



**USER GUIDELINES TO FILL THE ONLINE PROJECT
APPLICATION FORM (V4.0)**

**MINISTRY OF RURAL DEVELOPMENT
(SKILLS DIVISION)**

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Version Control

Sr No	Version No	Date of Release	Remarks
1	Ver 1.0	17-December-2015	First Release with introduction of Online Project Proposal Application Submission
2	Ver 2.0	11-May-2016	Parameters of CNN incorporated with definition of Project Cost
3	Ver 3.0	26-June-2016	Change in Project Cost Component parameters and re-definition of Training Duration and Training Cost Calculation including Additional Training Cost for Special Areas.
4	Ver 4.0	15-July-2016	Change in selection of multiple trades for defining a course to attain minimum domain hours or define long-term training duration from the same certifying agency and update of Standard Domain hours for some SSC trades.

PROJECT PROPOSAL: NOTES

Documents to be referred

The user should go through the following documents

- a. DDU-GKY Guidelines
- b. Standard Operating Procedures (SOP)
- c. Notification 28/2015 issued by MoRD
- d. Notification 69/2015 issued by MoRD
- e. Notification 25/2016 issued by MoRD
- f. Notification 29/2016 issued by MoRD
- g. Schedule II – General Classification of trades as per cost category prescribed
- h. Schedule III – categorization of cities for the purpose of estimating boarding and lodging expenses

Project Duration

- a. Minimum project duration has been fixed at 36 months, implying that all projects less than 36 months are automatically extended for 36 months. Those with 36 months and above sanctioned project period have been retained as it is.
- b. Category A implementing agencies can opt for project duration higher than 36 months but less than/ equal to 60 months.

Placement Target

- a) The placement target has been reduced to 70% from 75% and what is placement has been defined in the DDU-GKY Guidelines.

Multiple Trade Selection

- a) Implementing agency can club multiple trades from the same Certifying Agency to form a trade group or course to arrive at a trade group (course) which will benefit the candidates in being employable

Minimum Training Duration

- a) The minimum Total Training duration can not be less than 576 hours.
- b) Total Training Duration = Domain Training hours + Non Domain component training hours

Domain Training Hours

- a) Domain training hours for MES trades and SSC Trades are those defined by DGET or respective SSC. The domain hours cannot be changed by the proposing agency, wherever it has been defined.

- b) For some SSC trades, domain hours have not been defined by the SSCs, yet. In case of such trades, domain hours can be defined by the user which cannot be less than 416 hours. There is no upper limit for defining domain hours.
- c) Domain hours include the hours that can be allocated for OJT (On Job Training). In other words, Domain hours = Class room training + OJT.
- d) OJT hours can not be more than 1/3rd of total training duration OR 576 hours (being maximum hours for OJT), whichever is lower.
- e) OJT hours per day has been taken as 8 hours per day and cannot be changed by the proposing agency.
- f) In case of multiple trades forming a trade group (Course), OJT can be provided from any of the trades forming the course. OJT may not necessarily be defined from the Trade for Certification.
- g) OJT is not mandatory but is preferred.

Non-Domain Training Hours

- a) Non-domain components include training in Soft Skills, English Skills and IT Skills
- b) For a course duration of 576 hours, the duration of non-domain training components are 20, 60 and 80 hours, respectively.
- c) The duration of training of each non-domain component will increase in the proportion by which the total training duration of the course increases. For Example, if the Total domain training hours are 800, non-domain training hours will be 308 hours ($800/416 \times 160$ rounded up to higher integer).

The formula for arriving at non-domain training hours for each component is as below:

Non-domain component	training hours
English Skills	$\text{Roundup}((\text{Domain Training Hours}) / 416 \times 60,0)$
IT Skills	$\text{Roundup}((\text{Domain Training Hours}) / 416 \times 80,0)$
Soft Skills	$\text{Roundup}((\text{Domain Training Hours}) / 416 \times 20,0)$

- d) The training duration of non-domain training hours can not be changed

Assessment & Certification

- a) Assessment and certification cost has been fixed at Rs. 1500/- per trade or trade group (course in case of multiple trade), as the case may be. The per unit cost of Assessment and Certification cannot be changed by the user.
- b) In case of multiple trades forming a course, Assessment is required only in the first trade selected, also termed as Trade for Certification.

One Time Travel Cost

- One time travel cost has been fixed at Rs. 4500/- per candidate proposed for training.
- Neither the per candidate cost nor the number of candidates can be changed by the user. All candidates are mandatorily eligible for the One Time Travel Cost Support.

Training Cost of a candidate (excluding welfare costs/ support costs)

The training cost of a candidates in a course (trade group) is **sum** of the following:

- Classroom training hours of the Trade x cost category applicable to the trade (thus, calculate for each trade, in case of multiple trades constituting a course/ trade group proposed for training)
- OJT Cost is calculated on the basis of cost category of the Trade Proposed for Certification, irrespective of cost category of other trades in the group (in case of multiple trades), multiplied by OJT hours specified for the trade group
- Cost of Non-Domain Training components are calculated on the basis of the lowest cost category of all trades constituting a course (trade group, in case of multiple trades) multiplied by training hours of the non-domain training components.

Boarding & Lodging Cost

- Boarding and lodging cost has been defined on hourly basis and also considers the standard holidays. The Rates work as under:

Category of Cities	CNN Rates (Rs. Per day)	Hourly rates Applied (in Rs.)
X Category Cities/ Towns	300	46.87500
Y Category Cities/ Towns	250	39.06250
Z Category Cities/ Towns	200	31.25000
Rural Area and any area not notified as a municipal/ town area	175	27.34375

- Method of Calculation of hourly rates is $(\text{CNN Rate} \times 8) \times (90/72)$

Additional Training Cost for Special Area

- Additional Training Cost for Special Area are payable on the basis of location of proposed training centers in the specified Special Areas.
- Additional Training Cost for Special Area is payable @10% of the Maximum Per Candidate Training Cost among the trades or trade groups proposed by proposing agency.
- Special Areas are Hilly Areas as defined in CNN Notification and List of districts notified as LWE/ Special Area by MoHA.

- d) It is clarified that Special Area Allowance is not payable on the mobilization of the candidates from these specified areas. If a center is located in the special area, it will get the additional cost even though the candidates may belong to non-special area.

Assessment & Certification

- a) In case of multiple trades selected to constitute a course for training, assessment and certification shall be done only in the trade proposed for Assessment & Certification.
- b) Certification in Additional trades (in a trade group) is not mandatory but will be one of the parameters in grading of projects.
- c) Cost of Assessment & Certification has been fixed at Rs. 1500/- per candidate proposed for training for estimation of the cost of the project.

Project Cost

- a) Project Cost has two components – Project Cost Component and Welfare Cost Component.
- b) The maximum cost of a project proposal is arrived at by comparing the Project Cost Component with the financial eligibility of the Proposing Agency.
- c) Thus, the Total Project Cost (Project Cost Component + Welfare Cost Component) may exceed the financial eligibility for a given project proposal (as the Welfare Cost Component is not considered for arriving at the maximum Project Cost)
- d) Welfare cost component constitutes the following items
- Placement Incentive
 - Retention Support
 - Career Progression
 - Foreign Placements
 - Mobile Tracking Support.

Placement Incentive

- a) Additional incentives have been provided for Placement over and above 70% of the training target. For achievement above 70% up to 85% of training target @ Rs. 3000/- per trainee placed and above 85% @ Rs. 5000/- per trainee placed.

What is Project Cost and Eligibility Cap?

- a. Project Cost = Project Component Cost (A) + Welfare Component Cost (B)
- b. Eligibility as calculated is compared to Project Component Cost (A) and Welfare Component Cost (B) is over and above the Eligibility Cost

LOGIN PAGE

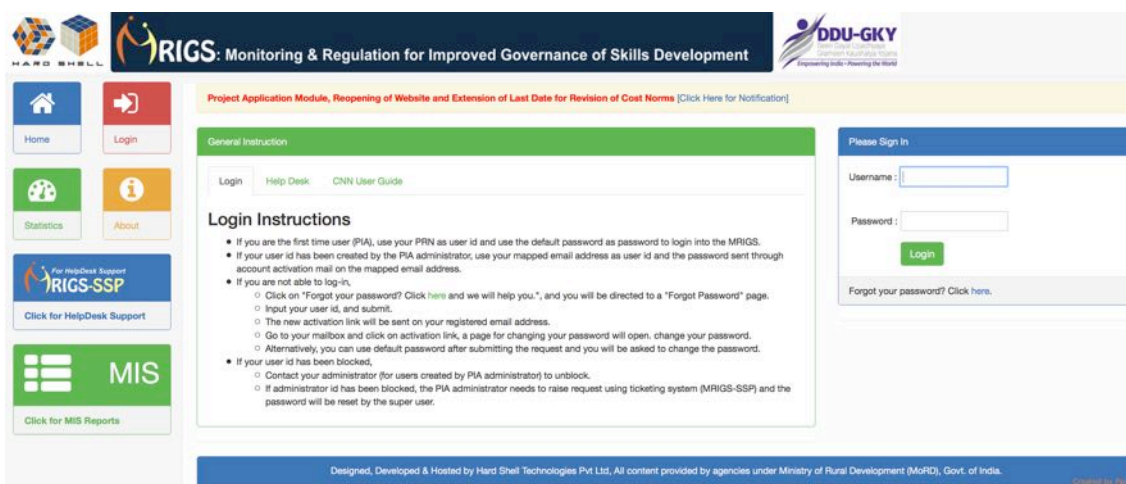
Url: www.ruralskills.in

When user click on “Login” the below screen will be displayed.



The screenshot shows the MRIGS dashboard. At the top, there is a navigation bar with the DDU-GKY logo and the text "MRIGS: Monitoring & Regulation for Improved Governance of Skills Development". Below the navigation bar, there is a sidebar with buttons for Home, Login, Statistics, About, RIGS-SSP, and MIS. The main content area features a grid of statistics cards: 2013 PIA's, 420 Projects, 549 Centres, 104585 Enrolled, 78999 Trained, and 19709 Assessed. A Notifications Panel on the right shows metrics for Logged In Users, Documents Uploaded, Proposals Pending, and Proposals Received. A section titled "Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)" provides a brief description of the scheme.

When user click on “Login” the below screen will be displayed.



The screenshot shows the MRIGS login page. It features a navigation bar at the top with the DDU-GKY logo and the text "MRIGS: Monitoring & Regulation for Improved Governance of Skills Development". Below the navigation bar, there is a sidebar with buttons for Home, Login, Statistics, About, RIGS-SSP, and MIS. The main content area is divided into two sections: "General Instruction" and "Please Sign In". The "General Instruction" section contains "Login Instructions" and a list of steps for logging in, including instructions for first-time users, users with mapped email addresses, and users with blocked accounts. The "Please Sign In" section contains a form with fields for Username and Password, a Login button, and a link for "Forgot your password?".

Description:

- This screen is used to Authenticate and Authorize for accessing and using different features and functionalities in www.ruralskills.in.
- It is to be noted that it's only for registered users who have been issued “Permanent Registration Number (PRN)” by MORD. The process for Registration for PRN is explained separately.
- A “Registered User” can Login to the www.ruralskills.in by providing his/her User Credentials like User Name and Password.
- User name for the portal is **PRN** allotted to the organization and the initial Password is **p326@MORD** which has to be changed mandatorily once immediately after first time login. Once the user changes the password, the revised password can be used in future.

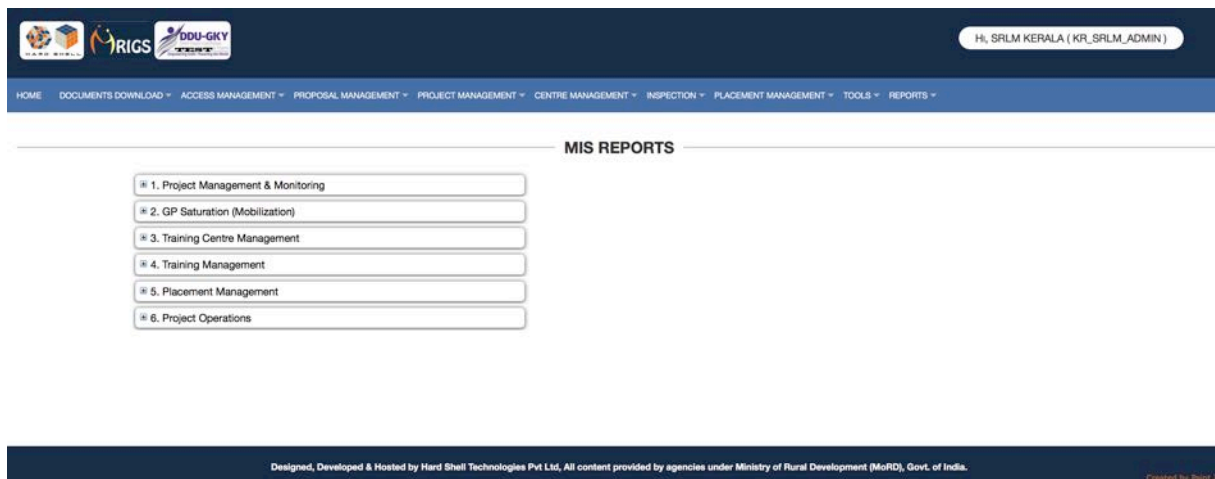
- In case the user has been accessing the portal for MRIGS (Monitoring and Regulation for Improved Governance of Skill Development), then the same credentials need to be used.

**

Sl. No.	Input Type	Description in English	Mandatory (Yes/No/NA)
1	User name	Enter the Specified User Name	Yes
2	Password	Enter the Password	Yes
3	Login	Click on Login button to log into the www.ruralskills.in	Yes
4	Forgot password	In Case user has forgot the user name or Password then Forgot Password link is provided to get the credential again.	NA

USER DASH BOARD

Once credentials entered and authenticated by the system, below screen will be displayed:



The screenshot shows a user dashboard for MRIGS. At the top, there are logos for MRIGS and DDU-GKY. The user is logged in as 'H, SRLM KERALA (KR_SRLM_ADMIN)'. A navigation menu includes: HOME, DOCUMENTS DOWNLOAD, ACCESS MANAGEMENT, PROPOSAL MANAGEMENT, PROJECT MANAGEMENT, CENTRE MANAGEMENT, INSPECTION, PLACEMENT MANAGEMENT, TOOLS, and REPORTS. The main section is titled 'MIS REPORTS' and contains six tabs: 1. Project Management & Monitoring, 2. GP Saturation (Mobilization), 3. Training Centre Management, 4. Training Management, 5. Placement Management, and 6. Project Operations. At the bottom, there is a footer: 'Designed, Developed & Hosted by Hard Shell Technologies Pvt Ltd, All content provided by agencies under Ministry of Rural Development (MoRD), Govt. of India. Created By: [Name]'.

Description:

- The screen is used to display all the tabs which pertain to the user logged in the system. User can click on the tab in order to fill the Project Application Form.

**

HELP

The module “Project Proposal” has a floating assistance “Help” on the right side of the screen which can be accessed to have a brief about different sections of the Project Proposal. The screen shots are as below:

Project Proposal Form				
Section	Sub Section	Sr No	Points to remember	
1 General Information		1	To select consortium partner, the consortium partner must have given consent for becoming consortium partner and must submitted his organization profile	
2 Category	Project Category	1	The Project Category is the highest category among the consortium partners	
		2	Project type once selected and saved, can not be changed for the project proposal.	
	Financial eligibility	3	Financial eligibility is considered from the average turnover of last 3 years of the lead partner	
		4	Project eligibility is as per Project Category subject to financial eligibility after deducting ongoing DDUGKY/SGSY Projects	
5 Proposed Physical Target	5.1 District Wise Target	1	Cumulative sum of targets for all the districts proposed can not be more than the Proposed Training Target	
		5.1b Training Center Location	1	Cumulative sum of targets for all training centers can not be more than the proposed training targets
			2	The location of training centers need not be in the Project State proposed.
	3		Do not forget to check and validate the Special Area indicated for each training center as ?Yes?.	
	5.2 Trade wise target	1	Domain Hours are predefined.	
		2	Domain hours for a trade or combination of trades should not be less than 416 hours	
3		Domain hours include Classroom Training/Exposure visits and OJT Training.		

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		4	Domain hours are not editable. Domain hours of MES courses is as defined by DGET and for SSC QP-NOS, it has been fixed at 416 hours.
		5	If domain hours for a MES Trade is less than 416 hours, an additional trade(s) is required to be added to reach at least 416 hours.
		6	Dependent trades are made mandatory and in case of optional dependent trades, select at least one trade.
		7	From domain hours, Classroom Training/ Exposure visits are required to be defined. The balance hours are counted as OJT hours
		8	OJT hours can not be more than 1/3rd of the total training duration subject to limit of 576 hours.
		9	OJT hours should be in multiple of 8 (8 hours per day)
	5.3 Training Duration Break-up	1	Training Duration Break-up is the display of sub-section 5.2
		2	The assured monthly CTC should not be less than Rs 6000/-
	5.3b Training Cost based on trades proposed	1	Training Cost is calculated as sum of training cost of classroom duration of each trade selected at the predefined cost category, non-domain hours calculated @ minimum cost category in the trade group and OJT hours calculated @ cost category of the trade for certification.
		2	Assessment cost is pre-defined @ Rs. 1500/- per candidate.
		3	Training Cost per candidate for the group is indicated for each trade group (one trade or combination of trades)
	5.4 Training Target Distribution	1	By default, the candidates are shown in residential or non-residential based on the nature of training centers selected
		2	Residential training target should be more than/ equal to the target defined against training centers as residential in 5.1b
		3	Non-Residential training target should be more than/ equal to the target defined against training centers as non-residential in 5.1b

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	5.6 Categories of candidate (Minimum Coverage)	1	Pre-defined for each state
	5.7 Other Details	1	One-time travel cost is support cost subject to maximum of 4500/- per candidate. Refer Chapter 8 of SOP II.
	5.8 Placement Details	1	Total Placement proposed should be more than or equal to 70% of the proposed training target previously defined
		2	If project is for captive placement, the minimum number of placements will higher of the type of project selected and 70% of the training target
		3	If project is for foreign placement, the minimum number of placements will higher of the type of project selected and 70% of the training target
	5.9 No. of Candidates Proposed for Post Placement Support	1	The default value of the placement proposed is shown as outside the state of domicile
		2	In case of Foreign Placement proposed, the number of candidates is automatically populated.
6. Welfare Cost		1	Read the DDU-GKY Guidelines for the definition of Retention and Career Progression.
		2	Retention numbers should be equal to or less than the placement proposed.
		3	Career Progression numbers should be equal to or less than the placement proposed.
		4	Foreign Placement numbers are automatically populated from the previous data input.
7. Project Budget		1	Read the DDU-GKY Guidelines and notification issued for the details of cost components.
		2	The Project Fund Eligibility is compared with Project Component Cost (A). e.g., if project eligibility is 6.00 crores, the cost under Project Component Cost (A) should be equal to or less than Rs. 6.00 crores.
		3	Welfare Cost Component (B) is over and above the Project Fund Eligibility
	7.1b Additional Training Cost for Special Areas	4	The Additional Training Cost for Special areas is @ 10% of the maximum training cost per candidate for the centers located in Special Areas (as defined in sub-section 5.1b)

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	7.9 Placement Incentives	5	For each candidate over 70% of the placements, @ Rs. 3000/- up to 85% of the placement. For each candidate over 85% of the placements @ Rs. 3000/-
	Total Project Cost	6	Total Project Cost is sum of Project Component Cost (A) and Welfare Cost Component (B) including monitoring fee (for states which are not self regulated)
10. Outsourcing of Key Project Activities		1	If you select ?Yes?, you have to provide the complete detail of the outsourcing partner.
11. Declaration		1	Take print out only after selecting yes/no in 11.1 and checking all the boxes in 11.1
		2	The Print-out shall be signed by the authorized signatory as displayed on the screen with company seal.
View Score			Click to view the detail of the score obtained for the project
			Verify the score from the Appendix 1 and 2 of the Notification 28/2015

