National Institute of Rural Development and Panchayati Raj

Hyderabad

User Manual for Project Application Process

(Applicant Project Implementation Agency)

Version V1.0 Dated: 08th June, 2018

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Manual Amendment Log – Version History

Sl. No	Version No.	Date	Change Number	Brief Description
1	V1.0	08th June,2018		

1. Introduction

1.1 Background

Government of India has set up a target to provide skill training to 500 million of its youth by 2022. Several Ministries have been assigned targets for skilling India's youth to contribute to the Government's vision for making India the skill capital of the world.

Ministry of Rural Development (MoRD) has initiated the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) as a skill training and placement program for youth aged between 15 to 35 years living in rural areas. The program emphasizes on sustainable employment through the prominence and incentives given to post-placement tracking, retention and career progression.

Training Partners are the project Implementation Agencies (PIA) for the DDU-GKY, they are the bridge between DDU-GKY the candidates and employers, they ensure that candidates benefit and provide the tools for transformation.

Project Appraisal and Sanction process in DDU-GKY is process of assessing and evaluating the application in a structured way, before resources are committed, as defined in the steps below. The appraisal and sanction process is categorized into major stages.

- PRN Registration
- Project Application Submission
- Initial Screening
- Qualitative Appraisal

Projects which qualify the Qualitative Appraisal shall be placed before State PAC/ EC of NRLM for Approval

The indented application focuses on the Project Application Submission process by the Applicant Project Implementation Agencies

1.2 Audience

The audience of this document includes the various stakeholders involved in implementation of DDUGKY at various levels

- ❖ Applicant Project Implementation Agency
- ❖ Project Appraisal Agency (PAA) Authorities
- ❖ Central Technical Support Agency (CTSA) authorities
- ❖ State Rural Livelihood Mission (SRLM) authorities
- ❖ Ministry of Rural Development (MoRD) authorities

1.3 Purpose of the Document

Project Application (Appraisal Module) is an online application, where the prospective Project Implementation Agencies can apply for a project under DDUGKY following the appraisal process.

This document will guide the PIAs in the process of Project Application guided with screenshots of the application at every stage of the process

1.4 Brief Overview

1.4.1 Features

Brief description of the features that will be offered by "Project Application (Appraisal Module) "is given below:

1. **Project Application (Appraisal Module) –** The user can access the portal by entering the URL **https://erp.ddugky.info/login/** in the address bar of the web browser.
2. **Validation –**Data will be auto validated by the system at data entry level
3. **Auto Calculation –** Technical Scores and project cost components will be auto calculated by the system based on the data entry
4. **Maker and Checker Concept –** Maker (L1) and Checker(L2) concept for Appraisal Agencies , CTSAs and SRLMs for conducting Initial Screening ,Qualitative Appraisal, Feedback and PAC/EC decisions
5. **Integration with PRN data –** Organization and Members basic details will be auto populated from the PRN application

1.4.2 Stake Holders & Users

Major Stake Holders who will be using Appraisal Module (Project Application):

- Applicant Project Implementation Agency
- Project Appraisal Agency (PAA)
- Central Technical Support Agency (CTSA)
- State Rural Livelihood Mission (SRLM)
- Ministry of Rural Development (MoRD)

The Project Application (Appraisal Module) will have users at different levels. The hierarchy will be such that there will be

1. **Applicant Project Implementation Agency**

   Any Organization with PRN number can use the application module for applying a fresh project application or proposal for additional target in DDUGKY

2. **Project Appraisal Agency**

   The authorities from Project Appraisal Agencies can use this platform to conduct Initial Screening and Qualitative Appraisals of the project applications

3. **Central Technical Support Agency (CTSA)**

   The authorities from CTSAs can use this platform to provide the feedback on PIAs performance on existing projects of DDUGKY to the States

4. **State Rural Livelihood Mission(SRLM)**

   The authorities from SRLMs can view the list of the applications which have been recommended / not recommended for both the Initial screening and Qualitative Appraisals conducted by Project Appraisal Agencies (PAA), feedback received from CTSAs and can create PAC/EC Meeting agenda

5. **Ministry of Rural Development (MoRD)**

   The authorities from MoRD can use this platform to validate special conditions for Champion employers and Govt. agencies based on MoUs entered

1.4.3 Minimum System Requirements

Project Application (Appraisal Module) is a web based application, the minimum system requirements for accessing the website are:

1) Desktop or Laptop computer
2) Internet Connection with minimum 1 Mbps speed
3) Web Browser
   (i) Google Chrome
   (ii) Internet Explorer

References:

1. Notification no. 20/2017 (Project Appraisal toolkit for conducting appraisal for new projects under DDU-GKY - reg.) released by MoRD, dt: 03/04/2017
2. DDUGKY program Guidelines ,clarifications and inputs from MoRD

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2. General Operating Instructions

This section describes the details related to some of the common features which are applicable to all roles. In particular, it describes the Home Page and the Log in form.

2.1 Getting Started

Appraisal Module (Project Application) is a web based software application. To invoke the application, type the URL **https://erp.ddugky.info/login/** in the Address Bar of the Browser Window. The Home Page will open as shown in Figure-1.

Getting Started

2.2 Home Page

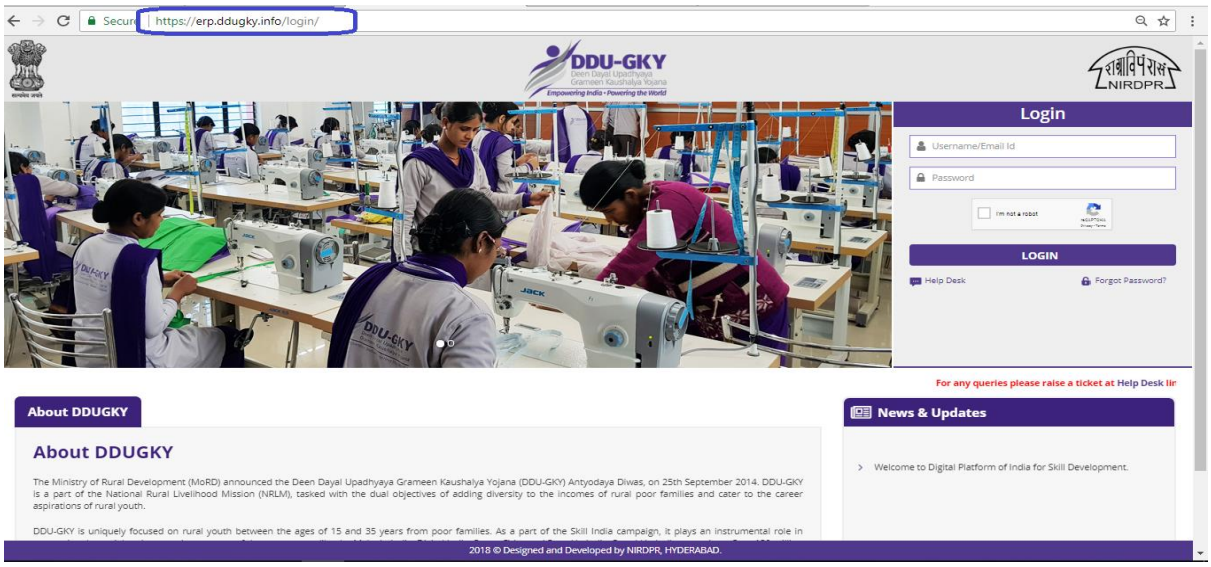


Figure – 1 (Home Page)

Description:

1. User has to enter the URL: **https://erp.ddugky.info/login/** in the web browser to access the Project Application (Appraisal Module).
2. In order to use the privileges according to user profile, he/she is required to login to the website using a valid User Id and Password.
    a. Username– This field specifies the username of the user
    b. Password– This field specifies the password of the user
3. Login Credentials:
    I. Login ID for PIA: PRN Number of the Organization issued by MoRD
    II. Default Password : PAN number of the applicant organization (Upper case)
    III. After filling all the user ID and Password, the user has to click the “Login” button for accessing the Appraisal Module

2.3 Change Password

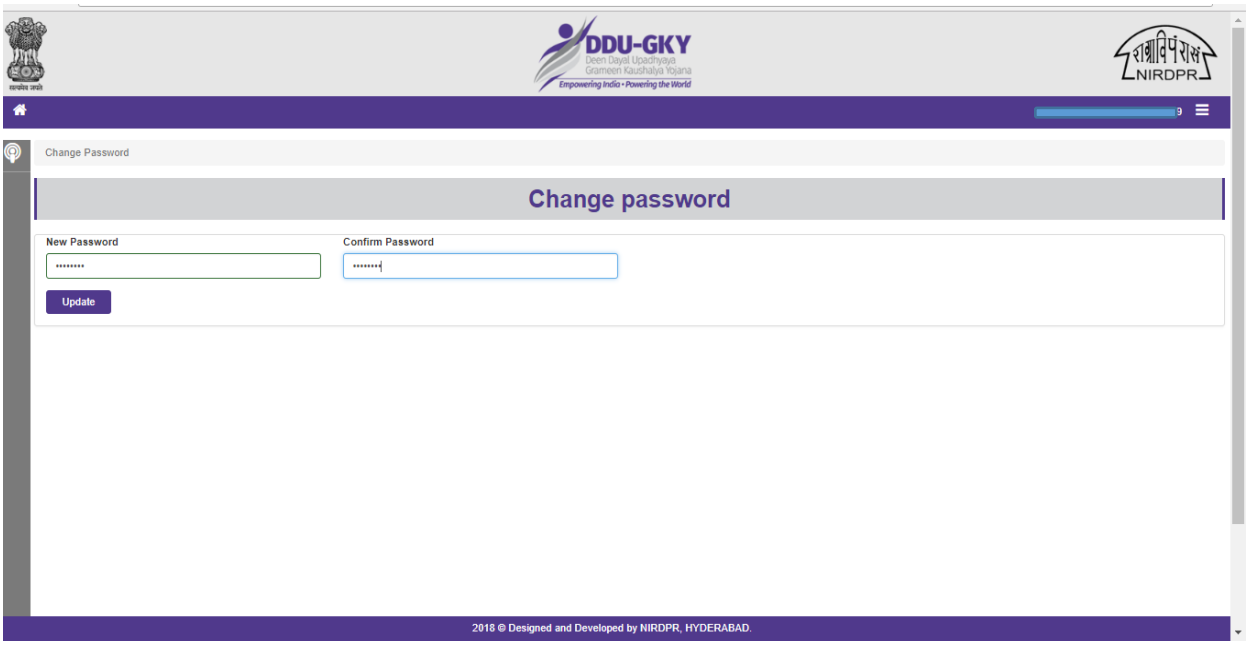


Figure – 2 (Change Password)

Description:

1. After the user enters the valid User ID and default Password, he/she will be directed to the change password page
2. Password change is an optional, if the user wants to change the password, he/she has to enter the new password, else he can click " Home" to skip the password change page
3. Minimum password criteria : Password should range between 8 to 15 characters, including at least one upper case , one lower case and one number as combination
4. User has to enter the new password and confirm the same.
5. After successful change of password, the user will be directed to home page of the Appraisal Module

3. Applicant Project Implementation Agency Login

Applicant PIA Login

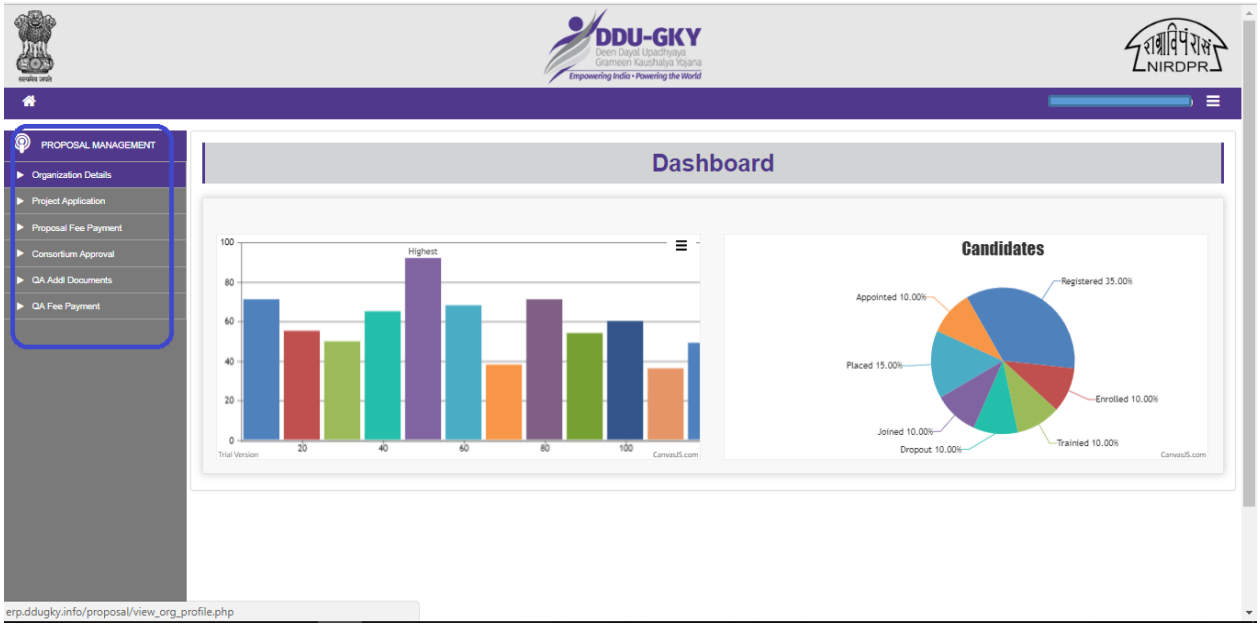


Figure – 3 (Applicant PIA Login)

Description:

2. After entering the user credential, the Applicant PIA will be directed to the home page of the Appraisal Module
3. This screen allows the user to update the details of the Organization, Project Application , Proposal fee payment, Consortium partner approval, QA additional documents submission and QA Fee payment by using the various modules and sub modules available in the " Proposal Management "

Proposal Management

4. Module I - Organization Details

4.1 Sub Module 1 - General Details (Data as per PRN)

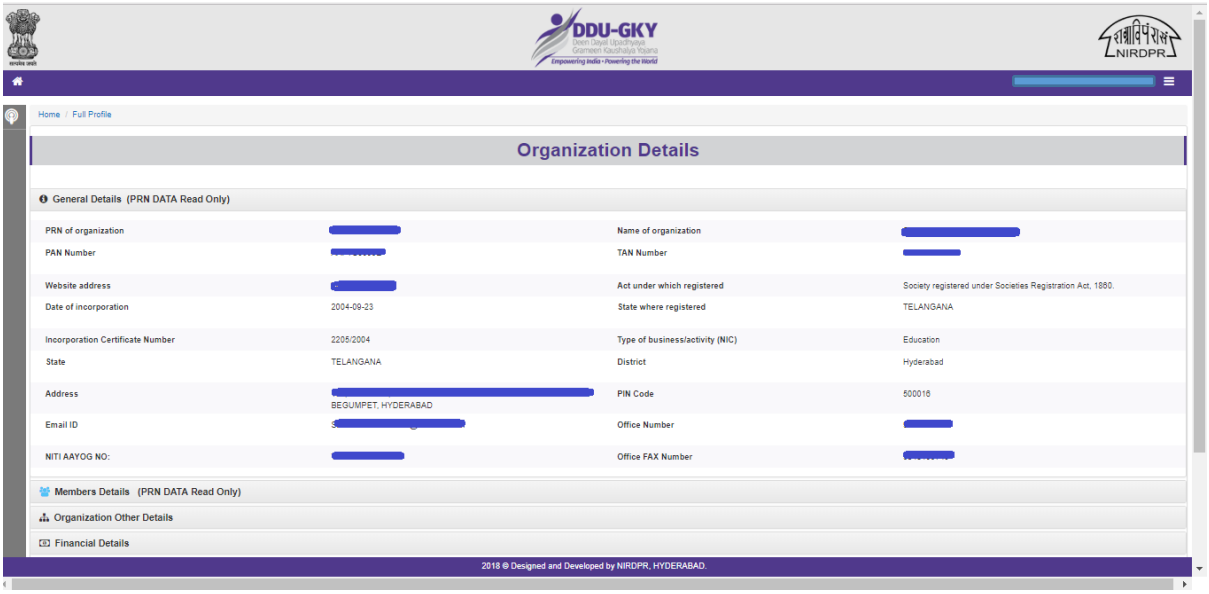


Figure – 4 (General Details)

Description:

1. This screen is used to display the general details of the Organization as per the data/information available in PRN of the organization.
2. All the fields in the form are non-editable. User cannot edit the information
3. The user has to cross verify the details displayed with PRN data
4. If any discrepancy is found in the basic organization details of PRN , the user has to contact Ministry of Rural Development (MoRD) for corrections

4.2 Sub Module 2 - Members Details (Data as per PRN)

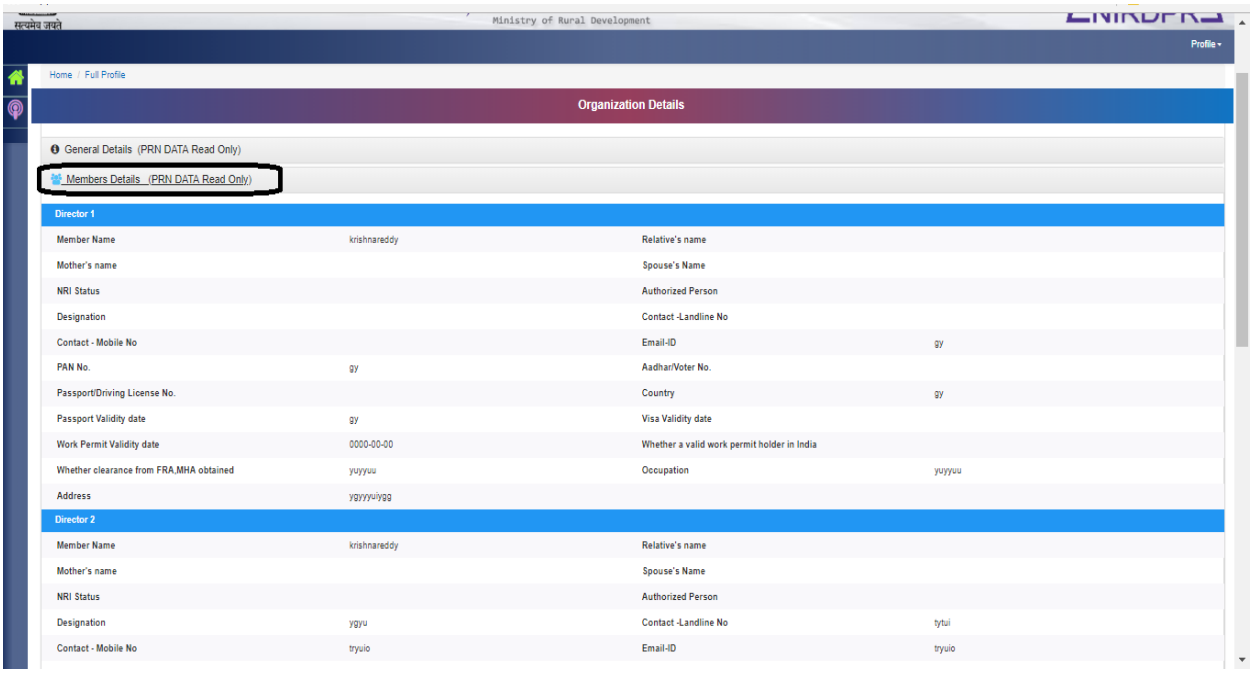


Figure – 5 (Member Details)

Description:

1. This screen is used to display the details of the members of the Organization (Directors) as per the data/information available in PRN of the organization.
2. All the fields in the form are non-editable. User cannot edit the information
3. The user has to cross verify the details displayed with PRN data
4. If any discrepancy is found in the member details of PRN , the user has to contact Ministry of Rural Development (MoRD) for corrections

4.3 Sub Module 3 - Organization Other Details

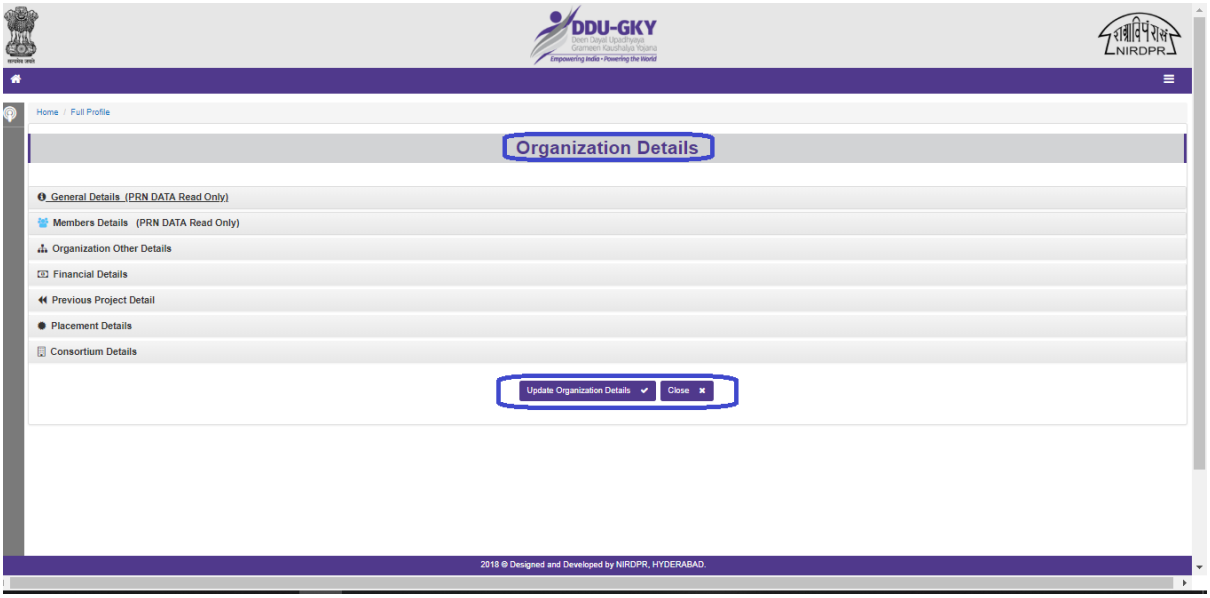


Figure – 6 (Update Organization Details)

Description:

1. This screen allows the users to view all the details updated in the various stages of the organization details module
2. If the user clicks " Update Organization Details" option, he/she will be directed to Organization details page, where the user can enter all the information by uploading the relevant documents.(Show in Figure 7 & 8)

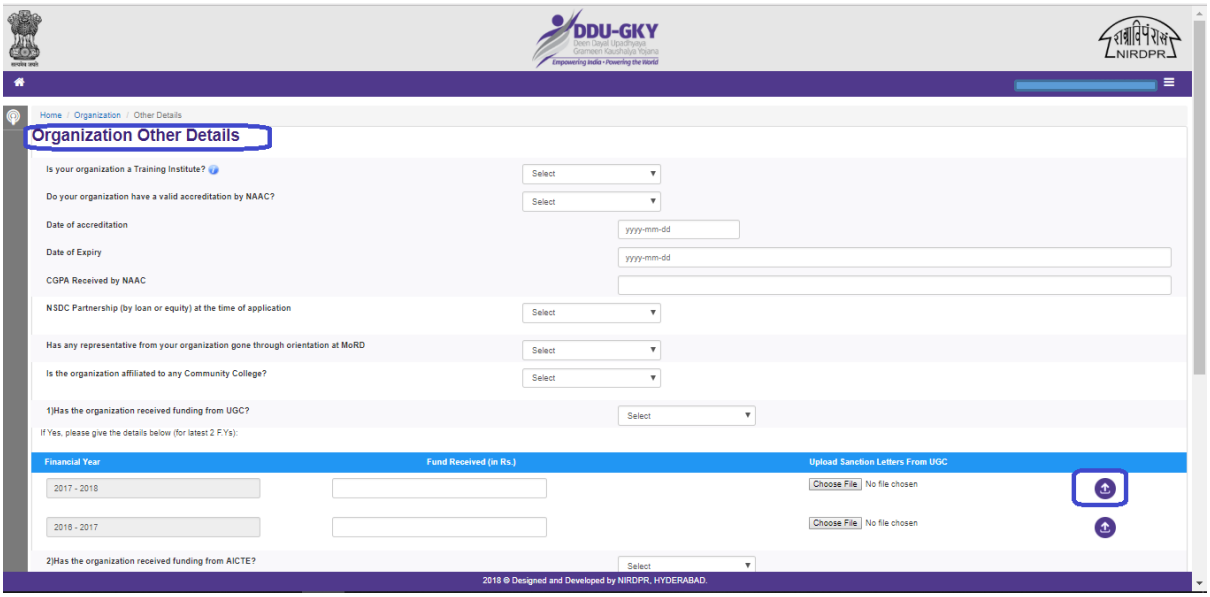


Figure – 7 (Update Organization Details)

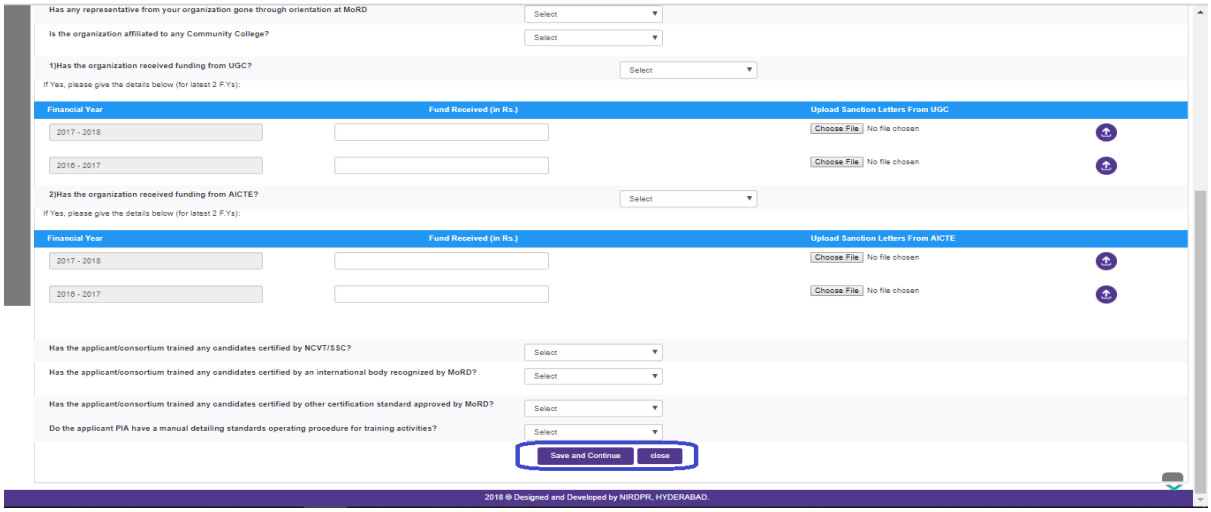


Figure – 8 (Update Organization Details)

Description:

1. The above screens allows the users to update the other details of the organization
2. All the fields are mandatory, the user has to select either “Yes” or “No” (if “Yes” is selected, related documents and information has to be updated accordingly)
3. After uploading any document, the user has to click icon to complete the upload
4. If the user clicks “Save and Continue”, the information updated will be saved in Organization details tab and will be directed to Updated screen (Figure No 9)
5. If the user clicks “Close” option, the screen will be closed and information updated (if any on the screen) will not be saved

Update Organization other details

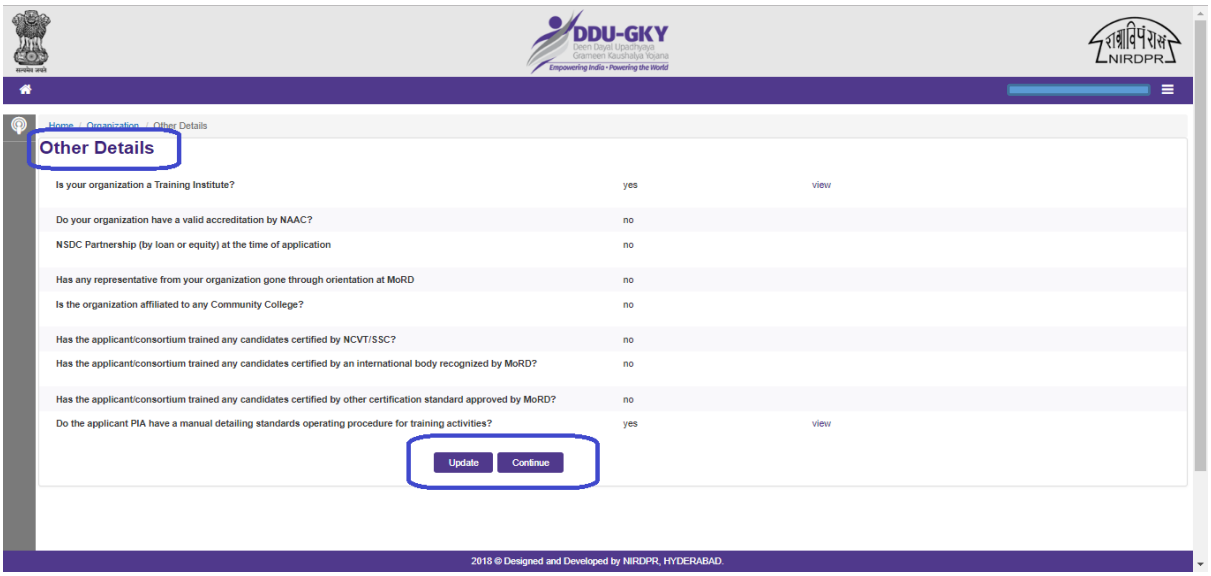


Figure – 9 (Organization Other Details)

Description:

1. This screen allow the users to view and update other details and view the uploaded documents of the organization (already submitted information)
2. If the user clicks “Update” option, he/she will be directed to edit the other organization details page. (Show in Figure -10)
3. If the user clicks “ Continue “ option, he/she will be directed to the “Finance Details Screen”

Edit Organization Other Details

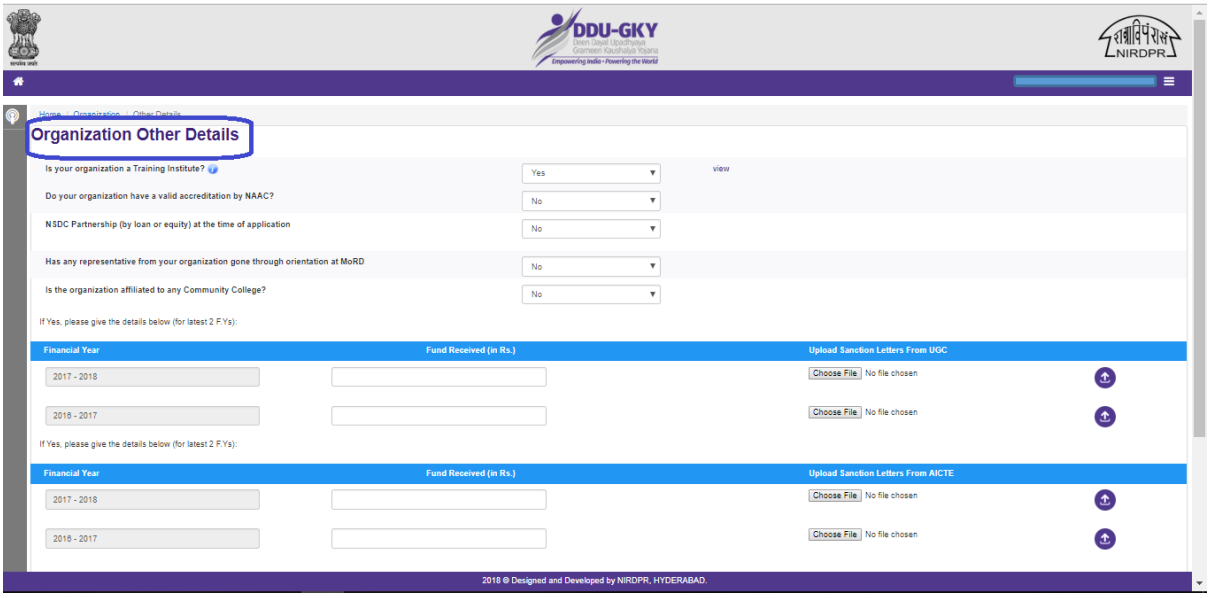


Figure – 10 (Edit Organization Other Details)

