

**Revised Guidelines**  
**Special Projects for Placement Linked Skill Development of Rural Youths**  
**under Aajeevika (NRLM)**

Following the recommendations of an Inter Ministerial Group (IMG) constituted to address the issue of capacity building and training of the unemployed youth in the rural areas, a new component called Special Projects for Skill Development of Rural Youth was introduced in Swarnajayanti Gram Swarozgar Yojana (SGSY), designed to equip the unemployed rural youth from BPL households with skills which would enable them to either secure placement in the industry or pursue sustainable self employment opportunities through Micro Enterprises.

The Ministry has initiated this program in the year 2004-05 and over the years, the programme has scaled up significantly. Under this Scheme, rural BPL youth are provided training, after which they are placed in the organized sector. The training is of short duration, normally up to 3 months. The implementation of this Programme is entrusted to qualified Project Implementing Agencies (PIAs), having capabilities in both training and placement and selected by the MoRD through a transparent and objective appraisal process. The P.I.As mostly belong to the private sector.

Demand for skilled labour is expected to increase in the coming 10 years. In the 12th Plan, skilling of 50.0 lakh rural B.P.L youth would be undertaken under NRLM with an outlay of Rs.7500 to Rs.8000 crores. The Ministry has therefore, has accorded high priority to this work and has set up a Skills and Placement Sub Mission under NRLM.

The kind of scaling up now envisaged requires a very active participation from the State Governments. The States are in a better position to identify deserving poor candidates, assess local skill gaps, propose suitable skilling programmes, monitor training and placement and muster support for the trainees in the initial stage. Government of India has accordingly taken a decision to entrust the responsibility of implementing the programme to the States as soon as the necessary capacity for the purpose is available.

In light of the experience of the Ministry over the last eight years, the guidelines for implementation are revised as below. The revised guidelines are issued in supersession of the earlier guidelines issued under SGSY Special Projects.

### **1. Objective of Special Projects:**

The objective of each Special Projects for Skill Development would be to ensure a time-bound training and capacity building programme delivered by a Project Implementing Agency (PIA) for bringing a specific number of Below Poverty Line (BPL) families above the poverty line through placement ensuring regular wage employment.

### **2. Nature of Beneficiaries**

- 2.1 The target groups for these projects are candidates from rural BPL households.
- 2.2 **BPL beneficiaries from families who have completed 100 days (or maximum permissible days of work) under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) should be given preference in selection of beneficiaries under the Project**
- 2.3 The number of rural BPL candidates to be covered should be specifically indicated in the Project Proposal along with proposed trades, districts, course duration etc.
- 2.4 Disabled/SC ,ST, Women Head of Families.

### **3. Project Implementing Agency**

- 3.1 The following entities are permitted to pose proposals for implementing projects under Aajeevika Special Projects:
  - a) Private Companies, both for Profit and Not for Profit
  - b) Non Government Agencies
  - c) Federations of SHGs, provided that the Federation is registered either under the Cooperatives Act, The Society Registration Act, the Trust Act etc.
  - d) Panchayati Raj Institutions

e) Government/Semi Government Organizations/Autonomous Government Organizations at the State and National Level

**3.2** The Ministry of Rural Development has developed a template in which agencies interested in implementing projects under the Special Project component of Aajeevika, should submit their proposals in. The same is attached at **Annexure I**

#### **4. Key Processes undertaken by the PIA**

##### **4.1 Identification of project area:**

The Special Projects should be formulated/ posed particularly by the Project Implementing Agencies (PIAs) with focus on districts having high incidence of poverty. There must be equity maintained in the coverage, across high poverty districts.

##### **4.2 Mobilization and Selection of Trainees:**

The quality of mobilization undertaken by PIAs has been seen to have a significant impact on the retention of trainees during the training programme and in the jobs they are placed in. To ensure that mobilization is undertaken in the most systematic and informed manner, the following have to be ensured:

**4.2.1** The PIA will be responsible for mobilizing all interested youth between the age of 18-35 years in the districts in which the PIA has proposed to implement the project.

**4.2.2** The PIAs will be advised to adhere to a systematic rolling out of the mobilization drive, while ensuring that the concerned Gram Panchayats, Block Level Officers, District Level Officers are made aware of the projects and its implementation details.

**4.2.3** The PIAs are also advised to tie up with local Non-Governmental Agencies and Community Based Organizations (CBO) in mobilizing the youth, to maximize their comparative advantage of local reach and impact as it has been felt that Self Help Groups and their federations will be natural partners of the PIA in its efforts to mobilize interested youth of the area.

**4.2.4** The Project Implementing Agency (PIA) will take appropriate awareness and publicity campaign in local electronic/print media, conduct roadshows and organize

meetings especially in SC, ST and minority pockets in rural areas for selection of beneficiaries.

**4.2.5** Priority should be accorded SC/ST, minorities and women headed rural BPL household duly verified by the Panchayat / Block/ Tehsil functionary as BPL may be treated as sufficient for candidate selection by PIA/DRDA.

**4.2.6** The Implementing Agency will ensure that out of the total beneficiaries covered, a minimum of 50% will be from SC/ST.

**4.2.7** Women, Persons with Disabilities and minority categories have to be accorded a priority in selection of candidates depending on demographic profile and trade requirements.

### **4.3 Preliminary Screening of Candidates:**

**4.3.1** The trainees mobilized, have to be put through an assessment process or other basic screening tests to assess the need and aptitude that are fundamental to the trades in which training is to be imparted and also to reduce mid course/post training dropout of candidates before placements.

**4.3.2** The PIA shall ensure an interaction of its training center staff with the parents/guardians of the trainees undergoing training at least twice for every training batch, at the beginning of the training programme and before the placement process.

**4.3.3** The PIA must receive a 'Parent Consent Form' (**Annexure VI**) from the parent/guardian of every trainee prior to the commencement of his/her training. The Parent Consent Form details the nature of benefits that his/her child is entitled to access through the Skills and Placement Programme. Most importantly, it lists the nature of the potential job opportunity that his/her child can avail on the completion of the training programme so that the parents and the potential trainees make an informed decision about the nature of benefits that they will be able to accrue through the Programme.

### **4.4. Training:**

The objective of the Aajeevika Special Projects is to impart necessary skills for regular employment, so that the initial salary earned by a trained candidate is not less than the prescribed minimum wage of the State. In addition to technical

skills, IT and soft skills are also to be imparted to beneficiaries to face transition challenges of moving from an agrarian backdrop to the industry environment

#### **4.4.1 Training Center and Minimum Quality Standards:**

- i.** The total number of trainers in a center should be equal to 1 Soft skill/Communicative English trainer + 1 IT trainer and the number of domain trainers equal to the number of domains the PIA wants to run at the particular Centre. (For example, if a PIA wants to run training in 3 domains at a training center than the number of trainers must be at least 3 domain trainers + 1 for soft skills + 1 for IT i.e. 5 trainers)
- ii.** The PIA must strictly maintain separate practical labs for each domain that is being taught.
- iii.** PIAs must meet all minimum requirements of training Centre physical infrastructure before starting the batch.
- iv.** The physical infrastructure in every training center should be duly verified by the Training Center Incharge of the PIA, as per the Due Diligence Format enclosed.
- v.** No batch at the training center will be allowed to start without an authorization by the Concerned authority of the PIA from its head office indicating that he/she is satisfied about the presence of minimum infrastructure at the Center, as verified by the PIA's Training Center Incharge
- vi.** PIAs must submit the due diligence form on the Ministry MIS before starting the batch.
- vii.** Every Training Center must visibly display the following templates, as per the format enclosed. **(Annexure VI)**
  - Activity Planner
  - Entitlement Chart
  - Training Center Sign Board
  - ID Card
  - Training Certificate
- viii.** Travel and Food Allowance of Rs 50 for every day (or amount as per the project sanction order) of the training programme attended by the trainee

should be credited to the bank account of a trainee every fortnight. PIA's shall not link this with attendance of students as it is not an incentive to be provided for attendance.

- ix. No new infrastructure creation is envisaged under the Scheme. Leveraging and utilization of existing infrastructure and facilities for operation of training centers is the fundamental principle. This enables appropriate use of underutilized infrastructure and helps immediate start of the training programme in decentralized locations.
- x. The PIA has to arrange for requisite machinery and equipment on its own or from the prospective employers to the extent possible on lease/rent or as contribution/participation of employer.

#### **4.4.2 Training Content:**

The PIA has to ensure innovative content development with inputs from the industry to ensure employability as per current industry practices.

- i. Course/curriculum should preferably be designed jointly with prospective employers/industry.
- ii. Training and course content into local languages has to be ensured to enable better absorption by BPL youth who may not have exposure to English.
- iii. The PIA must mandatorily introduce modules on IT training and soft and communication skills in their training module
- iv. The PIA should ensure that the course curriculum and training module that will be adhered by it during the training programme, is uploaded on its website.
- v. The training module of a PIA should include a 'Work Readiness Module' to be communicated to all trainees on the last 3 days of the training programme. This is to acquaint them with what to expect at the work site and to provide clarity on what is PF, overtime, his / her entitlement as an employee, call centre / facilitation centre details etc.

#### **4.4.3 Course Duration:**

Preferably short duration of upto three months so that the opportunity cost of being away from productive work opportunities during training period are minimized.

#### **4.5. Certification and Assessment of trainees:**

Independent certification and assessment by third party agencies acceptable to the industry or employers is mandatory to ensure high quality standards and employment.

