGKY ecosystem

#### Overview

Item	Description
Purpose	To provide TOT certification to trainers in DDUGKY ecosystem.
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Trainers at training Centre
Time for completion	Before Submission of a batch
Resource/s	Courses criteria mentioned in NQR
Process owner	PIA OP team

## Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	To arrange the TOT for trainers in coordination with SSC/awarding bodies for certification	Before allocating any batch to a non-certified trainer.	As specified by NCVET
PIA Q team	Verify the TOT certification to trainers	During inspections	As specified by NCVET SF- 5.2A
State	Verify the TOT certification to trainers	During inspections	As specified by NCVET SF- 5.2A
CTSA	Verify the TOT certification to trainers	During inspections	As specified by NCVET SF- 5.2A

## 6.2 ASSESSMENTS & CERTIFICATION

Assessments are key to identifying the progress of learners and ensuring they are either on their way to reaching or have reached the standard required to complete a course. Evaluation of a candidate trained during and after the completion of training is mandatory under DDU-GKY. PIAs to conduct regular internal and external assessment for all candidates.

### 6.2.1 OUTLINE OF ASSESSMENTS & CERTIFICATION (ref. guidelines 5.2.6, page 30.)

All the courses/QPs are NSQF aligned, and the complete assessments criteria is also available in each QP available in NQR. PIA should ensure the availability of assessments criteria of the course selected by them for training as developed by the awarding body and approved by NCVET. PIA will have to conduct internal and external assessment of the candidates of all the batches as mentioned in the Activity cum Lesson plan (ACLP). Marks of the candidates in assessment will only be used for grading the PIAs and not for release of instalment. All internal assessments, both theory and practical, will be captured on CCTV. Video footage will be viewed during inspection schedules by PIA Q-team, SRLM and CTSA. Attendance in the internal assessment tests is compulsory.

**Internal Assessment (Also termed Formative Assessment):** This is continuous and an integral part of curriculum in form announced/unannounced quizzes, assignments, tests etc.

**External Assessment (Also termed Summative Assessment) -** Third-party assessment by the awarding bodies approved by NCVET.

### 6.2.2 INTERNAL ASSESSMENTS

**Continuous Assessment:** Internal and continuous assessment should be an integral part of the course curriculum. This should be in the form of announced and unannounced quizzes, assignments and other types of tests. The questions asked, answers given, and marks obtained by each trainee should be uploaded on the DDU-GKY portal and available with PIAs in the candidate's dossier. Internal assessment Protocol is mentioned in **SI-6.2.2**

## 6.2.2.1 CONTINUOUS INTERNAL ASSESSMENT

### Overview

Item	Description
Purpose	To assess learning outcome & Skill Proficiency being achieved
Reference to Guidelines	Para 5.2.6, page 30, SI – 6.2.2
Prerequisite/s	Admission of a candidate in a batch & undergoing training
Time for completion	Internal assessment: Continuous during the training on fortnightly basis.
Resource/s	Assessment and certification of candidates, assessment tests and question banks developed by PIA & internal assessments tools and markings relevant to the QP.
Process owner	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
1. PIA OP team	Internal assessment: Hold tests, save the tests in candidates' personal dossier and upload them on portal.	To be done fortnightly & upload result within 7 days.	5.2.6, guidelines Assessment and certification of candidates
2. PIA Q team	Verify CCTV samples of tests being conducted on the examination process. Verify Result upload on portal	As per inspection schedule  Check randomly selected candidates and randomly selected videos during a center visit.  Inspect videos of assessment process on the first visit after the batch is trained.	5.2.6 guidelines Assessment and certification of candidates & 5.2A. Training centre inspection
3. State	Q-team observations.  Verify CCTV samples of tests being conducted on the examination process. Verify Result upload on portal	As per inspection schedule	5.2.6 guidelines Assessment and certification of candidates & 5.2A Training centre inspection
4. CTSA	Check on PIA Q-team and SRLM reports Verify CCTV samples of tests being conducted on the examination process. Verify Result upload on portal	As per inspection schedule	5.2.6 guidelines Assessment and certification of candidates & 5.2A Training centre inspection

### 6.2.2.2 PRE- FINAL TEST INTERNAL ASSESSMENT.

#### Overview

Item	Description
Purpose	To assess learning outcome & Skill Proficiency being achieved
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Admission of a candidate in a batch & before training completion
Time for completion	Last day of classroom training. Before external assessment.
Resource/s	Assessment and certification of candidates, assessment tests and question banks developed by PIA & internal assessments tools and markings relevant to the QP.
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
5. PIA OP team	Pre-final test - Internal assessment: Hold tests, save the tests in candidates' personal dossier and upload on portal.	Last day of Classroom training	5.2.6, guidelines Assessment and certification of candidates
6. PIA Q team	Verify CCTV samples of tests being conducted on the examination process.  Verify Result upload on portal	As per inspection schedule For internal assessments -  Check randomly selected candidates and randomly selected videos during a center visit.  Inspect videos of assessment process on the first visit after the batch is trained.	5.2.6 guidelines Assessment and certification of candidates 5.2A.: Training Centre inspection
7. State	Q-team observations.  Verify CCTV samples of tests being conducted on the examination process.  Verify Result upload on portal	As per inspection schedule	5.2.6 guidelines Assessment and certification of candidates & 5.2A. Training Centre inspection
8. CTSA	Check on PIA Q-team and SRLM reports Verify CCTV samples of tests being conducted on the examination process. Verify Result upload on portal	As per inspection schedule	5.2.6 guidelines - Assessment and certification of candidates & 5.2A. Training centre inspection

### 6.2.3 EXTERNAL ASSESSMENTS

As per the Common Cost norms notification issued by Ministry of Skill Development and Entrepreneurship, third party assessment and certification are mandatory for all the NSQF aligned courses/QPs. Third party independent assessment must be conducted by awarding bodies through their affiliated assessment agencies to evaluate the skill, knowledge and aptitude level of each trainee as acceptable to the industry or employer. This is to ensure that DDU-GKY pass outs are of a high standard and are eagerly sought after by employers. The names and details of the certificates and the awarding bodies shall be mentioned in the project proposal. These should include only those awarding bodies that have been empaneled by NCVET. The NCVET approved awarding bodies other than Sector Skill Councils must be notified by MoRD also.

#### 6.2.3.1 ASSESSMENT PERCENTAGE

All the assessments conducted by the PIA should ensure that all the eligible candidates must appear for external assessment and clear the assessment test to become eligible for certification by an awarding body approved by NCVET. PIA should provide another chance for the failed candidates to appear for reassessment test at its own cost.

While it will be mandatory that PIA attempts for 100% assessment of candidates, there may be no-turn up cases too. PIA may try to get reassessment done for no-turn ups or fail candidates. In rare cases the State may relax the non-assessment of 5% trainees on reasonable grounds. It would be mandatory for 70% of the trained candidates to be certified.

While a minimum of 70% of trained candidates must be certified for project completion, less than 70% certification, a pro-rata release of funds shall be allowed (on complete beneficiary cost). Performance of PIA in certification of candidates shall be assessed at the time of release of last instalment of a batch. **Online assessment, and proctored assessment will be allowed in need-based cases. As per the need external assessments may be facilitated at OJT locations or placement locations based on feasibility.** The assessment must be captured on CCTV. It will be reviewed when the next batch is inspected.

#### 6.2.3.2 ASSESSMENT FEES

To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an



independent third party authorized for conducting assessments and awarding certifications. This amount shall be over and above the Base Cost and shall range from Rs. 600/- to Rs. 1500/- per candidate as decided by individual Ministries/Departments.

A PIA shall be eligible to claim Rs. 1,500/- per candidate or actual cost, whichever is less, for assessment and certification of candidates trained in the batch. Every PIA must be required to ensure a minimum of 95% assessment of trained candidates and certification for a minimum of 70% of candidates trained in a batch/project.

#### 6.2.3.3 ATTENDANCE ELIGIBILITY FOR ASSESSMENT

PIAs ensure that all eligible candidates with 75% of AEBAS attendance in classroom training should appear for external assessment and a minimum of 70% candidates should clear the test and get certified by the awarding body. Every candidate will be offered One chance of re-assessment (free of cost) including failed candidates. In case of insufficient candidates appearing for re-assessment, candidates with the same trade/course can be clubbed with a nearby training centers.

#### 6.2.4 EXTERNAL ASSESSMENTS PROTOCOL

All the third-party external assessments of DDUGKY candidates will be done by SSCs/other awarding bodies approved by NCVET. These assessments will be done in coordination with PIAs and SSCs/other awarding bodies.

States and UTs getting assessments done through NCVET approved awarding body/assessment agency may check validity of their NCVET approval for conducting assessments and courses for which are approved for conducting assessments.

As DDUGKY portal is integrated with Skill India Digital Portal of MSDE. All NCVET approved awarding bodies which are onboarded on MSDE portal are by default approved for assessments of DDUGKY trained candidates.

##### 6.2.4.1 TIMELINES FOR ASSESSMENT OF A BATCH CYCLE.

The API Integration of DDUGKY portal & Skill India Digital Hub (SIDH) has been done for successful completion of assessment Process online through Sector Skill Councils. SI – 6.2.4.1

For all the batches, **external assessments should be conducted maximum by three months after the batch end date.** The batches should be pushed to SIDH portal for SDMD ID generation after one month of Batch freeze date.

Reassessments of the candidates who were either absent or failed in the external assessment should be **conducted within the three months of result declaration**

of the batch.

#### 6.2.4.2 EXTERNAL ASSESSMENT PROCESS

The process flow for external assessment & Certification through Skill India Digital Hub (SIDH) portal is as follows.

##### Overview

Item	Description
Purpose	Outline procedures for external assessment and certification of candidates
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Admission of a candidate to a batch & training completed
Time for completion	External assessment: Assessment to be done in the last ten days of training by an agency accredited by NCVET.
Resource/s	6.2.2 - Assessment and certification of candidates
Process owner	PIA OP team/SSC

##### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Registration of a Batch on DDUGKY portal. PIA ensures to enter tentative assessment date along with Batch end date.	At the time of batch creation.	5.2.6, guidelines Assessment and certification of candidates
MIS team	Auto submission of Batches for external assessments after the Batch freeze date to SIDH portal.	Next day of Batch freezing date.	5.2.6, guidelines Assessment and certification of candidates
PIA OP team	If SDMS ID is not generated within two days, raise the ticket and follow up with assessment team.	Sort out all the issues of SDMS ID generation one month before the tentative assessments date.	5.2.6, guidelines Assessment and certification of candidates
PIA OP team	Confirmation of number of candidates to be assessed in a batch after marking dropout to SIDH portal.	before 15 days of tentative external assessments date.	5.2.6, guidelines Assessment and certification of candidates
PIA OP team & SSC team	If SDMS ID generated, coordinate with concerned SSCs for invoice generation and fees payment.	Assessment fees payment to be completed 15 DAYS BEFORE BATCH END.	5.2.6, guidelines Assessment and certification of candidates
PIA OP team & SSC team	Fix the final Assessment date in coordination with SSC	8 days before the final assessment date.	5.2.6, guidelines Assessment and certification of

			candidates
PIA OP team & assessment agency	Assessments to be done by assessment agency allotted by SSC at the training centre of PIA	On the final assessment date.	5.2.6, guidelines Assessment and certification of candidates
PIA Q team	Check CCTV samples of tests being conducted	Check randomly selected candidates and randomly selected videos during a center visit.  Inspect videos of assessment process on the first visit after the batch is trained.	5.2.6 guidelines Assessment and certification of candidates  5.2A: Training Centre inspection
State	Same checks as PIA Q-team but on a different set of randomly selected candidates.  To verify randomly generated samples verified by PIA Q-team including the inspection notes and compliance to the PIAs Q-team observations.	As per inspection schedule	5.2.6 guidelines Assessment and certification of candidates &  5.2A: Training Centre inspection
CTSA	Check on PIA Q-team and SRLM reports	As per inspection schedule	5.2.6 guidelines Assessment and certification of candidates &  5.2A: Training Centre inspection

6.2.5

## CERTIFICATION PROTOCOL

Once these candidates clear the assessment test PIA should ensure the results and certificate to be uploaded on the DDUGKY portal within one month of the assessments date from the Awarding body/assessment agency. The uploaded certificate will be provided to each candidate in their logins of DDUGKY portal. This will help them in their future endeavours.

The mark sheet and Certificate is to be issued after successful assessment of the candidate/ learner in the approved format issued by NCVET from time to time, after approval of NSQC. All the certificates shall be issued through SIDH portal or any other process to be specified by the NCVET. All the courses should be certified by the National Council for Vocational Education Training (NCVET), Sector Skills Council (SSC) or any other awarding body whose qualification is being implemented for training.

### 6.2.5.1 PROCESS FLOW OF CERTIFICATES

Item	Description
Purpose	Outline procedures for certification of candidates
Reference to Guidelines	Para 5.2.6, page 30
Prerequisite/s	Admission of a candidate to a batch & training & assessment completed
Time for completion	Within one month after External assessment done by an agency accredited by NCVET/SSC.
Resource/s	6.2.2 - Assessment and certification of candidates
Process owner	PIA OP team/SSC

### Activities

Actor	Action	Time for completion	Relevant Documents
PIA OP team	Check on Results and Certificates to be uploaded on SIDH and will be visible on DDUGKY portal	After 15 days of assessments date – results to be uploaded and next 15 days certificates to be uploaded. SF - 6.2.8. i Total one month after assessments date.	5.2.6, guidelines Assessment and certification of candidates SF - 6.2.8. i
PIA OP team	Certificates can be downloaded by PIA from DDUGKY MIS portal	Certificate will be available within one month after assessments.	5.2.6, guidelines Assessment and certification of candidates SF - 6.2.8. ii
PIA Q team	Checking of assessments & certification of each batch	Check all the certificates of the batch	5.2.6 & 5.2A.: Training Centre inspection
State	Checking of assessments & certificates parameters	As per inspection schedule & at the time of installment release	5.2.6 & 5.2A.: Training Centre inspection
CTSA	Verifying of assessments & certificates parameters	As per inspection schedule Checking of assessments certificates parameters	5.2.6 & 5.2A.: Training Centre inspection

## 6.2.6 COURSE COMPLETION CERTIFICATE OF DDUGKY.

Apart from third-party external assessments & certification from awarding body, DDU-GKY course completion certificate should be generated online and available on DDUGKY portal at the time of batch closure approval by SRLM. These certificates must be visible to candidates at their logins on the DDUGKY portal. PIAs shall hand over these certificates to the candidates in person also. **SF - 6.2.6**

## 6.2.7 DISTRIBUTION OF CERTIFICATES TO CANDIDATES (externally assessed)

All the mark sheets & certificates of a candidate's external assessment and course completion certificate by PIAs shall be made available on candidates' login of DDUGKY portal at the time of batch closure. PIA shall hand over these certificates to candidates in person also. **SF - 6.2.7. i & ii**

A convocation ceremony shall be held on completion of training for all passed-out candidates quarterly in the case of Short-Term Training, a common convocation will be planned to be held by the state in the presence of persons of repute. Wide publicity is to be given for the convocation to improve the aspirational value for skilling among potential candidates of DDUGKY.

High-resolution pictures and videos need to be taken for the Certificate and mark sheet distribution ceremony, including the batch-wise photos of candidates. PIAs need to upload all the batch wise certification images on DDUGKY portal.

## List of Standard Formats & Standard Instructions

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## SI-6.1.1 Choosing the Course

### **PIAs confirm the following aspects of the QPs before choosing them:**

1. Training and course content available should facilitate learning of rural poor youth who may not have exposure to English.
2. Model curriculum, student's guide; detailed syllabus, lesson plans, learning resources in place as mentioned in relevant course and available in NQR.
3. Mixed media modules, interactive pedagogy including games and role plays should be used. The detailed training and learning strategy, and process in place. The curriculum and daily session plan should be uploaded on the portal of DDU-GKY.
4. Detailed strategy and guidelines for training, assessment and testing is available in NQR.
5. Course material and exercises should be available online so that trainees who wish to use it to revise and improve themselves are able to do so. Keeping in mind the proliferation of mobile based learning opportunities, the development and deployment of content are expected for the same.
6. Training Learning Material should be provided on tablets too. The list of trades for which empaneled agency has been authorized shall be made available on the DDU-GKY website.
7. There should be mandatory modules on employability Skills, soft skills, communication English, IT, including Entrepreneurship Development as non domain training.
8. Training Manual, Trainer's Guide, projects, assignment, tutorials; ToT Qualification should be in place as per NQR.
9. List of infrastructure, tools, equipment, labs/ computer labs, workshops, and other special infrastructure required for imparting the training; detailed specifications of infrastructure, tools, equipment, labs/ computer labs, workshops, and other special infrastructure required for imparting the training is available.
10. Trainer's qualifications/ eligibility/ experience is defined and compliance to it.
11. TOT certification of the trainers for respective trades is mandatory and effective at the time of batch allocation.
12. Assessor's qualifications/ eligibility/ experience is available in NQR, if needed can be referred.
13. Basic e-content based on the model curriculum; Advance content, e-content and other digital resources, multimedia resources, including animation, simulation, digital twins, metaverses, etc. is defined by NCVET may be referred.
14. Assessment Manual, Assessor's Guide, question banks for assessments, job works for practical assessments are available in NQR, may be referred.

## SI- 6.1.2. A: Non-Domain Training - English content – 60 hours

The schedule of 60 hours of English content has to be in the activity cum lesson plan. Include video and audio-based teaching methods to improve content delivery.

S. NO.	Topic and sub topic	Expected outcomes
1	Introduction Introduction to the course Why learning English is important. Learning basic English sentences. Include parts of speech	Enable the candidate to understand basic English sentences and use it in their daily life. The trainer should first gauge the candidates' level of understanding and teach the candidate accordingly.
2	Greeting Face to face interaction (Formal and informal interaction)	Enable the candidates to interact by greeting his/her peers, elders and neighbors formally and informally.
3	Reading Include a list of frequently used English words according to Indian context like Dolch List <sup>13</sup> . Reading Activity like reading simple sentences, paragraphs, poems etc. Review Evaluation Discussion on evaluation	Enable him/her to read and follow basic domain related instruction and learn basic English sentence formation.
4	Speaking Becoming a good communicator. Speaking Activity like play a small skit, debate, extempore speech etc.	Enable him/her to understand and start a basic English conversation or to understand and answer basic queries from the customer in case of BPO & hospitality trade
5	Listening Listening is important Listening Activity like paragraph dictation, storytelling, quiz etc.	The candidate should develop a good listening skill to understand what the other person wants to convey.
6	Listening, Speaking, Reading (LSR) Role Play Practicing LSR 1 and 2 Role play-banking, restaurant, ticketing, interview Review Evaluation Discussion on evaluation	Enable the candidate to listen, speak and write about any situation in his/her daily life, enable him/her to deposit/withdraw money from the bank, how to order for food and eat in restaurant, book a ticket. Also prepare him/her to face an interview.
7	Message Taking/Writing Taking down	Enable him/her to read or write emails and text messages



	messages Practice message writing	
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S. NO.	Topic and sub topic	Expected outcomes
8	Social Communication Introduction to conversation Conversation between small groups and large groups Interpersonal communication Word Grouping Shopping vocabulary and conversation Complimenting Small talk Crossword Comparatives	Enable him/her to develop good conversation and communication skills in English and ability to use basic English words while speaking. He/ she should also be able to communicate about the future workplace.
9	Form Filling Writing application letter Interview Etiquette Filling forms Review Evaluation Discussion on evaluation	He/she should be able to fill forms, know the basic etiquette for interview and write an application letter. He/she should be able to fill forms related to the core domain.
10	Final Evaluation and Conclusion Evaluation Discussion on evaluation	At the end of 60 hours session the candidates should be comfortable with basic English conversation and reading or writing simple English sentences.

## SI – 6.1.2. B: Non-Domain Training – IT Skills content – 30 hours

The schedule of this IT content module must be in the activity cum lesson plan. Include video and audio-based teaching methods to improve content delivery.

S. No.	Topic and sub topic	Expected outcomes
1	Computer, laptops, tabs, introduction  Computer architecture- h/w, s/w, peripherals, OS Create, update, delete files, file structure Using, installing applications, Hardware and software introduction.	Ability to start a computer, use a mouse and/ or touchpad, recognize software applications/ programs. Understand PC configurations, Locate, open, update and save a file. Understand types of files, create file names and folders, take printouts
2	Typing Tutor (Either English or any Indian language as per market demand)	Average typing speed of 20 words per minute with a minimum 80% accuracy
3	Internet Internet fundamental Ways of connecting to internet Use of browsers How to open websites Using search engines to find information Creating mail IDs Password and security Composing, checking and sending emails Email etiquette	Understanding basic terms, connecting to the internet, recognize and launch a web browser, Search for a given keyword. Ability to create an email account, logging in, composing mail, uploading and downloading attachments. Ability to recognize security threats
4	different types of digital devices and the procedure to operate them safely and securely Security Awareness Need for antivirus tools Running scans every week email and password security Awareness of possibility of spam mails and phishing	Ability to schedule antivirus scans, address threats, create appropriate passwords for email accounts, detect spam mails
5	Productivity Tools Why use tools Spread sheet software Word processing software- Creating, editing, formatting documents, spell check PowerPoint software - Data entry tabulation, calculations Picture editor software - Picture upload, Case study	Basic Word processing skills, ability to use basic functions in Excel. Create a report, formatting a document, creating a PowerPoint presentation

S. No.	Topic and sub topic	Expected outcomes
6	Technology Trends Mobile technology: smart phones Using massive open online courses (MOOCs) for self-learning Using e-commerce sites Online professional networking Online banking and Online reservations	Features and utilities of smart phones. Use an online learning course, make an online reservation, and check bank account online. Have a web presence in security networking or job sites. Awareness about using e-commerce sites.

## SI – 6.1.2. C: Non-Domain Training – Soft Skills content – 60 hours

The schedule of soft skills module has to be in the activity cum lesson plan. Include video and audio-based teaching methods to improve content delivery.

S. NO.	Topic and subtopic	Expected outcomes
1	<b>Need for employability skills and different learning and employability related portals</b> <b>21st century skills and their importance</b>	<b>The candidates should understand the basic meaning of soft skills, their components and their benefits.</b>
2	<b>Communication</b> <b>Effective Communication</b> how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up <b>An Introduction</b> <b>Communicating Effectively - Identifying Barriers and Minimizing</b> Interpersonal Skill Development Positive attitude Decision Making, Listening Skills, Negotiation Skills, Creative thinking Empathies. <b>Effective Communication - Practice Evaluation</b> <b>Discussion on evaluation.</b>	Basics of Communication, Socialization and Gender in Society, Women's vulnerability in communication and barriers of communication, Process and Dynamics of Communication, Communication at work, Communication at home and in the community, Resume writing, Interview Skills, Customer integration,  Public speaking, describing his/her likes and dislikes for five minutes in the classroom, basic etiquettes used during a conversation with another person, overcome shyness etc.
3	<b>Problem Solving &amp; Decision Making (PSDM)</b>	Basics of Problem Solving and Decision Making; Consensus building & role of communication; Group problem Solving and accountability in decision making; Application of Problem Solving and Decision Making at home, workplace and community
4	<b>Sanitation, Safety &amp; Hygiene</b> Personal Grooming Personal hygiene Importance of cleanliness and sanitation in and around the center First Impression, Dress to Impress Body Language Habits & Dos and Don'ts  Fire and safety equipment, signage and practices at Training Centre and workplace.	Candidates should have knowledge on upkeep of surroundings and should be trained on how to maintain it.  They should also know about the individual upkeep and trained to.

5	<b>Time &amp; Stress Management (TSM)</b> Time Management Concept and Activity Attendance Discipline & Punctuality Review	Managing time, Refining goals and link to time management; Prioritization and multiple roles; Stress and Stress Management; Positive Thinking; Exercise for Stress Management  Development of time management skills  The candidates should develop a positive attitude and behavior, they should be motivated for team participation at work, anger management skills and leadership quality should also be developed.
5	Execution Excellence (EE) various constitutional and personal values	Domain specific ingredients for EE, Working in teams, Leadership Quality, 5S leadership model  To enable the candidate to give a brief description about himself/herself in public. To enable him/her to follow his/her daily duties and to cooperate with his/her peers, family and other members in society.
6	different environmentally sustainable practices and their importance	Enable him/her to participate in any group discussion in the class, give a speech in public, and understand the importance of team building and team work.
9	<b>Job Readiness</b> <b>Importance of career development and setting long- and short-term goals</b> Enable the candidate to understand and prepare a resume. how to apply for a job and prepare for an interview Activity - Preparation of resume, Audio, Video resume. Interview Preparation, Getting a job Interview questions to think about Dressing, Arriving on time Develop confidence/Motivation Techniques Role play – Interview	The candidate should be motivated to work after the training period is over, internal interview for the candidates should be conducted, candidates should adapt punctuality, they should know how to present themselves during an interview etc.  Workplace etiquettes, Grooming, HR policies, Salary breakup, Entitlements & benefits, Inductions, Job roles, Sectoral knowledge & experience sharing by Alumni, English Skills Content as per SOP  Apprenticeship scheme and the process of registering on apprenticeship portal How to pursue learning, reskilling and upskilling
10	<b>Financial Literacy (FL)</b> Different types of financial institutes, products, and services	The importance of Saving, Saving options - Merits and Demerits, Financial Planning, Resource Materials for Financial Literacy, Digital Finance (Theory + Practical)  How to compute income and expenditure importance of maintaining safety and security in offline and online financial transactions

11	<b>Social Entitlements (SE)</b> Gender sensitivity and inclusivity Different legal rights and laws How to appreciate diversity and inclusion	Understanding DDUGKY, Orientation of Social Entitlements, State specific schemes,
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## SI – 6.1.2. D: Non-Domain Training – Entrepreneurship content – 30 hours

S. NO.	Topic and sub topic	Expected outcomes
1	Entrepreneurship development module Concepts & functions, Need, Importance & process. Qualities of successful entrepreneur	Understanding of concepts of entrepreneurship.  How to start a business and seeing it through to profitability and sustainability
2	Business planning & Sourcing	learn how to develop business plans
3	Concept of Market research	Identify and explore business opportunities for sustainable community development.
4	Introduction to various government schemes and the objective of the program	an overview of various government schemes
5	Enterprise incubation and set up	Develop strategic planning skills for successful enterprise establishment
6	Entrepreneurial Operations	strategic decision-making skills to optimize business operations. Build and lead high-performing teams for efficient workflow
7	entrepreneurship through e-commerce	Employ effective marketing strategies, including high-quality product photography, to attract and retain customers in the e-commerce space. Business ethics through e-platform
8	Business finance & resource mobilization	and how to secure and manage financial resources
9	Innovation & problem solving	how to develop and sustain innovation within organizations

## SI - 6.2.2 INTERNAL ASSESSMENTS PROTOCOL

Internal assessment for minimum 3 month/576 hours program is as follows. The number of tests for courses of other duration will increase proportionately.

- a. Continuous tests to be done fortnightly.
- b. Monthly tests after completion of 30 and 60 days of training.
- c. One pre final test around 10 days before the final assessment by an external agency accredited with NCVET.
- d. In addition, surprise quizzes can be held for continuous assessment and feedback.
- e. All internal assessments, both theory and practical, will be captured on CCTV
- f. Video footage will be viewed during inspection schedules by PIA Q-team, SRLM and CTSA.
- g. Attendance in the internal assessment tests is compulsory.
- h. **These tests must be uploaded on the portal within 7 days of the test.**

This will be examined by the PIA's independent quality team, when it makes monthly visits to each training Centre. The results of PIA's quality inspections are to be made available on the DDU-GKY portal as it is a list of action points from each visit and details of compliance on each.

Quality of assessment tests and their veracity should be done based on randomly selected candidates for a randomly selected test. In each case the following should be done:

- a) Review the CCTV footage
- b) Revalue the paper using model answer paper
- c) Administer the test to the candidates again.



### SI – 6.2.4.1 - The process flow for external assessment & Certification through MSDE Skill India Digital Hub (SIDH) portal

Sl. No.	Activities	Actor	Time for completion
1.	Registration of a Batch on DDUGKY portal. PIA ensures to enter tentative assessment date along with Batch end date.	PIA OP team	At the time of batch creation.
2.	Auto submission of Batches for external assessments after the Batch freeze date to SIDH portal.	MIS team	Next day of Batch freezing date.
3	If SDMS ID is not generated within two days, raise the ticket and follow up with assessment team.	PIA OP team	Sort out all the issues of SDMS ID generation one month before the tentative assessments date.
3.	Confirmation of number of candidates to be assessed in a batch after marking dropout to SIDH portal.	PIA OP team	before 15 days of tentative external assessments date.
4.	If SDMS ID generated, coordinate with concerned SSCs for invoice generation and fees payment.	PIA OP team & SSC team	Assessments fees payment to be completed 15 DAYS BEFORE BATCH END.
5.	Fix the final Assessment date in coordination with SSC	PIA OP team & SSC team	8 days before the final assessment date.
6	Assessments to be done by assessment agency allotted by SSC at the training centre of PIA	PIA OP team & Assessment Agency	On the final assessment date.
7	Results and Certificates to be uploaded on SIDH and will be visible on DDUGKY portal.	SSC team	After 15 days of assessments date – results to be uploaded and next 15 days certificates to be uploaded. SF - 6.2.8. i Total one month after assessments date.
8	Certificates can be downloaded by PIA from DDUGKY MIS portal	PIA OP team	Certificate will be available within one month after assessments. <b>SF - 6.2.8. ii</b>
9	Checking of assessments certificates parameters	SRLM	At the time of instalment release

/

## SF – 6.2.6 COURSE COMPLETION CERTIFICATE OF DDUGKY

 सत्यमेव जयते	 Deen Dayal Upadhyaya Grameen Kaushalya Yojana Empowering India • Powering the World	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">State Emblem</div>	
			
Certificate No.: _____			
<h3 style="margin: 0;">Certificate of Proficiency</h3> <h3 style="margin: 0;">in _____ (Sector)</h3>			
This is to certify that Ms./Mrs./Mr. _____ Daughter/ Son/ Wife of _____ has completed 576 (Five Seven Six) hours of training as per SSC/NCVT Course Curriculum (for SSC mention NSQF level & for NCVT mention level) in _____ (Name of Trade), from (Date) _____ to (Date) _____ with PIA Name under Roshni initiative of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).			
Candidate ID No: _____	Date: _____	<div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">PIA Logo</div>	Signing Authority (Seal and Sign) PIA Name (Address)



Certification No. \_\_\_\_\_

## Certificate of Proficiency

This is to certify that Ms./Mr./Mrs. \_\_\_\_\_ daughter/son/wife of \_\_\_\_\_

has completed 576 ( Five seventy Six) hours of training in \_\_\_\_\_

(name of trade) version - \_\_, level – as NSQF aligned course curriculum from date \_\_\_\_\_ to \_\_\_\_\_

with PIA Name under Deen Dayal Upadhyaya Grameen Kaushalya Yojna ( DDU-GKY) of Ministry of rural Development.

