Uttar Pradesh Skill Development Mission  
Government of Uttar Pradesh  
Department of Vocational Education and Skill Development  
Government I.T.I Campus, Kapoorthala, Aliganj, Lucknow, Uttar Pradesh-226024  
(Deen Dayal Upadhyaya Grameen Kaushalya Yojana Division)

Letter No: 475/DDU-GKY/DDUGKYPSS/488/UPSDM/2016  
Date: 02/06/2017

REVISED SANCTION ORDER

M/s APOLLO MEDSKILLS LTD  
(PRIN - TN2013CR1985)  
Proposal Code: TN2013CR198520160121051354

Sub: Revision of project sanction of placement linked skill development project under DDU-GKY, in the State of Uttar Pradesh to be implemented by M/s APOLLO MEDSKILLS LTD

In accordance to sanction order numbered: - 3960/DDU-GKY/DDUGKYPSS /488 /UPSDM /2016 dated 29th December 2016 and the project sanctioned in the said Sanction Order is herewith revised as per the Champion Employer’s Norms as notified by Ministry of Rural Development, Government of India. It is stated that the revised project to be implemented by:- M/s APOLLO MEDSKILLS LTD (PRIN – TN2013CR1985) would be for skillling a total number of 1500 rural poor youths as per details given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Total number of candidates to be covered</td>
<td>1500</td>
</tr>
<tr>
<td>1.2</td>
<td>Type of training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Residential</td>
<td>3 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Non-residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>1.3</td>
<td>Project cost funding (in Rs.)</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>By Central Government (60%)</td>
<td>Rs.12,09,04,658.00</td>
</tr>
<tr>
<td>b.</td>
<td>By State Government (40%)</td>
<td>Rs.8,06,03,106.00</td>
</tr>
<tr>
<td>c.</td>
<td>Total project cost</td>
<td>Rs. 20,15,07,764.00</td>
</tr>
<tr>
<td>1.4</td>
<td>Districts covered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sr No</td>
<td>District</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>MORADABAD</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>RAMPUR</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>BAREILLY</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>LUCKNOW</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>KANPUR NAGAR</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>ALLAHABAD</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>VARANASI</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>
1.5 Trades covered Healthcare

1.6 Duration of the project  
*the tenure shall commence from the date of release of funds to the Project implementing Agency by the Technical Support Agency*  
36 Months

2. The NABCONS will be the designated Technical Support Agency (TSA) for coordinating and monitoring the project on behalf of the Uttar Pradesh Skill Development Mission, funds allotted to this project shall be routed to the PIA through the TSA. The funds i.e. **Rs. 20,15,07,764.00** (Rupees Twenty Crore Fifteen Lakhs Seven Thousand Seven Hundred & Sixty Four Only) shall be released as grant-in-aid to NABCONS in four installments in the ratio of 25:50:15:10 subject to provisions of the DDU-GKY initiative under DDU-GKY Guidelines, July 2016, and Terms & Conditions specified in Annexure-II

3. The total cost of the project would be **Rs. 20,15,07,764.00** (Rupees Twenty Crore Fifteen Lakhs Seven Thousand Seven Hundred & Sixty Four Only) and the first installment of 25% that is. **Rs. 5,03,76,941/-** (Rupees Five Crore Three Lakhs Seventy Six Thousand Nine Hundred Forty One Only) will be released against above would be debited under the following head of account:-

<table>
<thead>
<tr>
<th>First installment</th>
<th>25% of the total Sanctioned Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Rs. 5,03,76,941/-</strong> (Rupees Five Crore Three Lakhs Seventy Six Thousand Nine Hundred Forty One Only)</td>
</tr>
<tr>
<td>Grants-in-aid-General</td>
<td>54% of the first installment</td>
</tr>
<tr>
<td>Head-13</td>
<td><strong>Rs. 2,72,03,548/-</strong> (Rupees Two Crore Seventy Two Lakhs Three Thousand Five Hundred Forty Eight Only)</td>
</tr>
<tr>
<td>Grants-in-aid- SC</td>
<td>45% of the first installment</td>
</tr>
<tr>
<td>Head-83</td>
<td><strong>Rs. 2,26,69,623/-</strong> (Rupees Two Crore Twenty Six Lakhs Sixty Nine Thousand Six Hundred Twenty Three Only)</td>
</tr>
<tr>
<td>Grants-in-aid-ST</td>
<td>1% of the first installment</td>
</tr>
<tr>
<td>Head-81</td>
<td><strong>Rs. 5,03,769/-</strong> (Rupees Five Lakhs Three Thousand Seven Hundred Sixty Nine Only)</td>
</tr>
<tr>
<td></td>
<td><strong>Rs. 5,03,76,941/-</strong> (Rupees Five Crore Three Lakhs Seventy Six Thousand Nine Hundred Forty One Only)</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

