



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref: BRLPS/Proj.-Jobs /1126/17/1034

Date... 30.05.2017

From,
Balamurugan D, IAS
CEO cum State Mission Director

To,
M/s Educator Extraordinaire Limited
B-7/3, SF, Vasant Vihar, New Delhi

Subject: Sanction of project under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) for skilling rural poor youth in the state of Bihar to be implemented by M/s Educator Extraordinaire Limited (Permanent Registration Number DL2016CR10121) as project implementing Agency (PIA).

Sir/Madam,

With reference to the subject cited above, it is to inform you that, in the light of approval by the authorized Project Approval Committee (PAC), your agency has been accorded approval on the project for skilling 1020 rural poor youth in the state of Bihar under DDU-GKY, of MoRD, GOI. In pursuance to the approval, Bihar Rural Livelihoods Promotion Society (BRLPS) as nodal agency for the DDU-GKY in Bihar, hereby issues this sanction order to implement the project with following details and terms & conditions.

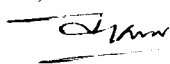
1. Details of sanctioned project:-

s. No	Particulars	Details				
1	Total number of rural poor youth to be trained	1020			Placement 714 (70% Minimum)	
2	Sub- category wise minimum targets to be covered	SC	ST	Minority	Women	
		31%	3%	13%	33%	
		317	31	133	337	
3	Sector / Course	Category	Duration of course in hours	Residential (R)	Non Residential (NR)	Assessing Agency of the course
3.1	Tourism & Hospitality- Multi Cousine Cook-THC/Q3006	II	1608	200		Tourism & Hospitality Skill Council



3.2	Apparel- Sewing Machine Operator- AMH/Q0301	I	1663	620		Apparel Made-ups & Home Furnishing Sector Skill Council
3.3	Tourism & Hospitality- F & B Service Trainee-THC/Q0307	II	1649	200		Tourism and Hospitality Skill Council
			Total	1020		
4	SDC Locations		PATNA (1)			
5	Sanction Total projects cost including welfare cost (details of the sanction cost & its detailed calculation of sub head wise items are given at Annexure-I)		142,210,660/- <i>(Fourteen Crore Twenty Two Lakh Ten Thousand Six Hundred and Sixty Only)</i>			
6	Duration of the project (The tenure shall commence after 30 days from the date of issue of project commencement order)		36 Months			
7	Third party Certification		Assessment & Certification of trained youth from 3 rd party agencies empanelled by the NCVT/SSC is mandatory.			

2. This sanction order shall be valid only after signing the MoU between the PIA and BRLPS, which is required to be executed within 20 days of issuance of this sanction order.
3. PIA will have to submit "Prospective Project Work Schedule" (PPWS) in SF 3.1A of SoP to BRLPS, within prescribed timeline.
4. PIA shall have to implement the project following guidelines 2016, Standard Operating Procedure-I and Standard Operating Procedure-II, Notification , Circulars, Order, Directions issued/amended from time to time by MoRD and BRLPS and as per the conditions of MoU.
5. BRLPS as Nodal Agency for implementing the project will coordinate and monitor the project either directly or through any designated agency.
6. The funds allotted to this project shall be released to your agency in four installments in the ratio of 25:50:15:10 subject to provisions of DDU-GKY guidelines and Terms and Condition specified in Annexure-II and Orders, Circulars issued from time to time by Ministry of Rural Development, Govt. of India and BRLPS.
7. Release of advance will not include the "Welfare Cost Component and Post Placement Support", as it would be released on becoming eligible for and on submission of claim. Advance of 25% of "project cost component (excluding Post Placement Support) as 1st installment, as grant-in-aid to the PIA will be released, as per the terms and conditions in Annexure-I & II.
8. The CEO-BRLPS shall be the Drawing and Disbursing Officer for this purpose. As per the DDU-GKY provisions, the amount of 1st Installment would be transferred to your dedicated DDU-GKY bank account through RTGS after due verification of center readiness and submission of the said Bank Account details. Therefore, PIA will have to open a dedicated bank account for fund to be released under DDU-GKY project before signing of the MoU so as to map / register the account on the Public Financial Management System (PFMS) and its details would be provided to BRLPS in the prescribed formats (SF 3.2A).







9. PIA is required to make all the transaction using portal of MoRD i.e Public Financial Management System (PFMS).
10. The utilization of total funds spent for the skill developments projects under DDU-GKY by PIA may be audited not only by Comptroller and Auditor General of India, but also by the Auditors appointed by BRLPS.
11. The sanctioned amount of the project has been calculated on the basis of project proposal submitted by the PIA. However, payments will be made to PIA on the basis of actual expenditures or approved provisions under various heads whichever is less.
12. Copy of this letter is also available at our website www.brlp.in

**Encl: As above
(Annexure I & II)**


Yours sincerely,


(Balamurugan D.)

