

DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY)



Performance Report Module

(<http://ddugky.gov.in/mprmisl/>)

User Manual

(NIC-DDUGKYMPR-USER MANUAL V1.0)

National Informatics Center



सूचना प्रौद्योगिकी समर्थ विशेषज्ञ
THE IT SUPPORT PROFESSIONALS

Department of Information Technology

Ministry of Communications & Information Technology

Government of India

Table of Contents

1. PROPOSAL PROGRESS: -	2
1.1. Proposal Application & Appraisal: -.....	2
1.2. Post PAC meeting to fund Release: -	2
1.3. Project Approval Committee: -.....	3
2. PHYSICAL PROGRESS: -	4
2.1. State Capacity: -.....	5
2.2. Training Commencement: -.....	5
2.3. Quality Assurance: -.....	6
2.4. Physical Progress & Instalment Milestone (Cumulative):-.....	7
2.5. Physical Progress & Consolidated: -	7
2.6. Assessment & Certification: -.....	8
2.7. Placement: -	9
3. FINANCIAL PROGRESS: -	10
3.1 .Project Expenditure till date & Installments: -	10
3.2. Financials Expenditure Consolidated: -	11
3.3. Financial – Fund Availability: -	12

List of Figures

Figure 1: Date/Month	1
Figure 2: Proposal Application & Appraisal	2
Figure 3: Post PAC meeting to fund Release.....	3
Figure 4: Project Approval Committee	4
Figure 5: State Capacity	5
Figure 6: Training Commencement	6
Figure 7: Quality Assurance	6
Figure 8: Physical Progress & Instalment Milestone (Cumulative).....	7
Figure 9: Physical Progress & Consolidated	8
Figure 10: Assessment & Certification.....	9
Figure 11: Placement	10
Figure 12: Financial Progress – Project Expenditure till date & Installments.....	11
Figure 13: Financials Expenditure Consolidated	11
Figure 14: Financial – Fund Availability.....	12

Performance Entry Form: - Ministry has designed 13 reports format to monitor overall monthly progress of the DDU-GKY program. Currently all SRLM provide the Performance data (13 sheets) in M.S. excel format. To simplify this process Ministry has also developed the Performance entry form in MPR system. For an effective management of implementation and operation of DDU-GKY program, Ministry had implemented and rolled our Monthly progress Reporting (MPR) system in May 2017.

This document describes key features for States to capture Proposal Progress, Physical Progress and Financial progress and performance (13 sheets) reports will be populated as per data entered in performance entry form.

Note: - All tabs will be filled in this sequence - Proposal Progress, Physical Progress and financial progress. All fields will accept only numeric values.

Date/Month: - Before recording the details in physical progress tab user must select the Date/Month in Proposal progress tab.