Candidate ID: \_\_\_\_\_

Date of Issue \_\_\_\_\_

PIA Name & logo  
Sign, Seal





**Skill India**  
विश्व कौशल - कुशल भारत

MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP  
GOVERNMENT OF INDIA

**MARKSHEET**

Name : Karishma  
 QP Name : Retail Sales Associate  
 QP Code : RAS/Q0104  
 NSQF Level : 3  
 Sector : Retail  
 Type : Candidate

26th November 2024

JOB CODE	JOB NAME	JOB TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. CORN000010	Responsibility: Share all products	Non-Care	80	80.00
2. RAS00010	To process credit applications for purchase	Care	100	76
3. RAS00010	To help keep the store secure	Non-Care	100	78
4. RAS00010	To help maintain health and safety	Non-Care	100	76
5. RAS00010	To demonstrate products to customers	Care	100	80
6. RAS00010	To help customers choose right products	Care	100	80
7. RAS00010	To provide specialist support to customers' building purchases	Care	100	76
8. RAS00010	To maintain order of goods & services	Care	100	80

**CORENCS**

TOTAL MARKS = 647.00

**NON CORENCS**

TOTAL MARKS = 536.38

**OVERALL SCORE**

= 677.66

**PASS**

(55.81% of Core + 50.38% of Non Core)

  
 Hari Meena  
 Chairperson  
 Retailers Association/LEA  
 Council of India

  
 RASI  
 Retailers Association  
 Council of India

  
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**Skill India**  
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MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP  
GOVERNMENT OF INDIA

**MARKSHEET**

**CORENCS**

TOTAL MARKS = 647.00

**NON CORENCS**

TOTAL MARKS = 536.38

**OVERALL SCORE**

= 677.66

**PASS**

  
 Hari Meena  
 Chairperson  
 Retailers Association/LEA  
 Council of India

  
 RASI  
 Retailers Association  
 Council of India

  
 1A6115C7010100097

SF - 6.2.7. ii CERTIFICATES TO CANDIDATES (externally assessed)



DRAFT

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## 7. Placement – Verification & Tracking

### 7.1 Definitions

- I. **Employer:** An employer is an organization or Business Entity who hires and pay monthly wages to individual known as employees to perform specific task or services. The Employer in case of DD-GKY 2.0 refers to the Organizations / Companies/Entity who provides the wage employment/GIG Employment to DDU-GKY trained candidates.
- II. **Placement:** Placement for this purpose is defined as continuous or non-continuous employment in Wage/Self/GIG, for a minimum of six months. The eligibility of monthly income in self-employment/monthly wages in wage employment /service Charges in GIG Employment. For consideration of Minimum wages in all three categories has to be equal or more than Semi-Skilled Category Monthly Wages notified or as per “Remuneration to the Candidate” given in Guidelines, whichever is higher.
- III. **Wage – Employment:** It is an arrangement in which an employee earns monthly wages. The List of Proofs required for consideration of Wage – Employment is mentioned in **Table 1**
- IV. **Self – Employment:** An individual earns a living by engaging in self-entrepreneurship and earns income from it. The List of Proofs required for consideration of Self – Employment is mentioned in **Table 1**
- V. **Gig-Employment:** It is type of employment that involves short-term, temporary, or free-lance contracts, rather than permanent positions. It may be understood as independent contractors who provide services or goods on-demand for companies or customers. Gig workers are individuals who engage in short-term, flexible, or on-demand jobs, often through digital platforms. They are required on work on a project-by-project basis, often use apps and digital platforms to find work, control their own hours and work locations and Responsible for their own taxes, insurance and expenses. The payment to GIG workers may be dependent on work done by an individual and not in form of Salary. E.g. Ride-share drivers, delivery couriers, freelancers (e.g., graphic designers, repair workers), and platform-based workers (e.g., Fiverr, Upwork users). The List of Proofs required for consideration of Wage – Employment is mentioned in **Table 1**



Table – 1

Sr. No.	Wage Employment	Self-Employment	GIG-Employment
<b>Documents required on Joining / Onboarding</b>			
1.	Offer Letter issued by the employer with the details like date of joining, terms & conditions & details of Remuneration (Optional)	Proof of enterprise set up like Proprietorship License, Proof of MSME registration, Udyam registration, Trade License along-with geo tagged photograph of establishment OR	Contractor Agreement/Agreement including Terms & Conditions for work, Payment terms, Scope of Work & any other special terms and conditions of the organization
2.	Acceptance of the Offer by Candidate (Optional)	Proof authenticating that the candidate is part of the producer group OR	
3.	Appointment letter issued by the employer with detailed salary break up, date of joining, terms and conditions / specific requirements of Work assigned to the Candidates & details of remuneration (Mandatory)	Proof of Bank loan availed/credit linkage from any Financial Institutions, Bank Loan Sanction Document, Proof of atleast employed one or more person in enterprise	
<b>Documents required 2<sup>nd</sup> Month Onwards</b>			
1.	Salary Certificate / Salary slips issued by the Employer	Sale of produce to Government Warehousing Corporation/direct under Public Distribution System/direct to private/public enterprises (E.g. Mother Dairy, Patanjali/similar entities, etc.), Sale receipts received through commission agents, Sales Register	Monthly Activity Log
	And	And	And

2.	Salary payment proof from Employer Bank Account only. (NEFT/RTGS details, bank Account statement, or passbook entries showing the monthly credit details. Salary in cash or Kind will not be accepted as proof of salary payment under DDU-GKY	Monthly Bank Statement with proof of income	Payment Statement
			And
3.	(Optional) PF/ESIC Receipt / Document		Bank Statement

- VI. Cross-domain Placement: Placement is to be made in the job roles for which domain training is provided. DDU-GKY shall be actively debarring cross placements in sectors where skill training acquired is not being used. However, if a candidate is placed in a sector that is different from the one in which they received training under the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), the salary she/he receives should be at least 20% higher than the minimum wage of semi-skilled category or rupees 10,000/-, whichever is higher applicable at the employer's location, as notified by the relevant department. This provision ensures that the candidate is adequately compensated for their skills and experience, even when employed in a different sector than the one they were trained.
- VII. Tracking: Tracking refers to the process of monitoring and recording the progress, status or location of trained/employed candidates in context of employment. Once the training is completed, all trained candidates are tracked every month for a period of 12 months from the date of training completion. The trainees are tracked for at least one year after Training completion. Tracking is required to be done by both Project Implementation Agencies and verified & Monitored by SRLM on monthly Basis.
- VIII. Appointment Confirmation: The appointment letter is a critical document in the recruitment process and serves as a legal and professional document confirming the terms and conditions of employment. This serves the purpose of confirmation of the appointment of the candidate.

- IX. **Desk Verification:** Desk verification is a process of verifying 100% documents related to the placement of Candidates on Monthly basis to ensure that the candidates are employed and provided with wages/earning income as per the norms of DDU-GKY. This involves checking various documents such as Appointment Letter, Salary Slip, Bank Statement, Enterprise Registration Document, Contract Letter, Proof of Income in case of Self Employment/GIG Employment etc. The desk verification is a critical step that ensures the integrity of the placement process, benefiting both the candidates and the stakeholders involved. Digital tools as available shall be used for reducing administrative drudgery.
- X. **Physical/Online Verification:** The physical/online verification processes involves the on-site verification of the placement of the Candidates at their Work locations or Candidate Location. This Process is designed to ensure the Placement reported by the PIAs are genuine and the candidates are indeed employed as reported by PIA. The Physical/Online Placement verification is used to ensure the accuracy and authenticity of candidate placements. The physical verification purpose is to confirm the actual placement of candidates by visiting their workplaces. The verifiers visit the workplaces of randomly selected candidates/as per applicable norms to check employment status and gather evidence on validation of employment. The online verification is to verify candidate details remotely through digital means. Physical / Online verification methods are crucial for maintaining the integrity of the DDUGKY program and ensuring that the reported placements are genuine.
- XI. **Post Placement Support(PPS):** Post-placement support is a crucial service that helps ensure the success and well-being of individuals after they have been placed in a new job situation. As per 4.1.15 of DDU-GKY 2.0 Guidelines Post Placement Support (PPS) needs to be paid to the trainee by the 10th of the first month of placement and subsequently on providing proof of placement(Salary slip, Bank statement or as applicable documents). PPS amount shall be paid to the candidate for the period of 6 months in candidate Bank Account. PPS can be paid through State shall pay PPS for six months in the Candidate's bank account in which the Employer deposits the salary or through Aadhar Payment Bridge system. The tracking of Post Placement Support Payment shall be done on monthly basis as per applicable norms according to DDU-GKY.
- XII. **Retention:** Under DDU-GKY Retention in job/employment shall be considered for 365 calendar days. Retention support cost shall be paid to the candidate @ 5,000/candidate. For consideration of Retention, the placed candidate, Employers can be single or multiple but the total period out of work should not exceed 60 days during the 365-day period since the first appointment/enterprise set up. PIA will be required to

update the designated portal with salary/income proofs as required under DDU-GKY for claiming this incentive. The State shall verify each case whose details are shared by PIA, either through self-verification of placement app provided on ERP or any other mechanism notified by MoRD. Candidates can self-verify & Place required documents too.

- XIII. Placement Incentive: Placement Incentive shall be paid for every placement above 70% (of the total training target in a project) up to 85% placements, a PIA shall be eligible for an additional payment at the rate of Rs. 3,000/- per candidate so placed. If a PIA can achieve placements above 85% of the total training target for a project, it shall be entitled to Rs. 5,000/- per candidate for each such placement.
- XIV. Foreign Placement: Foreign placements shall be placement of any candidate made outside geographical boundaries of India.

## 7.2 Employer Registration

### 7.2.1 Employer Registration

#### Overview

Item	Description
Purpose	To register the Employers/ To register Employers for GIG
Reference to Guideline	No Specific Reference
Prerequisite	NA
Time of Completion	Before providing Letter of Intent (LoI) to Project Implementation Agency
Resources	SF 7.2A – Employer Registration Form
Process Owner	Employer

#### Activities

Actor	Action	Time Completion for	Relevant Documents
Employer	To register the Employers who are linked with PIA for providing Wage/GIG Employment	Before providing Letter of Intent (LoI) to Project Implementation Agency	SF 7.2A – Employer Registration Form (To be Registered on ERP Portal)

### 7.2.2 Letter of Intent (LoI)

#### Overview

Item	Description
Purpose	To ensure that the PIA has sufficient job opportunities in Wage /GIG Employment before application of project and same is updated & Verified on ERP Portal
Reference to Guideline	No Specific Reference
Prerequisite	Registration of Employer
Time of Completion	Before Project Application
Resources	SF 7.2B- Letter of Intent Format
Process Owner	Project Implementation Agency

#### Activities

Actor	Action	Time Completion for	Relevant Documents
Project Implementation Agency	To ensure that the PIA has sufficient job	With Project Application	SF 7.2B – Letter of Intent Format (To be

	opportunities in Wage Employment/GIG Employment a. Before application of project and same is updated on ERP Portal b. Tagging of LOI to each Batch before training		Registered on ERP Portal & upload LoI)
SRLM/SSDM	To verify that Letter of Intent Submitted by PIA for basic criteria, employer legitimacy, business registration and alignment to the training in proposed Job role.	During Appraisals	SF 7.2B - Letter of Intent Format, SI 7.2A - Instructions for Verification of Letter of Intent
SRLM OPS team	Verifying tagging of LOI with Batches	During Approval Batch of	SF 7.2B - Letter of Intent Format, SI 7.2A - Instructions for Verification of Letter of Intent

## 7.3 Tracking of Candidates

### 7.3.1 Monthly Tracking of the Candidates

#### Overview

Item	Description
Purpose	To know the Employment Status of trained candidate on Month-on-Month basis post completion of the training
Reference to Guideline	Section 2.8.1 Table 3 Point 11(xii), Section 4.1.16
Prerequisite	Completion of Training
Time of Completion	Continuous Process
Resources	SI 7.3 A Tracking and Related Definition SF 7.3A Tracking form for Candidates in Group A SI 7.3B List of Valid Documents for each type of Employment SI 7.4C Tracking of Candidate on ERP for Employment Status
Process Owner	Project Implementation Agency

#### Activities

Actor	Action	Time for Completion	Relevant Documents
PIA Ops Team	In case Employment Status is "Employed" Relevant documents to be uploaded as per SI 7.3B In Case, Employment Status is "Unemployed" The Status to be marked as "Unemployed"	By 10 <sup>th</sup> of Every Month	SI 7.3A: Tracking & Related Definitions SF 7.3A: Tracking Form for Candidates in Group A SI 7.3 B List of Valid Documents for each type of Employment  SF 7.3B: Tracking of Candidate on ERP for Employment Status
PIA Ops Verifier	a. To verify the Status of Employment as	By 13 <sup>th</sup> of Every Month	SI 7.3A - Tracking & Related

	<p>“Employed” or “Unemployed”</p> <p>b. To verify the relevant documents where Employment Status is “Employed”</p>		<p>Definitions SF 7.3A - Tracking Form for Candidates in Group A SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B: Tracking of Candidate on ERP for Employment Status for each month</p>
PIA Admin	<p>a. To verify the Status of Employment as “Employed” or “Unemployed”</p> <p>b. To verify the relevant documents where Employment Status is “Employed”</p>	By 15 <sup>th</sup> of Every Month	<p>SI 7.3A - Tracking &amp; Related Definitions SF 7.3A - Tracking Form for Candidates in Group A SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B: Tracking of Candidate on ERP for Employment Status for each month</p>
SRLM OPs Team	<p>a. To verify the Status of Employment as “Employed” or “Unemployed”</p> <p>b. To verify the relevant documents where Employment Status is “Employed”</p>		<p>SI 7.3A - Tracking &amp; Related Definitions SI 7.3B - List of Valid Documents for each type of Employment SF 7.3B: Tracking of Candidate on</p>



			ERP for Employment Status for each month
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## 7.4 Desk Verification of Placement Records

### Overview

Item	Description
Purpose	To confirm that Relevant Documents are submitted as proof of Placement where Employment Status is “Employed” or marked as “Unemployed” for the month
Reference Guideline	to Section 5.2.7, Section 9.7 Table 10
Prerequisite	Completion of Training & Tracking
Time of Completion	Continuous Process- Monthly
Resources	SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B Tracking Candidate on ERP for Employment SI 7.4A Desk Verification Process
Process Owner	Project Implementation Agency & SRLM

### Activities

Actor	Action	Time Completion for	Relevant Documents
PIA Ops Team	To verify and upload relevant document for a month for all the candidates where employment status is “Employed”	10 <sup>th</sup> of every Month	SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B Tracking Candidate on ERP for Employment
PIA Ops Verifier	To verify 100% of candidates submitted by PIA Ops Team	By 13 <sup>th</sup> of Every Month.	SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment

			SI 7.4A: Desk Verification Process
PIA Admin	To verify 100% of candidates submitted by PIA Verifier Team	By 15 <sup>th</sup> of Every Month	SI 7.3 B List of Valid Documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment SI 7.4A: Desk Verification Process
SRLM OPs Team L1	a. To verify 100% of documents submitted by PIA Admin b. To send Rejected candidates to SRLM Ops L2	By the 25 <sup>th</sup> of Every Month.	SI 7.3B List of Valid Documents for each type of Employment SF7.3B Tracking of Candidate on ERP for Employment SI 7.4A Desk Verification Process
SRLM OPs Team L2	To verify Rejected Candidates documents submitted by SRLM Ops Team L1 & take decision on Acceptance or Rejection of the Record.	By 30 <sup>th</sup> of every month	SI 7.3B List of Valid Documents for each type of Employment SF7.3B Tracking of Candidate on ERP for Employment SI 7.4A: Desk Verification Process

## 7.5 Placement Verification - Physical / Online

Placement and related definition are provided in SI 7.5A: Placement and related definitions. This will be the guiding basis to decide whether a

candidate is placed or not. Using these definitions as basis, list of candidates for physical verification will be auto generated on ERP system.

### 7.5.1 Generation of Samples for Physical Verification

The sampling process and the decision rules for considering the payment to be released in 4<sup>th</sup> Instalment /recovery adjustment in foregoing batches are given in SI 7.5B: Procedure to draw samples for physical verification and confirmation of placement. The process will be used to draw samples every month and the process of the verification is described in the next Section.

### 7.5.2 Placement Verification of Stratified Sample -Physical/Online

#### 7.5.2.1 Placement Verification of Stratified Sample -Physical/Online – Batchwise

##### Overview

Item	Description
Purpose	To physically verify sample of candidates who meet the placement criteria at the end of 3 months of desk verification.
Reference to Guideline	Section 5.2.7 Section 9.7 Table 10
Prerequisite	Acceptance of list of candidates' desk verified at the end of 3 months by PIA
Time of Completion	1.Continuous Process 2.Sample verification within 10 days from generation of Sample
Resources	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
Process Owner	SRLM & CTSA

##### Activities

Actor	Action	Time for Completion	Relevant Documents
SRLM OPs Team	To conduct physical/online sample verification - Primary	To be done between 21 <sup>st</sup> -25 <sup>th</sup> of Every Month as per SF 7.5A	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be

			checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
CTSA	To conduct physical/online sample verification – Primary & Recheck	To be done between 26 <sup>th</sup> -30 <sup>th</sup> of Every Month as per SF 7.5A	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
Finalization of placement of the Batch			
ERP System	1. Analyze document verification and physical/ online verification records and conclude number of candidates placed in that month for all eligible batches 2. Auto generated list shall be shall with concern PIA, SRLM & CTSA	1 <sup>st</sup> of Next Month	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated final list of Verified Candidates fulfilling criteria for finalization of Batch wise Placement number in a month

### 7.5.2.2 Treatment of placement done after claim of 4<sup>th</sup> Instalment for a batch

- a. PIA has to claim 4<sup>th</sup> Instalment when PIA agrees that placement of all the eligible candidates is completed for that particular batch. Once Claim is initiated by the PIA, eligible amount shall be released. In case, the PIA achieves less than 70% placement in a batch then the payment shall be done on pro-rata basis for that batch.
- b. For any placement done after claim of 4<sup>th</sup> Instalment, shall be considered at the closure of the project & the achievement of placement percentage shall be evaluated accordingly. Any adjustment amount post successful verification shall be paid/recovered accordingly.

#### **Process to draw sample**

- a. The Pool of desk verified candidates available at the time of project closure may be considered for drawing of samples.
- b. The entire pool of such candidates shall be stratified into the group of 35 candidates and sample of 5 candidates shall be drawn for each such group created. If the group is smaller than 35, then also 5 candidates shall be taken as sample.
- c. The sample shall be generated randomly through automated ERP system.
- d. The division of samples between SRLM & CTSA & Sampling Process shall remain same as mentioned in SI 7.5B – Procedure to draw samples for Physical /online verification and confirmation of Placement

### 7.5.3 Mechanism for Resolving differences over Placement Result

If any differences arise during placement verification, the process for resolving them is as follows:

- In case of any difference between the documentary evidence and as claimed by candidate during physical/online verification regarding the amount received as a part of salary/income, then the one which is on lower side & fulfils the minimum criteria as per placement definition of DDUGKY 2.0 may be considered. For example, if the salary claim is Rs. 11,000 from document verification and Rs. 10,000 communicated during physical/ online verification, then Rs. 10,000 (the lesser one among the two) will be accepted. Final decision about the case under consideration will be taken based on this interpretation. In any case it shall not be lesser than the one defined in placement definition regarding salary / income.
- However, an appeal can be made against the decision with valid proofs, and process of appeal is as follows:
  - After decision is marked for sample lot over ERP Portal, the PIA

should give an appeal in Seven days to SRLM/SSDM

- SRLM/ SSDM will consider the appeal and give its decision within 8 days of receipt of appeal

### 7.5.3.1 Appeal to SRLM for resolving difference in Placement Result

#### Overview

Item	Description
Purpose	To resolve the difference in placement result
Reference Guideline	to Section 5.2.7, Section 9.7 Table 10
Prerequisite	Physical Verification of the Batch
Time of Completion	As and when raised by PIA
Resources	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be checked /cross verify during Physical/Online verification
Process Owner	Project Implementation Agency, SRLM & CTSA

#### Activities

Actor	Action	Time for Completion	Relevant Documents
PIA Ops Team	To apply for appeal of rejected candidates on ERP portal	7 <sup>th</sup> of Next Month	SI 7.5A Placement & Related Definitions SI 7.5B Procedure to draw samples for Physical/Online Verification & Confirmation of Placement SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated final list of Verified Candidates fulfilling criteria for finalization of Batch wise Placement

			number in a month
SRLM Team	OPs	<p>1. SRLM/ SSDM to accept appeal request of PIA over ERP portal</p> <p>2. SRLM/ SSDM to conduct physical/ online verification of candidate independently</p>	<p>By the 15th of Every Month.</p> <p>SI 7.5A Placement &amp; Related Definitions</p> <p>SI 7.5B Procedure to draw samples for Physical/Online Verification &amp; Confirmation of Placement</p> <p>SF 7.5A Items to be checked /cross verify during Physical/Online verification</p> <p>Auto generated final list of Verified Candidates fulfilling criteria for finalization of Batch wise Placement number in a month</p>
CTSA		<p>1. CTSA to accept appeal request from SRLM</p> <p>2. CTSA to conduct physical/ online verification of candidate independently</p>	<p>By the 15th of Every Month.</p> <p>SI 7.5A Placement &amp; Related Definitions</p> <p>SI 7.5B Procedure to draw samples for Physical/Online Verification &amp; Confirmation of Placement</p> <p>SF 7.5A Items to be checked /cross verify during Physical/Online verification</p> <p>Auto generated final list of Verified Candidates fulfilling criteria for finalization of Batch wise Placement number in a</p>

			month
SRLM Competent Authority	- To take decision on final placement basis the verification result of both SRLM & CTSA	By 30 <sup>th</sup> of Next month	

### 7.5.3.2 Re- Appeal to Principal Secretary /RD for resolving difference in Placement Result

- PIA has an option to file a review to Principal Secretary/RD within 10 days of receipt of decision on the appeal if not found satisfactory. This may be decided by the Review Authority within 15 days.
- System will activate alert to the review authority and CTSA and SRLM for deciding the issue. The decision of the review authority shall remain final.

## 7.6 Post Placement Support

### Overview

Item	Description
Purpose	To provide post placement support to eligible Candidates
Reference to Guideline	Section 4.1.15
Prerequisite	Employment of the Candidate
Time of Completion	1.Tracking & Verification as per Verification Schedule given in this chapter (7.2 & 7.3) 2. Payment as per schedule of payment given in chapter 8
Resources	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” SI 7.4A Desk Verification Process SI 7.6A Standard Instruction on Payment of Post Placement Support SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
Process Owner	PIA/SRLM

### Activities



Actor	Action	Time for Completion	Relevant Documents
PIA Ops Team	To track the Candidate as “Employed” Every Month	10 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” SI 7.4A Desk Verification Process
Ops Verifier Team	To verify the documents tracked by PIA Ops team and submit for verification to SRLM	13 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” SI 7.4A Desk Verification Process SI 7.6A Standard Instruction on Payment of Post Placement Support SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
PIA Admin	To verify the documents tracked by PIA Ops team and submit for verification to SRLM	15 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”

			SI 7.4A Desk Verification Process SI 7.6A Standard Instruction on Payment of Post Placement Support SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
SRLM OPs Team L1	To verify the documents submitted by PIA Ops verifier and make payment to eligible candidates	25 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” SI 7.4A Desk Verification Process SI 7.6A Standard Instruction on Payment of Post Placement Support SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
SRLM Ops Team L2	To verify Rejected Candidates documents submitted by SRLM Ops Team L1 & take decision on Acceptance or Rejection of the Record.		SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for

			Employment Status – Employment Status “Employed” SI 7.4A Desk Verification Process SI 7.6A Standard Instruction on Payment of Post Placement Support SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria
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## 7.7 Verification for Retention Incentive

### Overview

Item	Description
Purpose	To validate the eligibility of Candidate for providing Retention Incentive
Reference Guideline to	Section 5.2.8.6
Prerequisite	Employment of the Candidate
Time of Completion	1.Tracking & Verification as per Verification Schedule given in this chapter 7.3, 7.4 & 7.5 2. Payment as per schedule of payment given in chapter 8
Resources	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months SI 7.4A Desk Verification Process SI 7.7A Retention & Placement Incentive related definition SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria for the period of 12 months
Process Owner	SRLM

**Activities**

Actor	Action	Time for Completion	Relevant Documents
PIA Ops Team	To track the Candidate as “Employed” Every Month for the period of 12 months	10 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months SI 7.4A Desk Verification Process
Ops Verifier Team	To verify the documents tracked by PIA Ops team and submit for verification to PIA Admin	13 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months SI 7.4A Desk Verification Process SI 7.7A Retention & Placement Incentive related definition SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of

			Desk-Verified Candidates fulfilling criteria for the period of 12 moths
PIA admin	To verify the documents submitted by PIA Verifier team and submit for verification to SRLM	15 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months SI 7.4A Desk Verification Process SI 7.7A Retention & Placement Incentive related definition SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria for the period of 12 moths
SRLM OPs Team L1	To verify the documents submitted by PIA Admin and make payment for eligible candidates	25 <sup>th</sup> of Every Month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months

			SI 7.4A Desk Verification Process SI 7.7A Retention & Placement Incentive related definition SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria for the period of 12 moths
SRLM Ops Team L2	To verify Rejected Candidates documents submitted by SRLM Ops Team L1 & take decision on Acceptance or Rejection of the Record.	30 <sup>th</sup> of every month	SF 7.3A Tracking form for candidates in Group A SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed” for the period of atleast 10 months from date of 1 <sup>st</sup> Placement within period of 12 months SI 7.4A Desk Verification Process SI 7.7A Retention & Placement Incentive related definition SF 7.5A Items to be checked /cross verify during Physical/Online verification Auto generated list of Desk-Verified Candidates fulfilling criteria for the period of 12 moths

## 7.9 Payment of Placement Incentive to PIA

- For every placement above 70% (of the total training target in a project) up to 85% placements, a PIA shall be eligible for an additional payment at the rate of Rs. 3,000/- per candidate placed between 70-85%
- For every placement above 85% (of the total training target in a project) a PIA shall be eligible for an additional payment at the rate of Rs. 5,000/- per candidate placed above 85%
- The incentive shall be provided basis successful verification of the placement of the trained candidate
- Placement incentives shall be provided at the closure of the projects.

## 7.10 Foreign Placement: Counselling & Verification

### 7.10.1 Counselling of the Candidates to be placed in Foreign Countries

#### Overview

Item	Description
Purpose	To provide basic information to ease their transition into countries of destination
Reference to Guideline	Section 5.2.8.7
Prerequisite	Acceptance of the Offer for Foreign Country
Time of Completion	All counselling sessions to be completed before 10 days of scheduled departure from India
Resources	1.SF 7.3A Tracking form for Candidates in Group A where Country is other than India in Employment Location 2. Auto Generated list of Candidates who accepted Offer Letter 3. SI 7.10A Foreign Placement - Assistance to be provided, Tracking & Verification
Process Owner	Project Implementation Agency

#### Activities

Actor	Action	Time for Completion	Relevant Documents
PIA OP team	Counsel the candidates and	OP team can make a schedule and inform	Counselling schedule for candidates who accepted foreign placement in the

		provide transition assistance	PIA verifier, SRLM and CTSA as per schedule.	month of .....
PIA Verifier	Ops	Monitor physical (at least 25 % of randomly selected sessions) and rest video recorded sessions of counselling sessions	Not later than 5 days of completion of sessions but all should be completed 10 days before departure date.	Counselling schedule for candidates who accepted foreign placement in the month of .....
SRLM Team	OPs	1. Monitor 25% of the sessions either through a physical visit or by viewing video scripts. 2. Counsel the candidates through a physical visit or through a video chat	At least 5 days before departure	Counselling schedule for candidates who accepted foreign placement in the month of .....

### 7.10.2 Verification of the Candidates to be placed in Foreign Countries

#### Overview

Item	Description
Purpose	To verify the candidates placed in Foreign Countries
Reference to Guideline	Section 5.2.8.7
Prerequisite	Employment of the Candidate
Time of Completion	1.Tracking & Verification as per Verification Schedule given in this chapter 7.3, 7.4 & 7.5 2. Payment as per the schedule of payment given in chapter 8
Resources	SF 7.3A Tracking form for Candidates in Group A



	<p>where Country is other than India in Employment Location</p> <p>SI 7.3B List of Valid documents for each type of Employment</p> <p>SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”. Employment Location – Country - Other than India</p> <p>SI 7.4A Desk Verification Process</p> <p>SI 7.5B Procedure to draw Sample for Online verification</p> <p>SF 7.5A Items to be checked /cross verify during Physical/Online verification</p> <p>SI 7.10A Foreign Placement - Assistance to be provided, Tracking &amp; Verification</p> <p>Auto generated list of Foreign placed Candidates fulfilling criteria</p>
Process Owner	SRLM

### Activities

Actor	Action	Time for Completion	Relevant Documents
PIA Team	<p>Ops</p> <p>1.To track the Candidate as “Employed” &amp; Employment Location Country – Other than India.</p> <p>2. To update valid documents</p>	10 <sup>th</sup> of Every Month	<p>SF 7.3A Tracking form for Candidates in Group A where Country is other than India in Employment Location</p> <p>SI 7.3B List of Valid documents for each type of Employment</p> <p>SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”. Employment Location – Country - Other than India</p> <p>SI 7.4A Desk Verification Process</p> <p>SI 7.5B Procedure to draw Sample for Online verification</p> <p>SF 7.5A Items to be checked /cross verify during</p>

			Physical/Online verification SI 7.10A Foreign Placement - Assistance to be provided, Tracking & Verification Auto generated list of Foreign placed Candidates fulfilling criteria
PIA Ops Verifier	To verify the documents tracked by PIA Ops team and submit for verification to PIA Admin	13 <sup>th</sup> of Every Month	SF 7.3A Tracking form for Candidates in Group A where Country is other than India in Employment Location SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”. Employment Location – Country - Other than India SI 7.4A Desk Verification Process SI 7.5B Procedure to draw Sample for Online verification SF 7.5A Items to be checked /cross verify during Physical/Online verification SI 7.10A Foreign Placement - Assistance to be provided, Tracking & Verification Auto generated list of Foreign placed Candidates fulfilling criteria
PIA Admin	To verify the documents submitted	15 <sup>th</sup> of every	SF 7.3A Tracking form for Candidates

	by PIA Op verifier team and submit for verification to SRLM	month	in Group A where Country is other than India in Employment Location SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”. Employment Location – Country - Other than India SI 7.4A Desk Verification Process SI 7.5B Procedure to draw Sample for Online verification SF 7.5A Items to be checked /cross verify during Physical/Online verification SI 7.10A Foreign Placement - Assistance to be provided, Tracking & Verification Auto generated list of Foreign placed Candidates fulfilling criteria
SRLM OPs Team L1	To verify the documents submitted by PIA Admin	25 <sup>th</sup> of Every Month	SF 7.3A Tracking form for Candidates in Group A where Country is other than India in Employment Location SI 7.3B List of Valid documents for each type of Employment SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”. Employment Location

			<p>- Country - Other than India</p> <p>SI 7.4A Desk Verification Process</p> <p>SI 7.5B Procedure to draw Sample for Online verification</p> <p>SF 7.5A Items to be checked /cross verify during Physical/Online verification</p> <p>SI 7.10A Foreign Placement - Assistance to be provided, Tracking &amp; Verification</p> <p>Auto generated list of Foreign placed Candidates fulfilling criteria</p>
SRLM Ops Team L2	To verify Rejected Candidates documents submitted by SRLM Ops Team L1 & take decision on Acceptance or Rejection of the Record.	30 <sup>th</sup> of every month	<p>SF 7.3A Tracking form for Candidates in Group A where Country is other than India in Employment Location</p> <p>SI 7.3B List of Valid documents for each type of Employment</p> <p>SF 7.3B Tracking of Candidate on ERP for Employment Status – Employment Status “Employed”.</p> <p>Employment Location – Country - Other than India</p> <p>SI 7.4A Desk Verification Process</p> <p>SI 7.5B Procedure to draw Sample for Online verification</p> <p>SF 7.5A Items to be checked /cross verify during Physical/Online verification</p> <p>SI 7.10A Foreign</p>

			Placement Assistance to be provided, Tracking & Verification Auto generated list of Foreign placed Candidates fulfilling criteria
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## SF 7.2A: Employer Registration Form

1. Registration As: "Employer"
2. GSTIN : \_\_\_\_\_ PAN : \_\_\_\_\_
3. TAN: \_\_\_\_\_
4. Name of Organization: \_\_\_\_\_
5. Date of Incorporation: DD/MM/YYYY
6. Type \_\_\_\_\_ of \_\_\_\_\_ Business \_\_\_\_\_ /Activity \_\_\_\_\_  
\_\_\_\_\_
7. Office Phone: \_\_\_\_\_ Office Fax : \_\_\_\_\_
8. Office Email : \_\_\_\_\_ Office Address : \_\_\_\_\_
9. Lat/Long : \_\_\_\_\_ Website : \_\_\_\_\_
10. Authorized Personalized Details : \_\_\_\_\_
11. Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_
12. Mobile : \_\_\_\_\_ Address : \_\_\_\_\_  
\_\_\_\_\_

## SF 7.2B: Letter of Intent Format

Date:<DD/MM/YYYY>

To,

<MD/CEO>

<Name of PIA> ,

<Address>

Sub : Letter of Intent on availability of Employment in our Organization

1. Name of the Applicant Organization: <Auto Populated from Registered Employers >
2. Validity of LOI: From Date <DD/MM/YYYY> To Date <DD/MM/YYYY>
3. Preferred Sector: Auto Populated Sectors
4. Proposed Designations :
5. Proposed Number to be Employed :
6. Proposed Work Location :
  - a. Proposed Location 1 b. Proposed Location 2 c. Proposed Location 3
7. Proposed Gross Salary or CTC (in Rs.) at entry level :

Signature of a Competent Person:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_



## SI 7.2A: Instructions for verification of Letter of Intent (LoI)

SRLM or Nodal Agency in the state implementing DDU-GKY should conduct a preliminary review of the LoI to ensure it meets the basic criteria, legitimacy of the employer, including checking business registration. It is also to be verified that job roles and descriptions provided in the LoI if the job requirements are aligned with the training and skills imparted by PIA under the DDU-GKY program. If needed, the nodal agency may seek clarifications or additional information from the PIA regarding the LoI. In some cases, the SRLM may conduct field visits or additional checks to verify the Employer's LoI. For every Batch being trained, letter of Intent /s shall be tagged with Batch.