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COMMON INSTRUCTIONS:

1. Before user proceed, go through the form and pay attention to all the fields. The fields marked with “*” are mandatory requirements.
2. The fields which are only for view purpose have gray color background.
3. **Document upload:**
 - The documents should be legible and details visible;
 - Information contained in the documents scanned should be legible; it should not be blurred or washed out.
 - The scan should be preferably of the original document and not photocopied document.
 - If the documents are not legible or blurred, user’s application is likely to be rejected.
 - If user find that the documents scanned by user are more than 1 MB, resize them using appropriate software.
 - If user wants to upload the file, first browse the file and click on  button to upload the file.
 - If user wants to view the uploaded file, click on  button.
 - If user want to delete the file click on  button.
4. If user want to add the record, click on **ADD** button
5. If user want to delete the record click on  button.
6. **Save as draft:**
 - It is to be noted that all the mandatory fields should be filled in order to save the data as draft
 - If user want to save the data filled in a section and stay on the same page, click on **SAVE AS DRAFT** button
 - If no error is found w.r.t. the information required, a confirmatory screen appears. Confirm the dialogue.
 - The data saved as draft can be edited till the time of form submission
7. If user wants to clear the data, click on **CLEAR**. This will wipe off all the data from the section.
8. If user wants to close without saving the data, click on **CLOSE**. This will wipe off all the data which has not been saved as draft.
9. If user wants to go to next tab (in project application) while saving the data at the same time, click on “**SAVE & PROCEED**” to move to next screen
10. If user wants to go back to previous screen, click on “**PREVIOUS**” button at the bottom of the screen.
11. If user have any issue/ query/ suggestion please write us on:
helpdesk@ruralskills.in

TAB I: PROPOSAL MANAGEMENT

INSTRUCTIONS FOR PROCESSING PROJECT APPLICATION FORM:

1. Application is a two-step process in cases where Organization applies the project in Single capacity. Whereas in case of Consortium it's a three-step process.
 - Module 1 gathers the details of the organization profile.
 - Module 2 gathers the details of the proposed project details.
 - Module 3 gathers the consent of consortium member for the proposed project application form
2. If user's organization is less than 3 years old and is not a NSDC partner then user are not eligible to become a PIA
3. If user's organization has negative net worth in two out of last three 3 years and is not a NSDC partner then user are not eligible to become a PIA
4. If user's Organization is a category C PIA and none of the representative has attended the Orientation organized by MORD then user are not eligible to become a PIA
5. Priority Scoring:

A PIA falling under the category based on their past experience as mentioned in clause 4.7 of DDU-GKY Guidelines will get minimum marks assigned for each category which is as follows:

Category	Minimum Marks
Category A	600
Category B	300
Category C	0

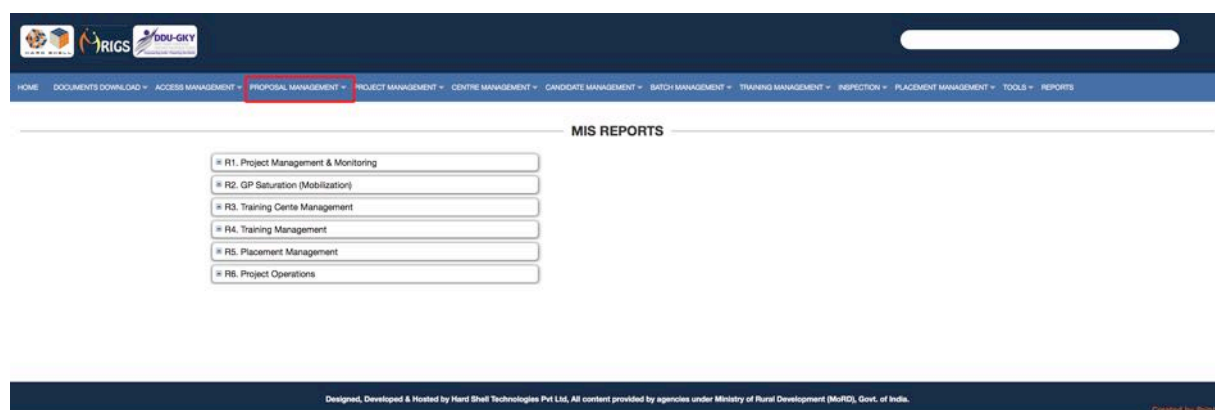
Further, prioritization is done within the categories A, B and C based on the proposal they submit for functioning under the DDU-GKY projects. This will ensure that all categories of proposals falling within Category A will be scored above Category B and Category B proposals above Category C.

The category stacking is done as mentioned in the table below:

Sl. No.	Project Proposal Types	Proposal Score (based on PIA Category)		
		A	B	C
1	A project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	1400	500	200
2	A project by a Champion Employer	1300	NA	NA

3	A project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies	1200	400	100
4	A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns	1100	300	0
5	A project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course	1000	300	0
6	A project by an eligible Educational Institute of high repute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College receiving funding from UGC or AICTE in the last two years	900	NA	NA
7	A project by a PIA who has completed three or more projects under Aajeevika Skills (or SGSY-SP) in the last 5 years	800	NA	NA
8	A project by a PIA who has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years	700	NA	NA
9	Any other project by a Category A PIA	600	NA	NA
10	A project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	600	500	200
11	A project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies	600	400	100
12	Any Project by a Category B PIA	NA	300	NA
13	Any Project by a Category C PIA	NA	NA	0

When user click on “Proposal Management” tab the list of modules is shown as below



HOME DOCUMENTS DOWNLOAD ACCESS MANAGEMENT **PROPOSAL MANAGEMENT** PROJECT MANAGEMENT CENTRE MANAGEMENT CANDIDATE MANAGEMENT BATCH MANAGEMENT TRAINING MANAGEMENT INSPECTION PLACEMENT MANAGEMENT TOOLS REPORTS

MIS REPORTS

- R1. Project Management & Monitoring
- R2. GP Saturation (Mobilization)
- R3. Training Centre Management
- R4. Training Management
- R5. Placement Management
- R6. Project Operations

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Description:

- This screen is used to select the modules like Organization profile, Project Application Form, Proposal Approval by Consortium Partner.

**

MODULE 1- ORGANIZATION PROFILE

When user click on “Organization Profile”, the form is shown as below:

The screenshot shows a web application interface for the 'Organization Profile' form. At the top, there is a navigation menu with options: HOME, ACCESS MANAGEMENT, PROJECT MANAGEMENT, CENTRE MANAGEMENT, CANDIDATE MANAGEMENT, BATCH MANAGEMENT, TRAINING MANAGEMENT, PLACEMENT MANAGEMENT, and APPLICATION FORM. Below the menu, the title 'ORGANIZATION PROFILE' is centered. The form displays the following information:

Status	: Submitted	Version	: 4
Category	: B(e) - An NSDC partner, i.e. where NSDC has a stake... View more	Last Updated On	: 17/07/2015

Below the information, there are six expandable sections, each with a plus sign icon:

1. Organization Details ("PRN Data-Read Only")
2. Organization Member Details ("PRN Data-Read Only")
3. Organization Other Details
4. Financial Details
5. Previous Skills/Training Experience Details
6. Consent for Consortium

At the bottom of the form, there are two buttons: 'SUBMIT' and 'CLOSE'.

Description:

- This form is used to display the details of PRN and capture the organization profile details.
- In order to fill or update the Organization profile details under any tab the “PRN data” should be up to date.

**

1. ORGANIZATION DETAILS

When user clicks on “Organization Details” under “Organization Profile” below screen will be displayed.

HOME ACCESS MANAGEMENT PROJECT MANAGEMENT CENTRE MANAGEMENT CANDIDATE MANAGEMENT BATCH MANAGEMENT TRAINING MANAGEMENT PLACEMENT MANAGEMENT APPLICATION FORM

ORGANIZATION PROFILE

Status	Draft		Version	4
Category	B(e) - An NSDC partner, i.e. where NSDC has a stake...	View more	Last Updated On	17/07/2015

– 1. Organization Details (“PRN Data-Read Only”)

1. Organization Details

1.1 PRN of organization	UP2013RF1184	
1.2 Name of organization	MANAV VIKAS EVAM SEWA SANSTHAN	
1.3 PAN No.	AAAAM2231J	
1.4 TAN No.	LKNM06376G	
1.5 Website address:	NA	
1.6 Act under which registered	Society registered under Societies Registration Act, 1860.	
1.7 Date of incorporation	18/12/1987	
1.8 State where registered	Uttar Pradesh	
1.9 Incorporation Certificate Number	132123	
1.10 Type of business/activity (NIC) :	NA	

1.11 Additional Details

Certificate Type	Certificate Number	Certificate Date
Not available		

1.12 Address

House no./ Bldng. No./ Apt. No.	NA	Street/ Road/ Lane	NA
Area/locality/sector	NA	Landmark	NA
State/UT	NA	District	NA
Tehsil	NA	Town	NA
Ward	NA	Police Station	NA
PIN Code	0	Post Office	NA
Email ID for communication	MVESSLJCKNOW@GMAIL.COM	Mobile Number	NA
Office Number	NA	Fax Number (with STD Code)	NA

+ 2. Organization Member Details (“PRN Data-Read Only”)

+ 3. Organization Other Details

+ 4. Financial Details

+ 5. Previous Skills/Training Experience Details

+ 6. Consent for Consortium

SUBMIT
CLOSE

Description:

This screen is used to display the basic organization details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.

**

2. ORGANIZATION MEMBER DETAILS

When user clicks on “Organization Member Details” under “Organization Profile” below screen will be displayed.

HOME ACCESS MANAGEMENT PROJECT MANAGEMENT CENTRE MANAGEMENT CANDIDATE MANAGEMENT BATCH MANAGEMENT TRAINING MANAGEMENT PLACEMENT MANAGEMENT APPLICATION FORM

ORGANIZATION PROFILE

Status : Submitted	Version : 4
Category : B(e) - An NSDC partner, i.e. where NSDC has a stake... View more	Last Updated On : 17/07/2015

+ 1. Organization Details ("PRN Data-Read Only")

- 2. Organization Member Details ("PRN Data-Read Only")

2. Organization Member Details

Name of 89 Member	Designation	Employee Number
ABHAY SINGH	CEO/DIRECTOR	NA
2.1 Member Name	ABHAY SINGH	2.2 Father's name
2.3 Mother's name	NA	2.4 Spouse's Name
2.5 NRI Status	YES	2.6 Authorized Person
2.7 Designation	CEO/DIRECTOR	2.8 Contact -Landline No.
2.9 Contact - Mobile No.	09956574444	2.10 Email-ID
2.11 PAN No.	NA	2.12 Aadhar/Voter No.
2.13 Passport/Driving License No.	NA	2.14 Country
2.15 Passport Validity date	NA	2.16 Visa Validity date
2.17 Work Permit Validity date	NA	2.18 Whether a valid ork Permit holder in India
2.19 Whether clearance from FRA, MHA obtained	NA	2.20 Relative's name
2.21 Date of Birth	12/06/1984	2.22 Age
2.23 Occupation	NA	
2.24 Address	NA	
2.25 CV		
2.26 Photo		

+ 3. Organization Other Details

+ 4. Financial Details

+ 5. Previous Skills/Training Experience Details

+ 6. Consent for Consortium

SUBMIT
CLOSE

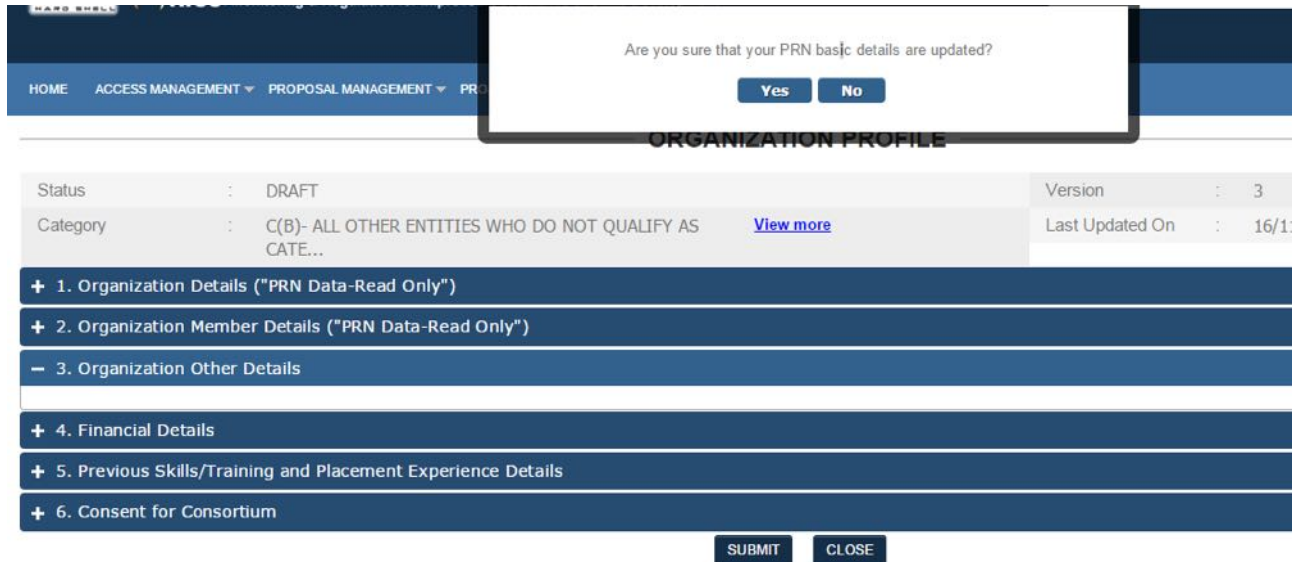
Description:

This screen is used to display the organization member’s details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.

**

Important Notes:

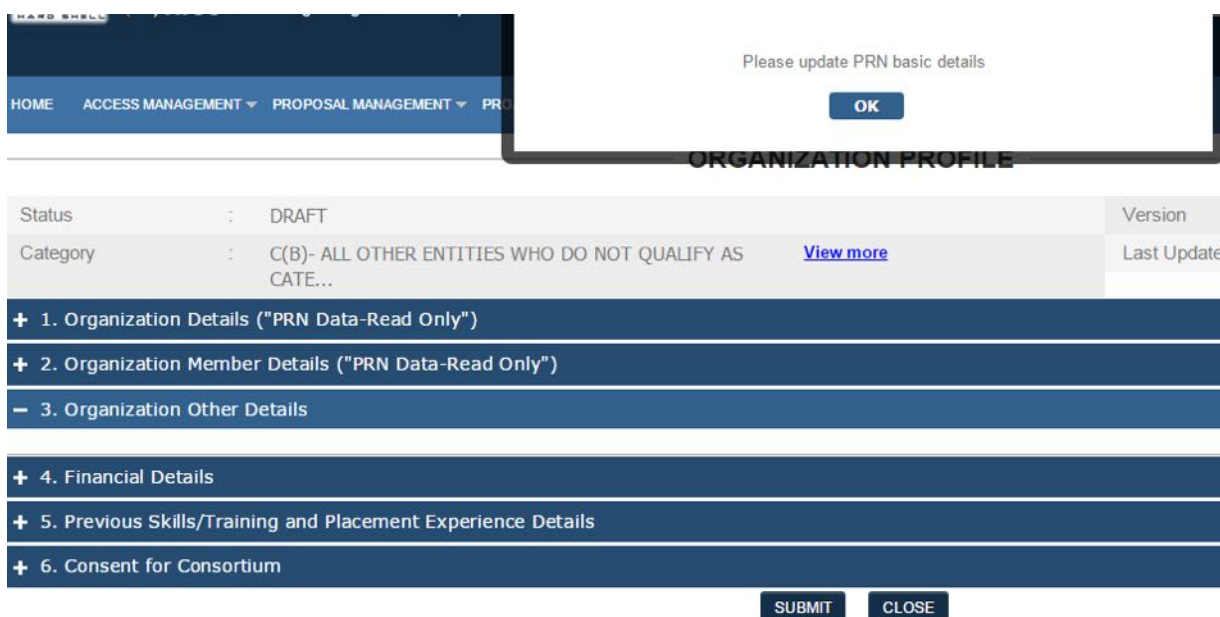
When user click any of the tab the following tabs “Organization Other Details”, “Financial Details”, “Previous Skills/ Training and Placement Experience Details”, “Consent for Consortium” under “Organization Profile” below pop up will be displayed.



In order to fill or update the Organization profile details under any tab the “PRN data” should be up to date.

In case the “PRN data” is updated and user clicks on “Yes” user will be allowed to update the Organization profile details

In case the “PRN data” is not updated and user clicks on “No”, the below pop up will be displayed. And user will be allowed to update the Organization profile details.



In case the PRN details of user's organization (that includes Organization details and Organization member details) are not updated user can write an e-mail to helpdeskprn@gmail.com with required updated details. One sealed and signed copy of it should be sent to DS (Skills). Once the PRN details are modified user can fill or update Organization profile details.

**

3. ORGANIZATION OTHER DETAILS

When user clicks on “Organization Other Details” under “Organization Profile” below screen will be displayed.

3.1 Other Details

3.1.5 Is the organization affiliated to any Community College?
(If Yes, please attach 'Letter of Affiliation with University declaring status') YES No file chosen

a Has the organization received funding from UGC? YES No file chosen

If Yes, please give the details below (for latest 2 F.Ys):

Financial Year	Fund Received (in Rs.)	Upload Sanction Letters From UGC
2014 - 2015	<input type="text" value="0"/>	<input type="button" value="Choose file"/> No file chosen
2013 - 2014	<input type="text" value="0"/>	<input type="button" value="Choose file"/> No file chosen
Total Amount received from UGC		0

b Has the organization received funding from AICTE? YES No file chosen

If Yes, please give the details below (for latest 2 F.Ys):

Financial Year	Fund Received (in Rs.)	Upload Sanction Letters From AICTE
2014 - 2015	<input type="text" value="0"/>	<input type="button" value="Choose file"/> No file chosen
2013 - 2014	<input type="text" value="0"/>	<input type="button" value="Choose file"/> No file chosen
Total Amount received from AICTE		0

3. Organization Other Details

3.1 Other Details

3.1.1 Does you have a valid MoU with MoRD as a Champion Employer?
(If Yes, please attach 'Champion employer certificate') NO No file chosen

3.1.2 Is the organization Training Institute?
(If Yes, please attach 'self-certification') YES No file chosen

a Does your organization have a valid accreditation by NAAC?
(If Yes, please attach 'Letter of accreditation') YES No file chosen

b Date of accreditation

c Validity of accreditation (in months)

d CGPA Received by NAAC

3.1.3 NSDC Partnership (by loan or equity) at the time of application
(If Yes, please attach 'registered agreement with NSDC and applicant organization') YES No file chosen

3.1.4 Has any representative from your organization gone through orientation at MoRD
(If Yes, please attach 'orientation proof from NIRD/NABCONS') YES No file chosen

3.2 Certification and Assessment

3.2 Certification and Assessment

3.2.1 Has the applicant Organization trained candidates certified by NCVT/SSC?
(If Yes, please attach 'Certification by DGET/ SSC')

3.2.2 Has the applicant Organization trained candidates certified by an international body recognized by MoRD?
(If Yes, please attach 'Certification by International body')

3.2.3 Has the applicant Organization trained candidates certified by other certification standard approved by MoRD?
(If Yes, please attach 'Certification by MoRD')

3.3 Policy Manual

3.3 Policy Manuals

3.3.1 Does the applicant Organization have an HR policy manual?
(If Yes, please attach 'HR policy manual')

3.3.2 Does the applicant Organization have an IT policy manual?
(If Yes, please attach 'IT policy manual')

3.3.3 Does the applicant Organization have a compliance manual?
(If Yes, please attach 'Compliance manual')

3.3.4 Does the applicant Organization have a manual detailing standards operating procedure for training activities?
(If Yes, please attach 'Manual detailing standards operating procedure for training activities')

3.4 Training Infrastructure Details

3.4 Training infrastructure Details

State-Wise Number of training Centres Currently Operational

State	Owned	Rental/Leased	Total	Document
--Select--	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Choose file"/> No file chosen <input type="button" value="ADD"/>

Description:

- The screens are used to enter the Organization other details like accreditation with other institutions, Certification & Assessment, Policy manuals and Training infrastructure details.
- If user selects value as “Yes” then the relevant document upload and details of sub-section become mandatory.