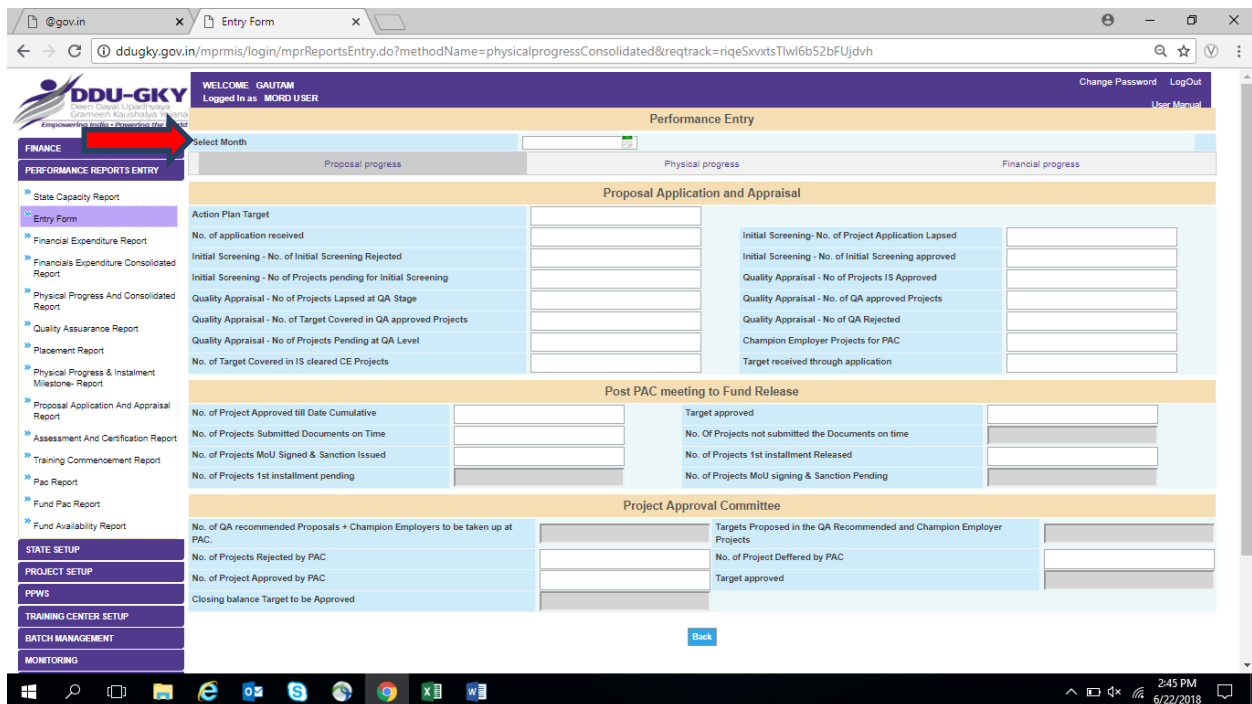


Figure 1: Date/Month

1. Proposal Progress: - Proposal progress tab have three sections.

1.1. Proposal Application & Appraisal: - In this section, all fields are mandatory for enter the data.

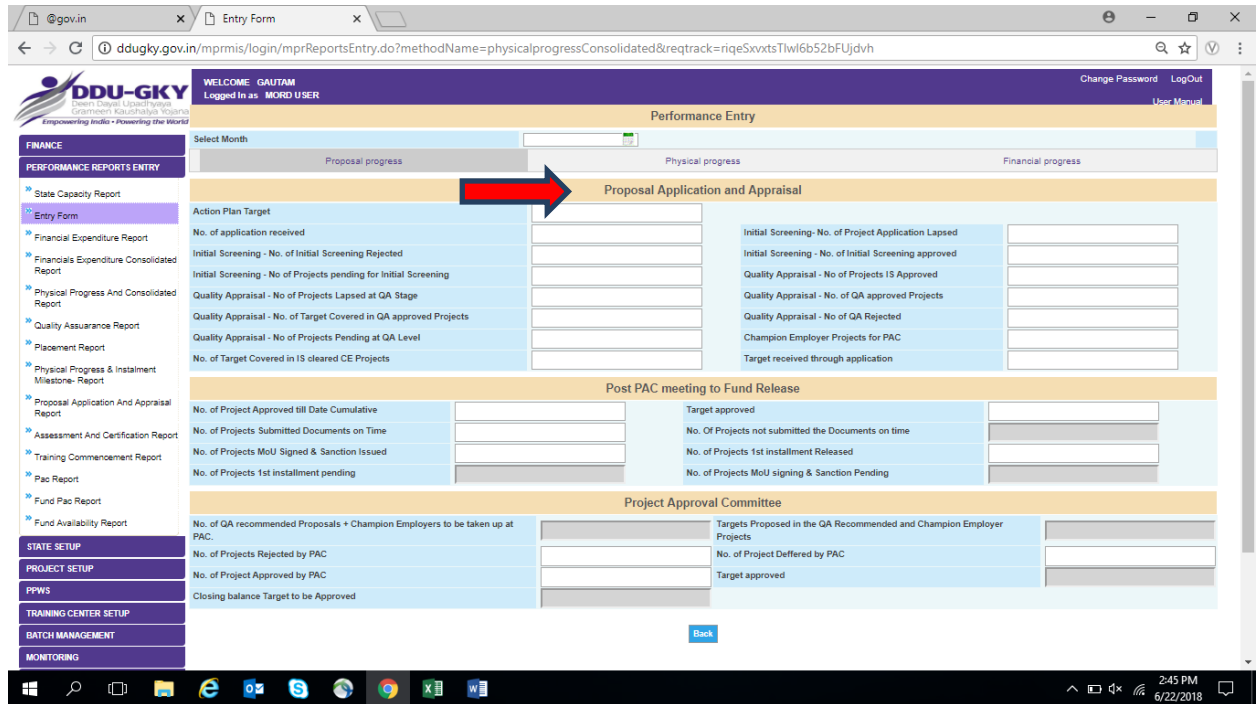


Figure 2: Proposal Application & Appraisal

1.2. Post PAC meeting to fund Release: - In this section three fields will be pre-populated from below formula and other fields needs to entered.