SRLM or nodal agency may reject or ask PIA to resubmit the revised LoI if it does not fulfil the following basic requirements:

- Inadequate or incomplete details of the employer like basic organization details, registration no., PAN/TAN.
- Job roles provided by employers are misaligned with Training and skills will be imparted to the candidates.
- There should be separate LoI for each sector PIA are imparting training.
- If the terms of employment, including salary, working conditions, or job security, do not meet the minimum standards set by DDU-GKY.
- Checks to be conducted by SRLM and Rejection Criteria.

<b>Preliminary Review</b>	Verify LoI for basic criteria, employer legitimacy and business registration and job role alignment.
<b>Additional Checks</b>	Seek clarifications or additional information from PIA; conduct field visits if necessary.
<b>Rejection Criteria</b>	Inadequate employer details, misaligned job roles, lack of separate LoIs for each trade, non-compliance with employment standards.

## SI 7.3A: Tracking & Related Definitions

**All trained candidates** must be tracked at least once per month (12 times a year) for one year, starting from the training completion date. The tracking of trained candidates evaluates placement status, retention, and eligibility for retention incentives. PIAs are responsible for updating tracking information and SRLMs is responsible for monitoring & verifying the same on the portal.

- All the trained candidates should be tracked at least once in a month (12 times in a year) for a period of 1 year i.e. 365 calendar days from the date of completion of training. The placement criteria for the candidates depends on their tracking details. The candidates considered placed shall be tracked for additional required months for the purpose of retention and career progress incentives.
- It is the responsibility of the PIA to track the candidate once a month provide the relevant documents/details required for tracking of the candidate and update the information on the ERP portal based on tracking. This includes employment status, placement updates, and any additional support provided for retention and career progression.
- All the candidates who have completed training must be tracked **irrespective of their employment status. Wherever the Employment Status is “Employed”, it is mandated to update the valid documents as described in SI 7.3B.**
- Tracking data should be comprehensive and accurately updated to reflect each candidate’s current employment status, providing a clear record of placement status & retention.

At time of Tracking, Candidates can be classified into one of the following two groups:

**Group A: Candidates whose status has financial implications for the project, The Employment Status to be marked as : “Employed”**

Either PIA receives money based on the candidate status or the candidates receive money based on their status. They would include:

- i. All the candidates who are under reckoning to be considered as placed but not completed 6 months
- ii. All placed candidates based on whose employment credentials a PIA would claim different incentives

A PIA required to be in contact with these candidates or their employers.

**Group B: Candidates whose status has no financial implications for the Project (applies to all the candidates not in Group A)**

These could include the candidates:

- i. Who are not employed
- ii. Employed but do not meet the placement criteria
- iii. Dropped out from the employment without fulfilling the requirements of placement
- iv. Those who were in Group A above but over the time have come out of Group A and their status does not influence payment criteria.

### **Modes of Tracking**

**PIA:** Contacting a candidate directly, either through a physical contact or by a phone call, is the most effective means of tracking. However, if this direct access is not possible then the following additional modes of tracking are suggested:

- a) through a friend/colleague/acquaintance/family
- b) through VLOs/GPs
- c) through PIA's employees.
- d) Through alumni
- e) Self-tracking by Candidate

Irrespective of mode of tracking, PIA is required to update the status of Employment as "Employed" or "Not Employed" on Monthly basis on ERP as per the format provided on SF 7.3B. It is mandated for PIA to update the status on Monthly Basis.

While the above are exhaustive and suffice for the purpose, PIA can adopt additional means of tracking after approval from SRLM.

The above tracking can be either by physical contact or through a telephonic contact. The tracking status is required to be updated on monthly basis on ERP irrespective of the candidate employment status.

**SRLM:** The State shall make arrangements for tracking all trained candidates in addition to the tracking done by the PIAs.

SRLM Tracking can be performed through;

- a) Referral checks
- b) Physical visits
- c) Tele calls from Call Centres

Proofs of tracking vary from situation to situation and are broadly specified here.

State also needs to ensure that the tracking is done by PIA on Monthly Basis.

## SF 7.3A: Tracking form for candidates in Group A (candidates whose status has financial implications for the project)

### a) Basic information

a.	Name of the candidate	To be pre populated
b.	Candidate ID	To be pre populated
c.	Training centre	To be pre populated
d.	Trade details	To be pre populated
e.	Bank Ac. No.	To be pre populated
f.	Employment location	Address_ Country _ _State_District
g.	Employment Status	Employed
h.	Type of Employment	Wage/Self/GIG
Note: The data should be provided in advance on to ERP Portal		

### b) Employer information (to be repeated for each change in employer)

a.	Name of the organization	To be pre populated
b.	Type of organization / Self Employment Details	To be pre populated
c.	Place of employment with address details	To be pre populated or collected with first salary slip
d.	Joining Date / Date of Establishment	To be pre populated
<b>Proof:</b> Offer letter and Appointment letter Note: The data should be updated on ERP Portal.		

c) **Monthly information on number of days worked, salary earned and place of employment** (to be repeated in a month if there is a change in the middle of the month of a) Type of Employment b) employer, c) change in salary and d) place of employment

(Note: The following information is desirable to capture the data)

Sl. No	Item	Details
a.	Number of calendar days in the month (in no.)	To be Pre-Populated
b.	Worked from (date) to (date)	To be updated from relevant documents
c.	Total Remuneration earned /Income earned	To be Pre-Populated
d.	Salary/Monthly income received for the month	To be updated from relevant documents
e.	Gross Salary including allowances but excluding perquisites and employer's statutory contributions (as per salary slip in ₹)  Proof: salary slip/joint declaration by the candidate and the employer. / Monthly income	To be updated from relevant documents
f.	Value of employer's statutory contributions (as per salary slip in ₹) if any (in case of Wage Employment only) PF ESIC Any Other  Proof: salary slip/joint declaration by the candidate and the employer. / Monthly income	
g.	Perquisites to Employer : Maximum ceiling for Class 'A' cities – Rs. 2500/- Other Cities – Rs. 2000/-  Perquisites can be provided for :  Accommodation  Food / Food Coupons  Transportation	
h.	Total Deductions	<b>f+g</b>
i.	Net Salary Received /Net Income	<b>e-h</b>
j.	Any Overtime/incentive Paid details/Additional Income details	
k.	Total Take Home	<b>i+j</b>

**d) Details of person who did the tracking**

a.	Name of the Person Tracking	
b.	Designation	
c.	Contact No.	
d.	Date & Time of Tracking	<DD/MM/YYYY>, HH:MM

\* For consideration of Monthly Remuneration only Net take Home/Net Income to be considered. This needs to be as per minimum remuneration to the candidate defined in DDUGKY guidelines or Minimum wages of semi-skilled category at work location of the candidate whichever is higher.

## SI 7.3B: List of Valid Documents for each type of Employment

1.	Offer Letter issued by the employer with the details like date of joining, terms & conditions & details of Remuneration (Optional)	Proof of enterprise set up like Proprietorship License, Proof of MSME registration, Udyam registration, Trade License along-with geo tagged photograph of establishment OR	Contractor Agreement/Agreement including Terms & Conditions for work, Payment terms, Scope of Work & any other special terms and conditions of the organization
2.	Acceptance of the Offer by Candidate (Optional)	Proof authenticating that the candidate is part of the producer group OR	
3.	Appointment letter issued by the employer with detailed salary break up, date of joining, terms and conditions / specific requirements of Work assigned to the Candidates & details of remuneration (Mandatory)	Proof of Bank loan availed/credit linkage from any Financial Institutions, Bank Loan Sanction Document, Proof of at least employed one or more person in enterprise	
<b>Documents required 2<sup>nd</sup> Month Onwards</b>			
1.	Salary Certificate / Salary slips issued by the Employer	Sale of produce to Government Warehousing Corporation/direct under Public Distribution System/direct to private/public enterprises (E.g. Mother Dairy, Patanjali/similar entities, etc.), Sale receipts received through commission agents, Sales Register	Monthly Activity Log

	And	And	And
2.	Salary payment proof from Employer Bank Account only. (NEFT/RTGS details, bank Account statement, or passbook entries showing the monthly credit details. Salary in cash or Kind will not be accepted as proof of salary payment under DDU-GKY	Monthly Bank Statement with proof of income	Payment Statement
			And
3.	(Optional) PF/ESIC Receipt / Document		Bank Statement



## SF 7.3B: Tracking of Candidate on ERP for Employment Status

The form will be designed on the ERP system.

## SI 7.3C: Declaration of Employer to be given with Offer letter

The Offer Letter to have minimum basic information on letterhead of the Organization, Sealed and Signed by Authorized Signatory like

- i. Name of Candidate to whom offer is given
- ii. Designation on which Candidate would be Joining
- iii. Date of Joining
- iv. Details of CTC, Gross Salary & Net Salary
- v. Details of Probation Period if any
- vi. List of Documents to be submitted by Candidate if any
- vii. Validity of Acceptance of Offer letter if any

The below undertaking should be taken from the employer as an annexure to the offer letter.

Annexure to the offer/Appointment letter

This is to inform that we abide to provide the following information:

- i. Number of days each candidate shall work in a month
- ii. Salary and other benefits to be paid to each candidate
- iii. Statutory deductions made from the salary, if applicable
- iv. PF and ESIC numbers of the organisation if applicable

Signature of the person who is signing the offer letter

## SI 7.4.A: Desk Verification Process

**Desk Verification:** Desk verification is a process of verifying 100% documents related to the placement of Candidates on Monthly basis to ensure that the candidates are employed and provided with wages/earning income as per the norms of DDU-GKY. This involves checking various documents such as Appointment Letter, Salary Slip, Bank Statement, Enterprise Registration Document, Contract Letter, Proof of Income in case of Self Employment/GIG Employment etc. The desk verification is a critical step that ensures the integrity of the placement process, benefiting both the candidates and the stakeholders involved. Digital tools as available shall be used for reducing administrative drudgery.

**Objective:** Verification processes are established to confirm that candidate placements meet DDU-GKY's minimum standards for Wage/Self/Gig employment. PIAs must maintain relevant documents as prescribed in SOP for each placed candidate with appropriate proof and maintain transparent records accessible to SRLMs and CTSA for compliance checks.

- Confirming that candidates are placed in legitimate employment.
- Ensuring that placement records meet the program's compliance requirements.
- Identifying any discrepancies in reported placement data early, allowing for timely corrections.
- Facilitating transparency and accountability in the program's placement process.

Verification of a candidate's placement status is achieved through **Desk Verification** and **Physical/Online Verification** to confirm employment and Payment criteria.

### Roles and Responsibilities

Each entity has specific roles to ensure the accurate tracking and verification of placements, as detailed below:

<b>PIA</b> (Project Implementing Agency)	Tracks candidates monthly, verifies placement documents, uploads data & submits to SRLM on the ERP portal.
<b>SRLM</b> (State Rural Livelihoods Mission)	Verifies 100% of data submitted by PIA on Monthly basis <ul style="list-style-type: none"> <li>a. Documents submitted by PIA are as per the valid list of Documents as per SI 7.3B</li> <li>b. The income to the candidates is minimum as per the remuneration to</li> </ul>

	the candidate as defined in Point 2 of Desk Verification Process.
<b>CTSA</b> (Central Technical Support Agency)	Conducts random verification, verifies records, and ensures consistency across SRLM and PIA processes.

These roles must adhere to the SOP timelines and verification standards to maintain project integrity and accurate placement reporting.

### Desk Verification Process

All candidates who are tracked as per SF 7.3A will undergo a document verification:

- Verification of the documents
- Verification of the money transferred/income generated in candidate's bank accounts

The outcome of this verification is used to prepare a database of list of candidates which form basis to other activities like physical verification, PPS payment and incentive payment. The verification process is repeated till, either project is closed or no monetary outflow is envisaged.

Details of each process are given below:

### Procedure for document verification every month

- Op team of PIA will verify & upload 100 % of the documents for all the candidates whose Employment Status is "Employed" and submit the same to Op Verifier for Verification. The Candidates whose Employment Status is "Not Employed" must be updated on ERP as per SF 7.3B
- Op Verifier will verify 100% of the documents and submit to SRLM if found correct else will sent back for modification if not found correct to Op team. On receipt and verification for all the candidates by OP verifier, it shall be submitted to PIA Admin for that particular month for verification.
- PIA admin will verify 100% of the documents and submit to SRLM if found correct else will sent back for modification if not found correct to Op team. On receipt and verification for all the candidates by OP verifier, it shall be submitted to SRLM for that particular month for verification.
- Ops team of SRLM L1 will conduct the document verification of 100% of candidates submitted. The SRLM shall either Accept the Documents submitted by PIA if found correct on following parameters:

- a. Documents submitted are as per SI 7.3B
- b. Salary/income mentioned in document is matching the amount credited in Bank Account.
- c. Remuneration paid to Candidate/ Income earned by Candidate is as below:

1	Minimum Remuneration per candidate per month within India	10,000 or Minimum Wages of location of Employment of semi-skilled category whichever is higher	15,000 or Minimum Wages of location of Employment of semi-skilled category whichever is higher
2	Minimum Remuneration per candidate per month outside India	25,000	25,000

\* For consideration of Monthly Remuneration only Net take Home/Net Income to be considered. This needs to be as per minimum remuneration to the candidate defined in above table

The SRLM shall send the rejected the candidates to Op team of SRLM L2 Level for further confirmation on rejection status if the condition mentioned in iv above does not fulfils. SRLM L2 may accept the rejection or accept the record.

Note: All numbers will be rounded up to the next higher number. The procedure for document verification will be as follows:

- Checks will be done every month
- Basis the PIA op team update the Status of Candidate as per SF 7.3B – Tracking of Candidate on ERP for Employment Status, the categorization of the Employment Status of all the Candidates in a Batch for that Particular Month will be auto generated by ERP System. Basis document verification of SRLM for candidates tracked as “Employed” and as per SI 7.3A – Tracking & Related Definitions & SF 7.3A – Tracking form of candidates in Group A shall be categorise them as the following:
  - Candidates who completed more than 1 month of employment but less than 2 months of employment
  - Candidates who completed more than 2 months of employment but less than 3 months of employment

- Candidates who completed more than 3 months of employment but less than 4 months of employment
- Candidates who completed more than 4 months of employment but less than 5 months of employment
- Candidates who completed more than 5 months of employment but less than 6 months of employment
- All candidates eligible for Post Placement Support
- All candidates eligible for Placement related incentives.

### **Procedure for correction of errors**

Errors can be of following types:

- Errors are such that the status of the candidate is changed. For example, a candidate's status changes from deemed to be placed to deemed to be not placed and vice versa. For example,
- Errors do not change the status of the candidate. For example, salary is recorded as Rs 12000 instead of Rs 11000, while the minimum salary is Rs 10000.

The system will be programmed to correct the errors and also change the status. There will be Correction round of data verification and error correction.

### **Correction Round**

- Errors found by SRLM: If an error is identified by SRLM Ops Team L1 than the record of that candidate shall be sent to SRLM L2 for approval of rejection or SRLM L2 may accept the record.
- All such rejection may be communicated to PIA with clear reasons for rejection
- PIA has an option of accepting the desk verification result if he agrees about the errors and agrees for a reduced number of candidates to be considered as placed.
- If PIA does not agree with the result of Desk verification, PIA may request for reconsideration of the record with changes only once. For the same, Penalty of 5000 per candidate will be levied to the PIA. PIA may also go for appeal to higher authority
- No further Verification option shall be provided to PIA.

## SI 7.5A: Placement & Related Documents

DDU-GKY 2.0 continues with the legacy of a placement linked training programme with wider scope for Wage and Self/ GIG employment. DDU-GKY seeks to promote sustainable livelihoods for rural youth through placement linked skilling programs. 70% of trained candidates are mandatorily placed post training, cross Sector/trade placement of candidates is not desirable and emphasis to be put on selection of the right trade and placement area for the candidate with proper counseling while enrolling candidates in the training.

As per Guidelines, Placement is Defined as:

1. For claiming the Payment for the Batch, PIA is required to place minimum of 70% of trained candidates. The Placement can be in Wage, Self, GIG Employment. In case of project applied as Captive Employer, it is mandated to provide Wage Employment to 70% of trained candidates in own or one of the subsidiaries of the Applying Organization.
2. The minimum placement in wage employment must be 50% of trained candidates. PIA can go for all placements up-to 100% in wage employment too.
3. PIAs have been given flexibility to provide placement to remaining candidates. However, maximum of 20% of trained candidates can be placed in Self /GIG considering the market reality.
4. In case the candidate switch from Wage to Self /GIG even for 1 month within the period of 6 months of placement than the candidate is considered as placed in Self /GIG employment. For consideration of placement in wage employment it is mandatory to have placement records of 6 months in wage employment only.
5. PIAs also have the flexibility to place more than 70% of the Candidates for claiming placement incentives.
6. For Example: Of a batch of 35 candidates, and 100% trained candidates' bifurcation of placement between the different employments are to be done as under:

Type of Project	Batch	Wage	Self/ Gig	Additional 30% (wage)
Category A	35	Minimum 70% of trained candidates	NA	Upto 30% in Wage Employment
		25	0	Upto 10

Category B,C,D	35	Minimum 50% of trained candidates	Maximum 20% of trained candidate	Upto 30% in Wage/Self/GI G Employment
		18	7	Upto 10

## 7.Placement

- The placement of candidates should be continuous or non-continuous employment, for a minimum of six months with one employer or multi-employer. The type of Employment may vary, However, in any case it is mandated to achieve 50% wage employment in a batch. The placement period of 6 months to be achieved within 12 months of completion of training.
- In case of Captive Employment, the placement of candidates should be continuous or non-continuous employment for a minimum of six months with Captive Employer in one of the organization & one of its subsidiaries.

8.The placement in other trades/Sector shall be considered, provided the salary being paid in those trades are at least 20% higher than the minimum wage of semi-skilled category of work location or 12000/18000 whichever is higher applicable at the employer's location, as notified by the relevant department. This provision ensures that the candidate is adequately compensated for their skills and experience, even when employed in a different sector than in which they are trained. This shall not be applicable in Captive Employment

9.The Minimum wages / Income for Employment should be considered as below:

1	Minimum Remuneration per candidate per month within India	10,000 or Minimum Wages of location of Employment of semi-skilled category whichever is higher	15,000 or Minimum Wages of location of Employment of semi-skilled category whichever is higher
2	Minimum Remuneration per candidate per month outside India	25,000	25,000



## Implementation Details

1. Proof of Employment: The proof of Employment for each type of Employment is explicitly defined in SI 7.3B - List of Valid Documents for each type of Employment. The PIA teams to ensure that valid proofs of employment to be uploaded and verified for each type of employment.

Wages/ Income in case of Wage/GIG Employment:

The Wage is defined to include the following Parameters:

- a. CTC including breakup details Basic Pay, PF, ESIC , HRA, DA etc. including the details of Incentives if any excluding overtime
- b. Prerequisites as per the value stated by the employer subject to the maximum ceiling: For Type A cities: 2500 Type B cities: 2000 (The Prerequisites can be utilized for Accommodation/Food Food Coupons/Transportation)
- c. If any other Prerequisites are Required to be included than the amount needs to be defined in advance and permission of the same may be taken in PAC.

2. Minimum Wages/Income:

- a. Since the Minimum wages differs from State to State, it is responsibility of the state to update and maintain the Minimum wages of the semi-skilled category on ERP Portal. This may be checked and Updated every Quarter in case any change.
- b. Following details are required to be updated every Quarter by SRLM Ops Team.

Sr. No.	Name of State	Minimum wage of Semi-Skilled Category	Valid from
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- c. To simplify the Project Administration and map the trained candidate earning The Minimum Remuneration to candidates is defined as below:

1	Minimum Remuneration per candidate per month within India	10,000 or Minimum Wages of location of Employment of semi skilled category whichever is higher	15,000 or Minimum Wages of location of Employment of semi-skilled category whichever is higher

2	Minimum Remuneration per candidate per month outside India	25,000	25,000
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d. Since 6 Months Employment is required, Minimum total Remuneration for 6 Months is as below :

1	Minimum Remuneration per candidate per month within India	60,000 or Minimum Wages of location of Employment of semi skilled category whichever is higher	90,000 or Minimum Wages of location of Employment of semi skilled category whichever is higher
2	Minimum Remuneration per candidate per month outside India	1,50,000	1,50,000

### 3. Continuous or Non-Continuous Employment:

To consider a candidate as Employed , a candidate to fulfil following criteria

- The date of placement will only be considered after completion of the training duration – e.g. in case of a 3 months training if the course starts on 1st August then she/he becomes eligible for placement from 1st November and not earlier than that.
- Candidates should join placement, at least six months before project completion date, as calculated from the project commencement date based on project duration and extensions, if any.
- A candidate is permitted multiple entries into an Employment. For example if a candidate joins the first job, say on 1st April, but drops after working for some period but without completing the mandatory placement period and then the candidate takes up a job again after some time and completes the placement requirements then the candidate can be considered as placed. This can be repeated as long as the candidate is tracked and the placement requirements are met, as per clause above.

List of Candidates to be considered as Employed in a Month shall be auto generated on ERP

## SI 7.5B: Procedure to draw samples for Physical /Online Verification & Confirmation of Placement

### **Procedure for Physical Verification**

The Sampling Strategy and decision rules to be followed for interpretation of outcomes are discussed below.

Placement as defined in the guidelines is operationalized in Placement and related definitions provided in SI 7.5A Placement & Related Definition. This will be the guiding basis to decide whether a candidate is placed or not. Using these definitions as a basis, candidates who are employed needs to be physical/ online verified on sample basis. In case of Captive Employment Projects physical/online verification shall be done for all the desk verified placed candidates.

### **Timelines to Draw Sample**

- The desk verified candidate on month-to-month basis are to be treated for next process of physical/ online verification after the completion of 6 months of desk verification.
- The sample shall be drawn any time after verification and confirmation of 6 months documents evidence of placement of the batch on request of PIA.
- On completion of SRLM Verification for 6 months of Desk Verification Data, an intimation to be sent to PIA on confirmation of Data verified by SRLM.
- PIA to confirm the Acceptance of verified data by SRLM within 7 days of receipt of Data by SRLM. PIA can either go for correction round or accept the decision of SRLM within the mentioned timelines. In case, PIA does not take any action the system will auto generate the sample for Physical/Online Verification
- The sample generation for physical/ online verification is to be generated on monthly basis for all the candidates who have successfully completed 6 months of desk verification.
- In case of Captive Employment, the above-mentioned process shall be followed, however, instead of drawing sample Physical Verification shall be conducted for 100% placed candidates by both CTSA & SRLM independently.

**Sampling Process: (Not Applicable for Captive Employment Projects)**

The stratified sampling process and the decision rules for judging the payment to be released in batch wise payment. The process will be used to draw samples every month and the process of the verification is described in the next Section.

The process for drawing samples in a month is as follows:

- The sample generation for physical/ online verification is to be generated batch wise on monthly basis for all the candidates who have successfully completed 6 months of desk verification.
- These candidates will form sampling frame for the month.
- Samples will be drawn and distributed randomly between SRLM & CTSA. Process will be automated and completed as per the timelines.
- If sample candidate is not found than replacement sample shall be provided once. The samples marked as “Not Found”/”Not Contacted”/”Not provided consent for verification” by the verifier, equal number of replacement samples may be generated from the population once. This option won’t be available for the replacement samples.
- The Verification needs to be done on a sampling basis of desk verified candidates of Group A candidates after desk verification of 6 months records.
- Placement of the Physically Verified Candidates shall be considered only subject to the availability of all six months verified placement proofs and criteria defined in Placement chapter of SOP for consideration of placement.
- The process of notification of the sample units to different agencies is discussed in the below section.

**Placement targets for release of instalments**

The guidelines prescribe placement should be **70%** of the trained candidates, however instalment release is to be done on batch mode payment. As money is released in instalments, training target, placement target and the amount released in each instalment are batch wise as follows:

**Table for instalment release as per guidelines:****Release conditions for All Projects of Category A:**

Sanction	Sanction of 50% Fund for the Batch		Sanction of 20 % for the Batch	Sanction of 30 % for the Batch
Instalment	1 <sup>st</sup> Release	2 <sup>nd</sup> Release	3 <sup>rd</sup> Release	4 <sup>th</sup> Release
Percentage	30%	20%	20%	30%
Release Condition-	- On Batch	- Half Tra	- On Completion of Training Assessment of the	- Physical Placement

Milestone	Freezing Day i.e 10 <sup>th</sup> Day of Training Commencement	ining Period Completion - 2 <sup>nd</sup> release shall be automatic, unless any adverse occurs in the meantime.	batch - 70% of trained candidates are provided appointment letters - The payments will be made for the candidates assessed and provided appointments.	verification of 70% Captive Placement for a minimum period of 6 months. - 100% Desk and Physical Placement Verification
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**Release conditions for All Projects of Category B, C and D:**

Sanction	Sanction of 50% Fund for the Batch		Sanction of 20 % for the Batch	Sanction of 30 % for the Batch
Instalment	1 <sup>st</sup> Release	2 <sup>nd</sup> Release	3 <sup>rd</sup> Release	4 <sup>th</sup> Release
Percentage	30%	20%	20%	30%
Release Condition-Milestone	- On Batch Freezing Day i.e 10 <sup>th</sup> Day of Training Commencement	- Half Training Period Completion - 2 <sup>nd</sup> release shall be automatic, unless any adversity occurs in the meantime.	- On Completion of the batch - Assessment of the batch - 70% of trained candidates are provided. - appointment letters - The payments will be made for the candidates assessed and provided appointments.	- 100% Desk Verification of Placement Poofs submitted. - Random Placement Verification according to SOP

The Physical/ Online Verification is required to be done for the release of 4<sup>th</sup> Instalment of the batch.

- The PIA has to claim 4<sup>th</sup> Instalment when PIA agrees that placement of all the eligible candidates is completed for that particular batch. Once Claim is initiated by the PIA, eligible amount shall be released. In case, the PIA achieves less than 70% placement in a batch then the payment shall be done on pro-rata basis for that batch.
- The achievement of placement percentage shall be evaluated at the time of project closure & adjustment amount shall be paid/recovered accordingly.

**Distribution of Samples between SRLM & CTSA – For category B,C,D**

In a batch of 35 candidates, appointment and placement of 70% candidates are mandatory. The placement of minimum 50% of Trained Candidates are mandatorily to be wage employment while 20% can be Self /Gig -employment

Out of a batch of 35 candidates, and assuming 100% are trained candidates bifurcation of placement between the different types of employments are as under:

Type of Project	Batch	Wage	Self/ Gig	Additional 30% (wage)
Category A	35	Minimum 70% of trained candidates	NA	Upto 30% in Wage Employment
		25	0	Upto 10
Category B,C,D	35	Minimum 50% of trained candidates	Maximum 20% of trained candidate	Upto 30% in Wage/Self/GI G Employment
		18	7	Upto 10

The sample verification of placed candidates through physical/online mode shall be done by

- State Rural Livelihood Mission (SRLM)
- Central Technical Support Agency (CTSA) teams.
- The majority of the samples are to checked and verified by SRLM's team and remaining samples and recheck samples to be done by CTSA's team.

### **Drawing of Primary Samples**

- As the Primary Sample, 5 candidates out of total placed candidates are to be taken for verification from a batch. Out of 5 samples, 4 sample verifications (80%) are to be done by SRLM Team & 1 sample verification (20%) are to be done by CTSA Team.

Total No. of Samples in each Batch	<b>5</b>	
Sample distribution between SRLM & CTSA	<b>SRLM (80%)</b>	<b>CTSA (20%)</b>
Sample for each Batch	4	1

- The Verification needs to be done on sampling basis of desk verified candidates of Group A candidates after desk verification of 6 months records.
- Placement of the Physically Verified Candidates shall be considered only subject to the availability of all six months verified placement proofs as defined in SI 7.4A Desk Verification Process and criteria defined in SI7.5A – Placement and Related Definitions.

### Recheck of Samples

- Primary samples checked by SRLM shall be rechecked by CTSA.
- 2 samples shall be drawn from Primary samples of SRLM for rechecking by CTSA.

### Representation of Sample Success Rate

- Weightage of 1 primary sample shall be 20%
- Weightage of 1 recheck sample shall be 40%
- The success rate will be arrived at by taking into consideration the result of CTSA Primary & Recheck samples

Step	Formula/Calculation	Value
Batch Strength	Input Value	35
Placement Target (%)	Input Value	70%
Target Placement (Candidates)	24.5	25
Samples to Be Drawn	Input Value	5
<b>Division of Samples:</b>		
State Team (80%)	4	4
CTSA Team (20%)	1	1
Recheck by CTSA (50%)	2	2
Representativeness per sample	7	7



\*The above is the sample example. Representativeness may vary as per Batch Size, However, no. of samples to be verified will remain the same, i.e. 5 Samples per batch.

#### **Treatment of Placement done after claim of 4<sup>th</sup> Instalment for a batch**

- a. PIA has to claim 4<sup>th</sup> Instalment when PIA agrees that placement of all the eligible candidates is completed for that particular batch. Once Claim is initiated by the PIA, eligible amount shall be released. In case, the PIA achieves less than 70% placement in a batch than the payment shall be done on pro-rata basis for that batch.
- b. For any placement done after claim of 4<sup>th</sup> Instalment, shall be considered at the closure of the project & the achievement of placement percentage shall be evaluated accordingly. Any adjustment amount post successful verification shall be paid/recovered accordingly.

#### **Process to draw sample**

- a. The Pool of desk verified candidates available at the time of project closure may be considered for drawing of samples.
- b. The entire pool of such candidates shall be stratified into the group of 35 candidates and sample of 5 candidates shall be drawn for each such group created. If the group is smaller than 35, then also 5 candidates shall be taken as sample.
- c. The sample shall be generated randomly through automated ERP system.
- d. The division of samples between SRLM & CTSA & Sampling Process shall remain same as mentioned in **SI 7.5B**



## SF 7.5A: Items to be checked /cross verify during Physical/Online Verification

The placement verification of candidates may be undertaken after 6 months of placement. If any stake holder's i.e SRLM or CTSA is undertaking placement verification in 6<sup>th</sup> month of placement, then details of all the 6 months are to be captured during the placement verification (online/ physical mode).

The placement verification of all the three categories are mandated to be done, the questionnaire for Wage employment shall vary from the questionnaire for Self-employment and GIG employment. The basic details format for all the 3 categories will be same, however details of salary, PF and ESIC shall be different.

### Section A:

Details provided to the quality personnel during on-site physical verification (No changes to be done in the data during the verification). All the details are with respect to the candidate who has to be verified.

Candidate's identity to be confirmed using the data in Section A.

### A3: Candidate's Basic Information

<b>A3.1</b>	Name	

<b>A3.2</b>	Unique ID number	
<b>A3.3</b>	Gender	
<b>A3.4</b>	Whether differential. Abled	
<b>A3.5</b>	Guardian's Name	
<b>A3.6</b>	Mobile No	
<b>A3.7</b>	Date of Birth	
<b>A3.8</b>	Category	
<b>A3.9</b>	State of Work Location	

**A4: Candidate's Training Details:**

<b>A4.1</b>	PIA Name and Project ID	
<b>A4.2</b>	Training Centre Name and code	
<b>A4.3</b>	Trade	
<b>A4.4</b>	Course Duration	

**A5: Confirming the Candidate's presence at the location (to be done by the verifying officer)**

<b>A5.1</b>	Is the candidate contacted at Wok location?	

	(Match the photograph of the candidate with the person who is claiming to be the right candidate.)	
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**A6: Consent of the candidate for verification:**

<b>A6.1</b>	Are you ready to share the details of your employment?	Yes	If Yes Move to Section move to A6.2 If No move to Section C.
<b>A6.2</b>	Shall I record the video of this conversation?	Yes	If Yes start recording the video of the conversation and move to Section B If No move to Section A6.3
<b>A6.3</b>	Shall I record the audio of this conversation?	Yes	If Yes start recording the audio of the conversation and move to Section B If No start move to Section B without recording audio.