4. The NABCONS shall disburse the fund to the Project Implementing Agency after completing all the formalities specified in DDU-GKY Guidelines July 2016 & SOP within a fortnight of fund release by UPSDM. The NABCONS may retain a monitoring cost of not more than 1.5% of the amount of the total project cost, i.e. an amount not exceeding **Rs. 30,22,616/-** (Rupees Thirty Lakhs Twenty Two Thousand Six Hundred & Sixteen Only) out of the fund released for this project.
5. NABCONS will certify that there is no utilization certificate due from the Project Implementing Agency for any previous funds granted for this project by Uttar Pradesh Skill Development Mission/NABCONS.

6. The proposal bearing Proposal Code: TN2013CR198520160121051354 (Annexure-I) submitted by M/s APOLLO MEDSKILLS LTD also forms an integral part of this Sanction Order. Any deviation from the aforesaid proposal shall measure as violation of the directives issued in this sanction order.

7. The funds disbursed for the skill development project under DDU-GKY may be audited not only by Comptroller and Auditor General of India, but also by the Internal Audit or of the Principal Accounts functionary under Finance Controller of Accounts in Uttar Pradesh Skill Development Mission as per orders issued by competent authority from time to time.

8. The PIA would be obligated to train at least 20% of the beneficiaries of the MNREGA LIFE project during the duration of the project as mentioned above at serial no. 1.6. The identification of the beneficiaries of MNREGA LIFE would be done by the Department of Rural Development, Govt. of UP and their details would be provided by the UPSDM.


This issues with the approval of Competent Authority.

Enclosed:
1. Annexure I- (Project Proposal)
2. Annexure-II-(Add. Terms & Conditions as per DDU-GKY Guideline July 2016 )

(Rajesh Kumar)
Mission Director

Copy to:
1. The Joint Secretary(Skills), Ministry of Rural Development, Government of India
2. Additional Chief Secretary, Rural Development, Government of Uttar Pradesh.
3. Secretary, Department of Vocational Education and Skill Development, Government of Uttar Pradesh.
5. Mission Director, Uttar Pradesh State Rural Livelihood Mission, Rural Development.
6. Vice President, NABARD Consultancy Services Pvt. Ltd
8. Finance Controller, Uttar Pradesh Skill Development Mission
9. DR.K.PRABAKAR, 21, 3rd Main Road, Gandhi Nagar, Adayar,Chennai-20.
10. Guard File/ Website (http://www.ddugky.gov.in & www.UPSDM.gov.in)

(Rajesh Kumar)
Mission Director
Annexure-II

1. The Project Implementing Agency shall offer skilling courses to rural youth who satisfy the eligibility criteria specified in the DDU-GKY guidelines.

2. The Project Implementing Agency shall not outsource any of its activities related to skilling or placement unless such outsourcing has been specifically mentioned in the application for the project and has been duly approved by the Appropriate Project Approval Authority in Uttar Pradesh Skill Development Mission.

3. The Project Implementing Agency shall not dispose assets acquired out of government Grants without the prior approval of the Authority which sanctioned the Grant, except in case of such assets declared as obsolete and unserviceable or condemned in accordance with the General Financial rules.

4. The Project Implementing Agency shall undertake Mobilization, counseling and selection of candidates before a training course is commenced, and the Project Implementing Agency shall give priority in mobilizing and selecting candidates identified as focus/special groups in the DDU-GKY guidelines.

5. The Project Implementing Agency shall give priority in mobilization to the areas identified by Uttar Pradesh Skill Development Mission.

6. The Project Implementing Agency shall involve institutions of the poor established under Aajeevika as well as Gram Panchayats, to the extent possible, with the assistance of Uttar Pradesh Skill Development Mission.

7. The Project Implementing Agency shall adopt a Gram Panchayat saturation model in mobilization of candidates.

8. The Project Implementing Agency shall provide counseling session to candidate and her/his parents or guardians, including counseling on the nature of work in the sector/trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved.

9. The Project Implementing Agency shall maintain an exclusive website for the projects. The Project Implementing Agency shall display a list of candidates selected on the basis of aptitude tests (psychometric and others) and counseling (by trained counselors) in the Centre and upload on its-website.