**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
3.1	Other details		NA
3.1.1	Do you have a valid MoU with MoRD as a Champion Employer?* (If Yes, please attach “Copy of MoU with MoRD as Champion employer”)	<Yes/ No>	Yes
A	If Yes, date of MoU signing		No

3.1.2	Is the organization Training Institute?* <i>(If Yes, please attach "Self-certification")</i>	<Yes/ No>	
A	Does user's organization have a valid accreditation by NAAC?* <i>(If Yes, please attach "Letter of accreditation")</i>	<Yes/ No>	Yes
B	Date of accreditation		No
C	Validity of accreditation (in months)		No
D	CGPA received by NAAC		No
3.1.3	NSDC Partnership (by loan or equity) at the time of application?* <i>(If Yes, please attach "Agreement between NSDC and applicant organization for equity or loan")</i>	<Yes/ No>	Yes
3.1.4	Has any representative from user's organization attended orientation at MoRD?* <i>(If Yes, please attach "Orientation proof from NIRD/ NABCONS")</i>	<Yes/ No>	Yes
3.1.5	Is the organization affiliated to any Community College?* <i>(If Yes, please attach "Letter of Affiliation with University")</i>	<Yes/ No>	Yes
A	Has the organization received funding from UGC?	<Yes/ No>	Yes
	If Yes, please enter Fund received (in Rs.) (for latest 2 F.Ys) <i>(If Yes, please attach "Sanction Letters From UGC for Grant")</i>		No
B	Has the organization received funding from AICTE?	<Yes/ No>	Yes
	If Yes, please enter Fund received (in Rs.) (for latest 2 F.Ys) <i>(If Yes, please attach "Sanction Letters From AICTE")</i>		No
3.2	Certification and Assessment		NA
3.2.1	Has the applicant organization trained candidates certified by NCVT/SSC?* <i>(If Yes, please attach "Copy of Certification of a trained candidate by DGET/ SSC")</i>	<Yes/ No>	Yes
3.2.2	Has the applicant organization trained candidates certified by an international body recognized by MoRD?* <i>(If Yes, please attach "Copy of Certification of a</i>	<Yes/ No>	Yes

	trained candidate by any International assessment agency")		
3.2.3	Has the applicant organization trained candidates certified by other certification standard approved by MoRD?*	<Yes/ No>	Yes
	<i>(If Yes, please attach "Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD")</i>		
3.3	Policy Manuals		NA
3.3.1	Does the applicant organization have an HR policy manual?*	<Yes/ No>	Yes
	<i>(If Yes, please attach "HR policy manual")</i>		
3.3.2	Does the applicant organization have an IT policy manual? *	<Yes/ No>	Yes
	<i>(If Yes, please attach "IT policy manual")</i>		
3.3.3	Does the applicant organization have a compliance manual? *	<Yes/ No>	Yes
	<i>(If Yes, please attach "Compliance manual")</i>		
3.3.4	Does the applicant organization have a manual detailing standards operating procedure for training activities? *	<Yes/ No>	Yes
	<i>(If Yes, please attach "Manual detailing standards operating procedure for training activities")</i>		
3.4	Training Infrastructure Details		NA
	<i>(State wise number of training centres currently operational)</i>		
	State Name		No
	Owned <i>(If owned centres, please attach "Deed")</i>		No
	Rental/Leased <i>(If rental/leased centres, please attach "Rent/Lease agreement")</i>		No

4. FINANCIAL DETAILS

When user clicks on “Financial Details” under “Organization Profile” below screen will be displayed.

HOME
ACCESS MANAGEMENT
PROJECT MANAGEMENT
CENTRE MANAGEMENT
CANDIDATE MANAGEMENT
BATCH MANAGEMENT
TRAINING MANAGEMENT
PLACEMENT MANAGEMENT
APPLICATION FORM

ORGANIZATION PROFILE

Status : Submitted Version : 4

Category : B(e) - An NSDC partner, i.e. where NSDC has a stake... View more Last Updated On : 17/07/2015

+ 1. Organization Details ("PRN Data-Read Only")

+ 2. Organization Member Details ("PRN Data-Read Only")

+ 3. Organization Other Details

- 4. Financial Details

Financial Year	Annual Turnover (in Rs.)	Net worth (in Rs.)	Name of the CA Firm	Name of CA	CA membership No.	Contact No.	Email Id	IT Returns Filed	ITR Acknowledgement Number	ITR Acknowledgement document upload	Audited / Not-audited	CA Certificate for Annual Turnover & Net worth
2014-2015	10000000000	10000000000	ASA Associater	Ramesh	1212	9990990344	ramesh@gmail	YES	1212			YES
2013-2014	10000000000	10000000000	Mohan Assocal	Mohan	12121	9089898989	mohan@gmail	YES	212121			YES
2012-2013	10000000000	10000000000	Deepak Consu	Deepak	12121	9891003434	deepak@gmail	YES	12121			YES
2011-2012	0	0						NO				NO
2010-2011	0	0						NO				NO
Average for last three financial years		10000000000	40000000000									

4.1 CIBIL Rating

Details of CIBIL score for all the directors:

Sr No.	Name of Director	Loan from Banks/ Financial Institutions	Loan sanctioned period	Member ID	Date of CIBIL Score	CIBIL Score	Certificate for CIBIL Score
1	ABHAY SINGH	NO	Greater than 6 Mo				<input type="button" value="Choose file"/> No file chosen

+ 5. Previous Skills/Training Experience Details

+ 6. Consent for Consortium

Description:

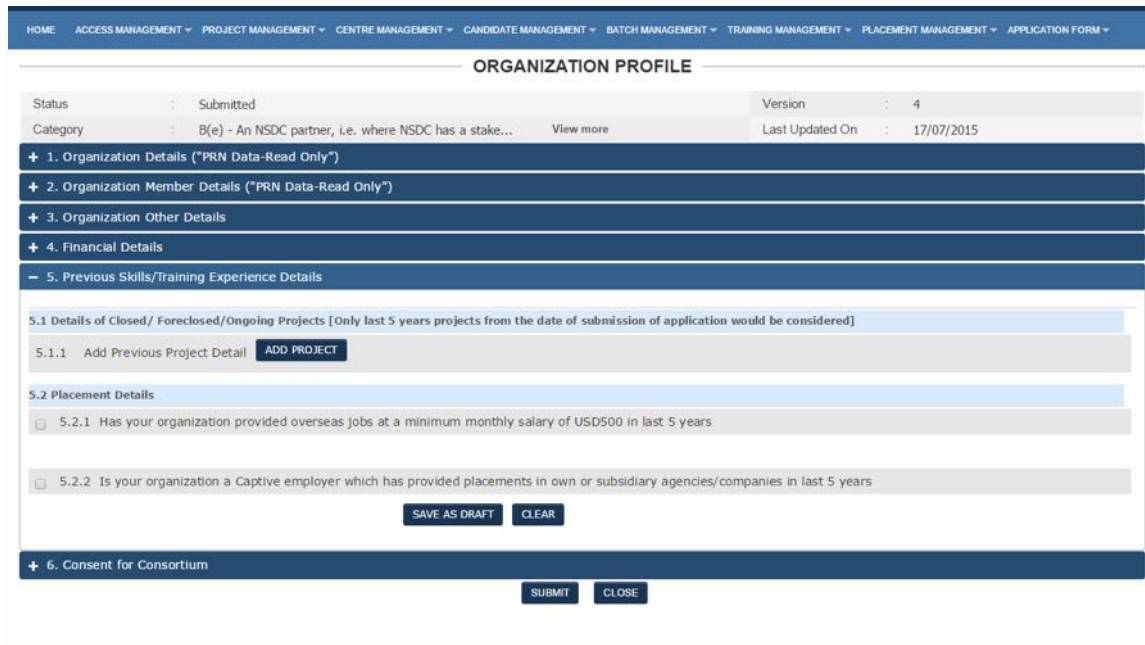
- The screen is used to enter the Organization financial details like CA firm details, turn over, net worth, ITR return details.
- If user's organization is not a NSDC partner, user has to mandatorily fill minimum three years of audited financial year details. If user's organization is a NSDC partner, user has to mandatorily fill one year of audited financial year details.
- The latest three financial years audited details (wherever available) will be used for calculating the eligibility conditions of PIA prescribed in guidelines.

- It is to be noted that the Financial Details of previous years become due by 30th September of the subsequent year.
- CIBIL Rating details to be filled for all the directors of the organization who have availed loan or sanctioned loan during the last six months.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Financial Year		Yes
2.	Turnover (in Rs.)		Yes
3.	Net worth (in Rs.)		Yes
4.	Name of the CA Firm		Yes
5.	Name of CA		Yes
6.	CA membership No.		Yes
7.	Contact No.		Yes
8.	E mail Id		Yes
9.	IT Returns Filed (If Yes, please mention ITR Acknowledgement No.)	<Yes/ No>	Yes
10.	ITR Acknowledgement No.		No
11.	Audited / Non-audited (If Yes, please attach "CA Certificate of Statutory Auditor/ Annual Auditor")	<Audited/ Non-audited>	Yes
12.	CIBIL Rating		NA
13.	Name of Director		NA
14.	Loan from banks/ financial institutes	<Yes/ No>	Yes
15.	Loan Sanctioned period	<within 6 months/ greater than 6 months>	No
16.	Member ID		No
17.	Date of CIBIL Score		No
18.	CIBIL Score		No
19.	Certificate for CIBIL score		No

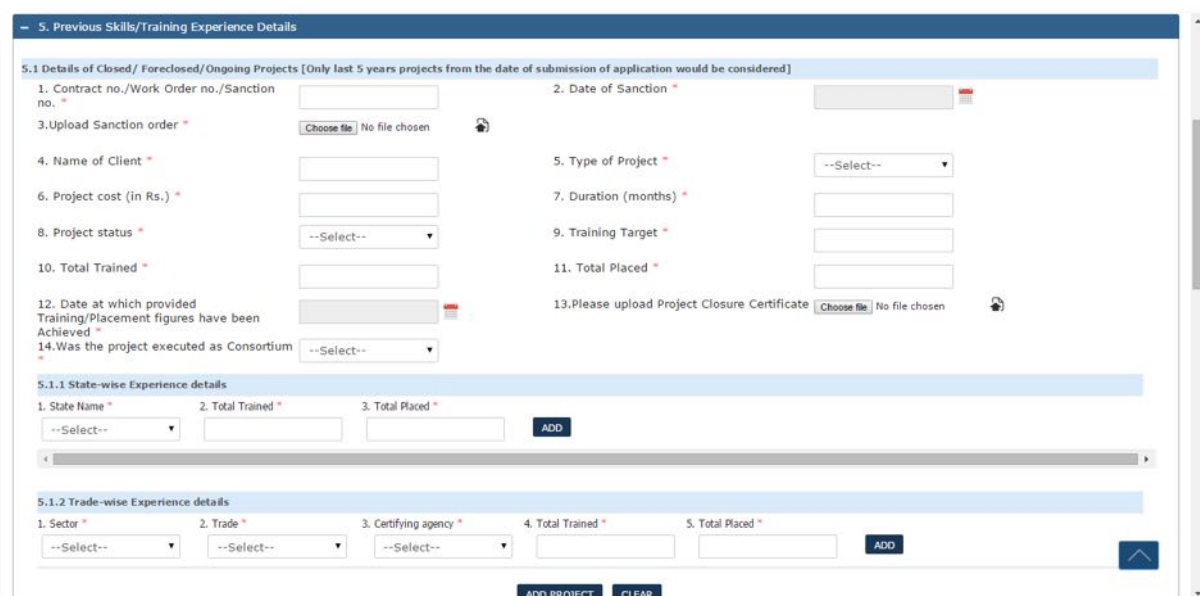
5. PREVIOUS SKILLS/ TRAINING EXPERIENCE DETAILS

When user click on “Previous Skills/ Training Experience Details” under “Organization Profile” below screen will be displayed.



5.1 Details of Closed/foreclosed/Ongoing Projects

When user clicks on “Add previous project details” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.



5.2 Placement Details

When user checks on “Have your organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years?” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.

5.2 Placement Details

5.2.1 Has your organization provided overseas jobs at a minimum monthly salary of USD500 in last 5 years

Year	Number of trained candidates	Number of candidates placed overseas
2014	<input type="text"/>	<input type="text"/>
2013	<input type="text"/>	<input type="text"/>
2012	<input type="text"/>	<input type="text"/>
2011	<input type="text"/>	<input type="text"/>
2010	<input type="text"/>	<input type="text"/>

Employer wise overseas placement details:

Financial year	Name of Employer	Contact Details	Number of People Employed	Minimum Salary (USD)	Country	Client Certificate
2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--	<input type="button" value="Choose file"/> No file chosen <input type="button" value="ADD"/>

When user check on “Is user’s organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years?” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.

5.2.2 Is your organization a Captive employer which has provided placements in own or subsidiary agencies/companies in last 5 years

Year	Number of trained candidates	Number of candidates placed with captive placement
2014	<input type="text"/>	<input type="text"/>
2013	<input type="text"/>	<input type="text"/>
2012	<input type="text"/>	<input type="text"/>
2011	<input type="text"/>	<input type="text"/>
2010	<input type="text"/>	<input type="text"/>

Organization wise Captive placement details:

Financial year	Name of Agency where employed	Contact Details	Type of company	Number of People Employed	Minimum Salary	Client Certificate
2014	<input type="text"/>	<input type="text"/>	OWN	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen <input type="button" value="ADD"/>

Description:

- The screens are used to enter the organization previous skills/ training and placement experience details like Details of Closed/ Foreclosed/Ongoing Projects, Overseas and captive placement details etc.

- The latest five financial year's details of Closed/ Foreclosed/Ongoing Projects will be used for calculating the PIA category prescribed in guidelines.
- Similarly latest two financial year's details of Overseas and captive placement will be used for calculating the category of PIA prescribed in guidelines.

**

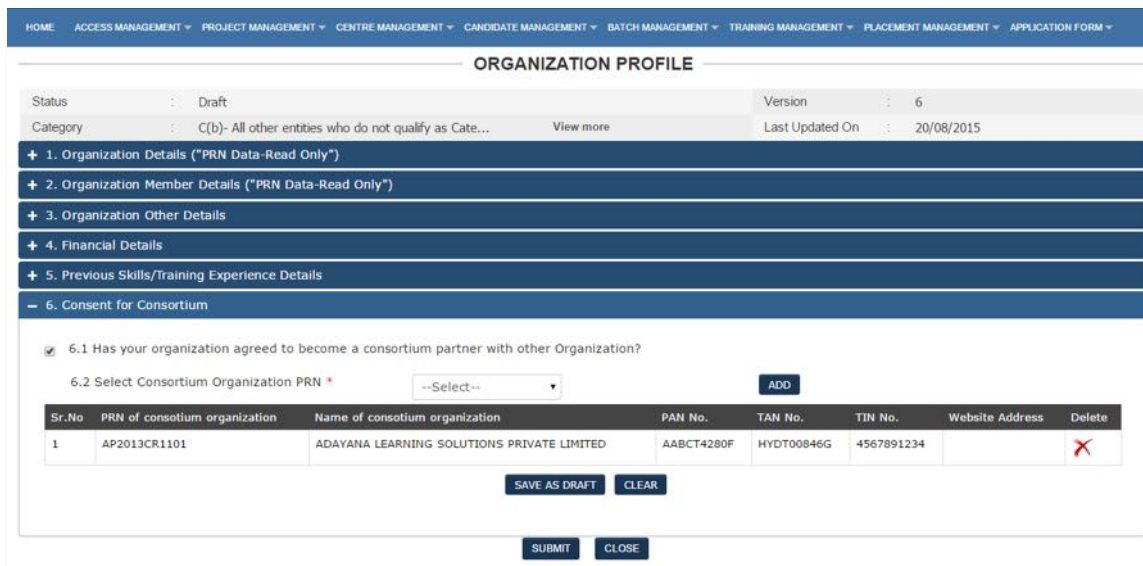
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
5.1	Details of Closed/ Foreclosed/ Ongoing Projects		NA
	Add Project details	<i>(The below mandatory conditions will be applicable if user click on "Add Project details": Applicable on section 5.1 only)</i>	No
1.	Contract no./Work Order no./Sanction number		Yes
2.	Date of Sanction (DD/MM/YYYY)		Yes
3.	Sanction order upload		Yes
4.	Name of Client		Yes
5.	Type of Project	<DDU-GKY/MoRD-SGSY/Roshni/Himayat (YP States)/ DDU-GKY - AP Projects (AP States)/ Other Government Projects/ Private Projects>	Yes
6.	Project cost (in Rs.)		Yes
7.	Duration (in months)		Yes
8.	Project status		Yes
9.	Training Target		Yes
10.	Total Trained		Yes
11.	Total Placed		Yes
12.	Date at which provided Training/Placement figures have been Achieved		No
13.	Please attach Client Certificate or Project closure certificate		No
14.	Was the project executed as Consortium	Yes/No	Yes
15.	Consortium member name		No
16.	Consortium member PRN		No
17.	Was the applicant organization was lead partner for the project	Yes/No	No
18.	Was the organization in-charge of training and placement	Yes/No	No
5.1.1	State-wise Experience Details		NA

1.	State Name		Yes
2.	Total Trained		Yes
3.	Total Placed		Yes
5.1.2	Trade-wise Experience Details		NA
1.	Sector		Yes
2.	Trade		Yes
3.	Certifying Agency		Yes
4.	Total Trained		Yes
5.	Total Placed		Yes
5.2	Placement Details		NA
5.2.1	Overseas placement		NA
1.	Has user's organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years? <i>If yes, please provide below details for latest two closed financial years</i>		No
2.	Number of trained candidates		Yes
3.	Number of candidates placed overseas		Yes
4.	Employer wise overseas placement details		NA
5.	Financial Year		NA
6.	Name of Employer		Yes
7.	Contact Details		Yes
8.	Number of People Employed		Yes
9.	Minimum Salary (USD)		Yes
10.	Country		Yes
11.	Attach Employer certificate		Yes
5.2.2	Captive Placements		NA
1.	Is user's organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years? <i>If yes, please provide below details for latest two closed financial years</i>		No
2.	Number of trained candidates		Yes
3.	Number of candidates placed overseas		Yes
4.	Organization wise Captive Placement details		NA
5.	Financial Year		NA
6.	Name of Agency where		Yes

	employed		
7.	Contact Details		Yes
8.	Type of company	<Own/Subsidiary>	Yes
9.	Number of People Employed		Yes
10.	Attach Captive Placement certificate		Yes

6. CONSENT FOR CONSORTIUM

When user clicks on “Consent for consortium” under “Organization Profile” below screen will be displayed.