- a. No. Of Projects not submitted the Documents on time = No. of Project Approved till Date Cumulative - No. of Projects Submitted Documents on Time
- b. No. of Projects 1st installment pending = No. of Projects MoU Signed & Sanction Issued - No. of Projects 1st installment Released
- c. No. of Projects MoU signing & Sanction Pending = No. of Project Approved till Date Cumulative - No. of Projects 1st installment Released

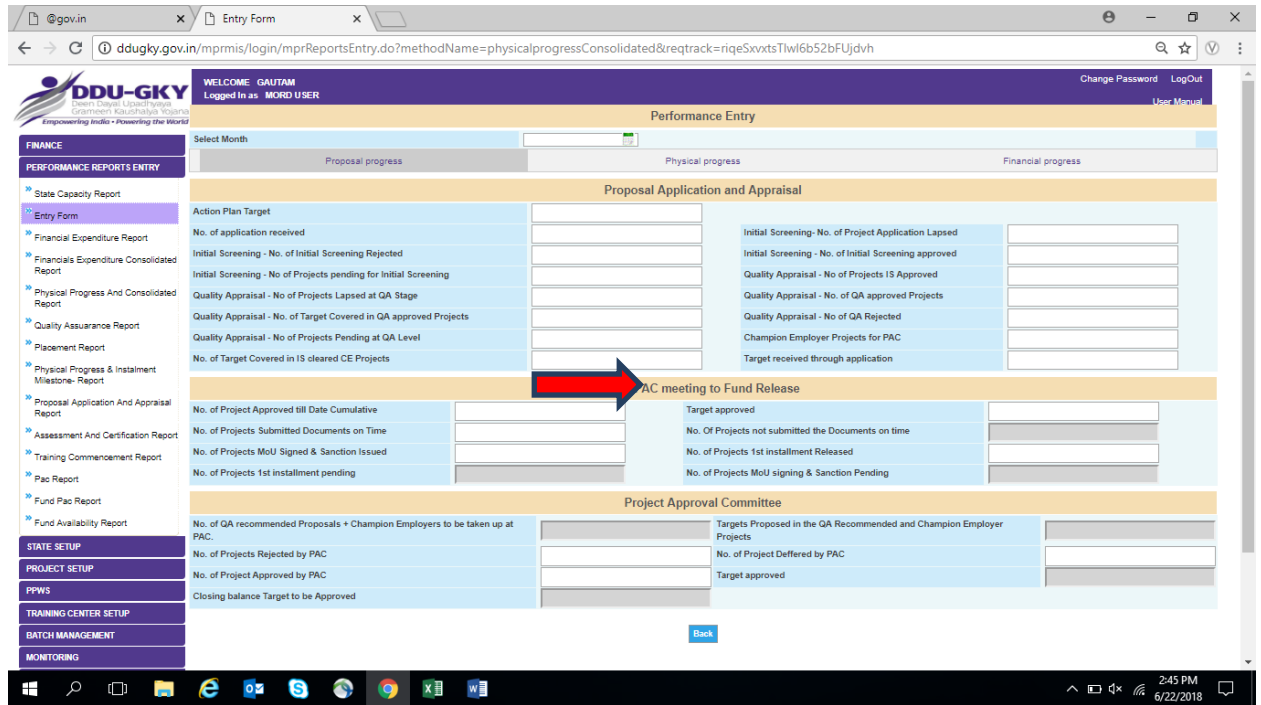


Figure 3: Post PAC meeting to fund Release

1.3. Project Approval Committee: - Project Approval Committee have total 7 fields. In 4 fields data will be pre-populated from below formula and in 3 fields need to be entered:

- a. No. of QA recommended Proposals + Champion Employers to be taken up at PAC = Quality Appraisal No of Projects IS Approved + Champion Employer Projects for PAC
- b. Target Proposed in the QA recommended and Champion Employer Projects = No. of Target covered in IS cleared CE projects + Quality Assured - No. of target covered in QA approved projects
- c. Closing balance Target to be Approved = Action Plan Target- No. of Project Approved till Date Cumulative
- d. Target approved = Target received through application