Description:

1. This screen allows the users to edit the Organization other details.
2. After uploading any document, the user has to click icon to complete the upload
3. After updating the information in the screen, user can click either “Save or Continue” or “Close” at the bottom of the screen.
4. If the user clicks” Save and continue “, the details updated in the fields will be saved in Organization details tab and will be directed Updated screen (Figure No 9).
5. If the user clicks “Close” option, the screen will be closed and information updated (if any on the screen) will not be saved

4.4 Sub Module 4 - Financial Details

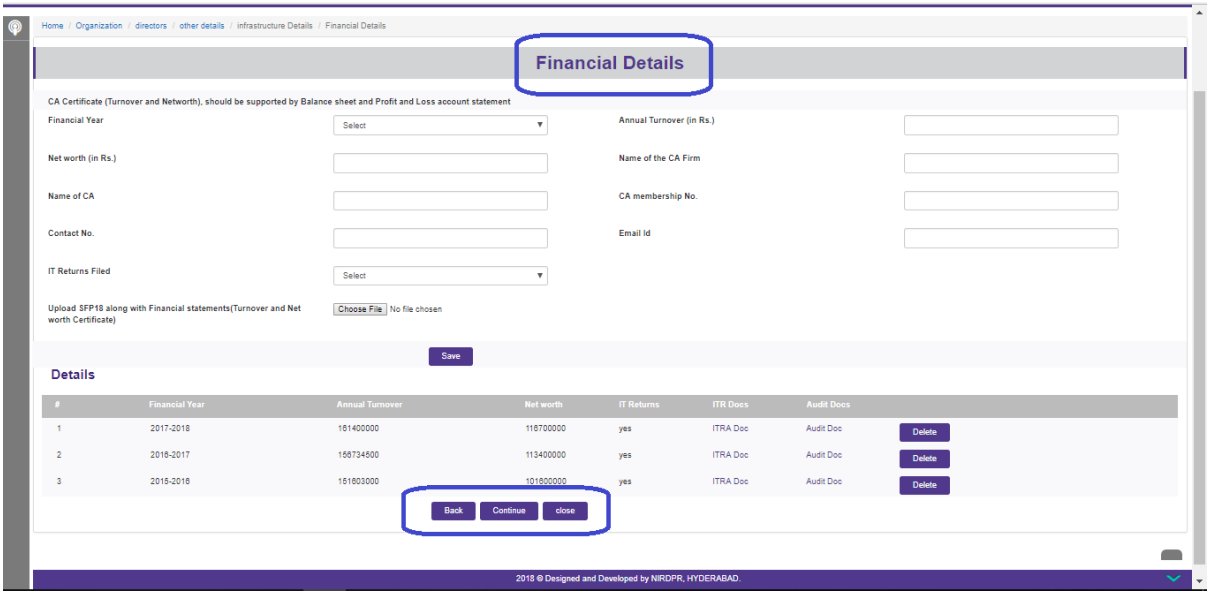


Figure – 11 (Finance Details)

Description:

1. This screen allows the user to update the financial details of the organization like CA firm details, turnover, ITR returns, Net worth, etc., supported with documents upload of ITR acknowledgment and **SFP18** along with financial statements for each financial year
2. The user has to update previous years financial details as applicable
3. If the user wants to modify the financial details of any particular Financial Year, he/she has to delete the details and add once again in the same screen
4. The updated details can be viewed in the same screen under "Details" tab
5. If the user clicks " Back " option at the bottom of the screen, he /she will be directed to the " Organization other details " page
6. If the user clicks " Continue " option at the bottom of the screen, he/she will be directed to "Previous project details" page
7. If the user clicks "Close" option, the screen will be closed and information updated (if any on the screen) will not be saved

4.5 Sub Module 5 - Previous Project Details

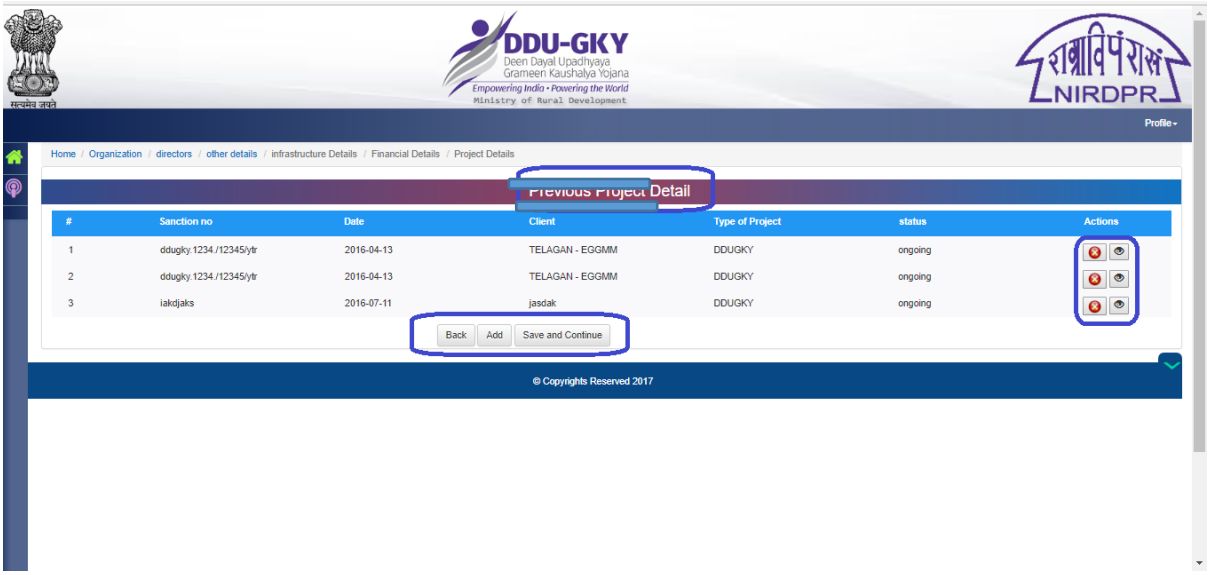


Figure – 12 (Previous Project Details)

Description:

1. This screen allows the user to view and update the details of previous projects , the information like Sanction order number, type of project, status of the project, etc.,
2. If the user clicks “ add “ option, he /she will be directed to “Add previous project details “ page, where user can update the details of the previous project implemented . Screenshot given below in screen(Figure 12A)

Add Previous Project Details

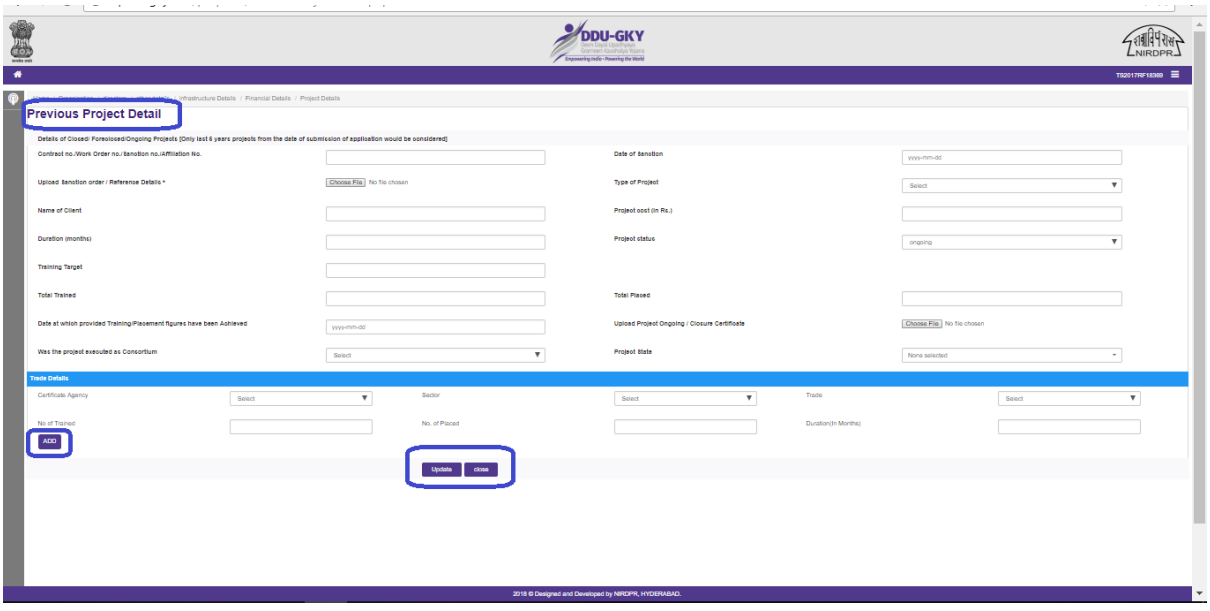


Figure – 12A (Previous Project Details)

Description:

1. This screen allows the user to add the previous project details
2. The user has to click “Add” option to update all the details entered. Information includes States wise and trades wise , Trained and placed numbers
3. If the user clicks the “ Update “ option at the bottom of the screen, the details of the previous project added will be updated under “ Previous project”. The page will be directed to “Previous Project Details “ page
4. If the user clicks “ Close” , option at the bottom of the screen, the screen will be closed, and the changes made on the screen (If any) will not be saved

Previous project Details

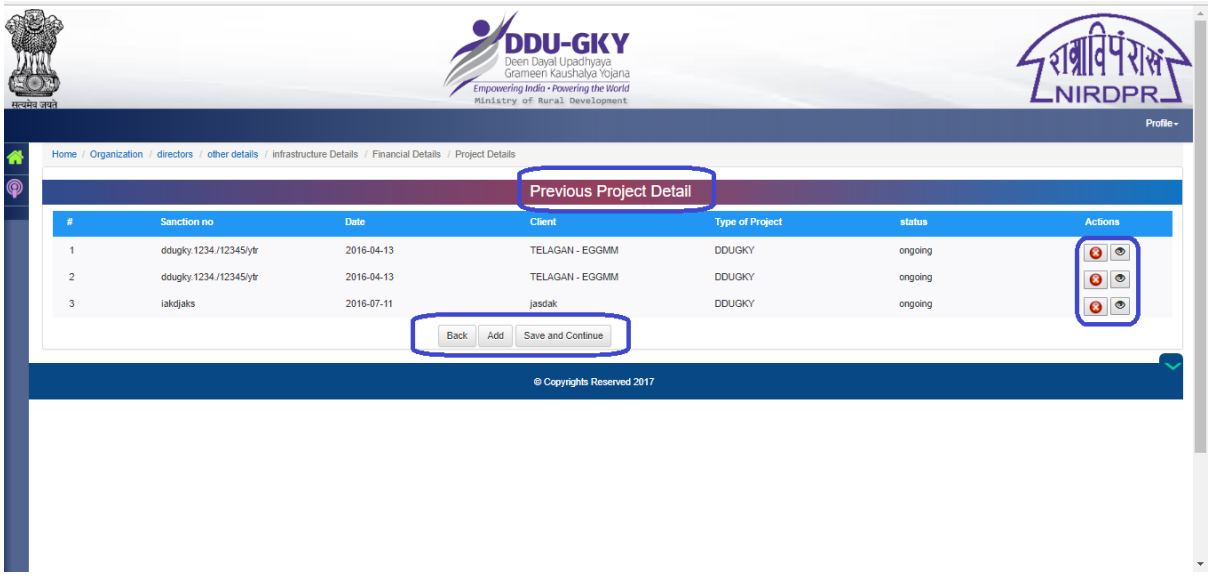


Figure – 13 (Previous Project Details)

Description:

1. The user can view the detailed information about the previous project updated by clicking icon under Actions tab. After clicking, the user will be directed (Individual project details page).
2. The user can delete the details of previous project entered by clicking the icon under Actions tab
3. If the user clicks “ Save and Continue”, he/she will be directed to “Placement details “ page

4.6 Sub Module 6 - Placement Details

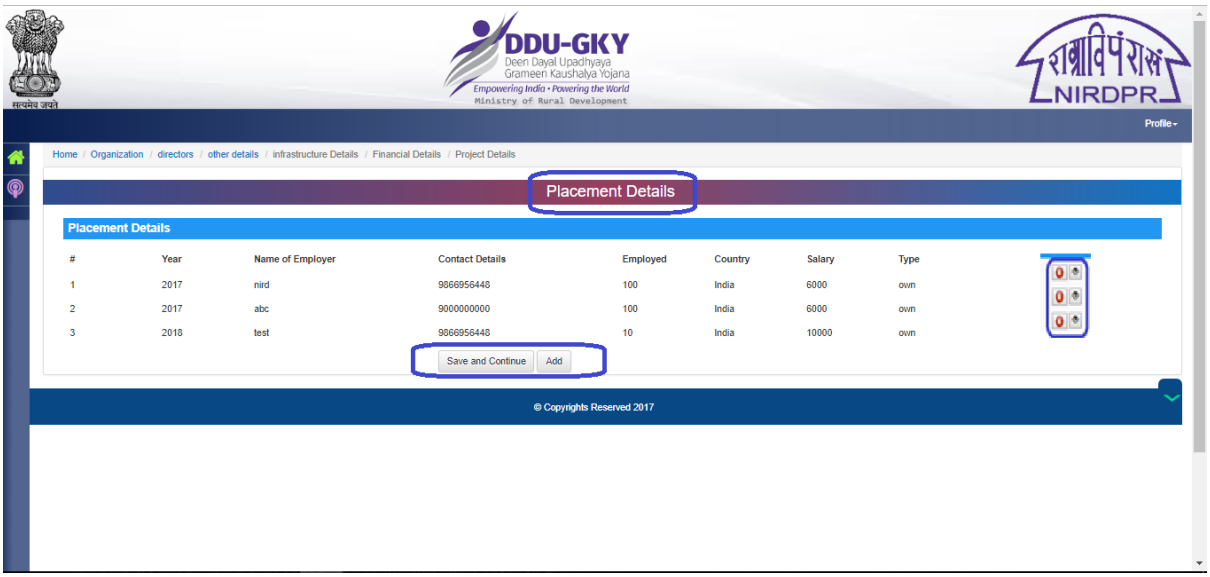


Figure – 14 (Placement Details)

Description:

1. This screen allows the user to update the details of placement. Details like Year, Name of the employer, Contact details, Salary , etc.,
2. If the user clicks " add " option, he /she will be directed to "Add placement details " page, where user can update the details of the placement .Screenshot given below in screen (Figure 15)

Add Placement details

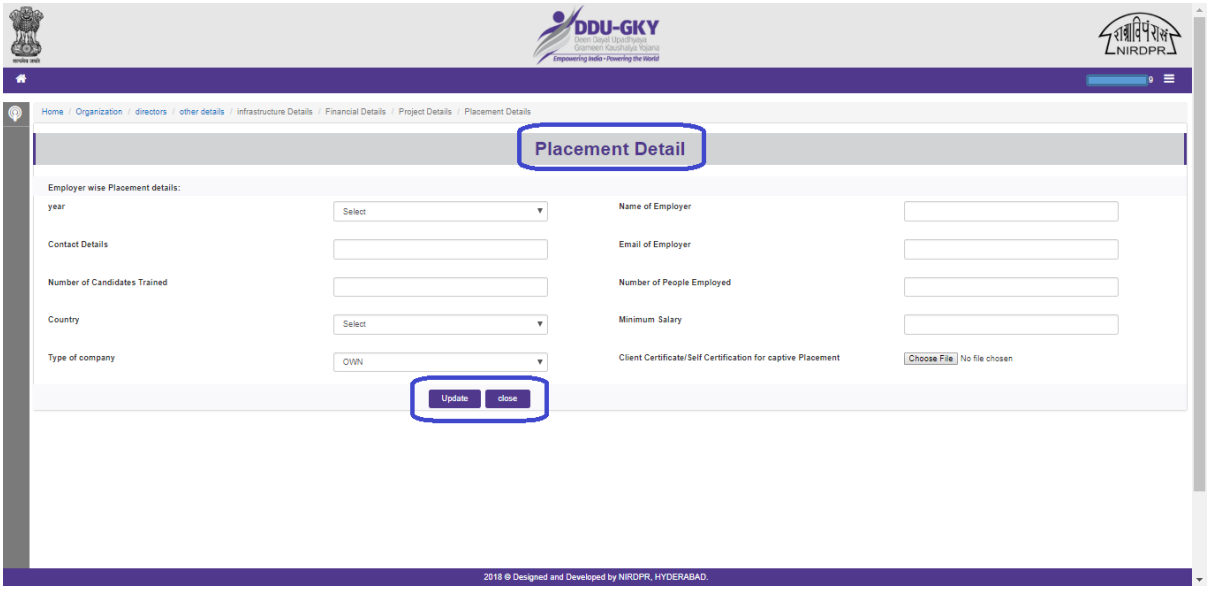


Figure – 15 (Add Placement Details)

Description:

1. This screen allows the user to add the previous Placement details
2. If the user clicks the " Update " option at the bottom of the screen, the details of the previous placement added will be updated under " Placement project". The page will be directed to "Placement Details " page
3. If the user clicks " Close" , option at the bottom of the screen, the screen will be closed, and the changes made on the screen (If any) will not be saved

Previous placement details

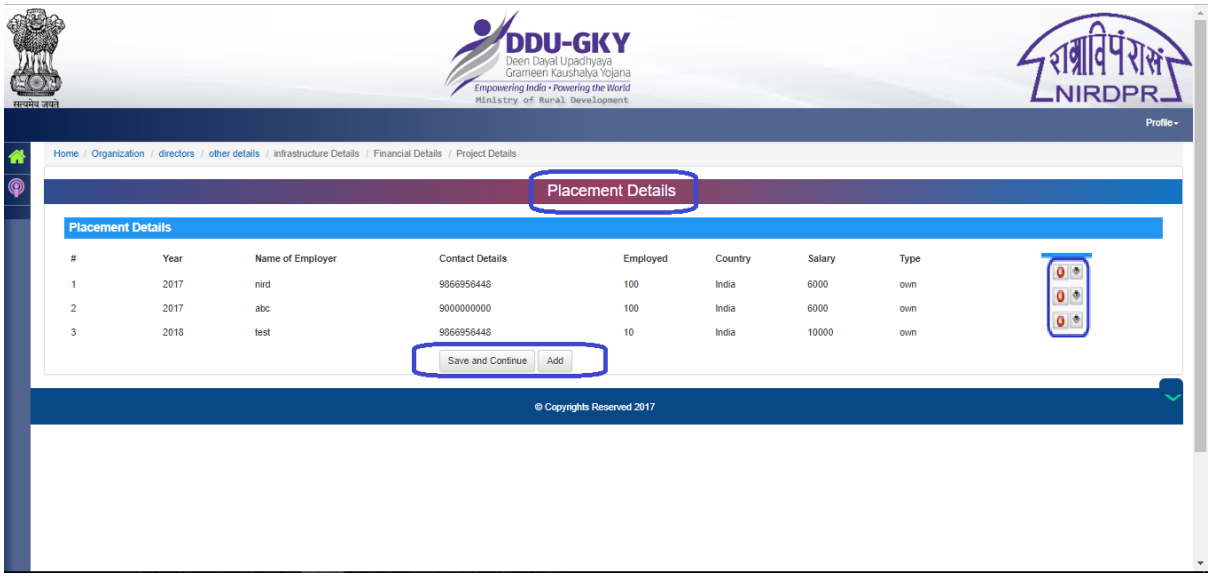


Figure – 16 (Placement Details)

Description:

1. The user can view the detailed information about the previous placements updated by clicking icon under Actions tab. After clicking, the user will be directed (Individual previous placement details page).
3. The user can delete the details of previous project entered by clicking the icon under Actions tab
4. If the user clicks " Save and Continue", he/she will be directed to "Consortium details " page

4.7 Sub Module 7 - Consortium Details

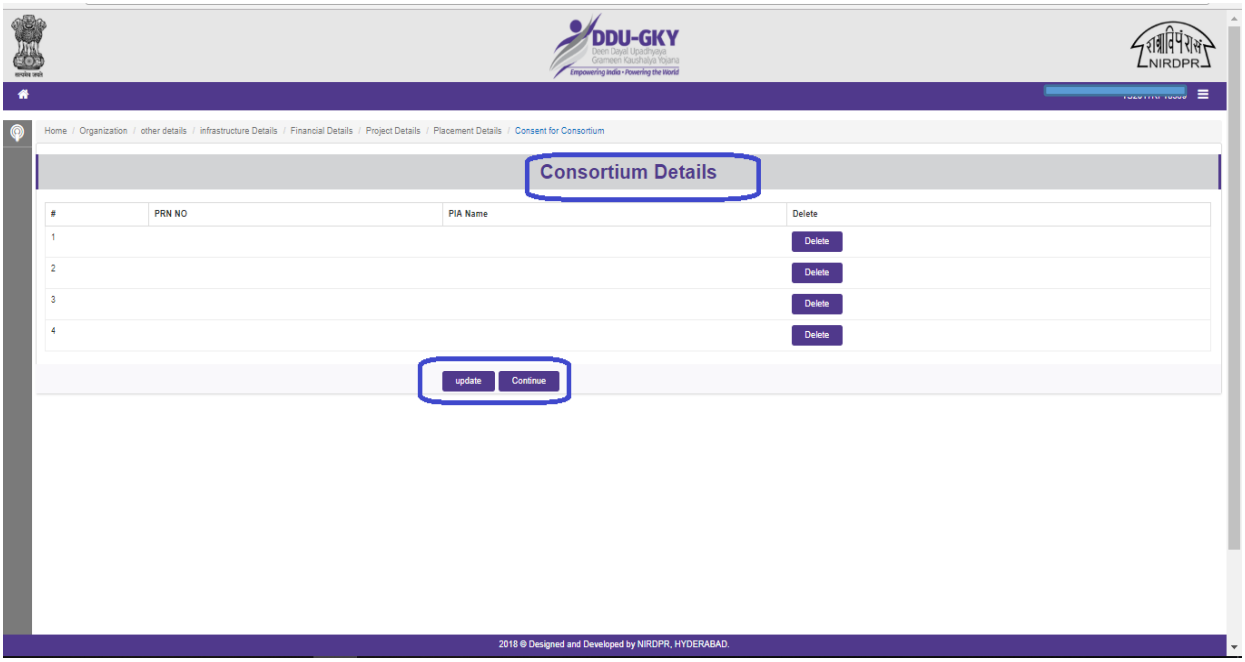


Figure – 17 (Consortium Details)

Description:

1. This screen allows the user to view and add the list of Consortium members (If any).
2. If the user clicks “Update “option, he /she will be directed to “Add consortium member details “page, where user can update the details of the consortium members. Screenshot given below in screen (Shown in Figure 18)

Add Consortium details

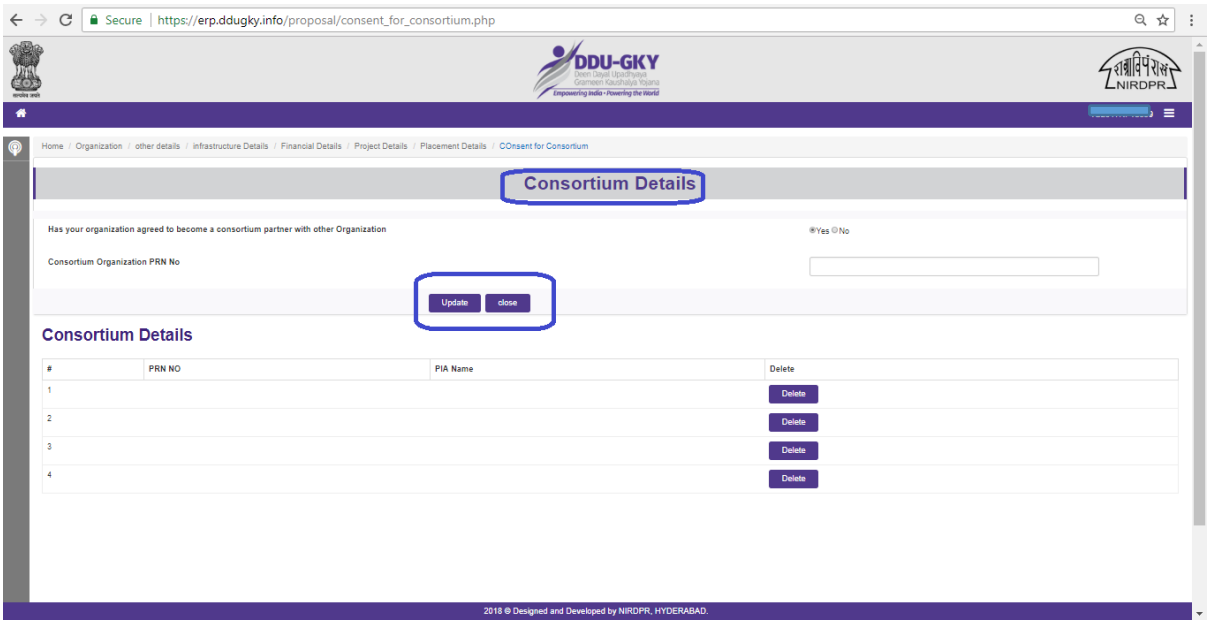


Figure – 18 (Add Consortium Details)

Description:

1. This screen allows the user to add Consortium members (If any) details using PRN
2. User has to select the PRN of the consortium member from the list.
3. If the user clicks the " Update " option at the bottom of the screen, the details of the Consortium partner will be added under " Consortium Details". The page will be directed to "Consortium Details " page
4. The user can add any number of consortium members by using the same process
5. If the user clicks " Close" , option at the bottom of the screen, the screen will be closed, and the changes made on the screen (If any) will not be saved

Note:

1. User has to update the details of all proposed consortium members in the above screens
2. These updated consortium members details will be reflected in the "Project Application " module, where the user can select the consortium partner from the list

Consortium details

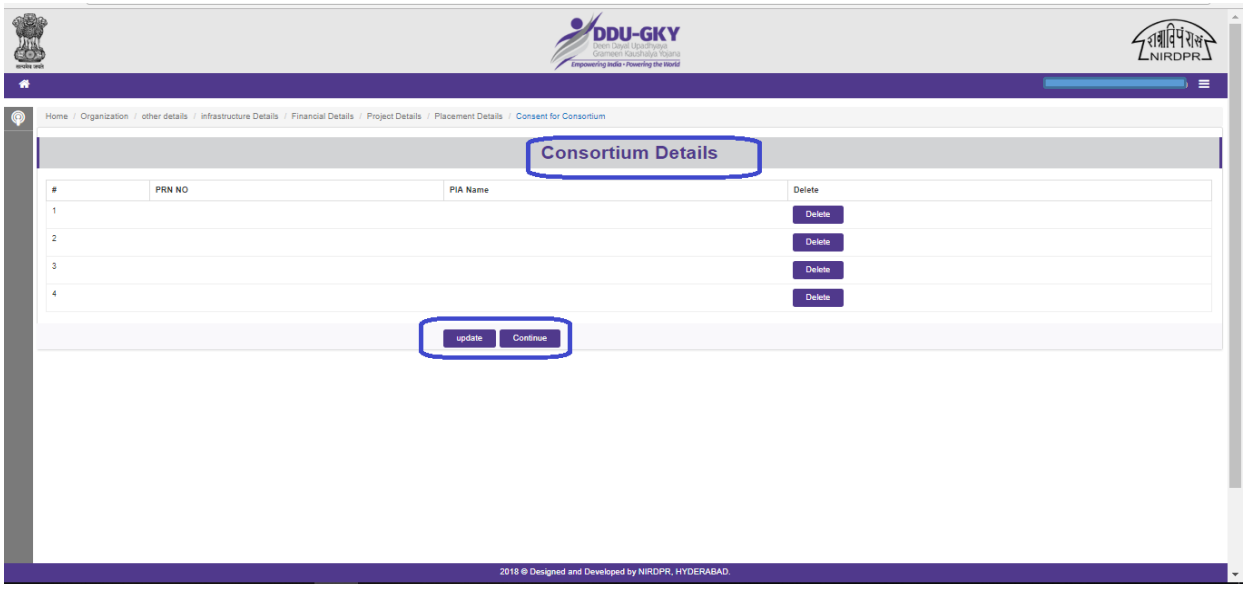
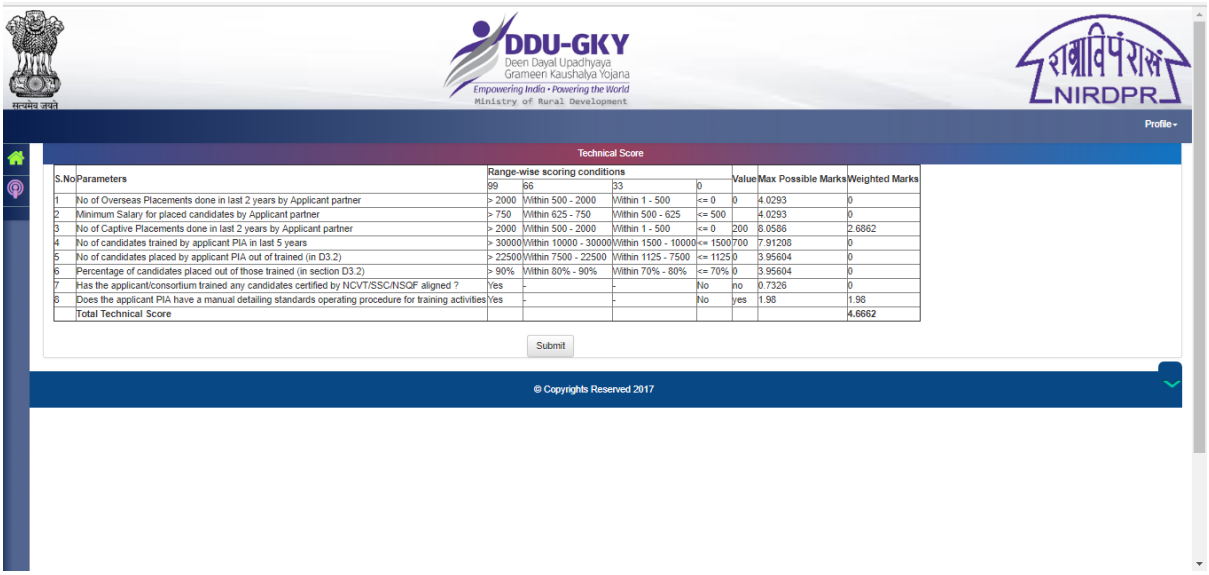


Figure – 19 (Consortium Details)

Description:

1. This screen allows the user to delete the already entered details of Consortium partner by clicking "Delete " option
2. If the user clicks "Continue" option, he/she will be directed to "Technical Score "page. Screenshot given below in screen (Figure 20)

4.8 Sub Module 8 - Technical Score



S.No	Parameters	Range-wise scoring conditions				Value	Max Possible Marks	Weighted Marks
		99	66	33	0			
1	No of Overseas Placements done in last 2 years by Applicant partner	> 2000	Within 500 - 2000	Within 1 - 500	<= 0	0	4.0293	0
2	Minimum Salary for placed candidates by Applicant partner	> 750	Within 625 - 750	Within 500 - 625	<= 500		4.0293	0
3	No of Captive Placements done in last 2 years by Applicant partner	> 2000	Within 500 - 2000	Within 1 - 500	<= 0	200	8.0586	2.6862
4	No of candidates trained by applicant PIA in last 5 years	> 30000	Within 10000 - 30000	Within 1500 - 10000	<= 1500	700	7.91208	0
5	No of candidates placed by applicant PIA out of trained (in D3.2)	> 22500	Within 7500 - 22500	Within 1125 - 7500	<= 1125	0	3.95604	0
6	Percentage of candidates placed out of those trained (in section D3.2)	> 90%	Within 80% - 90%	Within 70% - 80%	<= 70%	0	3.95604	0
7	Has the applicant/consortium trained any candidates certified by NCVT/SSC/NSQF aligned ?	Yes	-	-	No	no	0.7326	0
8	Does the applicant PIA have a manual detailing standards operating procedure for training activities	Yes	-	-	No	yes	1.98	1.98
	Total Technical Score							4.6662

Figure – 20 (Technical Score)

Description:

1. This screen allows the user to check the Technical score based on the information updated in Organization Profile module
2. If the user clicks “Submit “ option , the organization details will be saved for further process

Note:

This screen shows the technical score based on the organization details only, the total technical score will be generated and displayed after filling the project application module.