**Section B: To be verified from the candidate:**

Legend for the column S

- “Yes” – Candidate’s response matches with the column “Data available as per the ERP system”
- “No” - Candidate’s response does not match with the column “Data available as per the ERP system”
- “No response” - Candidate could not answer the question.
- “Not Found”/“Not Provided Consent”/“Not Contacted”

**B1: Confirming the identity and basic details of the candidate**

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<b>B1.1</b>	What is your Name?(Cross verify with the identity proof attached)		
<b>B1.2</b>	In which PIA did you get trained?		
<b>B1.3</b>	In which trade/Sector did you get trained before getting job?		

**B2: Details of employment**

<b>B2.1</b>	In which month did you join the first job after completion of training?		
<b>B2.2</b>	Did your city of work change during the last 6 months of employment?		
<b>B2.3.1</b>	What is the name of the Company/ Organisation in which you had worked in Month1?		
<b>B2.3.2</b>	What is the name of the Company/ Organisation in which you had worked in Month2?		
<b>B2.3.3</b>	What is the name of the Company/ Organisation in which you had worked in Month3?		
<b>B2.3.3</b>	What is the name of the Company/ Organisation in which you had worked in Month 4?		

<b>B2.3.3</b>	What is the name of the Company/ Organisation in which you had worked in Month 5?		
<b>B2.3.3</b>	What is the name of the Company/ Organisation in which you had worked in Month 6?		
<b>B2.4</b>	Whether it is your Wage employment/ Self-Employment or GIG employment		
<b>B2.5</b>	Which place are you currently working in?		
<b>B2.7</b>	For how many months did you receive the post placement support?		

**B3: Details of Salary (if the candidate claims for a value greater than the pre populated value then the validation may be considered as 'Yes')**

<b>B3.1.1</b>	How much did you receive as salary for the Month1? Net Take Home (round figure salary may be considered with no major variation)		
<b>B3.1.2</b>	How much did you receive as salary for the Month2? Net Take Home (round figure salary may be considered with no major variation)		
<b>B3.1.3</b>	How much did you receive as salary for the Month3? Net Take Home (round figure salary may be considered with no major variation)		
<b>B3.1.4</b>	How much did you receive as salary for the Month 4? Net Take Home (round figure salary may be considered with no major variation)		

<b>B3.1.5</b>	How much did you receive as salary for the Month 5? Net Take Home (round figure salary may be considered with no major variation)		
<b>B3.1.6</b>	How much did you receive as salary for the Month 6? Net Take Home (round figure salary may be considered with no major variation)		
<b>B3.2.1</b>	What was the amount deducted from your salary towards PF contribution for Month1?(in ₹)		
<b>B3.2.2</b>	What was the amount deducted from your salary towards PF contribution for Month2?(in ₹)		
<b>B3.2.3</b>	What was the amount deducted from your salary towards PF contribution for Month3?(in ₹)		
<b>B3.2.4</b>	What was the amount deducted from your salary towards PF contribution for Month 4?(in ₹)		
<b>B3.2.5</b>	What was the amount deducted from your salary towards PF contribution for Month 5?(in ₹)		
<b>B3.2.6</b>	What was the amount deducted from your salary towards PF contribution for Month 6?(in ₹)		
<b>B3.3.1</b>	What was the amount deducted from your salary towards ESI contribution for Month1?(in ₹)		
<b>B3.3.2</b>	What was the amount deducted from your salary towards ESI contribution for Month2?(in ₹)		
<b>B3.3.3</b>	What was the amount deducted from your salary towards ESI contribution for Month3?(in ₹)		
<b>B3.3.4</b>	What was the amount deducted from your salary towards ESI contribution for Month4?(in ₹)		
<b>B3.3.5</b>	What was the amount deducted from your salary towards ESI contribution for Month5?(in ₹)		

<b>B3.3.6</b>	What was the amount deducted from your salary towards ESI contribution for Month6?(in ₹)		
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### Section C (to be filled by the quality personnel)

**C1: Remarks or suggestions (if any).**

**C2: Placement decision (to be submitted by the verifying officer who conducted the verification)**

<b>C2.1</b>	Is the candidate placed or not?	
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**C3: Details of verification and the verifying officer who conducted the verification**

<b>C3.1</b>	Date and time of verification	
<b>C3.2</b>	Name	
<b>C3.3</b>	Designation	
<b>C3.4</b>	Contact no	

## SI 7.6A Standard Instructions on Payment of Post Placement Support

- Post Placement Support needs to be provided for the period of 6 Months.
- Post Placement Support to be provided 1<sup>st</sup> time on 10<sup>th</sup> of Month of Appointment/Enterprise set up and subsequently on successful verification of required documents as per SI 7.3B, SF 7.3A, SF7.3C, SF7.4A
- PPS Amount of Rs. 1270/- needs to paid to eligible candidate on successful verification on Monthly Basis by SRLM/PIA
- Information regarding the receipt of Post Placement Support needs to be also verified during physical/online verification of Candidates.

Using the above operational rules, the list of PPS candidates will be generated based on list of candidates from whom credentials are verified.



## SI 7.8A Payment of Retention Incentives to candidates

Under DDU-GKY Retention Incentive of Rs. 5000/- shall be paid to the eligible candidate:

- Under DDU-GKY Retention in job/employment shall be considered for 365 calendar days.
- Retention support cost shall be paid to the candidate @ 5,000/candidate.
- For consideration of Retention, the placed candidate, Employers can be single or multiple but the total period out of work should not exceed 60 days during the 365-day period since the first appointment/enterprise set up.
- PIA will be required to update the designated portal with salary/income proofs as required under DDU-GKY for claiming this incentive.
- The State shall verify each case whose details are shared by PIA, either through self-verification of placement app provided on ERP or any other mechanism notified by MoRD. Candidates can self-verify & Place required documents too.
- The verification shall be conducted as defined in 7.3,7.4 & 7.5

## SI 7.9A Payment of Placement Incentives to PIA

- For every placement above 70% (of the total training target in a project) up to 85% placements, a PIA shall be eligible for an additional payment at the rate of Rs. 3,000/- per candidate placed between 70-85%
- For every placement above 85% (of the total training target in a project) a PIA shall be eligible for an additional payment at the rate of Rs. 5,000/- per candidate placed above 85%
- The incentive shall be provided basis successful verification of the placement of the trained candidate
- Placement incentives shall be provided at the closure of the projects.

## SI 7. 10A Foreign Placement Assistance to be provided & Tracking

- Foreign placements shall be placement of any candidate made outside geographical boundaries of India.
- The trainees who are offered placement in foreign countries will be provided counselling sessions and Pre-Departure Orientation Training (PDOT) of MEA, GoI. The objective of these sessions is to provide basic information to ease their transition into countries of destination.
- **Counselling content**
  - Guidelines mandate counselling sessions to provide basic information to ease a candidate's transition into countries of destination (5.2.8.7). The sessions should include information on:
    - Basic information to ease their transition into countries of destination
    - Labour rights of destination countries
    - Workplace safety
    - Accessing consular services
    - Social norms in the destination countries etc.
    - Assistance to complete medical formalities including health checks shall also be provided.
- Agencies targeting foreign placement should be provided with foreign placement incentive @ Rs 20,000/- per trainee for facilitating passport, employment Visa, interview with recruiters etc. for each foreign placed candidate
- **Remuneration Details**
  - The candidate who are placed outside India shall minimum earn Rs. 25,000/- for consideration as placed candidate
  - All valuation shall be considered in Indian Rs. Only. If the candidate is paid in foreign currency than the exchange rate to be used would be closing exchange rate on the date of issue of offer letter
  - From the joining date till completion of a six months period the Rupee value of salary has to be at least ₹ 25,000 per month or more even if the denomination of currency reduces in these three months.
- **Tracking & Verification of Candidates**
  - Tracking of candidate placed in foreign countries has to be done as per the Tracking Form SI 7.4A, SF 7.4A, & 7.4C for the period of 12 months
  - The Verification needs to be conducted as per Desk Verification

Process defined in SI7.5A – Desk Verification Process

- While drawing the sample if the sample candidate is placed in foreign country than online verification is required to be conducted for such sample. However, the verification process will remain same as defined in SI 7.6B.

## SF 8A Self Employment -Service Tracking Sheet

**SERVICE TRACKING SHEET (DAILY)**

<b>CANDIDATE NAME</b>					
<b>ADDRESS LINE 1</b>					
<b>ADDRESS LINE 2</b>					
<b>PHONE</b>					
<b>EMAIL</b>					
<b>DATE</b>	<b>CUSTOMER NAME</b>	<b>CUSTOMER ADDRESS /Village</b>	<b>AMOUNT EARNED</b>	<b>MODE OF PAYMENT CASH/UPI</b>	<b>MODE OF PAYMENT CASH/UPI</b>

<b>Total Number of Services Provided</b>	
<b>Total Amount Earned</b>	
<b>Candidate Signature</b>	

## SF 8B Self Employment -Trading Tracking Sheet

TRADING TRACKING SHEET (MONTHLY)		
CANDIDATE NAME		
ADDRESS LINE 1		
ADDRESS LINE 2		
PHONE		
EMAIL		
DATE	TOTAL AMOUNT OF SALE (IN RUPEES)	PROFIT (IN RUPEES)
Total Amount Earned		
Candidate Signature		

## SF 8C Self Employment -Product Based Income Tracking Sheet

<b>PRODUCTS BASED INCOME TRACKING SHEET (MONTHLY)</b>			
<b>CANDIDATE NAME</b>			
<b>ADDRESS LINE 1</b>			
<b>ADDRESS LINE 2</b>			
<b>PHONE</b>			
<b>EMAIL</b>			
<b>DATE</b>	<b>TOTAL AMOUNT OF GOODS Produced (IN RUPEES)</b>	<b>TOTAL AMOUNT OF GOODS Sold (IN RUPEES)</b>	<b>PROFIT (IN RUPEES)</b>
<b>Total Amount Earned</b>			
<b>Candidate Signature</b>			

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## CHAPTER 8- INDEX PROJECT FINANCE

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13	8.4.1	<b>Payment of Food and To and Fro Charges</b>	
14	8.4.2	<b>Payment of Post Placement Support</b>	
15	8.4.3	<b>Incentives to PIA/Candidate</b>	
16	8.5	<b>INVOICE GENERATION</b>	
17	8.5.1	<b>Payment for Invoice generated for 1<sup>st</sup> Instalment of the Batch</b>	
18	8.5.2	<b>Payment for Invoice generated for 2<sup>nd</sup> Instalment of the Batch</b>	
19	8.5.3	<b>Payment for Invoice generated for 3<sup>rd</sup> Instalment of the Batch</b>	
20	8.5.4	<b>Payment for Invoice generated for 4<sup>th</sup> and final Instalment of the Batch</b>	
21	8.5.5	<b>Handling of Batches for which payment has been rejected due to any reason</b>	
22	8.6.	<b>CALCULATION OF TOTAL PROJECT COST</b>	
23	8.7	<b>PROJECT CLOSURE OF THE BATCH</b>	
24	8.7.1	<b>Closure Financial audit</b>	
25	8.8	<b>Thematic Verification</b>	

## CHAPTER 8-PROJECT FINANCE

### 8.1 OVERVIEW OF FINANCIAL MONITORING

The financial procedures prescribed in this chapter should be understood in the overall context of the Programme objectives, the extant program guidelines, and the extant Standard Operating Procedures. It is pertinent to note here that the DDU GKY Guidelines 2.0 specifies the key components for financial monitoring wherein Fixed cost model has been adopted.

Fixed Cost Model:

DDU-GKY 2.0 follows a fixed cost model and supports all PIAs willing to undertake skilling and placement according to DDU-GKY standards, provided they meet certain eligibility conditions.

DDU-GKY adopts the cost norms for skilling projects of MSDE. MoRD also provides for welfare cost as well as Support cost for building skilling ecosystem focused on Rural Poor Youth, for poverty alleviation.

#### 8.1.1 Cost Norms-

As per DDU-GKY Guidelines, the project Financial Procedure focuses on monitoring of the above cost through financial transactions recorded and validated in PFMS and *tallied with the accounting software to be used by PIA.*

Sl. No.	Item	3 months (576 hr)	6 months (1152 hr)	9 months (1728 hr)	12 months (2304 hr)
1	Total Training Cost per candidate				
A	Category I @ Rs. 49.00 per hour	28,224.00	56,448.00	84,672.00	1,12,896.00
B	Category II @ Rs. 42.00 per hour	24,192.00	48,384.00	72,576.00	96,768.00
C	Category III @ Rs. 35.10 per hour	20,217.60	40,435.20	60,652.80	80,870.40
2	Special Area allowances @ additional 10% of Sl. No. 1				
A	Category I @ Rs. 49.00 per hour	2,822.40	5,644.80	8,467.20	11,289.60
B	Category II @ Rs. 42.00 per hour	2,419.20	4,838.40	7,257.60	9,676.80
C	Category III @ Rs. 35.10 per hour	2,021.76	4,043.52	6,065.28	8,087.04
3	Uniform	Page 706 of 667 1,270		2,540	2,540

4	Post Placement Support	7,620	7,620	7,620	7,620
5	Boarding & Lodging cost for Residential Courses				
A	X category cities @ Rs.375 per day	33,750	67,500	1,01,250	1,35,000
B	Y category cities @ Rs.315 per day	28,350	56,700	85,050	1,13,400
C	Z category cities @ Rs.250 per day	22,500	45,000	67,500	90,000
D	Other places @ Rs.220 per day	19,800	39,600	59,400	79,200
6	Food and Transport cost per candidate for Non Residential Courses	11,700	23,400	35,100	46,800
7	Travel Support @ Rs.4500 per candidate	4,500	4,500	4,500	4,500
8	Additional incentives				
A	Retention support (for every candidate employed continuously for 365 days with a break of maximum 60 days)	5,000	5,000	5,000	5,000
B	Candidates placed in foreign countries (per candidate)	20,000	20,000	20,000	20,000
9	Incentive for placement				
A	For placements between 70% - 85%	3,000	3,000	3,000	3,000
B	For placements above 85%	5,000	5,000	5,000	5,000
10	Assessment & Certification	1,500	1,500	1,500	1,500

- Above payments would be reviewed through the Annual and Internal Audit process by the Annual Auditor as per Auditing Standards of ICAI.
- The above cost norms are subject to revision as per norms.
- Boarding & Lodging Payments during OJT period shall be based on the placement location mentioned in the project application and Sanction order.

### 8.1.2 Heads of expenditure

PF MS Code	Heads	Components to be booked
A1	Training Cost	
	Training Costs	<ul style="list-style-type: none"> <li>❖ Training cost, mobilization of beneficiaries, curriculum, training of trainers, Salary of Trainers, Q-team salary, other Staff salaries, utilities, infrastructure, equipment including tablets computer, Amortization cost, teaching aids, raw materials, etc. (Refer 5.2.8.1 of DDU-GKY Guideline 2.0)</li> <li>❖ Placement linkage</li> <li>❖ MIS &amp; Tracking, monitoring, quality control</li> <li>❖ Any other expenditure could not be booked under the heads such as Auditors Payment, Bank charges, etc.</li> </ul>
A2	Special Area Allowances	Additional 10 % of Training cost (Refer 5.2.8.2 of DDU-GKY Guideline 2.0)
A3	Uniform Cost	Cost incurred on candidate's uniform (Refer 5.2.8.3 of DDU-GKY Guideline 2.0)
A4	Post Placement Support	Payment of post placement support to the placed candidates (Refer 4.1.15 of DDU-GKY Guideline 2.0)
A5	Boarding and Lodging	Expenditure on boarding & lodging facilities provided to candidates (Refer 5.2.8.4 of DDU-GKY Guideline 2.0)
A6	Food and To & Fro charges	Payment for food and transportation to non-residential candidates
A7	One time travel cost (Travel Support)	Cost on one time travel facilities provided to candidates (Refer 5.2.8.5 of DDU-GKY Guideline 2.0)
A8	Additional Incentives	Retention support and Candidates placed in foreign countries (Refer 5.2.8.6 and 5.2.8.7 of DDU-GKY Guideline 2.0)

A9	Incentives for Higher Placement	Placements between 70% - 85% and for placements above 85% (Refer 5.2.8.8 of DDU-GKY Guideline 2.0)
A10	Assessment & Certification	Cost incurred on Assessment & Certification (Refer 5.2.8.9 of DDU-GKY Guideline 2.0)

## **8.2 FINANCIAL MONITORING ROLES AND RESPONSIBILITIES OF THE STAKEHOLDERS**

### **8.2.1 Overview of Roles and Responsibilities**

Roles and responsibilities of stakeholder (as entities) involved in the process of financial monitoring of a project have been summarized in this section. Each of the key stakeholders may have one or many functionaries. However, the accountability for adherence to the policy guidelines and procedures prescribed in SOP lies with the key stakeholder irrespective of the performance of any act by its functionaries.

Primarily There are 4 stakeholders:

1. PIAs – PIA shall be accountable and responsible for compliance to all Standard instructions as per the policy and procedure defined in the Guidelines & SOP. The following stakeholder will be involved in the processes constituting PIA

- a) PIA Operation Team

- Identification of candidates having active bank accounts and mapping the same
- Identification of candidates not having active bank accounts
- Collect KYC documents for identified candidates and open bank accounts.

- b) PIA Finance Team

- Open a dedicated ZBSA bank account for each project
- Submit details of designated bank account for the project to SRLM
- Submit the batch wise training expenditure invoice as per eligibility of Release conditions for all the projects for the Installments
- Appointment of Annual Auditor as per the rules & regulations prescribed by the Institute of Chartered Accountants of India (ICAI)

- Finalize Financial Audit Certificate and share the documents with Annual Auditor for conducting audit Submission of 1st month audit report to SRLM
  - Submit annual audited financial statements, annual audit certificate and annual utilization certificates to SRLM
  - Submission of revised audit report if required based on the observations of SRLM
  - Submit Closure Audit Certificate and Utilization Certificate along with Closure Audited Financial Statements to SRLM
  - Comply with the Thematic Verification Report of SRLM and submit a Compliance Report with a copy to MoRD
- c) PIA Quality Team.
- PIA Q-Team has limited role in financial management processes but, they can verify and provide advice to PIA Finance team in case of any deviations found during implementation of the project.
- d) PIA Auditors - Annual Auditors
- i) Annual Auditor will be responsible for the Annual Audit of financial statement along with Utilization Certificates (GFR format), Receipt & Payment, Income Expenditures, Balance Sheets, Assets Schedule (If applicable), Bank Reconciliation, PFMS Reconciliation and Annual reports and submission to the SRLMs time to time,
  - ii). A PIA is free to appoint auditor as above subject to applicable regulations of the Institute of Chartered Accountants of India (ICAI).

2. SRLM- Finance Team plays a critical role in ensuring that PIAs follow financial management practices in compliance with policy guidelines and the SOP. SRLM will undertake the following-

- Register the PIA (if not registered already) and map the project SNA account on PFMS and Map the new project account.
- Send Delinking request of the project account to PFMS as per the request of SRLM to the Office of CGA and get the delinking process completed.
- Verify and process the batch wise expenditure invoice raised by PIA (in web-based portal) as per eligibility of release conditions for the projects for the Installments
- Review the compliance report submitted by PIA on Audited Financial Statements and issue the final Annual Verification Report. Generate notice/Alerts, in case of deviations found.
- Review Closure Audit Certificate and Utilization Certificate along with Closure Audited Financial Statements and Issue a Closure Verification Report directing the PIA to rectify deviations and report compliance

- Issue Thematic Verification Report with a copy to MoRD, directing PIA to address deviations, if any observed.
  - Review the Compliance Report submitted by PIA and issue Final Thematic Verification Report with a copy to MoRD. Generate notice, in case of deviations not addressed.
3. CTSA- Finance Team of CTSA will undertake the following,
- Verification of the remarks reported by the annual auditor from the Audited Financial Statements submitted by the PIA and address the compliance to SRLM
  - Thematic Audit along with the MoRD empaneled Auditors as per the instructions of the MoRD. However, PIA must share the financial information and reports required to be submitted to SRLM and CTSA and to any person or organization engaged by them as mentioned in the relevant sections
4. MoRD- MoRD will undertake the following
- Review of activities to be done by CTSA along with SRLM compliances.
  - Conduct of thematic audit of cost components like Boarding & Lodging, Post placement Support etc. as and when required.

## 8.2.2 Procedure for appointment of an Annual Auditor

### Overview

Item	Description
<b>Purpose</b>	To perform various roles prescribed in different processes.
<b>Reference to Guidelines</b>	NA
<b>Prerequisite/s</b>	Uploading of Sanction Order
<b>Time for completion</b>	At least 5 Calendar days prior to the execution of MoU

<b>Resource/s</b>	SF 8.2.2A: Format of Joint Declaration by PIA and Auditor
<b>Process owner</b>	PIA Finance Team

#### Activities

Actor	Action	Time for completion	Relevant documents
<b>PIA Finance Team</b>	Appointment of Annual Auditor as per the rules & regulations prescribed by The Institute of Chartered Accountants of India (ICAI).	Within 10 Calendar days of uploading of sanction order.	
<b>SRLM finance team</b>	Collect the joint declaration of the PIA and the Annual Auditor.	At least 5 Calendar days prior to the execution of MoU	SF 8.2.2A: Format of Joint Declaration by PIA and Auditor
<b>PIA Finance Team</b>	In case of change of Annual Auditor.	Within 3 Calendar days of appointment of new Annual Auditor	SF 8.2.2A

## 8.3 PROJECT FUND MANAGEMENT

The General Financial Rule 232(v) prescribes the release of funds to the State Governments and monitoring utilization of funds through PFMS. For better monitoring of availability and utilization of funds released to the States under DDU-GKY and to have more effective cash management the Department of Expenditure vide OM No. 1 (13) PFMS/FCD/2020 dated 23rd March, 2021 had issued guidelines for revised procedure for flow of funds under CSS. The revised procedure, known as the “SNA model”, came into effect from 1st July, 2021 which is being presently followed by all the State Governments.

As per SNA model, fund will be released electronically through PFMS by allocating drawing limits to each PIA by the State SRLM



PIAs will receive drawing limits based on milestone achievement for projects sanctioned. All payments will be made according to the following release conditions.

**(I) Release conditions for All Projects of Captive Employment (Category A) under the Batch mode Payment System (Refer para 9.7-Table 9)**

Sanction	Sanction of 50% Fund for the Batch		Sanction of 20 % for the Batch	Sanction of 30 % for the Batch
Instalment	1 <sup>st</sup> Release	2 <sup>nd</sup> Release	3 <sup>rd</sup> Release	4 <sup>th</sup> Release
Percentage	30%	20%	20%	30%
Release Condition-Milestone	<ul style="list-style-type: none"> <li>- On Batch Freezing Calendar Day</li> <li>i.e 10<sup>th</sup> Calendar Day of Training Commencement</li> </ul>	<ul style="list-style-type: none"> <li>- Half Training Period Completion</li> <li>2<sup>nd</sup> release shall be automatic, unless any adverse occurs in the meantime</li> </ul>	<ul style="list-style-type: none"> <li>- On Training Completion</li> <li>- Assessment of the batch</li> <li>- 70% of trained candidates are provided appointment letters</li> <li>- The payments will be made for the candidates assessed and provided appointments</li> </ul>	<ul style="list-style-type: none"> <li>-100% Desk and Physical Placement Verification</li> <li>- Physical Placement verification of 70% Captive Placement for a minimum period of 6 months.</li> </ul>

**(II) Release conditions for All Projects of Category B, C and D (Refer para 9.7- Table 10)**

Sanction	Sanction of 50% Fund for the Batch		Sanction of 20 % for the Batch	Sanction of 30 % for the Batch
Instalment	1 <sup>st</sup> Release	2 <sup>nd</sup> Release	3 <sup>rd</sup> Release	4 <sup>th</sup> Release
Percentage	30%	20%	20%	30%

Release Condition-Milestone	<ul style="list-style-type: none"> <li>- On Batch Freezing Calendar Day i.e 10<sup>th</sup> Calendar Day of Training Commencement</li> </ul>	<ul style="list-style-type: none"> <li>- Half Training Period Completion</li> <li>- 2<sup>nd</sup> release shall be automatic, unless any adversity occurs in the meantime.</li> </ul>	<ul style="list-style-type: none"> <li>- On Training Completion</li> <li>- Assessment of the batch</li> <li>- 70% of trained candidates are provided appointment letters</li> <li>- The payments will be made for the candidates assessed and provided appointments</li> </ul>	<ul style="list-style-type: none"> <li>- 100% Desk Verification of Placement Proofs submitted.</li> <li>- Physical Placement verification of 70% Placement for a minimum period of 6 months through Random Placement Verification according to the Standard Operating Procedures.</li> </ul>
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Eligibility conditions for the release of funds at all three stages are determined by the MIS statements of the PIA available on the designated portal of MoRD and placement verification done. On meeting the conditions for release of payment at each stage, a request for processing the payments will be generated by PIA on the designated portal of MoRD system and electronically sent to SRLM. The SRLM shall ensure payment based on milestone achieved within defined timeline according to the Standard Operating Procedure of DDU-GKY 2.0

### 8.3.1 Operation of Project/SNA account

#### 8.3.1.1 Opening of bank account and mapping on PFMS

##### Overview

Item	Description
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Purpose	To release funds by allocating limits to PIA as per SNA module and tracking utilization of funds
Reference	Refer OM No. 1 (13) PFMS/FCD/2020 dated 23rd March, 2021 issued by Department of Expenditure as annexed
Prerequisite/s	Sanction of the project
Time for completion	I5+15 Calendar days
Instructions	SI 8.3.1.1A: Instruction for opening of bank account, SI 8.3.1.1B: Procedure first-time registration of PIA in PFMS, SI 8.3.1.1C: Procedure for adding Project/SNA Accounts for PIAs already registered on PFMS and SI 8.3.1.1D: Mapping project details on PFMS
Process owner	SRLM finance team

#### Activities

Sl. No.	Activities	Actor	Time for completion	Relevant Documents
1.	Open a dedicated bank account for the project	PIA OP team (Finance)	I5+8 Calendar days	SI 8.3.1.1A
2.	Submit details of designated bank account for the project to SRLM (Accompanied by one cancelled cheque of the Project Account)	PIA OP team (Finance)	I5+10 Calendar days	SF 2.4D (Chapter 2)
3.	Register the PIA on PFMS (if not registered)	SRLM finance team	I5+12 Calendar days	SI 8.3.1.1B
4.	Map the project details on PFMS	SRLM finance team	I5+15 Calendar days	SI 8.3.1.1D

### 8.3.1.2 Change of Project/SNA Account and Mapping into PFMS:

In certain circumstances the SRLM may need to change the Single Nodal Account that has already been established and mapped with PFMS. While such change should not be treated as a routine activity, the need for the same is recognized and may be permitted after following relevant guidelines and due approval.

#### Overview

Item	Description
Purpose	To change the Project Account if required  To ensure that the new account is mapped to PFMS,  To ensure that project funds are correctly transferred from the previous project account to the new project account.  To ensure that previous Project Account is delinked from the project and PFMS
Reference	OM no F. No. 1(15)/PFMS/2021 dated 03.04.2023 issued by DoE
Prerequisite/s	Based on requirement
Time for completion	As per the activity table below
Process owner	SRLM finance team

#### Activities

Sl. No.	Activities	Actor	Time for completion	Relevant Documents
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1.	Open a new bank account for the project	PIA team (Finance)	OP	On requirement	SI 8.3.1.1A
2.	Send request for change of project account to SRLM	PIA team (Finance)	OP	Within 2 Calendar days after opening of new bank account	SF 8.3.1.1A
3.	Add project account on PFMS and Approve new project account on PFMS portal  Notify the change of project account	SRLM finance team		Within 3 Calendar days of request by PIA for change of project account	SI 8.3.1.1B  SF 8.3.1.1B
4.	Transfer complete project fund to the newly mapped bank account and inform SRLM	PIA team (Finance)	OP	Within 3 Calendar days of notification of the change of project account by SRLM finance team	SF 8.3.1.1B
5.	Delinking of previous project account from PFMS	SRLM finance team		Within 1 Calendar day of receipt of information from PIA about completion of transfer of complete project fund to the newly mapped bank account	SF 8.3.1.1C

### 8.3.1.3 Delinking of Project Account from PFMS on Project Closure

Item	Description
Purpose	To delink the project account from PFMS upon project closure
Reference to Guidelines	NA
Prerequisite/s	Issue of Project Closure Order
Time for completion	As per the activity table below
Process owner	SRLM finance team

### Activities

Sl. No.	Activities	Actor	Time for completion	Relevant Documents
1.	Delinking of the Project Account from PFMS	SRLM finance team	Within 5 Calendar days of Issue of Project Closure Order and within 3 Calendar days of request by PIA for delinking of previous project account	SF 8.3.1.1C

## Overview.

Item	Description
Purpose	To ensure bank accounts for all selected candidates, not having active bank accounts, are opened before starting of training
Reference to Guidelines	No specific reference
Prerequisite/s	Completion of mobilization, aptitude test, counselling, and selection of candidates
Time for completion	As per the activity table below

## Activities

Step No.	Activities	Actor	Time for completion	Relevant Documents
1.	Identification of candidates not having active bank accounts	PIA OP team	Not later than 2 Calendar days of a candidate joining the training Programme or prior to freezing of a batch	SF 8.3.1.4A
2.	Collect KYC documents for the identified candidates	PIA OP team	Prior to freezing of the batch	As per the documents required by bank
3.	Open bank accounts for identified candidates	PIA OP team	Not later than a day after freezing of the batch	As per the documents required by bank

4.	Upload Bank account details in PFMS	PIA OP team (Finance)	Not later than 2 Calendar days after freezing of the batch	SF 8.3.1.4B
5.	Verify and provide advice to PIA OP team (Finance) in case of deviation	PIA Q-Team	2 Calendar days before starting of training	-

## 8.4 Protocol for delivery of cash and non-cash entitlements

The candidates are entitled to following financial assistance:

### 1. Cash entitlements

- a. Food and To and Fro Charges
- b. Post Placement Support
- c. Retention Incentive

### 2. Non-Cash entitlement

- a. Insurance – PMSBY (Pradhan Mantri Suraksha Bima Yojna) & PMJJBY (Pradhan Mantri Jivan Jyoti Bima Yojna)

**Note:** PIA shall ensure, insurance coverage to all candidates and must cover the insurance under PMSBY (Pradhan Mantri Suraksha Bima Yojna) & PMJJBY (Pradhan Mantri Jivan Jyoti Bima Yojna) at the time of batch freezing, the expenditure towards premium for coverage of said insurance shall be booked from Travel cost (i.e. One time travel cost) component. (Reference DDU-GKY Guideline para 5.2.8 Table 4 Cost Norm SI, No. 7)

### 8.4.1 Payment of Food and To and Fro Charges

#### Overview

Item	Description
Purpose	<ul style="list-style-type: none"> <li>To ensure timely and correct payment of entitlements towards food and to and fro charges to candidates for entire training duration during OJT</li> </ul>
Reference to Guidelines	<p>Para 5.2.8 Page no 33</p> <p>(S. No. 6 Table 4)</p>



Item	Description
Prerequisite/s	Start of Training and based on attendance
Process Owner	PIA OP Team (Finance)

### Activities

Sl. No.	Activities	Actor	Time for completion	Relevant Documents
1.	1 <sup>st</sup> payment: from start of training to freezing of the batch	PIA OP Team (Finance)	5 <sup>th</sup> Calendar days after batch freezing	SI 8.4.1A SI 8.6A
2.	2 <sup>nd</sup> payment to penultimate payment	PIA OP Team (Finance)	3 <sup>rd</sup> Calendar days after half Training completed	SI 8.4.1A SI 8.6A
3.	Last payment at the completion of training for the batch	PIA OP Team (Finance)	3 <sup>rd</sup> Calendar days of completion of the batch	SI 8.4.1A SI 8.6A

### 8.4.2 Payment of Post Placement Support

DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana), Post Placement Support (PPS) is a financial assistance provided to candidates who have been placed in jobs after completing their skill training under the scheme. The goal of PPS is to help newly employed candidates transition smoothly into their jobs and cover initial expenses that may arise after employment, such as relocation, accommodation, or other living expenses.

#### Eligibility:

PPS is provided to candidates who have completed their training and have been successfully placed in jobs with wages. The placement must be verified by the Project Implementing Agency (PIA), and the candidate must remain employed for a specified duration.