The screenshot displays the 'Performance Entry' web application interface. The top navigation bar includes the DDU-GKY logo, user information (WELCOME GAUTAM, Logged In as MORD USER), and links for 'Change Password' and 'LogOut'. The main content area is divided into several sections:

- FINANCE**: Includes 'PERFORMANCE REPORTS ENTRY' with sub-items like State Capacity Report, Entry Form, Financial Expenditure Report, etc.
- Proposal Application and Appraisal**: Contains fields for Action Plan Target, No. of application received, Initial Screening - No. of Initial Screening Rejected, Initial Screening - No. of Projects pending for Initial Screening, Quality Appraisal - No. of Projects Lapsed at QA Stage, Quality Appraisal - No. of Target Covered in QA approved Projects, Quality Appraisal - No. of Projects Pending at QA Level, and No. of Target Covered in IS cleared CE Projects.
- Post PAC meeting to Fund Release**: Contains fields for No. of Project Approved till Date Cumulative, No. of Projects Submitted Documents on Time, No. of Projects MoU Signed & Sanction Issued, No. of Projects 1st installment pending, Target approved, No. Of Projects not submitted the Documents on time, No. of Projects 1st installment Released, and No. of Projects MoU signing & Sanction Pending.
- Project Approval Committee**: Contains fields for No. of QA recommended Proposals + Champion Employers to be taken up at PAC, No. of Projects Rejected by PAC, No. of Project Approved by PAC, Closing balance Target to be Approved, Targets Proposed in the QA Recommended and Champion Employer Projects, No. of Project Deferred by PAC, and Target approved.

A red arrow points to the 'Project Approval Committee' section. The bottom of the page shows a Windows taskbar with the date and time 6/22/2018, 2:45 PM.

Figure 4: Project Approval Committee

2. **Physical Progress:** - In this tab user will enter the data of Physical Progress. It has seven sections.
 - a. State Capacity
 - b. Training Commencement
 - c. Quality Assurance
 - d. Physical Progress & Installment Milestone (Cumulative)
 - e. Physical Progress & Consolidated
 - f. Assessment & Certification
 - g. Placement