When 6.1 (Consent for Consortium) is not checked:

This indicates that the applicant Organization is not interested in becoming consortium partner with any other Organization (s). In which case, the applicant Organization can directly submit the “Organization profile” by clicking on Submit button after entering all mandatory fields and uploading all mandatory documents.

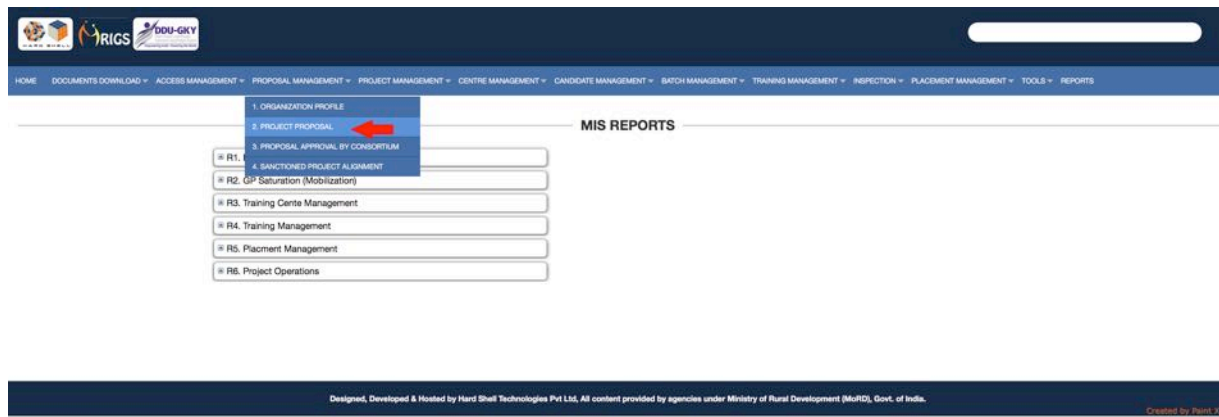
When 6.2 Consent for Consortium is checked:

This indicates that the Organization is interested in becoming consortium partner with any other Organization (s). In which case, the PRN of the organization(s) with whom the applicant Organization is interested in becoming consortium partners, have to be selected in 6.2. For example, if Organization “Y” is interested in becoming Consortium partner to Organization “X” (which will be an applicant Organization), then “Y” has to select the PRN of “X” in its Organization profile and submit. Once the Organization profile is submitted by “Y” with the consent for “X”, then only Organization “X” will be able to choose the consortium partner “Y”, in its Project Application Form

**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
6.1	Has user’s organization agreed to become a consortium partner with other organizations? <i>If yes, please provide below details</i>		No
6.2	Select Consortium Organization PRN		Yes

MODULE 2- PROJECT PROPOSAL



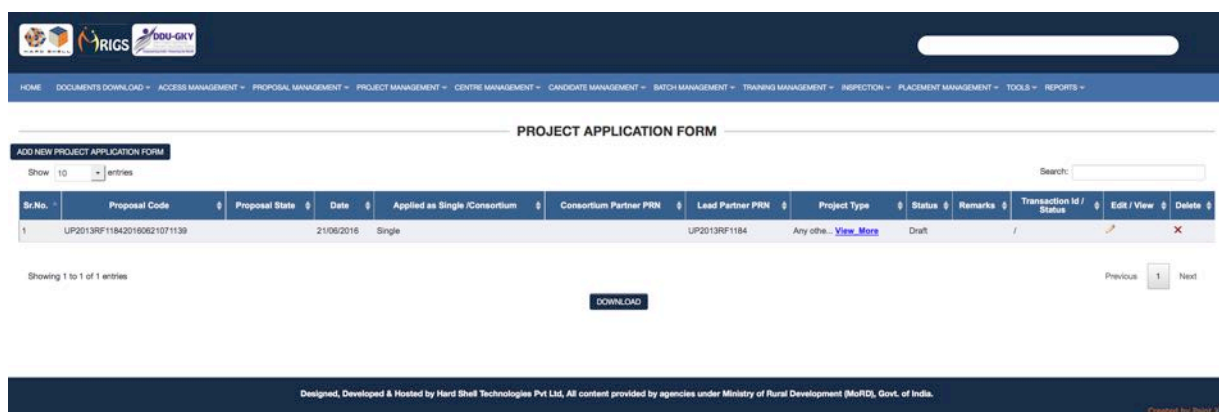
Description:

This screen is used to select the “Project Proposal” module. After successfully updating the Organization profile, select the “Project Proposal” module provided under “Proposal Management” tab.

**




PROJECT APPLICATION FORM DASH BOARD

When user clicks on “Project Application Form” under “Proposal Management” tab, user will be directed to Project Application Form dashboard. Below screen will be displayed.




Description:

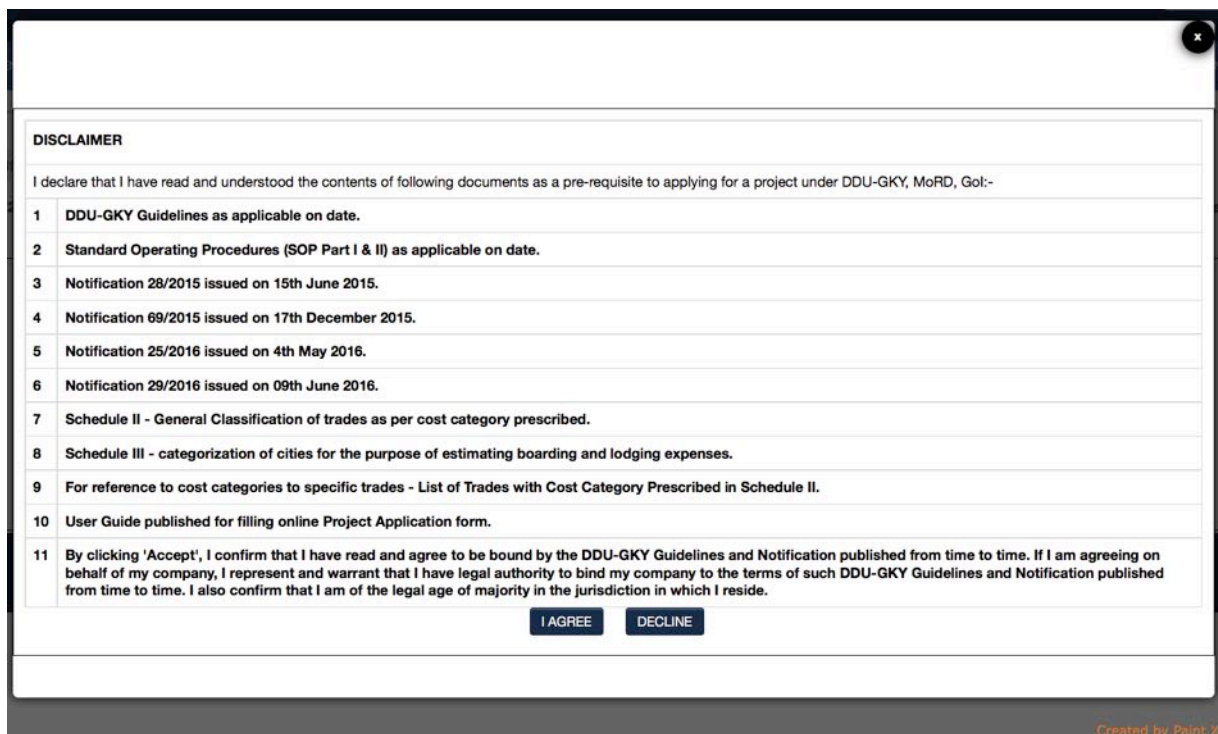
- The screen gives an overview status of the Project Applications created or submitted by the user.
- User can click on “Add New Project Application Form” to file fresh Project Application Form.

- User can edit/ view the details of draft Project Application Form by clicking on  button.
- User can view the details of submitted Project Application Form by clicking on  button.
- User can delete details of draft Project Application Form by clicking on  button.

**

PROJECT APPLICATION FORM

When user clicks on “Add new project application form” or on  for editing an incomplete Project Proposal on the dashboard, below screen will be displayed.



The screenshot shows a disclaimer form with the following content:

DISCLAIMER

I declare that I have read and understood the contents of following documents as a pre-requisite to applying for a project under DDU-GKY, MoRD, Gol:-

- 1 DDU-GKY Guidelines as applicable on date.
- 2 Standard Operating Procedures (SOP Part I & II) as applicable on date.
- 3 Notification 28/2015 issued on 15th June 2015.
- 4 Notification 69/2015 issued on 17th December 2015.
- 5 Notification 25/2016 issued on 4th May 2016.
- 6 Notification 29/2016 issued on 09th June 2016.
- 7 Schedule II - General Classification of trades as per cost category prescribed.
- 8 Schedule III - categorization of cities for the purpose of estimating boarding and lodging expenses.
- 9 For reference to cost categories to specific trades - List of Trades with Cost Category Prescribed in Schedule II.
- 10 User Guide published for filling online Project Application form.
- 11 By clicking 'Accept', I confirm that I have read and agree to be bound by the DDU-GKY Guidelines and Notification published from time to time. If I am agreeing on behalf of my company, I represent and warrant that I have legal authority to bind my company to the terms of such DDU-GKY Guidelines and Notification published from time to time. I also confirm that I am of the legal age of majority in the jurisdiction in which I reside.

Buttons:

Created by Paint X

Description:

- The screen is for acceptance of the terms and conditions of the scheme.
- It also confirms that the user has gone through the various documents understanding of which may be required at the filing of the application form.
- The documents can be found under “Document Download” Tab categorized under policy, notification, SOP and reference documents”
- It also confirms that the user is authorized to access this module and process the application.
- If the user declines, it goes back to the Dashboard.

When the “ACCEPT” button is clicked, the below mentioned screen is displayed

HOME DOCUMENTS DOWNLOAD ACCESS MANAGEMENT PROPOSAL MANAGEMENT PROJECT MANAGEMENT CENTRE MANAGEMENT CANDIDATE MANAGEMENT BATCH MANAGEMENT TRAINING MANAGEMENT INSPECTION PLACEMENT MANAGEMENT TOOLS REPORTS

PROJECT PROPOSAL FORM

Priority Score: 700.00 Technical Score: 55.33 Out Of 99 Total Score: 755.33 **UPDATE AND VIEW SCORE**

General Information Category Proposed Physical Targets Welfare Cost Project Budget Funding Pattern Manpower Outsourcing of Key Project Activities Verification

PRN of Applicant organization : WB2013CR1126
Name of Applicant Organization : ORION EDUTECH PVT LTD
Applying as (Single/Consortium) * : Consortium

Consortium Partner :

PRN of Consortium Member * : WB2014CR2321
Name of Consortium Member * : BRIDGE AND BUILDING CONSTRUCTION CO PVT LTD
Indicate Lead Partner * : ORION EDUTECH PVT LT

SAVE AS DRAFT CLEAR CLOSE SAVE & PROCEED >>

Designed, Developed & Hosted by Hard Shell Technologies Pvt Ltd, All content provided by agencies under Ministry of Rural Development (MoRD), Govt. of India. Created by Pankaj

Description:

- The screen is used to fill/ edit project application form.
- At top the screen displays the Total score which is the total of Priority score and Technical score. The score is auto-calculated for the first time and the data for calculation is being fetched from the Organization profile (s) and the Project application form. **The score can be refreshed by clicking on the “Update and View Score” button.**
- User can also click on “Update and View Score” to view the details of score obtained.

**

1. BASIC DETAILS

Navigation

- The navigation in the application is sequential.
- User can access previous sections by clicking on the tab at the top of the screen
- If the previous tab is selected, next tabs are disabled and the user has to proceed sequentially.

The Progress Bar



The Progress Bar shows a series of tabs: General, Organizational Profile, Consortium Organization Profile, Category, Physical Targets, Welfare Cost, Project Budget, Funding Pattern, Manpower, Outsourcing of KPA, and Verification. Below the tabs, project details are displayed: Proposal Code: WB2013CR112620160102065527, Applicant PRN: WB2013CR1126, Proposed State: UTTAR PRADESH, Consortium PRN: N/A, and Lead Partner PRN: WB2013CR1126. A 'Created by Paint X' watermark is visible.

The Progress shows the section of the Proposal Form already completed, being used, or yet to be completed.

- Grey coloured tab – Not accessible and yet to be completed;
- Blue Coloured tab – Currently being used;
- Green Coloured tab – Already completed.

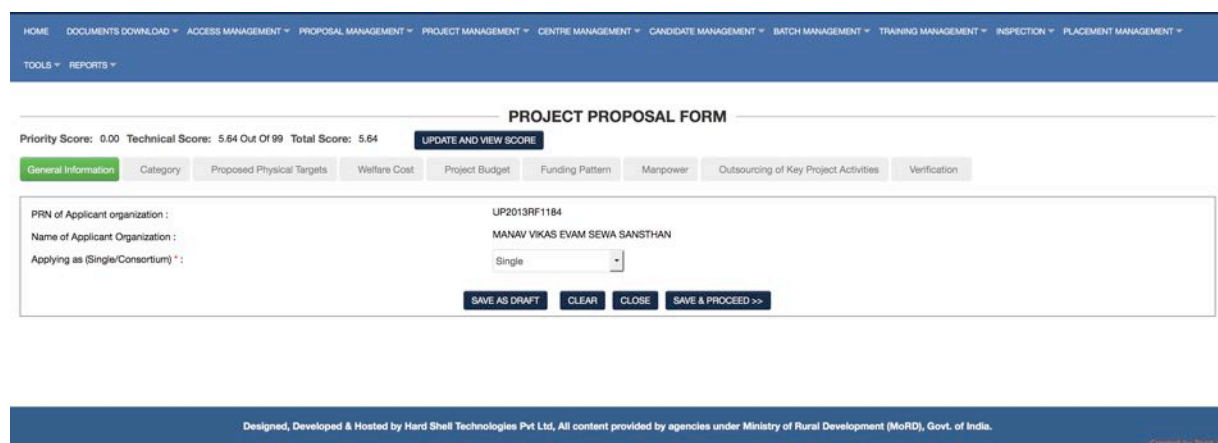
The information Section

Below the Progress Bar, the details of the project being created or edited is displayed on all tabs for the information of the user. The details include

- Project Code – generated once the General section is saved
- Proposed State – generated when the state is selected in Proposed Physical Target Section
- Applicant PIA PRN
- Consortium PIA PRN
- Lead Partner

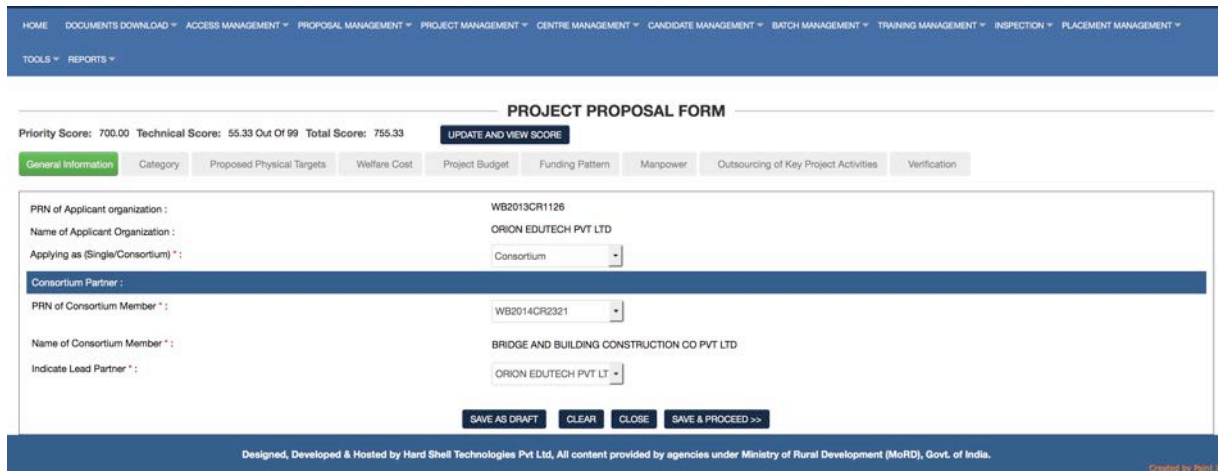
The “General Information” section is displayed when a new project or edit of incomplete project is selected will be displayed.

Case 1: If user selects “Applying as” Single, user can move to next section.



The screenshot shows the 'PROJECT PROPOSAL FORM' with a navigation bar at the top containing links like HOME, DOCUMENTS DOWNLOAD, ACCESS MANAGEMENT, etc. Below the navigation bar, the form displays 'Priority Score: 0.00 Technical Score: 5.64 Out Of 99 Total Score: 5.64' and an 'UPDATE AND VIEW SCORE' button. The 'General Information' tab is selected, showing fields for 'PRN of Applicant organization' (UP2013RF1184), 'Name of Applicant Organization' (MANAV VIKAS EVAM SEWA SANSTHAN), and 'Applying as (Single/Consortium) *' (Single). At the bottom of the form, there are buttons for 'SAVE AS DRAFT', 'CLEAR', 'CLOSE', and 'SAVE & PROCEED >>'. A footer at the bottom states 'Designed, Developed & Hosted by Hard Shell Technologies Pvt Ltd, All content provided by agencies under Ministry of Rural Development (MoRD), Govt. of India.' and 'Created by Paint X'.

Case 2: If user selects “Applying as” Consortium, user needs to select the PRN of the consortium partner. The below screen will be displayed once user select as “Consortium”



The screenshot shows the 'PROJECT PROPOSAL FORM' interface. At the top, there is a navigation menu with options like HOME, DOCUMENTS DOWNLOAD, ACCESS MANAGEMENT, etc. Below the menu, the form displays the 'PROJECT PROPOSAL FORM' title and a score summary: Priority Score: 700.00, Technical Score: 55.33 Out Of 99, Total Score: 755.33. There is an 'UPDATE AND VIEW SCORE' button. The form is divided into several tabs: General Information, Category, Proposed Physical Targets, Welfare Cost, Project Budget, Funding Pattern, Manpower, Outsourcing of Key Project Activities, and Verification. The 'General Information' tab is active, showing fields for: PRN of Applicant organization (WB2013CR1126), Name of Applicant Organization (ORION EDUTECH PVT LTD), Applying as (Single/Consortium) (Consortium), Consortium Partner (highlighted in blue), PRN of Consortium Member (WB2014CR2321), Name of Consortium Member (BRIDGE AND BUILDING CONSTRUCTION CO PVT LTD), and Indicate Lead Partner (ORION EDUTECH PVT LT). At the bottom of the form, there are buttons for 'SAVE AS DRAFT', 'CLEAR', 'CLOSE', and 'SAVE & PROCEED >>'. A footer note states: 'Designed, Developed & Hosted by Hard Shell Technologies Pvt Ltd, All content provided by agencies under Ministry of Rural Development (MoRD), Govt. of India. Created by Pankaj'.

Description:

- The screens are used to capture the information whether applicant organization is applying the project individually or as a consortium.
- **Further these screens also capture the consortium related information such as “Lead Partner” details**
- It is to be noted that the Organization Profile Details of the consortium partner should be updated, otherwise user will not be able to select such organization as consortium partner, In such cases user have to coordinate with Consortium partner and advise it to update the Organization Profile.
- On submission of Project Application Form as Consortium, it will be routed to Consortium partner for its consent.
- Once the consortium partner gives its consent for the project application form, it will be considered as “Submit”.

**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Applying as (Single/Consortium) <i>If Consortium, please give below details</i>	Single/Consortium	Yes
2.	PRN of Consortium Member		Yes
3.	Name of Consortium Member		NA
4.	Indicate Lead Partner		Yes

2. APPLICANT ORGANIZATION PROFILE

User can view the Applicant Organization profile in the PDF or by going back to Organization profile module.