PPS is provided for 6 months after the placement of the payment amount of Rs.1270/- per month

## Overview

Item	Description
Purpose	To ensure timely and correct payment of entitlements towards Post Placement Support (PPS) to the placed candidates as per eligibility.
Reference to Guidelines	Para 5.2.8 Page no 33 (S. No. 4 Table 4)
Prerequisite/s	Joining of a candidate in a job
Process owner	PIA OP team (Finance)

## Activities

Sl. No.	Activities	Actor	Time for completion	Relevant document
1.	Payment 1st instalment of Post Placement Support (PPS) to the placed candidates	PIA OP team (Finance)	Within 7 Calendar days of joining the job	SI 8.4.2B SI 8.6A
2.	Advance payment of remaining instalments of Post Placement Support (PPS) to the placed candidates	PIA OP team (Finance)	Monthly basis on or before 10th of the succeeding month	SI 8.4.2B SI 8.6A

**\*Post placement Support payments to the eligible candidates shall be under taken by PIAs/States too, based on the availability's digital infrastructure.**

### 8.4.3 Retention Incentive to Candidate

Retention support cost: shall be **paid to the candidate** i.e., 5,000/-. Employers can be multiple but the total period out of work should not exceed 60 days during the 365-day period since the first placement. PIA shall be required to update the designated portal with salary payment proof as required under DDU-GKY for claiming this incentive. The State shall verify each case whose details are shared by PIA/Candidate, either through self-verification of placement apps provided on designated portals of MoRD or any other mechanism notified by MoRD. Retention Incentives payments to the eligible candidates shall be under taken by PIAs/States too, based on the availability's digital infrastructure.

#### Overview

Item	Description
Purpose	To ensure timely and correct payment of retention incentive to the candidates as per their eligibility.
Reference to Guidelines	Para 5.2.8.6 Page no 36
Prerequisite/s	Continuous employment for 365 days with a break of maximum 60 days
Process owner	PIA OP team (Finance) and

#### Activities

Step No.	Activities	Actor	Time for completion	Relevant document
1.	Payment of incentive to the eligible candidate	PIA OP team (Finance)  Page 553 of 667	Within 15 Calendar days after	SI 8.4.3C

			Completion of one year at job successfully	
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#### ● 8.4.3.1 Incentive to PIA

##### ● Incentive for Foreign Placement:

The trainees who are offered placement in foreign countries will be provided counselling sessions and Pre-Departure Orientation Training (PDOT) of MEA, GoI. Agencies targeting foreign placement should be provided with foreign placement incentive @ Rs 20,000/- per trainee for facilitating passport, employment Visa, interview with recruiters etc. Foreign Placement Incentives payments to the eligible candidates shall be under taken by PIA.

##### ● Incentive for higher placement percentage:

1. For every placement above 70%- up to 85% of the total training target in a project-

PIA shall be eligible for an additional payment at the rate of **Rs. 3,000/-** per candidate so placed.

2. For placements above 85% of the total training target for a project-

PIA shall be entitled to **Rs. 5,000/-** per candidate for each such placement.

#### Overview

Item	Description
Purpose	<ol style="list-style-type: none"> <li>1. For placement in foreign countries.</li> <li>2. For higher placement percentage</li> </ol>
Reference to Guidelines	<p>Para 5.2.8.7 Page no 36</p> <p>Para 5.2.8.8 Page no 36</p>

Prerequisite/s	<p>To ensure candidate's placement in foreign countries.</p> <p>To ensure higher placement percentage of candidates</p>
Process owner	SRLM (Finance team)

### Activities

Step No.	Activities	Actor	Time for completion	Relevant document
1.	Payment of incentive for the eligible candidate placed in foreign countries.	SRLM (Finance Team)	Within 10 Calendar days after Completion 6-month placement in foreign countries	<ol style="list-style-type: none"> <li>Offer letter, Passport, Work Visa</li> <li>Salary Slips</li> <li>Bank Statement</li> <li>Any other documents as prescribed in Chapter 7</li> </ol>
2.	Payment of incentive for the eligible candidate candidates with Higher placement percentage.	SRLM (Finance Team)	Within 10 Calendar days after Completion 6-month placement	<ol style="list-style-type: none"> <li>Placement Success rate</li> <li>Any other documents as prescribed in chapter 7</li> </ol>

**A. Eligibility criteria for claiming the incentives:**

Sl.No	Activity	Less than 6 months training	6 to 12 months training	Documents required
1	Minimum Remuneration per candidate per month within India	10,000	15,000	Appointment letter, Salary slip, and proof of bank transfer of take-home pay for continuous one year (Refer Para 5.2.8.6 of DDUGKY 2.0 guidelines)
2	Minimum Remuneration per candidate per month abroad	25,000	25,000	Appointment letter along with work visa, Salary slip, and proof of bank transfer of take-home pay (Refer para 5.2.8.7 of DDUGKY 2.0 guidelines)

**B. Entitlement of retention incentive to Candidates:**

Sl.No	Activity	Amount Rs.	Beneficiary
1	Retention support (for every candidate employed continuously for 365 days with a break of maximum 60 days)	5000	Candidate (100%)

**C. Entitlement of the incentives to PIA:**

Sl.No	Activity	Amount Rs.	Beneficiary
1	Candidates placed in foreign countries	20,000	PIA (100%)

	(per candidate to PIA)		
2	For placements between 70% - 85%  (per candidate to PIA)	3000	PIA (100%)
3	For placements above 85%  (per candidate to PIA)	5000	PIA (100%)

## 8.5 Invoice Generation:

### Overview

Points or Parameters need to be considered for batch cost estimate for DDU-GKY 2.0 Module for Online Portal

<u>Item</u>	<u>Description</u>
<u>Purpose</u>	To generate batch wise Estimated Invoice
<u>Reference to Guidelines</u>	Para 5.2.8 (Table 4) and Table 1-2 from chapter 1 of (SOP) point on Important events in a project and their Timelines the Execution Phase.
<u>Prerequisite/s</u>	As per milestone referred in para 9.7 Table 9 & 10
<u>Time for completion</u>	<i>E2,E3 &amp; E4 for Release of 1st Installment for the batch E5,E6 &amp; E7 for Release of 2nd Installment for the batch E8,E9 &amp; E10 for Release of 3rd Installment for the batch E11, E12 &amp; E13 for Release of Final or 4th Installment for the batch.</i>
<u>Instructions</u>	SI 8.5.1A
<u>Process owner</u>	SRLM finance team

## **Activities**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
1.	After achieving the milestone PIA will update the system generated invoice from online portal for respective Installments	PIA Finance Team	E2+1 Calendar Day	SI 8.5.1A SF 8.5.1A
2	Verify and submit Invoice to SRLM	PIA Admin Team	E2+ 1 Calendar day	SF 8.5.1B
3	Verify Invoice received from PIA	SRLM Finance team (Checker)	E2+ 4 Calendar days	SF 8.5.1C
4	Processing Payment to PIA by SRLM	SRLM Finance team (Approver)	E2+ 4 Calendar days	-

### **8.5.2 Payment for Invoice generated for 2<sup>nd</sup> Instalment of the Batch**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
1.	After achieving the milestone PIA will update the system generated invoice from online portal for respective Installments	PIA Finance Team	E5+ 1 Calendar day	SI 8.5.1A
2	Verify and submit Invoice to SRLM	PIA Admin Team	E5+ 1 Calendar day	SF 8.5.1B SF 8.7B
3	Verify Invoice received from PIA	SRLM Finance team (Checker)	E5+ 4 Calendar days	SF 8.5.1C



<u>4</u>	Processing Payment to PIA by SRLM	SRLM Finance team (Approver)	E5+ 4 Calendar days	-
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### **8.5.3 Payment for Invoice generated for 3<sup>rd</sup> Instalment of the Batch**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
1.	After achieving the milestone PIA will update the system generated invoice from online portal for respective Installments	PIA Finance Team	E8+5 Calendar days	SI 8.5.1A (System generated invoice)
2	Verify and submit Invoice to SRLM	PIA Admin Team	E8+ 7 Calendar days	SF 8.5.1B SF 8.7B,
3	Verify Invoice received from PIA	SRLM Finance team (Checker)	E8+ 12 Calendar days	SF 8.5.1C
4	Processing Payment to PIA by SRLM	SRLM Finance team (Approver)	E8+ 15 Calendar days	-

### **8.5.4 Payment for Invoice generated for 4<sup>th</sup> Instalment of the Batch**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
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1.	PIA will submit the claim for fourth installment and generate the online invoice with declaration.	PIA Finance Team	E11+5 Calendar days	<i>SF 8.5.1A</i>
2	Verify and submit Invoice to SRLM	PIA Admin Team	E11+ 7 Calendar days	<i>SF 8.5.1B</i> SF 8.7B,
3	Verify Invoice received from PIA	SRLM Finance team (Checker)	E11+ 10 Calendar days	<i>SF 8.5.1C</i>
4	Processing Payment to PIA by SRLM	SRLM Finance team (Approver)	E11+ 15 Calendar days	-

#### **8.5.5 Handling of Batches for which payment has been rejected due to any reason**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
<u>1.</u>	PIA will generate the invoice from online portal for respective Installments	PIA Finance Team	5 Calendar days from the generation of invoice	SI 8.5.1A
<u>2</u>	Verify and submit Invoice to SRLM	PIA Admin Team	7 Calendar days from the generation of invoice	SF 8.5.1B
<u>3</u>	Verify Invoice received from PIA	SRLM Finance team (Checker)	3 Calendar days from the receipt of invoice from PIA	SF 8.5.1C
<u>4</u>	Return of invoice to PIA with clear reasons for rejection	SRLM Finance team	5 Calendar days from the receipt of invoice from PIA	SF 8.5.5A

<u>5</u>	Submission of revised invoice by PIA	PIA Finance Team	Within 5 Calendar days from the receipt of invoice from SRLM	SF 8.5.5B
<u>6</u>	Verify revised Invoice received from PIA	SRLM Finance team (Checker)	7 Calendar days from the receipt of invoice from PIA	-
<u>7</u>	Process Payment accordingly	SRLM Finance team (Approver)	3 Calendar days from the receipt of invoice from PIA	-

#### **8.5.6 Payment of Invoice generated for Final Instalment - Project Closure**

Sl. No.	Activities	Actor	Time for completion	Relevant Document
1.	PIA will submit the claim for final installment and generate the invoice with declaration.	PIA Finance Team	E14+5 Calendar days	SI 8.5.1A
2	Verify and submit Invoice to SRLM	PIA Admin Team	E14+ 7 Calendar days	SF 8.5.1B, SF 8.7B
3	Verify Invoice received from PIA	SRLM Finance team (Checker)	E14+ 10 Calendar days	SF 8.5.1C,

4	Processing Payment to PIA by SRLM	SRLM Finance team (Approver)	E14+ 15 Calendar days	-
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**Note: SRLM to ensure that payment of all eligible batches for due invoices to be released by 15<sup>th</sup> of succeeding month.**

## 8.6. CALCULATION OF TOTAL PROJECT COST

### Overview

For Calculating the Unit Cost per candidate trade wise, amount will be considered i.e. Standard Training Cost from the application and to derive the total project cost below is the methodology;

### Project Cost – Part A

#### Standard training cost

Sector	Trade/Add. Trades	Cost Category I, II and III Rs.49, Rs.42 and Rs.35.10	Domain Hours 3 months (A)	Non-Domain Hours (B)	If Target (C)	Total Training Cost (A+B*C=D)
Tourism & Hospitality	Food & Beverage Service Steward (THC/Q0301)-300-II	II	576	160	500	-
-	-	-	576*42=24192	160*35.10=5616	500	1,49,04,000/-

**Special Area allowances @ additional training cost 10% (If eligible)**

Tourism & Hospitality	Food & Beverage Service Steward	II	576	160	500	Additional Total
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	(THC/Q0301)- 300-II					<b>Training Cost</b>
-	-	-	24,192*10 % =2419.20	-	-	2419.20

**Project Cost Components Table:**

<b>Uniform cost</b>	<b>Rs. 1270/-</b>
<b>Slab A: Less than 6 months up to 1152 hours</b>	
<b>Slab B: More than 6 months, more than 1152 hours</b>	<b>Rs. 2540/-</b>
<b>Post Placement Support –</b>	<b>Rs. 7620/-</b>
<b>576 hrs to 2304 hrs – paid for only 6 months</b>	<b>(7620/6= 1270)</b>
<b>Boarding and Lodging Expenses- XYZ and Rural Area</b>	<b>Rs. 375/-</b>
1. 375*90 days = 33,750	<b>Rs. 315/-</b>
2. 375*180 days = 67,500	<b>Rs. 250/-</b>
3. 375* 270 days = 1,01,250	<b>Rs. 220/-</b>
4. 375*360 days = 1,35,000	
<b>Food and Transport cost per candidate for Non-Residential Courses</b>	<b>Rs. 162.50</b>
1. 11700/3 months = 3900	
2. 23400/6 months= 3900	
3. 35100/9 months = 3900	
4. 46800/12 months = 3900	
3900/24 days = 162.50	

<b>Assessment Cost</b>	<b>Rs. 1500/- per candidate</b>
<b>Incentives: (Welfare Cost – Part B)</b>	<b>Rs. 5000/- per candidate</b>
<b>Retention support (for every candidate employed continuously for 365 days with a break of maximum 60 days)</b>	<b>Paid by SRLM to Candidate</b>
<b>Candidates placed in foreign countries (per candidate)</b>	<b>Rs. 20000/- Per candidate</b>
<b>For placements between 70% to 85%</b>	<b>Rs. 3000/- per candidate</b>
<b>For placements above 85%</b>	<b>Rs. 5000/- per candidate</b>

<b>1. The Project cost will be calculated as per the Sanction Target to the PIA.</b>	
<b>2. Calculate the Unit Cost (per candidate trade wise) Total Sanction Amount /Total Target</b>	<b>Here, The Total Sanction Amount i.e. unit cost per candidate will be derived as per above table on trades cost categories calculations + Project cost components</b>
<b>3. Estimated Batch Cost = No. of Candidates in a batch * Unit Cost</b>	
<b>4. The Estimated Installment will be Further Calculated as</b>  <b>1st Installment Release Estimation - 30% * Estimated Batch Cost</b>  <b>2nd Installment Release Estimation - 20% * Estimated Batch Cost</b>  <b>3rd Installment Release Estimation - 20% * Estimated Batch Cost</b>  <b>4<sup>th</sup> Installment Release Estimation 30%*</b>	

<b>Estimated Batch Cost</b>	
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## 8.7 PROJECT CLOSURE OF THE BATCH

The core outcome of DDU-GKY 2.0 program shall remain placement be it with Wage Employment, Self-Employment or Gig Employment. In DDU-GKY the placement is defined as continuous or non-continuous employment, for a minimum of six months be it with one employer or multiple employers and the period of employment need not be with one category of employment or with one employer. However, the trainee should have worked and received payment for six months and placement is to be made in the same job role in which domain training is provided. While every effort has to be made to ensure that trainees get jobs that match their aspirations and aptitude.

**Step 1: Determine number of candidates ought to have been trained to enable to get 100% fund reimbursement of all the batches.**

As per guidelines: A minimum placement of 70% of trained candidates is a non-negotiable for claiming the total project cost in DDU-GKY. The ratio between Wage and Self Employment or Gig Employment, out of 70% shall be a minimum of 50% with wage employment and a maximum of 20% in Self Employment or Gig Employment.

For example: a project of 100 candidates to be trained, requires 70 candidates to be placed for claiming full cost of the project. In this project, if a minimum of 50 trained candidates are placed in wage employment and maximum of 20 trained candidates are placed/settled in Self Employment or Gig employment, the Project Implementing Agency shall be eligible for claiming full cost of the project.

**Step 2: If the total placements of candidates are from the 50-69% of the total trained candidates, then the project cost allowed will be pro-rated to the placement achieved. Calculation of placement shall be done based on the time required provided for placement for each batch.**

**Step 3: Closure of a project**

A consolidated view of placement achieved in the project shall be taken into account and for every batch, placement more than or equal to 70%, shall not be insisted upon, In case if placement is less than 50% of the total trained candidates, the project will be terminated immediately and pro- rata payment for candidates placed will be allowed.

### 8.7.1 Project Closure Financial Verifications

#### Overview

Item	Description
Purpose	<p>Prior to the closure of Batch/project, audit needs to be conducted for</p> <ul style="list-style-type: none"> <li>• Closure of the batch/project accounts.</li> <li>• Audit the transactions pertaining to the project</li> </ul>
Prerequisite/s	Completion of Training & Placement of candidates
Time for completion	E14 - Official Closure of the project i.e 12 months after completion of training and placement of the sanctioned target.
Instructions	<p>Payment of entitlements, SI 8.4.1A: Payment of food and to and fro charges, SI 8.4.2B: Post placement support (PPS) payment,</p> <p>Items to be verified during closure audit SI 8.7A</p>
Actor/Process owner	SRLM finance team

#### Activities

Sl.No	Activities	Actor	Time for Completion	Relevant Documents
1.	Prepare and share all financial statements along with Utilization Certificates in accordance with the applicable standards and	PIA (Finance team)	<p>Within 6 months of completion of training and placement of last batch</p> <p>Page 566 of 667</p>	<p>SI 8.7A SF 8.7F SF 8.7 E SF 8.7 G</p>



	guidelines and share with Annual Auditor for audit			
2.	Conduct audit of financial statements along with Utilization Certificates in accordance with the applicable auditing standards and submit Audit certificate to PIA	Annual Auditor	Within 1 month of sharing of financial statements and Utilization Certificates	SF 8.7F SF 8.7 E SF 8.7 G
3.	Submit Audit Certificate along with financial statements and UCs to SRLM	PIA (Finance team)	Within 5 Calendar days of submission of Audit Certificate and certified financial statements and Utilization Certificates	SF 8.7F SF 8.7 E SF 8.7 G
4.	Verification of financial statements related to all the batches	SRLM (Finance Team)	Within 15 Calendar days of submission of Audit Certificate and certified financial statements and Utilization Certificates by PIA	SF 8.7C/D SF 8.7 I
5.	Issue a closure verification report and direct PIA for rectification if any and submit compliance report	SRLM (Finance Team)	Within 15 Calendar days of submission of Audit Certificate and certified financial statements and Utilization Certificates by PIA	SF 8.7C SF 8.7 H
6.	Comply with the remarks given by SRLM and submit a compliance Report	PIA (Finance team)	Within 5 Calendar days of issue of closure verification report by SRLM	SF 8.7 I
7.	Review the Compliance Report submitted by the PIA and issue Final Closure Report.	SRLM (Finance Team)	Within 15 Calendar days of submission of compliance Report by PIA	SF 8.7 J

## 8.8 Thematic Verification

### Overview

Item	Description
<b>Purpose</b>	Verification of books, accounts and records needs to be conducted in accordance with the directions of MoRD.
<b>Reference to Guidelines</b>	NA
<b>Prerequisite/s</b>	Instruction from MoRD
<b>Time for completion</b>	As per the activity table below
<b>Resource/s</b>	To be specified as per thematic audit
<b>Process owner</b>	SRLM finance team

### Activities

Step No.	Activities	Actor	Time for completion	Relevant Documents
1.	Conduct verification of records and books as per the instruction from MoRD	SRLM finance team along with MoRD Officials	25 Calendar days of instruction	-
2.	Issue Thematic Verification Report with a copy to MoRD, directing PIA to address deviations, if any observed	SRLM finance team along with MoRD Officials	25 Calendar days of instruction	SF8.8A: Thematic verification report
3.	Comply with the Thematic Verification Report of SRLM/CTSA and submit a Compliance Report with a copy to MoRD	PIA (Finance Team)	5 Calendar days of issue of Thematic Verification Report to PIA	SF 8.8B: Compliance to the thematic verification report to be submitted by PIA to SRLM
4.	Review the Compliance Report submitted by PIA and issue Final Thematic Verification Report with a copy to MoRD	SRLM finance team along with MoRD Officials	15 Calendar days of Submission of Compliance Report by PIA. If Final Closure Thematic Verification Report is not sent by SRLM at the case may be, then it is	SF8.8C: Final thematic verification report by SRLM

			deemed that PIA's compliance report is accepted.	
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## Standard Instructions:

S.No.	SI No.	Particular	Page No.
1	SI 8.3.1.1A	Instruction for opening of SNA bank account for Project	
2	SI 8.3.1.1B	Procedure first-time registration of PIA in PFMS	
3	SI 8.3.1.1C	Procedure for adding Project Accounts for PIAs already registered on PFMS	
4	SI 8.3.1.1D	Mapping project details on PFMS	
5	SI 8.4.1A	Instructions on payment of food and to & fro charges	
6	SI 8.4.2B	Instructions on post placement support (PPS) payment	
7	SI 8.4.3C	Instructions on incentive paid to the eligible candidates	
8	SI 8.5.1A	On achieving the milestone PIA will update the heads of expenditure for respective Installments	
9	SI 8.6A	Common instructions on payment of entitlements	
10	SI 8.7A	Items to be verified during Project Closure Verification	

## Standard Forms

S.No.	SF No.	Particular	Page No.
1	SF 8.2.2A	Format of Joint Declaration by PIA and Auditor	
2	SF 8.3.1.1A	Request letter for change of Project Account	
3	SF 8.3.1.1B	Notification letter for change of project account	
4	SF 8.3.1.1C	Request letter from to SRLM for delinking of Project Account from PFMS	
5	SF 8.3.1.4A	Candidates not having active bank account details	
6	SF 8.3.1.4B	Candidates bank account details	
7	SF 8.5.1A	Declaration by PIA for batch freezing	
8	SF 8.5.1B	Conditions for release of instalments	
9	SF 8.5.1C	List of items to be checked before release of instalment	
10	SF 8.5.5A	Letter to PIA intimating details of rejected invoices	
11	SF 8.5.5B	Management response to be submitted by PIA to SRLM for resubmission of revised Invoice	
12	SF 8.7B	Utilization Certificate for Release of 2nd or 3 <sup>rd</sup> or 4 <sup>th</sup> Instalment of Project funds	
13	SF 8.7C	Interim evaluation letter of SRLM for Annual Utilization Certificate submitted by PIA	
14	SF 8.7D	Final evaluation letter of SRLM for Annual Utilization Certificate Submitted by PIA	
15	SF 8.7E	Annual Utilization Certificate	
16	SF 8.7F	Project Closure Audit Certificate	
17	SF 8.7G	Consolidated Utilisation Certificate (for complete project)	
18	SF 8.7H	Interim Evaluation letter of SRLM for Consolidated Utilization Certificate (for complete project period) submitted by PIA	
19	SF 8.7I	Management response to be submitted by PIA to SRLM	
20	SF 8.7J	Final evaluation letter of SRLM for Consolidated Utilization Certificate (for complete project period) submitted by PIA	
21	SF 8.8A	Thematic Verification Report	
22	SF 8.8B	Compliance to the Thematic Verification Report to be submitted by PIA to SRLM	
23	SF 8.8C	Final Thematic Verification Report by SRLM/CTSA	

# Standard Instructions

## **SI 8.3.1.1A: Instruction for opening of SNA bank account for Project**

PIA shall open a new bank account dedicated for a project referred as Project Account. It should adhere to the following:

- Maintaining of project account: PIA should open only one dedicated Project Account and is not permitted to maintain multiple Project Accounts except during the interim period of change in the Project Account, following the prescribed instructions in this SOP.
- Nature of account: Savings Account subject to RBI regulations and any other applicable Banking Regulations.
- Name of the account: DDU-GKY-(short name of PIA/applicant PIA)-short name of state-Project number (Note: A PIA should give serial number to all projects sanctioned to it in the programme – i.e. a running number across all project sanction entities; and this will reflect in the project number).

## **SI 8.3.1.1B: Procedure first-time registration of PIA in PFMS**

- Log in to PFMS
- At the PFMS homepage, go to Agencies à Agency Registration
- Click on “New Registration”
- Choose “DDU-GKY”
- Choose Institution Type as “PIA” under DDU-GKY APS/YPS
- On the registration page, provide the following details:
  - i. Contact and location details of the PIA, as per their PRN registration
  - ii. Bank account details as per the provided cheque
- After providing all required details like Bank Account Name, Account Number, IFSC Code, etc, at the PFMS homepage go to Agencies à Approve
- Review the entered registration details of the agency. If found to be correct, click “Approve”. If found to be incorrect, click “Reject” and return to Step 1 detailed above

#### **SI 8.3.1.1C: Procedure for adding Project Accounts for PIAs already registered on PFMS**

The designated SRLM for PFMS registration will be responsible for checking if the provided PIA has already been registered on PFMS. If the provided bank account details belong to an already registered PIA, the following steps must be followed:

- Log into PFMS
- At the PFMS homepage, go to Agencies à Manage Other Agencies
- Search for the PIA
- On the PIA profile page, click on the ADD button under more account column of agency scheme details
- Provide bank account details as per cancelled cheque
- After providing all required details, at the PFMS homepage go to Agencies à Approve
- Review the entered registration details of the agency. If found to be correct, click “Approve”. If found to be incorrect, click “Reject” and return to Step 1 detailed above

#### **SI 8.3.1.1D: Mapping project details on PFMS**

Once the dedicated project account has been added on PFMS, the concerned SRLM must map the project details on PFMS. This can be done in the following module on the PFMS homepage: Masters

- ☐ Add Master Project

Detailed instructions for all the above prescribed steps may be found in the PFMS User Manual.

#### **SI 8.4.1A: Instructions on payment of food and to & fro charges**

- The payment pattern is as follows:
  - a. 1<sup>st</sup> payment while batch freezing:
    - Will be paid after 5<sup>th</sup> Calendar Day of batch freezing day. For example, if the batch freezed on 8<sup>th</sup> than on 13<sup>th</sup> the payment for that batch will be made.
  - b. 2<sup>nd</sup> payment while completion of half training of the freezed batch:
    - Will be paid after 3<sup>rd</sup> Calendar Day of half training done of the above respective batch. For example, if the training duration is for 3 months than the payment will be made 3<sup>rd</sup> Calendar Day after completion of 45 Calendar Day s of training.
  - c. Final and the Last Payment:
    - Will be paid after 3<sup>rd</sup> Calendar Day of completion of the training of the above respective batch. For example, if the training duration is for 3 months than the payment will be made 3<sup>rd</sup> Calendar Day after completion of 90 Calendar Day s of training.
- Payment should be completed as per timelines given in the Standard process.
- The payment pattern will be repeated till the training is complete or till the candidate joins OJT.

#### Payment during OJT

- The PIA should arrange for boarding and lodging facilities (either with the employer or outside) to all candidates unless candidate opts to arrange for his boarding and lodging by himself/ herself. If the candidates opt out the entitlement should be paid to the candidate as per norms. The PIA will be reimbursed a maximum of a candidate's entitlement as per food and to and fro charges.

#### **SI 8.4.2B: Instructions on post placement support (PPS) payment**

##### Post placement support payment instruction

- PPS would be released in advance to facilitate candidate's smooth transition to the new location and the schedule will be as follows:

PPS instalment	Timeline	Amount (₹)	Proofs required for payment
1st instalment	To be paid within 7 Calendar Day s of joining a job. PIA can also pay in advance at its own risk if the PIA has confidence that the candidate will join the job.	1270/-	Joining letter from the employer. *
2nd to 6th instalment to last instalment	10 <sup>th</sup> of next calendar month	1270/-	Records for the previous month: * <ul style="list-style-type: none"> <li>Salary slip joint certificate from the employer and candidate on salary paid and</li> <li>Bank transfer payment proof of take home pay</li> </ul>

\* PPS paid to the candidates without valid proofs shall be borne by PIA. PPS paid in excess to the rate specified shall be borne by PIA. Candidate proof of placement as per the norms must be submitted for availing PPS.

#### **SI 8.4.3C: Instructions on Incentive paid to the eligible candidates**

##### Payment instructions;

- Incentive would be released within 2 Calendar Day s after completion of one year at job successfully to facilitate candidate's payment the schedule will be as follows:

Incentive	Timeline	Amount (₹)	Proofs* required for payment
Incentive Final Amont	To be paid within 15 Calendar Day s of the one-year job completion. PIA can also pay in advance at its own risk if the PIA has confidence that the candidate will complete the job for one year and also may be paid in the last week of the 12 <sup>th</sup> months.	5000/-	1. Offer Letter 2. Salary slips for 12 months 3. Bank Statement of the candidate 4. Employers can be multiple but the total period out of work should not exceed 60 days during the 365-day period since the first

			placement.
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\* Candidate proof of placement as per the norms must be submitted for availing incentive benefit.

**SI 8.5.1A On achieving the milestone PIA will update the heads of expenditure in Utilisation Certificate for respective Installments as below-**

Sl.No	Payment Head	Instalment	Description on Funding Components
1	Training Cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	For Residential Training – <i>Minimum Cost Per Candidate:</i> Type of Category + Uniform Cost + PPS+ Boarding & Lodging cost Type of Category cities + Assessment & Certification Cost  <i>Maximum Cost Per Candidate</i> Type of Category+ Special Area Type of Category+ Uniform Cost + PPS + Boarding & Lodging cost Type of Category cities + One Time Travel Cost + Incentives+ Assessment & Certification Cost
2	Special Area Allowances Cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	For Non Residential Training – <i>Minimum Cost Per Candidate</i> Type of Category + Uniform Cost + PPS+ Food and Transport cost + Assessment & Certification Cost  <i>Maximum Cost Per Candidate</i> Type of Category+ Special Area Type of Category+ Uniform Cost + PPS + Food and Transport Cost + One Time Travel Cost + Incentives+ Assessment & Certification Cost
3	Uniform Cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
4	Post Placement Support	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
5	Food and To & Fro charges	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
6	One time travel Cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
7	Assessment & Certification Cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
8	Boarding and Lodging cost	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	
9	Incentives	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Releases	



#### **SI 8.6A: Common instructions on payment of entitlements**

- PIA should pay a candidate correct amount in time.
- Cash should be transferred to the candidate's bank account within the prescribed dates defined in each of the process.
- Entitlements should be transferred from the Project Account only and not from any other account.
- Payment of entitlements should not be outsourced.

#### **SI 8.7A: Items to be verified during project closure verification**

1. Sanction Order/Revised sanction order issued to PIA and MoU executed
2. Utilization Certificate and supported with audited financial Statements receipts and payments, Income expenditure, Bank Reconciliation, PFMS Reconciliation and balance sheet
3. Geo tagged time stamped UIDAI linked biometric or manual attendance of candidates
4. Statement of Project dedicated bank account
5. Invoice, bills, Assessment certificates and other supporting documents
6. Payment of entitlements to candidates.
7. Expenditure on boarding and lodging facilities provided to candidates in case of residential facilities
8. Expenditure under budgetary heads prescribed in DDU-GKY guidelines
9. Bank reconciliation statement
10. Any other documents as per requirement

## **Standard Forms**

**SF 8.2.2A: Format of Joint Declaration by PIA and Auditor**

Letter No. ....

Dated:

To,

The CEO/COO/PD/GM of SRLM

**Subject: Declaration from PIA and the .....  
(Annual/Independent/annual and independent) auditor for undertaking audit as per  
the SOP**

I would like to inform you that, Mr/Ms/Mrs..... has been appointed as \_\_\_\_\_ (Annual/Independent/annual and independent) auditor w.e.f..... (date of appointment) for..... (DDU-GKY/Roshni) project, having sanction order no....., dated ....., project id..... to be/is being implemented in (name of state) by our organisation. It is to confirm that the SOP is completely understood by the above appointed auditor and he/she would verify and audit the accounts of the project as per procedures prescribed in the SOP. Further, I also undertake that any new auditor would be appointed only after issuing a fresh declaration that the auditor is capable of verifying and auditing project as per SOP.

Yours sincerely

(Signature of the Authorized Signatory of PIA)

I have understood the financial monitoring processes prescribed in SOP and I undertake to verify and audit the project accounts as per the processes prescribed in the SOP.

(Signature of the authorized signatory with seal of the Auditor along with identification number)

**SF 8.3.1.1A: Request letter for change of Project Account**

(To be printed in PIA letter head)

To  
The CEO/COO/PD/GM of SRLM  
<Address>

Sir/Madam,

Letter No. ....

Date: ...../...../.....

**Sub: Request for change of Project Account**

Reference: Project Sanction No: .....

I request you to change the project account for the above-mentioned sanctioned Project as per details below.

**Old Project Account**

- a. Project Account Name:
- b. Bank and Branch Details:
- c. Account Number:

**New Project Account**

- a. Project Account Name:
- b. Bank and Branch Details:
- c. Account Number:

1. I hereby enclose cancelled cheque no..... for the new account.
2. I also hereby declare that, The complete project fund lying in the project account would be transferred to the new bank account on receipt of notification on mapping of the new project bank account by SRLM within the timeline

Enclosure: SF 2.4 D (Refer Chapter 2)

Yours faithfully

(Signature of authorized signatory with seal)

(Name and designation of authorized person)

**SF 8.3.1.1B: Notification letter for change of project account**

To

The Authorized signatory of PIA

<Address>

Dear Mr/Ms/Mrs .....,

Letter No. ....

Date: ...../...../.....