2.1. State Capacity: - All fields are mandatory in this section.

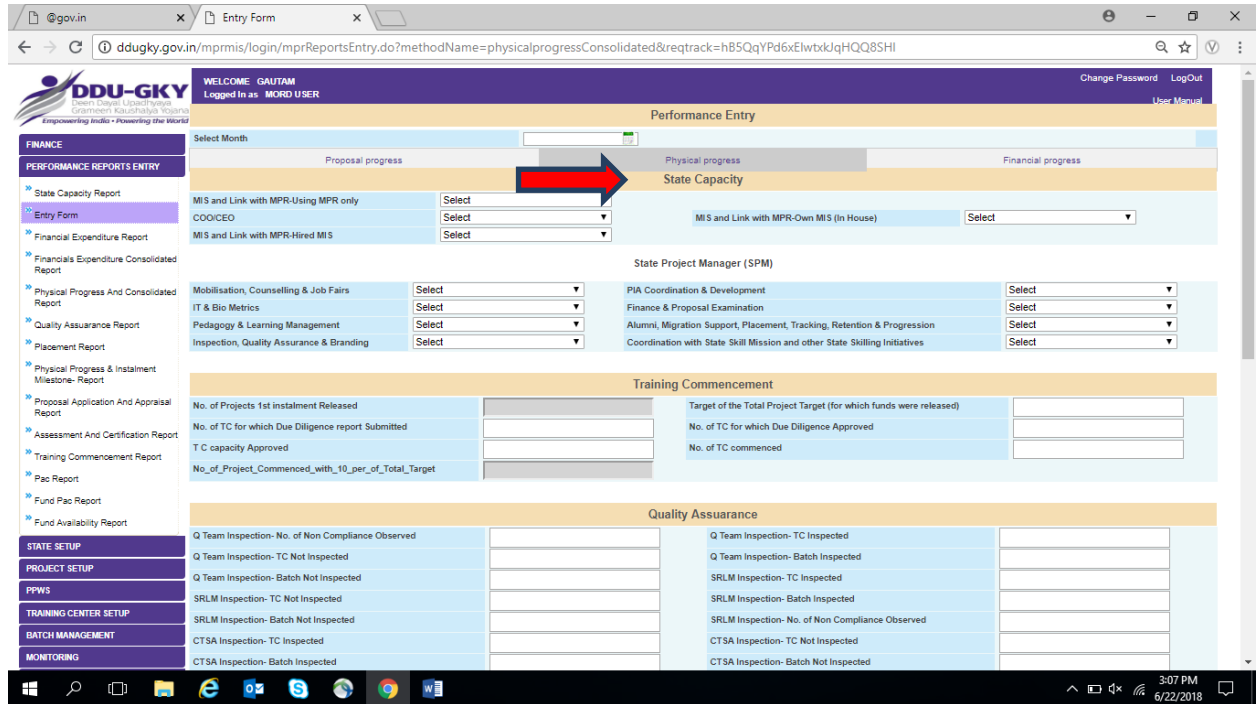


Figure 5: State Capacity

2.2. Training Commencement: - In Training commencement section, following two fields will be pre-populated:

- a. No. of Projects 1st instalment Released = No. of Projects 1st installment Released from Proposal Progress tab
- b. No of Project Commenced with 10 per of Total Target = Target of the Total Project Target (for which funds were released) - No. of TC commenced

The screenshot shows the 'Performance Entry' form for 'State Capacity'. The 'Training Commencement' section is highlighted with a red arrow. It contains the following fields:

Training Commencement	
No. of Projects 1st Instalment Released	Target of the Total Project Target (for which funds were released)
No. of TC for which Due Diligence report Submitted	No. of TC for which Due Diligence Approved
T C capacity Approved	No. of TC commenced
No_of_Project_Commenced_with_10_per_of_Total_Target	

Figure 6: Training Commencement

2.3. Quality Assurance: - In Quality Assurance section, user needs to enter the data in all fields.

The screenshot shows the 'Performance Entry' form for 'State Capacity'. The 'Quality Assurance' section is highlighted with a red arrow. It contains the following fields:

Quality Assurance	
Q Team Inspection- No. of Non Compliance Observed	Q Team Inspection- TC Inspected
Q Team Inspection- TC Not Inspected	Q Team Inspection- Batch Inspected
Q Team Inspection- Batch Not Inspected	SRLM Inspection- TC Inspected
SRLM Inspection- TC Not Inspected	SRLM Inspection- Batch Inspected
SRLM Inspection- Batch Not Inspected	SRLM Inspection- No. of Non Compliance Observed
CTSA Inspection- TC Inspected	CTSA Inspection- TC Not Inspected
CTSA Inspection- Batch Inspected	CTSA Inspection- Batch Not Inspected
CTSA Inspection- No. of Non Compliance Observed	Non Compliance pending closure- Observed by CTSA
Non Compliance pending closure- Observed by Q Team	Non Compliance pending closure- Observed by SRLM

Figure 7: Quality Assurance

2.4. Physical Progress & Instalment Milestone (Cumulative):- In Physical Progress & Instalment Milestone (Cumulative) section, No. of TC commenced field will be pre- populated and other fields will be filled by user.

- a. No. of TC commenced = No. of TC commenced (from Training Commencement section)

The screenshot shows a web browser window with the following sections and fields:

- Physical Progress & Instalment Milestone - Cumulative:**
 - No. of Projects Commenced
 - No. of Active Training Center
 - No. of Trainees Trained
 - Ongoing Candidate
 - No. of Trainees Placed
 - No. of Projects Achieved 3rd installment milestone
 - No. of Projects where joined jobs is less than 50 %
 - No. of TC commenced (pre-populated)
 - No. of Trainees Commenced
 - No. of Trainees offered Jobs
 - No. of Trainees Joined Jobs
 - No. of Projects Achieved 2nd installment milestone
 - No. of Projects Achieved 4th installment milestone
 - No. of Projects with poor performance (Delay in respect of PPWS)
- Physical Progress and Consolidated:**
 - Sanctioned
 - Till 2018 March- Placed
 - Last Financial Year 2017-2018 - Placed
 - Current Financial Year 2018-2019 - Placed
 - Total to Till Date - Placed Total
 - Till 2018 March- Trained
 - Last Financial Year 2017-2018 - Trained
 - Current Financial Year 2018-2019 - Trained
 - Total to Till Date - Trained Total
- Assessment and Certification:**
 - Completed Training
 - Assessed.No
 - Pending to be assessed.No
 - Failed.No
 - Certified.No
- Placement:**
 - Action Plan Target
 - Offered Jobs No. of candidates
 - No. of Placed Candidates for whom all three documents uploaded
 - Trained No. of candidates
 - Placed No. of candidates
 - Joined Jobs No. of candidates

Figure 8: Physical Progress & Instalment Milestone (Cumulative)

2.5. Physical Progress & Consolidated: - In this section two fields will be pre – populated and other will be filled by user.