The tab is not accessible and only indicates that the organization profile will be part of the project proposal

3. CONSORTIUM MEMBER ORGANIZATION PROFILE

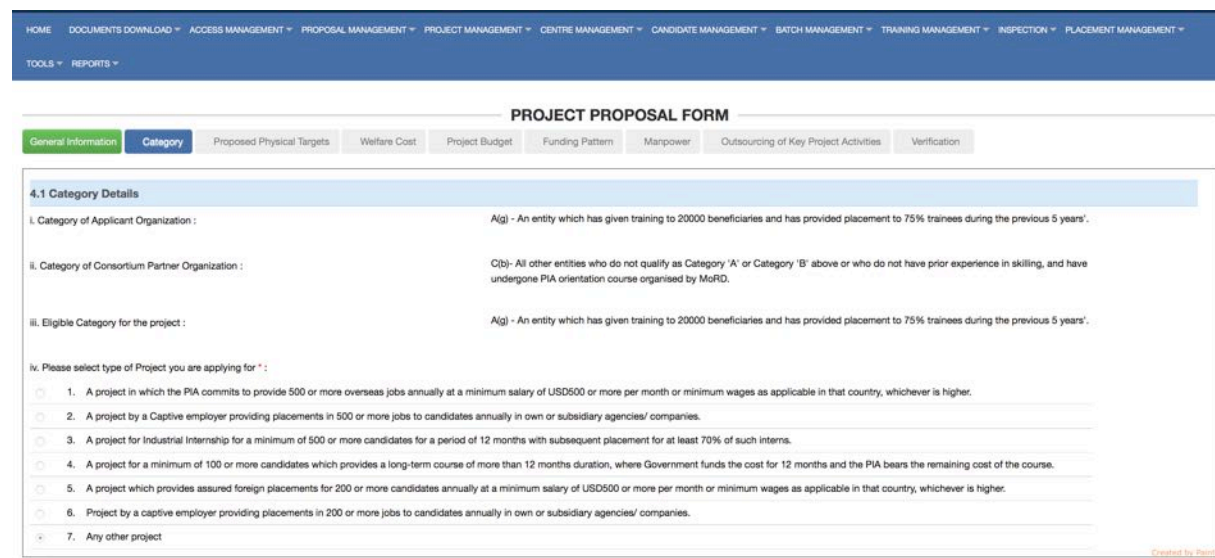
User can view the Consortium Member Organization profile in the PDF.

The tab is not accessible and only indicates that the Consortium Member organization profile will be part of the project proposal, in case a project is being filed in Consortium.

4. CATEGORY (PROJECT CATEGORY AND FUND ELIGIBILITY)

When user click on “Category and Fund Eligibility of Applicant PIA/ Consortium” under “Project Application form” below screens will be displayed.

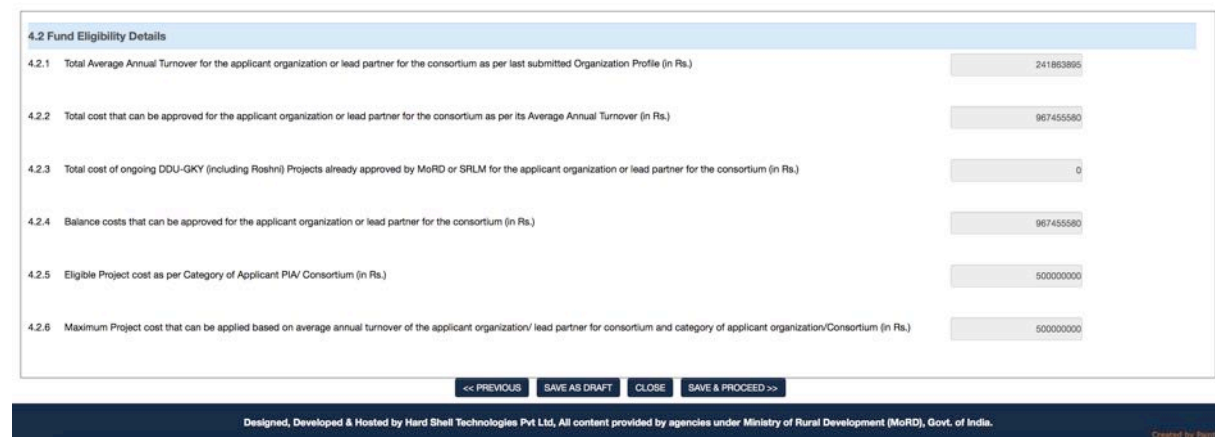
4.1 Category Details



The screenshot shows the 'PROJECT PROPOSAL FORM' with the 'Category' tab selected. The '4.1 Category Details' section contains the following information:

- I. Category of Applicant Organization :** A(g) - An entity which has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years'.
- ii. Category of Consortium Partner Organization :** C(b)- All other entities who do not qualify as Category 'A' or Category 'B' above or who do not have prior experience in skilling, and have undergone PIA orientation course organised by MoRD.
- iii. Eligible Category for the project :** A(g) - An entity which has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years'.
- iv. Please select type of Project you are applying for * :**
 - 1. A project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.
 - 2. A project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies.
 - 3. A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 70% of such interns.
 - 4. A project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course.
 - 5. A project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.
 - 6. Project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies.
 - 7. Any other project

4.2 Fund Eligibility Details



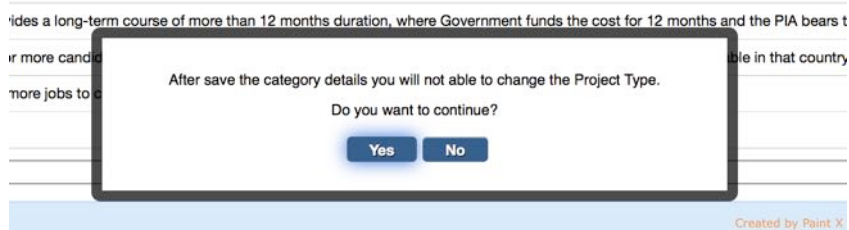
The screenshot shows the '4.2 Fund Eligibility Details' section with the following data:

Field ID	Description	Value (in Rs.)
4.2.1	Total Average Annual Turnover for the applicant organization or lead partner for the consortium as per last submitted Organization Profile (in Rs.)	241863895
4.2.2	Total cost that can be approved for the applicant organization or lead partner for the consortium as per its Average Annual Turnover (in Rs.)	967455580
4.2.3	Total cost of ongoing DDU-GKY (including Roshni) Projects already approved by MoRD or SRLM for the applicant organization or lead partner for the consortium (in Rs.)	0
4.2.4	Balance costs that can be approved for the applicant organization or lead partner for the consortium (in Rs.)	967455580
4.2.5	Eligible Project cost as per Category of Applicant PIA/ Consortium (in Rs.)	500000000
4.2.6	Maximum Project cost that can be applied based on average annual turnover of the applicant organization/ lead partner for consortium and category of applicant organization/Consortium (in Rs.)	500000000

Navigation buttons: << PREVIOUS, SAVE AS DRAFT, CLOSE, SAVE & PROCEED >>

Description:

- The screens are used to display the Eligible Project Category, Fund Eligibility Details of the Applicant PIA/ Consortium based on the details filled in organization Profile.
- User can select the project type from the available list of type of projects. User will not be able to edit the project type once the section is saved as draft. If user wants to change the project type, user can close the form and start a fresh project application form.
- The project Eligibility will be the highest category among the consortium members, in case of consortium proposal.
- **It is to be noted that the Financial Details of the lead partner will be considered to calculate the Fund Eligibility conditions.**
- When clicked on “SAVE & PROCEED”, confirmation message will pop-up



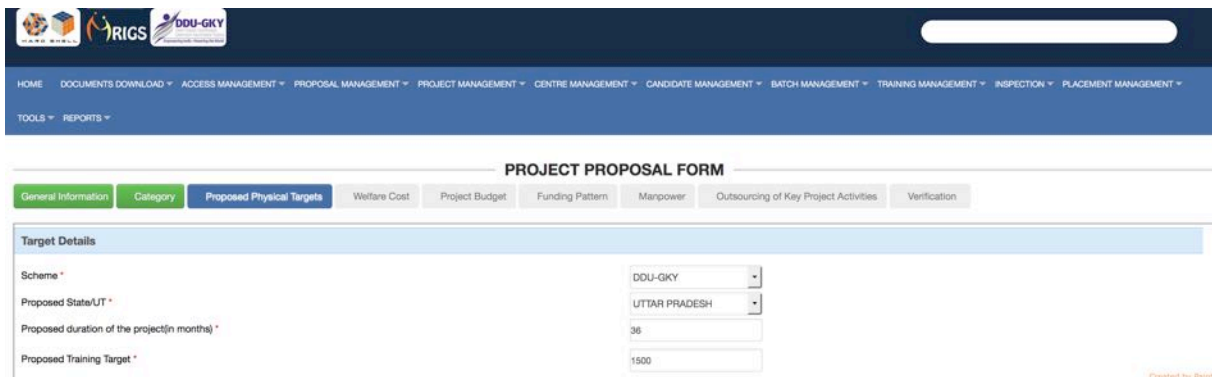
**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
4.1	Category Details		NA
1.	Category of Applicant Organization	<i>This will be auto- calculated by the system</i>	NA
2.	Category of Consortium Partner Organization	<i>This will be auto- calculated by the system</i>	NA
3.	Eligible Category	<i>This will be auto- calculated by the system</i>	NA
4.	Type of Project applying for*	<ol style="list-style-type: none"> 1. <i>a project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher</i> 2. <i>a project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies</i> 3. <i>a project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns</i> 4. <i>a project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course</i> 5. <i>a project which provides assured</i> 	Yes

		<p><i>foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.</i></p> <p>6. <i>a project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies.</i></p> <p>7. <i>Any other project</i></p>	
4.2	Fund Eligibility Details		NA
4.2.1	Total Average Annual Turnover for the lead partner as per last submitted Organization Profile (in Rs.)	<i>This will be auto- calculated by the system</i>	NA
4.2.2	Total cost that can be approved for the lead partner as per its Average Annual Turnover (in Rs.)	<i>This will be auto- calculated by the system</i>	NA
4.2.3	Total cost of Projects already approved by MoRD or SRLM for the lead partner (in Rs.)	<i>This will be auto- calculated by the system</i>	NA
4.2.4	Balance costs that can be approved for the lead partner (in Rs.)	<i>This will be auto- calculated by the system</i>	NA
4.2.5	Eligible Project cost as per Category of PIA/ Consortium (in Rs.)	<i>This will be auto- calculated by the system</i>	NA
4.2.6	Maximum Project cost based on average annual turnover of the lead partner and category of PIA/ Consortium (in Rs.)	<i>This will be auto- calculated by the system</i>	NA

5. PROJECT PHYSICAL TARGETS

After clicking on the “SAVE & PROCEED” in “Category” section, the below display screen appears.



The screenshot shows the 'PROJECT PROPOSAL FORM' with the 'Proposed Physical Targets' tab selected. The 'Target Details' section contains the following information:

Scheme *	DDU-GKY
Proposed State/UT *	UTTAR PRADESH
Proposed duration of the project(in months) *	36
Proposed Training Target *	1500

Description:

- The Proposed duration of the project should be indicated in months.
- The minimum project duration will be 36 months
- For a Cat C and B Projects, maximum duration of the project will be 36 months and for Cat A Projects, maximum duration of the project can be 60 months.

5.1 Proposed District wise Target



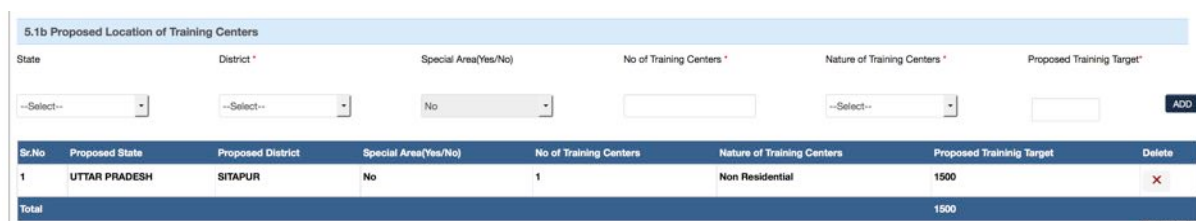
The screenshot shows the '5.1 Proposed District Wise Training Targets' form. It includes a table with the following data:

Sr.No	Proposed State	Proposed District	Target	Delete
1	UTTAR PRADESH	SITAPUR	1500	X
Total			1500	

Description:

- The screens are used to select the districts from which candidates will be mobilized for training and the target of training from mobilized candidates from the selected districts.
- Click on “ADD” to create record which is displayed below the data entry row.
- Selecting district and defining training target number of candidates can be done multiple times by adding the record.
- **The total cumulative training target of all districts should equal the “Proposed Training Target”**

5.1b Proposed Location of Training Centers



The screenshot shows the '5.1b Proposed Location of Training Centers' form. It includes a table with the following data:

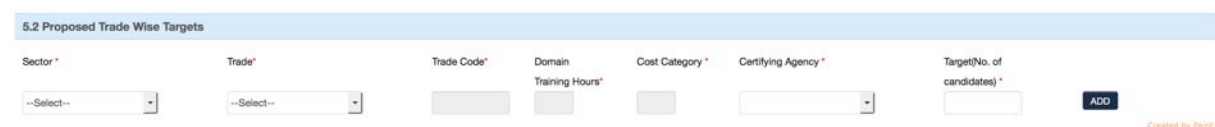
Sr.No	Proposed State	Proposed District	Special Area(Yes/No)	No of Training Centers	Nature of Training Centers	Proposed Training Target	Delete
1	UTTAR PRADESH	SITAPUR	No	1	Non Residential	1500	X
Total						1500	

Description:

- The screens are used to capture proposed location of training centers, nature of training centers and proposed target of training in the training center(s).
- Mention training centers and the count separately for Residential, non-residential and partially residential even though it may be in the same district
- The training centers can be out of the project state and is not restricted to the project state proposed.

5.2 Proposed Trade wise Target

(the screens are illustrative and should not be co-related for the data displayed)



5.2 Proposed Trade Wise Targets

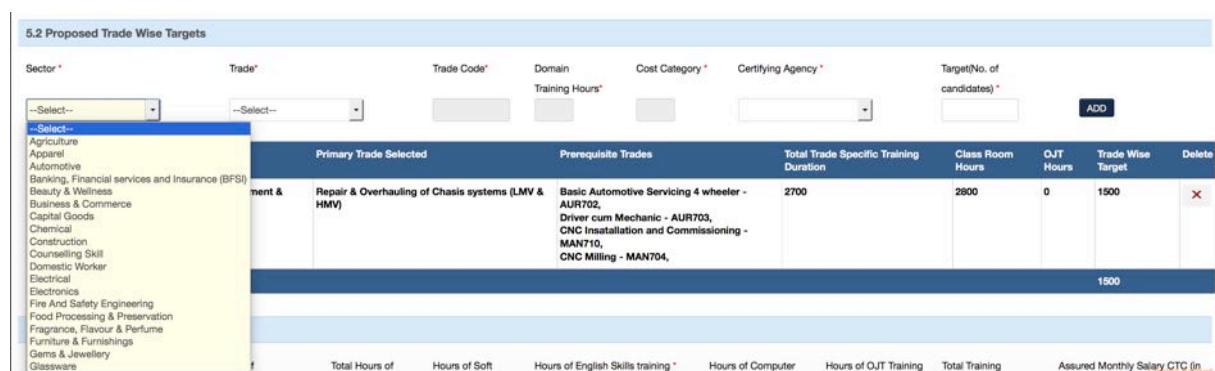
Sector * Trade* Trade Code* Domain Cost Category * Certifying Agency * Target(No. of candidates) *

--Select-- --Select-- [] Training Hours* [] [] [] [] ADD

Created by Pankaj X

The process has been explained in the sequence

Step 1 – Select Sector



5.2 Proposed Trade Wise Targets

Sector * Trade* Trade Code* Domain Cost Category * Certifying Agency * Target(No. of candidates) *

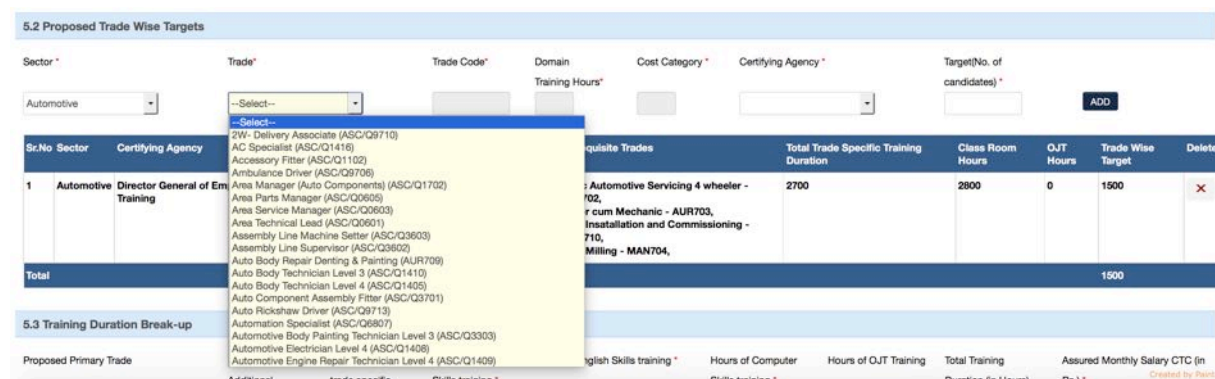
--Select-- --Select-- [] Training Hours* [] [] [] [] ADD

Primary Trade Selected	Prerequisite Trades	Total Trade Specific Training Duration	Class Room Hours	OJT Hours	Trade Wise Target	Delete
Repair & Overhauling of Chassis systems (LMV & HMV)	Basic Automotive Servicing 4 wheeler - AUR702, Driver cum Mechanic - AUR703, CNC Installation and Commissioning - MAN710, CNC Milling - MAN704,	2700	2800	0	1500	X
					1500	

Total Hours of Hours of Soft Hours of English Skills training * Hours of Computer Hours of OJT Training Total Training Assured Monthly Salary CTC (in Rs.)

Step 2 – Select Trade

Sectors have been harmonized. If you are not able to find a trade in the given sector, refer to the trade list available under download section to identify the correct sector.



5.2 Proposed Trade Wise Targets

Sector * Trade* Trade Code* Domain Cost Category * Certifying Agency * Target(No. of candidates) *

Automotive --Select-- [] Training Hours* [] [] [] [] ADD

Sr.No	Sector	Certifying Agency	Prerequisite Trades	Total Trade Specific Training Duration	Class Room Hours	OJT Hours	Trade Wise Target	Delete
1	Automotive	Director General of Employment Training	Automotive Servicing 4 wheeler - 702, Driver cum Mechanic - AUR703, Installation and Commissioning - 710, Milling - MAN704,	2700	2800	0	1500	X
							1500	

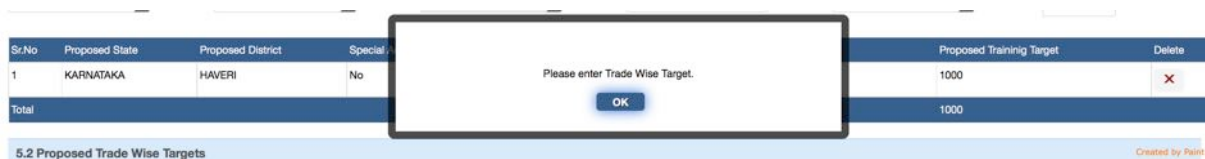
5.3 Training Duration Break-up

Proposed Primary Trade Skills training * Hours of Computer Hours of OJT Training Total Training Assured Monthly Salary CTC (in Rs.)