#### **4.6 Trainee accommodation:**

In the case of non-residential training programmes the PIA must make efforts to assist the placed candidates in accessing boarding & lodging facilities in the cities they have been placed into jobs. In the case of residential training programmes, the PIA must provide free accommodation for all trainees for the duration of the training programme, which meets the minimum standards as prescribed by the Ministry of Rural Development.

#### **4.7 Placement Linked:**

Assured placement for at least 75% of the trainees. This is a demand driven programme and one of the main pre-requisite of the programme is the commitment of the PIA/Industry to employ the trained persons.

**4.7.1** It will be mandatory for every PIA to issue a Preliminary Offer Letter, as per the format enclosed (**Annexure VI**) to every successfully placed candidate before he/she leaves her native place / home for work. The Preliminary Offer Letter will list down the following:

- i.** Agreed terms and conditions between the PIA and the Employer on the basis of which the candidate has been hired
- ii.** Take home salary of the candidate
- iii.** Break up of salary into benefits
- iv.** Contact details of the nodal person in the PIA responsible for facilitating the placement of the candidate in the city
- v.** Items that are advised to be carried by the candidate to the new area of work etc. The format of preliminary offer letter is enclosed.

**4.7.2** The PIA must appoint a nodal person from its organization to accompany successfully placed trainees to their place of work whose role would be to facilitate the placed trainees to find accommodation, get a local mobile number, bank account etc. This will help in minimizing the anxiety among newly placed students at the new work location

**4.7.3** As the scheme mandates tracking of placed trainees for a period of one year, it is understood that placement does not mean issuance of offer letters. A candidate shall be considered as 'Placed' only if the candidate is continuously working for a period of minimum 3 months on providing a job by the PIA after completion of training.

**4.7.4** PIAs shall submit salary slips as proof of continuation in job for the 3 months. This 3 month period is a part of the one year tracking which the PIA is required to do as part of the scheme.

#### **4.8 PIA Website:**

It will be mandatory for every PIA to maintain their individual website with links to its training content and the Ministry MIS. PIAs are required to maintain a separate website for each project sanctioned to them. The website must meet the minimum content as per directions of the MoRD.

#### **4.9 Management Information System (MIS):**

The PIAs are required to update data regarding their projects on the Ministry's MIS, as detailed in the MoU and in addition as and when prescribed by the Ministry of Rural Development. The PIA will be required to designate an authority within the PIA who will be responsible for updating the required data on the MIS.

### **5. Appraisal and Approval of Projects submitted for consideration:**

**5.1** All PIAs proposing to implement their project in a single State are required to be first recommended by the concerned State Government. Once the proposal has been recommended by the concerned State Government along with indicating its/PIA's commitment to finance 25% or 10 % of the project (as case may be), the proposal will then be submitted to the Programme Division in the NRLM, MoRD, GoI for its appraisal process.



**5.2** All proposals that are submitted to the Division undergo a desk appraisal by the concerned authorities within the National Rural Livelihood Mission Division. Desk appraisal of the projects is conducted on the basis of a score card (**Annexure II**).

**5.3** A team from the Monitoring Agency conducts a field appraisal on those PIAs who have successfully qualified the desk appraisal.

**5.4** Subsequent to the Field Appraisal, a Project Screening Committee (PSC) meeting, chaired by the Joint Secretary (Rural Livelihoods) is held to screen the qualified proposals which are taken forward to the PAC for further approval. The composition of the Project Screening Committee (PSC) is as follows:

- a)** Joint Secretary (SGSY), D/o Rural Development (Chairman)
- b)** Director/Dy. Adviser (RD), Planning Commission (Member)
- c)** Director/Deputy Secretary (IFD), D/o Rural Development (Member)
- d)** Special Invitee/Expert (Member)
- e)** Director/Deputy Secretary/Joint Director dealing with the subject (Member-Convenor)
- f)** Director/Deputy Secretary, Ministry of Small & Medium Enterprises (Member)
- g)** Director/Deputy Secretary, Ministry of Tourism (Member)
- h)** Director/Deputy Secretary, Ministry of Labour and Employment (Member)
- i)** Nominee of Secretary, Department of Rural Development, Concerned State Government (Member)

The Committee would refer the screened projects to be placed before the Project Approval Committee (PAC) for final approval after which the project will be sanctioned.

**5.5** Subsequent to the PSC Meeting, the Project Approval Committee (PAC) meeting, chaired by the Secretary (RD) is held to take a final decision on the qualified projects that were screened at the PSC Meeting. The composition of the PAC is as follows:

The composition of the Project Approval Committee (PAC) would be as under:

- a)** Secretary, Ministry of Rural Development (Chairman)
- b)** Adviser (RD), Planning Commission (Member)
- c)** AS&FA, Ministry of Rural Development (Member)
- d)** DG – CAPART (Member)
- e)** Special Invitee/Expert (Member)
- f)** Joint Secretary (SGSY) (Member-Convener)
- g)** Joint Secretary, Ministry of Tourism (Member)
- h)** Joint Secretary, Ministry of Small & Medium Enterprises (Member)
- i)** Joint Secretary, Ministry of Labour and Employment (Member)
- j)** Principal Secretary, Department of Rural Development, Concerned State Government (Member)

**5.6** The MoRD has devised service standards that list the maximum time that can be taken by all authorities involved in the appraisal of projects, including the person to be held responsible for violation of the standard time limits. These service standards will be applicable from the FY 2013 onwards.

**5.7** 1<sup>st</sup> April - 30<sup>th</sup> April and 1<sup>st</sup> August- 31<sup>st</sup> August will be the two window periods during which all proposals to be considered under SGSY Special Projects must be submitted. This window will be operational from the FY 2013 onwards.

**5.8** The Project Screening and Project Approval Committee will consider projects as per guidelines which inter-alia prescribe the following conditions for implementation:

**5.8.1** No stipend will be paid to the beneficiaries during the training period out of MoRD funds.

**5.8.2** The implementing agency will furnish a certificate to the effect that the beneficiaries trained and /or placed have not been assisted under any other Government programmes for similar skill development/training.

**5.8.3** A Web based monitoring system is to be established and a web site for this project with details regarding beneficiaries, training, income etc will have to be maintained by the PIA and beneficiaries tracked at least for one year.

- 5.8.4** The PIA shall continue to track the trainees after placement for a minimum duration of 12 months after placements and submit to the SRLM, 'Post Placement Tracking Reports' with respect to the batch at the end of 3 months, 6 months, 9 months and at the end of 12 months after the placement.
- 5.8.5** No capital assets, equipment or infrastructure would be supported with government funding under the project and only expenses on consumable and apportioned revenue expenses (rental etc.) on training related infrastructure will be permissible.
- 5.8.6** Implementing Agency will furnish an affidavit to the effect that the infrastructure or cost components included in the project proposal has not been funded or are proposed to be funded under any other government programmes/schemes before release of funds by the coordinating agency to IA.

## **6. Enhancing State Government's ownership of Aajeevika Special Projects and Discontinuation of Multi State Projects:**

- 6.1** Multistate projects would now no longer be considered in the Ministry.
- 6.2** Only single State Projects recommended by State Government under skill development programme would be considered by Ministry of Rural Development, Government of India
- 6.3** If a PIA has a proposal for implementing the project in several states, it should propose them as State specific projects and apply only through the respective State Governments.
- 6.4** In case of new Project Implementing Agency, the total target number of beneficiaries to be trained would be restricted to 2000.
- 6.5** States that have the organizational readiness to appraise sanction and monitor skill development projects would be required to prepare Annual Action Plan (AAP) and State Perspective and Implementation Plan (SPIP). AAP and SPIP meeting the appraisal criteria would be considered by NRLM Empowered Committee for approval. State Governments/PIA, as the case may be, would be required to contribute 25% of AAP/SPIP budget. The financial resources contributed by the States should be outside the budgetary resources available to States under NRLM.

**6.6** While forwarding the project proposals State Government should ensure the following:-

- (a)** Project recommended by State Government meets all the essential parameters as per the revised guidelines and satisfies themselves about the credibility and past performance of the Project Implementing Agency.
- (b)** Demand for trades and the potential for employability as assessed by PIA in market scan in the given districts has been seen and recommended by the State Government.
- (c)** District wise targets for different trades have been approved by State Government.
- (d)** Copy of score card and the appraisal note approving and recommending the project is sent to the Ministry along with project proposal.

**6.7** Any change in the districts/targets/trades, once the project is approved by Ministry, will be done only with the recommendations of the State government concerned along with justification.

**6.8** The State Government must abide by its commitment of financing 25% or 10% of the Project Cost, as the case may be. However, wherever the State Government is not in a position to commit 25% of the total Project Cost, the PIA concerned shall be permitted to contribute towards financing 25% of the total Project Cost.

## **7. Funding:**

### **7.1 Size of the Project Cost:**

**7.1.1** MoRD provides funding support up to 75% of the training cost. Balance is to be mobilized by the Implementing agencies through contributions from State Government, industry and other sources. The maximum investment, inclusive of all components and State share, under each Special Project should not exceed Rs.15.00 crore and the minimum project cost shall not be below Rs. 1.00 crore.

**7.1.2** Recurring expenditure such as creation of posts or vehicles or maintenance expenditure shall not be admissible in the projects.