**Sub: Notification for change of project account**

Ref.: PIA request letter no....., dated.....

This is to hereby notify that, the project bank account has been changed to the bank account number .....for (DDU-GKY/Roshni/Himayat) project having sanction order no....., dated....., project id..... is being implemented in (state).

M/s.....(PIA) is requested to transfer complete project fund lying in the project account to the current project account within timeline prescribed under process 8.3.1.2 of SOP.

(Signature of CEO/COO/PD/GM of SRLM)

(Name and designation)

**SF 8.3.1.1C: Request letter from to SRLM for delinking of Project Account from PFMS**

To  
The MD/CEO/COO  
DDU-GKY division  
State Rural Livelihood Mission  
<Address>

Dear Mr/Ms/Mrs.....,

Letter No. ....

Date: ...../...../.....

**Sub: Delinking of Project Account from PFMS**

Ref.: Project Closure Order No.....,  
dated..... for Project Sanction No.....

Kindly delink the bank account number ..... from PFMS on account of closure of the Project.

Enclosed: 1. Details of Previous Bank Account/Project Closure Order (whichever is applicable)

(Signature of Director Finance/SMM (Finance) of SRLM)

(Name and designation)

**SF 8.3.1.4A: Candidates not having active bank account**

CandidateID	Candidate name	Training center name	Training centre code	KYC Documents collected (Y/N)

**SF 8.3.1.4B: Candidates bank account details**

Candidate ID	Candidate name	Training centre name	Training centre code	Bank account no.	Bank name	Branch	IFSC code

**SF 8.5.1A: Declaration by PIA for batch freezing**

(To be submitted by the PIA to the SRLM Electronically through system)

Letter No. ....

Date: ...../...../.....

To

(Letter to be sent to the concerned to SRLM)

Letter No. ....

Date: ...../...../ .....

**Subject: Self Declaration from PIA regarding the batch freezing**

I Mr/Ms/Mrs..... Authorized signatory of .....(name of the PIA) certify/declare that the batch no.... was started on..... Date with ..... no of candidates and batch was freezed on.....date with the .....no of candidates and commenced training

(Signature & Seal of Authorized Signatory)

PIA

**Annexures- SF 8.5.1A**

**List of candidates the on the date of commencement of the batch**

Sl.NO	Candidate ID	Name of the Candidate	Date of joining	Course duration	Bank account opened (Yes/no)

**List of candidates the on the date of freezing the batch**

Sl.NO	Candidate ID	Name of the Candidate	Date of joining	Bank account opened (Yes/no)

(Signature & Seal of Authorized Signatory)

PIA



**SF 8.5.1 B: Conditions for release of instalments**

Instalment	% of Instalment (of Batch)	Milestones
1 <sup>st</sup>	30%	On Batch Freezing Day i.e. 10th Calendar Day of Training Commencement
2 <sup>nd</sup>	20%	Half Training Period Completion of the duration of training hours/months 2nd release shall be automatic, unless any adverse occurs in the meantime
3 <sup>rd</sup>	20%	- On Training Completion - Assessment of the batch - 70% of trained candidates are provided appointment letters - The payments will be made for the candidates assessed and provided appointments
4 <sup>th</sup>	30%	Physical Placement verification of 70% Captive Placement for a minimum period of 6 months. 100% Desk and Physical Placement Verification

•During the verification prior to release of 3rd instalment for the eligible batch, 100% verification of the appointment letters will be checked by the PIA team and SRLM. The observations shall be clearly recorded in the MoRD Designated Portal as 'Verified' or 'Rejected'.

•PIA shall ensure the maker and checker mechanism in order to ensure that the team responsible for tracking, uploading data and documents on MoRD Designated Portal is different from the team undertaking the verification.

**SF 8.5.1 C List of items to be checked before release of instalment**

Instalment	List of Items to be checked	Mode of verification	Stakeholders
1 <sup>st</sup>	The Details of all the candidates for the batch are reflected in the MoRD Designated Portal and Number of candidates. Video with candidates from the training centre class room uploaded in the portal Digitally signed Certificate for batch training by MoRD	View the Details and Video from the MoRD Portal	PIA Team SRLM
2 <sup>nd</sup>	Details of training to uploaded like Batch start date and End date Number of candidates Duration of the training, trade & sector Cross check for any adverse occurs from Batch freeze date to the half training period completed.	View the Details and Video from the MoRD Portal	PIA Team SRLM
3 <sup>rd</sup>	All trained candidates for the batch are reflected in Portal. Assessment for 100% of the trained candidates updated on Portal. Appointment letters for 70% of the trained candidates of the batch are uploaded and verified on Portal.	Desk Verification View the Details and Video from the MoRD Portal	PIA Team SRLM The payments will be made for the candidates assessed and provided Appointments only.

4 <sup>th</sup>	Physical Placement verification of 70% Placement for a minimum period of 6 months and placement records for all the candidates for whom verification was successful should be available in MoRD Portal 100% Desk Verification of Placement Proofs submitted. Random Placement Verification according to the Standard Operating Procedures.	Desk Verification  And  Physical/Online verification	PIA's team  SRLM  CTSA
-----------------	--	--	------------------------------------

### **SF 8.5.5A: Letter to PIA intimating details of rejected invoices**

To  
The Authorized signatory of PIA  
<Address>

Letter No.....

Dated: .....

Dear Mr/Ms/Mrs .....,

#### **Sub: Details of Rejected Invoices**

This is to hereby inform you that that, invoices as per Annexure has not been found proper and hence being returned for necessary corrections/rectifications.

M/s.....(PIA) is requested to resubmit the invoices after necessary corrections for further verification and processing payment of invoices.

(Signature of CEO/COO/PD/GM of SRLM)

(Name and designation)

#### **Annexure: Details of Rejected Invoices**

Sl.No	Invoice No.	Invoice Date	Amount	Reasons for rejection

**SF 8.5.5B: Management response to be submitted by PIA to SRLM for resubmission of revised Invoice**

Letter No.....

Date: .....

To

.....  
(SRLM Address)

Dear Sir/Madam

Sub: resubmission of revised Invoice

Ref: Your letter no.----- dated----- communicating the remarks .....

This is to hereby inform you that that, invoices as per Annexure below has been revised and corrected for re-submission.

Sl.No	Invoice No.	Invoice Date	Amount	Compliance Report

(Signature & Seal of Authorized Signatory)  
(PIA)

**SF 8.7B: Utilization Certificate as on ..... for Release of  
..... (2<sup>nd</sup> or 3<sup>rd</sup> or 4<sup>th</sup>) Instalment of Project funds**

GFR 19- A [See Rule 212 (1)]

Form of Utilization Certificate

Sl. No.	Particulars	Amount ( )
I.	Balance brought forward:	
II.	Grant-in-aid received	
III.	Interest earned from project account	
IV	Loans taken for the purpose of the project	
V.	Any other source of funds	
VI.	Total fund available (I+II+III+IV+V)	
VII.	Less: Fund Utilized	
VIII	Less: Loan Repayment	
IX	Funds Remained Unutilized { VI-VII}	

1. Certified that out of grants-in-aid sanctioned during the year in favor of under this Ministry/ Department Letter No. given in the margin and on account of unspent balance of the previous year, a sum of has been utilized for the purpose of for it was sanctioned and that the balance of remaining unutilized at the end of the year has been surrendered to Government (vide No. , dated ) / will be adjusted towards the grants-in-aid payable during the next year
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.

Signature.....

Designation .....

Date .....

**SF 8.7C: Interim evaluation letter of SRLM for Project Closure Utilization Certificate submitted by PIA**

To  
The Project Head  
..... (PIA)  
(Address)

Letter No.....  
Date: ...../...../.....

Dear Mr/Ms/Mrs.....

Sub: Annual Verification Report for the financial year ..... for the project (sanction order no and date)

This is to inform that, we have conducted a cross verification/review of the Annual Financial Audit Certificate submitted by you. Based on this, following deviations are observed: 24

.....  
.....  
.....

You are requested to take necessary actions to address the deviations and report the compliance to the undersigned at the earliest.

(Signature & Seal of Authorized Signatory)

SRLM/CTSA

**SF 8.7D: Final evaluation letter of SRLM for Project Closure Utilization Certificate**  
**Submitted by PIA**

To  
The Project Head

Letter No.....

Date:...../...../.....

..... (PIA)  
(Address)

Dear Mr/Ms/Mrs.....

Sub: Final evaluation of Annual Utilization Certificate for the Financial Year <financial year> for the project \_\_\_\_\_

- 1) Ref: Annual Utilization Certificate submitted for the Financial Year <financial year> for the project  
i. , vide this office letter no. \_\_\_\_\_ dated \_\_\_\_
- 2) Interim evaluation letter of Annual Utilization Certificate for the Financial Year <Financial year> for the project \_\_\_\_\_, vide this office letter no. \_\_\_\_\_ dated \_\_\_\_ 25
- 3) Compliance report submitted by you vide your letter no. \_\_\_\_\_ dated \_\_\_\_ 26

This is to inform that, the Annual Utilization Certificate has been reviewed by us and the same is found to be in order 27  
or

This is to inform that, the Annual Utilization Certificate has been reviewed by us and the following are not complied with.

.....  
.....

Since you have failed to comply within a stipulated time, an intimation is being sent to MoRD to initiate necessary action as per SOP 28.

(Signature & Seal of Authorized Signatory)

SRLM



### SF 8.7E Annual Utilization Certificate

GFR 19- A [See Rule 212 (1)] Form of Utilization Certificate

S.NO.	Letter No. and date	Amount (₹)
	Total	

1. Certified that out of Rs. ....of grant-in-aid sanctioned during the year ..... In favor of ..... Under the ministry/Department letter no. given in the margin and Rs. .... on account of unspent balance of the previous year, a sum of Rs. .... Has been utilized for the purpose of ..... For it was sanctioned and that the balance of Rs. ...remaining unutilized at end of the year has been surrender to Govt. vide no..... dated...../ will be adjusted towards the grant-in-aid payable during the next year.....
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

### Kinds of checks exercised

- 1.
- 2
- 3.
- 4.

Signature .....

Designation .....

Date .....

**SF 8.7F: Consolidated project Closure Audit Certificate (for complete project)**

Date: ...../...../ .....

This has reference to the DDU-GKY project sanctioned vide sanction order no....., dated..... project code..... being implemented in the state..... by M/s..... (name of PIA) (herein after called as PIA) having its registered office at (Address).

Based on the verification of accounts/records/documents as furnished and explanation given by PIA for the financial year <financial year>, this is to certify that

S.NO.	Particulars	Remarks
1	PIA has not booked any expenditure other than allowable expenditures as per SOP, Sanction Order and MoU	Yes/No
2	Balance as per cash and pass book are fully reconciled	Yes/No
3	PFMS is reconciled with cash book	Yes/No
4	Food and To & Fro Expenses has been paid to non - residential candidates as per the terms of SOP	Yes/No
5	Post placement support has been paid to the placed candidates as per the terms of SOP	Yes/No
6	Expenditure booked towards one time travel facilities provided to the candidates are as per the terms of SOP	Yes/No
7	Expenditure booked towards boarding & lodging facilities provided to the candidates are as per the terms of SOP	Yes/No
8	Expenditure booked towards uniform procured for distribution to the candidates are as per the terms of SOP	Yes/No
9	Salary payment to trainers/master trainers, PIA Q-team members as per the terms their contract with PIA	Yes/No
10	All transactions with respect to the heads of expenditures other than Sl. 3,4, 5, 6 and 7 above have been verified as per audit standards of ICAI	Yes/No
11	Fixed assets created out of the funds released to the project has been purchased, depreciated and disposed	Yes/No
12	All the supporting documents against the transactions verified were found Authentic	Yes/No

Audit remarks

Sl. No. of the Certificate	Audit Remarks

Signature of auditor.....

Full name of auditor.....

Membership number.....

Firm name.....

(Seal of the firm).....

**SF 8.7G: Consolidated Utilization Certificate (for complete project)**

This has reference to the DDU-GKY project sanctioned vide sanction order no....., dated.....project code..... being implemented in the state..... by M/s.....

(name of PIA) (herein after called as PIA) having its registered office at

..... (Address).

Based on the verifications of accounts/records/documents as furnished and explanation given by thePIA, this is to certify that as on .....the utilization of project funds for the Project period from

<from date> to <to date>, is as below:

Sl. No.	Particulars	Amount ( )
I.	Balance brought forward:	
II.	Grant-in-aid received	
III.	Interest earned from project account	
IV	Loans taken for the purpose of the project	
V.	Any other source of funds	
VI.	Total fund available (I+II+III+IV+V)	
VII.	Less: Fund Utilized	
VIII	Less: Loan Repayment	
IX	Funds Remained Unutilized { VI-VII}	

Signature of Auditor.....

Full name of Auditor.....

Membership number.....

Firm name.....

Seal.....

Annexure:

- Consolidated Financial Audit Certificate as per SF 8.7G (for complete project)
- Consolidated Audited Receipts and Payment Accounts as per heads of expenditure prescribed
- Consolidated Audited Income and Expenditure Accounts as per heads of expenditure prescribed
- Consolidated Balance Sheet (for complete project)
- Auditor's report

**SF 8.7H: Interim Evaluation letter of SRLM for Consolidated Utilization Certificate (for complete project period) submitted by PIA**

Letter No.....

Date:.....

To

The Project Head

..... (PIA)

(Address)

Dear Mr/Ms/Mrs.....

Sub: Interim evaluation of consolidated Utilization Certificate for the period - <from date> to <to date>  
for the project .....

This is to inform that, we have conducted a cross verification/review of the Utilization Certificate submitted by you in the format prescribed in SF 8.6B. Based on verification/review, the following remarks have been observed

.....  
.....  
.....

You are requested to take necessary action to address the remarks mentioned above and remarks observed by Annual Auditor in Utilization Certificate and submit compliance to the undersigned at the earliest.

(Signature & Seal of Authorized Signatory)

SRLM

**SF 8.7I: Management response to be submitted by PIA to SRLM**

Letter No.....

Date: .....

To,

.....

(SRLM Address)

Dear Sir/Madam

Sub: Compliance Report for the period - <from date> to <to date> for the project (sanction no and date)

Ref: Your letter no.----- dated----- communicating the remarks in Utilization Certificate

The remarks as communicated vide letter referred above have been addressed by us. The actions taken by us with respect to each of the remarks are listed below:

Remarks	Reply/Action taken	Addressed (Yes/No)	Reasons if not addressed

(Signature & Seal of Authorized Signatory)

PIA

**SF 8.7J: Final evaluation letter of SRLM for Consolidated Utilization Certificate (for complete project period) submitted by PIA**

Letter No.....

Date: .....

To

The Project Head

..... (PIA)

(Address)

Dear Mr/Ms/Mrs.....

Sub: Final evaluation of Consolidated Utilization Certificate - <from date> to <to date> for the project

Ref: 1) Utilization Certificate submitted for the Financial Year <financial year> for the project, vide this office letter no. \_\_\_\_\_dated.

2). Interim evaluation letter of Utilization Certificate for the Financial Year <Financial year> for the project\_\_\_\_\_, vide this office letter no. \_\_\_\_\_dated

3). Compliance report submitted by you vide your letter no. \_\_\_\_\_dated

This is to inform that, the Utilization Certificate has been reviewed by us and the same is found to be in order

Or

This is to inform that, the Utilization Certificate has been reviewed by us and the following are not complied with.

.....

.....

Since you have failed to comply within a stipulated time, an intimation is being sent to MoRD to initiate necessary action as per SOP.

(Signature & Seal of Authorized Signatory)

SRLM

**SF 8.8A: Thematic Verification Report**

To  
The Project Head  
\_\_\_\_\_(PIA)  
(Address)

Letter No. ....

Date: .....

Dear Mr/Ms./Mrs

Sub: Thematic Verification Report for the project (Sanction order no and date)

This is to inform that, we have conducted verification/review of the project accounts as per the instructions of MoRD. Following deviations are observed during the verification:

.....  
.....  
.....

You are requested to take necessary actions to address the deviations and report the compliance to the undersigned at the earliest.

(Signature & Seal of Authorized Signatory)

SRLM

CC: MoRD

**SF 8.8B: Compliance to the Thematic Verification Report to be submitted by PIA to SRLM**

\_\_\_\_\_  
To  
.....

Letter No.

\_\_\_\_\_  
\_\_\_\_\_(SRLM/CTSA)  
(Address)

Date:

Dear Sir/Madam

Sub: Compliance to the Thematic Verification Report for the project (sanction order no and date)

Ref: Your letter no.\_\_\_\_ dated \_communicating the deviations observed during thematic verification

The deviations as communicated vide letter referred above have been addressed by us. The actions taken by us with respect to each of the deviations are listed as below:

Deviations	Reply/Action taken	Addressed (Yes/No)	Reasons if not addressed

(Signature & Seal of Authorized Signatory)

(PIA)

CC: MoRD



**SF 8.8C: Final Thematic Verification Report by SRLM/CTSA**

To

Letter No. ....

The Project Head

Date: .....

\_\_\_\_\_(PIA)

(Address)

Dear Mr/Ms./Mrs \_\_\_\_\_

Sub: Final Thematic Verification Report for the project (Sanction order no and date) Ref: 1)

Thematic verification report vide this office letter no. \_\_\_\_\_dated

\_\_\_\_\_  
2) Your letter no. \_\_\_\_\_dated \_\_\_\_\_communicating the compliance

This is to inform that, the compliance report sent by you vide reference (2) above has been reviewed by us and the observations with respect to this are as below:

.....  
.....  
.....

(Signature & Seal of Authorized Signatory)

SRLM

CC:MoRD

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# Chapter 9: Grading and Rating

## 9.1. Definition

This chapter details the essential procedures for assessing and grading key aspects of activities carried out by stakeholders within the State/UTs in DDUGKY. The goals of this procedure are to:

- **Encourage high-quality work:** By clearly defining expectations and criteria, the grading system motivates process owners to strive for excellence in their activities.
- **Promote continuous improvement:** Feedback from the grading process helps teams identify areas for improvement and make necessary adjustments.
- **Ensure fairness and transparency:** A well-defined grading system ensures consistent and fair evaluation of all projects.

### 9.1.1 Methodology of marking and grading

The grading system will utilize real-time data fed into the MIS system for continuous evaluation of all parameters, following the defined SOPs. Real-time ratings and grades will be generated both monthly and cumulatively within each month. This grading methodology will also be applied quarterly and annually, aligned with the respective financial year. Quarterly and annual gradings will be publicly released to assess the relative performance of States/UTs, PIAs, and other parameters considered for rating and grading. Detailed marking on each of the parameter is given in **SI-9.1.1**

## 9.2. Parameters of Rating – States/UTs

Grading of States/UTs will be focused on the on the following aspects:

- *Skill Gap Analysis*
- *District wise priority, target distribution and achievement*
- *Utilization of Support cost*
- *Deployment of Human Resources*
- *Action plan Target (Target vs Sanction), Achievement, placement, Assessment and Certification*
- *Desk Verification*
- *Placement Verification*

### 9.2.1 Skill Gap Analysis:

The skill demand assessment can be carried out through Skill Gap Assessment Study, Skilled demand Assessment, Skilled Human Resource Requirement Study

and Youth Aspiration Mapping/Study. Detailed marking on each of the parameter is given in **SI-9.2.1**

#### Overview

Item	Description
Pre-requisite	Before sanction of the Skill development Projects
Reference	2.1.4.3 guidelines page- 11
Time for Completion	Approval of Action Plan Targets (3 years) + 180 days
Validity	4 Years from the Date of publication
Process Owner	SRLM

### 9.2.2 District wise priority, target distribution and achievement:

To assess whether all the districts / Aspirational / Roshni/ Backward districts in the State are uniformly covered / prioritized for mobilization of candidates. Detailed marking on each of the parameter is given in **SI-9.2.2**

#### Overview

Item	Description
Pre-requisite	Sanction of Project
Reference	2.1.4.3 guidelines page- 11
Time for Completion	After completion of Quarter / financial year
Process Owner	SRLM

### 9.2.3 Deployment of Human Resources:

Establish dedicated teams at the state, district and sub-district levels, headed by COO skills and CEO/MD of State Nodal Agency. Detailed marking on each of the parameter is given in **SI-9.2.3**

#### Overview

Item	Description
Reference to guidelines	4.1.9 Administrative Cost
Pre-requisite	Action Plan State Approval
Time for Completion	Continuous Process
Process Owner	SRLM

#### 9.2.4 Action plan Target (Target vs Sanction), Achievement, placement, Assessment and Certification.

For assessment of overall achievement of approved Action Plan and Annual Action Plan. Detailed marking on each of the parameter is given in **SI-9.2.4**

##### Overview

Item	Description
Purpose	Achievement of Annual Action Plan Target as per the EC Minutes <b>SI- 9.2.4</b>
Pre-requisite	Action Plan Approval of State
Time for Completion	At the end of Quarter / Financial Year
Process Owner	SRLM

#### 9.2.5 Utilization of Support cost

To assess the fund utilization of support cost components as approved in EC Minutes. Detailed marking on each of the parameter is given in **SI-9.2.5**

##### Overview

Item	Description
Purpose	To assess the fund utilization of support cost components as approved in EC Minutes. <ul style="list-style-type: none"><li>• Skill Gap Assessment</li><li>• Alumni Support</li><li>• Capacity Building</li><li>• M&amp;E Activities</li><li>• Job Mela</li><li>• Block Level Staffing</li><li>• Migration Support Centres</li></ul>
Pre-requisite	Action Plan Approval of State
Time for Completion	After completion of Action plan financial year
Process Owner	SRLM

#### 9.2.6 Desk Verification:

To assess the delay in conducting of desk verifications by the State. Detailed marking on each of the parameter is given in **SI-9.2.6**

##### Overview

Item	Description
------	-------------

Pre-requisite	Submission of Monthly Statement of Placement document by PIA
Time for Completion	Timelines defined in Chapter 7.
Process Owner	SRLM

### 9.2.7 Placement Verification:

To assess the delay in conducting of placement verifications by the State. Detailed marking on each of the parameter is given in **SI-9.2.7**

#### Overview

Item	Description
Pre-requisite	Generation of Random Samples
Time for Completion	Timelines defined in Chapter 7.
Process Owner	SRLM / CTSA

## 9.3 Parameters of Rating - Project Implementing Agency (PIA)

### 9.3.1 Across States – Commencement, Training & Placement

The Project Implementing Agency (PIA) are expected to commence training target as per the timeline/ PPWS. A PIA may be sanctioned project in more than a State. The performance of PIA may vary from State to State. Hence based on the performance across the State and in other State to be assessed to evaluate the performance of PIA. Detailed marking on each of the parameter is given in **SI-9.3.1**

#### 9.3.1

#### Overview

Item	Description
Pre-requisite	Post sanctioning of project, execution of project for 365 days thoroughly
Time for Completion	At the end of Quarter and financial year
Process Owner	Project Implementing Agency (PIA)

### 9.3.2 Within State - Commencement, Training & Placement

The Project Implementing Agency (PIA) are expected to commence training target as per the timeline/ PPWS. Hence based on the performance within the State to be assessed to evaluate the performance of PIA. Detailed marking on each of the parameter is given in **SI-9.3.2**

#### Overview

Item	Description
Pre-requisite	Post sanctioning of project, execution of project for 365 days thoroughly
Time for Completion	At the end of Quarter and financial year
Process Owner	Project Implementing Agency (PIA)

### 9.3.4 Training of Trainers (ToT)

The trainers to be certified in the relevant domain trade for imparting trainings is mandated. The PIA is to ensure TOT of the trainers within the time frame. Before the commencement of batch Trainers are required to be certified with Training of Trainers (ToT). Detailed marking on each of the parameter is given in **SI-9.3.4**

#### Overview

Item	Description
No. of Certified trainers	Ensures trainers undergo specialized train-the-trainer programs or hold certifications (e.g., TOT, specialized skill credentials).
Purpose	To maintain high-quality teaching standards, keeping trainers up to date on pedagogy, subject matter, and best practices as per the NCVET norms.
Time for Completion	Periodically (e.g., annual, biannual) or upon new certification offerings
Validity	For the trainer's active tenure, or until the TOT/certification Validity
Process Owner	PIA OP/Quality team

## 9.4 Parameters of Rating – Training Centre

### 9.4.1 Training Centre Utilization

To measures how effectively the facility (classrooms, labs, residential blocks) is used, based on planned schedules, capacity, and occupancy. Detailed marking on each of the parameter is given in **SI-9.4.1**

### Overview

Item	Description
Purpose	To ensure optimal usage of facilities and prevent overcrowding or under-utilization.
Pre-requisite	Training calendar, capacity data- Enrolment/occupancy logs
Time for Completion	Monthly or per training batch
Validity	Throughout the training cycle or until facility usage guidelines change
Process Owner	PIA Training Centre Manager

#### 9.4.2 Training Centre Quality

For Evaluating infrastructure, equipment, safety, and hygiene conditions to ensure a conducive learning environment of Training Centre as per SF- 5.2A.

### Overview

Item	Description
Purpose	To uphold the physical standards required for effective training delivery and participant well-being.
Pre-requisite	Approved facility guidelines, safety protocols, equipment checklist
Time for Completion	Monthly or quarterly inspection cycles
Validity	Throughout project implementation, with periodic re-checks
Process Owner	PIA Infrastructure/Operations Team

#### 9.4.3 Quality of Residential Facility

For Evaluating infrastructure, equipment, safety, and hygiene conditions to ensure a conducive learning environment of Residential Facility as per SF- 4.2P.

### Overview

Item	Description
Residential Facility Quality	Evaluating infrastructure, equipment, safety, and hygiene conditions to ensure a conducive learning environment.



Purpose	To uphold the physical standards required for residence facility and participant well-being.
Pre-requisite	Approved facility guidelines, safety protocols, Residential facility inspection para 10.5 A & SF- 4.2P
Time for Completion	Monthly or quarterly inspection cycles
Validity	Throughout project implementation, with periodic re-checks
Process Owner	PIA Quality/SRLM/CTSA

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### SI-9.1.1 Key parameters of Grading systems

The DDUGKY 2.0 grading system will encompass the following key parameters and their details for each parameter are outlined in subsequent sections:

SL	Parameter	Time of Assessment	Validity	Reference
1	State / UTs	Quarterly and annually	Quarterly and annual grades will be released at the end of each respective period.	9.2
2	PIA			9.3
3	Training Centre	At the time of Due-Diligence	Quarterly and annual grades will be published at the end of each period. These grades will include any updated scores resulting from changes or reverifications.	9.4

### SI-9.2.1 Grading Parameters & Marking of Skill Gap Assessment (SGA)

SL	Parameter	Max. Marks (10)
1	Skill Gap Analysis (SGA) Conducted and Published by State/UT covering Skill Gap Assessment Study, Skilled demand Assessment, Skilled Human Resource Requirement Study and Youth Aspiration Mapping/Study.	10
2	Number of SGA conducted in the last 10 years by State/UT	5
3	SGA under process by State/UT	3

#### Marking Instruction for Skill Gap Assessment (SGA)

SL	Criteria for SGA	Marks	Proof/ Sample for Verification
1	Skill Gap Analysis Published, and report submitted to MoRD between (2022-2024) by State/UT	10	Report uploaded on designated portal of MoRD
2	<b>Number of SGA conducted and published in the State in the last 8 years (2014-2022) by State/UT</b>		Report uploaded on designated portal of MoRD
2a	<i>Conducted 2 SGA</i>	5	
2b	<i>Conducted 1 SGA</i>	3	
3	<b>SGA under Process by State/UT</b>		Report uploaded on designated portal of MoRD
3a	<i>SGA completed and draft report submitted</i>	3	
3b	<i>MoU executed/ Inception Report</i>	1	

### SI-9.2.2 Grading of District wise priority and target distribution and achievement

SL	Parameter	Max. Marks (10)
1	All the districts of the State/UTs are covered in mobilization and candidates enrolled in batch	6 / 10*
2	Candidates of Roshani / Aspirational Districts prioritized for enrollment in a batch	4

**\*Note:** In case of non-existence of Roshni / Aspirational District in the State/UTs, maximum marks will be 10.

#### Marking for District wise priority and target distribution and achievement

SL	Criteria for coverage of all the districts of the State/UTs	Marks	Proof/ Sample for Verification
1	If more than 70 % of the total districts in the State are covered for mobilization and candidates enrolled in batch	6/10*	To be generated in MIS
2	If 50 – 69 % of the total districts in the State are covered for mobilization and candidates enrolled in batch	4/6*	
3	If < 50 % of the total districts in the State are covered for mobilization and candidates enrolled in batch	2/4*	

#### Aspirational /Roshani Districts

SL	Criteria for Roshani / Aspirational Districts prioritization	Marks	Proof/ Sample for Verification
1	If more than 70 % of the Roshani / Aspirational districts in the State are covered for mobilization and candidates enrolled in batch	4	To be generated in MIS
2	If up to 70 % of the aspirational districts in the State are covered for mobilization and candidates enrolled in batch	2	
3	If < 50 % of the of the aspirational districts in the State are covered for mobilization and candidates enrolled in batch	1	

### SI-9.2.3 Grading of Dedicated Human resource for DDU-GKY

SL	Parameter	Max. Marks
1	Dedicated teams at the State, District and Sub-district levels, headed by Chief Operating Officer (COO) skills and CEO/MD of State / UT as below: a) COO (1) b) State Program Manager (8) / (4*) c) Team at all Districts	20

	<p>d) Team at all Blocks / Sub-District</p> <p>And Delegation of powers for routine program administrative matters like changes in the project parameters not having financial implications, allowing sub-letting of non-core activities in the projects, revision of sanction orders due to changes in courses, release of funds to sanctioned project in various instalments based on milestone achievement, imposition of penalty on occurrence of defaults shall be delegated to State Nodal Agency authorities.</p>	
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#### Markings for Dedicated Human resource with delegation of powers

SL	Criteria for dedicated Human resource	COO Skills (01)	SPM (08) / (04*)	District Level	Block Level	Delegation of Power	Max. Marks
1	More than 80%	3	6	6	4	1	20
2	50% - 80%	3	3	3	2	1	12
3	Less than 50%	2	1	1	1	1	6

#### Note:

1. \* Applicable for States/UTs where Action Plan Target is less than **15000**.
2. Dedicated Human Resources including Technical Support Agency (TSA)
3. For shared resources, only 50% marks will be awarded.