CEO cum State Mission Director

Copy to:

1. Joint Secretary (Skills), Ministry of Rural Development, 1st Floor, Western Wings Thapar House, 123, Janpath, New Delhi- 110001.
2. Secretary, Rural Development Department (RDD), Govt. of Bihar.
3. Project Director, National Institute of Rural Development & Panchayati Raj (NIRD & PR) Rajendar Nagar Hyderabad.
4. CFO, BRLPS
5. IT Cell (BRLPS) (for uploading the order on the website of BRLPS).
6. Guard File, BRLPS.



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Annexure- I

**Sanctioned project cost
Under
Deen Dayal Upadhyaya Grameen Kausalya Yojana**

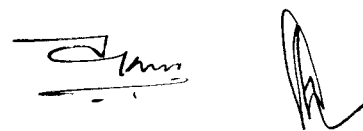
**PIA : Educator Extraordinaire Limited
Training Target: 1020**

Category: C

**PRN No: DL2016CR10121
Placement Target: 714**

Estimated Cost Details

Sr. No	Item	Cost (in Rs)
A	Project Cost Component	
7.1a	Standard Training Cost	64603566
7.1b	Additional Training Cost for Special Areas	
7.2	Assessment Cost	1530000
7.3	Boarding and Lodging Expenses	65721094
7.3.1	X Category Cities/Town @ Rs. 300 Per day per candidate	
7.3.2	Y Category Cities/Town @ Rs. 250 Per day per candidate	65721094
7.3.3	Z Category Cities/Town @ Rs. 200 Per day per candidate	
7.3.4	Rural Areas and any Area not notified as a municipal/town area @ Rs. 175 Per day per candidate	
7.4	One time travel cost (maximum limit of @ Rs.4500 /-)	4590000
7.5	Food and To & Fro charges @ Rs. 15.625 per Hour	
7.6	Uniform cost (cost of one pair is Rs. 1000 /-, 2 pairs provided in case of 9 months and 12 months course)	1020000
7.7	Post Placement Support	4134000
7.7.1	Placement within District of domicile (Rs. 1000 /- per month for 2 months)	
7.7.2	Placement within State of domicile (Rs. 1000 /- per month for 3 months)	150000
7.7.3	Placement outside State of domicile (Rs. 1000 /- per month for 6 months)	3984000
7.7.4	Placement outside Country (Rs. 1000 /- per month for 6 months)	
	Project Cost Component Total (A)	141598660
B	Welfare Cost Component	
7.9	Placement Incentive	
7.10	Retention Support @ Rs. 3000 /- per candidate	1500000
7.11	Career Progression @ Rs. 5000 /- per candidate	
7.12	Foreign placement @ Rs. 10000 /- per candidate	
7.13	Mobile Tracking Support for Candidates @50 /- per month for 12 months	612000
	Welfare Cost Component Total (B)	612000
	Total Project Cost (A + B)	142210660




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Annexure-II

Terms and Conditions applicable on Project Implementing Agencies undertaking projects under the DDU-GKY, Guidelines, 2016

1. Consequent to DDU-GKY Guidelines, 2016 and as per MoRD Notification No. 25/2016, it is hereby stated that the Terms & Conditions attached to this notification shall be applicable to all Project Implementing Agencies (PIAs) that are sanctioned skill development projects under the said project guidelines.
2. Further, the Project Approving Authority reserves the right to impose any other Special Terms & Conditions as may be necessary for successful implementation of the project.
3. All Project Implementing Agencies are requested to ensure that they have read all the provisions given in the Terms & Condition before applying for a project under DDU-GKY (erstwhile Aajeevika Skills) Guidelines. The filing of application by the Project Implementing Agency shall imply that the Project Implementing Agency has agreed to the Terms & Conditions for implementation of the DDU-GKY project and also willing to abide by the provisions of the Terms & Conditions that may be imposed by the Project Approving Authority. The Terms & Conditions may be amended from time-to-time by the Project approving Authority in terms of the Policy requirements. No separate confirmation shall be taken from the Project Implementing Agency in this regard at the time of sanction of the project.
4. The Terms & Conditions (as amended from time-to-time) shall be available on the website and the Project Implementing Agencies are required to access the same while applying for a project under DDU-GKY (erstwhile Aajeevika Skills). All communication on amendments/modifications of the Terms & Conditions shall be intimated through the website only.
5. The Project Implementing Agency shall offer skilling courses to rural youth who satisfy the eligibility criteria specified in the DDU-GKY (erstwhile Aajeevika Skills) Guidelines.
6. 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. PIA shall not sublet any of the training centers. If subcontracting is found to be adopted stringent action shall be initiated.
7. 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.
8. 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 (erstwhile Aajeevika Skills) Guidelines.