**7.1.3** No cost escalation shall be permitted for the project.

- 7.1.4** PIAs which have been sanctioned projects/currently implementing projects will be considered for further projects on satisfactory implementation of at least 50% of the sanctioned target.
- 7.2** In Special Projects where 25% contribution towards project cost is borne by the implementing agency, employer, industry or sources other than the Government, utilization certificate is to be furnished for the project would only be in respect of the Government grant.
- 7.3** In such projects, audit reports should reflect the entire Government Grant (central and state share and interest thereon) and cash contribution if any from other sources.
- 7.4** In the case of contribution in kind by the Implementing Agency, the Auditor will provide a separate certificate indicating the valuation of cost components borne by the IA. The Audited Accounts, however, need not reflect this as part of receipts.
- 7.5** The project cost breakup comprising of required parameters shall be submitted with the proposal. Cost break up given by the IA will become part of project performance requirements. It has to be certified by the Auditors of IAs as having been implemented as indicated in the proposal.
- 7.6** Utilization for claiming 2<sup>nd</sup> and 3<sup>rd</sup> installments will be seen with reference to the total expenditure in cash or kind. The contribution of the IA shall have to be proportionate to the central/state share as per approved estimates.

## 8. Cost Norms:

The cost norms for various components of the programme are as under:

Sl. No.	Components	Maximum Cost- (Rs. per beneficiary)
1.	Training Cost, mobilization of beneficiaries, Curriculum, Training of Trainers, Utilities, Infrastructure, Equipments, Teaching aids, raw materials, etc.	Irrespective of sectors or coverage, up to Rs 12100* per head or cost worked out in the project report whichever is less.
2.	Boarding & Lodging or food and and fro transport of trainees	
3.	Assessment & Certification	
4.	Placement Linkage	
5.	MIS & Tracking/monitoring	
6.	Institutional over heads (Admin. Costs) maximum up to 10 % of the total project cost.	
7.	Assistance during post placement settlement support for trainees.	@ Rs.1000 per month subject to maximum of Rs. 2000/- payable to candidates during placement after training.
8.	Total	Up to Rs 12100 + 2000 (Rs.14100)* cost estimates in the project report whichever is less. The cost will exclusive of monitoring charges agencies like NIRD, NABARD etc.

\* This will be maximum MoRD funding in each project and treated as 75% of the project cost and remaining 25% has to be contributed by the State Govt./PIA/other agencies as the case may be.

## **9. Release of Funds:**

**9.1** On approval of the projects, funds are released to coordinating, Monitoring and fund routing Agencies in 3 installments i.e. 25:50:25.

**9.2** Funds towards release of central share will be disbursed to the PIA through the coordinating and fund routing agency as notified by Ministry.

### **9.3 Ist Installment:**

The first installment (i.e. 25% of the total Project cost) will be released after the approval of the project by PAC. The funds are routed through the state governments / Monitoring Agencies to the PIAs. The PIA has to enter into bipartite MoU with the fund routing agency in case of multi state projects. A sample format of MoU is attached at **Annexure III**.

### **9.4 II<sup>nd</sup> Installment:**

The 2<sup>nd</sup> installment of 50 % of central share will be released subject to the compliance with the following:-

- a)** Utilization of 60% of the 1<sup>st</sup> installment and achievement of corresponding physical target.
- b)** Submission of year-wise utilization certificates for at least 60% of the total available funds.
- c)** Submission of year-wise audit reports of the funds utilized.
- d)** Regular reporting of progress in the prescribed format and against the approved expenditure phasing.
- e)** A certificate from the Implementing/Coordinating Agency that the project is being implemented as per the approved project proposal.

### **9.5 III<sup>rd</sup> Installment**

The 3<sup>rd</sup> and final installment of 25% of central share will be released upon the following:

- a)** Utilization of 90% of the total available funds and achievement of corresponding physical targets.
- b)** Submission of year-wise utilization certificates for at least 90% of the total available funds.

- c) Submission of year-wise audit reports of the funds utilized. Regular reporting of progress in the prescribed format;
- d) A certificate from the Implementing/Coordinating Agency that the project is being implemented as per the approved project proposal.
- e) Before release of 3<sup>rd</sup> and final installment, it will be open to MoRD to have verification/evaluation of project progress by third party / independent agency.

#### **10. Project Period:**

Ordinarily, the projects are to be implemented within three years time.

#### **11. Utilization of Interest earned on central release (s):**

- 11.1** The interest amount accrued on Government releases, if any, shall be adjusted against the Government share of the Project cost at the time of release of the third and final installment.

#### **12. Releasing of Matching Share:**

- 12.1** The State Government is required to release its corresponding matching share within a fortnight after, obtaining the respective installment of the Central share.
- 12.2** Where contribution from other sources are arranged in the project cost before claims 2<sup>nd</sup>/3<sup>rd</sup> installment from the Government PIA has to ensure that such contribution proportionate Government releases has been utilized.

#### **13. Monitoring and review of the Project**

Monitoring and Review of the Projects sanctioned and implemented will be done in two levels i.e. at State Level and Central Level.

##### **13.1 State Level:**

- 13.1.1** For monitoring and periodic review of the sanctioned project, a Committee at the State level headed by the Secretary (RD) of the State/ Concerned cell within the State Rural Livelihood Mission (SRLM) is to be constituted who shall have the responsibility of reviewing and monitoring the Project/s.



**13.1.2** In addition, the concerned authorities at the State Government/SRLMs will also undertake monthly visits to the training centers of the PIAs to monitor the implementation of the programme as per pre-determined standards.

**13.1.3** The State Government/SRLM will also follow up with the PIAs on their efforts to track candidates trained in their States, and placed into jobs in/outside the State.

### **13.2 Central Level:**

**13.2.1** In the Central Level, the PSC has been entrusted for periodical review and monitoring of the special projects sanctioned under the scheme. However, PSC briefs PAC about the progress of the ongoing projects as and when necessary.

### **14. Monitoring Format:**

**14.1** To keep track of the progress of the projects, the Ministry has devised a monitoring format. The PIA is required to send monthly progress reports of the ongoing project/s to the Ministry- **Annexure IV**.

**14.2** The Monitoring Agency shall send a quarterly monitoring report on the implementation of the Project by the PIA, in the format enclosed as **Annexure V**.

### **15. Transparency Requirements:**

**15.1** The PIA will adhere to pro-active disclosure of key information related to the implementation of the concerned Project, as per the format prescribed by Ministry from time to time

**15.2** The PIA will disclose the funds granted to it by the Ministry for the purposes of implementing the said Project, in the format prescribed by the Ministry from time to time.

### **16. Audit:**

**16.1** The Ministry of Rural Development retains the right to carry out internal audit of funds and financial of the project, if deemed necessary.

**16.2** Financial audit is to be carried out by the Chartered Accountant of PIA or any other authority appointed by the State Government/Coordinating Agency.

- 16.3** The audit report together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release of 2<sup>nd</sup> / 3<sup>rd</sup> installment of Central funds.
- 16.4** The accounts of the grantee institution will be audited by the Comptroller and Auditor General of India (C&AG) and the Internal Audit of the Principal Accounts Officer of the Ministry.
- 16.5** The implementation of the project will be subject to a Social Audit, in the manner prescribed by the MoRD from time to time.

### **17. Submission of progress reports:**

- 17.1** The implementing agency/coordinating agency shall submit the progress report of the project by 15<sup>th</sup> of the month succeeding every month in the format for monitoring enclosed at **Annexure IV** and **V**. Failure to furnish the progress report would make the implementing/coordinating agency liable to refund of the Central funds released for the Project along with interest.
- 17.2** It shall be open to the Ministry of Rural Development to prescribe such conditions, as it deems fit, from time to time to ensure proper execution of the project.

### **18. Project Completion:**

- 18.1** Documentation is an inherent part of the project along with video recording giving the status of beneficiaries before and after the project. It should cover the details of deliverables as indicated in the project and achievements made against these deliverables. The completion report of the project should be made available by the PIA/ Coordinating agency to MoRD within three months from the date of project completion along with up-to-date utilization certificate and audit reports of 3<sup>rd</sup> and final installment and funds that remained unspent at the time of release of 3<sup>rd</sup> and final installment.
- 18.2** The PIA shall continue to track the trainees after placement for a minimum duration of 12 months after placements and submit to the SRLM, MoRD and the Monitoring Agency 'Post Placement Tracking Reports' with respect to the batch at the end of 3 months, 6 months, 9 months and at the end of 12 months after the placement.

**PROJECT SUBMISSION TEMPLATE**

**I. PROJECT SUMMARY**

Name of the Project/ Objective:	
Number of youth proposed to be trained:	
List trades in which youth will be trained:	
Total grant requested (in lakhs):	

**II. ORGANIZATIONAL DETAILS AND PAST EXPERIENCE**

1. Please provide details of organization applying for the proposal and the authorized Representative.

Name of Organization/Institution:	
Registered Office/ Head Office Address:	
Phone:	
Fax:	
Website:	
Authorised Representative/Project Director:	
Designation:	
Mobile:	
Email:	

**2. Brief History of the Organization and current nature of Business or activity.**

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**3. Prior Experience of training and placement activity of the organization.**

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**4. a. Names and details of business or group to which the organization or institution belongs**

Name of business group	Companies under the business group	Primary Activity of the business group	Annual Turnover (in lakhs)

**b. In case of a Joint Venture, please provide details for all the partners**

Name partner	Name of business group to which the	Companies under the business group	Primary Activity of the business group	Annual Turnover (in lakhs)

	partner belongs			

**5. Details of legal constitution of the organization:**

Status /Constitution of the firm:
Registration Number:
Date of Registration(Date):
Place of Registration:
PAN:
TAN:

[Please see **Annexure I** for supporting documents to be provided]

**6. Three Years Annual Turnover of the organization:**

Financial Year	Turnover( in Lakhs)	Net Worth ( in Lakhs)
2011-12		
2010-11		
2009-10		

[Please see **Annexure I** for supporting documents to be provided]

**7. Manpower:**

- a)** Please provide brief details of the existing management team for skills and placement work in your organization [education, experience and key achievements of management team members.