- a. Total to Till Date - Trained Total = No. of Trainees Trained (from Physical Progress & Instalment Milestone (Cumulative))
- b. Total to Till Date - Placed Total = No. of Trainees Placed (from Physical Progress & Instalment Milestone (Cumulative))

The screenshot shows a web browser window with the URL ddugky.gov.in/mprmis/login/mprReportsEntry.do?methodName=physicalprogressConsolidated&reqtrack=hb5QqYPd6xElwtkJqHQQ85HI. The page has a sidebar with navigation options: STATE KPI REPORT, STATIC REPORTS, and PERFORMANCE REPORTS. The main content area is divided into several sections:

- Physical Progress & Instalment Milestone- Cumulative:** This section contains two columns of input fields. The left column includes: No. of Projects Commenced, No. of Active Training Center, No. of Trainees Trained, Ongoing Candidate, No. of Trainees Placed, No. of Projects Achieved 3rd installment milestone, and No. of Projects where joined jobs is less than 50 %. The right column includes: No. of TC commenced, No. of Trainees Commenced, No. of Trainees offered Jobs, No. of Trainees Joined Jobs, No. of Projects Achieved 2nd installment milestone, No. of Projects Achieved 4th installment milestone, and No. of Projects with poor performance (Delay in respect of PPWS).
- Physical Progress and Consolidated:** A red arrow points from the 'Physical Progress & Instalment Milestone- Cumulative' section to this section. It contains input fields for: Sanctioned, Till 2018 March- Placed, Last Financial Year 2017-2018 - Placed, Current Financial Year 2018-2019 - Placed, Total to Till Date - Placed Total, Till 2018 March- Trained, Last Financial Year 2017-2018 - Trained, Current Financial Year 2018-2019 - Trained, and Total to Till Date - Trained Total.
- Assessment and Certification:** This section contains input fields for: Completed Training, Assessed.No, Pending to be assessed.No, Failed.No, and Certified.No.
- Placement:** This section contains input fields for: Action Plan Target, Offered Jobs No. of candidates, No. of Placed Candidates for whom all three documents uploaded, Trained No. of candidates, Placed No. of candidates, and Joined Jobs No. of candidates.

A 'Back' button is located at the bottom center of the form area. The Windows taskbar at the bottom shows the time as 3:09 PM on 6/22/2018.

Figure 9: Physical Progress & Consolidated

2.6. Assessment & Certification: - In this section two fields will be pre- populated.

- a. Completed Training = No. of Trainees Trained
- b. Pending to be assessed. No = Completed Training- Assessed. No

The screenshot shows a web browser window with the URL ddugky.gov.in/mprmis/login/mprReportsEntry.do?methodName=physicalprogressConsolidated&reqtrack=hb5QqYPd6xElwtkJqHQQ85HI. The page has a sidebar with navigation options: STATE KPI REPORT, STATIC REPORTS, and PERFORMANCE REPORTS. The main content area is titled 'Physical Progress & Instalment Milestone- Cumulative' and contains two columns of data entry fields. Below this is the 'Physical Progress and Consolidated' section with two columns of fields. A red arrow points from the 'Total to Till Date - Placed Total' field in the second column to the 'Assessment and Certification' section. This section has two columns of fields. Below that is the 'Placement' section with two columns of fields. A 'Back' button is located at the bottom right of the 'Placement' section. The Windows taskbar at the bottom shows the time as 3:09 PM on 6/22/2018.

Figure 10: Assessment & Certification

2.7. Placement: - In Placement section user needs to capture data only for one field and following fields will be pre-populated.