5. Module II - Project Application

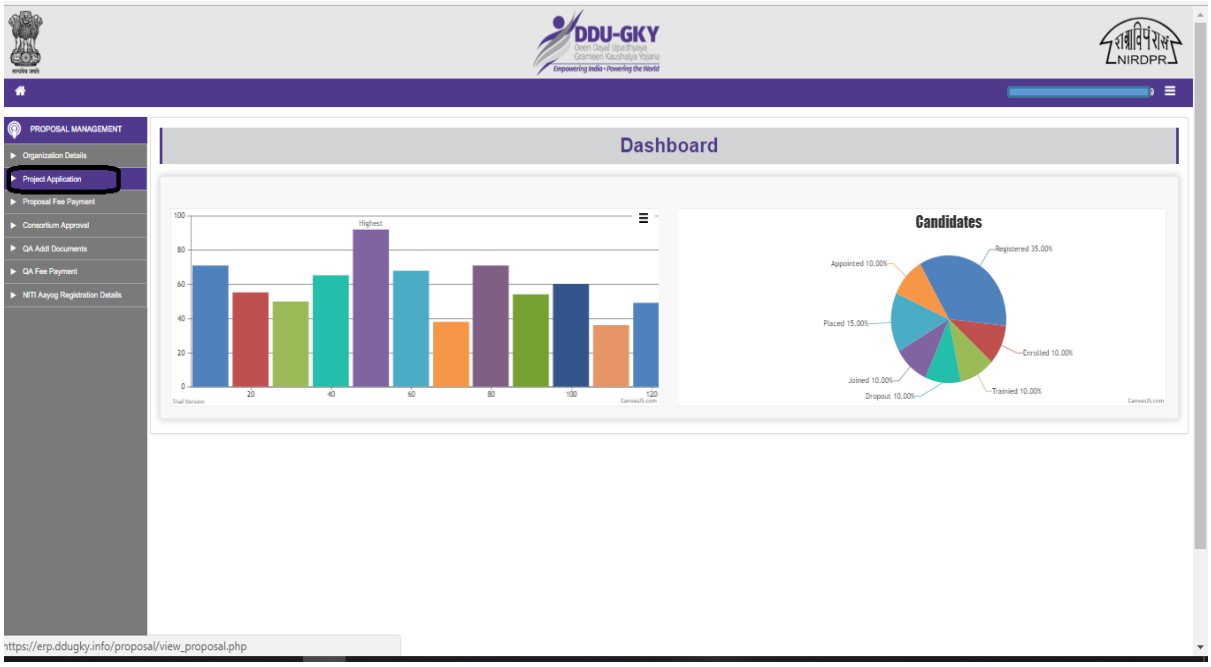


Figure – 21 (Project Application Home page)

Description:

1. After submitting the Organization details, the user has to fill the Project application details
2. Project Application module is available under Proposal Management at the left side on the home page
3. Once the user clicks the " Project Application" Module , he/she will be directed to the home page of Project Application (Shown in Figure 22)

Note:

Before applying for a project using Project Application module, the user has to ensure all the details in Organization Details are filled, verified and submitted

5.1 Project Application Dashboard

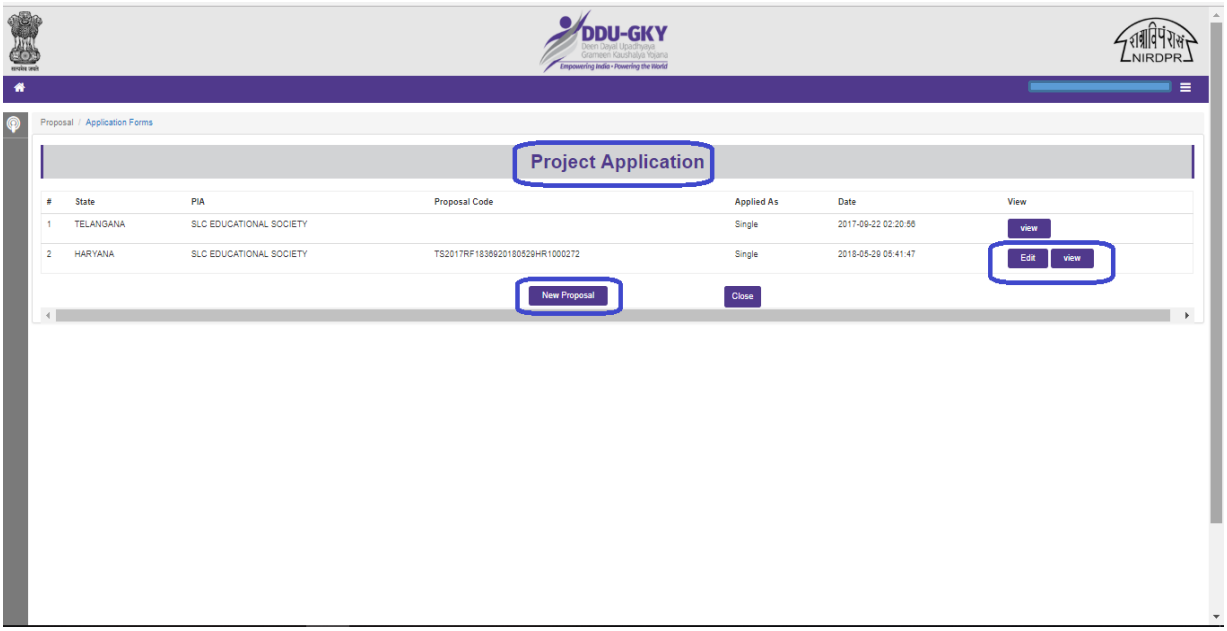


Figure – 22 (Project Application Dashboard)

Description:

1. This screen allows the user to view the list of Project applications of the Applicant PIA (Filled and submitted applications)
2. If the user wants to add a new proposal, the user can use the " New Proposal " option at the bottom of the screen, the user will be directed to " Project Application" page to start the fresh project application
3. If the user clicks the " View " option against project application, he/she will be directed to the view page of already updated / submitted project application details
4. If the user clicks " Edit" option , he/she will be directed to "Project Application" page, where the user can edit the information in the project application
5. If the user clicks " Close " option at the bottom of the screen, he/she will be directed to the dashboard page of " Project Application" Sub module

5.2 Sub Module 1 – New Proposal

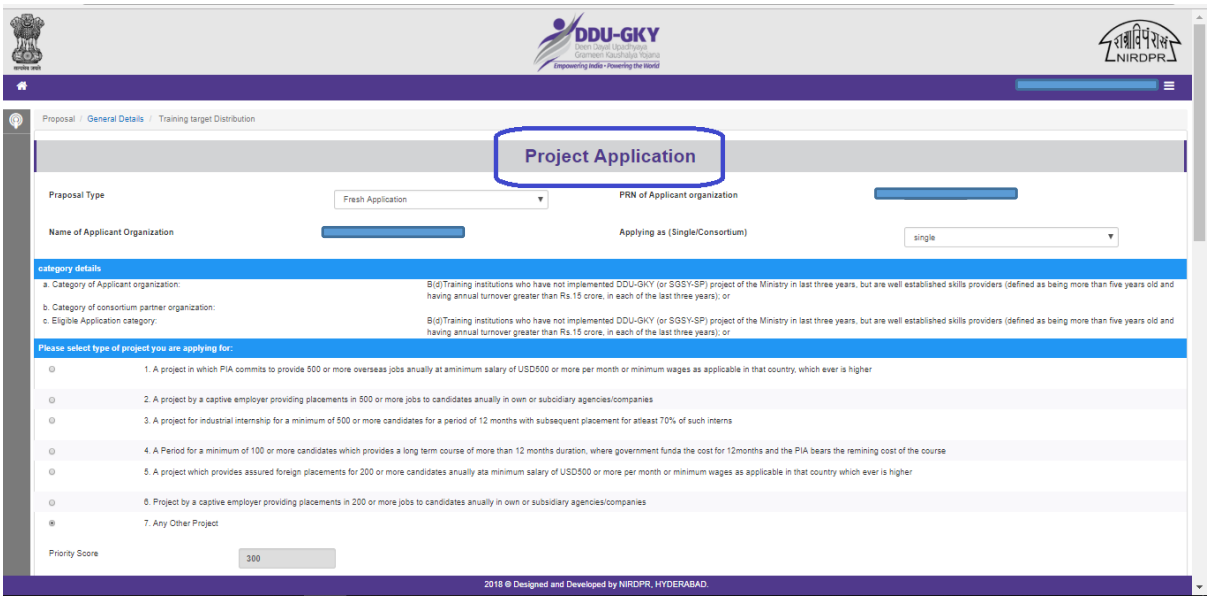


Figure – 23 (New Project Proposal)

Description:

1. If the user clicks " New Proposal " option on the dashboard page of Project Application, he/she will be directed to fresh project application page
2. This screen allows the user to apply a fresh project application as or a proposal for additional targets to existing projects.
3. Both the proposals can be applied either as individual entity or help of consortium partner

Fresh Application as Single

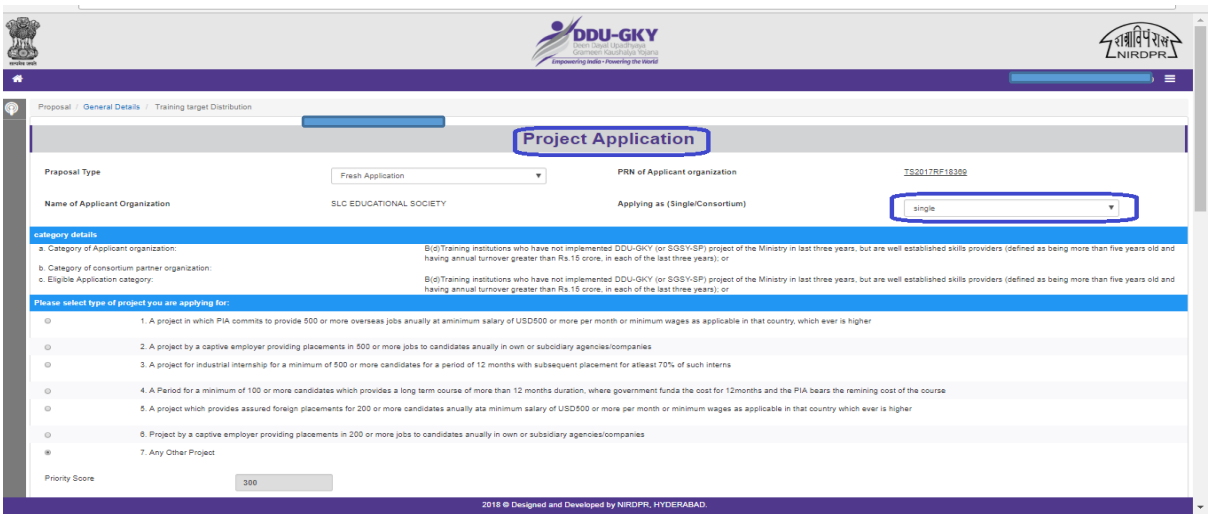


Figure – 24 (Fresh Application as single)

Description:

1. This screen allows the user to apply a fresh project application as Single entity

Fresh Application with Consortium partner

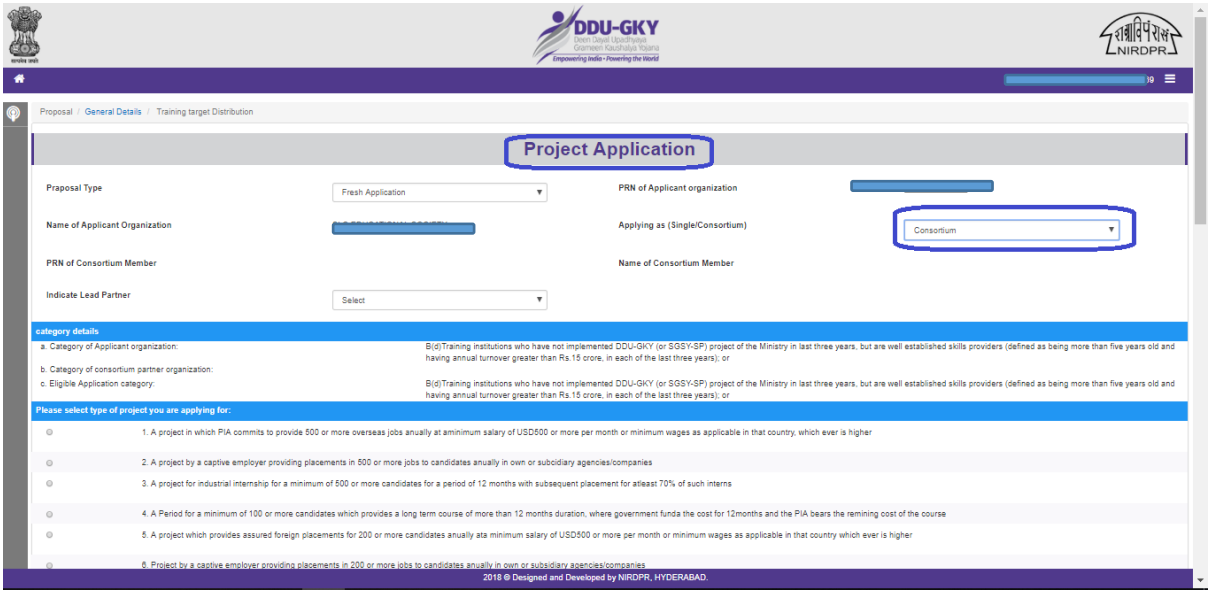


Figure – 25 (Fresh Application with Consortium partner)

Description:

1. This screen allows the user to apply a fresh project application with help of Consortium partner
2. The details of Consortium partner has to be entered when selected " Applying as " option as "Consortium partner"
3. The details of the consortium partners entered in Organization profile will be displayed here, the user has to select from the list.

Proposal for Additional Target

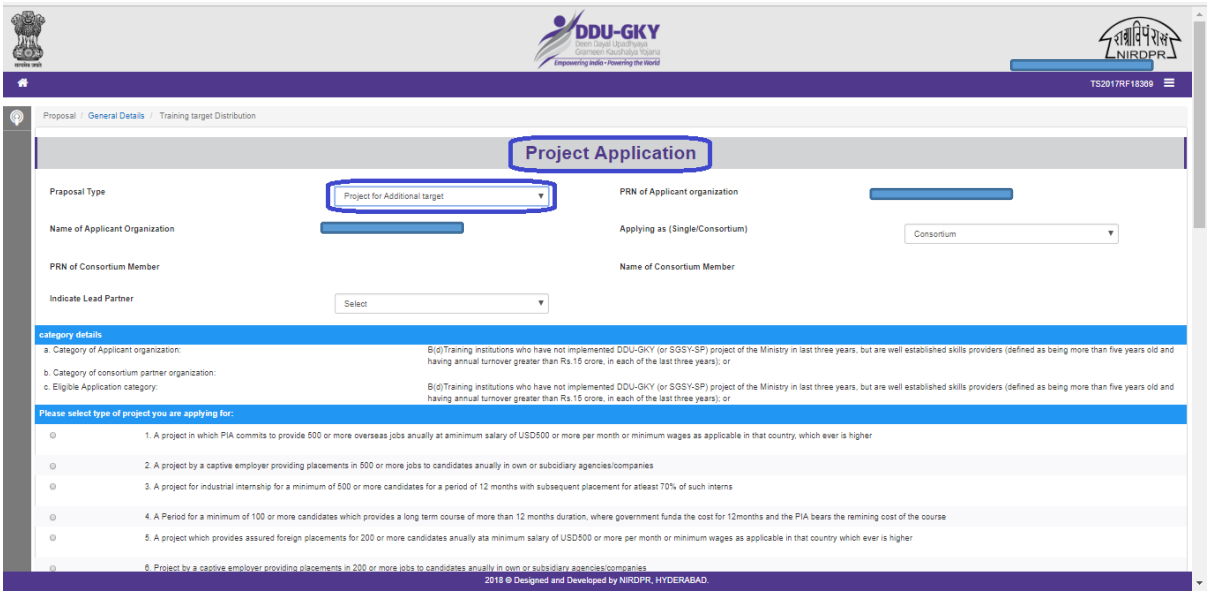


Figure – 26 (Proposal for Additional Target)

Description:

1. This screen allows the user to apply for additional targets to the existing projects
2. The user can select as " Single " or "Consortium partner"
3. If the user selects " Consortium partner " , then the details of the consortium partner has to be entered

Project Type

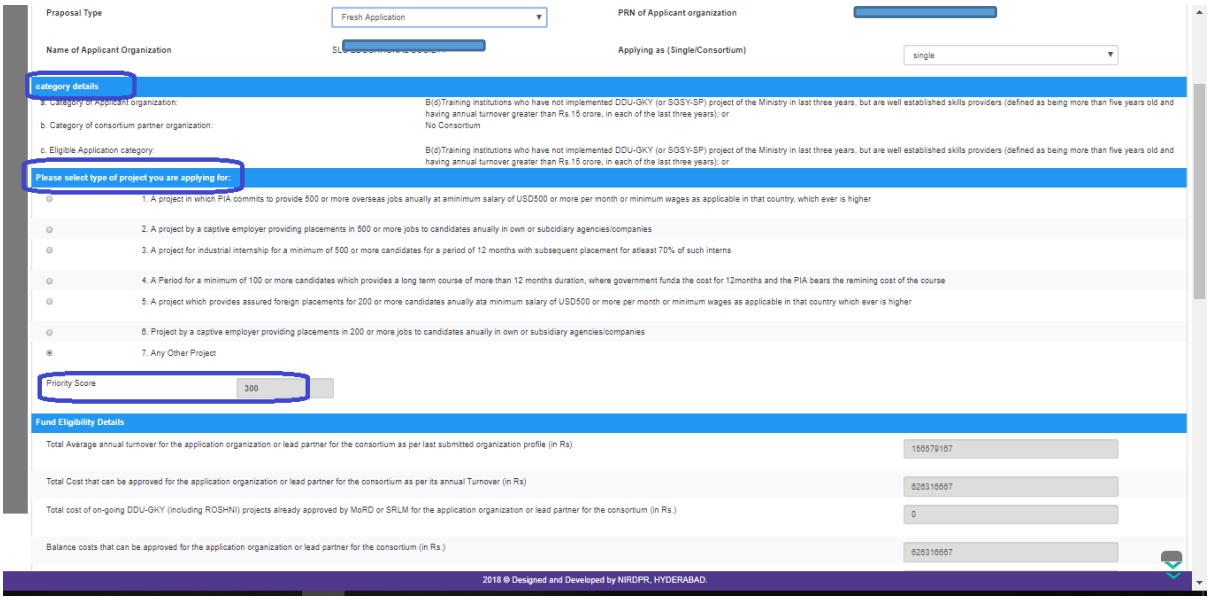


Figure – 27 (Project Type)

Description:

1. This screen allows the user to select the category details and type of the project from the given list
2. The category of the applicant and the consortium member will be auto selected by the system based on the information provided in Organization details (Respective logins of Applicant and consortium partner)
3. If the project is applied as single, the category of the applicant will be taken as application category. In case of consortium, the highest category of applicant and consortium partner will be taken as application category.
4. Based on the application category and the selection of the project type “Priority Score “ will be auto generated and displayed
5. Priority score field is non-editable , user cannot edit the information

Fund Eligibility Details

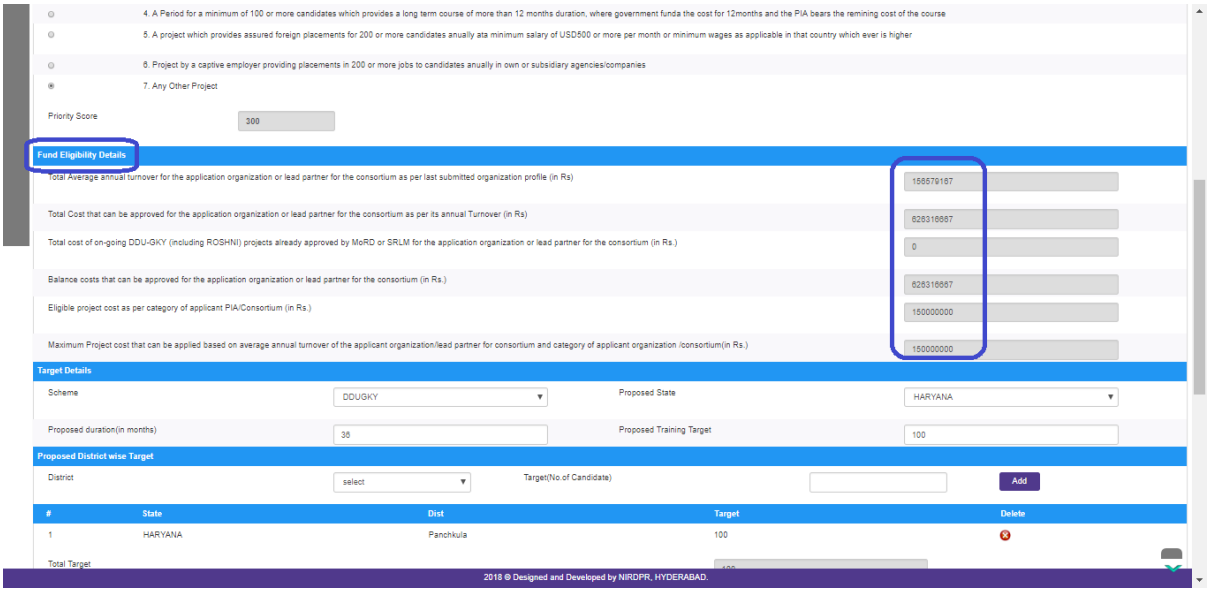


Figure – 28 (Fund Eligibility Details)

Description:

1. This screen allows the users to view the details of funds eligibility like Average annual turnover , total project cost, eligible project cost of the organization
2. All the details are prepopulated from Organization profile details and the details of the ongoing projects from MPR System.
3. Funds details are non-editable, user cannot edit the information
4. The applicant can apply a single project with a maximum project cost shown in fund eligibility details

Target Details

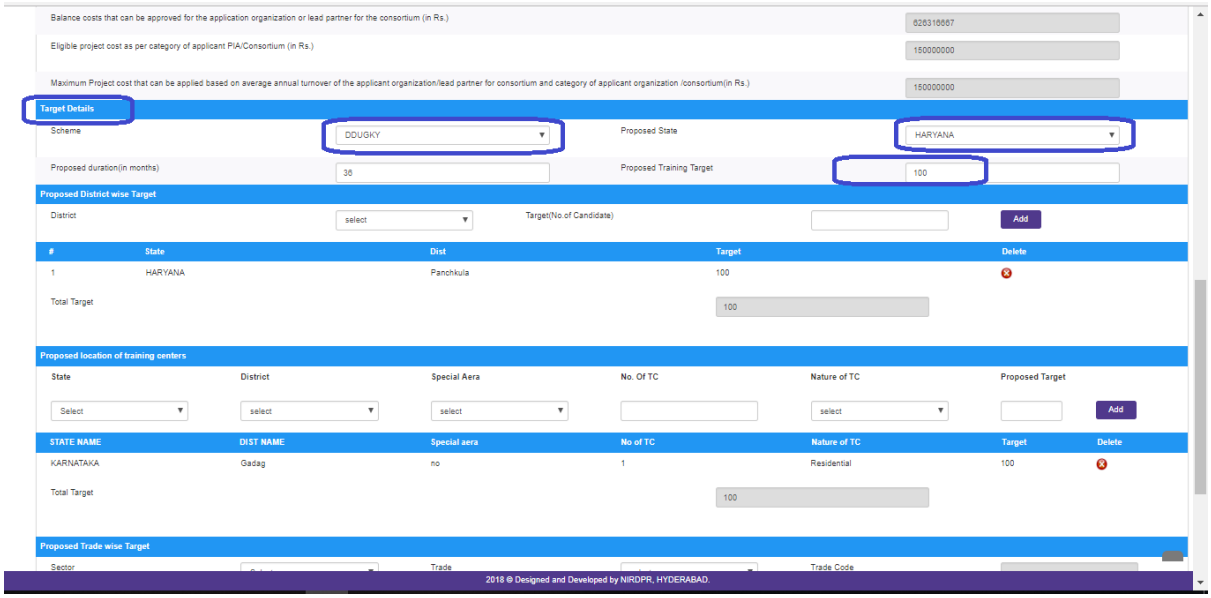


Figure – 29 (Target Details)

Description:

1. This screen allows the user to enter the proposed target details like Scheme, proposed State and the proposed training target.
2. User has to update the details carefully as per their proposal

Proposed District Wise Target

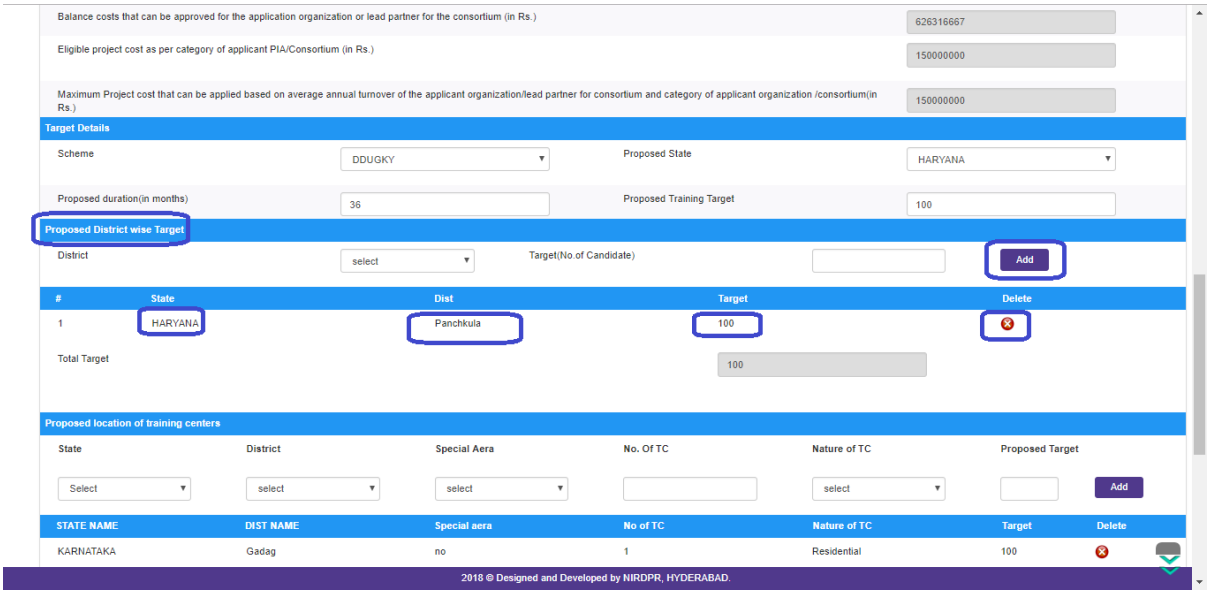


Figure – 30 (Proposed District wise Target)

Description:

1. This screen allows the user to propose District wise training targets
2. User has to select the proposed District Name , total number of candidates and click the “Add” option to add the District to the list
3. The user can view the list of the proposed Districts with targets allotted
4. District wise totals should match with the total proposed target (Not more or less)
5. User can delete the details of the District by clicking icon

Proposed Training Centre Locations

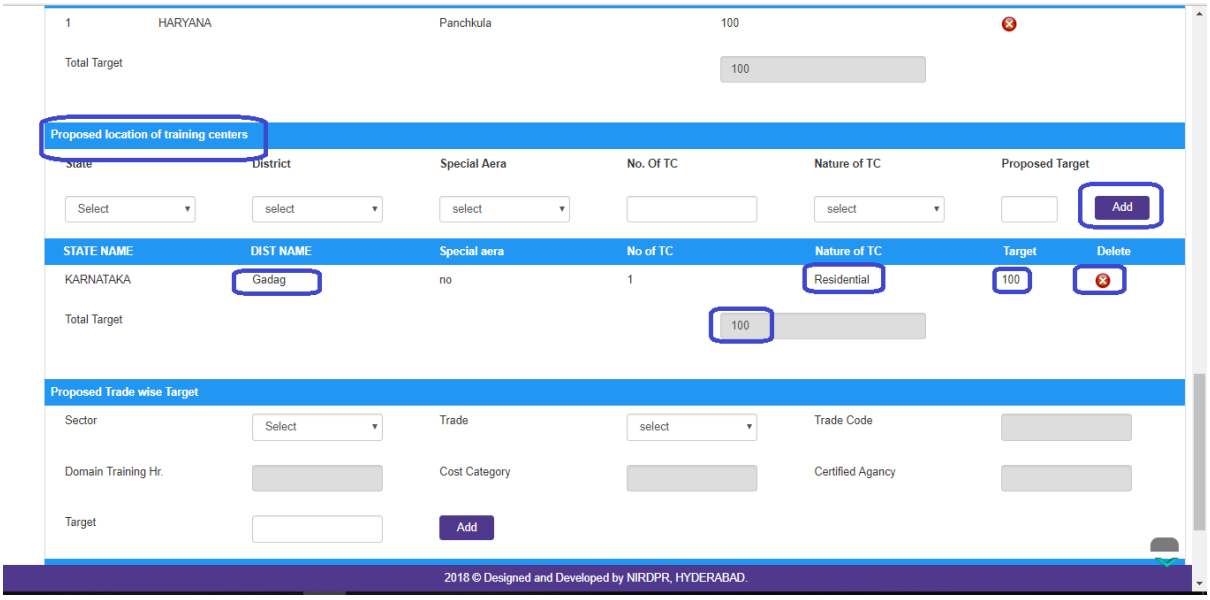


Figure – 31 (Proposed Training Centre locations)

Description:

1. This screen allows the user to propose location wise total number of training centres
2. User has to select the proposed State, District , total number of Training Centres, Nature of training centre and total target allotted to the training centre and click the "Add" option to add the Training centre location to the list
3. The screen allows the users to view the list of the proposed location of training centres with targets allotted
4. User can delete the details of the proposed Training centers by clicking icon

Trade wise Targets

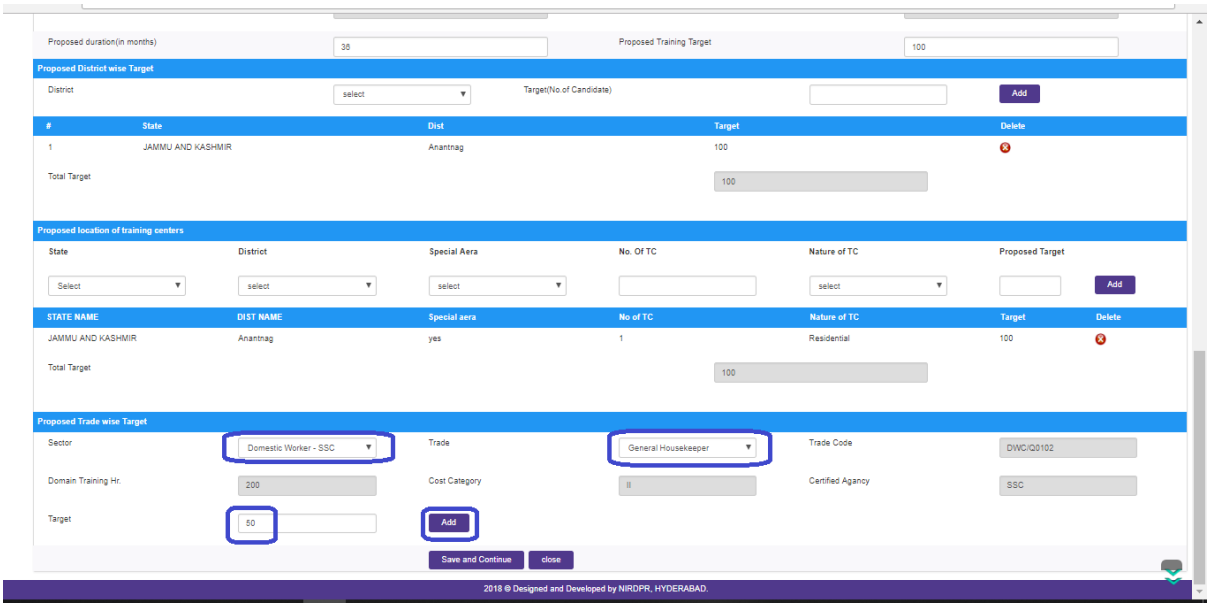


Figure – 32 (Trade wise Targets)