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9. The Project Implementing Agency shall give priority in mobilization to the areas identified by BRLPS.

10. The Project Implementing Agency shall involve institutions of the poor established under DDU-GKY as well as Gram Panchayats, to the extent possible, with the assistance of BRLPS.

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

12. 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.

13. The Project Implementing Agency shall maintain an exclusive website for the project. 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.

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

- i. Furniture, layout, color scheme and signage as notified by the BRLPS.
- ii. Lab, classroom and IT facilities.
- iii. Training aids.
- iv. Geo tagged time stamped Biometric attendance facility for both trainers and trainees.
- v. Fire exhausting /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 BRLPS /Ministry of Rural Development).
- xii. CCTV recording facilities in classroom, labs and common areas.
- xiii. Separate space for each course domain proposed to be conducted at the centre with a dedicated lab.
- xiv. Separate computer lab for IT skills.

15. The Center Inspection Report of the Q-Team shall be uploaded on website designated by the Govt., and till such designated website is available, the inspection report shall be emailed to State nodal agency in charge of Skills and its designated agency for concurrence.

16. The Project Implementing Agency shall ensure that each training centre should remain in existence for at least three months from the date of completion of training or until 70% of those trained have been placed (whichever is later), and during this period the training centre shall act as Information and Facilitation centre for trainees and their families.

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



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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 the person placed along with a bank statement.

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

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

- a. Beneficiary identification
- b. Beneficiary mobilization and selection
- c. Trainer quality
- d. Training quality
- e. Certification of curriculum and assessment of candidates
- f. Placement of candidates
- g. Retention of placed candidates (if applicable)
- h. Career progression of candidates (if applicable)

21. The Project Implementing Agency shall ensure the availability of the following on their websites:

- (i) the daily status of geo tagged time stamped biometric attendance of both trainers and trainees,
- (ii) the daily status of all equipment, teaching aids and consumables.

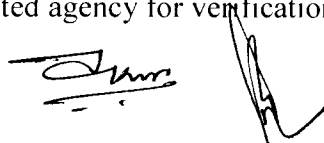
22. The Project Implementing Agency shall ensure that every training centre shall have CCTVs installed in the lab and class room, and the footage is reviewed by Q-Team during inspections to ensure that the quality of the classroom interaction is of a requisite level.

23. 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 PIA, and Q Team report verified by the BRLPS or its designated agency appointed by BRLPS every month.

24. The Project Implementing Agency shall implement internet-enabled accounting software to manage their funds and provide view-only access to the BRLPS or its designated agency in-charge of skills up to voucher level data.

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

26. The Project Implementation Agency shall furnish the vouchers for project expenses to the BRLPS or its' designated agency 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) Payment of salaries to trainers, master trainers and Q Team by the Project Implementing Agency.
- (v) Vouchers for expenses on items other than those given above may be generated and retained, but the same shall not be subject to scrutiny, and a certificate by the Project Implementing Agency on such expenses shall be sufficient.

27. The Project Implementing Agency shall ensure that trainee-feedback for each trainer, is collected from trainees at the end of each month.

28. 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 BRLPS or its designated agency.


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

30. 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 to the industry or employer duly approved by NCVT / SSC.

31. 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 (erstwhile Aajeevika Skills) does not support courses of lesser duration.

32. The Project Implementing Agency should:

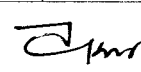

- i. Use geo tagged time stamped biometric attendance at start and end of each training day.
- ii. Online inventory check on a regular basis.
- iii. Periodic quizzes and tests with safeguards to prevent impersonation. Publish results in the PIA's MIS and organize remedial classes for those who score 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 adequate and timely payment of trainer remuneration
- vi. Ensure that of project targets for SC/ST, minorities and women are met.
- vii. Ensure that advisories issued by PIAs own Q teams, BRLPS and its designated agency are complied with by individual trainers and training centre managers
- viii. Ensure that the placement data reported on the web based MIS system of BRLPS
- ix. Work with employers to ensure that employers who accept DDU-GKY (erstwhile Aajeevika Skills) alumni provide all legal benefits that are due to them.
- x. 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.