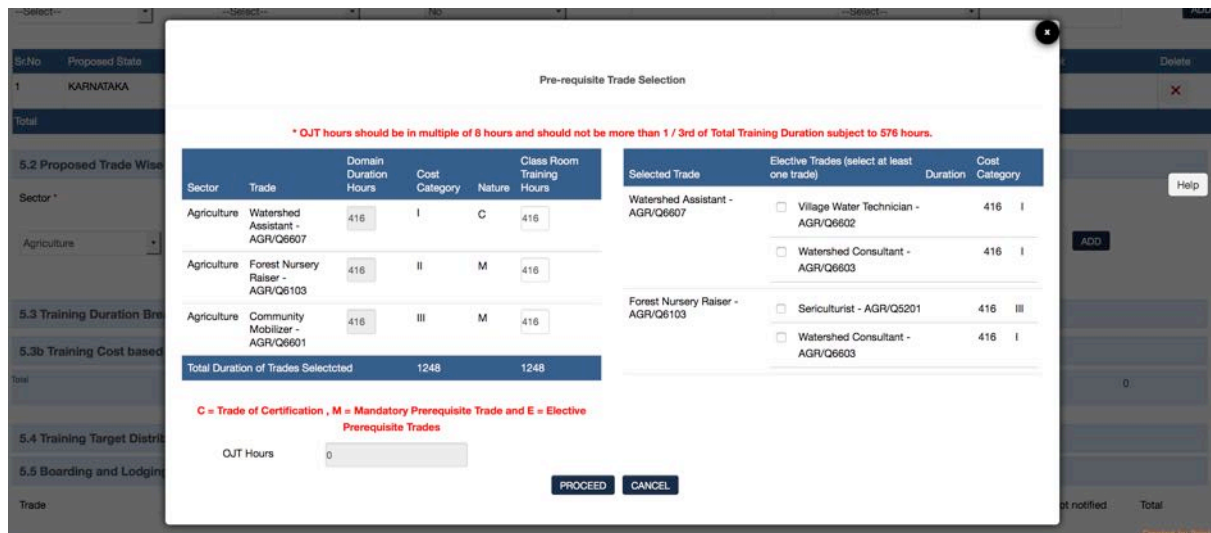
Step 3 – Training Target input

- Input training target for the trade and click on “ADD”

b) If you forget to enter training target, error message will be displayed.

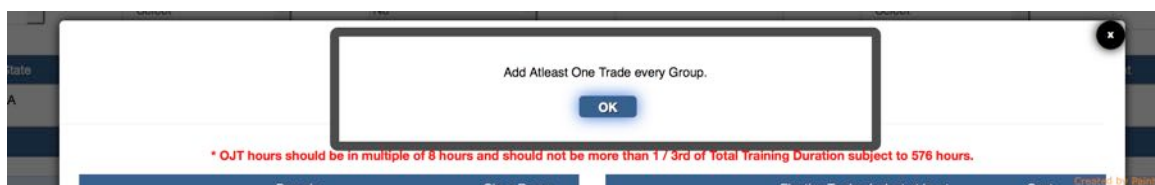


Step 4- Complete the trade selection



Important Notes for Trade Selection

- On the left side, you will find the trade selected with predefined domain training hours with their cost category
- Nature of each trade is displayed and the explanation of legends used is shown in red below the table
- In case of dependent trades, select at least one for each mandatory dependent trade (if there is one) from the right table.
- The selected trades will be appended in the left table.
- Domain hours of all trades selected (mandatorily or by selection) is displayed in the total row.



The error message indicates that there are trade dependencies for training of the primary trade (Trade selected for Certification) and hence the mandatory trades are required to be selected from the options available for the trade(s).

* OJT hours should be in multiple of 8 hours and should not be more than 1 / 3rd of Total Training Duration subject to 576 hours.

Sector	Trade	Domain Duration Hours	Cost Category	Nature	Class Room Training Hours
Agriculture	Watershed Assistant - AGR/Q6607	416	I	C	350
Agriculture	Forest Nursery Raiser - AGR/Q6103	416	II	M	416
Agriculture	Community Mobilizer - AGR/Q6601	416	III	M	416
Agriculture	Village Water Technician - AGR/Q6602	416	I	E	416
Agriculture	Sericulturist - AGR/Q5201	416	III	E	416
Total Duration of Trades Selected		2080			2014

C = Trade of Certification, M = Mandatory Prerequisite Trade and E = Elective Prerequisite Trades

OJT Hours:

PROCEED CANCEL

Defining Classroom and OJT duration

- The last column "Classroom Training Hours" displays the domain hours as classroom training hours by default.
- Domain hours include Classroom training and OJT. Classroom training is inclusive of any exposure visit that you may plan.
- OJT hours are difference of classroom training hours and domain hours.
- OJT hours should be in multiple of 8 hours
- OJT hours can not be more than $1/3^{\text{rd}}$ of Total Training duration
- OJT hours can not be more than 576 hours (being maximum OJT hours)
- When Classroom training hours can not be more than Domain hours.
- After defining Classroom training hours and difference of domain hours will be displayed as OJT hours below the table.

* OJT hours should be in multiple of 8 hours and should not be more than 1 / 3rd of Total Training Duration subject to 576 hours.

OJT hours should be in multiple of 8 hours (i.e., OJT Hours/8, residual value should be 0).

OK

In case, the Domain hours of the Trade selected for certification (or Proposed Primary Trade) is less than 416 hours Or the user intends to add more trade for training with the trade selected, the option is provided and the below mentioned screen pops-up

Pre-requisite Trade Selection

* OJT hours should be in multiple of 8 hours and should not be more than 1 / 3rd of Total Training Duration subject to 576 hours.

Sector	Trade	Domain Duration Hours	Cost Category	Nature	Class Room Training Hours
Healthcare	Domestic Assistant ? Elderly Care - AHC104	240	II	C	240
Total Duration of Trades Selected		240			240

C = Trade of Certification , M = Mandatory Prerequisite Trade and E = Elective Prerequisite Trades

Sector :

Trade :

OJT Hours :

ADD TRADE

PROCEED **CANCEL**

Created by Paik X

- Select the additional trade from the option at the bottom of the table and click on "ADD TRADE"
- The selected trade is appended in the table of trades.
- The domain training hours of the added trade is added in the total duration of trades selected.
- Even after addition of a trade, the total domain duration is less than 416 hours, you will be required to add another trade in the manner described above till the domain hours exceed 416 hours.

Pre-requisite Trade Selection

* OJT hours should be in multiple of 8 hours and should not be more than 1 / 3rd of Total Training Duration subject to 576 hours.

Sector	Trade	Domain Duration Hours	Cost Category	Nature	Class Room Training Hours
Healthcare	Domestic Assistant ? Elderly Care - AHC104	240	II	C	240
Healthcare	Bedside Assistant - MED101	450	II	E	450
Total Duration of Trades Selected		690			690

C = Trade of Certification , M = Mandatory Prerequisite Trade and E = Elective Prerequisite Trades

Sector :

Trade :

OJT Hours :

ADD TRADE

PROCEED **CANCEL**

No of Additional	Total Hours of trade specific	Hours of Soft Skills training *	Hours of English Skills training *	Hours of Computer Skills training *	Hours of OJT Training	Total Training Duration (in hours)	Ass

Created by Paik X

- a) Define the classroom training hours to arrive at OJT hours.
- b) There is no restriction on defining OJT hours from any specific trade in case of multiple trades.
- c) The difference of Domain Hours and Classroom hours is shown as OJT hours.

Pre-requisite Trade Selection

* OJT hours should be in multiple of 8 hours and should not be more than 1 / 3rd of Total Training Duration subject to 576 hours.

Sector	Trade	Domain Duration Hours	Cost Category	Nature	Class Room Training Hours
Healthcare	Domestic Assistant ? Elderly Care - AHC104	240	II	C	240
Healthcare	Bedside Assistant - MED101	450	II	E	354
Total Duration of Trades Selected		690			594

C = Trade of Certification , M = Mandatory Prerequisite Trade and E = Elective Prerequisite Trades

Sector :

Trade :

OJT Hours :

ADD TRADE

PROCEED **CANCEL**

No of Additional	Total Hours of trade specific	Hours of Soft Skills training *	Hours of English Skills training *	Hours of Computer Skills training *	Hours of OJT Training	Total Training Duration (in Hours)	Assured Monthly Salary CTC (in Rs.) *

The trades selected (along with additional trades are displayed in the table below the input selection section as shown below:

The trade selection can not be edited. If you want to change the composition of the course, it has to be deleted and added once again by following the method prescribed above.

Sr.No	Sector	Certifying Agency	Trade of Certification	Prerequisite Trades	Total Trade Specific Training Duration	Class Room Hours	OJT Hours	Trade Wise Target	Deletes
1	Agriculture	Agriculture Sector Skill Council of India	Watershed Assistant - AGR/Q6607	Forest Nursery Raiser - AGR/Q6103, Community Mobilizer - AGR/Q6601, Village Water Technician - AGR/Q6602, Sericulturist - AGR/Q6201,	2080	1984	96	500	Help
2	Healthcare	Director General of Employment & Training	Domestic Assistant ? Elderly Care - AHC104	Bedside Assistant - MED101,	690	594	96	500	X
Total							1000		

Created by Paint X

5.3 Training Duration Breakup

5.3 Training Duration Break-up								
Proposed Primary Trade	No of Additional Trade(s)	Total Hours of trade specific classroom training *	Hours of Soft Skills training *	Hours of English Skills training *	Hours of Computer Skills training *	Hours of OJT Training	Total Training Duration (in Hours)	Assured Monthly Salary CTC (in Rs.) *
1	2	3	4	5	6	7	8	9
Watershed Assistant (AGR/Q6607)	4	1984	100	300	400	96	2880	
Domestic Assistant ? Elderly Care (AHC104)	1	594	94	100	133	96	957	

Created by Paint X

- a) The results of section 5.2 are displayed in section 5.3

- b) The section shows the no of additional trades which were selected in addition to the Trade for selection (Primary Trade)
- c) For each Course (consisting of multiple trade), define the Assure Monthly Salary CTC that the candidate will be able to earn after training in the course.

5.3b Training Cost based on Trades Proposed

The section does not ask for any input and displays the cost of training and assessment for verification by the user.

5.3b Training Cost based on trades proposed												
Target Proposed	Total Training Duration Hours	Sector	Trade(s)	Class Room Training Hours	Cost Category	Unit Rate (Per hour in Rs.)	OJT Hours	Non-Doma Training Hours	Training Cost Per Trainee for the trade group (Rs)	Total Training Cost for the trade group (Rs.)	Assessment cost per Trainee (Rs.)	Total Assessment Cost (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13
500	2880	Agriculture	Watershed Assistant - AGR/Q6607	350	I	40.43	96	800	95358	47678860	1500	750000
		Agriculture	Forest Nursery Raiser - AGR/Q6103	386	II	34.65						
		Agriculture	Community Mobilizer - AGR/Q6601	416	III	28.88						
		Agriculture	Village Water Technician - AGR/Q6602	416	I	40.43						
		Agriculture	Sericulturist - AGR/Q5201	416	III	28.88						
500	957	Healthcare	Domestic Assistant ? Elderly Care - AHC104	240	II	34.65	96	267	33160	16560025	1500	750000
		Healthcare	Bedside Assistant - MED101	354	II	34.65						
Total										64258865	3000	1500000

- a) The User should verify the cost under column 10 by manual calculation to ensure that the cost displayed is correct.
- b) The method of arriving at the cost of training for a candidate has been described under Policy Section of this guide.

5.4 Training target Distribution

Trade	Total Training Hours	Non-Residential Facility			Residential Facility		Total
		Full Time*	Part Time*	Weekends*	Total	Full Time*	
Watershed Assistant (AGR/Q6607)	2880	500			500	0	500
Domestic Assistant ? Elderly Care (AHC104)	957	500			500	0	500
Total		1000	0	0	1000	0	1000

- a) Total non-residential training target or residential training target should be more than the non-residential target defined in section 5.1 (while defining location of training centers)
- b) Non-residential training can be full time, part time or week end training. Refer to DDU-GKY policy for the matter.

5.5 Boarding and Lodging Arrangement

5.5 Boarding and Lodging Arrangement at					
Trade	X Category Cities/Town *	Y Category Cities/Town *	Z Category Cities/Town *	Rural Area and any Area not notified as a municipal/town area *	Total
Watershed Assistant (AGR/Q6607)	0	0	0	0	0
Domestic Assistant ? Elderly Care (AHC104)	0	0	0	0	0
Total	0	0	0	0	0

- a) For the categories of the cities, refer to Schedule III of the Common Cost Norms Notification. The same can be downloaded from the download section.

5.6 Category of Candidate

5.6 Categories of candidate(Minimum Coverage *)							
Category	SC	ST	Minorities	Women	Transgender	PwD	Special Group
State Name	45%	1%	17%	33%			
Total Candidate	6024	134	2276	4418	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Created by Pant X

- a) Demographic distribution of the training target (also called as sub-targets) is predefined and is displayed for user information.
- b) If the implementing agency was to define any target for transgender, PwD or Special Groups, it can define in the respective columns.

5.7 Other Details

5.7 Other Details

5.7.1 Will candidates be receiving an international certification approved by MoRD? Help

5.7.2 One time travel cost (maximum limit of Rs. 4,500/-)

No. of Candidates	Indicate rate for One time travel cost per candidate(maximum limit of Rs. 4,500/-)	One time travel cost(in Rs.)
<input type="text" value="1000"/>	<input type="text" value="4200"/>	<input type="text" value="420000"/>

Created by Pant X

- a) The implementing agency can select “YES” if it proposed to provide international certification to candidates by agency approved by MoRD.
- b) One-Time Travel cost is support cost for assisting candidates in coming to residential centers or for joining OJT or appearing in interviews.
- c) The One-Time Travel cost can not be more than Rs 4500/- per candidate and no of candidates can not be more than the total training target proposed in the proposal.

5.8 Placement Details

5.8 Placement Details

5.8.1 Total Placement Proposed *

5.8.2 Whether Captive Placement Proposed *

5.8.3 Whether Overseas Placement Proposed *

5.8.4 Do you have potential employer tie-up? *

Created by Pant X

- a) The Placement Proposed can not be less than 70% of the Proposed Training Target.
- b) The Implementing agency can propose for captive placement of candidates irrespective of the type of the project.
- c) The captive placement becomes mandatory if the Project Type selected is that of Captive Placements.
- d) The Implementing agency can propose for foreign placement of candidates irrespective of the type of the project.
- e) The foreign placement becomes mandatory if the Project Type selected is that of Captive Placements.

5.8 Placement Details

5.8.1 Total Placement Proposed * Help

5.8.2 Whether Captive Placement Proposed *

a. No. of candidates proposed for captive placement*

b. Minimum Salary Assured for captive placement(in Rs.)*

5.8.3 Whether Overseas Placement Proposed *

a. No. of candidates proposed for overseas placement*

b. Minimum Monthly Salary Assured for overseas placement (in USD) *

Salary assured in USD (For Foreign placed candidates):

Country * Minimum Monthly Wage of country (in USD) * No. of Placement* Assured Monthly Wage(in USD) * ADD

Sr.No	Country Name	Minimum Monthly Wage of country(in USD)	Placement No	Assured Monthly Wage(in USD)	Delete
1	Bangladesh	500	600	1000	X
Total			600		

Do not forget to click on “ADD MORE” to add the employer for which you have filled the data.

5.8.4 Do you have potential employer tie-up? * Help

a. Country *

b. Name of the Employer *

c. Validity of LOI *

d. Proposed Number to be employed *

e. Proposed Gross Salary(in Rs.)*

f. LOI Proof * No file selected. ADD MORE

Country	Name of the Employer	Validity of LOI	Proposed Number	Gross Salary	LOI Proof	Delete
Bangladesh	XYZ Garment Co	01/05/2018	600	60000		X

5.9 Post Placement Support Details

5.9 No. of Candidates Proposed for Post Placement Support

5.9.1 Within District of domicile

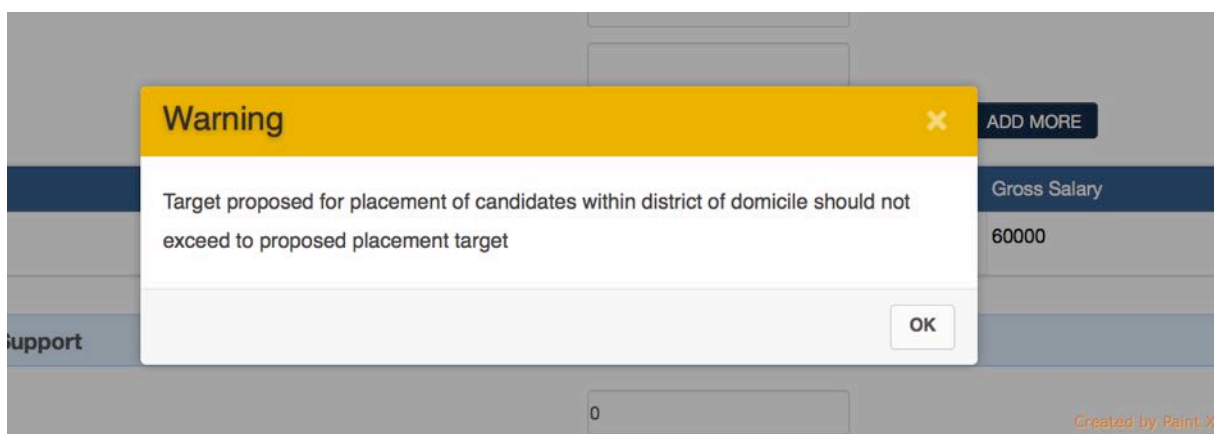
5.9.2 Within State of domicile

5.9.3 Outside State of domicile

5.9.4 Outside Country Placement

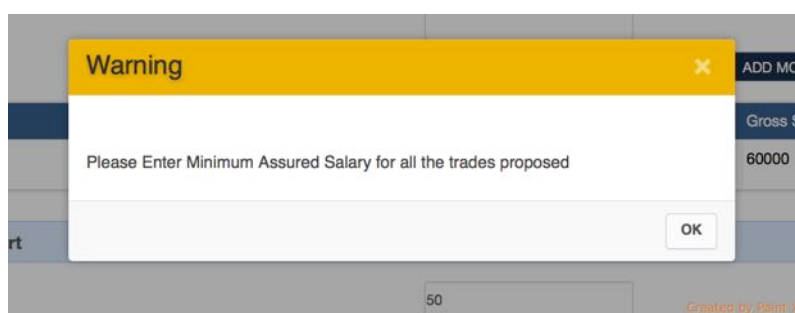
<< PREVIOUS SAVE AS DRAFT CLEAR CLOSE SAVE & PROCEED >> Created by Paint X

If the total of Post Placement support exceeds the placement target defined by you in 5.8, error message will be displayed.



Description:

- The screen is used to capture the training target details like Proposed District wise Target, Proposed District wise Target, Training duration breakup, Proposed Residential & Non-Residential Targets, Category wise Targets, Placement Targets, Post Placement Targets etc.
- By Default “Minimum Salary Assured” will be displayed based on the proposed duration but user can increase the amount.
- By Default Total Placement Proposed will be 70% of the Total Training Target but user can increase the count.
- Click on “Save & Proceed” to move o next section. If you forgot to record any data which is mandatory, error message will be displayed.