Description:

1. This screen allows the user to propose the Trade wise training targets
2. User has to select the proposed Sector Name, Trade Name , total number of candidates and click the “Add” option to add the Trade to the list, the user will be directed to the Additional trade page (Shown in Figure 33)

Additional Trade

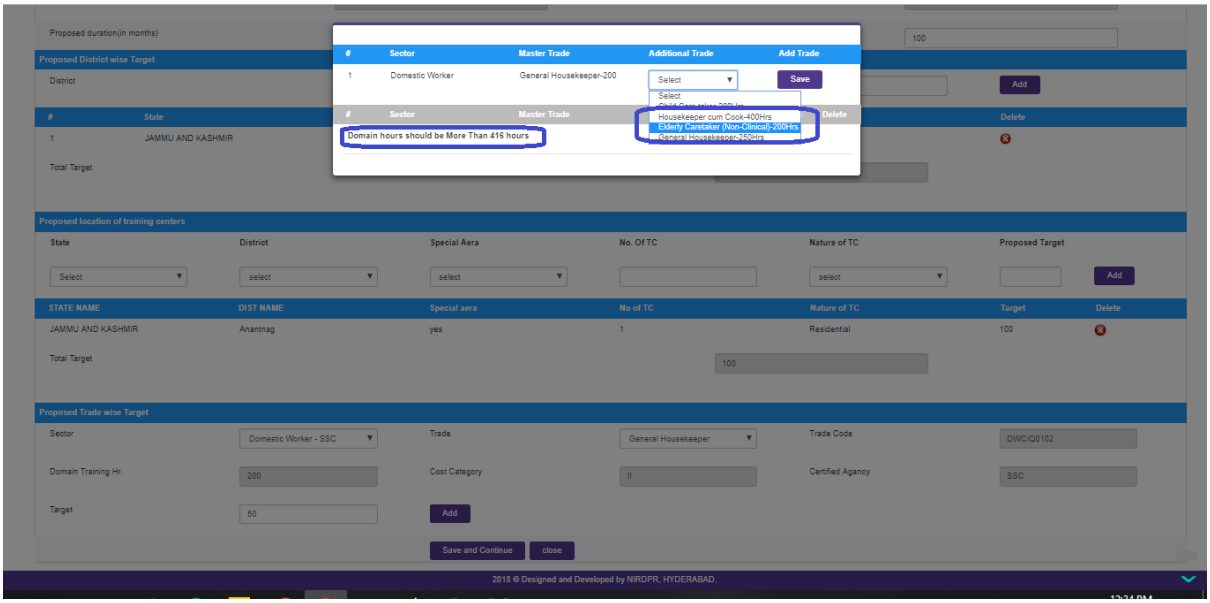


Figure – 33 (Additional Trade)

Description:

1. This screen allows the user to select the additional trade from the dropdown list, and it is mandatory to add additional trades for the trades for which the duration is less than 416 Domain Hours.
2. After selecting the trade, the user has to click the “Save” Option, then the user has to click “Submit” option. (Shown in figure 34)
3. The user has add more than one additional trade until the total domain hours exceed 416 domain hours

Additional Trade

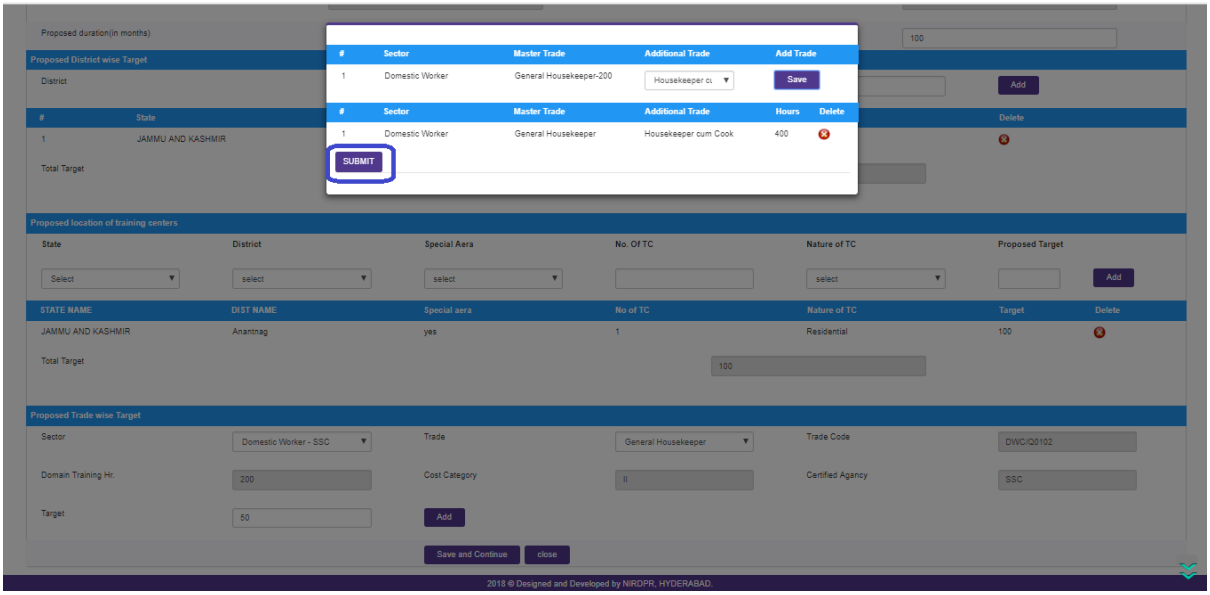


Figure – 34 (Additional Trade)

Description:

1. After adding the sufficient additional trades to reach 416 domain hours, the user will find “Submit” option at the bottom of the popup box
2. The user has to click the “Submit “ option to add the selected additional to the original proposed trade

Note:

If the original proposed trade has minimum 416 domain hours, the selection of additional trades is optional and the user can click “Submit” without selecting any additional trade

Trade wise targets

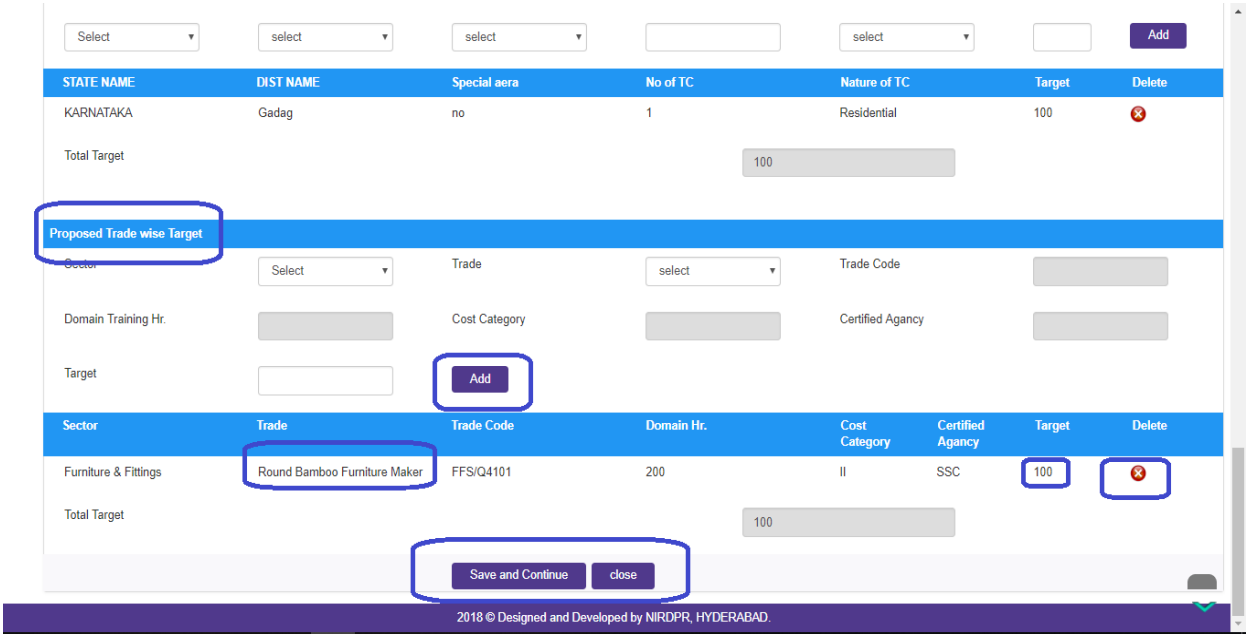


Figure – 35 (Trade wise targets)

Description:

1. The screen allows the users to view the list of the proposed Trades with targets allotted
2. User can delete the details of the proposed trade from the list by clicking icon

Note:

1. After updating all the details, the user has to click either " Save and Continue " or " Close"
2. If the user clicks on " Save and Continue " , he/she will be directed to " OJT Hours" page(Figure shown 36)
3. If the user clicks " Close " option at the bottom of the screen, he/she will be directed to the dashboard page of " Project Application" Sub module

5.3 Sub Module 2 –OJT Hours

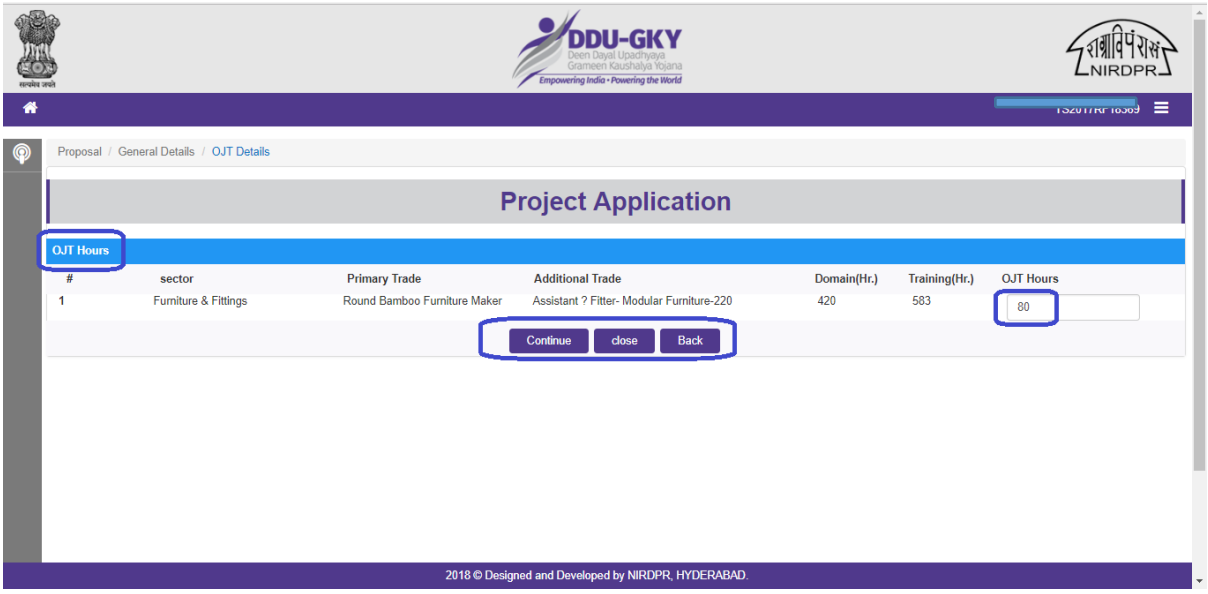


Figure – 36 (OJT Hours)

Description:

1. This screen allows the user to add the details of OJT hours for the proposed trades
2. For the trades having OJT as mandatory, the system will auto populate the OJT hours, the user cannot change the duration
3. The trades which have OJT as optional, the user can either propose the OJT hours in multiple of 8 or give zero OJT hours if not opted
4. If the user clicks the " Continue " option at the bottom of the screen, the details of OJT hours to the trades be saved and the user will be directed to "Training Target Distribution " page
5. If the user clicks " Close" option at the bottom of the screen, the screen will be closed, and the changes made on the screen (If any) will not be saved
6. If the user clicks " Back option, the he/she will be directed to the Project application page

Note:

1. The OJT hours should not exceed 1/3rd of training hours
2. The OJT hours should be given in multiples of " 8 " only

5.4 Sub Module 3 – Training breakup

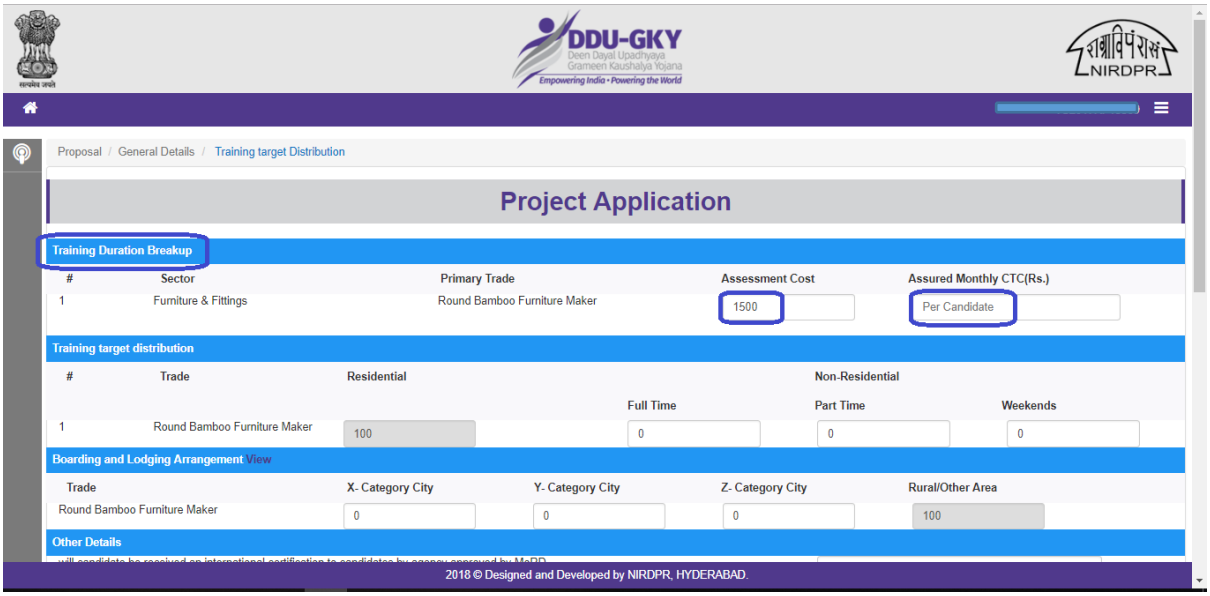


Figure – 37 (Training Duration Breakup)

Description:

1. This screen allows the user to add the Assessment cost and Assured Monthly CTC for the trades proposed under “Training Duration Breakup” tab
2. The assessment cost will be by default as Rs.1500 per candidate, which can be reduced by the user but cannot be exceeded
3. The minimum assured monthly salary should be either the minimum salary prescribed by the respective State norms or Rs. 6000 whichever is higher

Training Target Distribution

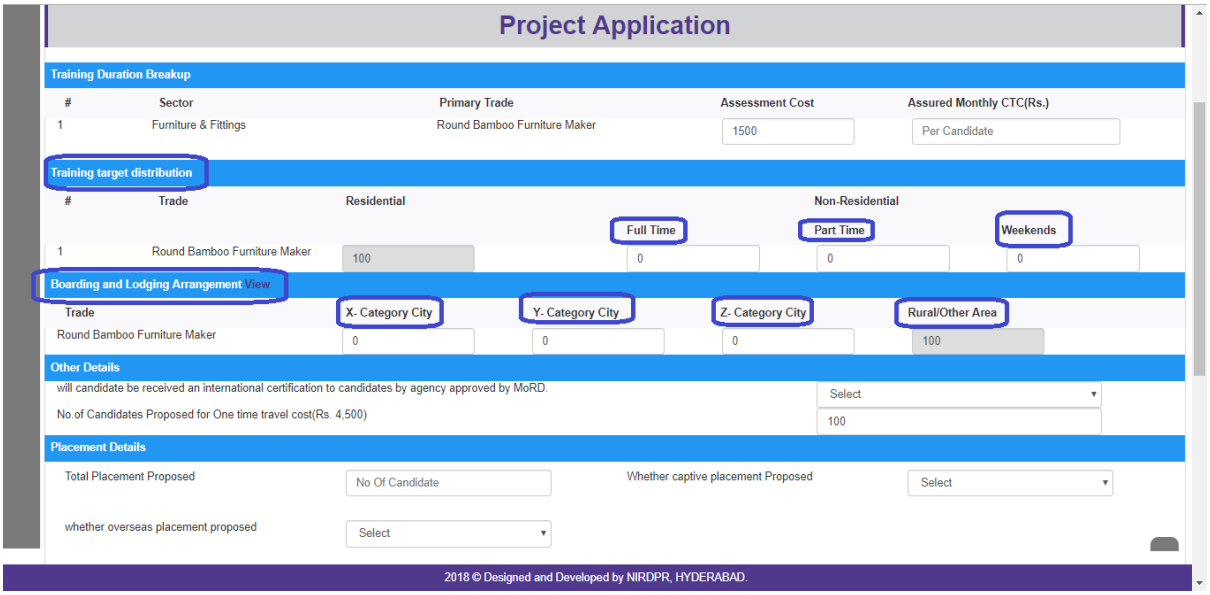


Figure – 38 (Training target distribution)

Description:

1. This screen allows the user to add the training target distribution as Residential / Non – Residential (Full Time , Part time ,Weekends) for the proposed trades under “Training target distribution “ tab
    a. Total target of the particular trade will be by default displayed in Residential category.
    b. Once the user enters Non-Residential targets, the Residential target will be auto adjusted by the system matching to the total target of the proposed Trade
2. This screen allows the users to add the details of Boarding and Lodging arrangement under “Boarding and Lodging arrangement” tab
    a. Total target of the particular trade will by default displayed in “X” category.
    b. Once the user enters the “Y”, “Z” and “Rural / Other Area” , “X” Category target will be auto adjusted by the system matching to the total target of the proposed Trade
3. Under “ Others Details” tab,
    a. The user has to select either “Yes” or “No” for any International Certification to candidate by agency approved by MoRD
    b. The total candidates proposed for one time travel cost will be by default the total training target, which can be reduced by the user but cannot be exceeded

Placement Details

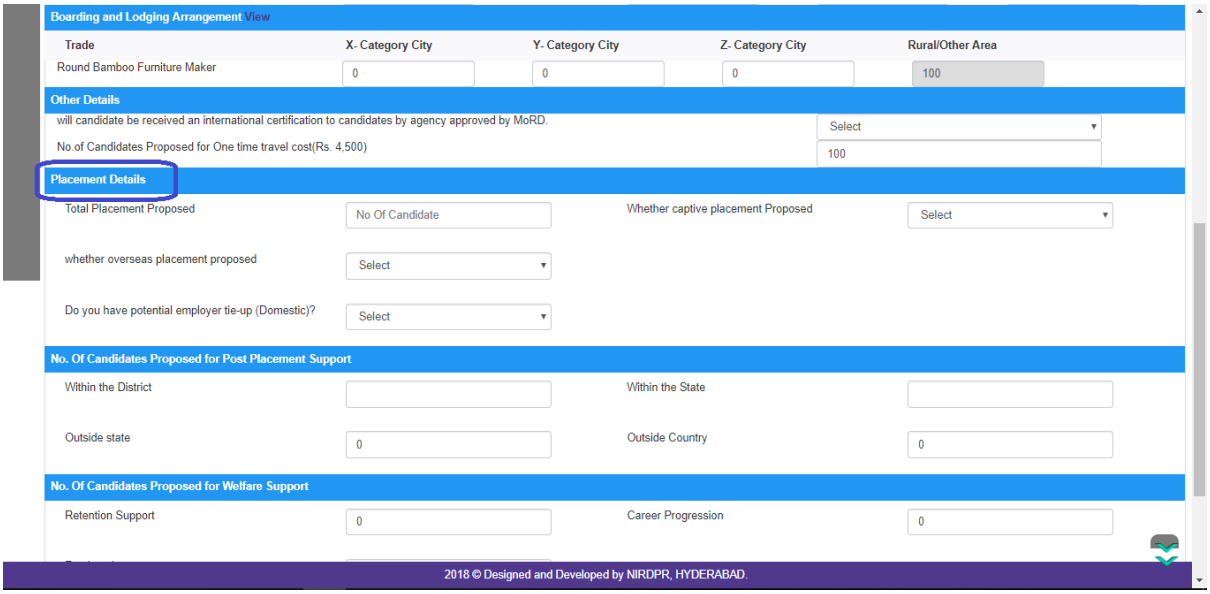


Figure – 39 (Placement details)

Description:

1. This screen allows the user to add the details of placement like Total proposed placement , captive placement(if any), overseas placement(if any) and tie-up with potential employers(if any)
2. Under Placements tab
    a. If the user selects “Yes “ for proposed captive placement, the details of total candidates proposed for captive placement and minimum salary offered has to be entered. The minimum assured monthly salary should be either the minimum salary prescribed by the respective State norms or Rs. 6000 whichever is higher
    b. If the user selects “Yes “ for proposed overseas placement, the details of total candidates proposed for overseas placement and minimum salary offered has to be entered. The minimum assured monthly salary should be $500 USD
    c. The user has to select either “Yes” or “No” for potential employer tie ups. If the user selects “Yes “, he/she has to upload the relevant document.

Post Placement support & Welfare Cost

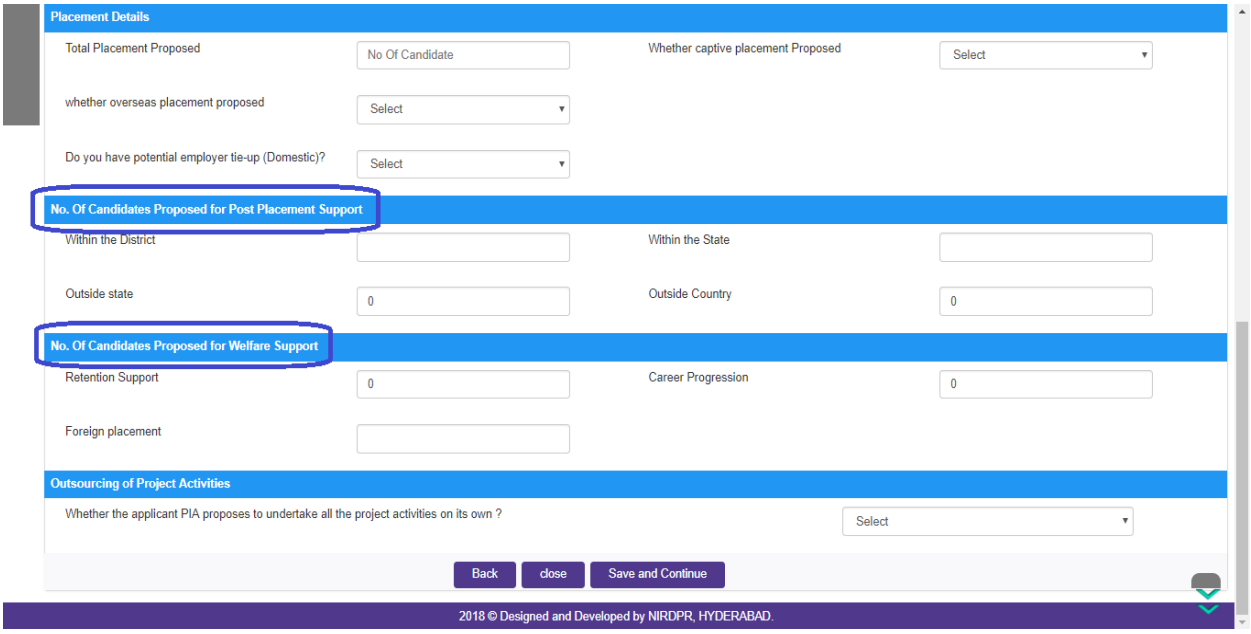


Figure – 40 (Post placement support & Welfare Cost)

Description:

1. This screen allows the user to add the proposed post placement details and welfare support details under " No. of Candidates Proposed for Post Placement Support" and " No. of Candidates proposed for Welfare Support " tabs respectively
2. Under "Proposed Post Placement Support" tab,
    a. Total target of the proposed Placement numbers will be by default displayed in "Outside State" category of the Post placement support.
    b. Once the user enters the proposed numbers in " Within District", "Within the State" and Outside Country" fields, the "Outside State" target will be auto adjusted by the system matching to the total proposed placement numbers
3. Under "Proposed Welfare Support" tab,
    a. The user has to enter the proposed numbers for "Retention Support", "Career Progression" and "Foreign placement" fields

Note:

1. Under Post Placement Support tab, every field has to be entered with proposed numbers or Zero in case of nil
2. If the user proposes the overseas placements numbers under " Placement Details" tab, then the proposed numbers in the "Outside Country" field under "Post Placement Support" tab and "Foreign Placement" numbers under "Proposed Welfare Support" tab should be less than or equal to the numbers proposed in "Overseas placement" numbers under "Placement Details"

Outsourcing of Activities

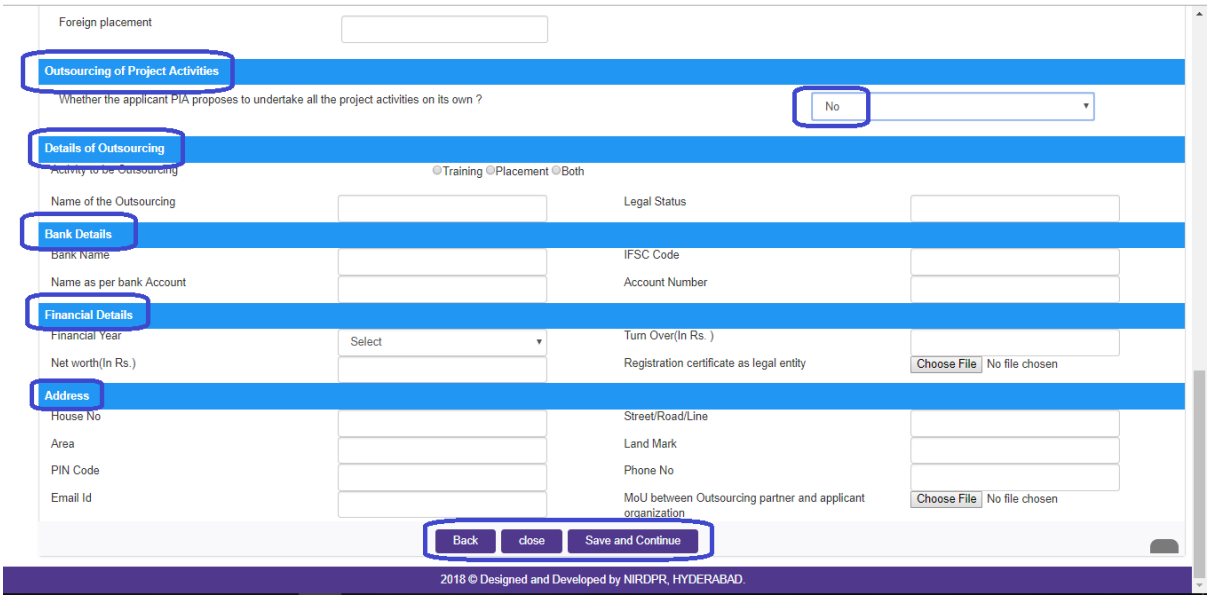


Figure – 41 (Outsourcing of Project Activities)

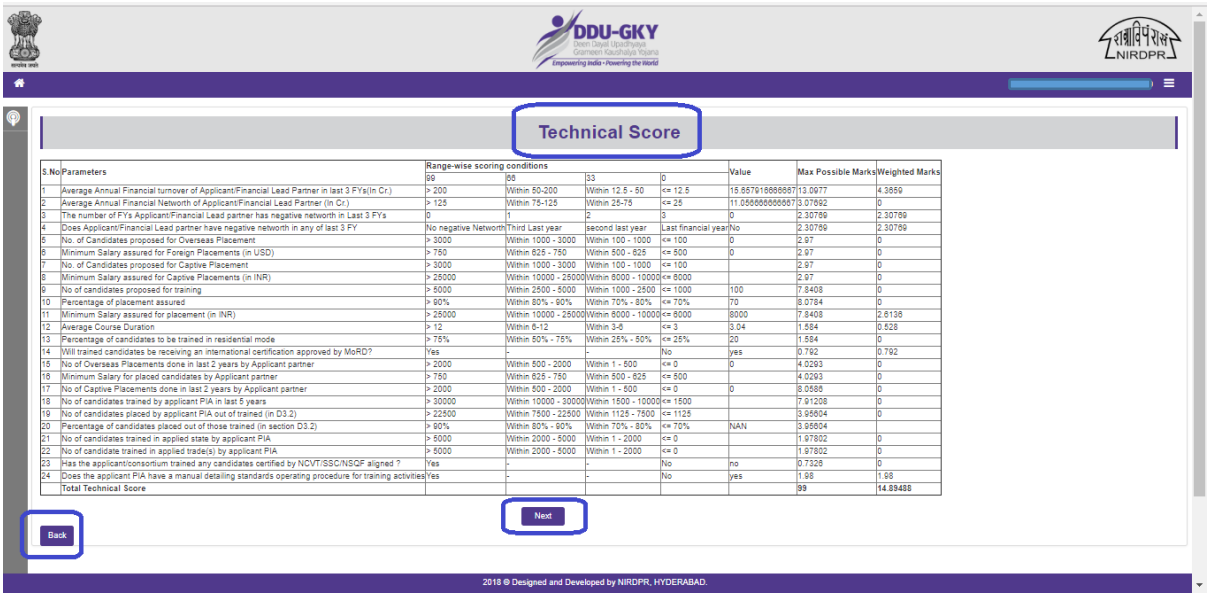
Description:

1. Under “Outsourcing of Project activities” tab, the user has to select either “Yes” or “No” for the proposal to take the Project activities on own.
    a. If the user selects “No”, he/she has to enter the details of outsourcing partner in “Details of Outsourcing”, “Bank Details”, “Financial Details” and “Address” tabs respectively with uploading relevant documents
    b. If the user selects “Yes”, no details of outsourcing are required

Note:

1. After updating all the details in the page, the user has to click either “ Save and Continue , “Close” or “Back”
2. If the user clicks on “ Save and Continue “ option, he/she will be directed to “ Technical Score“ page(Shown in Figure 42)
3. If the user clicks “ Close “ option at the bottom of the screen, he/she will be directed to the dashboard page of “ Project Application” Sub module
4. If the user clicks “ Back” option, he/she will be directed to OJT hours page