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33. The cost of equipments is not a permissible project expense unless specifically mentioned in the sanction letter.
34. 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.
35. A one-time travel cost to the training centre in case of residential training programme will be allowed based on actual with a maximum limit of ₹4500/-
36. Based on the session plans, the project Implementing Agency shall provide interactive learning modules into the tablet computer provided to each trainee.
37. 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.
38. Where a PIA is unable to give a placement to a candidate as per the prescribed minimum salaries prescribed in the DDU-GKY (erstwhile Aajeevika Skills) Guidelines, such placement shall not be counted as a placement under the DDU-GKY (erstwhile Aajeevika Skills) and in such a case no claim for PPS shall be eligible to the Project Implementing Agency.
39. PIA will be required to show on their web acknowledgement statements showing salary received and signed by the placed candidates.
40. The Project Implementing Agency shall be eligible to claim for an additional payment as Career progression Support Cost (if applied by PIA in the project proposal) at the rate of ₹5000/- for every candidate trained and placed in a job with a salary of ₹15,000/- per month, provided that such candidate retains the job for a minimum of 90 calendar days within one year of completion of training. Out of the Career progression Support cost, 1/3rd of the cost shall be shared by PIA with candidate.
41. The Project Implementing Agency shall be eligible to claim for an additional payment as retention Support Cost (if applied for retention support by the PIA in the project proposal) at the rate of Rs. 3000/- for every candidate who is able to retain his job for a period of one year with a break of 30 days in a year. Out of Retention Support cost, 1/3rd of the support cost shall be shared by the PIA with the candidate.
42. No amount will be released under the head Live Distance training techniques.
43. The installments for the projects shall be released as follows:

Instalment	Ratio of fund release	Release conditions
1st	25% of project cost	On sanction of project and signing of MOU.
2nd	50% of project cost	On:

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		<ul style="list-style-type: none">• Spending 60% of funds disbursed as 1st instalment as visible in web site.• Achieving 40% of physical target inclusive of sub-targets such as for SC/ST, minorities etc.• Submitting audited expenditure statement like P&L statement, Balance sheet etc.
3rd	15% of project cost	On: <ul style="list-style-type: none">• Spending 90% of funds disbursed as 1st and 2nd installments as visible in web site.• Achieving 90% of physical target inclusive of sub-targets such as for SC/ST, minorities etc.• Submitting audited expenditure statement like P&L statement, Balance sheet etc with respect of previous year for cases after 30th September.
4th	10% of project cost	<ul style="list-style-type: none">• 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.

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

45. The MIS statements have to indicate the Physical and financial performance against the Physical targets as stated in the Work Schedule attached with the MoU executed with BRLPS, and the corresponding financial achievements required respectively.

46. 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 installment releases, and before the final installment is released.

47. The Project Implementing Agency will have to maintain trainee specific information and meet all applicable reporting requirements.

48. The Project Implementing Agency shall designate an authority within its office for updating the required data on the designated web site.

49. The Project Implementing Agency shall develop and maintain its own IT platform which is integrated with the State and Central IT platforms for sharing of information.

50. No stipend will be paid to the beneficiaries during the training period out of funds provided by BRLPS under this project.

51. The Project Approval Committee has directed the PIA to setup required number of training centers within one month of signing of MoU.

52. The Project Implementing Agency shall ensure to submit course content of all trades as per DDU-GKY guidelines printed in bilingual language to BRLPS within 15 days of signing of MoU.

53. The Project Implementing Agency shall ensure availability of qualified trainers.

54. The Project Implementing Agency shall submit an affidavit regarding non-blacklisting before signing of MoU.



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55. 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.

56. 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.

57. 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.

58. The critical activities of conduct of training and placement will not be outsourced or subcontracted.

59. The Project Implementing Agency shall execute a Memorandum of Understanding (MoU) with the BRLPS and its designated agency before funds are released for the project to, inter-alia:-

- (a) abide by the Terms & Conditions of the sanction in fulfillment of the targets specified in the 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 Organisation and
- (c) abide by any other conditions specified the DDU-GKY (erstwhile Aajeevika Skills) Guidelines.

60. 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 BRLPS, 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.

61. For the purposes of the sanction under DDU-GKY (erstwhile Aajeevika Skills) Guidelines, a Project Implementing Agency shall include lead member of the consortium entered into by the Project Implementation Agency and other consortium members singly or severally liable for the implementation of the project.

62. 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 (erstwhile Aajeevika Skills) Guidelines.

63. The authorized person of the project implementing agency (PIA) will submit an affidavit before signing of MOU mentioning therein that, the agency will be held responsible and recovery shall be made from the agency in case it is found that the agency has diverted / mis-utilized / utilized the funds other than the purpose for which it has been sanction.