### SI-9.2.4 Grading of Achievement of Action Plan Target

SL	Parameter	Max. Marks
1	Quarterly and Annual Action Plan Target approved by EC.	20

#### Marking instruction for Achievement of Action Plan Targets

SL	Quarterly and Annual Achievement	Commencement	Training	Placement	Assessment	Certification	Max Marks
1	More than 85%	4	4	4	4	4	20
2	More than 70% to 85%	3	3	3	3	3	15
3	More than 50% to 70%	2	2	2	2	2	10
4	Less than 50%	1	1	1	1	1	5

### SI-9.2.5 Grading of Fund Utilization of Support Cost Components

SL	Parameter	Max Marks
1	Utilization of support cost budget approved by the State/UT	20
	Skill Gap Assessment	3
	Alumni Support	2
	Capacity Building	5
	M&E Activities	4
	Block Level Staffing	4
	Migration Support Centres	2

#### Standards and Instruction for Fund Utilization of Support Cost Components

SL	Support Cost Components	Quarterly and Annual Expenditure (Cumulative)			
		More than 85%	More than 70% to 85%	More than 50% to 70%	Less than 50%
1	Skill Gap Assessment	3	2.1	1.5	0.75
2	Alumni Support	2	1.4	1	0.5
3	Capacity Building	5	3.5	2.5	1.25
4	M&E Activities	4	2.8	2	1
5	Block Level Staffing	4	2.8	2	1
6	Migration Support Centres	2	1.4	1	0.5
Max Marks		20	14	10	5

### SI-9.2.6 Grading of Desk Verification

SL	Parameter	Max. Marks (10)
1	Desk Verification of monthly placement document submitted by PIA	5
2	Timely Desk Verification of monthly placement document submitted by PIA	5

#### Marking Instruction for Desk Verification of monthly placement document

SL	Criteria for Desk Verification	Max. Marks	Proof / Sample for Verification
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1	On completion of more than 90% of eligible items (cumulative) in Desk Verification	5	To be generated in MIS
2	On completion of more than 70% to 90% of eligible items (cumulative) in Desk Verification	4	
3	On completion of more than 50% to 70% of eligible items (cumulative) in Desk Verification	3	
4	On completion of more than 30% to 50% of eligible items (cumulative) in Desk Verification	2	
5	On completion of less than or equal to 30% of eligible items (cumulative) in Desk Verification	1	

#### Marking Instruction for Timely Desk Verification of monthly placement document

SL	Criteria for Timely Desk Verification	Max. Marks	Proof / Sample for Verification
1	Desk Verification of all the eligible items (cumulative) are completed within the timeline.	5	To be generated in MIS
2	Desk Verification of all the eligible items (cumulative) are completed after the timeline + 5 Days	4	
3	Desk Verification of all the eligible items (cumulative) are completed after the timeline + 10 Days	3	
4	Desk Verification of all the eligible items (cumulative) are completed after the timeline + 15 Days	2	
5	Desk Verification of all the eligible items (cumulative) are completed after the timeline + 30 Days	1	

### SI-9.2.7 Grading of Placement Verification

SL	Parameter	Max. Marks (10)
1	Placement Verification of Random Placement Sample	5
2	Timely Verification of Random Placement Sample	5

#### Marking Instruction for Placement Verification of Random Placement Sample

SL	Criteria for Placement Verification	Max. Marks	Proof / Sample for Verification
1	Verification of more than 90% of eligible samples (cumulative) are completed	5	To be generated in MIS
2	Verification of more than 70% to 90% of eligible samples (cumulative) are completed	4	
3	Verification of more than 50% to 70% of eligible samples (cumulative) are completed	3	

4	Verification of more than 30% to 50% of eligible samples (cumulative) are completed	2	
5	Verification of less than or equal to 30% of eligible samples (cumulative) are completed	1	

#### Marking Instruction for Timely Placement Verification of Random Placement Sample

SL	Criteria for Timely Desk Verification	Max. Marks	Proof / Sample for Verification
1	Verification of all the random samples (cumulative) are completed within the timeline.	5	To be generated in MIS
2	Verification of all the random samples (cumulative) are completed after the timeline + 5 Days	4	
3	Verification of all the random samples (cumulative) are completed after the timeline + 10 Days	3	
4	Verification of all the random samples (cumulative) are completed after the timeline + 15 Days	2	
5	Verification of all the random samples (cumulative) are completed after the timeline + 30 Days	1	

### SI-9.3.1 Grading of Project Implementing Agency (PIA) Across state

Commencement, Training and Placement of Candidates		
SL.	Parameter	Max. Marks (15)
1	Timely Commencement of Training	5
2	Timely Completion of Training	5
3	Timely completion of Placement	5

SL	Indicator	Commencement	Training	Placement	Max. Marks
1	More than 85%	5	5	5	15
2	More than 50% to 85%	4	4	4	12
3	More than 30% to 50%	3	3	3	9
4	More than 10% to 30%	2	2	2	6
5	Less than or equal to 10%	1	1	1	3



### SI-9.3.2 Grading of Project Implementing Agency (PIA) Within state

Commencement, Training and Placement of Candidates		
SL.	Parameter	Max. Marks (15)
1	Timely Commencement of Training	5
2	Timely Completion of Training	5
3	Timely completion of Placement	5

SL	Indicator	Commencement	Training	Placement	Max. Marks
1	More than 85%	5	5	5	15
2	More than 50% to 85%	4	4	4	12
3	More than 30% to 50%	3	3	3	9
4	More than 10% to 30%	2	2	2	6
5	Less than or equal to 10%	1	1	1	3

### SI-9.3.4 Marking Instructions for trainers on TOT

Sl. No.	Parameter	Max. Marks (5)
1	More than 95% trainers are ToT Certified	5
2	More than 50% to 95% trainers are ToT Certified	3
3	Less than or equal to 50% trainers are ToT Certified	1

### SI-9.4.1 Marking Instructions for Training Centre Utilization

Sl. No.	Parameter	Max. Marks (15)
1	Utilization Rate (Actual Occupancy vs. Capacity)	5
2	Scheduling Efficiency (time slots effectively used)	4
3	Avoidance of Overcrowding (adherence to recommended cap)	3
4	Feedback from Users (trainer/trainee satisfaction)	3

SI-9.4.2 Marking Instructions for Training Centre Quality As per training Center Inspection SF-5.2A.

Sl. No.	Parameter	Max. Marks (15)
1	Infrastructure adequacy (classrooms, labs, seating)	5
2	Availability/functionality of required equipment/tools	4
3	Health, safety, and hygiene compliance	3
4	Maintenance & upkeep records	3

SI- 9.4.3 Marking Instructions of Residential Facility Quality As per training Center Inspection SF-4.2P.

Sl. No.	Parameter	Max. Marks (20)
1	Infrastructure adequacy	5
2	Food Quality	5
2	Availability/functionality of required equipment/tools	4
3	Health, safety, and hygiene compliance	3
4	Maintenance & upkeep records	3

## **CHAPTER 10: DEFAULT MANAGEMENT**

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**10.4 ----- List of Standard Forms**

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## List of standard forms in chapter 10

**SF10.1A: Monthly Statement of Alerts SF**

**10.1 B: Alert Intimation**

**SF10.1C: Notice of Rapid Alert SF**

**10.1 D: Response to Alert**

**SF10.1E: Affidavit of Compliance**

**SF10.1F: Notice for conveying interim orders and directing the PIA to file Compliance Affidavit**

**SF 10.1 G: Closure of**

**Alert SF10.3A: Show Cause No**

**tice**

**SF10.3B: Response to Show Cause Notice SF**

**10.3C: Personal Hearing Intimation**

**SF10.3E: Notice of Imposition of Penalty/Dropping Of Penalty Proceedings**

**SF10.3F: Request For Closure Of Penalty After Compliance Of Penalty Order Or Order On Appeal**

**SF10.3G: Notice of Closure of Penalty Proceedings SF**

**10.3H: Appeal Against Penalty**

**SF10.3I: Decision on Appeal against Penalty**

**SF10.3J: Show Cause notice by SRLM/SSDM for black listing a PIA.**

**SF10.3K: Show Cause notice by MoRD for withdrawal of PRN number**

## 10 Default Handling Procedures

### 10.1 Introduction

Detailed guidelines and processes have been prescribed in the foregoing chapters for various aspects of project implementation under DDU-GKY 2.0. This chapter describes the actions to be taken and procedures to be followed, if there is any deviation from the prescribed norms and for imposition of penalty in cases where a default occurs.

An overview of what constitutes a default and the procedures for handling defaults is detailed as under:

#### Defaults: Meaning and Scope

**Defaults** include but are not limited to

- **Delay**–Non-completion of activities as per specified timelines
- **Shortfall**–Inability to achieve the desired level of performance with reference to various processes
- **Non-compliance** with prescribed norms and processes as observed in the training centre inspections and or in routine monitoring
- **Fraudulent practices:** Refer to dishonest or deceptive actions intended to result in financial or personal gain. These practices often involve misrepresentation, concealment of facts, or outright theft etc.

#### Identification of a default

Violation of the processes, norms and timelines prescribed in the manual of SOP, the Guidelines and the Notifications issued by the Skills division of MoRD from time to time, will be the basis for identification of a default.

The defaults that occur due to violation of SOP are easily identifiable and will be dealt with as per the processes described in this Chapter.

A default could also occur due to (a) a violation of the Guidelines, the Notifications, the Sanction order and the Memorandum of Understanding, or (b) the commission or omission of an action for which the processes of default in SOP are not clearly specified. In such cases, the competent authority will take a decision regarding:

- Identification of the default
- Course of action to be taken under Chapter 10

The competent authority will give clear speaking orders specifying the basis on which the decision was taken.

#### Default Handling Procedures

Three main processes are envisaged for handling defaults:

- a. Alert processes
- b. Penalty processes

## a. Alert processes

Alerts are intended to serve as a warning to PIAs that a default has occurred. There is no penalty imposition intended at this stage. However, every Alert issued will be recorded and may affect the assessment of the PIA's performance.

Alerts are provided to inform a PIA that a default has occurred. If the PIA takes appropriate action within the specified timelines to address the default, the Alert will be closed subject to the filing of an affidavit of compliance with SRLM.

If the default is not addressed satisfactorily, the next process of default will be initiated i.e. "Penalty Process". A delay in issue of Alerts will, however, not negate the occurrence of a default.

Any default that occurs in any of the processes prescribed in the SoP will lead to the issuance of an alert & imposition of penalty, as per the provisions of Section 10.2 and Section 10.3 respectively. Every month, along with alerts for defaults occurring in the previous month, a consolidated statement of alerts will be sent to every PIA, indicating pending actions if any. However, if the default is in emergent nature, then "**Rapid Alert**" may be issued as per the provisions of Section 10.2.

Delays related to payment of food and to-and-fro charges and Post Placement Support (PPS) to candidates, and payment of salaries to trainers, master trainers and Q-team (Processes for dealing with such delays are elaborated in Annexure- I)

There are three types of alerts:-

- (i) **First Alert**: It is a first notice informing PIA that a default has occurred.

If the PIA takes appropriate action within the specified timelines to address the default, the alert will be closed subject to filing of an affidavit of compliance by PIA. PIA is liable to file an affidavit of compliance even if the default is addressed before issue of alert and alert is issued subsequently.

- (ii) **Final Alert**- Will be the second and final level alert. If the PIA fails to respond satisfactorily to the first alert within the given timeline, then Final Alert will be issued and PIA will be liable to file compliance report to address the default along with "satisfactory explanation for the occurrence" within timeline specified in the Final Alert notice, failing which penalty procedure will start. Final alert will be closed only if both the conditions will be satisfied. If either of these conditions is not met, the alert process will escalate to a Penalty Processes.

- (iii) **Rapid Alert**:- In-cases where, SRLM/SSDM or CTSA finds that defaults in implementation of the project needs emergent action failing which probability of loss to "Public Exchequer" is very high, then official not less than COO of the SRLM/SSDM may issue a Rapid Alert. Rapid Alert may be issued Suo-Moto by SRLM/SSDM or after considering the recommendation from CTSA team.

- (a) Direct the PIA in writing to address the default within three days and thereafter, file a compliance report along with "satisfactory explanation for the occurrence" within 7 working days.
- (b) If, the PIA successfully and satisfactorily address the defaults and files requisite documents and explanation as stated in sub para a above, then Competent Authority may set-aside "Interim Order" and in case if process of encashment of Bank Guarantee (If obtained from PIA) has been initiated, then the amount of Bank Guarantee will be restored.

- (c) If, the PIA fails to reply satisfactorily, then SRLM/SSDM may direct the PIA to submit a bank Guarantee for sum equivalent to 10% of amount of batch size currently run by PIA, to show its bona-fides. The said bank guarantee may be encashed in case of recovery including recovery of penalty.
- (d) In case if, the PIA fails to comply with the above conditions then competent authority may issue show cause notice and start process for imposing penalty as mentioned in the present chapter.

## b. Penalty Processes

Penalty processes comprise two main stages:

- Initiation of penalty proceedings and imposition of penalty
- Appeal against penalty

### Initiation of penalty proceedings and imposition of penalty

A penalty may be imposed on a PIA for any kind of default, in one of the following ways:

- *As an escalation of the Alert process and initiation of penalty proceedings:* If the PIA does not take satisfactory action or provide a satisfactory explanation in response to an Alert, penalty proceedings may be initiated by issuing a Show Cause Notice to the PIA. These proceedings may result in the imposition of a penalty.
- *Suo Moto:* In exceptional cases, a penalty may be imposed suo-moto, directly by the competent authority, without initiating separate penalty proceedings, but after recording the reasons for such imposition. However, a show cause notice is required to be given.

A penalty imposed by the competent authority may be either major or minor. A detailed description of penalties that may be imposed under each category is given in the table below.

**Table 10-1: Details of minor and major penalties**

Category	Penalty
<b>Minor</b>	<ol style="list-style-type: none"> <li>1. Fine up to Rs.50,000 per occasion*</li> <li>2. Retraining candidates without any additional payment to PIA*</li> <li>3. Closing of training centre/s</li> <li>4. Reduction of targets</li> </ol> <p><b>*This will not attract any stigma at the time of closure of the project</b></p>
<b>Major</b>	<p><b>May be imposed any one or all of the following</b></p> <ol style="list-style-type: none"> <li>1. Fines higher than Rs.50,000/- but not exceeding 10% of the project cost of specific batch in which default occurred*</li> <li>2. Termination of the project</li> <li>3. Blacklisting of PIA in the state for a specified period</li> <li>4. Blacklisting of PIA in the state</li> </ol>



5. Recommendation to MoRD for Blacklisting the PIA (withdrawal of PRN number) and/or its directors, trustees, members of Management Committee, partners, employees etc. in the country for a specified period/Forever. So that the said PIA and the persons behind it cannot apply for any other project in the name of some different entity.

**\*This will not attract any stigma at the time of closure of the project**

**Note:** All penalties are hierarchical with ascending order of severity. While imposing the penalties a competent authority imposes a combination of penalties, provided the due procedure as prescribed for imposing the higher penalty is followed.

\* For blacklisting a PIA and persons behind it, across the country, proposal with justification shall be sent to MoRD.

A delay in initiation of penalty proceedings will, however, not negate the occurrence of a default.

### Appeal against penalty

Regardless of the process followed for imposition of a penalty, a PIA will have the right to appeal against the penalty to the Appellate Authority. However, even if a PIA decides to appeal, it has to comply with the terms of penalty notice; i.e., PIA can prefer appeal before the appellate authority only after the amount of penalty is paid. PIA may prefer appeal along with all the annexures and documents on which the PIA is relying to the Appellate Authority. Appellate authority may pass the necessary orders on the basis of available documents and records and if appellate authority deems fit then an opportunity of being heard in person may be granted to the parties i.e. SRLM/SSDM and PIA.

The order of the Appellate Authority will be final and binding on all parties.

Note: The above does not take away the authority of the State/Centre to initiate other proceedings under applicable laws, including Revenue Recovery or Public Demands Recovery Act and criminal prosecution.

### Competent authority

Competent authorities to deal with all processes related to defaults are specified as under:

Category	Competent authority of SRLM/SSDM	Recipient & Respondent of PIA	Copy to: for information
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FirstAlert/Final Alert	Authority to issue & escalate: $\geq$ COO, skills,SRLM/SSDM	Authorised signatory	CTSA: Head of skillsunitofthe organisationPIA : Project head & CEO
Rapid Alert	Authoritytoissue&escalate: $\geq$ COO,skills,SRLM/SSDM	Authorised signatory	CTSA: Head of skillsunitofthe organisationPIA : Project head & CEO
IssueofShowcause notice	IssuingAuthority-COO/Skills,SRLM/SSDM	Authorised signatory	CTSA: Head of skillsunitofthe organisationPIA : Project head & CEO
Impositionofminor penalty / Termination of penaltyproceedings  Impositionofmajor penalty	COO/Skills,SRLM/SSDM  MD/CEOofSRLM/SSDMorequivalent(whoisa level higher than COO/Skills, SRLM/ SSDM	Authorised signatory	MoRD: Joint Secretary(Skills) (Incase of major penalty only)  CTSA: Head of skillsunitofthe organisationPIA : Project head & CEO
AppellateAuthority	<b>Minorpenalty:</b> MD/CEOofSRLM/SSDMorequivalent(whoisa level higher than COO/Skills, SRLM)  <b>Major penalty:</b> Principal Secretary/Secretary/Addl. Chief Secretary (In absence of Principal Secretary/Secretary/Addl. Chief Secretary then the person holding the highest post in the RD department), RD, State Government	Authorised signatory	MoRD: Joint Secretary(Skills) (Incase of major penalty only).  CTSA: Head of skillsunitofthe organisationPIA : Project head & CEO

\* The competent authority from SRLM/ SSDM for handling default procedures for States/UTs should not be below COO.

10.2 Issue,escalationandclosureofalerts

10.2.1 Alert

Overview

Item	Description
Purpose	ToalertaPIAregardingoccurrenceof default(s) ToprovideanopportunitytothePIAtoaddressthe default(s)
Referencetoguidelines	Notapplicable
Prerequisite/s	Occurrenceof default
Timeforcompletion	Aspertheactivitytable
Resources	SF10.1A:MonthlyStatementofAlerts SF 10.1B: Alert Intimation SF10.1C:RapidAlertIntimation SF 10.1D: Response to Alert SF10.1E:AffidavitofCompliance SF10.1F:Noticeforconveyinginterimorders SF 10.1G: Closure of Alert
Processowners	SRLM/SSDM

Activities

Step	Actor	Action	Timeforcompletion	RelevantDocuments
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no.				
1	SRLM/ SSDM	IssueAlert	8thoftheforthfor thepreviousmonth	SF10.1A:MonthlyStatementof Alerts, SF10.1B:AlertIntimation,
1.	SRLM/ SSDM	IssueRapidAlert	Anytimeincaseof emergentsituation	SF10.1A:MonthlyStatementof Alerts, SF 10.1C: Rapid Alert Intimation, SF10.1F:Noticeforconveying interim orders
2.	PIA	Addresssthe defaultand complete the relevant task	Within3days	SF10.D:Responseby PIA, SF10.E:Affidavitof Compliance
		Inform the Alert issuing authorityofactiontaken & file a compliance Affidavit  <b><u>(In- caseofRapidAlert)</u></b>	Within7workingdays.	
2.	PIA	Addresssthe defaultand complete the relevant task  Inform the Alert issuing authorityofactiontaken & file an affidavit of compliance.	18th of the month in whichAlertisreceived	SF10.1D:ResponsetoAlert SF10.1E:Affidavitof Compliance

3	SRLM/ SSDM	<p>Verify that corrective action is satisfactory and documents submitted alongwith compliance affidavit are genuine and satisfactory.</p> <p>If so, no further action is necessary</p> <p>OR</p> <p>Initiateactionasper10.2</p>	28th of the month in whichresponsetoAlert isreceivedorsupposed to be received	SF10.1G:ClosureofAlert
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## Content

### 10.3 PenaltyProcesses

#### 10.3.1 InitiationandClosureofPenaltyProceedings

##### Overview

Item	Description
<b>Purpose</b>	Todelineatethepenaltyprocesses,includinginitiationandconductofproceedings, imposition of penalty, appeal and closure
<b>Referencetoguidelines</b>	Notapplicable
<b>Prerequisite/s</b>	DecisiontoinitiatepenaltyproceedingseitheronrecommendationbyCTSAordirectlyby SRLM
<b>Time for completion</b>	Aspertheactivity table
<b>Resources</b>	<p>SF10.3A:ShowCauseNotice</p> <p>SF10.3B:ResponsetoShowCauseNotice SF</p> <p>10.3C: Personal Hearing Intimation</p> <p>SF10.3D:ProceedingsofPersonalHearing</p> <p>SF10.3E:NoticeofImpositionofPenalty/DroppingofPenaltyProceedings</p> <p>SF10.3F:RequestForClosureOfPenaltyAfterComplianceOfPenaltyOrderOrOrderOn Appeal</p> <p>SF10.3G:NoticeofClosureofPenaltyProceedings SF</p> <p>10.3H: Appeal against Penalty</p> <p>SF10.3I:DecisiononAppealagainst Penalty</p>
<b>Process owners</b>	SRLM

##### Activities

Stepno.	Actor	Action	Timeforcompletion	Relevantdocuments
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Stepno.	Actor	Action	Timeforcompletion	Relevantdocuments
<b>InitiationofPenaltyProceedings</b>				
1.	SRLM	IssueShowCauseNoticeto PIA	Nospecifictimeline	SF10.3A:ShowCause Notice
2.	PIA	Provide written response to ShowCauseNoticetoSRLM with copy to CTSA	Within7daysoftheReceiptofthe Show Cause Notice	SF10.3B:Responseto Show Cause Notice
3.	SRLM	Considerwrittenresponseof PIA Decide whether PIA needs to be given an opportunity for personalhearing(compulsory if major penalty is contemplated; otherwiseoptional) IssuenoticetoPIA,ifpersonal hearing is required InformthePIAifdecisionis pending	Within 7 days from the receipt of response from PIA (ifthereisdelay,thenintimatethe statusofthe caseat least oncein 10 days)	SF10.3C:Personal Hearing Intimation
4.	SRLM	Complethepersonalhearing proceedings, if initiatedRecord the personal hearing proceedingsandcommunicate details to the PIA InformthePIAifdecisionis pending	Within7 days of issuingPersonal Hearing Intimation (if there is delay, then intimate the status of thecaseatleastoncein10days)	SF10.3D:Proceedingsof Personal Hearing
<b>ImpositionandImplementationofPenalty</b>				
5.	SRLM	Takeadecisionregarding imposition of penalty and inform the PIA that <ul style="list-style-type: none"> <li>Penalty proceedings arebeingdroppedor</li> <li>A minor penalty is being imposed or</li> <li>Amajorpenaltyis being imposed</li> </ul> InformthePIAifthedecisionis pending	Within7daysofreceiptofwritten responsefromPIAorfromdateof personal hearing if such an opportunity is given to the PIA (ifthereisdelay,thenintimatethe statusofthe caseat least oncein 10 days)	SF10.3E: NoticeofImpositionof Penalty / Dropping of Penalty Proceedings

Stepno.	Actor	Action	Timeforcompletion	Relevantdocuments
6.	PIA	<p>If SRLM/SSDM decides to drop the penalty proceedings, then no further action is necessary</p> <p>If penalty is imposed</p> <ul style="list-style-type: none"> <li>• Comply with the penalty order</li> <li>• Request for closure of penalty proceedings if the PIA decides not to invoke the appeal process or</li> <li>• Action as per Appeal process</li> </ul>	As specified in Notice of Imposition of Penalty	SF 10.3F: Request For Closure Of Penalty After Compliance Of Penalty Order Or Order On Appeal
6.	SRLM	If penalty has been imposed, verify whether the PIA has complied with the terms of the penalty order	Within 5 days of the time prescribed for compliance in the Notice of Imposition of Penalty	
7.	SRLM	Close penalty proceedings and inform the PIA	Within 3 days of confirmation of full compliance with Notice of Imposition of Penalty	SF 10.3G: Notice of Closure of Penalty Proceedings
<b>Appeal</b>				
1.	PIA	Appeal against penalty	Within 5 days of receipt of Notice of Imposition of Penalty	SF 10.3H: Appeal against Penalty
2.	Appellate Authority	<p>Provide an opportunity to the PIA to present its appeal against the penalty imposed, including opportunity for personal hearing if required</p> <p>Decide whether to</p> <ul style="list-style-type: none"> <li>• Uphold the penalty</li> <li>• Modify the penalty</li> <li>• Cancel the penalty</li> </ul>	Within 7 days of receipt of appeal against penalty, if there is no personal hearing or 14 days of receipt of appeal against penalty if opportunity for personal hearing is provided (if there is delay, then intimate the status of the case at least once in 10 days)	<p>SF 10.3C: Personal Hearing Intimation</p> <p>SF 10.3D: Proceedings of Personal Hearing</p> <p>SF 10.3I: Decision on Appeal against Penalty</p>
3.	PIA	Comply with the decision of the appellate authority	As specified in the order of the appellate authority	SF 10.3F: Request for closure of penalty after

Stepno.	Actor	Action	Timeforcompletion	Relevantdocuments
		Request for closure of penalty proceedings after compliance of the orders of Appellate Authority.		complianceof penaltyorder or order on Appeal
4.	SRLM	Verify whether the PIA has complied with the order of the appellate authority if penalty is upheld or modified Comply with the terms of the orderoftheappellateauthority if penalty is cancelled or modified		
5.	SRLM	InformthePIAthatpenalty proceedings are closed/Satisfied		SF 10.3G: Notice of Closure/satisfaction of Penalty Proceedings

NOTE:Ordersof penaltyandorderspassbyappellateauthoritymust be inwriting andreasonsofpassingthesame should also be explained on the basis of available documents and material.

### 10.3.2 SuoMotuImpositionofPenalty

Notwithstanding the process delineated in 10.3.1 above, in exceptional cases (for example, diversion of funds,fraudulentpractices,persistentdefaults,actionsthataffectthesafetyof candidates),thecompetentauthoritymaydecide to impose penaltysuo motu on a PIA. In such cases, penaltywill be imposed directlyon the PIA without issuance of any Alert or Notice. However, the PIA will retain the right to appeal against the penalty, and the appeal process will be followed as described above.

### 10.3.3 PenaltyOrders

An order bythe competent authority(including ) toimpose a penalty(major or minor) on a PIA shall be a speaking order, specifying the details of the penalty imposed, and clearly laying down the reasons for penalty imposition as well as the process of implementation of the penalty.

### 10.3.4 Process of Black Listing by “States”

If SRLMs/SSDMs are of the view that performance of any of the PIA is not upto mark and although PIA has obtained the project/s but its performance clearly reflects that PIA is/will be unable to perform the project in timely manner and the presence of such kind of PIAs in the echo system of DDU-GKY will be a threat to funds of the public exchequer. In addition to the above, if PIA fails to satisfactorily reply to the alerts issued by SRLM/SSDM. If SRLM/SSDM intends to black list any PIA then SRLM/SSDM may issue s show cause notice with a clear direction to PIA to reply within a given timeline preferably within 7 days, failing which appropriate decision will be taken ex-parte. After considering the reply to show cause notice of the PIA(if reply given), SRLM/SSDM may take appropriate decision. Then SRLM/SSDM with the approval of CEO/MD send the list of PIAs to Principle Secretary/Secretary of the Department of Rural Development and Panchayati Raj and after the approval of Principal Secretary/Secretary, DoRD, the SRLM may black list the said PIA in its State and further recommend the names of Black Listed PIAs with Ministry of Rural Development for withdrawn of PRN number of said black listed PIAs.



10.3.5 WithdrawalofPRNnumber

PRN (Permanent Registration Number) is a unique number which is allotted by DDU- GKY Division, Ministry of Rural Development. PRN is the Prime requirement before submission of any project DDU-GKY/ Roshini/ Himayat Projects under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0. PRN number is allotted by MoRD and MoRD reserves its right to withdraw the PRN allotted to any entity. In case, if MoRD receives recommendation at-least from 3 States/UTs for “Black-Listing” any PIA/PIAs at National Level, then MoRD will forward the said recommendations of the States to the Committee Constituted for the purpose of examining the said requests of the States/UTs. The committee may invite representation from the concerned PIA/PIAs.After considering and examining the documents submitted by PIA/PIAsandSRLM/SSDM,ifCommitteearrivestotheconclusionthatthereissufficientmaterialonrecordand the activities of PIA/PIAs are not satisfactory and if such kind of PIAs will obtain projects in other states, then money of public exchequer will be under threat or in alternative committee arrives to the conclusion that there is no need of withdrawal of PRN number of allotted to PIA/PIAs. Then Committee will give its recommendation to JS(Skills) and JS(Skills) may pass appropriate orders on the basis of available material. In case orders of withdrawn of PRN number is passed then the said PIA/entity will not be able to apply for any project in any other State/UT and the validity of the PRN number of the said PIA/entity will be available only and specifically till the closure of the ongoing projects and the said PIA/entity, its directors, trustees, members of Society etc. will not be allowed to applyanyproject under DDU-GKY2.0 Scheme of MoRD. MoRDreserves its right to publish the name of those PIAs under the head of “Black-Listed PIAs” on dedicated ERP portal maintained by MoRD and/or SRLM/SSDM pertaining to DDU-GKY 2.0 Scheme of MoRD. If, JS(Skills) pass necessary orders for rejecting the suggestions of SRLM/SSDM then said information may be shared with the SRLM/SSDM. In both the cases, orders of JS(Skills) must be reasoned one and base on the availablematerial.

10.3.6 CompositionofCommittee

A committeefor examining recommendation of StatesforBlack-Listing/Withdrawalof PRN number, will be constituted at MoRD level and the composition of the committee will be as follows:-

- 1. Chairperson:-Director(Skills),MoRD
- 2. US(Skills)
- 3. AnyothermemberwiththeapprovalofChairperson\*

\*anyotherpersonmaybefromNIRD&PR,NABCONSorevenofficial(Contractual/permanent)ofSkillsDivision. (However, MoRD may replace the composition of Committee, any time by issuing an appropriate notification)

10.3.7 MeetingsofCommittee

Committee will sit as per its convenience to examine issue of Black-Listing/Withdrawal of PRN number on the basis of available documents and reply/representations etc. if given by PIAs. However, Committee will finally submit its report to JS(Skills) and decision of JS(Skills) will be final.

10.3.8 Procedure of working of Committee after receiving the recommendation from States/UTs

Stepstobetaken by Committee	DirectionsandTimeperiodtocomplywiththesame.
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<b>Issue Show Cause Notice to PIA</b>	With direction to file its written reply within the time period of 15 days of the receipt of the notice, failing which the matter will be examined ex-parte on the basis of available documents and records. The Show Cause notice to be served at the registered address of the PIA and also on the official emails provided by PIA.
<b>Give necessary Directions for further clarification/reply</b>	If, Committee is not satisfied with the reply/representation of PIA (In case PIA opted to file the same), then Committee may also direct the PIA and/or SRLM/SSDM to furnish additional replies and documents. Committee may seek personal appearance of officials of SRLM/SSDM etc and PIA.
<b>Interim Orders/Directions</b>	Committee may pass appropriate interim orders including withholding of PRN number of PIA till the passing of final decision. The said interim orders should be passed on the basis of available records and documents and after following the rule

	of natural justice i.e. opportunity of being to be heard is to be given to PIA before passing any interim orders. In case PIA fails to furnish its reply etc. in a given time frame, then Committee may pass appropriate ex-parte orders on the basis of available records and documents.
<b>Final Orders</b>	Committee may pass the final orders after considering all the available records and replies, representations etc. filed by the SRLM/SSDM etc and PIA. The final order should be based on merits. Committee may pass appropriate orders including withdrawal of PRN number of the PIA and debarment of its Directors/Trustees/Partners/Employees etc. in applying for a new PRN number or a new project under the name of any other entity.
<b>Time period</b>	Six months from the date of receiving of recommendation from at least three States (Time will start from the receipt of latest request of third State).
<b>Extension of Time</b>	Further six months with the approval of competent authority i.e. JS(Skills).
<b>Submission of order of committee to JS(Skills)</b>	After passing the final orders, Committee will submit the same to JS(Skills) for final approval and after according the approval of JS(Skills), the said order will attain the finality.
<b>Service of final orders</b>	A copy of final/interim order shall be served to both the parties i.e. SRLM/SSDM etc and PIA via Speed Post, Indian Postal Department and may also be sent on the given official email address of the parties. The said copy of the final/interim order should be attested with stamp & signatures of the official holding the post of ASO/SO/Under Secretary or above.

#### 10.3.8.1 :-Appellate Authority

Any person/entity (having locus in the matter) aggrieved by the final orders of the committee as mentioned in above part, may prefer an appeal to Secretary/Additional Secretary, MoRD within 30 days from the date of receiving of the final order. However, Appellate Authority, MoRD may allow an appeal to be filed after the expiry of said period of 30 days, if it is satisfied that there was sufficient cause for not filing the appeal but such period shall not exceed fifteen days. Thereafter, right to file appeal will be closed.

Appellate Authority, MoRD may pass appropriate orders only on the basis of available records and that order will be final and will prevail.

#### 10.3.9 :-Process of Recovery By SRLM/SSDM

If, any PIA defaults in implementation etc. and in consequence thereof, SRLM/SSDM issues any recovery orders against it, then the PIA is duty bound to deposit the amount of Recovery with the SRLM/SSDM, failing which SRLM/SSDM may initiate appropriate legal proceedings i.e. Civil and Criminal for the recovery of the said amount. Cost of litigation i.e. Court Fee, Fee of Arbitrator, Advocate's fee & out of pocket expenses etc. may be met out under the head of relevant support cost section of monitoring and evaluation. However, before initiating any recovery proceedings, SRLM/SSDM may issue a legal demand notice through its advocate, for

the recovery of the outstanding amount.

#### 10.3.9.1: Appointment of Advocates & Booking of Legal Expenses

SRLM/SSDM may appoint lawyers of their own choice and may also empanel the law-firms of good repute for the purpose of litigation. SRLM/SSDM may get the fee structure pre-approved from MoRD, however, the fee structure should be in consensus with the fee structure prescribed by legal department of respective State. In case SRLM/SSDM needs legal services outside the States, then services of a private lawyer may be availed subject to reasonable fee structure duly approved by CEO of concerned SRLM/SSDM. The legal expenses incurred for payment of court fee, lawyer's fee, out of pocket expenses, tours and travelling expenses for attending courts, conference with lawyers etc may be booked under "Capacity Building" i.e. sub-head of support cost.