5.5 Sub Module 4 – Technical Score



S.No	Parameters	Range-wise scoring conditions				Value	Max Possible Marks	Weighted Marks
		99	66	33	0			
1	Average Annual Financial turnover of Applicant/Financial Lead Partner in last 3 FYs(In Cr.)	> 200	Within 50-200	Within 12.5 - 50	<= 12.5	15.8579166666667	13.0977	4.3659
2	Average Annual Financial Networth of Applicant/Financial Lead Partner (In Cr.)	> 125	Within 75-125	Within 25-75	<= 25	11.0566666666667	3.07692	0
3	The number of FYs Applicant/Financial Lead partner has negative networth in Last 3 FYs	0	1	2	3	0	2.30769	2.30769
4	Does Applicant/Financial Lead partner have negative networth in any of last 3 FY	No negative Networth	Third Last year	second last year	Last financial year	No	2.30769	2.30769
5	No. of Candidates proposed for Overseas Placement	> 3000	Within 1000 - 3000	Within 100 - 1000	<= 100	0	2.97	0
6	Minimum Salary assured for Foreign Placements (in USD)	> 750	Within 625 - 750	Within 500 - 625	<= 500	0	2.97	0
7	No. of Candidates proposed for Captive Placement	> 3000	Within 1000 - 3000	Within 100 - 1000	<= 100		2.97	0
8	Minimum Salary assured for Captive Placements (in INR)	> 25000	Within 10000 - 25000	Within 8000 - 10000	<= 8000		2.97	0
9	No of candidates proposed for training	> 5000	Within 2500 - 5000	Within 1000 - 2500	<= 1000	100	7.8408	0
10	Percentage of placement assured	> 90%	Within 80% - 90%	Within 70% - 80%	<= 70%	70	8.0784	0
11	Minimum Salary assured for placement (in INR)	> 25000	Within 10000 - 25000	Within 8000 - 10000	<= 8000	8000	7.8408	2.6136
12	Average Course Duration	> 12	Within 6-12	Within 3-6	<= 3	3.04	1.584	0.528
13	Percentage of candidates to be trained in residential mode	> 75%	Within 50% - 75%	Within 25% - 50%	<= 25%	20	1.584	0
14	Will trained candidates be receiving an international certification approved by MoRD?	Yes	-	-	No	yes	0.792	0.792
15	No of Overseas Placements done in last 2 years by Applicant partner	> 2000	Within 500 - 2000	Within 1 - 500	<= 0	0	4.0293	0
16	Minimum Salary for placed candidates by Applicant partner	> 750	Within 625 - 750	Within 500 - 625	<= 500		4.0293	0
17	No of Captive Placements done in last 2 years by Applicant partner	> 2000	Within 500 - 2000	Within 1 - 500	<= 0	0	8.0586	0
18	No of candidates trained by applicant PIA in last 5 years	> 30000	Within 10000 - 30000	Within 1500 - 10000	<= 1500		7.91208	0
19	No of candidates placed by applicant PIA out of trained (in D3.2)	> 22500	Within 7500 - 22500	Within 1125 - 7500	<= 1125		3.95604	0
20	Percentage of candidates placed out of those trained (in section D3.2)	> 90%	Within 80% - 90%	Within 70% - 80%	<= 70%	NAN	3.95604	
21	No of candidates trained in applied state by applicant PIA	> 5000	Within 2000 - 5000	Within 1 - 2000	<= 0		1.97802	0
22	No of candidate trained in applied trade(s) by applicant PIA	> 5000	Within 2000 - 5000	Within 1 - 2000	<= 0		1.97802	0
23	Has the applicant/consortium trained any candidates certified by NCVT/SSC/NSQF aligned ?	Yes	-	-	No	no	0.7326	0
24	Does the applicant PIA have a manual detailing standards operating procedure for training activities	Yes	-	-	No	yes	1.98	1.98
	Total Technical Score						99	14.89488

Figure – 42 (Technical Score)

Description:

1. This screen allows the user to check the auto generated technical score based on the information provided in the application
2. If the “Weighted Marks” is less than “10”, then the application cannot be moved to next page
3. If the “Weighted Marks” is more or equal to “10”, the user can move to further process
4. If the user clicks “Next” option, he/she will be directed to “Project Budget” page (Shown in Figure 43)
5. If the user clicks “Back” option, he/she will be directed to “Project Application “ page

5.6 Sub Module 5 – Project Budget

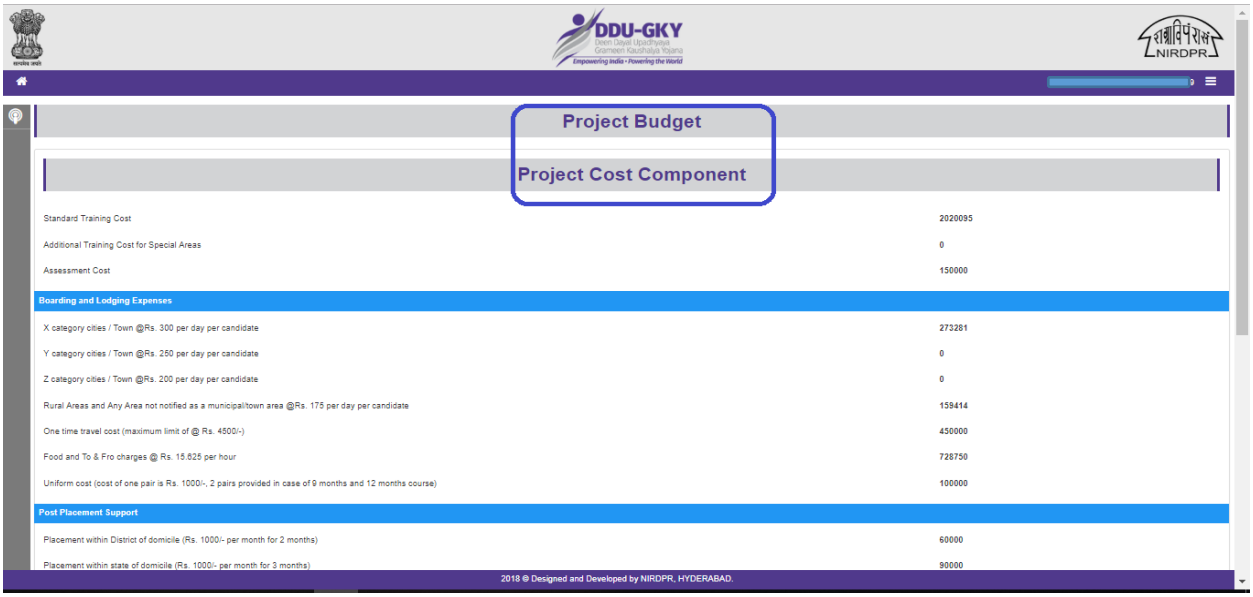


Figure – 43 (Project Budget)

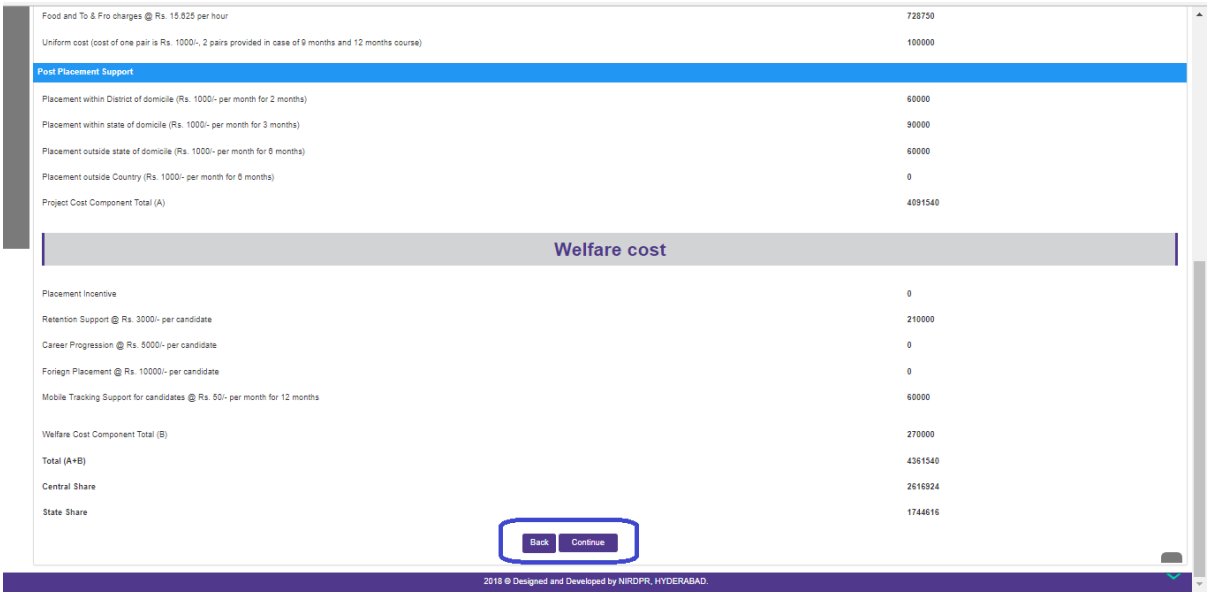


Figure – 44 (Project Budget)

Description:

1. This screen allows the user to view the auto generated “Project Budget” based on the information provided in the application form. All the fields are non-editable
2. “Project Budget” details include “Project Cost Component” , “Boarding and Lodging Expenses“, ”Post Placement Support” ,”Welfare Cost”
3. If the user clicks “Continue” option, he/she will be directed to “Manpower Arrangement” page
4. If the user clicks “Back” option, he/she will be directed to “Technical Score “ page

5.7 Sub Module 6- Manpower Arrangement

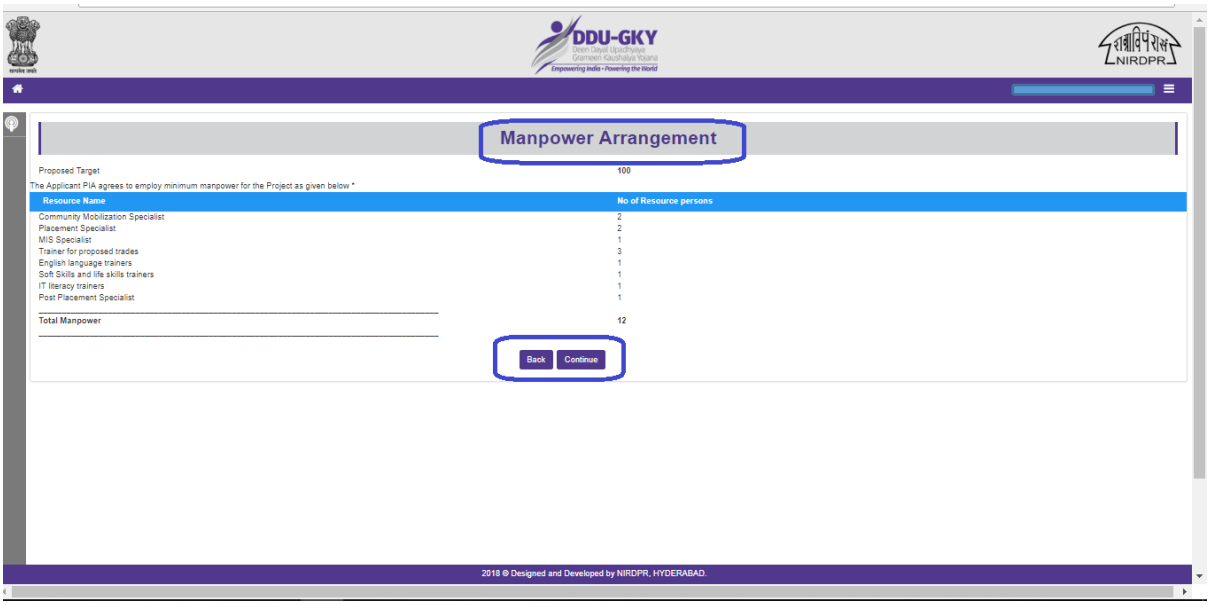


Figure – 45 (Manpower Arrangement)

Description:

1. This screen allows the user to view the auto calculated minimum Manpower arrangement from total proposed target
2. Details of manpower arrangement include resource name and minimum resource persons calculated based on the total proposed target
3. All the fields are non-editable , user cannot edit any information
4. If the user clicks “Continue” option, he/she will be directed to next page * “Qualitative Appraisal ” page
5. If the user clicks “Back” option, he/she will be directed to “Project Budget “ page

Note:

1. * For Champion employers and Govt. agencies having valid MoU with MoRD, Qualitative Appraisal is not applicable as per notification number 20/2017, hence they will be directed to “Declaration” page after clicking “ Continue” option

5.8 Sub Module 7 – Qualitative Appraisal

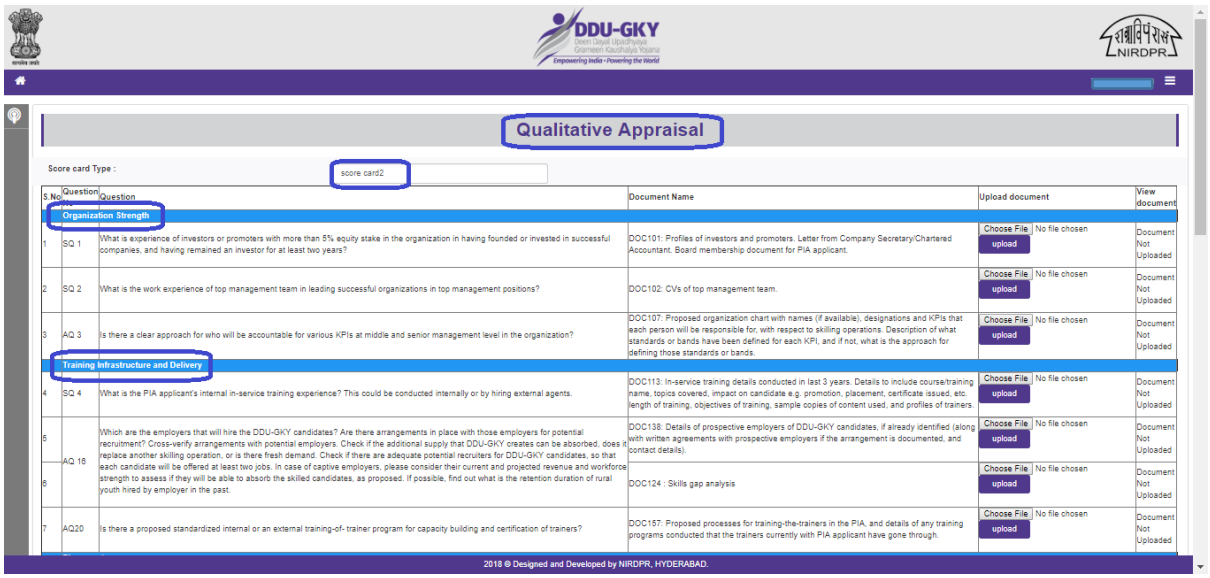


Figure – 46 (Qualitative Appraisal)

Description:

1. This screen allows the user to upload the documents related to the questions applicable in Qualitative appraisal based on the Score card
2. The system will auto select the applicable Score card based on the information provided in “Organization Details “ , which cannot be changed by the user
3. Qualitative Appraisal is based on of two Score cards, i.e.,
    a. Score Card 1 (Applicable to the PIA applicant, who has conducted courses compliant to NCVT’s MES or SSCs’ QP-NOS or NSQF for at least 1 year.

    b. Score Card 2 (Applicable to the PIA applicant, who has no experience in skilling at all or may have conducted skilling not compliant with NCVT’s MES or SSCs’ QP-NOS or NSQF, or may have conducted courses compliant to NCVT’s MES or SSCs’ QP-NOS or NSQF for less than 1 year)
4. All the related documents are mandatory to upload against each point in the question where ever document upload option is available
5. After uploading each document, the user has to click” Upload” option to complete the upload. Once the document is uploaded, “Successfully uploaded “ message will be displayed

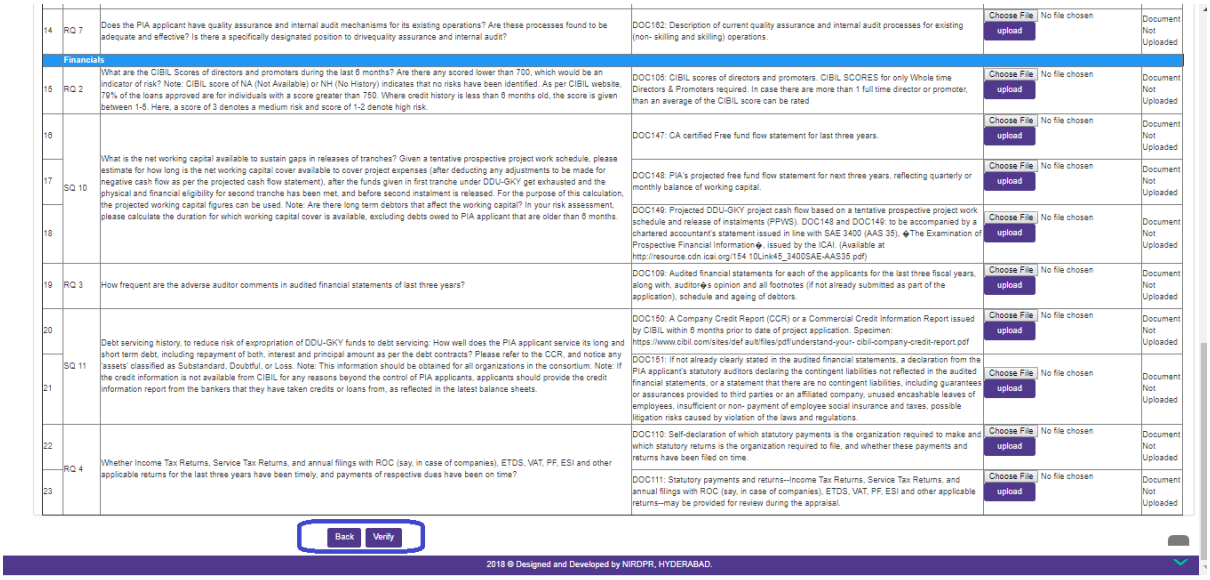


Figure – 47 (Qualitative Appraisal)

Description:

1. After all the related documents are uploaded, the user has to click" Verify" option
2. Once the user clicks " Verify" option , he/she will be directed to next page to view all the uploaded documents (Shown in Figure 48)

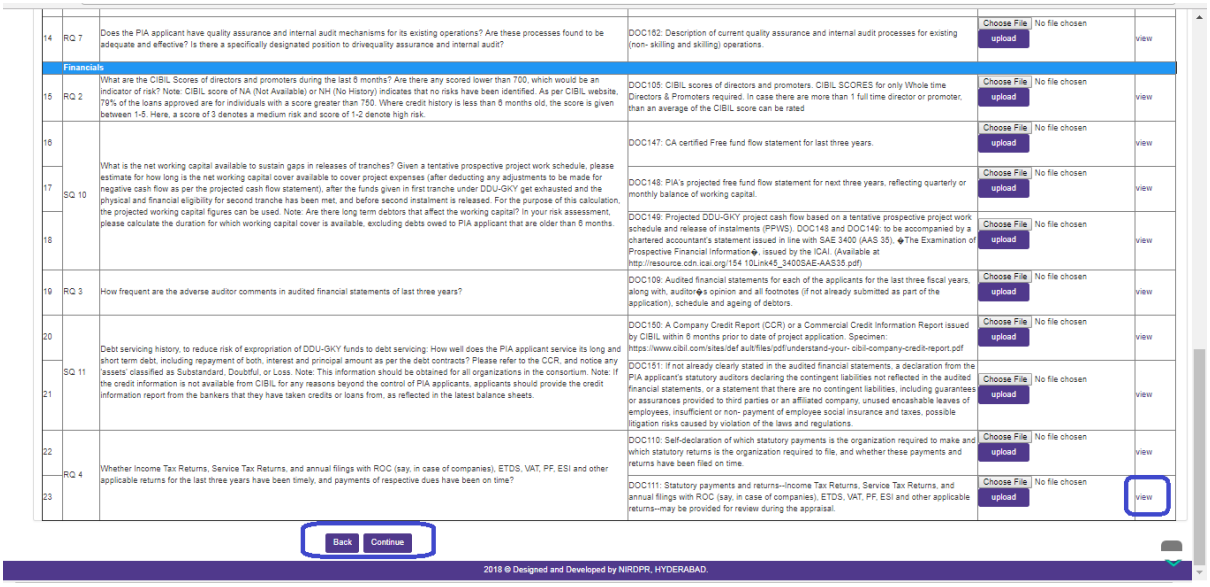


Figure – 48 (Qualitative Appraisal)

Description:

1. This screen allows the user to view the uploaded document by clicking “View” option against each question
2. If any document upload is pending, the “Verify” option will be displayed at the bottom of the page, where user has to upload the missing document and has to click the “Verify” option again
3. If the user has uploaded all the documents , the “Continue “ option will be displayed at the bottom of the page
4. If the user clicks “ Continue” option, he/she will be directed to “ Declaration page” (Shown in Figure 49)
5. If the user clicks “ Back” option, he/she will be directed to “Manpower Arrangement” page

5.9 Sub Module 8 - Declaration

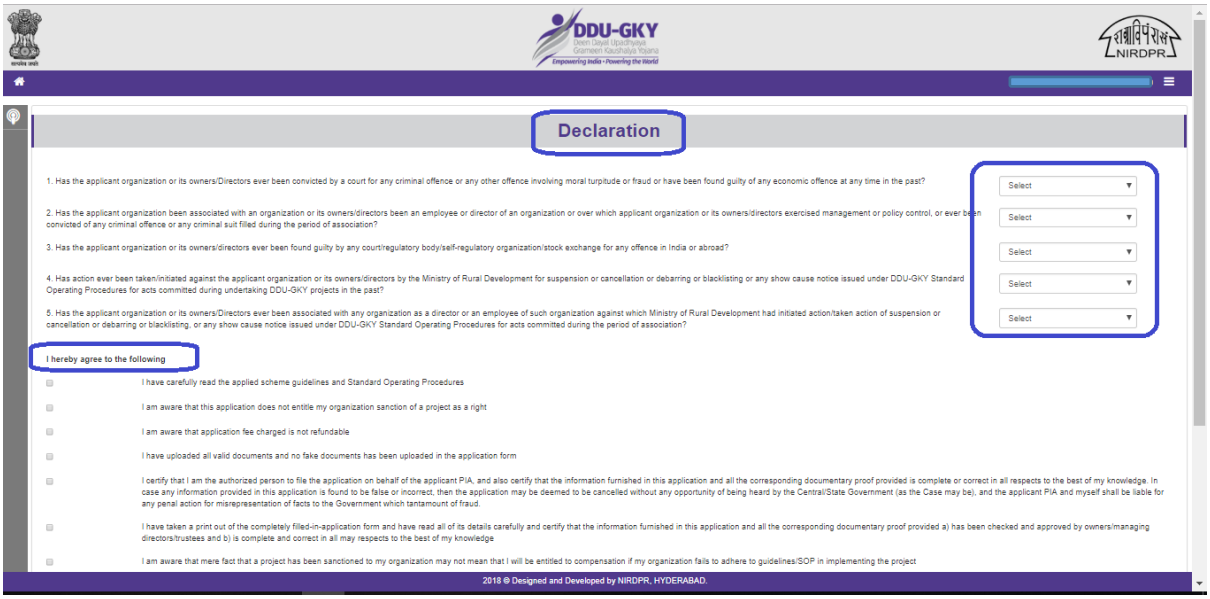


Figure – 49 (Declaration)

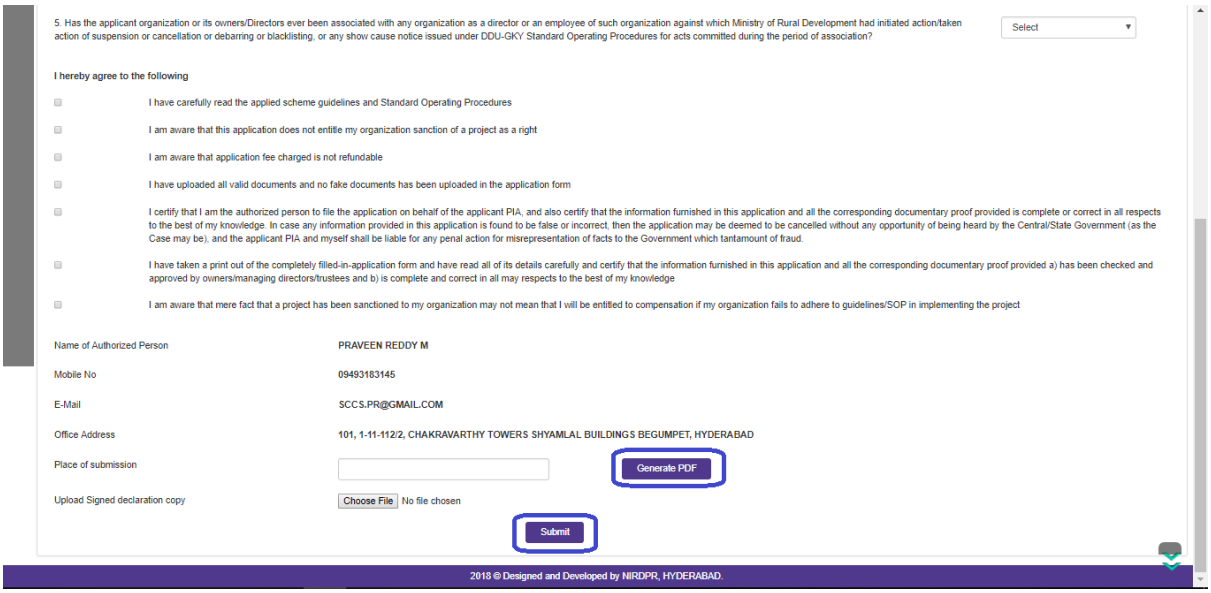


Figure – 50 (Declaration)

Description:

1. This screen allows the user to submit the Declaration form of the project application
2. The user has to select all the appropriate options from the dropdowns and check box available in the page
3. After filling all the information, the user has to download the declaration form by clicking " Generate PDF " option
4. A print of the downloaded declaration form has to be taken and the authorized person of applicant PIA has to duly sign with seal and stamp
5. The user has to upload the duly signed declaration form by clicking " Choose file" option
6. After uploading the document the user has to click "Submit" option.
7. If the user clicks " Submit " option , he/she will be directed to * "Proposal Fee Payment" page(Shown in Figure 51)

Note:

1. If the user has applied the project as "Single", then he/she will be directed to "Proposal Fee Payment Page"
2. If the user has applied the project as "Consortium", then the application will be directed to the "Consortium partner" login for approval. (Shown in Figure 54)

5.10 Sub Module 9 – Proposal Fee Payment

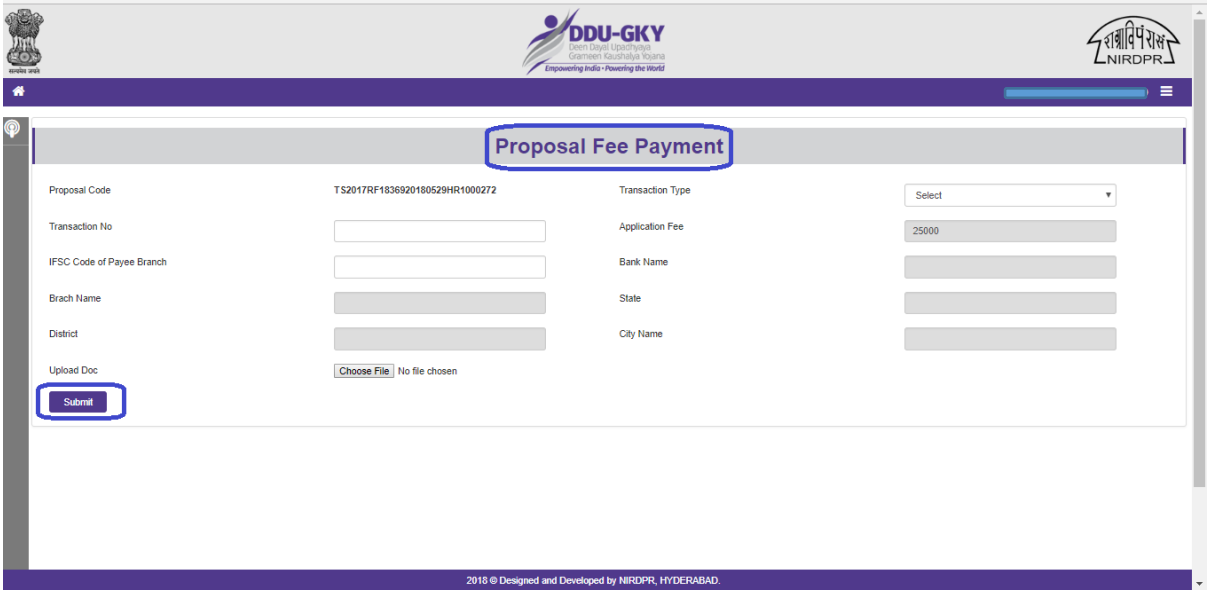


Figure – 51 (Proposal Fee Payment)

Description:

1. This screen allows the user to update the details of proposal fee payment. The details include Transaction type, Transaction ID, bank details by uploading Fee payment receipt
2. If the user enters the Transaction type , Transaction number and IFSC code of the branch, the remaining bank details will be auto populated by the system, which cannot be edited by the user
3. The user can upload the payment receipt document by clicking the “Upload Doc” option
4. If the user clicks on “ Submit“ option, the application will be submitted

Note:

In case of application by Consortium, after completion of approval from consortium partner login the application will be directed to “Proposal Fee Payment” page in applicant login (Shown in Figure 51)

6. Module III – Proposal Fee Payment

Proposal Fee Payment Dashboard

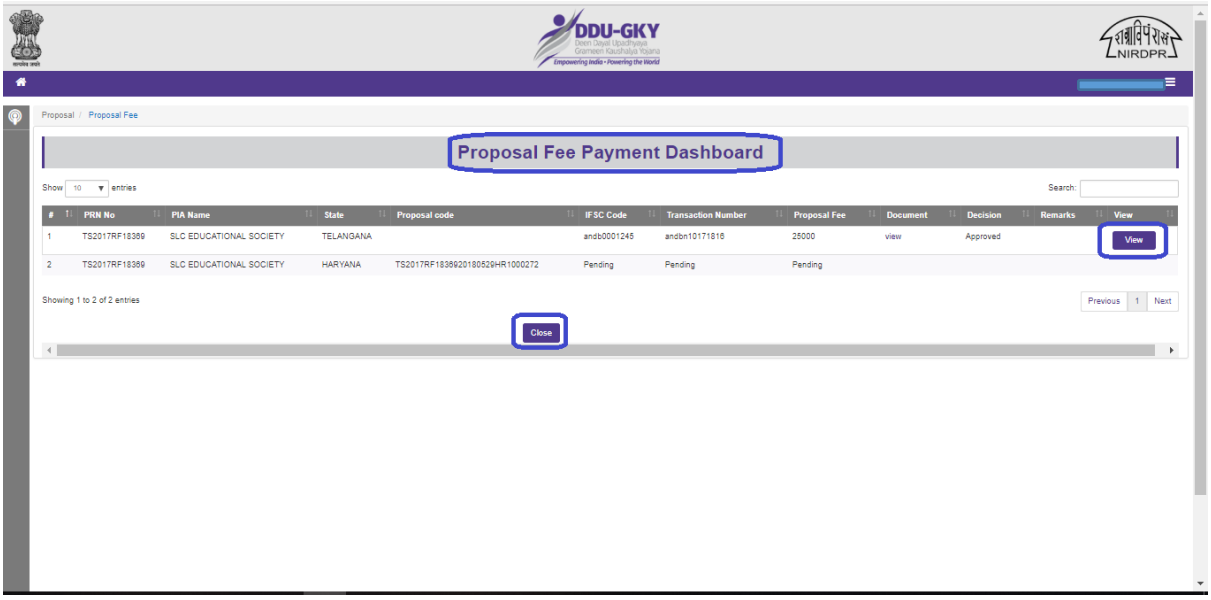


Figure – 52 (Proposal Fee Payment Dashboard)