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**b)** Please provide details of the core staff for training and placement activities in the organization in the following format.

Key Role	Name	Years of Experience	Number of years with the organization	Qualification	Key achievement in the present position
Community Mobilization Specialist	1 2 3 and so on				
Placement Specialist					
Quality Monitoring Specialist					
MIS Specialist					
Logistics Specialist					
Trade wise Trainers					
Soft Skills Trainers					

IT Literacy Trainers					
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[Please see **Annexure I** for supporting documents to be provided]

**8. Overall Training Capacity(Provide details last three financial years)**

<b>Number training centres:</b>	<b>Number of youth trained by the organization in similar projects:</b>	<b>Intake Capacity:</b>	<b>Ratio of Urban/Rural centres:</b>	<b>% of training centres with residential facilities:</b>	<b>% Owned training centre:</b>	<b>% rented training centres:</b>	<b>% franchise training space:</b>	<b>Number practical Labs:</b>

**9. Explain the training capacity of the organization [spread and location of training centres, number of trainers etc.]**

<b>Name of State:</b>	<b>Number of Active Training Centres in the State:</b>	<b>Number of Trainers in the state:</b>	<b>Number of youth trained by the organization in the last financial year:</b>

**10. Explain the overall placement experience of the organization in similar projects in last three financial years**

Name of Project:	Number of youth placed by the organization in the last three financial year:	Name of major employers under the project:

[Please see **Annexure I** for supporting documents to be provided]

- 11.** Explain all the similar ongoing projects related to placement linked skill development the organization is currently doing. [Projects budgets, targets, projects periods, manpower management etc.]

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- 12.** Link to the organization MIS

Web link	User Id	Password

- 13.** Post Placement Tracking in place

- a)** Briefly explain the tracking mechanism you have in place for already trained and placed youth from the organization.

--

- b)** Do you have an online monitoring mechanism for post placement follow up? If yes, please provide detail and web link.

--



**14.** Third Party Certification details for all proposed trades :

<b>Trade</b>	<b>Third Party Certification Agency</b>	<b>Per Trainee Certification Cost</b>	<b>Recognition of the certification by the industry, if any</b>

[Please see **Annexure I** for supporting documents to be provided]

**15. Curriculum and Course Design:**

Provide the trade wise training details below

Proposed Trade	Total Number days training (including OJT etc.)	Number of OJT days	Companies with which OJT arrangements has been established for the trade	Total number hours/ Day (excluding recreation time)	Hours/ day of soft skills training	Hours/ day of Computer training	Hours / day of practical training	Hours/ Day of classroom training	Whether trade specific training module has been developed or not. [Yes/No]	Strategy for module development In house team/ External Research Agency/ collaboration with Industry	Any Certification obtained for course work, if yes name the agency from which certification has been obtained

[Please see **Annexure I** for supporting documents to be provided

### **III. PROJECT DETAILS:**

**1. Project Name:**

**2. Rationale behind the project:(Provide justification for proposing the project and your capability in training and placing the proposed number of youth)**

**3. Proposed Project Period (in Years)**

4. Project Deliverables:

a) Total target to be trained and placed through this project:

--

b) Project Districts and proposed targets:

District	Blocks where centre will be established	Annual Target to be trained and placed	Total target to be achieved in the district over the project period

c) Trade wise target to be covered under this project:

List of Trades in which training is proposed	Target to be covered in the each trade:

5. Action Plan: Provide the Action Plan for project implementation for first year and overall project period as per the format given in **Annexure II**.

6. Brief Design of the project (Please select from the options. In case part of the activity will be done by the organization and part by external activity then select both options).

ACTIVITY	ORGANIZATION WILL DO THIS ACTIVITY ON ITS OWN	ORGANIZATION WILL INVOLVE ANOTHER AGENCY FOR THIS ACITVITY
Social Mobilization of candidates from the community level	<input type="checkbox"/>	<input type="checkbox"/>
Screening and Selection candidates	<input type="checkbox"/>	<input type="checkbox"/>
Hiring of trainers ( whether on company payroll or hired by external consultancy)	<input type="checkbox"/>	<input type="checkbox"/>
Training of Trainers	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure for training activities( whether organization will own the training centres or rent the premises)	<input type="checkbox"/>	<input type="checkbox"/>
Training of Trainees	<input type="checkbox"/>	<input type="checkbox"/>
Placement of Trainees	<input type="checkbox"/>	<input type="checkbox"/>
Post Placement Tracking and follow up	<input type="checkbox"/>	<input type="checkbox"/>

**DETAILS ON PROJECT DESIGN:**

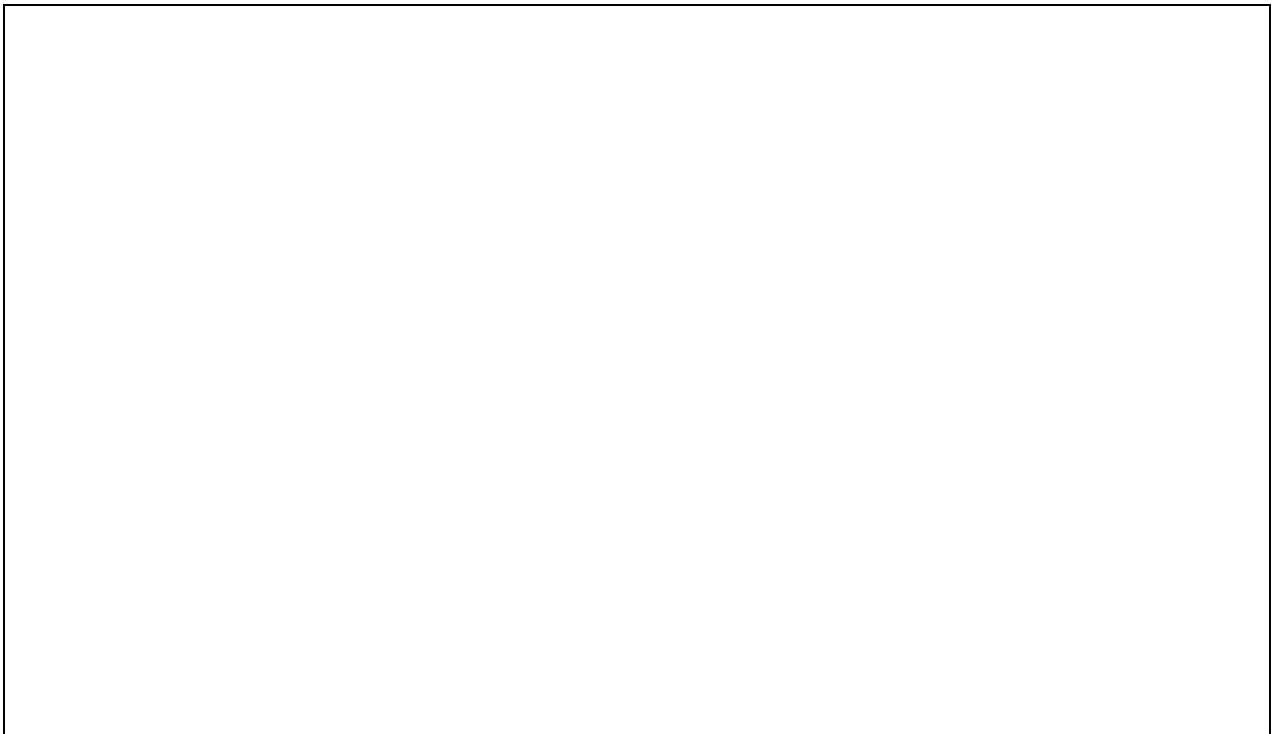
- a) How do you plan to mobilize candidates in the areas you are proposing to work? Explain clearly, if mobilization will be done by your own organization or with the involvement of any another agency in any or all the areas on intervention.

[Please see **Annexure I** for supporting documents to be provided]

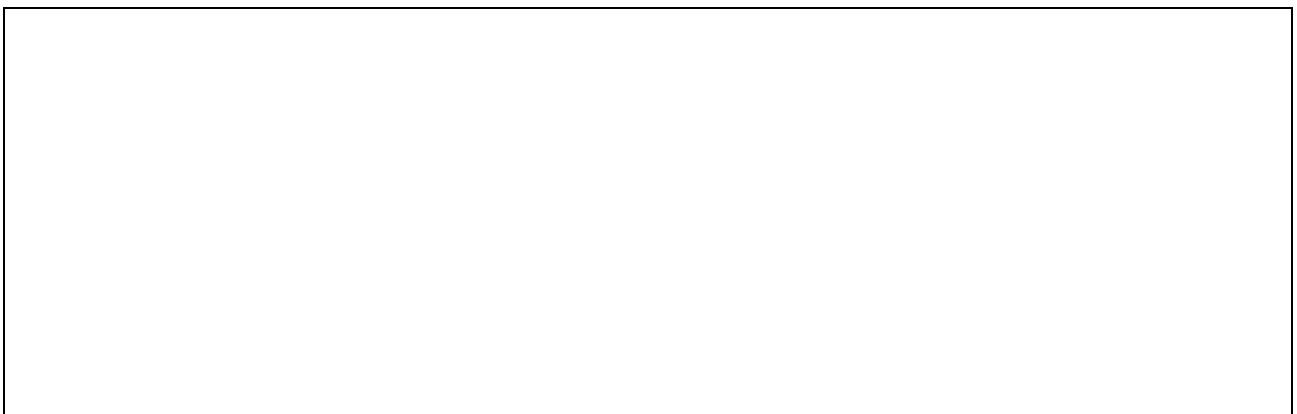
- b) Provide details of aspirant screening methodology, test and tools used in this process and organization's experience in using these tools. Explain clearly, if screening and selection will be done by your own organization or with the involvement of any another agency in any or all the areas on intervention.