10. The Project Implementing Agency shall ensure that before counseling session is commenced in a training center, the center should be checked and certified for compliance on each prescribed parameter, as given below, by a designated senior official from its internal Quality team (Q-team):

   i. Furniture, layout, color scheme and signage as notified by the Ministry
   ii. Lab, classroom and IT facilities.
   iii. Training aids.
   iv. Geo-tagged time stamped biometric attendance facility for both trainers and trainees.
   v. Fire-fighting equipment.
   vi. First aid, hygiene, drinking water, canteen and washroom facilities.
   vii. Internet and email access of prescribed speed on all IT equipment for candidates.
viii. Access control facilities.
ix. Power back up.
x. Projection and copying equipment.
xi. High speed internet access to the workflow driven ERP system (as and when made available by Uttar Pradesh Skill Development Mission.)
xii. CCTV recording facilities in classroom, labs and common areas.
xiii. Separate space for each course domain proposed to be conducted at the center with a dedicated lab (offering a minimum 10 square feet per trainee for theory rooms).
xiv. Separate computer lab for IT Skills (offering a minimum of 10 square feet per trainee).

11. The center inspection Report of the Q-Team shall be uploaded on website designated by the Ministry, and till such designated website is available, the inspection report shall be emailed to Uttar Pradesh Skill Development Mission or TSA for concurrence.

12. The Project Implementing Agency shall ensure that each training center should remain in existence for at least three months from the date of completion of training or until 75% of those trained have been placed (whichever is later). And during this period the training center shall act as Information and Facilitation center for trainees and their families.

13. The Project Implementing Agency shall not operate any Mobile centers of training.

14. The Project Implementing Agency shall ensure, to the extent possible, that non-residential training centers are located near homes of maximum number of trainees in a course.

15. The Project Implementing Agency shall ensure that residential training centers as well as work-readiness and finishing-centers are located close to areas with high employment potential.

16. The Project Implementing Agency shall obtain Uttar Pradesh Skill Development Mission /TSA certification when own or rented accommodation is proposed to be used or residential training.

17. The Project Implementing Agency shall ensure achievement of targets specified in the sanction for sub-categories, including scheduled caste, scheduled tribe, minorities and women, and shortfalls up to 5% of specified target shall only be acceptable in individual sub-categories with the amount payable to the Project Implementing Agency suitably deducted to extent of the shortfall in each sub-category.

18. The Project Implementing Agency should place a minimum of 70% of those who are trained in jobs with regular wages. Placement for this purpose is defined as continuous employment for a minimum of three months, where:
   i. The period of continuous employment need not be with the first employer.
   ii. The trainee should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid signed by the employer and salary received by person place along with a bank statement.
19 The Project Implementing Agency should be able to produce proof of regular wage employment for candidates who have been given placement after training under the project, either:

i. In form of a salary slip issued from the Human Resources (HR) department of the employer organization, or

ii. In cases where the employer organization does not have a HR department, as a certificate issued by the employer indicating wages paid and counter signed by the employee along with the bank statement indicating that wages have been paid by crossed demand draft or money transfer.

20 Where a Project Implementation Agency is intending captive placement, it should submit details of their own manpower requirement. Captive placement for a second batch of trainees will not be allowed if more than 50% of DDU-GKY youth placed with the Project Implementing Agency have quit jobs within a span of six months.

21 The Project Implementing Agency shall ensure retention tracking of placement of candidates trained for 365 calendar days, with a maximum break of 60 calendar days during this period.

22 The Project Implementing Agency should establish internally high level Quality teams (Q teams) for Monitoring of the project, which shall monitor the following aspects of the skilling project:

a) Beneficiary identification
b) Beneficiary mobilization and selection
c) Trainer quality
d) Trainer quality
e) Certification of curriculum and assessment of candidates
f) Placement of candidates
g) Retention of candidates
h) Career progression of candidates
i) Alumni support to candidates

23 The Project Implementing Agency shall ensure the availability of the following on their website:

i. The daily status of geo-tagged time stamped attendance of both trainers and trainees,
ii. The daily status of all equipment, teaching aids and consumables
iii. Trainee wise details of tests and quizzes administered along with questions and answers and marks obtained.
iv. Monthly Inspection report of each training center by the Q-Team of the Project Implementing Agency.

24 The Project Implementing Agency shall ensure that every training center shall have CCTVs installed in the lab and class room, and the footage is reviewed by Q-Team during inspections to ensure that the quality of the classroom interaction is of a requisite level.

25 The Project Implementing Agency shall ensure that samples of the CCTV footage is drawn using statistically valid techniques for examination by domain
experts in the Q team of the PEA, and Q Team report verified by the Uttar Pradesh Skill Development Mission or its TSA every month.