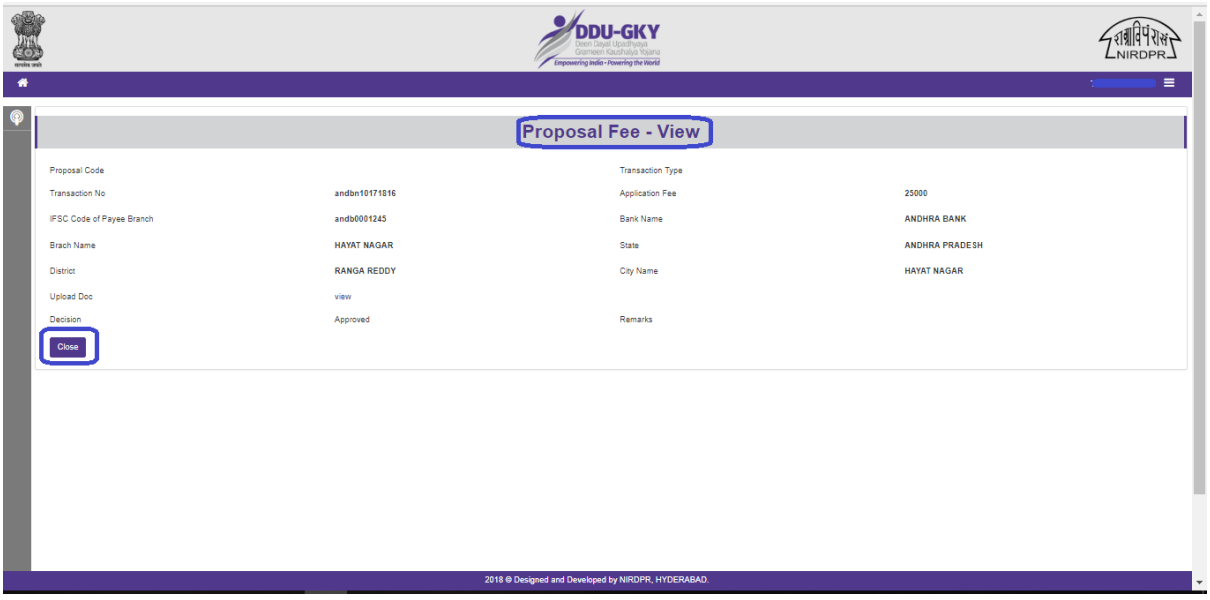


Figure – 53 (Proposal Fee Payment view)

Description:

1. This screen allows the user to view the details of proposal fee payment done in submitted applications

7. Module IV – Consortium Approval

Consortium Partner Approval

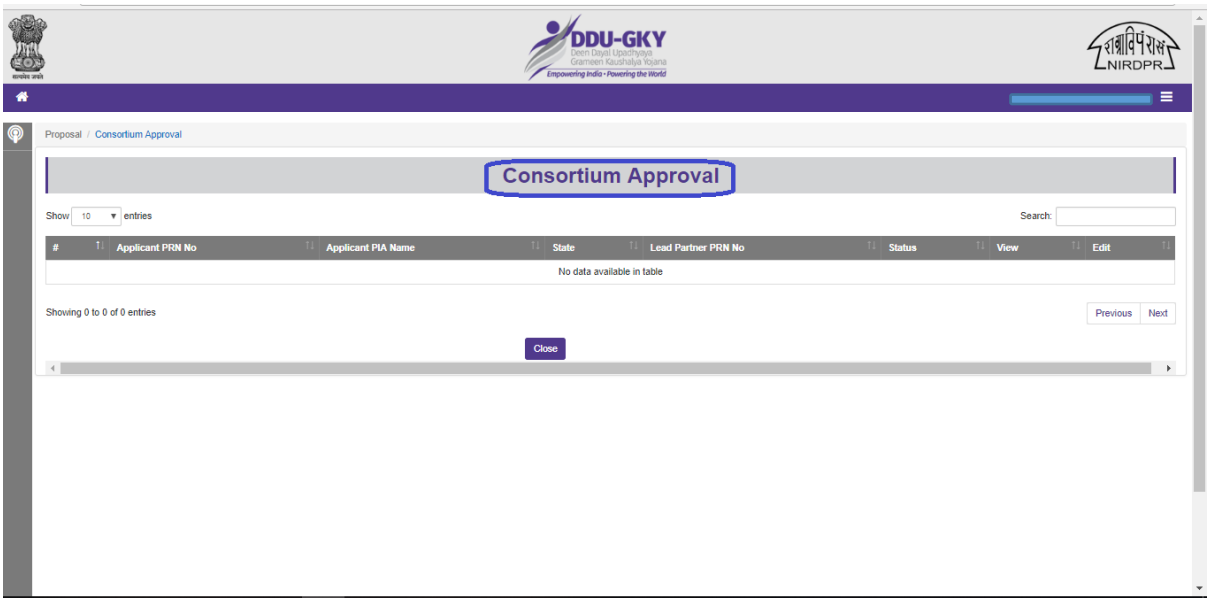


Figure – 54 (Consortium Partner Approval)

Description:

1. This screen allows the “Consortium partner “to view the project application of the applicant PIA applied in consortium
2. Consortium partner has to take a decision on the approval of the application
3. Once the consortium partner approves, the applicant PIA can update the Project Proposal Fee Payment details under “Proposal Fee Payment” page from applicant PIA login. (Shown in Figure 51)

8. Module V – Qualitative Appraisal Additional Documents

Qualitative Additional Documents

Figure – 55 (Qualitative Appraisal – Additional Documents)

Description:

1. This screen allows the user to upload additional “Qualitative Appraisal” documents if required
2. The user can upload the documents only after the decision of L2 of Initial Screening by Appraisal agency, within 15days from decision of L2 of Initial Screening or uploading the details of Qualitative Appraisal fee payment details (whichever is earlier)
3. If the user clicks “ View” option, he/she will be directed to the Qualitative Appraisal page where the user can view all the uploaded documents (Uploaded at the time of submitting the application)
4. If the user clicks “ Edit” option, he/she will be directed to the Qualitative Appraisal page where the user can upload additional documents against the each Qualitative Appraisal questions
5. If the user clicks “ Submit” option, the uploaded documents will be saved

9. Module VI – Qualitative Appraisal Fee

Qualitative Appraisal Fee Dashboard

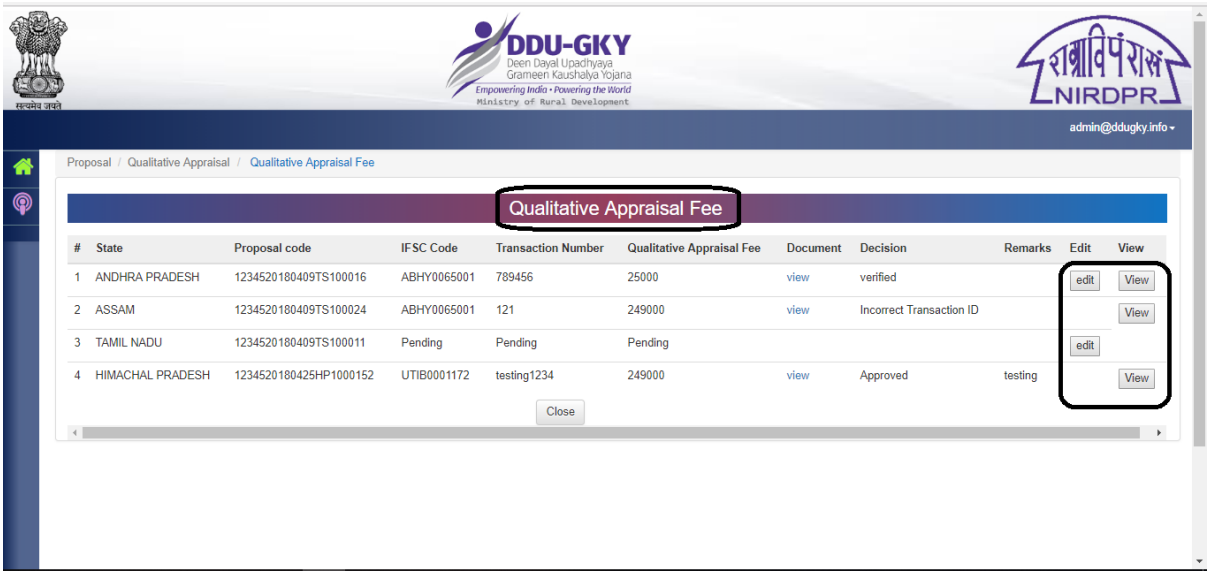


Figure – 56 (Qualitative Appraisal Fee Dashboard)

Figure –57 (Qualitative Appraisal Fee)

Description:

1. This screen allows the user to update the details of "Qualitative Appraisal Fee"
2. The user can upload the Fee payment receipt by clicking " Upload Doc"
3. If the user clicks on " Submit" option, the Fee details will be submitted
4. If the user clicks " Close" , option at the bottom of the screen, the screen will be closed, and the changes made on the screen (If any) will not be saved

Note:

Before submitting the Qualitative Appraisal Fee details, the user has to upload all additional Qualitative Appraisal documents. Once the QA fee details are updated, the user cannot upload the additional QA documents

10. Module VII – NITI Aayog Registration Details

NITI Aayog registration details

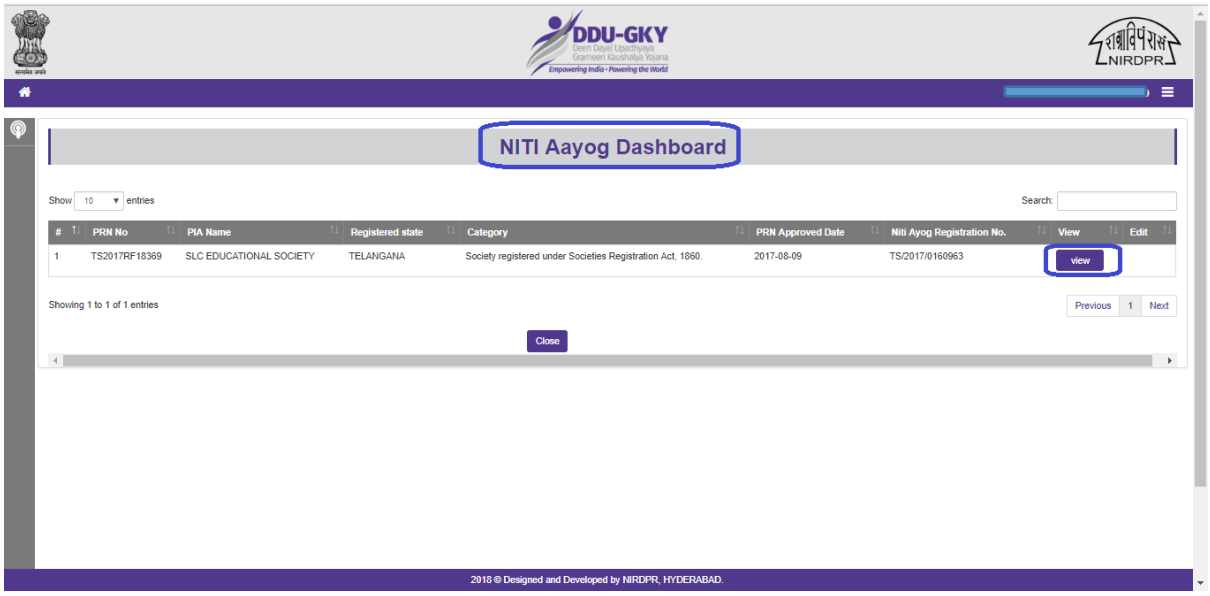


Figure – 58 (NITI Aayog Dashboard)

Note:

Before updating the Organization profile, the user has to register the NITI Aayog

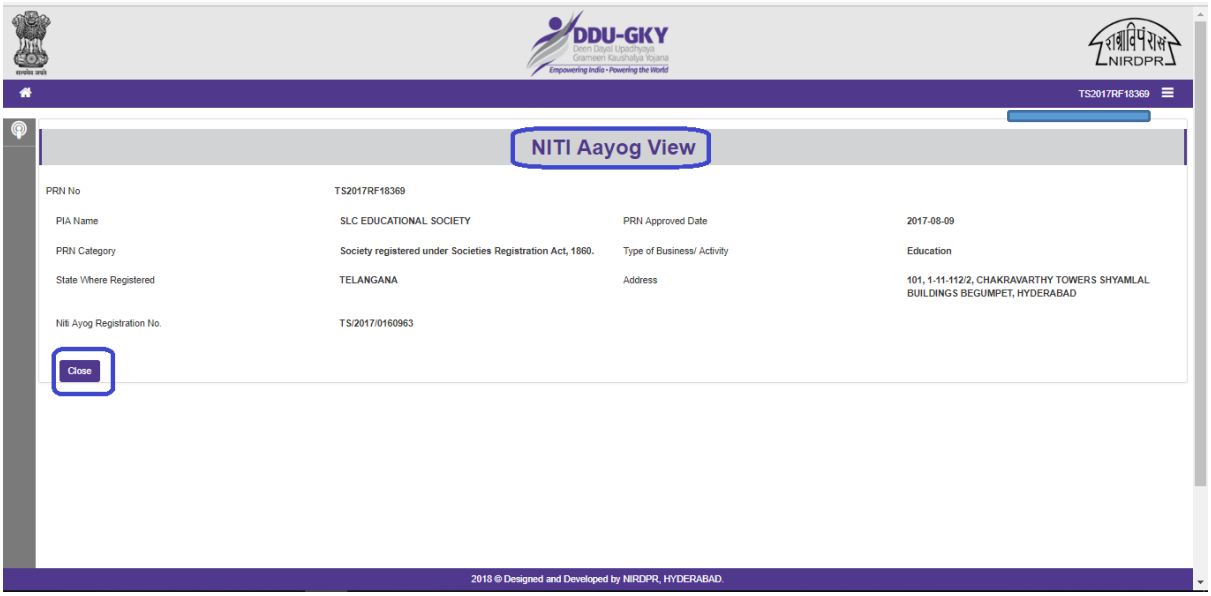


Figure – 59 (NITI Aayog Dashboard)

Description:

1. This screen allows the user to view the details of registered NITI Aayog details

File no. J-17060/02/2017 DDU-GKY
Government of India
Ministry of Rural Development
Department of Rural Development
(Rural Skills Division)

New Delhi, dated 3 April 2017

Notification 20 / 2017

Subject: Project Appraisal toolkit for conducting appraisal for new projects under DDU-GKY-reg

In supersession of Notification 28/2015, 69/2015, 29/2016, 35/2016, and 37/2016, regarding Project Appraisal toolkit for conducting qualitative appraisal, as a process of streamlining and simplification of the process of project appraisal, including reduction in documentations, in consultation with stakeholders, the Ministry has streamlined and simplified the appraisal process as given in detailed guidelines (**copy attached**).

2. The revised project appraisal process shall come into force w.e.f from 1.4.2017.

3. It is further informed that receipt of new application on the system shall be suspended w.e.f 1.4.2017 till 15.4.2017 in order to upgrade the existing application system.

Treatment of pending applications

4.1 **Initial Screening**: All applications pending in Initial screening (as on 1.04.2107) stage shall be appraised on the basis of existing documents filed by the applicant. The same shall be done as per new appraisal criteria for Initial Screening. All applications pending on the system shall be disposed off by 15.4.2017 with respect to Initial Screening. Any application for Initial Screening not disposed by State/PAA on 15.4.2017 shall be deemed to have lapsed.

4.2 **Qualitative Appraisal**: Applications that qualify Initial Screening as on 15.4.2017, will be given an option to submit appraisal fees and documents for Qualitative Appraisal within 15 days (of system generated intimation for qualifying for Qualitative Appraisal) through new simplified appraisal system. All applications pending for Qualitative Appraisal (as on 1.04.2107) shall be appraised on the basis of existing documents filed by the applicant. However, the appraisal of these proposals shall be done as per new simplified appraisal criteria for Qualitative Appraisal. One time Edit Option as notified under notification 59/2016 shall continue for the above existing applications only till 15.4.2017, and **no documents shall be allowed to be uploaded after 30.4.2017**. The Qualitative Appraisal process shall be completed for these applications by 31.5.2017.

5. This shall be duly actioned by State and PAA.

6. This issues with the approval of competent authority.

(SB Tiwari)
Under Secretary to Government of India
Phone: 011-23743627

To,

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/SRLM
3. Central Technical Support Agencies (NIRD&PR and NABCONS)
4. All Registered Project Implementing Agencies
5. All officials in Rural Skills Division, MORD
6. Guard File/ Shri Rabindra Keshari (to upload on DDU-GKY website).

Project appraisal guidelines for DDU-GKY projects, including Himayat and Roshni projects

1. Prerequisite and preparedness

1.1 Before applying for a project, the PIA applicant should identify applicable Project, Score card, Question sheet and prepare accordingly. PIA may prepare all requisite documents and conduct self-assessment before applying. Information available in the application form and evidences submitted during application will also be scrutinized at the time of qualitative appraisal. PIA is advised to furnish information in the application only after its management team is satisfied.

1.2 Prior to filling an application online PIA should refer to standard templates/ forms to be uploaded. As some of the questions in appraisal process require related documents which do not have any standard formats, PIA may submit the documents in the form of process flow chart, diagram, tables, etc. However, financial, legal and statutory documents have to be submitted as per norms specified by concerned nodal/department/ministry. A PIA will not be able to submit the application on the system unless all mandatory documents are uploaded.

1.3 Other general instructions for filling an application form

1.3.1 Document upload:

a) Information contained in the scanned documents should be legible; it should not be blurred or washed out.
b) The scan should be preferably of the original document and not photocopied document.
c) If user find that the documents scanned by user are more than 5 MB, resize them using appropriate software.

1.3.2 If user have any issue/ query/ suggestion user can raise a ticket on online platform and in case it is not resolved, a follow-up email can be sent to helpdeskprn@gmail.com with required ticket details.

2. Project Appraisal and Sanction process

Project Appraisal and Sanction process in DDU-GKY is process of assessing and evaluating the application in a structured way, before resources are committed, as defined in the steps below. The appraisal and sanction process is categorized into major stages.

- PRN Registration
- Project Application Submission
- Initial Screening
- Qualitative Appraisal

Projects which qualify the Qualitative Appraisal shall be placed before State PAC/ EC of NRLM for Approval

2.1 Obtaining Permanent Registration Number

For PRN registration, PIAs shall apply in the eForm for a Permanent Registration Number (PRN) on DDU-GKY website. For this a PIA shall need the following:

a. Visit to DDUGKY website (ddugky.gov.in)
b. Familiarity with DDU-GKY Guidelines and Standard Operating Procedures
c. Click on the PRN Registration link provided
d. Registration or Incorporation Certificate of Applicant Organisation
e. PAN of Applicant Organisation
f. TAN of Applicant Organisation
g. Building Photo of Head Office of the Applicant Organisation
h. Photo and CV of Authorized Person
i. PAN, Voters ID/ Aadhar Card and Driving License/ Passport of Authorized Person and Director/ Owner
j. Organisation website, live with organisation details on it.
k. Organisation website, live with organisation details on it.
l. NITI Aayog registration details in case organisation is in NGO category i.e. Trusts/ Society / Cooperatives Societies

Note: Supporting document to be uploaded only in jpg or pdf format, subject to a maximum size of 300 kb per file.

2.1.2 After submission of PRN application form through the website, a PIA will receive a 5 (Five) digit Temporary Registration Number (TRN) by email from DDU-GKY as proof of submission of the PRN application form. This TRN has to be referred to in all PIA communication till a PRN is allocated.

2.1.3 After a verification and validation process by DDU-GKY, a PIA will receive PRN on email of authorized person mentioned in the PRN application.

2.1.4 After receiving PRN, PIA may file an Application for new DDU-GKY project after 72 hours, including Himayat and Roshni, on DDU-GKY portal.

2.1.5 A hand-holding support is provided to PIAs through email at helpdeskprn@gmail.com for any queries and further information on PRN application.

2. 2 Project application filing process

2.2.1 A project application for DDU-GKY project, including Himayat and Roshni project, has to be filed only on designated portal (www.ruralskills.in). User name for a PIA 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 a PIA is applying for a project as Single entity, Module 1 and 2 are required to be filed up. In case of a Consortium, PIA has to fill up details in module 3 additionally.

i. Module 1 gathers the details of the organization profile.
ii. Module 2 gathers the details of the proposed project details.
iii. Module 3 gathers the consent of consortium member for the proposed project application form

2.2.2 A PIA is required to fill all the details and upload all documents for both Initial Screening and Qualitative Appraisal stage at the time of submitting application. For Initial Screening PIA has to furnish the mandatory 19 documents (as applicable). For Qualitative Appraisal PIA shall upload 32 documents as per Scorecard 1 or 22 Documents as per Scorecard 2 (as applicable). Details of documents are at **Annexure I**.

2.2.3 In case of application filed by Champion Employer or for a project for Industrial Internship, filing of documents for Qualitative Appraisal shall not be required since Qualitative Appraisal is not necessary.

2.2.4 A PIA will be able to submit the online application only after paying a non-refundable application fee of Rs.25000 per application through RTGS to the SRLM/SSM/State account (as given in **Annexure II**) and uploading the transaction ID in application. After submission of application, PIA can view the score obtained by the PIA.

2.2.5 In case of any claims relating to application processing fee charged for project application for sanction of a project in an YP state, an appeal shall primarily lie with Joint Secretary(skills), MoRD, GOI, New Delhi, whose decision is final. In case of AP state, an appeal shall primarily lie with Appellate Authority notified by the concerned State Government, whose decision is final. Where an appellate authority has not been notified , Secretary(RD) in the state government shall be deemed Appellate authority.

2.3 Application Submission by Project /implementation Agencies

2.3.1 Information to be uploaded under each of the Modules is mentioned below.

Module 1-Organization Profile	**Module 2-Project Proposal**	**Module 3- Project Application approval by Consortium Partner**
Organization Details, Organization Member details, Organization Other Details, Financial Details, Previous Skills/ Training Experience Details, Consent for Consortium	Basic Details, Applicant Organization Profile, Consortium Member Organization Profile, Category (project category and Fund Eligibility), Project Physical Targets, Welfare Cost, Project Budget, Funding Pattern, Manpower Arrangement, Outsourcing of Project Activity, Verification of submitted information & Proposal payment	For an application filed as a consortium, the consortium partner has to give concurrence online on the system.

2.4 Project Appraisal Process- Overview

2.4.1 Project appraisal in DDU-GKY is a three stage process as below:

Stage	**To be undertaken by**	**Process**	**Outcome**	**Timelines for completion of activity**
Initial Screening	(i) MoRD or its designated Project Appraisal Agency (in case of projects in YP States)	Initial screening involves checking an application which has scored a minimum of 10 marks in Technical score on:	Successful applications shall be recommended for Qualitative Appraisal. In all	Decision to be communicated to PIAs within 10 days after a PIA files application

Stage	To be undertaken by	Process	Outcome	Timelines for completion of activity
	(ii) SRLMs/SSM's or its designated Project Appraisal Agency (in case of projects in AP States)	(a) verification of Transaction ID for payment of non-refundable application fees of Rs.25000. (b) documents furnished by a PIA in validation of the Priority score and Technical score; (c) eligibility criteria of PIA in terms of Guidelines; (d) Blacklisting of the PIA	other cases the application shall be rejected, PIA informed and information placed before PAC.	
Qualitative Appraisal	(i) MoRD or its designated Project Appraisal Agency (in case of projects in YP States) (ii) SRLMs/SSM's or its designated Project Appraisal Agency (in case of projects in AP States)	Detailed evaluation of PIA and project application on basis of 5 parameters- Financials; Organization; Placements; Quality Assurance and Training Infrastructure and Delivery. Appraisal shall be undertaken as per prescribed toolkit as below: (i) Applicants that have conducted MES/QP-NOS/NSQF compliant courses for at least 1 year will be evaluated using Scorecard 1. (ii) Applicants that have NOT conducted MES/QP-NOS/NSQF compliant courses for at least 1 year will be evaluated using Score card 2. In case of DDU-GKY PIAs, SRLM shall take a feedback on PIA performance through the Ministry designated system (till such a	A detailed report shall be placed before the PAC for a decision on disposal. In case of projects filed by Champion Employers and projects for Industrial Internships, only a feedback on PIAs (if the PIA has undertaken DDU-GKY projects) shall be prepared.	30 days from the day an application has been recommended in Initial screening

Stage	To be undertaken by	Process	Outcome	Timelines for completion of activity
		system is made available, SRLMs shall take inputs from CTSAs concerned). In case of projects filed by Champion Employers and projects for Industrial Internships, Qualitative Appraisal may not be required, and only a feedback on PIAs (which have undertaken DDU-GKY project in past) shall be considered. A PIA undergoing Qualitative Appraisal shall be required to pay a non-refundable appraisal fees as notified by the State.		
Approval of project	(i) Empowered Committee for NRLM in MoRD (in case of projects in YP States) (ii) Project Approval Committee (in case of projects in AP States)	Consideration and disposal of application	Disposal of application means rejection or approval of project.	Within one month of completion of Qualitative Appraisal

2.4.2 An application, for which Initial Screening is not completed in 10 days and Qualitative Appraisal is not completed in 30 days, shall be deemed to be lapsed, and the SRLM or its designated Project Appraisal Agency shall refund the entire project application fees/ Appraisal fees (as applicable) to the PIA, and/or a penalty upto 10% of Application fees/Appraisal fees (as applicable). Imposition and recovery of penal dues shall be the responsibility of State.

2.4.3 There will be no last date for PIA's to apply for new projects. The online application module shall be open 24 X 7 for filling new applications. However for the purpose of PAC, States may notify a cut-off date for considering applications. Any application filed after the cut-off date may be considered by the State in its subsequent PAC, subject to availability of targets.

2.5 Weights and criteria for appraisal of project application

2.5.1. Criteria and Weights for Prioritizing Project Application in Initial screening

2.5.1.1 It is to be noted that in terms of section 5.12 of the DDU-GKY guidelines all applications of eligible PIAs shall be scored on the basis of criteria and weights, which has been approved by Empowered Committee for NRLM as below.

2.5.1.2 There shall be two-step scoring in Initial Screening stage to determine inter-se priority of projects, i.e a **Priority score** for all projects within their category, and a **Technical score** of a Project Implementing Agency (PIA). A summation of these two scores shall be the final score considered for ranking PIAs, which have qualified Qualitative Appraisals, for consideration by EC/PAC. However, in case of projects by Champion Employers and projects for Industry Internships, qualifying in Qualitative Appraisals is not necessary.

2.5.1.3 **Priority Score-** Section 4.7 of DDU-GKY Guidelines classifies all PIAs in three categories- A, B, or C on the basis of their past experience and ability to undertake quality placements. Further, prioritization of PIAs is done within the categories A, B and C based on the DDU-GKY project proposal submitted, so that a PIA in Category A will be prioritized above Category B, and Category B PIA prioritized above Category C. Accordingly, project proposals by PIAs shall be given

2.5.1.4 **Technical score:** Weights for Scoring a Project Proposal on Technical Grounds will be done using criteria given in **Annexure IV.**

2.5.2. Criteria and Weights for Qualitative Appraisal

2.5.2.1 Qualitative Appraisal is based on two score cards and corresponding question sheet for each.

2.5.2.2 Score card 1 and Question sheet 1 is applicable to the PIA applicant, who has conducted courses compliant to NCVT's MES or SSCs' QP-NOS or NSQF for at least 1 year. These may include programs that were placement linked or otherwise. Scoring will be confined to placement linked program(s) only. Score card 1 is given at **Annexure V.** Question Sheet 1 is given at **Annexure VII.**

2.5.2.3 Score card 2 and Question sheet 2 is applicable to the PIA applicant, who has no experience in skilling at all or may have conducted skilling not compliant with NCVT's MES or SSCs' QP-NOS or NSQF, or may have conducted courses compliant to NCVT's MES or SSCs' QP-NOS or NSQF for less than 1 year or may have provided only placements to candidates but not skilling. Score card 2 is given at **Annexure VI.** Question Sheet 2 is given at **Annexure VIII.**

2.5.2.4 Each scorecard has five parameters which consists of Questions and carry 10 marks each, as below:

Parameter	***No of questions***	***Refer Questions in sheet 1***	***No of questions***	***Refer Questions in sheet 2***
Organization Strength	2	RQ2:SQ1	3	SQ1 ;SQ2;AQ3
Training infrastructure and Delivery	5	SQ18;RQ14;SQ20;SQ24;SQ25	3	SQ4;AQ16;AQ20
Placements	5	SQ6;SQ9;SQ11;SQ14;SQ17	4	RQ5;AQ7;SQ7;AQ10
Quality Assurance	3	SQ2;RQ12;RQ18	2	AQ19;RQ7
Financials	5	RQ5;SQ21;SQ22;RQ8;RQ9	5	RQ2;SQ10;RQ3;SQ11;RQ4

2.5.2.5 Score for a parameter will be calculated based on average of scores obtained in the questions in the parameter. PIA applicant will be evaluated based on such scores obtained in a parameter. Scores obtained in a parameter are graded with a color code as below:

Green (scores 8-10), Yellow (scores 4-7), Red (scores 1-3).

2.5.2.6 Where a PIA scores two red grades, then the proposal shall not be recommended for approval to the PAC/EC.

2.5.2.7 In case the color code is 'Red' in two or more parameters, a proposal may still be recommended by the project appraisal agency for consideration with detailed explanation and reasons for recommendation by project appraisal agency in cases where:

(i) The project is innovative; or

(ii) There is no risk to the mission and objectives of DDU-GKY due to nature of the PIA applicant as an organization, their business or their industry, or on strength of the PIA in implementing DDU-GKY project in the State.

Process for Project appraisal

2.6 Initial Screening process

2.6.1 The application system allows for the process to score applications based on inter se priority based on category of applicant and the project design (up to a maximum score of 1400) and technical criteria (up to a maximum score for 99). This score is calculated by the system software as soon as the application is submitted on the system. As soon as the PIA submits the application form, the score is accounted for irrespective of the quality of the supporting evidence provided. Initial screening involves checking the documents to validate the scores. The minimum technical score required for the application to be considered for initial screening is 10 out of 99.

2.6.2 Details of the process to be followed in Initial Screening are given below:

(i) In the first instance, an application shall be checked on whether PIA has paid non-refundable application fees, and the transaction ID furnished by PIA shall be validated. In case it is found that the Transaction ID is incorrect, or has been duplicated, or insufficient funds have been paid as application fees, the application is liable to be rejected.

(ii) All applications where transaction ID is confirmed, the application shall be checked for correctness of the documents furnished for initial screening stage, i.e 19 documents as applicable. Documents submitted for Qualitative Appraisal shall not be checked at this stage. In case documents for Initial Screening are found incorrect, or blank documents have been submitted, or documents are illegible, the application shall be liable to be rejected.

(iii) Eligibility of the PIA on the criteria given in DDU-GKY Guidelines shall be checked. This includes check on the PIA's legal status, number of years in operation, Turnover, and Financial Networth. Similar check shall be done for consortium partner also. In case of consortium, while considering Turnover and Networth, the data and documents furnished for Lead Partner shall be considered. Where a PIA does not satisfy the eligibility norms, application is liable to be rejected.

(iv) A check shall be undertaken to assess whether a PIA or the consortium partner has been blacklisted in the country, as per information available on www.ddugky.gov.in. State may decide to reject such application.

(v) All applications which are not rejected on reasons above, shall qualify for Qualitative Appraisal.

(vi) In case an application has qualified for Qualitative Appraisal, intimation shall be sent to the PIA to pay the Appraisal fees within 15 days or period specified by State in the Bank Account as notified by the State concerned, whichever is earlier. The State may notify the rate of Appraisal fees, or may follow the rates(s) notified by MoRD.

(vii) In case of rejected applications, intimation shall be sent to the PIA concerned at the Authorised email, and information on rejection shall be placed before the PAC at the earliest.

(viii) In case of Champion Employers and projects for Industrial Internships, the initial screening qualified applications shall be sent for a feedback on PIAs (in case the PIA has undertaken a DDU-GKY project in the past). In case a Champion Employer or a PIA who has applied for a Industrial Internship project has not undertaken a DDU-GKY project in the past, the qualified application shall be placed before the PAC/EC, as the case may be.

2.7 Qualitative Appraisal process

2.7.1 Qualitative appraisal requires the appraiser to assess the project on five parameters as detailed below:

(i) **Organization Strength**: This parameter is about getting to know the organization and to understand the experience of the directors in running an organizations. The responsibilities of the team to ensure quality training and placements for the candidates. Includes verification of experience of promoters & management team and accountabilities defines for various KPIs.