## List of standard forms in chapter 10

**SF10.1A:Monthly Statement of Alerts**

**SF 10.1 B: Alert Intimation**

**SF10.1C:Notice of Rapid Alert**

**SF 10.1 D: Response to Alert**

**SF10.1E:Affidavit of Compliance**

**SF10.1F:Notice for conveying interim orders and directing the PIA to file Compliance Affidavit**

**SF 10.1 G: Closure of Alerts**

**SF10.3A:Show Cause Notice**

**SF10.3B:Response to Show Cause Notice SF**

**10.3C: Personal Hearing Intimation**

**SF10.3E:Notice of Imposition of Penalty/Dropping Of Penalty Proceedings**

**SF10.3F:Request For Closure Of Penalty After Compliance Of Penalty Order Or Order On Appeal**

**SF10.3G:Notice of Closure of Penalty Proceedings**

**SF 10.3H: Appeal Against Penalty**

**SF10.3I: Decision on Appeal against Penalty**

**SF10.3J: Show Cause notice by SRLM/SSDM for black listing a PIA.**

**SF10.3K:Show Cause notice by MoRD for withdrawn of P R Number**

**SF10.1A:MonthlyStatementofAlerts**  
<TobeprintedonSRLM/SSDMletterhead>  
**MONTHLYSTATEMENTOF ALERTS**

To  
[NameoftheAuthorisedsignatoryofthe PIA]  
[DesignationoftheAuthorisedsignatoryofthePIA]  
[Name of PIA]  
[RegisteredAddress]  
& also  
[AddressfornoticegiveninMoU]

Date:  
FileNo:

**ProjectDetails**

SanctionOrder No.:  
SanctionOrder Date:  
ProjectCommencementDate:

Pleasefindherewithastatementofalertsforthemonthof[MonthandYear]issuedtoyourorganizationfor defaults under section 10.2 of the SoP procedures of DDUGKY 2.0.

**Alert(s):**

Sr. No.	AlertNo	DidPIArespond (Yes/No).Ifyes, givethedate	Status of Alerts (Closed/Escalated)

**Enclosed:Alert(s)asabove**

**[Signature&SealofAuthorizedSignatory]**  
<SRLM/SSDM>  
AddressandEmailID

**CC:**

1. ChefExecutiveOfficer&ProjectHead
2. CTSA
3. Officecopy.

**SF10.1B:Alert Intimation**  
<To be printed on SRLM/SSDM letterhead> **Issuance of Alert (First/Final Alert)**

To  
[Name of the Authorised signatory of the PIA]  
[Designation of the Authorised signatory of the PIA]  
[Name of PIA]  
[Registered Address]  
& also  
[Address of notice mentioned in MoU]

Date:  
File No:  
Alert No.:  
Type of Alert: - First/Final

**Project Details**

Sanction Order No.:  
Sanction Order Date:  
Project Commencement Date:

1. This notice is being issued to you under section 10.2 of the SoP of DDUGKY 2.0 to alert you to the occurrence of defaults in the implementation of the above project by your organization, as per the details given in Annexure 1.

2. You are hereby advised to take corrective action immediately, as per the details given in Annexure 1, and informed the undersigned of the same, along with supporting evidence of the action taken, on or before the 18<sup>th</sup> of this month. Failure to do so may result in escalation of the default and lead to initiation of penalty proceedings.

OR

2. You are hereby advised that although you have completed the task as per the details given in Annexure 1, this was not done within the stipulated time frame, and will therefore be counted as a default. However, no further action is necessary. This notice is only for your information.

3. This alert and the relevant annexures are being emailed to [primary email id for all communication mentioned in SF 3.3A] and may be acknowledged.

4. All communication should be sent by email to the address given below.

**[Signature & Seal of Authorized Signatory]**  
<SRLM/SSDM>  
Address and Email ID

**CC:**

1. Chief Executive Officer & Project Head
2. CTSA

3. Officecopy.

Annexure1statementofdefault(s)

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

2)AnnexureII  
Supportingevidence–documents,photos,video,audiotranscriptsetc.

Annexure III  
Listofwitness



**SF10.1C: Rapid Alert Intimation**  
<To be printed on SRLM/SSDM letterhead>  
**Issuance of Rapid Alert**

To  
[Name of the Authorised signatory of the PIA]  
[Designation of the Authorised signatory of the PIA]  
[Name of PIA]  
[Registered Address]  
& also  
[Address of notice mentioned in MoU] E  
mail address  
Mobile number of Authorized Representative

Date:  
File No:  
Alert No.:

**Project Details**

Sanction Order No.:  
Sanction Order Date:  
Project Commencement Date:

1. This notice is being issued to you under section 10.2 of the SoP of DDUGKY 2.0 to alert you to the occurrence of defaults in the implementation of the above project by your organization, as per the details given in Annexure 1.
2. You are hereby advised to take corrective action immediately, as per the details given in Annexure 1, and informed the undersigned of the same, along with supporting evidence of the action taken within 7 working days. Failure to do so may result in escalation of the default and lead to initiation of penalty proceedings, encashment of bank guarantee and also passing of necessary directions for submission of bank guarantee/additional bank guarantee. The default is emergent nature and is required to be cured immediately.
3. This alert and the relevant annexures are being emailed to [primary email id for all communication mentioned in SF 3.3A] and may be acknowledged.
4. All communication should be sent by email to the address given below.

**[Signature & Seal of Authorized Signatory]**  
<SRLM/SSDM>  
Address and Email ID

**CC:**

1. Chief Executive officer & Project Head
2. CTSA
3. Office copy.

Annexure1statementofdefault(s)

Sr. No	Reference: Guidelines /SoP/ Notifications /any document	Item( Deviations)	Remarks/Actionto be taken by PIA

2)AnnexureII  
Supportingevidence–documents,photos,video,audiotranscriptsetc.

Annexure III  
Listofwitness

**SF10.1D :Responseto Alert**  
<Tobeprintedonorganizationletterhead>  
**ResponsetoAlert**

To  
[NameoftheAuthorisedsignatoryoftheSRLM]  
[DesignationoftheAuthorisedsignatoryofthe SRLM]  
[Name of SRLM]  
[Address]

Date:  
FileNo:  
AlertNo.:  
TypeofAlert:-First/Final/Rapid

**ProjectDetails**

SanctionOrder No.:  
SanctionOrder Date:  
ProjectCommencementDate:

1. This is with reference to the alert with Alert No. [Number of alert] dated [date of issue of alert] issued to our organization under section 10.2 of the SoP of DDUGKY 2.0.
2. We would like to inform you that we have taken necessary action and completed the task on [date of task completed] as per the details provided in Annexure 1. Supporting evidence for this project is provided in Annexure 2
3. Werequestyoutoclosethealertandcancelthedefault.

**[Signature&SealofAuthorizedSignatory]**  
**<PIA>**

AddressandEmailID

**CC:**

1. CTSA
2. Officecopy.

Annexure1statementoftasks completed

Sr. No	Reference:Guidelines/SoP/Notifications /anyrelevantdocument	Item Deviations) (	Remarks/Actiontobe takenbyPIA	Action taken byPIA

**2)AnnexureII**

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

**SF10.1E:AFFIDAVIT OF COMPLIANCE**  
<ON THE SATMPP PAPER OF FRS.10/-AND NOTARIZED>

Affidavit of \_\_\_\_\_, son of \_\_\_\_\_, aged about \_\_\_\_\_, Resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

1. That I am the authorized Representative of the [name of PIA] and I am authorized vide board resolution dated \_\_\_\_\_ (Copy enclosed) to swear the present affidavit.
2. That I am aware with the facts and circumstances of the matter and hence, competent to swear the present affidavit.
3. That with reference to the alert with Alert No. [Number of alert] dated [date of issue of alert] issued to our organization under section 10.2 of the SoP of DDUGKY 2.0.
4. That I would like to inform you that our organisation \_\_\_\_\_ have taken necessary action and completed the task on [date of task completed] as per the details provided SF1D and in Annexure 1. Supporting evidence for this project is already provided in Annexure 2.
5. That the compliance of First/Final/Rapid alert has been done in true letter and spirit and it is requested to close the alert process initiated against our organisation i.e. [name of PIA]
6. That the contents of reply and annexures to the same are true and correct and no part of it is false thereof.

**DEPONENT**

**VERIFICATION**

Verified at [name of place] on this day \_\_\_\_\_ of \_\_\_\_\_, 2025 that the contents of the present affidavit are true and correct to my knowledge & belief and no part of it is false thereof and there is no concealment of material fact.

**DEPONENT**

**SF10.1F: Notice of Interim Orders**  
<To be printed on SRLM/SSDM letterhead>  
**Issuance of notice of interim orders**

To  
[Name of the Authorised signatory of the PIA]  
[Designation of the Authorised signatory of the PIA]  
[Name of PIA]  
[Registered Address]  
& also  
[Address of notice mentioned in MoU] E  
mail address  
Mobile number of Authorized Representative

Date:  
File No:  
Alert No.:

**Project Details**

Sanction Order No.:  
Sanction Order Date:  
Project Commencement Date:

1. This notice is being issued to you under section 10.2 of the SoP of DDUGKY 2.0 to alert you to the occurrence of defaults in the implementation of the above project by your organization, as per the details given in Annexure 1.
2. You were advised to take corrective action immediately, as per the details given in Annexure 1, and informed the undersigned of the same, along with supporting evidence of the action taken within the given timeline.
3. However, after considering the emergent situation, an interim order is passed which is subject to the final outcome of the matter. The said interim order is annexed herewith as Annexure-1.
4. It is therefore, requested to comply with the interim orders immediately and after complying with the directions given in interim order, file a compliance affidavit within 7 working days.
5. All communications should be sent by email to the address given below.

**[Signature & Seal of Authorized Signatory]**  
<SRLM/SSDM>  
Address and Email ID

**CC:**

1. Chief Executive officer & Project Head
2. CTSA
3. Office Copy

## Annexure-1

S.No.		
1.	Name of PIA	
2.	Sanction Order	
3.	Nature of Default	
4.	Interim Orders	
5.	Directions for PIA	
6.	Timeline for compliance	

**SF10.1G: Closure of Alert**  
<To be printed on SRLM/SSDM letterhead>  
**Closure of Alert**

To  
[Name of the Authorised signatory of the PIA]  
[Designation of the Authorised signatory of the PIA]  
[Name of PIA]  
[Address]

Date:  
File No:  
Alert Closure No.:  
Type of Alert: - First/Final/Rapid

**Project Details**

Sanction Order No.:  
Sanction Order Date:  
Project Commencement Date:

Ref1: Alert No. (Alert No.) dated (date of issue of Alert)  
Ref2: Response to Alert No. (Alert No.) dated (date of PIA's response to Alert)

1. This is with reference to your corrective action and explanation in response to the Alert issued to your organization for a default in the implementation of the above project.
2. You are hereby informed that your action and explanation have been accepted. No further action is necessary.
3. The default will be recorded and counted at the time of performance assessment.

**[Signature & Seal of Authorized Signatory]**  
<SRLM/SSDM>  
Address and Email ID

**CC:**

1. Chief Executive Officer & Project Head
2. CTSA
3. Office copy.

**SF10.3A: SHOW CAUSE NOTICE**  
**<To be printed on SRLM letterhead> SHOW**  
**CAUSE NOTICE**

To

[Name of the Authorised signatory of the PIA]

[Designation of the Authorised signatory of the PIA]

[Name of PIA]

[Address]

Date:

File No:

Show Cause Notice No.<sup>1</sup>:

## Project Details

Sanction Order No.<sup>2</sup>:

Sanction Order Date:

Project Commencement Date:

State(s) of Operation:

1. This is with reference to the Final (Level 2) Alert number [Final Alert number] dated [date of Final Alert] issued to your organisation under Section 10.2 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0 for default(s) in the implementation of the above mentioned project. A statement of items of default is included in Annexure I.

There has been no response from your organisation to the First/Final/Rapid Alert/No corrective action has been taken in response to the Final/Rapid Alert, the explanation in response to the Final/Rapid Alert is not satisfactory (for reasons provided in Annexure II)<sup>3</sup>.

In view of this a recommendation for initiation of penalty proceedings against your organisation has been received by us. You have been informed of this vide Penalty Recommendation Intimation number [Penalty Recommendation Intimation No] dated [Date of issue of Penalty Recommendation Intimation].

**OR**

1. This is to inform you that penalty proceedings are being initiated herewith against your organisation by the Ministry of Rural Development, Government of India / State Rural Livelihood Mission of the State of [State Name] for default(s) in project implementation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0. A statement of items of default is included in Annexure I.
2. You are hereby called upon and given this notice to show cause in writing, as to why penalty should not be imposed against M/s [Name of PIA], within 25 days of the receipt of this memorandum, failing which the matter will be decided ex-parte.
3. The memorandum and annexures are being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF3.3A] and may be acknowledged to the email given

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<sup>1</sup>To be issued separately for each project, and numbered sequentially for every project

<sup>2</sup>Mention latest/revised copy of Sanction Order

<sup>3</sup>Strike out which is not relevant



below. A print version is also being despatched by Registered Post/Speed Post. The date of receipt of memorandum by your organisation is deemed to be two days after the despatch of email.

4. All communications, including your response to this notice, should be sent by email to the address given below and, in addition, by Registered Post /Speed Post.

[Signature & Seal of Authorized  
Signatory]

<SRLM>

Address and Email ID

**CC:**

1. Chief Executive Officer & Project Head
2. CTSA
3. Office Copy

## Annexure I: Statement of default(s)

The following defaults have occurred in implementation of the project

Sl.No.	Default	Details of evidences, if any
1	2	3

## Annexure II<sup>4</sup>

Reasons for non-acceptance of PIA's explanations for occurrence/continuance of default

## Annexure III:

Supporting evidence—documents, photos, video, audio transcripts, etc.:

## Annexure IV:

List of witnesses

<sup>4</sup>Applicable only if PIA has been issued Final/Rapid Alert and has not provided satisfactory explanation for default.

## SF10.3B:RESPONSE TO SHOW CAUSE NOTICE

### <To be printed on organisation letterhead> RESPONSE TO SHOW CAUSE NOTICE

To  
[SRLMAuthorizedPerson]  
[NameofSRLM] [Address]

Date:  
FileNo:

#### ProjectDetails

SanctionOrderNo.<sup>1</sup>:  
SanctionOrderDate:  
ProjectCommencementDate:  
State(s)ofOperation:

1. This is with reference to the Show Cause Notice No. [Show Cause Notice No.] dated [Date of issue of Show Cause Notice] issued to our organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0.
2. We wish to inform you that we have completed/ taken corrective action with respect to the activities mentioned in your show cause notice by [Date of completion of tasks]. A statement of completion of tasks against the items of default is included in Annexure I along with evidence for the same in Annexure II.  
OR
2. We wish to inform you that we will complete/take corrective action with respect to the activities mentioned in your show cause notice by [Proposed date of completion of tasks]. A statement of our plan for completion of tasks against the items of default is included in Annexure I.  
OR
2. We wish to inform you that there has been no default by your organisation, for reasons provided in Annexure I.
3. In view of this, we request you to cancel the penalty proceedings initiated against our organisation. OR
3. We request you to give us an opportunity to make a personal representation to the competent authority against the proposed initiation of penalty proceedings against our organisation.

[Signature & Seal of Authorized Signatory]

<PIA>

Address and Email ID

#### CC:

1. CTSA/SRLM
2. Office copy

---

<sup>1</sup> Mention latest/ revised copy of Sanction Order

Annexure I: Statement of Default(s)

Sl.No.	Default	Detailsofevidences,ifany	ExplanationofPIA	Detailsofevidences,ifany
1	2	3	4	5

Annexure II:

Evidence (including documents, photos, video, audio transcripts) to support claim that there is no default of that action has been taken

## SF10.3C:PERSONALHEARINGINTIMATION

### <TobeprintedonSRLMletterhead> PERSONALHEARINGINTIMATION

To

[NameoftheAuthorisedsignatoryofthePIA]

[Designation of the Authorised signatory of the PIA]

[Name of PIA]

[Address]

Date:

FileNo:

PersonalHearingIntimationNo.:

### ProjectDetails

SanctionOrderNo.<sup>1</sup>:

SanctionOrderDate:

ProjectCommencementDate:

State(s)ofOperation:

Ref1:ShowCauseNoticeNo.[ShowCauseNoticeNo.]dated[Dateofissue of Show Cause Notice]

Ref2:ResponsetoShowCauseNoticeNo.[ShowCauseNoticeNo.]dated[Date ofPIA responded to Show Cause Notice]

OR

Ref1:NoticeofImpositionofPenaltyNo.[NoticeofImpositionofPenaltyNo.] dated [Date of issue of Notice of Imposition of Penalty]

Ref2:AppealagainstPenaltyfromM/s[NameofPIA]dated[DateofAppealagainst Penalty]

1. This is with reference to the Show Cause Notice/ Notice of Imposition of Penalty<sup>2</sup> issued to your organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0.
2. This is to inform you that M/s [Name of PIA] will be given an opportunity for personal hearing to make such representation as your organisation may wish to make against the action proposed in the Show Cause Notice/Notice of Imposition of Penalty<sup>3</sup>.
3. The schedule for the personal hearing is as follows:

Date:

Time:

Venue:

---

<sup>1</sup> Mention latest/revised copy of Sanction Order

<sup>2</sup> Strikeout which is not relevant

<sup>3</sup> Strikeout which is not relevant

4. Please note that only the CEO/Authorised signatory will be allowed to make a personal representation on behalf of the organisation and that no other representative will be given a hearing.
5. Please note that if the CEO/Authorised signatory of the organisation fails to attend the personal hearing proceedings at the above mentioned time and venue, the matter will be decided ex-parte and no further opportunity for personal representation will be given.
6. The memorandum is being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF3.3A] and may be acknowledged. The date of receipt of memorandum by your organisation is deemed to be the day after the despatch of the email. A copy is also being sent by Registered/ Speed Post.
7. All communications should be sent by email to the address given below. All documents should in addition be physically despatched by Registered/Speed Post to the address given below.

[Signature & Seal of Authorized Signatory]

<SRLM>

Address and Email/ID

**CC:**

1. Chief Executive Officer & Project Head
2. CTSA

**SF10.3D:PROCEEDINGSOFPERSONAL HEARING**  
**(TobedraftedaspercasebyMoRD/SRLM)**  
**PROCEEDINGS OF PERSONAL HEARING**

DRAFT

## SF10.3E:NOTICEOFIMPOSITIONOFPENALTY/DROPPINGOF PENALTYPROCEEDINGS

<TobeprintedonSRLMletter-head>

### NOTICEOFIMPOSITIONOFPENALTY/DROPPINGOF PENALTYPROCEEDINGS

To

[NameoftheAuthorisedsignatoryofthePIA]

[Designation of the Authorised signatory of the PIA]

[Address]

Dated:

FileNo:

NoticeofImpositionofPenalty/

[Name of PIA]

DroppingofPenalty

Proceedings No.<sup>2</sup>:

#### ProjectDetails

SanctionOrderNo.<sup>3</sup>:

SanctionOrderDate:

ProjectCommencementDate:

State(s)ofOperation:

Ref1:ShowCauseNoticeNo.[ShowCauseNoticeNo.]dated[Dateofissueof Show Cause Notice]

Ref2:ResponsetoShowCauseNoticeNo.[ShowCauseNoticeNo.]dated [Date of PIA responded to Show Cause Notice]

OR

Ref1:PersonalHearingNoticeNo.[PersonalHearingNoticeNo.]dated[Dateof issue of Personal Hearing Notice]

Ref2:ProceedingsofPersonalHearingdated[DateofissueofProceedings of Personal Hearing]

1. This is with reference to the Show Cause Notice/Personal Hearing Notice<sup>4</sup>issuedto you under Section 10.3.1 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0 and the subsequent personal representation made by you on [date of Personal hearing]<sup>5</sup>.
2. You are hereby informed that your action and explanation have been accepted and that the penalty proceedings initiated against your organisation are being dropped herewith.
3. You are advised that the penalty proceedings initiated as above are now closed. However, the default(s) will be recorded and counted at the time of performance assessments.

<sup>1</sup>Strikeoutwhichis notrelevant

<sup>2</sup>Strikeoutwhich isnotrelevant

To be issued separately for each project, and numbered sequentially for every project

<sup>3</sup>Mention latest/revised copy of Sanction Order

<sup>4</sup>Strikeoutifpersonalhearingnoticeisnotissued

<sup>5</sup>Strike out if no personal representation is made



4. You are hereby advised to comply fully in future with all the norms for project implementations specified in the Standard Operating Procedures. Any further default will be viewed seriously and liable for penalaction.

**OR**

1. This is with reference to the Show Cause Notice/Personal Hearing Notice<sup>6</sup> issued to you under Section 10.3.1 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0 and/or the subsequent personal representation made by you on [date of Personal hearing]<sup>7</sup>.
2. After considering all the facts and circumstances, the competent authority has decided to impose a Minor/Major Penalty on M/s [Name of PIA] as per the details given below:

Nature of Penalty: (Major/Minor)	
Details of Penalty Imposed	
Reasons for Penalty Imposition	
Process of Implementation of Penalty	
Action to be taken by PIA	
Date by which action to be taken by PIA	

3. You are hereby informed that if your organisation wishes to appeal against the penalty then an appeal can be filed to the appropriate Appellate Authority as per SF 10.1B within 20 days of receipt of this notice.
4. The appeal will be entertained only in compliance of the form of the terms of this order:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

5. The memorandum is being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF 3.3A] and also being sent to your organisation by Registered/ Speed Post. The date of receipt of this memorandum will be deemed to be two days after the despatch of the mail.
6. All communications should be sent by email to the address given below along with physical despatch of documents to the address given below.

---

<sup>6</sup>Strikeout which is not relevant

<sup>7</sup>Strikeout which is not relevant

[Signature&SealofAuthorized Signatory]

<SRLM>

AddressandEmail ID

**CC:**

1. ChiefExecutiveOfficer&Project Head
2. CTSA
3. JointSecretary(Skills), MoRD

**AnnexureI:Statementof  
Default(s)**

Sl. No.	Default	Detailsofevidence s,ifany	ExplanationofPI A	Detailsofeviden ces,ifany	CTSA comments	Detailsofeviden ces,ifany	Decisionof Penalty Imposing Authority
1	2	3	4	5	6	7	8

**SF10.3F:REQUESTFORCLOSUREOFPENALTYAFTERCOMPLIANCEOFPENALTYORDER OR  
ORDER ON APPEAL**

**<To be printed on organisation letter head>  
REQUESTFORCLOSUREOFPENALTYPROCEEDINGS**

To  
[SRLMAuthorisedPerson]  
[NameofSRLM] [Address]

Date:  
FileNo:

**ProjectDetails**

SanctionOrderNo.<sup>1</sup>:  
SanctionOrderDate:  
ProjectCommencementDate:  
State(s)ofOperation:

1. This is with reference to the Notice of Imposition of Penalty No. [Notice of Imposition of Penalty No.] dated [Date of Notice] issued to our organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0.
2. We wish to inform you that we have complied with the terms of the Penalty Imposition Notice by taking appropriate action. Evidence of compliance is enclosed.

OR

1. This is with reference to the Decision on Appeal against Penalty No. [Decision on Appeal against PenaltyNo.] dated [Date of Decision] received by our organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0.
2. We wish to inform you that we have complied with the terms of the Decision on Appeal by taking appropriate action. Evidence of compliance is enclosed.
3. In view of this, we request you to close the penalty proceedings initiated against our organisation.

[Signature & Seal of Authorised Signatory]

**CC:**

1. CTSA
2. Joint Secretary (Skills), MoRD

**<PIA>**

Address and Email ID

<sup>1</sup> Mention latest/revised copy of Sanction Order

## SF10.3G:NOTICEOFCLOSUREOFPENALTYPROCEEDINGS

### <To be printed on SRLM letterhead> NOTICEOFCLOSUREOFPENALTYPROCEEDINGS

To

[NameoftheAuthorisedsignatoryofthePIA]

[DesignationoftheAuthorisedsignatoryofthePIA] [Name  
of PIA]

[Address]

Date:

FileNo:

### ProjectDetails

SanctionOrder(s)No<sup>1</sup>:

SanctionOrderDate:

ProjectCommencementDate:

State(s)ofOperation:

Ref: Request for Closure of Penalty Proceedings No.: [Request for Closure of  
Penalty Proceedings No.] dated [Date of Request for Closure of Penalty  
Proceedings]

1. This is with reference to your request for closure of the penalty proceedings initiated against your organisation on the basis of which a penalty was imposed vide Notice of Imposition of Penalty dated [Date of issue of Notice of Imposition of Penalty] and which was confirmed/modified in appeal as per Decision on Appeal against Penalty [Decision on Appeal against penalty No. And date]<sup>2</sup>.
2. In view of your compliance with the said Notice/ decision of the Appellate Authority<sup>3</sup>, you are hereby informed that the penalty proceedings initiated as above are now closed. However, the default(s) will be recorded and counted at the time of performance assessments.
3. You are hereby advised to comply fully in future with all the norms for project implementations specified in the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0. Any further default will be viewed seriously and liable for penal action.

[Signature&SealofAuthorized  
Signatory]

<SRLM>

AddressandEmailID

<sup>1</sup>Mentionlatest/revisedcopyofSanction Order

<sup>2</sup>Strikeoutwhichis notrelevant

<sup>3</sup>Strikeoutwhichis notrelevant

**CC:**

1. ChiefExecutiveOfficer&Project Head
2. CTSA
3. JointSecretary(Skills)

## SF10.3H:APPEALAGAINSTPENALTY

### <Tobeprintedonorganisationletterhead> APPEAL AGAINST PENALTY

To

Date:

File No:

[NameofSRLM] [Address]

### ProjectDetails

SanctionOrderNo.<sup>1</sup>:

SanctionOrderDate:

ProjectCommencementDate:

State(s)ofOperation:

1. This is with reference to the Notice of Imposition of Penalty No. [Notice of Imposition of Penalty No.] dated [Date of issue of Notice of Imposition of Penalty] issued to our organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) 2.0.
2. We have complied with the terms of the above-mentioned Notice. Evidence for this is included in Annexure I.
3. We wish to appeal against the penalty imposed and request to afford a personal hearing by the Appellate Authority to present our appeal.

[Signature&SealofAuthorizedSignatory]

<PIA>

AddressandEmail ID

CC

1. CTSA
2. TheJointSecretary(Skills)

<sup>1</sup> Mention latest/revised copy of Sanction Order

Annexure I

Statement of Default(s)

Sl. No.	Default	Details of evidence s, if any	Explanation of PIA	Details of evidence s, if any	CTSA Comments	Details of evidence s, if any	Decision of Penalty imposing Authority	PIA appeal with reasons	Details of evidences, if any
1	2	3	4	5	6	7	8	9	10

## SF10.3I:DECISIONONAPPEALAGAINSTPENALTY

### <To be printed on SRLM letter head> DECISIONONAPPEALAGAINSTPENALTY

To

[NameoftheAuthorisedsignatoryofthePIA]

[DesignationoftheAuthorisedsignatoryofthePIA] [Name  
of PIA]

[Address]

Date:

FileNo:

## ProjectDetails

SanctionOrderNo.<sup>1</sup>:

SanctionOrderDate:

ProjectCommencementDate:

State(s)ofOperation:

Ref1: Notice of Imposition of Penalty No. [Notice of Imposition of Penalty No.]dated[Dateofissue of  
Notice of Imposition of Penalty]

Ref2:AppealagainstPenaltydated[DateofissueofAppealagainstPenalty]

Ref3:PersonalHearingNoticeNo.[PersonalHearingNoticeNo.]dated[Dateof issuePersonalHearingNotice] Ref 4:

Proceedings of Personal Hearing dated [Date of issue of Proceedings of personal Hearing]

1. This has reference to the penalty imposed on your organisation for default(s) in project implementation under section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana 2.0 and the subsequent hearing of your appeal against the said penalty.
2. We have considered all the facts and circumstances of the case and wish to inform you that the penalty imposed against your organisation has been cancelled herewith.
3. You are hereby informed that the default(s) will be recorded and counted at the time of performance assessments.
4. You are advised to comply fully in future with all the norms for project implementation specified in the Standard Operating Procedures. Any further default will be viewed seriously and liable for penal action.

**OR**

1. This has reference to the penalty imposed on your organisation for default(s) in project implementation under section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana, and the subsequent hearing of your appeal against the said penalty.
2. We have considered all the facts and circumstances of the case and wish to inform you that we have taken the decision to uphold/modify the penalty imposed on your organisation.

---

<sup>1</sup>Mentionlatest/revisedcopyofSanctionOrder



3. Details of upheld/modified penalty areas follows:

Nature of Penalty: (Major/Minor)	
Details of Penalty Imposed	
Reasons for Penalty Imposition	
Process of Implementation of Penalty	
Action to be taken by PIA	
Date by which action to be taken by PIA	

4. You are hereby advised to comply with the above order within [Days in Number]<sup>2</sup> days of receipt of this memorandum along with the evidence of compliance. Any failure in this regard is likely to result in penal action against your organisation.
5. The memorandum is being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF3.3A] and also being sent to your organisation by Registered/Speed Post. The date of receipt of this memorandum will be deemed to be two days after the despatch of the mail.
6. All communications should be sent by email to the address given below along with physical despatch of documents to the address given below.

[Signature & Seal of Authorized Signatory]

<SRLM>

Address and Email ID

**CC:**

1. Chief Executive Officer & Project Head
2. CTSA
3. The Joint Secretary (Skills)

<sup>2</sup>Days will be as per discretion of Appellate Authority

## Annexure I

### Statement of Default(s)

Sl. No.	Default	Detail of evidences, if any	Explanation of PIA	Details of evidences, if any	CTSA comments	Details of evidences, if any	Decision of Penalty Imposing Authority	PIA appeal with reasons	Details of evidences, if any	CTSA comment on appeal	Details of evidences, if any	Comments of RSD, MoRD
1	2	3	4	5	6	7	8	9	10	11	12	13

DRAFT

## SF10.3J:ShowCauseNoticeforBlack Listing PIA

<TobeprintedonMoRDletterhead>  
ShowCauseNoticeforBlack Listing PIA

PR No. \_\_\_\_\_

Project No. \_\_\_\_\_

### Show Cause Notice

**Subject:-ShowCauseNoticeto[nameofPIA]forinitiatingproceedingsforBlack Listing (Name of PIA)– regarding.**

WHEREAS, a project under DDU GKY 2.0 was assigned to (Name of PIA), however, till date no progress in time-line manner has been noticed, further the (Name of PIA) failed to perform the following:-

- (i) \_\_\_\_\_;
- (ii) \_\_\_\_\_;
- (iii) \_\_\_\_\_;
- (iv) \_\_\_\_\_;

Further, (Name of PIA) failed to respond/Satisfactorily respond to the alerts issued by SRLM/SSDM.

2. Accordingly, (Name of PIA) is hereby required to show cause “Why (Name of PIA) should not be black listed from obtaining any new project under DDU-GKY 2.0 in the State of \_\_\_\_\_” within 7 days of the receipt of the present notice, failing which the matter will be decided ex-parte and on the basis of available documents and records. No further notice/reminder will be afforded by SRLM/SSDM in the present issue.

3. In response to the present show cause notice, [name of PIA] may submit a detailed reply alongwith all the documents required to present their stand. In case PIA fails to submit any reply and/or document, then the matter will be decided to on the basis of available records.

This issues with the approval of the competent authority Enc. a/a

( \_\_\_\_\_ )  
COO, SRLM

To

[Name of PIA]  
Registered Address of PIA  
Email Address of PIA  
Contact Details of ARO of PIA  
CC:

1. CTSA

**<To be printed on MoRD letterhead>  
Show Cause Notice for Withdrawal of PRN Number**

**Show Cause Notice**

**Subject:- Show Cause Notice to [name of PIA] for initiating proceedings for withdrawal of PIA- regarding.**

WHEREAS, \_\_\_\_\_ SRLM/SSDM in compliance of Section \_\_\_\_\_, SOP of DDU-GKY 2.0 recommended MoRD to withdraw the PRN number allotted to [name of PIA], having registered office at \_\_\_\_\_, email ID \_\_\_\_\_. Copy of recommendation is enclosed herewith

4. Accordingly, you are hereby required to show cause "Why PRN number allotted to [PIA] should not be withdrawn" within 7 days of receipt of the present notice, failing which the matter will be decided ex-parte and on the basis of available documents and records. No further notice/reminder will be afforded by MoRD.

5. In response to the present show cause notice, [name of PIA] may submit a detailed reply along with all the documents required to present their stand. In case PIA fails to submit any reply and/or document, then the matter will be decided on the basis of available records.

This issue is with the approval of the competent authority Enc. a/a

( \_\_\_\_\_ )  
Under Secretary (Skills)

To

[Name of PIA]  
Registered Address of PIA  
Email Address of PIA  
Contact Details of ARO of PIA

CC:

2. PA to JS (Skills)
3. SRLM/SSDM
4. CTSA