26 The Project Implementing Agency shall implement internet-enabled accounting software to manage their funds and provide view-only access to the TSA or Uttar Pradesh Skill Development Mission to voucher level data.

27 The Project Implementing Agency shall use a singly designated bank account to receive and make all payments pertaining to the Project, and the account details shall be mapped on to Central Plan Scheme Monitoring System (SPSMS).

28 The Project Implementing Agency shall upload scanned copies of vouchers for the project expenses in their respective project accounts in the ERP systems of the Ministry, and till such system is operational, the Project implementing Agency shall send the monthly financial statements along with scanned copies of vouchers by email to the TSA or Uttar Pradesh Skill Development Mission.

29 The Project Implementing Agency shall furnish the vouchers for project expenses to the TSA/ Uttar Pradesh Skill Development Mission for verification are as follows:-

i. Financial pass-through given to the candidates for Boarding and Lodging charges (in case of residential course) or for Food and To & Fro charges (in case of non-residential course).

ii. One-time Transportation allowance given to the candidates.

iii. Post-placement allowance given to placed candidates

iv. Payments of salaries to trainers, master trainers and Q Team by the Project Implementing Agency.

v. Vouchers for expences on items other than those given above may be generated and retained, but the same shall not be subjects to scrutiny, and a certificate by the Project Implementing Agency on such expenses shall be sufficient.

30 The Project Implementing Agency shall ensure that trainee-feedback, through marks for each session of each trainer, is collected from trainees at the end of each week.

31 The Project Implementing Agency shall ensure that the placement, retention and career progression of trainees trained by each trainer is mapped and monitored by the internal Q team, and verified by the Uttar Pradesh Skill Development Mission or TSA.

32 The Project Implementing Agency shall provide for rating of trainees by trainers at the end of each session through administration of tests and quizzes form time to time, which shall be monitored by the Q team.

33 The Project Implementing Agency shall provide for an independent certification and assessment by a Third-party agency, both for curriculum and the skill, knowledge and attitude level of each trainee as acceptable ot the industry or employer.

34 The duration of the three month, six month, nine month and 12 month courses will be 576 hours, 1152 hours, 1728 hours and 2304 hours respectively. DDU-GKY does not support courses of lesser duration.

35 The maximum days for On-Job- Training permissible in a skilling courses are :

i. 30 days for a three month course,
iii. 60 days for a six month course, and,

iii. 90 days for a one year course.

36 The Project Implementing Agency should:

i. Use geo-tagged, time stamped biometric attendance at start and end or each training day.

ii. Online inventory check each morning when training center opens and closes

iii. Periodic quizzes and tests with safeguards to prevent impersonation. Publish results in the PIA MIS and organize remedial classes for those who score poorly.

iv. Install video audio recorders in each classroom and labs. Ensure that the PIA's Q team reviews these recordings each month and scores each trainer. Use these results to run remedial classes for trainers.

v. Ensure timely payment of allowance to trainees for daily food, transport/lodging

vi. Ensure adequate and timely payment of trainer remuneration

vii. Ensure that monthly and end of project targets for SC/ST, minorities and women are met.

viii. Ensure that advisories issued by PIAs own Q team, Uttar Pradesh Skill Development Mission and TSA of MoRD are complied with by individual trainers and training center managers.

ix. Ensure that the placement data reported on the PIAs web Site and passed on to MoRD & Uttar Pradesh Skill Development Mission is credible.

x. Work with employers to ensure that employers who accept DDU-GKY alumni provide all legal benefits that are due to them.

xi. Ensure that trainees are tracked for at least a year after placement. (The PIAs performance in post placement tracking for a year after placement will be variable for assessment during subsequent submission of proposals.

37 The cost of equipment's is not a permissible project expense unless specifically mentioned in the sanction letter.

38 In case a Project Implementing Agency has been allowed Capital Expenditure on equipment, the book value of the equipment shall be adjusted in the final settlement to the Project implementing Agency.

39 A one-time travel cost to the training center in case of residential training programme will be allowed based on actuals with a maximum limit of Rs 4500.00.

40 In case of PIAs in Category A and B, one tablet computer per trainee shall be made available for the candidates undergoing training in each center.

41 Based on the session plans, the project implementing agency shall provide interactive learning modules into the tablet computer provided to each trainee.

42 The Project Implementing Agency shall pay a Post-placement support (PPS) to every trainee in full at the end of each month in the bank account of working youth on receipt of salary slip, and under no circumstances the PPS shall be distributed in cash or kind.
Where a PIA is unable to give a placement to a candidate as per the prescribed minimum salaries prescribed in the DDU-GKY Guidelines, such placement shall not be counted as a placement under the DDU-GKY and in such a case no claim for PPS shall be eligible to the Project Implementing Agency. PIA will be required to show on their web acknowledgement statements showing salary received and signed by the placed candidates.