(ii) **Training Delivery & Infrastructure**: This parameter is to assess the training capability and training delivery. Aspects assessed will be Assessment of past experience or approach of the proposed sector/trade, alignment of courses curriculum; Engagement with Employers ;Quality of trainers and Training-of-Trainer process

(iii) **Placement**: DDU-GKY is a scheme about gainful employment of youth below Poverty level to alleviate poverty and ensure they get placed and gainfully employed. To check this aspect the appraiser will validate the claims on the

a. Robustness of Pre-Placement and Post-Placement Support process
b. Tie-ups with employers for proposed project and mapping with skill gap assessment for the state & trades proposed
c. Assessment of past placement records for the PIAs
d. Employer feedback process

(iv) **Quality Assurance**: The Quality Assurance process followed by the PIA will be assessed for compliance to processes and learnings from mistakes. Collection and Storage of data and how it is used to assess the quality of training by reviewing the performance indicators.

(v) **Financial Strength**: Appraise the financials status of the organization. Check the compliance of the organization to various government statutory payments, net worth debt servicing history and CIBIL scores of the directors.

2.7.2 Qualitative Appraisal shall be taken as per steps given below:

(i) It will be checked whether PIA has deposited the appraisal fees in the Bank account as notified by State. Where the PIA has not paid the appraisal fees within the time specified or has paid insufficient fees, the application is liable to be rejected.

(ii) Where appraisal fees has been received, Qualitative Appraisal shall be commenced with verification of documents.

(iii) A document may not be discarded only on the grounds that documents are not formatted, or are not written in proper language, etc. Relevant information available in the document to the extent possible may be used for appraisal.

(iv) In case of PIAs which have not implemented DDU-GKY projects in the past, a Head Office visit during appraisal is mandatory. Further, for such PIAs sample verification of placed candidates may be undertaken by tele-calling. In case of applicants implementing DDU-GKY projects, only desk assessment of performance shall be undertaken on the basis of CTSA feedback. During verification necessary evidences to be collected/captured.

(v) Score to be awarded and report to be finalized based on documents submitted by PIA applicants, Desk scrutiny, visits and other mode of verifications, evidences

collected/captures. Scores to questions need to be necessarily based on available evidence as below:

a. Evidence can include documentation of tasks performed, letters, emails, reports, physical checks, reports generated manually or by ERP system, affirmation by third parties like candidates and employers.

b. Consistency of oral statements by staff, i.e. processes being explained similarly by PIA applicant staff can also be counted as evidence. This would be the situation in those cases where documentation might be sparse but processes are well understood and applied.

c. Lack of evidence is indicated by information being absent, information being anecdotal at best, or when inconsistent information is provided by different sources in PIA applicant.

(vi) Using the average of aggregate score of each parameter score will be colored as per the code specified. For example, in Scorecard 1, for the parameter 'Placement', if 5 questions are scored as 4, 6, 4, 6 and 10 respectively, the aggregate score will be 30. Hence, average score of five questions is 6. The parameter would thus get the color coded as 'Yellow'.

(vii) In case the Average score of a parameter is not an integer, no upwards rounding off should be done. Any score with non zero decimal points must be rounded down to an integer. For example, if the score of a parameter is 3.7, the score should not be considered as 4. In this example, the score should be considered 3 for the purpose of scoring the parameter, and that parameter should be graded with the color 'Red'.

(viii) Calculation of normalized score in Question Sheet 1, those PIA applicants that have conducted courses compliant to NCVT's MES or SSCs' QP-NOS or NSQF for more than 1 year, but have only worked in those skilling programs that are not placement linked, In such case they will not be assessed on the placement parameter and if they have 2 reds in the balance 4 parameters they will be filtered out.

(ix) If the answers to any question based on appraisal findings do not squarely fit within any of the options in the scoring schema, the score can be given on the basis of option from the scoring schema that appraisal finding is closest to. If the appraisal

team is unsure about choosing a score between two options, it is advised to look at the option for higher score first, and if the evidence available falls short of satisfying the conditions for that score, the score must be given from the lower scoring options, with reasons supported by evidence.

(x) While the scoring for SQ6, SQ9, SQ11, SQ14 and SQ17 of Scorecard 1 under parameter 'Placement' needs to be done on an aggregate basis for all trades that are included in the analysis, any exceptional deviances noticed in specific trades or courses that PIA applicant has applied for should be noted separately with any risks identified. For instance, it is possible that on the basis of placement data of three different trades, the average placement is found to be 72%. However, if placement data for one of the trades is 55%, this should be noted separately, even though the score for SQ9 should still be given on the basis of aggregate data of three trades.

Example 1: SQ1 of Scorecard 1 asks: *Who is accountable for various KPIs at middle and senior management level in the organization?* If, in a given PIA applicant, accountability is defined for some KPIs but not all KPIs, the PIA applicant will receive a score of 4 in SQ1..

Example 2: SQ18 of Scorecard 1 asks: *How is interaction between the candidates and employers facilitated? Are any guest lectures, campus visits, site visits for students organized?* If, in a given PIA applicant, each batch verified has met two employers through campus visits or site visits, the PIA applicant will get a score of 6.

(xi) Where a PIA already has a sanctioned DDU-GKY project, where CTSA/SRLM has conducted placement verification as per DDU-GKY SOP for atleast 30 candidates, need not be conducted placement verification for SQ9 and other applicable questions of Scorecard 1. In such case, PAA may enclose the placement verification report for 30 candidates as evidence and take decision based on it. However, PAA has the discretionary power to decide on it.

(xii) At any point of time of appraisal, if the appraisers identify risks that have not been covered in the qualitative appraisal toolkit, the appraisal team should cover these in their report as well.

(xiii) The score obtained from project appraisal must be entered online by SRLM/State Skill Mission (in case of AP states) or the CTSA (in case of YP states).

2.7.3 Once Qualitative Appraisal conducted for a Project application by a PIA applicant in a State under the DDU-GKY/Roshni/Himayat, other applications by the same applicant in other States may or need not undergone through Qualitative Appraisal again. However, it would be conducted if State/Ministry intended to do so, the reason could be like PIA applicant proposes to conduct training under the trades which is not appraised through Qualitative Appraisal for that PIA applicant in the past; State identified risks including fiduciary risks, risk in achieving project outcomes, provide quality employment opportunities and quality training to DDU-GKY candidates of the State.

2.7.4 Project application submitted by Champion employer, and projects for Industrial internship need not undergo Qualitative appraisal process. However, State may decide to conduct it on either all applications of an applicant or in specific case specific.

2.7.5 Measure of capability: The project appraisal tool gives a measure of PIA applicant's current capability, its fit to undertake and run a successful, criteria and rule based operations. It does not give a measure of a PIA applicant's performance on DDU-GKY Guidelines or SOP, if it has not already worked with DDU-GKY. It is not expected at the appraisal stage that PIA applicant's processes are in compliance with that of DDU-GKY guidelines and SOP. Therefore, absence of past implementation of DDU-GKY SOPs does not have to be a constraint.

2.7.6 Function over form: Throughout the toolkit, terms have been used to capture the essence of what they represent, and these terms are not restrictive. For instance, the *candidate feedback* might be known by another name, but this should not deflect or distract the appraisal team. Similarly, the *project head* might be known by another name, but she should be asked all the questions that the appraisal team would otherwise ask someone who heads skilling projects for the PIA applicant. *KPIs* (key performance indicators) may not be called KPIs, but may be called, say, *results parameters*. In other words, the objectives and spirit of the qualitative appraisal is more important than differences in use of language.

2.7.7 In case the PIA applicant plans to outsource any of the activities to a partner organization or if the application is made as a consortium, the relevant functions of the partner organizations need be appraised as if they were a part of the PIA applicant. For instance, if placement services are outsourced, the interviews of placement

officers of the partner organization will be conducted as if they were a part of the PIA applicant. If there is a consortium where one partner commits to provide bridge funding between tranches, the same should be considered for scoring based on working capital cover.

2.7.8 Sampling of candidates for placement verification through tele-calling should be random, and a record of the randomization should be kept. A randomization software can be used, or a function in a spreadsheet software can also be used.

2.7.9 Based on findings of the placement verification, the placement percentage claimed by the PIA applicant may need to be adjusted. For example, if an PIA applicant claims to have placed 800 candidates out of 1000 that they have trained, and in the course of physical verification of 30 randomly selected candidates only 27 are found to have been placed, this difference should be extrapolated to the rest of the data set. This would mean that for the purpose of scoring SQ9 of Scorecard 1, number of placed candidates would be considered to be 800 x 27/30, i.e. 720. Thus, the placement percentage for the purpose of SQ9 of Scorecard 1 would be 72%.

2.7.10 Filing, storing of records relating to Qualitative Apprasial, and archiving of records would be governed by records management procedures of Government of India, and require storage until otherwise specified by MoRD. These records would be fully subject to audit by Government of India.

3. Appraisal Report

3.1 The report for project appraisal should have following sections, in the given order. Additions can be made to this by the appraisers, but none of the sections should be dropped.

(i) Executive summary and Final Recommendation

(ii) Score card (as applicable)

(iii) Brief overview of project application, vision and mission of the organization, organizational background, description of previous experience, description of promoters, directors and senior management team, industry analysis and skills gap assessment.

(iv) Detailed Findings as per the Questions Sheets.

(v) Annexures to be attached-

Annexure 1 – Technical Score

Annexure 2 – Priority Score

Annexure 3 – Project Application and results of desk verification.

Annexure 4 – Additional information and evidence collected. All the evidence should be labelled /coded/numbered and referenced in the scoring matrices, and saved with that label/code/number.

(vi) Report should be sent to SRLM (in case of AP state) or MoRD (in case of YP State).

(vii) In case of YP states, SRLM's /SSM's will be required to commit their share at the beginning of financial year based on the training target allocated to each of the states. The yearly commitment of state share funds will provide a plan of action for the year and also expedite the process of fund disbursement subsequently. Further, in case of YP project, if the State Government does not recommend the project, the application shall be rejected and information placed before EC.

4. Application disposal

4.1 An application:

(i) Which has completed Qualitative Appraisal, or

(ii) has been rejected in Qualitative appraisal (due to non-furnishing of appraisal fees or documents), or

(iii) in case of Champion Employer and project for Industry Internship has cleared Initial screening, or

(iv) has been rejected in Initial screening,

shall be placed before the Empowered Committee for NRLM (in case of projects in YP States) and Project Approval Committee (PAC) (in case of AP state) for disposal. In case an application has been rejected in Initial screening, the same shall be placed before EC/PAC only for information. Disposal means either approval or rejection of a project application.

4.2 EC/PAC may be held once in a month and frequency could be increased as per requirement to dispose as many applications. Project appraisal reports shall be ready prior to EC/PAC.

Annexure I

List of Mandatory documents to be uploaded for Initial Screening (as applicable)

Sl.No	Annexure	Name of the Annexure	Document accepted
1	P1	Copy of MoU with MoRD as Champion employer	Only a copy of a valid MoU on date of application, signed between applicant PIA with Ministry of Rural Development shall be accepted
2	P2	Self-certification for training institution	SFP2 as given in **Appendix I**
3	P3	Copy of letter of accreditation from NAAC	Documentary evidence regarding CGPA score awarded by NAAC to PIA in last two years
4	P4	Copy of agreement with NSDC and applicant organization for equity or loan or non-funding partnership	A valid MoU document or any other formal document and amendment thereof issued by NSDC which shows partnership with PIA applicant
5	P6	Copy of Letter of Affiliation to University	Letter or any other document showing affiliation granted to the PIA by a University, duly created by Legislature having jurisdiction.
6	P7	Sanction letter from UGC for grants	A letter or any other document showing receipt of funds from UGC in the last two years
7	P8	Sanction letters From AICTE for grants	A letter or any other document showing receipt of funds from AICTE in the last two years
8	P9	Copy of Certification of a trained candidate by DGT/ SSC	A copy of certificate issued by DGT/ SSC/ NSQF aligned agency to candidate trained by applicant PIA.
9	P15	Manual detailing Standard operating procedure for training activities	PIAs manual to be uploaded
10	P17	Proof for ITR acknowledgement	ITR acknowledgement given by Income Tax Department for latest three Assessment Years

			AY (in case of consortium for both)
11	P18	CA Certificate of Statutory Auditor/ Annual Auditor, supported by Balance sheet and Profit and Loss account statement	SFP18 as given in **Appendix II,** for latest three years (in case of consortium for both)
12	P20	Copies of Sanction order for previous skills and training projects	Sanction order/ letter of work order issued to PIA in last five years
13	P21	Client Certificate for previous skills and training. Project closure certificate for closed/ fore closed projects.	SFP21 as given in **Appendix III,** or any other formal document issued by Client substantiating the same information.eg. a payment sanction order issued by the client. Previous includes Ongoing projects.
14	P22	Employer Certificate for Overseas Placement	SFP22 as given in **Appendix IV**
15	P23	Certificate for captive placement	SFP23 as given in **Appendix V**
16	A13	Scanned copy or the Screen-shot of the NEFT/RTGS transaction made for application fee	Legible and clear copy with transaction id and amount details
17	A1	Letter of Intent from Potential Employer (s)	SFA1 as given in **Appendix VI**
18	A2.1	MoU between Outsourcing Partner and the applicant Organization	Only a copy of a valid MoU between PIA and Outsourcing agency on date of application
19	A2.2	Registration Certificate as Legal entity of the Outsourcing Partner	Valid Legal certificate issued by concerned authority

Annexure II

Bank Details for States /SRLM /SSM's *

Sr.No	State	Account Holder Name	Bank Name	Bank Account No	IFSC	Address	Agency Name
1	Andhra Pradesh	Joint Chief Executive Officer	Andhra Bank	053310100055548	ANDB0000533	Saifabad, Hyderabad	EMPLOYMENT GENERATION AND MARKETING MISSION
2	Bihar	Chief Executive Officer	State Bank Of India	34256239692	SBIN0000153	Patna Secretariat Sinchai Bhawan Branch	Bihar Rural Livelihoods Promotion Society
3	Gujarat	Managing Director	Dena Bank	030810030453	BKDN0130308	Sector 22, Gandhinagar Gujarat	Gujarat Livelihood Promotion Corporation
4	Karnataka	Executive Director	Canara Bank	0431101206814	CNRB0000431	Bangalore Cunningham road,19/7 (CBS)	KARNATAKA STATE RURAL LIVELIHOOD PROMOTION SOCIETY
5	Kerala	Executive Director	Canara Bank	3343101003140	CNRB0003343	Micro Finance Branch, Paruthippara, Thiruvananthapuram	SRLM KERALA KUDUMBASHREE
6	Maharashtra	Mission Director	State Bank Of India	35155678694	SBIN0006240	Kokan Bhavan, Groun Floor, South wing, CIDCO Bhavan,CBD Belapur, Navi Mumbai	Maharashtra State Rural Livelihoods Mission
7	Odisha	Executive Director	Axis Bank	911010056173590	UTIB0001409	DUMUDUMA Branch,Khandagiri Bhubaneswar	SKILL DEVELOPMENT TRAINING FUND-ORMAS
8	Punjab	Mission Director	ICICI Bank	360701000133	ICIC0003607	ICICI Bank, Sector 10D, Sector 10D, Chandigarh	Punjab Skill Development Mission Society
9	Rajasthan	Mission Director	State Bank Of Bikaner and Jaipur	61217318560	SBBJ0011014	Jhalana Doongari, Jaipur	Rajasthan Skill and Livelihoods Development Corporation
10	Tamilnadu	Chief Executive Officer	Indian Overseas Bank	227401000005555	IOBA0002274	I.O.B Valluvar Kottam Branch	TNVRC Skill and Placement Cell
11	Telangana	Chief Executive Officer	Andhra Bank	110310100021222	ANDB0001103	SECRETARIAT BRANCH, HYDERABAD, TELANGANA	EMPLOYMENT GENERATION AND MARKETING MISSION
12	Uttar Pradesh	Mission Director	Bank Of Baroda	6840100023680	BARB0NISHAT	Secretariat Branch, UP Civil Sectetariat	U P SKILL DEVELOPMENT SOCIETY
13	Jammu & Kashmir	Deen Dayal Upadhya-Gramin Kaushalya Yojana(Himayat),	J&K Bank	1237010200000013	JAKA0TRCSGR	Branch TRC, Srinagar	Jammu and Kashmir State Rural Livelihoods Mission
14	Tripura	Chief Executive Officer	United Bank of India	0258010520478	UTBI0AGT201	Agartala	Tripura Rural Livelihood Mission
15	Assam	State Mission Directoer	Assam Gramin Vikash Bank	7291010034663	UTBI0RRBAGB	Assam Gramin Vikash Bank, Panjabari Branch	Assam State Rural Livelihood Mission Society
16	Himachal Pradesh	Chief Executive Officer	UCO Bank	09810110038390	UCBA0000981	HPMC Building, 2nd floor, Nigam Vihar Shimla	HP SRLM
17	Meghalaya	Director, State Institute of Rural Development (DDU-GKY)	SBI	35870338017	SBIN0002010	Barapani, P O Umaiam, 793103 Ri Bhoi District Meghalaya,	State Institute of Rural Development, Meghalaya
18	West Bengal	Chief Executive Officer	ICICI Bank	627501215752	ICICI0006275	Bhowanipore Branch, Kolkata, Branch	Paschim Banga Society for Skill Development
19	Mizoram	Chief Executive Officer	State Bank Of India	36458443355	SBIN0016361	OPP: POWER AND ELECTRICITY DEPTT BUILDG ELECTIRC VENG AIZWAL-796000	Mizoram State Rural Livelihood Mission
20	Madhya Pradesh	CEO	Punjab National Bank	6310000100004230	PUNB0631000	Bhopal Branch, EPCO SHAHPURA-631000	MPRAF
21	Jharkhand	Chief Executive Officer	Bank of India	499810110001606	BKID0004998	Jharkhand Secretariat, Ranchi Branch,	JSLPS

Sr.No	State	Account Holder Name	Bank Name	Bank Account No	IFSC	Address	Agency Name
22	Chattisgarh	Chief Executive Officer	Union Bank of India	727402010000174	UBIN0572748	Telibandha Branch, G.E.Road, Raipur,	CGASS
23	Sikkim	Deen Dayal Upadhaya Gramin Kaushal Yojna (Gangtok,SICB)	Axis Bank	916010023833459	UTIB0000112	M.G. Road, Gangtok, Sikkim	Sikkim SRLM
24	Nagaland	NSRLM,DDU-GKY	State Bank of India	36609481959	SBIN0010671	Branch-Nagaland Secretariat Branch	Nagaland State Rural Livelihoods Mission
25	Manipur	Manipur State Rural Livelihoods Mission DDUGKY Funds	Bank of Maharashtra	60270826020	MAHB0001640	Kangla Park Road, Imphal Municipal Office, Imphal West, Manipur	Manipur State Rural Livelihoods Mission
26	Uttrakhand	Chief Executive Officer	Bank of Baroda	88010001716	BARBODEHRA	65, RAJPUT ROAD DEHRADUN	Department of Rural Development, Uttarakhand

*** All the above account details have been taken from PFMS as submitted by respective states.**

Annexure III

Criteria for Priority Scoring

S. 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

2. However, subject to above priority scoring the minimum score that can be obtained by a PIA is as below:

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

Annexure IV

Weights allocated to various criteria for Technical scores

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
Financial profile	21%	Financial Turnover for Applicant/Consortium partners	63%	Average Annual Financial turnover of Applicant/Financial Lead Partner in last 3 FYs	100%
		Financial Networth for Applicant/Consortium partners	37%	Average Annual Financial Networth of Applicant/Financial Lead Partner	40%
				The number of FYs Applicant/Financial Lead partner has negative networth in Last 3 FYs	30%
				Does Applicant/Financial Lead partner have negative networth in any of last 3 FY	30%
Proposal	40%	Proposed Overseas Placements	15%	No. of Candidates proposed for Overseas Placement	50%
				Minimum Salary assured for Foreign Placements (in USD)	50%
		Proposed Captive Placements	15%	No. of Candidates proposed for Captive Placement	50%
				Minimum Salary assured for Captive Placements (in INR)	50%
		Proposed Training and Placement Target	60%	No of candidates proposed for training	33%
				Percentage of placement assured	34%
				Minimum Salary assured for placement (in INR)	33%
			10%	Average Course Duration	40%

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
		Proposed Training Course(s)		Percentage of candidates to be trained in residential mode	40%
				Will trained candidates be receiving an international certification approved by MoRD?	20%
Previous Skill Experience	37%	Overseas Placements	22%	No of Overseas Placements done in last 2 years by Applicant partner	50%
				Minimum Salary for placed candidates by Applicant partner	50%
		Captive placements	22%	No of Captive Placements done in last 2 years by Applicant partner	100%
		Training and Placement Experience	54%	No of candidates trained by applicant PIA in last 5 years	40%
				No of candidates placed by applicant PIA out of trained (in D3.2)	20%
				Percentage of candidates placed out of those trained (in section D3.2)	20%
				No of candidates trained in applied state by applicant PIA	10%
				No of candidate trained in applied trade(s) by applicant PIA	10%
		Certification and Assessment	2%	Has the applicant/consortium trained any candidates certified by NCVT/SSC/NSQF aligned ?	100%

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
Training Infrastructure	2%	Policy Manuals	100%	Does the applicant PIA have a manual detailing standards operating procedure for training activities?	100%
Total	**100%**				

Basis the weights assigned above, the maximum possible score for each criterion under technical scoring of the project proposal under DDU-GKY is detailed below:

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
A	**Financial Profile**	**21.08**	**21%**
A1	Financial Turnover for Applicant/Consortium partners	**13.18**	**63%**
A1.1	Average Annual Financial turnover of Applicant/Financial Lead Partner in last 3 FYs	13.18	100%
A2	Financial Networth for Applicant/Consortium partners	**7.90**	**37%**
A2.1	Average Annual Financial Networth of Applicant/Financial Lead Partner	3.16	40%
A2.2	The number of FYs Applicant/Financial Lead partner has negative networth in Last 3 FYs	2.37	30%
A2.3	Does Applicant/Financial Lead partner have negative networth in any of last 3 FY	2.37	30%
B	**Proposal**	**39.56**	**40%**
B1	Proposed Overseas Placements	**5.94**	**15%**
B1.1	No. of Candidates proposed for Overseas Placement	2.97	50%
B1.2	Minimum Salary assured for Foreign Placements (in USD)	2.97	50%
B2	Proposed Captive Placements	**5.94**	**15%**
B2.1	No. of Candidates proposed for Captive Placement	2.97	50%
B2.2	Minimum Salary assured for Captive Placements (in INR)	2.97	50%

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
B3	Proposed Training and Placement Target	**23.73**	**60%**
B3.1	No of candidates proposed for training	7.83	33%
B3.2	Percentage of placement assured	8.07	34%
B3.3	Minimum Salary assured for placement (in INR)	7.83	33%
B4	Proposed Training Course(s)	**3.95**	**10%**
B4.1	Average Course Duration (per Proposed Candidate)	1.58	40%
B4.2	Percentage of candidates to be trained in residential mode	1.58	40%
B4.3	Will trained candidates be receiving an international certification approved by MoRD?	0.79	20%
C	**Previous Skill Experience**	**36.38**	**37%**
C1	Overseas Placements	**7.90**	**22%**
C1.1	No of Overseas Placements done in last 2 years by Applicant partner	3.95	50%
C1.2	Minimum Salary for placed candidates by Applicant partner	3.95	50%
C2	Captive placements	**7.91**	**22%**
C2.1	No of Captive Placements done in last 2 years by Applicant partner	7.91	100%
C3	Training and Placement Experience	**19.77**	**54%**
C3.1	No of candidates trained by applicant PIA in last 5 years	7.91	40%
C3.2	No of candidates placed by applicant PIA out of trained (in D3.2)	3.95	20%
C3.3	Percentage of candidates placed out of those trained (in section D3.2)	3.95	20%
C3.4	No of candidates trained in applied state by applicant PIA	1.98	10%
C3.5	No of candidate trained in applied trade(s) by applicant PIA	1.98	10%
C4	Certification and Assessment	**0.80**	**2%**

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
C4.1	Has the applicant/consortium trained any candidates certified by NCVT/SSC/NSQF aligned ?	0.8	100%
D	**Training Infrastructure**	**1.98**	**2%**
D1	Policy Manuals**	**1.98**	**100%**
D1.1	Does the applicant PIA have a manual detailing standards operating procedure for training activities?	1.98	100%
	**In the case of Consortium this will be evaluated only for Applicant PIA		

Annexure V

SCORE CARD 1

PIA applicant has already conducted for at least 1 year, courses compliant to NCVT's MES or SSCs' QP-NOS or NSQF. These may include programs that were placement linked or otherwise.

Parameter	Sub Parameter	Max Score (Minimum score is 0)	Applicable for applicants that have not worked in placement linked programs	Score as per the appraisal	Average Score
Organization Strength	**RQ2**: Experience of Promoters and Management Team	10			
	SQ1: Accountability for KPIs	10			
Training Delivery and Infrastructure	**SQ18:** Employer Engagement: Interaction with Candidates	10			
	RQ14: Arrangements with potential employers	10			
	SQ20 : Teaching and Learning Material: Usefulness of teaching and learning material	10			
	SQ24: Training of Trainers	10			
	SQ25: Salaries of Trainers	10			
Placement	**SQ6:** Placement Team	10	NA		
	SQ9: Process Results: Placement Percentages	10	NA		
	SQ11: Process Results: Candidates Salaries	10	NA		
	SQ14: Process of Placement Support	10	NA		
	SQ17: Employer's Feedback	10	NA		
Quality Assurance	**SQ2**: Internal Audit	10			
	RQ12: Review of Performance in DDU-GKY/ Other skilling projects	10			
	RQ 18: Management Information System (MIS)	10			
Financial Strength	**RQ5:** CIBIL Score	10			
	SQ21: Net Working Capital	10			
	RQ8: Auditor Comments in Audited financial statements	10			
	SQ22: Debt Servicing Capability	10			
	RQ9: Statutory Payments and Returns	NA			

Annexure VI

SCORE CARD 2

PIA applicant has no experience in skilling at all, or may have conducted some form of skilling not compliant with NCVT's MES or SSCs' QP-NOS or NSQF, or may have conducted courses compliant to NCVT's MES or SSCs' QP-NOS or NSQF for less than 1 year, or may have provided only placements to candidates but not skilling.

Parameter	Sub Parameter	Max Score (Minimum score is 0)	Score as per the appraisal	Average Score
Organization Strength	**SQ1:** Experience of Investors and Promoters	10		
	SQ2: Experience of Top Management	10		
	AQ3: Approach : Accountability for KPIs	10		
Training Delivery and Infrastructure	**SQ4:** Internal In-service training experience	10		
	AQ16: Arrangements with potential employers	10		
	AQ20: Training of trainers	10		
Placement	**RQ 5:**Review data of past employment	10		
	AQ7: Approach: Placement Team	10		
	SQ7: Quality of Jobs	10		
	AQ10: Approach: Placement Support	10		
Quality Assurance	**AQ19:** Management Information System (MIS)	10		
	RQ7: Quality Assurance & Internal Audit Mechanism	10		
Financial Strength	**RQ2:** CIBIL Score	10		
	SQ10: Networking Capital	10		
	RQ3: Auditor Comments in Audited financial statements	10		
	SQ11: Debt Servicing Capability	10		
	RQ4 : Statutory Payments and Returns	NA		

Appendix I: SFP2: 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: _____

Appendix II : ** Important note on financial details :

Audited Financials Include: Balance Sheet and Profit & Loss account and all Annexures as per schedule VI of Companies Act, 2013

1. 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.

2. The latest three financial years audited details (wherever available) will be used for calculating the eligibility conditions of PIA prescribed in guidelines

3. It is to be noted that the Financial Details of previous years become due by 30th September of the subsequent year

4. In case the online proposal is submitted after 30th of June, the financials should be submitted for the 3 financial years immediately preceding the year of submission

Eg.1. Non-NSDC Partner : If a proposal is filed on 1st Aug 2017, the audited financials to be submitted for FY:

2016-2017 , 2015-2016 , 2014-2015

NSDC Partner: If a proposal is filed on 1st Aug 2017, the audited financials to be submitted for FY-XXXX-XXXX

In case the proposal is submitted on or before 30th of June the financials should be submitted for 3 financial year excluding the immediately preceding financial year

Eg.2. Non-NSDC Partner : If a proposal is made on 30th April 2017, the audited financials will be required for FY:

2015-2016 , 2014-2015 ,2013-2014

NSDC Partner: If a proposal is made on 30th April 2017, the audited financials will be required for FY:XXXX-XXXX

Appendix II : SFP18: 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_____
Charted Accountant Firm

Name of the CA (Partner) : _____
Membership No :_____
Firm Registration No. (FRN) :_____

Date: _____
Place: _____

Appendix III: SFP21: Client certificate / Project Closure Report (whichever is applicable)

<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: _____

Appendix IV: SFP22: 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: _____

Appendix V: SFP23: 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: _____

Appendix VI: *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: _____

DDU-GKY

Annexure VII

Question Sheet 1: For PIA applicants that have conducted MES/QP-NOS/NSQF compliant courses for at least 1 year								
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
Organisation Strength								
1	RQ 2	Whether at least one of the promoters, directors, or chief executives have more than 5 years overall experience and at least 2 years in either providing skilling / training or placements in captive employment or otherwise? Does the applicant demonstrate effective experience or have access to experience parallel to project with DDU-GKY?	DOC2: Description of experience of promoters, directors, and chief executives and their experience in providing skilling / training or placements in captive employment or otherwise.	The promoters / Directors / Chief executives have less than 5 years of experience heading a business venture.	The promoters / Directors / Chief executives have more than 5 years of experience heading a business venture and have no experience in either providing skilling / training or placements in captive employment or otherwise.	The promoters/ Directors / Chief executives have more than 5 years of experience heading a business venture and have experience of less than 2 years in either providing skilling / training or placements in captive employment or otherwise.	The promoters / Directors / Chief executives have more than 5 years of experience heading a business venture and have experience of 2 years or more in either providing skilling / training or placements in captive employment or otherwise.	The promoters / Directors / Chief executives have more than 5 years of experience heading a business venture and have experience of two years or more in either providing skilling / training or placements in captive employment or otherwise (including experience of working under DDU-GKY umbrella).

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
2	SQ 1	Who is accountable for various KPIs at middle and senior management level in the organisation? **Note:** Are the job Descriptions defined for trainers, project manager, training center in charge, mobilisation head, placement head	DOC8: Organisation chart with names (if available), designations and KPIs that each person is responsible for, with respect to skilling operations. Description of what standards or bands have been defined for each KPI. **Note:** Document 8 should include Job descriptions of trainers, project managers at PIA HQ, training center in charge, mobilisation head and placement head.	**No clarity on accountability** for KPIs and job description of senior management/ trainers.	Accountability is **defined for some KPIs** but not for all. Job description is not provided for trainers, project manager, training centre in charge, mobilisation head and placement head.	Accountability is defined for **some KPIs, with job description, but not all** and **specific standards/Measurable parameters having been defined**	Accountability is defined **for all KPIs with job description**, but specific standards / **Measurable parameters have** not been defined for all KPIs.	Accountability is **defined for all KPIs with job description**, with **specific standards / bands/ Measurable Parameters** having been defined for all KPIs.

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
Training Infra & Delivery								
3	SQ 18	How is **interaction** between the candidates and employers facilitated? Are any guest lectures, campus visits, site visits for students organised? Additionally: During the appraisal, cross check by verifying whether guest lectures have been included in the session plan or not. Also ask the candidates of current batches if sessions have been conducted or not for their batches. If no current batches are running, obtain information of interaction for last 3 batches, and confirm with employers.	DOC46: Description of processes for engagement with employers on for facilitating interaction of candidates and employers. DOC47: Please quote specific examples of events organised and reference them with dates, which batches did the employers meet, and names of employers' representatives.	**No evidence** or confirmation for interaction is found.	**Some interaction** has been organised over the last few months but not for every batch. **Note:** Default score of 4 for those organisations that have not worked in placement linked programs, if the organisation proposes an approach.	**Each batch verified has met at least two employers** through campus visits or site visits.	Each batch verified has met **at least three employers** through campus visits or site visits.	Each batch verified has met at **least four employers** through campus visits or site visits.