[Please see **Annexure I** for supporting documents to be provided]

- c)** Provide details of trainer selection for the proposed project. Explain how many of the existing staff will be involved in the project and the number of staff proposed to be hired, the trainer: trainee ratio you will maintain. Explain at how many years of experience you will hire the trainers and how many batches each will have trained at a minimum before being part of Himayat. Explain clearly, if trainers will be on the payroll of your organization or another agency will be involved in hiring of in any or all the areas on intervention.



- d)** Provide details of training, orientation and capacity building of trainers during the proposed project period.



e) Provide details of infrastructure arrangements for the proposed projects.

f) Please explain the **implementation strategy** of the training program, if any. Explain clearly, if training will be done by your organization or another agency will be involved in any or all the areas on intervention:

g) Provide details of placement arrangement of trained candidates:

Whether Captive placement is being proposed? Yes/NO

If Yes, Target covered under this arrangement:.....%

Industry Ties ups: [Yes/No], if yes then type of agreement; MoU/Commitment Letter or not yet decided

List of potential employers

Name of Company	Number of jobs for which commitment has been obtained	Trade wise requirement of trainees	Primary Contact person's name and contact details (email and mobile )
	<b>Total:</b>		

[Please see **Annexure I** for supporting documents to be provided]



**h)** Will the placement activity be done by your organization or another agency will be involved? Explain:

**i)** Explain the post placement support and tracking plan for trainees trained from this project.

j) Explain the major assumptions made by you while designing this project proposal.

I hereby declare that the information provided in this proposal is true to the best of my knowledge. If any information provided above is found to be false, the Himayat Unit reserves the right to reject the proposal. I understand that the final location and target allocation and prioritization of districts will be at the discretion of the Ministry and if selected through the appraisal process, the organization will abide by it.

Signature:

Name of Signatory:

Designation:

Date:

Location:

Please enclose the following supporting documents as **Annexure** with the project documents.

<b>Appendix</b>	<b>Parameter</b>	<b>Documentary Evidence</b>
<b>Appendix 1</b>	Legal Constitution of the organization	Certificate of Incorporation/Registration/ License under Section 25 of the (Indian) companies Act
<b>Appendix 2</b>	Financial Turnover	Audited balance sheet duly certified by CA
<b>Appendix 3</b>	Existing Management Team	Attach CV's of the management team
<b>Appendix 4</b>	Core training and placement staff	Attach CV's of the core training and placement staff
<b>Appendix 5</b>	Placement Capacity of the organization	Salary slips of placed candidates in the last financial year [ salary slip after 1 <sup>st</sup> month and 6 <sup>th</sup> month of placement]
<b>Appendix 6</b>	Third Party Certification	Attach proof of third party certification for all trades
<b>Appendix 7</b>	Curriculum and Course Design	Attach proof of certification of the curriculum and activity planners for all proposed trades
<b>Appendix 8</b>	Social Mobilization plan	Attach copy of MoU's with NGO's and CBO's for social mobilization
<b>Appendix 9</b>	Screening and selection of candidates	Document of aptitude test and screening test to be used, evidence of authorized use of the material, Process chart of conducting the tests and assessment of results needs to be explained and the CV's of psychometric / assessment experts in the organization who will interpret/ evaluate these results will be attached.

<b>Appendix 10</b>	Placement Arrangement	MoU with employers/captive placement details/ letters from employers on company letterhead not more than three months old
<b>Appendix 11</b>	Market Scan report	Original field based market scan done by the project for planning of the proposed project
	* All MoU's / Letters from third party organizations or employers should clearly state the date of signing, office address, name of signatory from third party organization with phone and email contact details to be considered valid.	

**DESK SCRUTINY SCORE CARD**

All proposals are expected in the designated format and all sections of the proposal should be complete and desired appendices attached.

**A. Qualifying Criteria:**

[ALL PROPOSALS MUST FULFILL ALL QUALIFYING CRITERIA TO BE CONSIDERED AT THE APPRAISAL STAGE]

**a) For All Agencies:**

- Legal Status – Company/Society/Trust/Others:
- Date of Registration: (If less than 3 years not to be considered)
- Average turnover should be at least 25 lakhs and , at least 1/4<sup>th</sup> of the project cost

**b) Additional qualifying criteria for proposals from existing partners of SGSY/NRLM Special Projects scheme:**

- Project Website for previously sanctioned projects is compliant with the requirements of the Ministry
- MIS with trainee details is up to date as per the requirements of the Ministry
- Third party certification of all trades proposed in all previously sanctioned projects exist.

**B. Appraisal Score Card:****a) PART I: Desk Scrutiny Score Card**

[A Proposal must score at least 60% or above at this stage to be considered for field appraisal stage]

#	PARAMETER	CRITERIA	MARKS	PROPOSED SCORING OF PARAMETER
1.	Turnover	Average turnover during the last 3 years (in lakhs)	5	At least 1/4th of the total Project cost, if so, 5 marks otherwise 1 mark for multiple of Rs 10.lakh, below Rs 10 lakh 0 mark)
2.	Net worth	Average net worth surplus retained during the last three years ( in lakhs)	5	For Non – profit organizations: More than 40 lakhs, 5 marks 30-40 lakhs, 4 marks 20-30 lakhs, 3 marks 10-20 lakhs, 2 marks 10 lakhs, 1 mark  For Profit organizations: More than 1 crore, 5 marks 80 lakhs- 1 crore, 4 marks 60-80 lakhs, 3 marks 40-60 lakhs, 2 marks 40 lakhs, 1 mark Otherwise , 0
3.	Manpower	Existing core training and placement manpower with the organization	20	The project management team and training team should consist of key number of core team members as specified in table 1 ** If these conditions are satisfied, then 20 marks Otherwise, score on a pro rata basis.

4.	Curriculum and Course Design	Involvement of industry in designing of curriculum and clear planning of course design	5	<p>If evidence is provided that the curriculum has been prepared with the involvement of industry, the curriculum is certified by a recognized third party agency and activity plans and learning outcomes for each of the proposed trade have been provided clearly then , 5marks</p> <p>If evidence is provided that the curriculum has been prepared with the involvement of industry and activity plans and learning outcomes for each of the proposed trade have been provided clearly then 3 marks</p> <p>If only activity plans and learning outcomes for each of the proposed trade have been provided clearly then, 1 mark</p> <p>Otherwise , 0</p>
5.	Training Capacity	Number of youth (18-35 years)trained by the organization in last three financial year	10	<p>If PIA does not have an online MIS with trainee level details for work done in last three years then,0</p> <p>If the agency has an MIS for skills and placement work and has trained at least 5000 beneficiaries in the last three financial years then, 10 marks</p> <p>3000-4000 beneficiaries: 8 marks</p> <p>2000-3000 beneficiaries: 6 marks</p> <p>1000-2000 beneficiaries: 4 marks</p> <p>Less than 1000 beneficiaries: 2 marks</p>

6.	Placement Capacity	Number of youth (18-35 years) placed by the organization in last financial year	10	<p>Ratio of number of youth placed during last financial year( based on number of salary slips produced) to average annual proposed target is 1:1 then, 10 marks</p> <p>Ratio of number of youth placed during last financial year ( based on number of salary slips produced)to average annual proposed target is 1:2 then, 7 marks</p> <p>Ratio of number of youth placed during last financial year( based on number of salary slips produced) to average annual proposed target is 1:3 then, 5 marks</p>
7.	Placement Arrangement	The agency has adequate placement arrangements for the proposed project	10	<p>If the agency has provided Employer commitment letters/MoU with employers for more than 60% of the target then, 10 marks</p> <p>Employer commitment letters/MoU for 50-60% of the proposed target then, 8 marks</p> <p>Employer commitment letters/MoU for 40-50% of the proposed target then, 5 marks</p> <p>Employer commitment letters/MoU for 30-40% of the proposed target then, 3 marks</p>



8.	Third Party Certification	Third Party certification acceptable to industry tied up	5	If certification details for all proposed trades are provided then , 5 marks  Otherwise, 0
9.	Tracking and Online monitoring mechanism of the organization	Existing call centre and online monitoring mechanism of the organization for skills and placement activity	10	If the organization has an already existing call centre and online tracking mechanism then, 5 marks  If the organization has either a call centre or an online tracking mechanism then, 3 marks  Otherwise , 0
10.	Youth Mobilization		5	If the organization has clearly stated its youth mobilization strategy, while explaining the role of its mobilization partners , if any and its own presence in proposed areas of intervention then , 5 marks

\*\*Manpower requirements for scoring of proposals

<b>PROJECT MANAGEMENT TEAM</b>	<b>Proposed target is between 2000- 4000</b>	<b>Proposed target is between 4000-6000</b>	<b>Proposed target is between 6000-8000</b>	<b>MARKS</b>
Community Mobilization Specialist	2	4	6	2
Placement Specialist	2	4	6	2
MIS Specialist	2	4	6	2
Trainer for each of the proposed trades	5	10	12	5
Soft Skills and life skills trainers	4	6	8	4
IT literacy trainers	4	6	8	3
Post Placement Specialist	2	4	6	2

**SAMPLE FORMAT**

**Memorandum of Understanding**

**This MoU is entered into at Hyderabad on this \_\_\_\_\_ day of \_\_\_\_\_2009 (here in after called MoU).**

**Between**

National Institute of Rural Development (NIRD), Rajendranagar, Hyderabad – 500030 regd. No229 of 1965, represented by ..... W/o ..... aged about \_\_\_\_\_ years, Registrar & Director (Admin), NIRD, hereinafter called the First Party , which term and expression shall mean and include, unless repugnant to the context, its successors, assignees, administrators of the **First Part ( The Registrar, NIRD is authorized to sign the MoU's as per Act.)**

**And**

(.....Name of PIA.....), **represented by ----- aged about ----- years (organization name)....., which term and expression shall mean and include, unless repugnant to the context, its successors, assignees, administrators of the Second Part.**

(Name of PIA.....) is a (nature of organisation) organization having its Head Office at ....., hereinafter referred to as " ....." (which expression shall unless repugnant to the context or meaning thereof includes its successor and assignees).