**

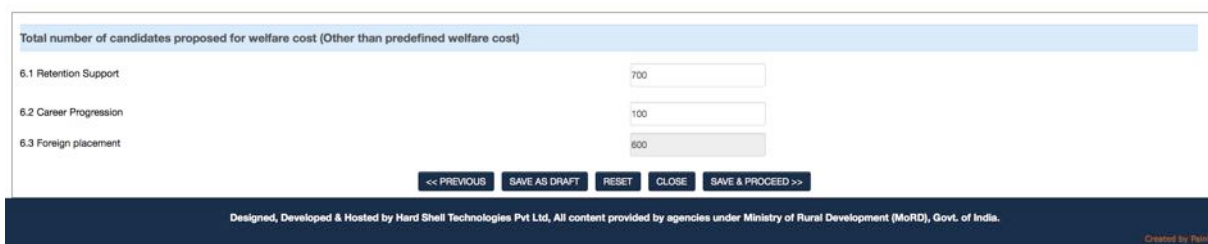
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Sub Scheme		Yes
2.	Proposed State		Yes
3.	Proposed duration of the project (in months)		Yes
4.	Proposed Target (No. of Candidates)		Yes
5.1	Proposed District Wise Targets		NA
1.	State		Yes
2.	District		Yes
3.	Target (No. of Candidates)		Yes
5.2	Proposed Trade wise Targets		NA
1.	Sector		Yes
2.	Trade		Yes
3.	Trade description		Yes
4.	Certifying Agency		Yes
5.	Target (No. of Candidates)		Yes
6.	Trade wise Duration (in months)	<Applicable in case of long duration courses>	Yes
5.3	Training Duration Break-up		NA

	Proposed Trade		NA
	Hours of trade specific skill training		Yes
	Hours of soft skill training (Minimum of 20 hours)		NA
	Hours of English language training (Minimum of 60 hours)		NA
	Hours of Computer training (Minimum of 80 hours)		NA
	Hours of OJT		No
	Total training duration (in Hours)		Yes
	Assured salary (in Rs.)		Yes
5.4	Training Target Distribution		NA
1.	Trade		NA
2.	Total Training Hours		NA
3.	Non-Residential Facility- Full time		No
4.	Non-Residential Facility- Part time		No
5.	Non-Residential Facility- Weekends		No
6.	Residential Facility- Full time		No
5.5	Boarding and Lodging Arrangement		NA
1.	Trade		No
2.	(a) X Category Cities/Town		No
3.	(b) Y Category Cities/Town		No
4.	(c) Z Category Cities/Town		No
5.	(d) Rural Area and any Area not notified as a municipal/town area		No
5.6	Categories of candidates (Minimum Coverage)		NA
	Category		NA
	SC**		NA
	ST**		NA
	Minorities**		NA
	Women**		NA
	Transgender		No
	PwD		No
	Special Group		No
5.7	Other Details		NA
5.7.1	Will candidates be receiving an international certification approved by MoRD?		Yes
5.7.2	One time travel cost (maximum limit of Rs. 4,500/-)		NA
1.	No. of Candidates		No
2.	Indicate rate for One time travel cost (maximum limit of Rs. 4,500/-)		No
3.	One time travel cost (in Rs.)		No
5.8	Placement Details		NA

5.8.1	Total Placement Proposed		Yes
5.8.2	Whether Captive Placement Proposed*	<i>If Yes, please provide the details</i>	Yes
1.	a. No. of candidates proposed for captive placement		No
2.	b. Minimum Salary Assured for captive placement (in Rs.)		No
5.8.3	Whether Overseas Placement Proposed	<i>If Yes, please provide the details</i>	Yes
1.	a. No. of candidates proposed for overseas placement		No
2.	b. Minimum Salary Assured for overseas placement (in USD)		No
5.8.4	Do user have potential employer tie-up?	<i>If Yes, please provide the details</i>	Yes
1.	a. Country		No
2.	b. Name of the Employer		No
3.	c. Validity of LOI		No
4.	d. Proposed Number to be employed		No
5.	e. Proposed Gross Salary (in Rs.)		No
6.	f. LOI Proof		No
5.9	Post Placement Support Details		NA
1.	Within District domicile		No
2.	Within State domicile		No
3.	Outside State domicile		No
4.	Other Country		No

6. WELFARE COST

When “Save & Proceed” is clicked in Physical Target section, below screen will be displayed.



Total number of candidates proposed for welfare cost (Other than predefined welfare cost)

6.1 Retention Support

6.2 Career Progression

6.3 Foreign placement

<< PREVIOUS SAVE AS DRAFT RESET CLOSE SAVE & PROCEED >>

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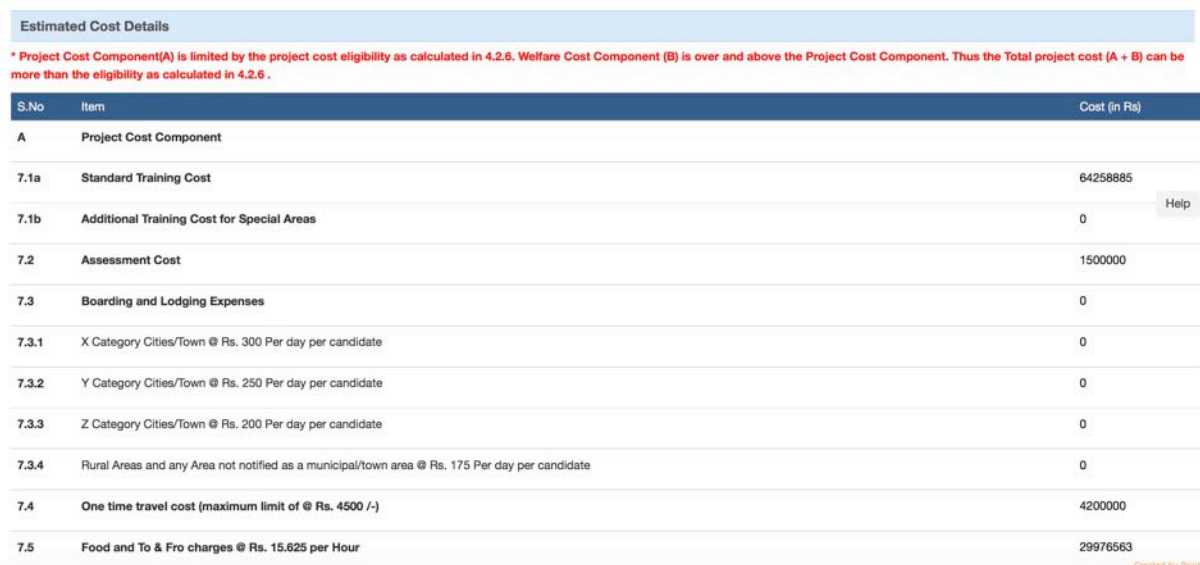
Description

- This screen is used to enter the Number of Candidates claimed for Welfare Support i.e. Retention Support, Support for Career Progression and Counselling for trainees placed in Foreign countries.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
6	Additional Support Details		NA
6.1	Retention Support		No
6.2	Career Progression		No
6.4	Foreign placement		No

7. PROJECT BUDGET

When “Save & Proceed” is clicked in Welfare Cost section, below screen will be displayed



Estimated Cost Details

* Project Cost Component(A) is limited by the project cost eligibility as calculated in 4.2.6. Welfare Cost Component (B) is over and above the Project Cost Component. Thus the Total project cost (A + B) can be more than the eligibility as calculated in 4.2.6 .

S.No	Item	Cost (in Rs)
A	Project Cost Component	
7.1a	Standard Training Cost	64258885
7.1b	Additional Training Cost for Special Areas	0
7.2	Assessment Cost	1500000
7.3	Boarding and Lodging Expenses	0
7.3.1	X Category Cities/Town @ Rs. 300 Per day per candidate	0
7.3.2	Y Category Cities/Town @ Rs. 250 Per day per candidate	0
7.3.3	Z Category Cities/Town @ Rs. 200 Per day per candidate	0
7.3.4	Rural Areas and any Area not notified as a municipal/town area @ Rs. 175 Per day per candidate	0
7.4	One time travel cost (maximum limit of @ Rs. 4500 /-)	4200000
7.5	Food and To & Fro charges @ Rs. 15.625 per Hour	29976563

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7.6	Uniform cost (cost of one pair is Rs. 1000 /-, 2 pairs provided in case of 9 months and 12 months course)	1500000	
7.7	Post Placement Support	3925000	
7.7.1	Placement within District of domicile (Rs. 1000 /- per month for 2 months)	100000	
7.7.2	Placement within State of domicile (Rs. 1000 /- per month for 3 months)	75000	
7.7.3	Placement outside State of domicile (Rs. 1000 /- per month for 6 months)	150000	
7.7.4	Placement outside Country (Rs. 1000 /- per month for 6 months)	3600000	Help
7.8	Monitoring Fees	1604474	
Project Cost Component Total (A)		105360448	
<small>Created by Panel X</small>			
B	Welfare Cost Component		
7.9	Placement Incentive	0	
7.10	Retention Support @ Rs. 3000 /- per candidate	2100000	Help
7.11	Career Progression @ Rs. 5000 /- per candidate	500000	
7.12	Foreign placement @ Rs. 10000 /- per candidate	6000000	
7.13	Mobile Tracking Support for Candidates @50 /- per month for 12 months	600000	
7.14	Monitoring Fees	140102	
Welfare Cost Component Total (B)		9200000	
Total Project Cost (A + B)		114560448	
Note : Average Project Cost Component (A)(Per Candidate)		105361	

[<< PREVIOUS](#)
[CLOSE](#)
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Created by Panel X

Description

- This screen is used to display the component wise details of Project Budget (Estimated cost). All the values shown are non-editable.
- It is to be noted that “Project Cost Component Total (A)” cannot exceed “Maximum Eligible Project cost” arrived in section 4.2.6.
- “Welfare Cost Components” are over and above the Eligible Project Cost as arrived in Section 4.2.6
- **To arrive at approximate training target and avoid may trial and errors, the approximate training target can be estimated by dividing the Eligible Project Cost by the Average per candidate cost (Project Component) shown in the last line.**
- The category of PIAs and corresponding project sizes for which user will be eligible is as follows:

Sl. No.	Category of PIA	Project size
1	Category A	Up to Rs. 50 crore per project (total approved cost including State share).
2	Category B	Up to Rs. 15 crore per project (total approved cost including State share).
3	Category C	Up to Rs. 5 crore per project (total approved cost including State share).

8. FUNDING PATTERN

When “Save & Proceed” is clicked in Project Budget section, below screen will be displayed

Funding by	Share of funding (%)	Project Cost Component (A)	Welfare Cost Component (B)	Total Project Cost (A+B)
Central Government (in case of North-east and Special Category States-90%, in case of Himayat- 100% and in case of all other States 60%)	60	175600747	15333334	190934081
State Government	40	263401120	23000000	286401120
Total		439001867	38333334	477335201

<< PREVIOUS CLOSE NEXT >>

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Created by Pankaj

Description

- This screen is used to display the share of Central and State governments for “Estimated Project Cost” as well as for categories of the Project Budget inclusive of Monitoring Fees, wherever applicable.

9. MANPOWER ARRANGEMENT

When user clicks on “Manpower Arrangement” under “Project Application form” below screen will be displayed.

Proposed Target: **1000** Help

The applicant PIA agrees to employ minimum manpower for the project as given below *

Resource person	Proposed target is less than 2000
1. Community Mobilization Specialist	2
2. Placement Specialist	2
3. MIS Specialist	1
4. Trainer for proposed trades	0
5. English language trainers	0
6. Soft Skills and life skills trainers	0
7. IT literacy trainers	0
8. Post Placement Specialist	1
Total	6

<< PREVIOUS CLOSE NEXT >>

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Created by PIA

Description:

- This screen is used to display the count of minimum man power required for the proposed training target.
- Once the form is submitted it will be considered as commitment to employ the mentioned count.

The applicant PIA has to agree to employ minimum manpower for the project as given below:

Resource person	Proposed target is less than 2000	Proposed target is between 2000- 4000	Proposed target is between 4001-6000	Proposed target is between 6001-8000	Proposed target is more than 8001
Community Mobilization Specialist	2	2	4	6	8
Placement Specialist	2	2	4	6	8
MIS Specialist	1	2	4	6	6
Trainer for proposed trades	3	5	10	12	16
English language trainers	1	2	4	5	6
Soft Skills and life skills trainers	1	4	6	8	10
IT literacy trainers	1	4	6	8	10
Post Placement Specialist	1	2	4	6	8
Total	12	23	42	57	72

10. OUTSOURCING OF PROJECT ACTIVITY

When user clicks on “Outsourcing of Project Activities” under “Project Application form” below screens will be displayed.

10.1 Whether the applicant PIA proposes to undertake all the project activities on its own

If user selects “Yes”, then user can go to next tab

10. Outsourcing of the project activities

10.1 Whether the applicant PIA proposes to undertake all the project activities on its own? * YES

If user selects “No” then user has to fill the required details

10.1 Whether the applicant PIA proposes to undertake all the project activities on its own? * NO

Details of Outsourcing

Activity to be outsourced * Training Placement Both

Name of the Outsourcing Partner *

Legal Status * --Select--

10.2 Bank Details

10.2 Bank Details

Bank Name * --Select--

State * --Select--

District * --Select--

Bank Branch * --Select--

IFSC code *

MICR

Name as per Bank Account *

Bank Account Number *

ADD MORE

10.3 Financial Details

10.3 Financial Details

Financial Year * --Select--

Turn over (in Rs.) *

Net Worth (in Rs.) *

CA Certificate of Statutory Auditor/Annual Auditor * No file chosen

ADD MORE

10.4 Upload Document

10.4 Upload Documents

MoU as an Outsourcing Partner *	<input type="button" value="Choose file"/> No file chosen
Registration Certificate as Legal entity *	<input type="button" value="Choose file"/> No file chosen
Bank Statement for Last Month *	<input type="button" value="Choose file"/> No file chosen
Check Leaf of given bank Details *	<input type="button" value="Choose file"/> No file chosen
Balance sheet *	<input type="button" value="Choose file"/> No file chosen
Employee List for this Project *	<input type="button" value="Choose file"/> No file chosen

10.5 Address Details

10.5 Address Details

1 House No/ Bldg./ Apt. No. *	<input type="text"/>	2 Street/Road/Lane *	<input type="text"/>
3 Area/locality/ sector *	<input type="text"/>	4 Landmark *	<input type="text"/>
5 Town/City *	<input type="text"/>	6 Police Station *	<input type="text"/>
7 State/UT *	--Select--	8 District *	--Select--
9 Block *	--Select--	10 Gram Panchayat *	--Select--
11 Village *	--Select--	12 PIN *	--Select--
13 Post Office *	--Select--	14 Email id *	<input type="text"/>
15 Phone	<input type="text"/>	16 Mobile Number *	<input type="text"/>
17 Address Proof *	<input type="button" value="Browse..."/> No file selected.		

[Help](#)

[ADD OUTSOURCE PARTNER](#)

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Description

- These screens are used to capture the details of Outsourcing of Project activities, if proposed
- User can select the list of activities to be outsourced along with bank account details, two years financial details, documents upload and Address details are mandatory.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
10.1	Whether the applicant PIA proposes to undertake all the project activities on its own? <i>If No, Please provide the below details</i>	<Yes/ No>	Yes
1.	Activity to be outsourced	Training/ Placement/ Both	Yes
2.	Name of the Outsourcing Partner		Yes
3.	Legal Status		Yes
10.2	Bank Details		NA
1.	Bank Name		Yes
2.	State		Yes
3.	District		Yes

4.	Bank Branch		Yes
5.	IFSC Code		Yes
6.	MICR		Yes
7.	Name as per Bank Account		Yes
8.	Bank Account Number		Yes
10.3	Financial Details		
1.	Financial Year	Details for two financial years are mandatory	NA
2.	Turnover (in Rs.)		Yes
3.	Net Worth (in Rs.)		Yes
4.	CA Certificate of Statutory Auditor/Annual Auditor		Yes
10.4	Upload Documents		NA
1.	MoU as an Outsourcing Partner		Yes
2.	Registration Certificate as Legal entity		Yes
3.	Bank statement for last month		Yes
4.	Check leaf of given bank Details		Yes
5.	Balance sheet		Yes
6.	Employee list for this Project		Yes
10.5	Address Details		NA
1.	House No/ Bldg./ Apt. No.		Yes
2.	Street/Road/Lane		Yes
3.	Area/locality/ sector		Yes
4.	Landmark		No
5.	State/UT		Yes
6.	District		Yes
7.	Gram Panchayat		Yes
8.	Town/City		Yes
9.	Ward		Yes
10.	Police Station		Yes
11.	Village		Yes
12.	Post Office		Yes
13.	PIN		Yes
14.	Email id		Yes
15.	Phone		Yes
16.	Mobile Number		Yes
17.	Address Proof		Yes
	Add Outsourcing Partner		Yes

11. VERIFICATION

When user clicks on “Undertaking” under “Project Application form” below screen will be displayed.

[PDF OF DECLARATION](#)

11.1 Declaration


- Has the applicant organization or its owners/Directors ever been convicted by a court for any criminal offence or any other offence involving moral turpitude or fraud or have been found guilty of any economic offence at any time in the past?
- Has the applicant organization been associated with an organization or its owners/directors been an employee or director of an organization or over which applicant organization or its owners/directors exercised management or policy control, or ever been convicted of any criminal offence or any criminal suit filed during the period of association?
- Has the applicant organization or its owners/directors ever been found guilty by any court / regulatory body / self-regulatory organization / stock exchange for any offence in India or abroad?
- Has action ever been taken/initiated against the applicant organization or its owners/directors by the Ministry of Rural Development for suspension or cancellation or debarment or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during undertaking DDU-GKY projects in the past?
- Has the applicant organization or its owners/Directors ever been associated with any organization as a director or an employee of such organization against which Ministry of Rural Development had initiated action/taken action of suspension or cancellation or debarment or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during the period of association?

Help

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11.2 I hereby agree to the following


- I have carefully read the applied scheme guidelines and Standard Operating Procedures.*
- I am aware that this application does not entitle my organization sanction of a project as a right.*
- I am aware that application fee charged is not refundable.*
- I have uploaded all valid documents and no fake documents has been uploaded in this application form.*
- I certify that I am the authorized person to file the application on behalf of the applicant PIA, and also certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge. In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.*
- I have taken a print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided a) has been checked and approved by owners/ managing directors/ trustees and b) is complete and correct in all respects to the best of my knowledge.*
- I am aware that mere fact that a project has been sanctioned to my organization may not mean that I will be entitled to compensation if my organization fails to adhere to guidelines/ SOP in implementing the project.*

UPLOAD SIGNED DECLARATION COPY (LAST PAGE OF THE PRINTOUT) * No file chosen 

NAME OF AUTHORISED LEGAL PERSON

PLACE OF SUBMISSION *

DATE OF SUBMISSION



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Description:

- The screen is used to capture declarations and undertakings from the authorized person and finally submit the Project Proposal.
- User can click on “Print/ Preview Proposal” to review the filled in details before submission of the form.
- User can click on “Download Annexures” to review all the annexures attached.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
11.1	Declaration		NA
1.	Has the applicant organization or its owners/directors ever been convicted by a court for any criminal offence or any other offence involving moral turpitude or fraud or have been found guilty of any economic offence at any time in the past?	<If Yes, please provide details>	Yes
2.	Has the applicant organization been associated with an organization or its owners/directors been an employee or director of an organization or over which applicant organization or its owners/directors exercised management or policy control, or ever been convicted of any criminal offence or any criminal suit filed during the period of association?	<If Yes, please provide details>	Yes
3.	Has the applicant organization or its owners/directors ever been found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad?	<If Yes, please provide details>	Yes
4.	Has action ever been taken/ initiated against the applicant organization or its owners/directors by the Ministry of Rural Development for suspension or cancellation or debarring or blacklisting, or any show because notice issued under DDU-GKY Standard Operating Procedures for acts committed during undertaking DDU-GKY projects in the past?	<If Yes, please provide details>	Yes
5.	Has the applicant organization or its owners/directors ever been associated with any organization as a director or an employee of such organization against which Ministry of Rural Development had initiated action/taken action of suspension or cancellation or debarring or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during the period of association?	<If Yes, please provide details>	Yes
11.2	I hereby agree to the following		NA
1.	I have carefully read the applied scheme guidelines and Standard Operating Procedures.		Yes
2.	I am aware that this application does not entitle my organization sanction of a project as a right.		Yes
3.	I am aware that application fee charged is not refundable.		Yes

4.	I have uploaded all valid documents and no fake documents have been uploaded in this application form.		Yes
5.	I certify that I am the authorized person to file the application on behalf of the applicant PIA, and also certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge. In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.		Yes
6.	I have taken a print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided a) has been checked and approved by owners/ managing directors/ trustees, and b) is complete and correct in all respects to the best of my knowledge		Yes
7.	I am aware that mere fact that a project has been sanctioned to my organization may not mean that I will be entitled to compensation if my organization fails to adhere to guidelines/ SOP in implementing the project.		Yes
8.	In case of consortium, I agree that this application form would only be valid after my consortium partner approves it. Once approved by consortium partner, application form details would be finally submitted to MoRD for further processing.	<For consortium only>	Yes
9.	Upload signed declaration copy (last page of the printout)		Yes
10.	Name of Authorised Legal Person		NA
11.	Place of submission		Yes
12.	Date of submission		NA

PROPOSAL PAYMENT

After submission of the project proposal, the user has to pay the mandatory non-refundable application fee as per the notification issued by MoRD or by the concerned SRLM as mentioned below.