The installments for the projects shall be released as follows:

<table>
<thead>
<tr>
<th>Installment</th>
<th>Ratio of fund release</th>
<th>Release condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>25% of project cost</td>
<td>fund release process for 1st instalment and issue of Project commencement order to PIA(25% of the Project Cost)</td>
</tr>
<tr>
<td>Second</td>
<td>50% of project cost</td>
<td>In reference to guidelines 50% of the Project Cost 1-On Spending 60% of the funds dispersed in 1st Instalment 2- Archiving 40% of the Physical Target 3- Submitting audited expenditure Report</td>
</tr>
<tr>
<td>Third</td>
<td>15% of project cost</td>
<td>15% of the Project Cost 1-On Spending 90% of the funds dispersed in 1st &amp; 2nd Instalment 2- Archiving 90% of the Physical Target 3- Submitting audited expenditure Report</td>
</tr>
<tr>
<td>Fourth</td>
<td>10% of project cost</td>
<td>On achieving all targets and submission of project closure documents as well as signed score card. However, the release of the 4th installment will not be held up till the one year tracking is complete.</td>
</tr>
</tbody>
</table>

Eligibility conditions for release of funds at all four stages are determined by the MIS statements of the Project Implementing Agency available on its website.

The MIS statement have to indicate the Physical and Financial performance against the Physical targets as stated in the Work Schedule attached with the MoU executed with the State Skills Mission and the Technical Support Agency, and the Corresponding Financial achievements required respectively.

The interest amount accrued on government releases, if any, shall be adjusted against the government share of the project cost at the time of subsequent instalment releases, and before the final instalment is released.

The project implementing agency will have to maintain trainee specific information and meet all applicable reporting requirements.

The project implementing agency shall designate an authority within its office for updating the required on the ministry’s and Uttar Pradesh Skill Development Mission’s website.

A project implementing agency shall develop and maintain its own I.T platform which is integrated with the state and central I.T. platforms for sharing of information.
52 No stipend will be paid to the beneficiaries during the training period out of funds provided by ministry of rural development under this project.

53 Audit reports and Utilization Certificates of the project should reflect the total Government grant (Central and State Share and interest thereon) with reference to cost estimates and components in the project report.

54 The Project Implementing Agency will ensure that the beneficiaries enrolled for training under the special project have 12 digits Aadhaar (UID) Individual Identification Number issued by Unique Identification Authority of India. Wherever this is not available, PIA will facilitate obtaining the same for the beneficiaries during the training period, however, under no circumstances will a candidate be denied skill development training for want of Aadhaar number.

55 The project Implementing Agency shall ensure opening of Bank Account for the beneficiaries enrolled for training and all payments due to the beneficiaries will be remitted through this bank account.

56 Except where pre-existing franchisee or partnerships have been proposed in the project application form and has been approved by the Empowered Committee, the critical activities of conduct of training and placement will not be outsourced or subcontracted.

57 The Project Implementing Agency shall execute a Memorandum of Understanding (MoU) with the TSA and the Uttar Pradesh Skill Development Mission before funds are released for the project to, inter-alia:-

a) Abide by the Terms & Conditions of the section in fulfillment of the targets specified in the Annual Action Plan attached with the MoU;
b) Not to divert the funds sanctioned or entrust execution of the scheme or work concerned to another institution(s) or Organization(s) without the approval of the Empowered Committee in the Uttar Pradesh Skill Development Mission; and
c) Abide by any other conditions specified by the Uttar Pradesh Skill Development Mission & MoRD.

58 In the event of the Project Implementing Agency failing to comply with the conditions or committing breach of the conditions of the MoU, the Project Implementing Agency shall be liable to refund to the President of India/Governor of State concerned, the whole or a part amount of the grant with interest at ten per cent. Per annum thereon or the sum specified in the MoU, and any failure by the Project Implementing Agency to refund shall attract action through the State Government under Public Money Recovery Act of the State Government concerned.

59 For the proposes of the sanction under DDU-GKY guidelines, a Projects Implementing Agency shall include lead member of the consortium entered into by the Project Implementing Agency and other consortium members singly or severally liable for the implementation of the project.

60 All the above-mentioned Terms and conditions, and any other conditions imposed on the Project Implementing Agency, Shall be Subject to any revision in the provisions of DDU-GKY Guidelines.