All the Parties 'NIRD' and "(abbreviated Name of PIA)" are collectively referred to as "**The Parties**"

**Whereas**

1. Ministry of Rural Development, Government of India hereinafter referred to as "**MoRD**" has in terms of its letter **No..... dated ..... (Annexure- I)** agreed to provide financial assistance under Special Project under Swarnjayanti Gram Swarojgar Yojana (SGSY) by way of Grant-in-aid from Central Government to be release in 3 installment in the ratio of 25:50:25 for implementation of the "**(.....name of project.....)**" and **Placement of ..... rural BPL Youth at a cost of Rs. .... lakh which is funded by the Central Share and PIA's contribution.....** (abbreviated Name of PIA) has been designated as Programme Implementation Agency subject to the terms and conditions hereunder:
2. "(Abbreviated Name of PIA) ", as a part of its commitment towards Rural Development has agreed to implement "**(..... Name of project.....)**" and **Placement of ..... of rural BPL Youth at a cost of Rs. .... lakh which is funded by the Central Share and PIA's contribution.....**
3. **The project** period would be .....years from the date of release of the first instalment of the payment i.e. from \_\_\_\_\_, 200.. to \_\_\_\_\_, 20.....
4. The funds for the implementation of the program shall be transferred through the DG, National Institute of Rural Development, who is authorised hereinafter referred to as "NIRD" or First Part.
5. The project shall be known as "**(..... Name of project.....)**".
6. Now, therefore NIRD and **(ABBREBIATED NAME OF PIA)** in order to pursue the common objectives, agreed through "(abbreviated Name of PIA).
  - (i) To make available placement linked livelihoods to ..... youth per year from Below Poverty Line families in the preferable age group of 18-35 years across Chhattisgarh as sanctioned by MoRD or as per subsequent revision by MoRD; and
  - (ii) Equip them with the skills required, to suit to the market requirements and also ensure placements of the candidates to the extent mandated in the sanction order by MoRD as specified in the Agreement.

**(iii)** The parties have mutually agreed to pool their resources together for the benefit of the unemployed youth and equip them with skills. The parties mutually agree to terms and conditions records here under.

## **ARTICLE – I**

### **OBLIGATIONS OF THE PARTIES**

- 1.1** “(abbreviated Name of PIA) , agrees to implement the programme, and shall
- a.** Ensure the compliance of all the terms & conditions as stipulated under sanction order by MoRD.
  - b.** Ensure at all times to manage, maintain, plan and carry out the operations in accordance with the sound, technical and financial practices and under the supervision of experienced and competent staff in adequate number, and with active participation of beneficiaries. “(abbreviated Name of PIA) shall furnish details of project implementation structure (Personnel & Systems) to be put in place by“(abbreviated Name of PIA) , to MoRD through NIRD within one month of signing of the Agreement.
  - c.** Identify the number of beneficiaries to be trained in the State as per norms prescribed for the beneficiary coverage under SGSY Guidelines, from among the BPL list furnished by respective DRDAs / or authorized agencies in this regard or collected by survey or any other source, in a phased manner, or as agreed upon here under.
  - d.** Furnish to MoRD / NIRD any and all such information and reports including physical & financial progress reports (quarterly statement of A/c) on the use of the Grant funds as well as on the implementation of the Programme, as per the prescribed time schedule, or as and when sought, as mentioned in MoRD sanction letter dated .....
  - e.** Of its own accord, promptly, inform MoRD through NIRD of any and all modifications of the Articles of Association and of other regulations applicable to it, within 30 days from such change of any and all changes in its management and of any and all circumstances that are likely to preclude or seriously jeopardize the accomplishment of the purpose of this Agreement.
  - f.** Submit to NIRD physical and financial progress reports on monthly/ quarterly basis and upon completion of the project but not later than 2 months from the close of the accounting year, its status reports, all financial statements and the pertinent utilization certificates of the funds released.

- g.** Enable and allow MoRD and / or NIRD or their representatives at any time to inspect any and all books and records pertinent to the grant funds and its utilization as well as any and all audit and accountant's reports of its own department and external auditors and shall furnish to NIRD any and all such information as MoRD may require from time to time. Allow and facilitate inspection of “(abbreviated Name of PIA), **financial** Statements and records and visit of the sites of the programme implementation by representatives of MoRD / NIRD, on request of the latter, at any time, to verify the proper use of financial contribution.
- h.** Maintain records in accordance with appropriate and accepted accounting practices reflecting its operation and utilization of grant.
- i.** Open and maintain a separate bank account of the project for implementing the Programme.
- j.** “(abbreviated Name of PIA) will maintain separate book of accounts for this project for the purpose of auditing.
- k.** Get the expenditure incurred from the grant audited by the External or Statutory Auditors of “(abbreviated Name of PIA) in accordance with the appropriate and consistently applied auditing principles in India. Such Auditors will furnish to NIRD at the end of each financial year a certificate to the effect that the accounts have been audited and the grant has been spent on the objects for which it was meant, save as otherwise provided in this agreement. Any unspent balance and accrued interest there from should be carried forward towards the next year's projected budget.
- l.** Submit detailed report of the work undertaken and completed under the project to NIRD at monthly/quarterly intervals, along with details of the training programmes, trainees and their placements, as the case may be.
- m.** Furnish to NIRD & GOI such other information as NIRD / GOI may require from time to time.
- n.** Exhibit and account for the interest earned and accrued and utilize such interest for the project only subject to overall sanctioned project cost, under intimation to the NIRD and MoRD.
- o.** Ensure a reasonable sustainable income prevail in the particular region and comply with all statutory requirements.

- p. Provide the beneficiaries with a Certificate, on completion of their training, preferably authenticated jointly by “(abbreviated Name of PIA) , and the concerned apex association / body of the industry/sector or by a third / any other party, etc.
- q. Place training and placement details on the website of the project and in the format mutually agreed upon by the “(abbreviated Name of PIA) and NIRD/MoRD and also devise a mechanism to track at least for one year from the date of placement of the beneficiaries and maintain the relevant data base for a minimum period of two years on its website.
- r. “(abbreviated Name of PIA) , should submit the physical & financial progress report of the project by 15<sup>th</sup> of the month succeeding every quarter in the format enclosed (**Annexure** to GoI sanction order)

**1.2 National Institute of Rural Development** shall be the programme monitoring Agency. It agrees to provide the following services:

- a. Forward to MoRD, after due verification and certification, request/proposal for release of funds sought by “(abbreviated Name of PIA) **within** two weeks from receipt of funds requisition letter and / or utilization certificates along with other necessary documents as described in the obligations part of the “(abbreviated Name of PIA) .
- b. Release funds released by MoRD to “(abbreviated Name of PIA) within a period of two weeks from the date of receipt of funds by NIRD, and as per the conditions laid down in MoRD letter dated .....
- c. Design the monitoring and sampling model / procedures / format / template for assessment which will be designed, developed and shared between the parties and will form an integral part of this Agreement.
- d. Submit Quarterly Progress Reports of the Project as per format devised or any such additional information / report required by MoRD.
- e. Verify the financial documents all and certify the details of accomplishing the physical targets submitted by “(abbreviated Name of PIA) , for onward submission to MoRD



**f.** Undertake a random assessment of the placement performance based on the completion reports and also to keep a track for at least one year of the beneficiaries provided placement.

**g.** NIRD will constitute a Project Monitoring Committee. The composition of the committee will consist of

- i.** Director General Chairman
- ii.** Deputy Director General Member
- iii.** Financial Advisor Member
- iv.** Professor & Project Director, RTP Member secretary
- v.** Professor & Head (CSERE) Member
- vi.** Professor & Head (CWEPA) Member
- vii.** Representative of “(abbreviated Name of PIA) Members

**h.** The Project Monitoring Committee will review the progress of the project periodically (Quarterly/Half-yearly) and if the committee observer the performance/programme is not satisfactory, based on the status report submitted by the PD after field inspection, it may at once seek refund of unspent balance of the grant and interest earned in the Account from (ABBREBIATED NAME OF PIA).

## ARTICLE – II

### DETAILS OF THE PROGRAMME

**2.1** The programme envisages implementation of Skill Development / Vocational Training Programme for ..... rural BPL youth in the identified districts of the state over a period of ..... years.