Application type	Application processing fee
a) All applications for DDU-GKY projects in YP States	Rs.25000 /- (Rupees Twenty Five Thousand only)
b) All applications for Roshni projects	Rs.25000 /- (Rupees Twenty Five Thousand only)
c) All applications for DDU-GKY projects in AP states	Rs.25000 /- or the application processing fee as and when notified by the concerned AP state.

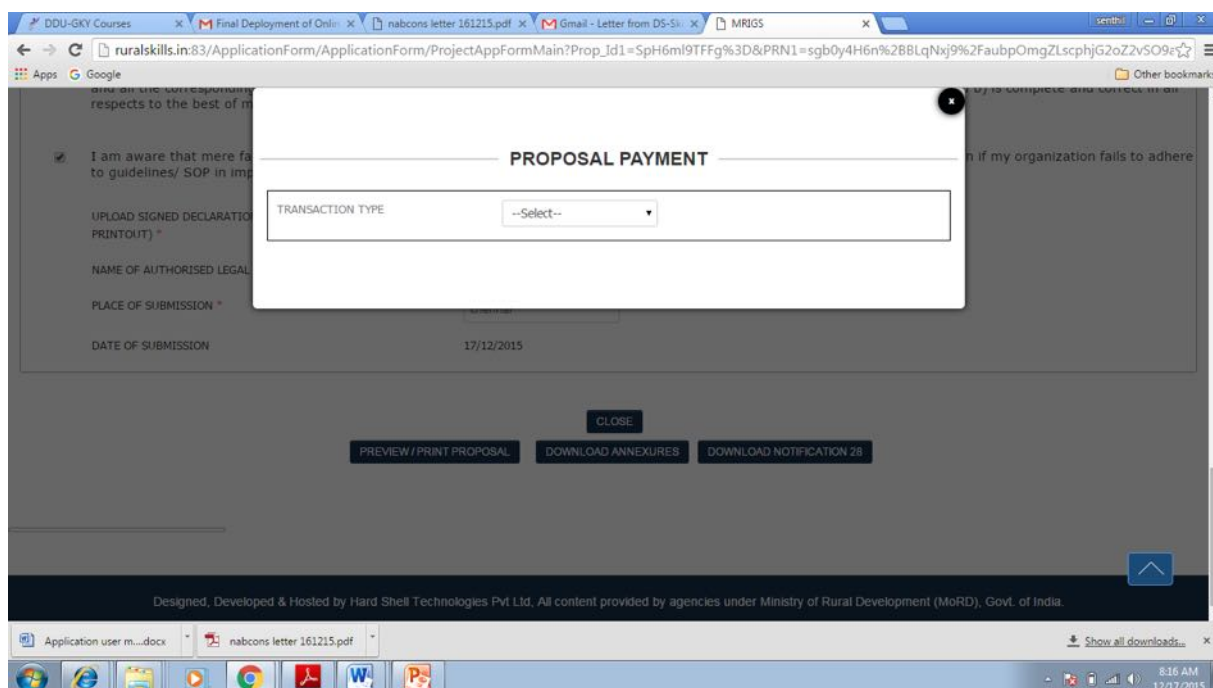
Incorporation of payment gateway into the online application module for remitting the Application Processing fee for every application is under progress and shall be notified shortly. Until such time, PIAs shall pay the processing fees online using RTGS / NEFT to the bank account details mentioned below.

NABARD Consultancy Services Private Limited

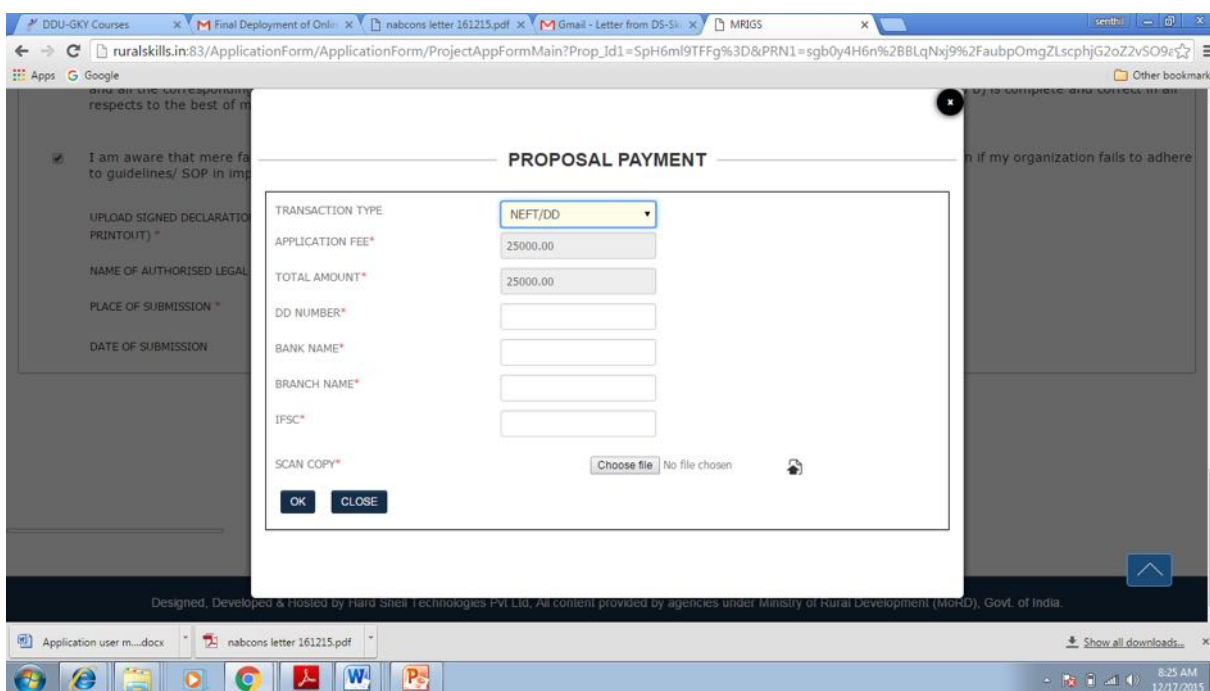
Name of the Bank – ICICI Bank, BKC Branch

IFSC code - ICI0000555

Bank account no. – 055505003119



The screenshot displays a web browser window with several tabs open, including 'DDU-GKY Courses', 'Final Deployment of Onli...', 'nabcons letter 161215.pdf', 'Gmail - Letter from DS-S...', and 'MRIGS'. The active page is 'ruralskills.in:83/ApplicationForm/ApplicationForm/ProjectAppFormMain?Prop_Id1=Sph6m19TFFg%3D&PRN1=sgb0y4H6n%28BLqNxj9%2FaubpOmgZLscphjG2oZ2v5O9e...'. A modal window titled 'PROPOSAL PAYMENT' is centered on the screen. It contains a 'TRANSACTION TYPE' dropdown menu with the text '--Select--'. Below the modal, there are buttons for 'CLOSE', 'PREVIEW / PRINT PROPOSAL', 'DOWNLOAD ANNEXURES', and 'DOWNLOAD NOTIFICATION 28'. The background form is partially obscured but shows fields for 'I am aware that mere fa...', 'UPLOAD SIGNED DECLARATION (PRINTOUT) *', 'NAME OF AUTHORIZED LEGAL', 'PLACE OF SUBMISSION *', and 'DATE OF SUBMISSION' (17/12/2015). The footer of the page reads 'Designed, Developed & Hosted by Hard Shell Technologies Pvt Ltd. All content provided by agencies under Ministry of Rural Development (MoRD), Govt. of India.'



Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
12	Proposal Payment		Yes
1	Transaction type	Type of transaction NEFT or Online banking (which will be incorporated shortly)	NA
2	Application fee	<i>Application fee for the proposals for YP state or AP state</i>	NA
3	Total amount	Total amount paid (which will be prepopulated)	NA
4	NEFT number	Transaction number	
5	Bank Name	Name of the bank from which the NEFT transaction has been made	Yes
6	Bank Branch	<i>Name of the bank branch</i> which the NEFT transaction has been made	Yes
7	IFSC code	IFSC code of the bank branch from which the NEFT transaction has been made	Yes
8	Scan copy	Scanned Copy or screenshot of the NEFT transaction made	Yes

VIEW SCORE

User can view detailed score for the project which is being processed by clicking on the “View” button on the top of the screen.

The total score – Project Score, Technical Score and Total Score are shown on the top the project proposal.

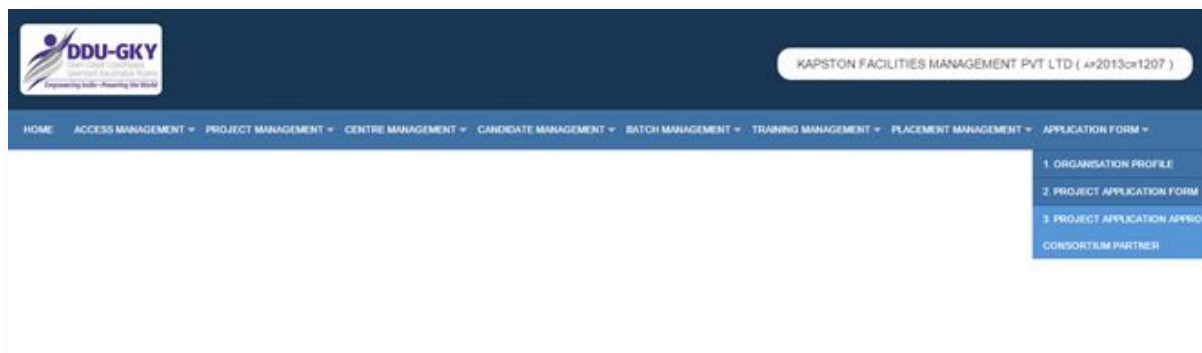
When view score is clicked, the score screen appear as below

PRN of Applicant PIA	:	-----
Name of Applicant Organization	:	-----
Category of Applicant Organization	:	A(e) - An Educational Institutes of high repute, i.e. a PIA, which is an educational institute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College which has received funding from UGC or AICTE in the last two years.
Scheme Proposed	:	DDU-GKY
State Proposed	:	UTTAR PRADESH
Project Proposed	:	Any other project

Scoring Details		
Type	Description	Marks
Category	A (e) - An Educational Institutes of high repute, i.e. a PIA, which is an educational institute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College which has received funding from UGC or AICTE in the last two years.	900.00
Project	Any other project	
Technical Score	NA	57.33
Total		957.33

Technical Score Details								
D2.3	Does the applicant PIA have a compliance manual?	Yes	-	-	No	Yes	1.485000	1.485000
D2.4	Does the applicant PIA have a manual detailing standards operating procedure for training activities?	Yes	-	-	No	Yes	1.485000	1.485000
**In the case of Consortium this will be evaluated only for Applicant PIA								
Total Of Technical Score								57.33

MODULE 3- PROJECT APPLICATION APPROVAL BY CONSORTIUM PARTNER



Description:

- The screen is used to select the “Project Application Approval by Consortium Partner” module.
- This step becomes mandatory for if the Project Application Form is submitted as a Consortium
- If user has filled the Project Application Form as a Consortium, it needs to be approved by consortium partner.


PROJECT APPLICATION DASHBOARD FOR CONSORTIUM

When user clicks on “Project Application Approval by Consortium Partner” module under “Application form” user will be directed to “Project Application Form dashboard for Consortium”. Below screen will be displayed.



S.NO.	Applicant PRN	Date	Applied as Single /Consortium	Consortium Partner PRN	Lead Partner PRN	Status	Decision(Approve/Reject) / View
1	AP2013CR1101	20/08/2015	Consortium	AP2013CR1207	AP2013CR1101	Pending for Approval by Consortium Partner	
2	DL2013CR1183	08/08/2015	Consortium	AP2013CR1207	DL2013CR1183	Pending for Approval by Consortium Partner	

Description:

- The screen gives an overview status of the Project Application Forms in which you are selected as Consortium Partner.
- User can give user’s consent for Project Application Form by clicking on  button.

CONSORTIUM PARTNER INPUTS

11. Consortium Partner Inputs

Name of Consortium Partner: KAPSTON FACILITIES MANAGEMENT PVT LTD

Consortium Partner Decision: --Select--

Upload Consortium MoU: No file chosen

Date of Consortium MoU:

Remarks:

Undertaking

I hereby agree to the following

I have carefully read the applied scheme guidelines and SOP.

I have taken the print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge.

I have uploaded all valid documents and no fake documents has been uploaded in this application form.

I certify that I am the authorized person to file the application on behalf of the applicant PIA, and also certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge. In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.

I agree to approve the Application form details as consortium partner

Upload Signed Declaration copy (last page of the printout): No file chosen

Name of Consortium Authorised Legal Person: K SRIKANTHNA

Mobile No.: 09848056999

E-mail: SRIKANTH@KAPSTONFM.COM

Office Address:

Office Telephone:

Office Fax:

Place of submission:

Date of Submission: 20/08/2015

Description:

- If user agrees with proposal details, user can give the consent for the Project Application Form by clicking on Submit Button. If not user can close the form.
- User can click on "Print/ Preview Proposal" to review the filled in details before submission of the form.
- User can click on "Download Annexures" to review all the annexures attached.
- User can click on "Download Notification 28" in order to refer the logic used to calculate the Priority score as well as Technical score.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Consortium partner Inputs		NA
2.	Name of Consortium partner		Yes
3.	Consortium partner Decision		Yes
4.	Upload Consortium Document		Yes
5.	Date of Consortium MoU		Yes
6.	Remarks		No
7.	Undertaking		NA
8.	I have carefully read the applied scheme guidelines and SOP		Yes
9.	I have taken the print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge.		Yes
10.	I have uploaded all valid documents and no fake documents have been uploaded in this application form.		Yes
11.	I certify that I am the authorized person to file the application on behalf of the applicant PIA, and In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.		Yes
12.	I have taken the print of declaration and signed in ink and have uploaded this signed declaration.		Yes
13.	I agree to approve the Application form details as consortium partner		Yes
14.	Upload Signed Declaration copy		Yes
15.	Name of Consortium Authorised Legal Person		NA
16.	Mobile No.		NA
17.	E-mail		NA
18.	Office Address		NA
19.	Office Telephone		NA
20.	Office Fax		NA
21.	Place of submission		Yes
22.	Date of Submission		NA

LIST OF ANNEXURES

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
P1	Copy of MoU with MoRD as Champion employer	3	3.1	
P2	Self-certification for training institution	3	3.1	SFP2
P3	Copy of Letter of accreditation from NAAC	3	3.1	
P4	Copy of agreement with NSDC and applicant organization for equity or loan	3	3.1	
P5	Orientation proof from NIRD/ NABCONS	3	3.1	
P6	Copy of Letter of Affiliation to University	3	3.1	
P7	Sanction Letters From UGC for grants	3	3.1	
P8	Sanction Letters From AICTE for grants	3	3.1	
P9	Copy of Certification of a trained candidate by DGET/ SSC	3	3.2	
P10	Copy of Certification of a trained candidate by any International assessment agency	3	3.2	
P11	Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD	3	3.2	
P12	HR policy manual	3	3.3	
P13	IT policy manual	3	3.3	
P14	Compliance manual	3	3.3	
P15	Manual detailing standards operating procedure for training activities	3	3.3	
P16	Deed/ rental/ leased documents for existing training infrastructure	3	3.4	
P17	Proof for ITR acknowledgement	4	4	
P18	CA Certificate of Statutory Auditor/ Annual Auditor	4	4	SFP18
P19	Certificate for CIBIL score	4	4.1	
P20	Copies of Sanction order for previous skills and training projects	5	5.1	
P21	Client Certificate/ Project closure certificate for previous skills and training closed/ fore closed projects	5	5.1	SFP21
P22	Employer Certificate for Overseas Placement	5	5.2.1	SFP22
P23	Certificate for captive placement	5	5.2.1	SFP23

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
A1	Letter of Intent from Potential Employer (s)	5	5.8.4	SFA1
A2.1	MoU between Outsourcing Partner and the applicant Organization	10	10.4	
A2.2	Registration Certificate as Legal entity of the Outsourcing Partner	10	10.4	
A2.3	Bank statement for Last Month of the Outsourcing Partner	10	10.4	
A2.4	Check leaf of given bank Details of the Outsourcing Partner	10	10.4	
A2.5	Balance sheet of the Outsourcing Partner	10	10.4	
A2.6	Employee list for Project done Outsourcing partner	10	10.4	
A13	Scanned copy or the Screen-shot of the NEFT transaction made for application fee	12		

SFO2: Self-certification for training institution

< LETTER HEAD of the Applicant Organization >

Date: _____

TO WHOM IT MAY CONCERN

This is to certify that our Organization, _____ <Organization name> with headquarters _____ <Address> has been engaged in the business of skilling and vocational training of the following trades' since _____ <DD/MM/YYYY>.

- 1.
- 2.
- 3.
- 4.

Signature of authorized person:

Seal of the company:

Date: _____

Place: _____

SFO18: CA Certificate of Statutory Auditor/ Annual Auditor

<LETTER HEAD of the CA firm >

Date: _____

TO WHOM IT MAY CONCERN

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

Financial Years	Turnover (in Rs.)	Net worth (in Rs.)
1)		
2)		
3)		
4)		
5)		

For _____

Chartered Accountant Firm

Name of the CA (Partner) : _____

Membership No : _____

Firm Registration No. (FRN) : _____

Date: _____

Place: _____

SFO21: Client certificate / Project Closure Report

<LETTER HEAD of Client>

Date: _____

The Client certificate should preferably contain the following information

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

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO22: Employer Certificate for Overseas Placement

<LETTER HEAD of the Employer>

Date: _____

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

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

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO23: Certificate for Captive Placement

<LETTER HEAD of the Applicant Organization or its subsidiary >

Date: _____

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

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

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFA1: Letter of Intent from prospective employers

<LETTER HEAD of the Employer >

Date: _____

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

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

Signature of competent person:

Seal of the company:

Date: _____

Place: _____