- a. Action Plan Target = Action Plan Target from Proposal Progress tab
- b. Trained No. of candidates = No. of Trainees Trained
- c. Offered Jobs No. of candidates = No. of Trainees offered Jobs
- d. Placed No. of candidates = No. of Trainees Placed
- e. Joined Jobs No. of candidates = No. of Trainees Joined Jobs

The screenshot shows a web application interface for reporting placement data. The browser address bar indicates the URL: `ddugky.gov.in/mprmis/login/mprReportsEntry.do?methodName=physicalprogressConsolidated&reqtrack=hb5QqYPd6xElwtkJqHQQ85HI`. The interface is organized into several sections:

- Physical Progress & Instalment Milestone- Cumulative:** This section contains two columns of data entry fields. The left column includes: No. of Projects Commenced, No. of Active Training Center, No. of Trainees Trained, Ongoing Candidate, No. of Trainees Placed, No. of Projects Achieved 3rd installment milestone, and No. of Projects where joined jobs is less than 50 %. The right column includes: No. of TC commenced, No. of Trainees Offered Jobs, No. of Trainees Joined Jobs, No. of Projects Achieved 2nd installment milestone, No. of Projects Achieved 4th installment milestone, and No. of Projects with poor performance (Delay in respect of PPWS).
- Physical Progress and Consolidated:** This section contains two columns of data entry fields. The left column includes: Sanctioned, Till 2018 March- Placed, Last Financial Year 2017-2018 - Placed, Current Financial Year 2018-2019 - Placed, and Total to Till Date - Placed Total. The right column includes: Till 2018 March- Trained, Last Financial Year 2017-2018 - Trained, Current Financial Year 2018-2019 - Trained, and Total to Till Date - Trained Total.
- Assessment and Certification:** This section contains two columns of data entry fields. The left column includes: Completed Training, Assessed.No, and Pending to be assessed.No. The right column includes: Failed.No and Certified.No.
- Placement:** This section contains two columns of data entry fields. The left column includes: Action Plan Target, Offered Jobs No. of candidates, and No of Placed Candidates for whom all three documents uploaded. The right column includes: Trained No. of candidates, Placed No. of candidates, and Joined Jobs No. of candidates.

A red arrow points to the 'Placement' section. A 'Back' button is visible at the bottom of the form.

Figure 11: Placement

3. Financial progress: - In Financial Progress user needs to enter the financial details.

3.1. Project Expenditure till date & Installments: - In this section three fields will be auto populated.

- a. 2nd Installment No. of Projects eligible = No. of Projects Achieved 2nd installment milestone from Physical Progress tab.
- b. 3rd Installment No. of Projects eligible = No. of Projects Achieved 3rd installment milestone from Physical Progress tab.
- c. 4th Installment No. of Projects eligible = No. of Projects Achieved 4th installment milestone from Physical Progress tab.

Figure 12: Financial Progress – Project Expenditure till date & Installments

3.2. Financials Expenditure Consolidated: - In this section user need to enter the data in all fields.

Figure 13: Financials Expenditure Consolidated

3.3. Financial – Fund Availability: - In this section, user needs to enter the data in all fields.

The screenshot displays a web application interface for financial reporting. The browser address bar shows the URL: `ddugky.gov.in/mpmis/login/mprReportsEntry.do?methodName=physicalprogressConsolidated&reqtrack=hB5QqYPd6xElwtXkQjHQQ85HI`. The left sidebar contains a menu with the following items: Placement Report, Physical Progress & Instalment Milestone- Report, Proposal Application And Appraisal Report, Assessment And Certification Report, Training Commencement Report, Pac Report, Fund Pac Report, Fund Availability Report, STATE SETUP, PROJECT SETUP, PPWS, TRAINING CENTER SETUP, BATCH MANAGEMENT, MONITORING, TRAINER SETUP, REPORTS, STATE KPI REPORT, STATIC REPORTS, and PERFORMANCE REPORTS. The main content area is divided into sections: '3rd Instalment' and '4th Instalment', each with fields for 'No. of Projects eligible', 'Amount of fund released', 'No. of Projects Instalment Released', and 'No. of Projects Pending'. Below these is the 'Financials- Expenditure Consolidated' section, which includes 'Project Cost + Support Cost (Rs. In Crore)' and 'Administrative Cost (Rs. In Crore)'. The 'Financial- Fund Availability' section, highlighted by a red arrow, includes 'Project Cost + Support Cost (Rs. In Crore)' and 'Administrative Cost (Rs. In Crore)'. Each of these sections has fields for 'Opening Balance of Fund' and 'Funds Received in Current FY 17-18 State Share'. A 'Back' button is located at the bottom right of the form.

Figure 14: Financial – Fund Availability