“(abbreviated Name of PIA) will be responsible for identification of potential activities, the beneficiaries, the facilitators / trainers who will be imparting training and monitoring the programme, etc. “(abbreviated Name of PIA) will conduct the training programmes as specified in the proposal in various courses developed by them.

**2.2 Key Activities of the “(abbreviated Name of PIA)**

- Market Assessment study
- Curriculum and training
- Identification of trainers and faculty
- Training of trainers
- Establishment of Centres
- Identification of potential beneficiaries, youth for training
- Aptitude assessment
- Intensive training
- Personality and skill development
- On the job training / apprenticeship
- Placement
- New batches of training every 3-4 months
- Establishing and empowering the placement cell / alumni associations
- Facilitate the sustainability model

### 2.3 FINANCIAL OUTLAY:

The total amount for implementing the **project under SGSY is Rs. .... lakhs which** is funded by the Central Share i.e. the Ministry of Rural Development, GOI and ..... Fund will be released in 3 installments in the ratio of 25:50:25 respectively. The cost structure includes the following inputs:

- a. Market analysis and need identification studies for delivering appropriate training and placement assistance.
- b. Workforce market identification studies, road shows for identification and selection of eligible beneficiaries for appropriate skill development.
- c. Capacity building training programmes for faculty/ programme staff/ industry mentors, etc
- d. Delivering trainee learning plan for 16, 400 rural BPL youth beneficiaries.
- e. Monitoring industry institute interface - Placement Cell and tracking of beneficiaries.
- f. Administrative and operational expenses of the training programme during the project period.
- g. Establishing an MIS to facilitate exchange of information among all the parties and maintaining the website of the project.

“(abbreviated Name of PIA) will open a separate bank account for the funds released under the project and any interest accrued on the amount deposited in bank for this project will be used for project works only subject to the total sanctioned cost not been exceeded. No cost escalation will be permitted for the project. **Any escalation in cost would be borne by the**“(abbreviated Name of PIA) . The project implementation period is for three years from the date of sanction of the project i.e. ....

## **2.4 PROGRAMME MONITORING:**

The NIRD will coordinate & monitor the implementation of the project on a periodic basis as whenever its guidance is felt required, for the proper implementation of programme. The parties will hold regular quarterly monitoring & review meetings, to ensure smooth implementation of the programme.

The “(abbreviated Name of PIA) is to update all the information regarding the project on a website and furnishes the information through online on training and placement of trainees etc.

## **2.5 CHANGES IN PROGRAMME DESIGN:**

Any changes in the Programme design shall require MoRD consent. “(abbreviated Name of PIA) shall inform MoRD and NIRD thereof the need for such changes immediately, stating the reasons, the planned measures and the consequences of the change. Execution of such measures may commence only on the basis of revised planning, and upon MoRD’s consent.

“(abbreviated Name of PIA) shall furnish to MoRD through NIRD the implementation schedule for the entire project deliverables. The plan of action and the time lines therein, would form an integral part of this agreement.

## ARTICLE – III

### DISBURSEMENT /SHARE PROCEDURES

3.1 The Payment of the grant amount will be released in the name of `..... as per the following schedule:

**First Installment** – 25% of central share of project cost will be released on submission of detailed plan of expenditure statement by “(abbreviated Name of PIA) .

**Second Installment** – 50% of the Central share on:

- i. Utilization of 60% of the first installment and achievement of corresponding physical targets as per **Annexure I** of MoRD sanction.
- ii. Submission of year-wise utilization certificate and other requisite documents prescribed in the sanction order of MoRD and or in this MoU.
- iii. Submission of year-wise audit reports of the funds utilized. Achievement of corresponding physical target, as per **Annexure-I** to the MoRD sanction.
- iv. Regular reporting of the progress in the prescribed format and against the approved expenditure phasing ;On fulfillment of the conditions laid down in Paras 3 & 10 to 15 of MoRD sanction dated .....
- v. A certificate from the Implementing/Coordinating agency that the project is being implemented as per the approved project proposal.

**Third and final installment** of 25% of the funds would be released subject to the following conditions:

- i. Utilization of 90% of the available fund and achievement of corresponding physical targets.
- ii. Submission of year wise utilization certificates for the corresponding amount as mentioned in para 1 above...
- iii. Submission of year wise audit reports of the funds utilized.
- iv. Regular reporting of the progress in prescribed format
- v. A certificate from the Implementing/Coordinating Agency that the project is being implemented as per the approved project proposal.

- 3.1 (a) The release of 2<sup>nd</sup> and 3<sup>rd</sup> installment shall be subject to the PIA's share, if any, being credited to the project account.**
- 3.2** NIRD shall disburse the grant to “(abbreviated Name of PIA) to a **separate bank account to be** maintained for the project purpose and any interest accrued on the amount deposited in the bank will be used for project works only.
- 3.3** NIRD reserves its right to suspend/ stop disbursements in case of:
- a.** Breach by “(abbreviated Name of PIA) in complying with the terms and conditions of this agreement including the non utilization of amount for the purpose for which it has been granted and / or diverting the amount for any other purpose or project other than the project requirement with compliance to article-II clause-2.3.
  - b.** Extraordinary circumstances arising which in the opinion of the MoRD or NIRD are likely to preclude or seriously jeopardize the implementation, the operation, or the purpose and the decisions taken by NIRD is final.
- 3.4** If any of the situations specified in Articles 3.3 (a) or (b) has occurred and has not been rectified / remedied to the satisfaction of NIRD within the period prescribed by NIRD, which shall, however, be at least 30 days, NIRD may,
- a.** In the case specified in Articles 3.3 (a) demand the immediate repayment of all disbursed amount to the extent of non fulfillment/achievement in complying with terms and conditions of this MoU which may depend on facts and circumstances as the case may be;
  - b.** In the case specified in Article 3.3 (b) demand the immediate repayment of such amounts as “(abbreviated Name of PIA) is unable to prove to have been used for the stipulated purpose.
  - c.** In the event “(abbreviated Name of PIA) does not fulfill the targets for training and placement after receipt of funds from NIRD, “(abbreviated Name of PIA) shall refund the grant-in-aid received from NIRD along with interest at the prescribed rate proportionate to the extent targets have not been fulfilled. The first part shall recover the same as per law.
  - d.** NIRD shall remit all such amount so recovered to MoRD within 30 days of the receipt of the fund.

## ARTICLE – IV

### PROGRAMME IMPLEMENTATION

**4.1** “(abbreviated Name of PIA) shall be the Programme implementing Agency. The implementation of the special programme shall be done by (ABBREBIATED NAME OF PIA) as per the agreed terms and conditions:

**i.** “(abbreviated Name of PIA) shall place at least 75% of the beneficiaries trained by them.

**4.2** The time table, cost and financing schedule required for the proper technical and implementation of the programme shall be prepared by “(abbreviated Name of PIA) and submit to MoRD through NIRD. Such schedule is to show, the deadlines and amounts, the intended chronological interrelation of the individual programme measures and the resulting financial requirements.

**4.3** If any modifications are found necessary, MoRD shall be consulted, upon whose Approval those measures are implemented.

**4.4** There would be a Project Steering Committee (PSC) for reviewing the progress made and to strengthen the programme. The composition of the committee would be as under:

- |                                     |   |                    |
|-------------------------------------|---|--------------------|
| <b>a.</b> Joint Secretary, MORD     | - | Chairman           |
| <b>b.</b> DDG, NIRD                 | - | Member – Secretary |
| <b>c.</b> (ABBREBIATED NAME OF PIA) | - | Member             |
| <b>d.</b> Project Director, RTP     | - | Member             |
| <b>e.</b> Director, SGSY – SP, MORD | - | Member             |

**4.5** The PSC will meet twice a year or as required by the project to review the progress in implementation. The Member Secretary will forward the minutes of these meeting to the Funding agency (GOI), co-coordinating and Monitoring agency, (NIRD), implementing agency “(abbreviated Name of PIA) and other members of the committee.

- 4.6**           “(abbreviated Name of PIA) shall in coordination with NIRD document the project progress /implementation using suitable audio, visual, print aids giving the status of the beneficiaries before and after the project. It would maintain record of interventions initiated and the project achievements.
- 4.7**           “(abbreviated Name of PIA) shall submit monthly/quarterly reports to NIRD regarding physical and financial progress under the project by the 15th of the next month. NIRD will invariably furnish progress report on quarterly basis to MoRD.
- 4.8**           “(abbreviated Name of PIA) on utilization of specific funds and achievement of physical target shall send fund requisition letter to the NIRD with the requisite documents for onward submission by NIRD to MoRD after due verification / certification.
- a.** Financial year wise fund utilization certificates in the format prescribed under GFR 19-A.
  - b.** Financial year wise audit report consisting of balance sheet, income – expenditure statement and payment & Receipt statement
  - c.** Physical performance report in the format prescribed herein
  - d.** Any other formats that may be prescribed under sanction order issued by MoRD or in the MoU



## **ARTICLE - V**

### **EFFECT OF INVALID CLAUSES AND AMENDMENTS**

- 5.1** If any of the provision of this Agreement is invalid, all other provisions shall remain unaffected thereby. Any gap resulting there from shall be filled by a provision consistent with the purpose of this Agreement and settled by mutual consultation.
- 5.2** Any of the provisions of this agreement may be amended or modified at any time by mutual consent through exchange of letters, and all such amendments shall be part and parcel of this agreement
- 5.3** The legal relations established by this Agreement between NIRD and “(abbreviated Name of PIA) shall terminate with the end of the completion .....date of the project as declared by the NIRD/MoRD.

## **ARTICLE -VI**

### **REMOVAL OF DIFFICULTIES:**

Any matter not covered specifically in this memorandum of understanding may be settled by mutual discussions and agreement in writing thereupon.

## **ARTICLE- VII**

### **DISPUTE RESOLUTION:**

- a.** In case of any disagreement or dispute between the parties attempt shall be made to resolve the dispute through consultations between the parties at Hyderabad..
- b.** The decision regarding breach of any clause under this agreement by the Second Party shall be discussed and arrived at after mutual consent and in case any breach has been committed by the Second Party of any of the terms and conditions of this Agreement/ sanction letter/ guidelines, such decisions taken by the First Party shall be conclusive, final and binding on the Second Party and they shall not question the same in any court, tribunal, etc.
- c.** Any disputes arising of this agreement which cannot be amicably settled shall be referred to Arbitration in accordance with the provisions of the Indian Arbitration & Collation Act 1996.
- d.** Any notice required to be given under this agreement shall be served on the party at their respective addresses given below by hand delivery or by registered post.

**1 National Institute of Rural Development  
Rajendra Nagar, Hyderabad – 500030**

**2** “( Name and address of PIA)

In witness where off the parties hereto have caused this agreement and a triplicate thereof on their respective behalf by their duly authorized officials on the date and place herein above mentioned.

**Signed, sealed and delivered within NIRD**

By the hands of it's duly authorized representative.

In the presence of the following witnesses :

1

2

**Signed, sealed and delivered within “(abbreviated Name of PIA)**

By the hands of it's duly authorized representative.

In the presence of

1.

2.

**ANNEXURE IV**

**Monthly Reporting format to be submitted by PIA's**

**PIA name :**

<b>Mobilisation</b>				
<b>S.no</b>	<b>Training center</b>	<b>Mobilisation done in the reporting month (Yes/No)</b>	<b>No. of youth identified</b>	<b>No. of youth selected</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

<b>Training</b>							
<b>S. No</b>	<b>Training center</b>	<b>Trainees undergoing training at the start of the month (if this is the first month of training than on batch freezing date)</b>	<b>Drop Outs (during the month)</b>	<b>Trainees undergoing training at the end of the month</b>	<b>Trainees undergoing OJT</b>	<b>Trainees sent for interview (if the training is in the 3rd month)</b>	<b>Trainees selected for jobs</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Post placement							
S.No	Training center	No. of trainees working at the Start of month		Quit jobs in the month		Of those quit how many re- joined in jobs	
		Previous Batch	Current batch	Previous batch	Current batch	Previous batch	Current batch
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							



**MONITORING FORMAT****ANNEXURE V**

Overview of SEE J&amp;K Special Scheme Project

S No.	Name Project	Districts be covered	Total cost of Project	No. beneficiaries be covered	Fund released for the project Coordinating Agency	Fund released Coordinating Agency to PIA	Physical status		
							trained	under training	placed
1									
2									
3									
4									
5									
6									
7									
8									
9.									
10									
11									
12									



**PARENT'S CONSENT FORM**

**Name of the Trainee**\_\_\_\_\_

**Trainee's Father's Name**\_\_\_\_\_

**Trainee's Mother's N**\_\_\_\_\_

**Section – I: Basic Information**

**a)** Aajeevika Special Projects is a programme run by the Ministry of Rural Development, Government of India with *Name of PIA* to train and place rural BPL youth in the age group of 18-35 years.

**b)** Under Aajeevika Special Projects, *Name of PIA* will provide skills based training free of cost to your son/daughter at the Centre \_\_\_\_\_ for a period of \_\_\_\_\_ months.

**c)** On completion of the training, *Name of PIA* will attempt to place him/her in a services sector company like a BPO, a Mall or a restaurant for a monthly minimum salary of Rs \_\_\_\_\_ per month.

Most of the jobs will be outside *Name of State* in which training was conducted and may require the trainee to work in metro cities in which candidates are regularly placed.

**d)** During training, your ward will be trained on the type of the job that he / she will get based on an assessment of his/her Skills; Soft Skills, Life Skills, and Computer handling skills. This will be free of cost.

**e) Your ward will be provided with the following entitlements:**

**1)** All trainees will receive training free of cost.

**2)** Residential facilities will be provided to trainees. If residential facilities are not provided, Rs 50 for every day attended will be credited to the bank account of trainee by DB Tech every 15 days.

- 3) Trainees who complete their training and get placed will receive Rs. 2000 @ Rs 1000 permonth for the first two months after placement.
- 4) A bank account will be opened for all trainees in the first month of training.
- 5) All trainees will get an Aajeevika ID card at the start of training.
- 6) All trainees will get Aajeevika Training Certificate on completion of training.
- 7) All trainees will receive training materials free of cost including workbooks, notebooks and other study materials.
- 8) If a trainee is not receiving above entitlements, he/she can call the Aajeevika Helpline at\_\_\_\_\_

**Please sign below if you are in agreement with the information above and offer your consent for your child participating in the training programme offered by Name of DB Tech.**

Parent Signature

Date:

Except this consent letter, DB Tech shall not take any affidavit / certificate from either the parent or the trainee.

## Preliminary Offer Letter

### Address of PIA

(Date \_\_\_\_\_)

Name of the candidate

S/o Father/Mothers Name

Residential address

Mobile number

Subject: **Details of placement offered under Aajeevika Scheme**

Dear Mr. / Ms. \_\_\_\_\_,

1. It gives me great pleasure to inform you that consequent to your \_\_months skills development training in *Name of Trade Trained in* at our \_\_\_\_\_ Centre from \_\_\_\_ to \_\_\_\_\_ (*Date*) / Batch \_\_\_\_ under Aajeevika Special Projects Scheme, you have been selected by \_\_\_\_\_ (*Name of the Company*) as a Customer Care Executive / Hospitality Executive / BPO Agent / etc. to be located at \_\_\_\_\_ (*Location of Placement*). We at the \_\_\_\_\_PIA NAME\_\_\_\_\_ congratulate you on successful completion of the training.
  
2. Your employers, M/s \_\_\_\_\_ will pay you a total salary of Rs.\_\_\_\_\_ per month. This is called the Cost to Company. Out of this package your Net Take In-hand salary will be Rs. \_\_\_\_\_ per month. Breakdown of your salary is as follows: -
  - a) Employee insurance - Rs.
  - b) Employee provident fund - Rs.
  - c) Total deductions - Rs.
  - d) Net Take Home Pay - Rs.
  - e) Other applicable allowances, overtime, bonus, accommodation discount, onetime free meal, etc. where applicable.

3. We wish to inform you, as has been explained to you during your screening also, that upon your joining M/s \_\_\_\_\_ (*Name of the Company*), we shall provide you with a Post Placement Support of Rs. 2000 (Rupees two thousand) in two consecutive monthly Installments of Rs. 1000 (Rupees one thousand) each.

4. Our coordinators will accompany and facilitate your joining the aforementioned company and support you in searching organize accommodation for you. The details of the coordinator who will accompany you are the following:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5. In case you have any questions or concerns after taking this job, we request you to contact our Call Centre at \_\_\_\_\_.

6. Your progress will be tracked by us / the Ministry of Rural Development for a period of one year from the date of your placement. You are advised to inform us whenever you change your job so that necessary changes can be made in our tracking system for your benefit.

Since you are relocating to a different state and location, you are advised to carry the following items with you: -

**a) Documents:**

- i. Current address proof (Ration Card/ electricity bill, etc.)
- ii. Permanent address proof (Voter ID Card, Passport, etc.)
- iii. Civil qualification certificates (pass certificate and marks cards of Matric and all other higher exams / degrees)

- iv. Photo ID Proof (ID Card / PAN Card)
- v. PAN Card
- vi. Experience Letter(s) in your previous job, if any.
- vii. Passport size photo graphs – 05 numbers.
- viii. Fitness Certificate on doctor’s letter head.
- ix. Police verification obtained from your nearest police station.
- x. Age proof (Matriculation certificate or Voter ID Card).
- xi. Course completion certificate from \_\_\_\_\_PIA NAME\_\_\_\_\_.

**b) Items of clothing and accessories:**

- i. Light bedding
- ii. Shaving and toiletry kit
- iii. Towel
- iv. Two to three pairs of shirts / pants.
- v. Other items of clothing (as per weather)
- vi. Rs. 3000.00 (Rupees three thousand only) for expenses on food till you receive your first salary.
- vii. Any other item that may be peculiar to your condition.

We wish you all the best in your endeavors ahead.

Yours Sincerely,

(Authorised Signatory)

(Seal of the PIA)

## ENTITLEMENT CHART

- 1) All trainees will receive training free of cost.
- 2) Residential facilities will be provided to trainees. If residential facilities are not provided, Rs 50 for every day attended will be credited to the bank account of the trainee by the PIA every 15 days.
- 3) Trainees who complete their training and get placed will receive post placement support of Rs 2000 at the rate of Rs 1000 per month for the first two months after placement.
- 4) A bank account will be opened by the PIA for all trainees in the first month of training
- 5) All trainees will get Aajeevika Special Projects Training Certificate on completion of training.
- 6) At the time of placement, trainee 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.
- 7) All trainees will receive training material free of cost including work books, note books and other study materials.
- 8) If a trainee is not receiving the above entitlements, he/she can call or SMS the Helpline at \_\_\_\_\_ to register their complaints.