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
4	RQ 14	Which are the **employers that will hire the DDU-GKY candidates**? Are there arrangements in place with those employers for potential recruitment? Additionally: During the appraisal, cross verify arrangements with potential employers. Check if the additional supply that DDU-GKY creates can be absorbed, does it replace another skilling operation, or is there fresh demand. Check if there are adequate potential recruiters for DDU-GKY candidates, so that each candidate will be offered at least two jobs. In case of captive employers, please consider their current and projected revenue and workforce strength to assess if they will be able to absorb the skilled candidates, as proposed.	DOC48: Details of prospective employers of DDU-GKY candidates, if already identified (along with written agreements with prospective employers if the arrangement is documented, and contact details). DOC49: Skills gap and industry analysis for the proposed trades and geographies. The analysis should make a case for why the PIA applicant wants to conduct training in a given trade and the given state, reason for entry in the state if the PIA applicant has not skilled people in the state before, demand for those skills, current scenario and supply of skills, future growth, economic factors, industry changes, technological shifts, risks etc. DOC40: Description of employers that have been	**a. No proof of tie-ups with potential employers** have been found in place b. No credible skill gap analysis conducted by applicant PIA. c. The potential employer has not been involved in the development of training program, course content or teaching learning material	a. Details of tie-ups with potential employers or internal workforce requirement is provided; however, the written agreement does not exist. **Note:** In case of captive employment, business projections have not been referred to while making claims of employment	a. Proof of tie-ups with potential employers though agreements are aged. Internal workforce Requirement claims are done post consulting the demands and requirements of HR in the past.	a. Proof of tie-ups with potential employers and the agreements have been signed in past 6 months. Internal workforce requirement is done with forecast on future requirements based on recent past. b. Skills gap and industry analysis for the proposed trades and geographies have been conducted	a. Proof of tie-ups with potential employers and the agreements are signed in last month and complete analysis have bend on projections of employment as per recent analysis. **Note:** Internal workforce requirement in case of captive employment, is after sound analysis by the organisation and the HR after referring to projected business for the year. b. Skills gap and industry analysis for the proposed trades and geographies have been conducted.

		Have the employers been involved in the development of training program, course content or teaching learning material or have given their assent to it in its current form?	involved in development of training program, course content or teaching learning material, or OJTs that have been arranged in the past, and the number of people that these employers have hired in the past 1 year.					c. The potential employer has been involved in the development of training program, course content or teaching learning material
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
		Note: OJT should be counted towards employers' involvement in development of training program and course content. Additionally: During the appraisal, check if there are any instances where changes in course content have been based on employers' feedback. Cross check with employers						

5	SQ 20	A. Is there complete batch schedule with daily activity cum lesson planner with clear break up of theory sessions, practical sessions, mock exercises and OJT for courses proposed? B. Is the curriculum and teaching learning material for all proposed courses is ratified by the respective SSCs/NCVT? C. Is the bilingual training content and TLM available for all proposed courses, including IT, English, Numeracy and Soft skills?	DOC53: Copies of 1. Syllabus, 2. Activity cum lesson planner with session plans for trades for which the PIA has applied, 3. Trainer's guide (domain specific), 4. Facilitator's guide (general training guidance), and 5. Trainee Guide. DOC54: Confirmation of whether the curriculum and teaching and learning material is ratified by the respective SSC/NCVT. DOC55: Confirmation regarding languages in which teaching and learning material is available in for proposed courses, including domain skills, Information Technology, English, Numeracy and Soft Skills.	No questions are answered Yes	One question is answered Yes	N/A	Two questions are answered Yes	All three questions are answered Yes

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
6	SQ 24	Is there a standardised internal or an external training-of-trainer program for capacity building and certification of trainers?	DOC68: Description of processes for training-the-trainers in the PIA, and details of any training programs conducted that the trainers currently with PIA applicant have gone through.	**No TOT programs** have been conducted for any of the domain and other trainers.	N/A	All hired trainers have undergone TOT program **at least once,** but there is no dedicated approach for continuous capacity building of trainers.	N/A	All hired trainers have undergone TOT program at least once, and there is dedicated approach for continuous capacity building of trainers.
7	SQ 25	What are the proposed salaries of domain trainers (for technical skills, other than English, IT, soft skills and numeracy) and are they considered appropriate to attract good talent in the market?	DOC69: Details of salaries paid to current domain trainers and other trainers, and proposed salaries for DDU-GKY trainers.	i. Data not available, or average gross monthly salary for trainers is less than Rs. 8,000 (1 point) ii. Average gross monthly salary for trainers is Rs. 8,000-11,999 (2 points)	iii. Average gross monthly salary of all full time trainers is Rs. 12,000-14,999 (3 points) iv. Average gross monthly salary of all trainer full time and part time is Rs. 15,000-18,999 (4 points)	v. Average gross monthly salary of full time trainer is Rs. 21,000-26,999 (5 points) vi. Average gross monthly salary is Rs. 27,000-32,999 (6 points)	vii. Average gross monthly salary for a trainer is Rs. 27,000, Lead trainers are paid 33,000-39,999 (7 points) viii Average gross salary for trainer is 33000. Lead trainer is paid Rs. 40,000-49,999 (8 points)	ix. Average gross monthly salary for a trainer is 40,000, Lead trainer is Rs. paid 50,000-59,999 (9 points) x. Average gross monthly salary for a trainer is above 40000, Lead trainer above Rs. 60,000 (10 points)

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
Placement								

8	SQ 6	Does the **placement team contact placed candidates** regularly to identify their pain areas/obtain their feedback, and coordinates provision of requisite support? Additionally: During the appraisal, specifically check the evidence and record for scheduled and structured implementation of a defined approach to contacting candidates. Confirm with past trainees.	DOC21: Description of process of staying in touch with placed candidates and obtaining their feedback and pain areas, and approach to providing post placement support and being in touch with candidates to ensure better retention of candidates after placement. Details of team members who contact placed candidates including details regarding Email ID or helpline number is also required. Telephone records substantiating calls made to candidate numbers in last 3 months and details of PIA hotline (email/ helpline number) should also be provided.	There is **no team that contacts placed candidates** and coordinates requisite support.	A team contacts placed candidates infrequently and coordinates requisite support, or support is inadequate.	N/A	A team **contacts placed candidates consistently as per a defined schedule** and coordinates requisite support.	A team **contacts placed candidates consistently as per a defined schedule, and obtains information on specific parameters** and coordinates requisite support.

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
9	SQ 9	What is the average placement percentage (percent of trained students that found employment) for the batches that finished training in last 1 year in placement linked programs? Note: For the placement percentage to be calculated, use the number of people who found employment as numerator, and number of people who were trained after batch freezing as a denominator. During the appraisal, appraisal team to contact 30 randomly selected candidates from placement data provided, and confirm the authenticity of the information of employment and salaries. (This can include meeting the candidates, their families, employers.) Qs for candidates should include:	DOC27: Candidate wise data for current/past projects with names, phone numbers, initial employers names, employer address, latest known employer name, starting salaries, latest known salary, whether appeared for assessment or not, permanent/family address of the candidate, result in external assessments - across the country. **Notes:** 1. These data should be for those candidates that enrolled in the training program and did not drop out before batch freeze. 2. If possible, these data should be for placement-linked training programs only. 3. These data should be provided for those sectors/trades with those duration of courses (3 month, 6 month etc.) in which the PIA applicant has proposed projects, and if the	i. Data not available, or placed less than 30% (1 point) ii. Placed 31-40% (2 points)	iii. Placed 41-49% (3 points) iv. Placed 50-55% (4 points)	v. Placed 56-60% (5 points) vi. Placed 61-65% (6 points)	vii. Placed 66-70% (7 points) viii. Placed 71-80% (8 points)	ix. Placed 81-90% (9 points) x. Placed 91-100% (10 points)

		1. Who was your employer? 2. What was your salary immediately after employment? 3. How long did you stay with your first employer? 4. What is your current salary? 5. What are the benefits you receive? 6. Feedback on training, residential services, placement services, grievance redressal, responsiveness of trainers	proposed projects are in different trade or of a different duration than those that the PIA applicant has experience in, data from the courses that best match the courses of proposed project should be used, and this should be noted in the risk areas. 4. These data may be obtained for batches that finished training 14 to 2 months before date of project application, to allow for job search period.					

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
10	SQ 11	What is the average starting salary for the batches that finished training in last 1 year in placement linked programs? **Note:** Please use the figure of cost to company for this purpose. This may include benefits like subsidized meals, transport, residential services, and contributions to funds that can be encashed by the employee not conditional upon duration of service. **Note:** Please note that you're likely to receive the cost-to-company information from the PIA applicant, whereas the candidates are more likely to give you the take-home amount. This should not be considered an inconsistency, and both these data points should be noted in the appraisal report.	DOC27: Refer to the same document asked for SQ9	i. Data not available, or average starting salary is less than Rs. 4,000 (1 point) ii. average starting salary is Rs. 4,000-4,999 (2 points)	iii. Average starting salary is Rs. Rs. 5,000-5,999 (3 points) iv. Average starting salary is Rs. 6,000-7499, (4 points)	v. Average starting salary is Rs. 7,500-8999 (5 points) vi. Average starting salary is Rs. 9,000-11,999 (6 points)	vii. Average starting salary is Rs. 12,000-14,999 (7 points) viii. Average starting salary is Rs. 15,000-19,999 (8 points)	ix. Average starting salary is Rs. 20,000-24,999 (9 points) x. Average starting salary is above Rs. 25,000 (10 points)

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
11	SQ 14	What has been PIAs approach to **provide placement support** to candidates in the past? Additionally: During the appraisal, verify the description of these processes with actual activities that have been conducted for the latest 3 batches (including current batches that are running) by interviewing participants claimed to be involved (employers, candidates etc.)	DOC35: Description of resources, processes and their frequency to provide placement support.	There is **no mechanism in place** to provide placement support.	There is a **designated placement team that** sources jobs for candidates, and undertakes efforts to source jobs, however, specific efforts for each batch are found lacking.	There is a designated placement team that sources jobs for candidates, and undertakes efforts to source jobs, however, **specific efforts for each batch are found lacking. However, there are some 'repeat' employers** that have been hiring from the PIA for more than 1 year.	Adequate **efforts are undertaken for each batch** during the training to source jobs, e.g.: job melas, OJTs with potential employers etc.	There is a **credible pipeline of jobs clearly identified for each batch at the time that the batch starts**. PIA has clear approaches to find jobs better suited based on candidates' profile, location, training, and experience.

DDU-GKY

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
12	SQ 17	What is the system of recording the **feedback of the employers** where trained candidates are placed? Additionally: During the appraisal, obtain supporting evidence (Employer feedback in form of letter, e-mail correspondence etc.) Cross check with employers in case of lack of documentation. Check whether i) Metrics on employer satisfaction are tracked for last one year; and whether ii) Ready documentation, aggregation and analysis of all the feedback received is available.	DOC41: Description of processes for taking employers' feedback on candidates hired and on training centers etc. DOC44: Mention which employers have shared positive/negative feedback in past one year, and the number of people these employers have hired in the past 1 year.	**No feedback** is obtained from employers over the last 1 year.	i) Feedback has been **obtained for some batches from some employers** over the last 1 year.	i) Feedback is obtained for each batch **from employers that in aggregate have employed more than 20% of candidates** placed by the PIA in last 1 year.	i) Feedback is obtained for each batch from employers that in aggregate have employed more than **30%** of candidates placed by the PIA in last 1 year.	i) Feedback is obtained for each batch from employers that in aggregate have employed **more than 50% of candidates** placed by the PIA in last 1 year.

Sl. No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Scheme				
				1 point	4 points	6 points	8 points	10 points
Quality Assurance								
13	SQ 2	Is there a process of independent internal or quality audit for existing skilling operations? During the appraisal, obtain supporting evidence for independence of auditors.	DOC10: Process of internal or quality audit for skilling operations. Please mention name of the organisation that conducts internal audit, and names of current internal auditors, their designations, and other tasks that they handle in the organisation. DOC11: Please submit the last internal audit report submitted by the auditors.	1. There is **no process of internal or quality audit** for skilling operations.	1. Internal audit is **non-independent** (i.e. conducted by those involved in the skilling operations)	NA	1. Skilling operations are subject to independent internal audit **conducted by a team within the organisation**, but independent of the operations team. **Note:** For existing DDU-GKY PIAs, Q-team would be an equivalent of team conducting internal audit.	1. Skilling operations are subject to independent internal audit conducted by a team independent of the PIA applicant.
14	RQ 12	Review of performance of PIA in DDU-GKY or other skilling projects, if it's already an existing PIA.	DOC29: For an existing PIA, Performance report, includes Data on number of candidates trained and placed versus target in the	For active projects Training not initiated after 2 months of	For active projects Training initiated for less than 10% of target till date	For active projects, Shortfall of less than 10% as per agreed	For active projects, There is shortfall of less than 5% as per agreed	For active projects, Applicant has achieved training and placement target as per agreed

			sanction order to be submitted by applicant. DOC30: Self declaration by the CEO/ COO/ Head of Skilling Operations if any DDU-GKY projects or other government skilling projects that have been foreclosed, of any instances of blacklisting, and until what date is the blacklisting effective, and of any bankruptcy proceedings initiated against the applicant.	disbursement of first instalment For projects more than 3 years old. Project targets were reduced by half but not achieved	and or placement is less than 50% of the trained batch For projects more than 3 years old Project targets were reduced and yet 50% of the allocated projects awaiting closure.	prospective work schedule for training and placement target For project more than 3 years old. Project targets allocated were achieved and completion report submitted for 25% of the projects	prospective work schedule for training and placement target For projects more than 3 years old Project targets allocated are achieved and completion report submitted for 50% of the allocated projects	prospective work schedule For projects more than 3years old Project targets allocated are achieved and completion report submitted (75% of the projects awarded) and/or project closure certificate received
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
15	RQ 18	What is the information system in place **for skilling operations**, and what kind of information is maintained in its ambit? Is there a functional ERP available? Additionally: During the appraisal, check whether i. Individual files for candidates, trainers,	DOC58: Description of the information system(s) or ERP in place for managing operations and maintaining data across life cycle of the training program. Refer to the exhaustive list to check if the required data is maintained:	No information system or ERP in place for skilling operations	Manual data is maintained with help of book keeping or simple excel sheets The data is restricted to rudimentary candidate data	N/A	Retrievable and readily traceable data is maintained manually for candidates, trainers training delivery and other aspects efficiently	Retrievable and readily traceable data is maintained manually or on fully functional ERP system for candidates, trainers training delivery and other aspects efficiently and effectively. The

		employers have been maintained or not. ii. Files for operational performance and reports submitted to PIA HQ are maintained or not. iii. For all management and reporting throughout the skilling operations, is there an ERP used, or are there independent systems used by various functions, and various locations?	Exhaustive list: i. Enrolment percentage of each batch, ii. Drop out percentage, iii. Attendance of candidates and trainers, iv. Performance of candidates in formative assessments, v. Status of OJT conducted for each student, vi. Performance of candidates in summative assessments, vii. Conversion rate from candidates trained to candidates taking assessment tests,					evidence of this can be provided accurately for past two years of functioning.
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
			viii. Salaries of candidates, ix. Placement percentages, x. Candidate retention duration with employers, xi. Proportion of repeat employers of the PIA's candidates, xii. Placement status for up to one year after candidates have finished training, xiii. Adherence to lesson plan and training calendar,					

			xiv. Performance in projects against targets and annual action plan, xv. Candidate satisfaction and dissatisfaction					
Financials								
16	RQ 5	What are the CIBIL Scores of directors and promoters during the last 6 months? Are there any scored lower than 700, which would be an indicator of risk? **Note:** CIBIL score of NA (Not Available) or NH (No History) indicates that no risks have been identified. As per CIBIL website, 79% of the loans approved are for individuals with a score greater than 750. Where credit history is less than 6 months old, the score is given between 1-5. Here, a score of 3 denotes a medium risk and score of 1-2 denote high risk.	DOC5: CIBIL scores of directors and promoters. CIBIL SCORES for only Whole time Directors & Promoters required. In case, there are more than 1 full time director or promoter, than an average of the CIBIL score can be rated	If one of the promoter / Whole-time director (WTD) of the applicant has a CIBIL score of less than 650 and if overall average is less than 700 If more than 50% of promoters / WTD have a score of -1 or 0 If any promoter / WTD of the applicant has a CIBIL score of 1 or 2	If one of the promoter / WTD of the applicant has a CIBIL score in the range of 650-700 and the average score of promoter / WTD is 700-725 If less than 50% of promoters / WTD have a score of -1 or 0 If any promoter / WTD of the applicant has a CIBIL score of 3	If none of the promoter / WTD of the applicant has a CIBIL score less than 700 and the average score is 700-725 If any promoter / WTD of the applicant has a CIBIL score of 4 or 5	If none of the promoter / WTD of the applicant has a CIBIL score less than 700 and the average score is 725-750	If none of the promoter / WTD of the applicant has a CIBIL score less than 700 and the average score is more than 750

Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
17	SQ 21	What is the net working capital available, to sustain gaps in releases of tranches? Given a tentative prospective project work schedule, please estimate for how long is the net working capital cover available to cover project expenses (after deducting any adjustments to be made for negative cash flow as per the projected cash flow statement), after the funds given in first tranche under DDU-GKY get exhausted and the physical and financial eligibility for second tranche has been met, and before second instalment is released. For the purpose of this calculation, the projected working capital figures can be used.	DOC59: CA certified Free fund flow statement for last three years. DOC60: PIA's projected free fund flow statement for next three years, reflecting quarterly or monthly balance of working capital. DOC61: Projected DDU-GKY project cash flow based on a tentative prospective project work schedule and release of instalments (PPWS) for the concerned project only. DOC60 and DOC61 to be accompanied by a chartered accountant's statement issued in line with SAE 3400 (AAS 35), “The Examination of Prospective Financial Information”, issued by the	Available for less than 1 month (1 point) Available for less than 2 months (2 points)	Available for less than 3 months (3 points) Available for less than 4 months (4 points)	Available for less than 5 months (5 points) Available for less than 6 months (6 points)	Available for less than 7 months (7 points) Available for less than 8 months (8 points)	Available for less than 9 months (9 points) Available for more than 9 months (10 points)

		Note: Are there long term debtors that affect the working capital? In your risk assessment, please calculate the duration for which working capital cover is available, excluding debts	ICAI. (Available at http://resource.cdn.icai.org/15410Link45_3400SAE-AAS35.pdf)					
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
		owed to PIA applicant that are older than 6 months. During the appraisal, check whether the PIA's free cash flow of last three years lead naturally to PIA's projected cash flow? If not, how does the PIA explain the projected cash flow?						
18	RQ 8	How frequent are the adverse auditor comments in audited financial statements of last three years?	DOC12: Audited financial statements for the last three fiscal years, along with, auditor's opinion and all footnotes (if not already submitted as part of the application), schedule and ageing of debtors.	If the audit report has adverse opinion in any of the last three years.	If the audit report has qualified opinion in any of the last three years and no adverse opinion is given in any of the last three years.	NA	If the audit report has 'emphasis of matter' opinion in any of the last three years and no adverse opinion or qualified report is given in any of the last three years.	If unqualified reports are given by the auditor in all of the last three years.

19	SQ 22	Debt servicing history, to reduce risk of expropriation of DDU-GKY funds to debt servicing: How well does the PIA applicant service its long and short term debt, including repayment of both, interest and principal amount as per the debt contracts? Please refer to the CCR, and notice any 'assets' classified as Substandard, Doubtful, or Loss.	DOC62: A Company Credit Report (CCR) or a Commercial Credit Information Report issued by CIBIL within 6 months prior to date of project application. Specimen: https://www.cibil.com/sites/default/files/pdf/understand-your-cibil-company-credit-report.pdf DOC63: If not already clearly stated in the audited financial statements, a declaration from the PIA	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 10% (1 point) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 9% (2 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 8% (3 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 7% (4 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 6% (5 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 5% (6 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 4% (7 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 3% (8 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss over 2% (9 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is less than 2%. (10 points)
Sl. No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Scheme**				
				1 point	**4 points**	**6 points**	**8 points**	**10 points**
		Note: This information should be obtained for all organisations in the consortium. **Note:** If the credit information is not available from CIBIL for any reasons beyond the control of PIA applicants, applicants should provide the credit information report from the bankers that they have taken	applicant's statutory auditors declaring the contingent liabilities not reflected in the audited financial statements, or a statement that there are no contingent liabilities, including guarantees or assurances provided to third parties or an affiliated company, unused encashable leaves of employees, insufficient or					

		credits or loans from, as reflected in the latest balance sheets.	non-payment of employee social insurance and taxes, possible litigation risks caused by violation of the laws and regulations.					
20	RQ 9	Whether Income Tax Returns, Service Tax Returns, and annual filings with ROC (say, in case of companies), ETDS, VAT, PF, ESI and other applicable returns for the last three years have been timely, and payments of respective dues have been on time?	DOC13: Self-declaration by CEO/ CFO of which statutory payments is the organisation required to make and which statutory returns is the organisation required to file, and whether these payments and returns have been filed on time. DOC14: Statutory payments and returns--Income Tax Returns, Service Tax Returns, and annual filings with ROC (say, in case of companies), ETDS, VAT, PF, ESI and other applicable returns--may be provided for review during the appraisal.	NA	NA	NA	NA	NA

Reference Templates Question Sheet 1

PA/ DOC2-01

RQ2/Doc 2 Description of experience of promoters, directors, and chief executives and their experience in providing skilling/training or placements in captive

Name	*Organisation*	*Type of organisation*	*Designation*	*Detail of roles*	*Duration of work*

employment or otherwise.

In case more than 2 years in an organisation kindly share details of all roles held during the duration of work.

PA/ DOC58-01

RQ18/Doc 58 Description of the information system(s) or ERP in place for managing operations and maintaining data across life cycle of the training program.

Refer to the exhaustive list to check if the required data is maintained.

Sno.	List of Data Points	Documents for reference* As per DDU-GKY SOP	Maker-Primary	Checker-Secondary	Reviewer/ Approver	Data for 3 batches to be filled by PIA in last 1 year			Remarks by Appraiser
						1	2	3	
1.	Enrolment percentage of each batch	SF 6.3A2-Enrolment summary of the batch	Centre manager	Operations head	CEO				
2.	Drop out percentage	SF 6.3A2- Enrolment summary of the batch							
3.	Attendance of candidates and Trainers	SF 5.1I(Candidate) & SF 5,1J(Trainers)							
4.	Performance of candidates in formative assessments	SF 5.1M- Summary of evaluation & Assessment done							

5.	Status of OJT conducted for each student	SF 4.6A- OJT plan for the batch							
6.	Performance of candidates in summative assessments	SF 5.1M- Summary of evaluation & Assessment done							
7.	Conversion rate from candidates trained to candidates taking assessment tests								
8.	Salaries of candidates	7.1 B1-Tracking form							
9.	Placement percentages								
10.	Candidate retention duration with employers	SF 9.4A: Grading of placement quality of a project							
11.	Proportion of repeat employers of the PIA's candidates								
12.	Placement status for up to one year after candidates have finished training	SF 9.4A: Grading of placement quality of a project							
13.	Adherence to lesson plan and training calendar	SF 9.3A: Grading of batch training quality							
14.	Performance in projects against targets and annual action plan								
15.	Candidate satisfaction and dissatisfaction	SF 5.1L1-Candidate Feedback form & SF 5.1L2 Summary of evaluation done							

PA/ DOC8-01

SQ1/DOC8: Organization chart with names (if available), designations and KPIs that each person is responsible for, with respect to skilling operations.

Sno.	KPI	Responsibility- primary	Responsibility secondary	Reviewer
1.	Enrolment percentage of each batch	Centre manager	Operations head	CEO
2.	Drop out percentage			
3.	Attendance of candidates and Trainers			
4.	Performance of candidates in formative assessments			
5.	Status of OJT conducted for each student			
6.	Performance of candidates in summative assessments			
7.	Conversion rate from candidates trained to candidates taking assessment tests			
8.	Salaries of candidates			
9.	Placement percentages			
10.	Candidate retention duration with employers			
11.	Proportion of repeat employers of the PIA's candidates			
12.	Placement status for up to one year after candidates have finished training			
13.	Adherence to lesson plan and training calendar			
14.	Performance in projects against targets and annual action plan			
15.	Candidate satisfaction and dissatisfaction			

PA/ DOC47-01

SQ18/Doc 47 Please quote specific examples of events organized and reference them with dates, which batches did the employers meet, and names of employers' representatives.

S. No.	Organization name	Employer Representative Name & Contact no.	Batch no. & Date of interaction	Evidence of Interaction*

***Evidence of Interaction** may include, Activity lesson planner/Batch scheduler, Videos, Photographs, Feedback Email sent out by Employer, or Feedback written on the employer letter head. Appraiser may cross verify the same by contacting employer.

PA/FM/ DOC69-01

SQ25/Doc 69 Details of salaries paid to current domain trainers and other trainers, and proposed salaries for DDU-GKY trainers..

S.No.	Name of the Trainer	Domain/Non-Domain(Soft Skill, English , IT, Numeracy, Other)/Lead trainer	Part-time/Full Time	Salary(INR)	Evidence Attached*

Kindly provide the list of current domain trainers and other trainers with, part-time/full-time, subject, number of batches, salary slips (with organisation stamp and signature) and Bank account statements/Passbook Entry reflecting transfer of salary. Proposed salary structure for DDU-GKY trainers

Annexure VIII

Question Sheet 2: For PIA applicants that have NOT conducted MES/QP-NOS/NSQF compliant courses for at least 1 year							
S.No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Schema**			
				1 point	**4 points**	**8 points**	**10 points**
Organization Strength							
1	SQ 1	What is experience of investors or promoters with more than 5% equity stake in the organization in having founded or invested in successful companies, and having remained an investor for at least two years?	DOC101: Profiles of investors and promoters. Letter from Company Secretary/Chartered Accountant. Board membership document for PIA applicant.	The investors or promoters have **no track record** of having founded or invested in successful organizations.	**One or two investors or promoters** have a track record of having founded or invested in successful organizations, over last 5 years.	**Three to five investors or promoters** have a track record of having founded or invested in successful organizations for more than 5 years.	**Multiple investors or promoters** have a track record of having founded or invested in multiple successful organizations for more than 10 years.
2	SQ 2	What is the work experience of top management team in leading successful organizations in top management positions?	DOC102: CVs of top management team.	The top management team of the PIA applicant has **no track record** of having led successful organizations.	**One or two members of the top management team** have led a successful organization.	**More than two members of the top management team** have led a successful organization.	**Almost all members of the top management team** of the PIA applicant have led a successful organization.

3	AQ 3	Is there a clear approach for who will be accountable for various KPIs at middle and senior management level in the organization?	DOC107: Proposed organization chart with names (if available), designations and KPIs that each person will be responsible for, with respect to skilling operations. Description of what standards or bands have been defined for each KPI, and if not, what is the approach for defining those standards or bands.	**No clarity on accountability** for KPIs and job description of senior management/ trainers	Accountability is **defined for some KPIs** but not all. Job description is not provided for trainers, project manager, training centre in charge, mobilisation head and placement head.	Accountability is defined **for all KPIs with job description**, but specific standards /**Measurable parameters have** not been defined for all KPIs.	Accountability is **defined for all KPIs with job description**, with **specific standards/bands/ Measurable Parameters** having been defined for all KPIs.
S.No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Schema**			
				1 point	**4 points**	**8 points**	**10 points**
			Note: Document 107 should include Job descriptions of trainers, project managers at PIA HQ, training centre in charge, mobilization head, and placement head.				
Training Infrastructure & Delivery							

4	SQ 4	What is the PIA applicant's internal in-service training experience? This could be conducted internally or by hiring external agents.	DOC113: In-service training details conducted in last 3 years. Details to include course/training name, topics covered, impact on candidate e.g. promotion, placement, certificate issued, etc. length of training, objectives of training, sample copies of content used, and profiles of trainers.	The PIA applicant has **no internal training experience,** or there is an internal training or orientation program in place that does not require domain experts or practitioners, or the internal training and orientation program is delivered with poor quality material, or no material.	There is an existing structured and consistently implemented training program, with **up to 1,000 people having been trained** under it.	There is an existing structured and consistently implemented training program, with **up to 5,000 people having been trained** under it.	There is an existing structured and consistently implemented training program with well develop content that is regularly updated, learning objectives, and assessment mechanism, with **more than 5,000 people trained.**
5	AQ 16	Which are the **employers that will hire the DDU-GKY candidates**? Are there arrangements in place with those employers for potential recruitment?	DOC138: Details of prospective employers of DDU-GKY candidates, if already identified (along with written agreements with prospective employers if the arrangement is documented, and contact details).	**No proof of tie-ups with potential employers** have been found in place and no credible skill gap	Proof of tie-ups with potential employers or internal workforce requirement in case of captive	Proof of tie-ups with potential employers or internal workforce requirement in case of captive employment,	Proof of tie-ups with potential employers or internal workforce requirement in case of captive employment,
S.No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Schema**			
				1 point	**4 points**	**8 points**	**10 points**
		Cross-verify arrangements with potential employers. Check if the additional supply that DDU-GKY creates can be absorbed, does it	DOC124 : Skills gap analysis	analysis conducted by applicant PIA.	employment, catering to **less than 50% of the proposed target**	catering to **more than 70%, but less than 100% of the proposed target**	catering to **more than 100% of the proposed target. So that each**

		replace another skilling operation, or is there fresh demand. Check if there are adequate potential recruiters for DDU-GKY candidates, so that each candidate will be offered at least two jobs. In case of captive employers, please consider their current and projected revenue and workforce strength to assess if they will be able to absorb the skilled candidates, as proposed. If possible, find out what is the retention duration of rural youth hired by employer in the past.					**candidate is offered at least two jobs**
6	AQ20	Is there a proposed standardized internal or an external training-of-trainer program for capacity building and certification of trainers?	DOC157: Proposed processes for training-the-trainers in the PIA, and details of any training programs conducted that the trainers currently with PIA applicant have gone through.	There is no proposed process in place for TOT and capacity building of the trainers		There is a dedicated approach and process proposed for TOT and continuous capacity building of trainers.	There is a dedicated approach and process for TOT and continuous capacity building of trainers. All trainers currently in the organization have undergone

S.No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Schema			
				1 point	4 points	8 points	10 points
							TOT program at least once.
Placement							
7	RQ5	Based on past employment in the PIA applicant, review: 1. Whether retention rates are high (at least 3 months after joining), especially for migrant rural youth, 2. Whether working conditions across the proposed employment network are good, 3. Whether feedback from people whom they have placed or employed in the past is positive, 4. Whether opportunities for career progression are clearly laid out and accessible. Also review past employment in those organizations in the network where the PIA applicant has proposed to place DDU-GKY candidates. This is to understand how effective employment has been in the past.-	DOC114: Data on existing workforce for those job roles for which skilling is proposed in the proposed employment network (PIA applicant and its proposed employers), and career progression paths available for skilled candidates that take up those job roles. Aggregate numbers would be sufficient, and actual names of employees are not required at this stage. (Feedback from current employees in the network, retention rates, and working conditions to be understood through field visits.)	No recorded proofs of employees for the retention period	The learners have been placed however retention rates for more than a month are not good	The learners have been placed and have worked for minimum three months. The working conditions need not be always good	The learners have been placed and have worked for minimum three months. The working conditions have been fairly good. The employers are happy and have continued to place students
8	AQ7	Is there a clear approach for a proposed **placement team to contact placed candidates** regularly to identify their pain areas/obtain their feedback, and	DOC119: Description of proposed process of staying in touch with placed candidates and obtaining their feedback and pain areas, parameters on which feedback	No Clarity in the proposed process to obtain candidate's feedback regularly	Clearly defined process to obtain candidates feedback including		Dedicated Placement Team in place, along with clearly defined process to obtain

		coordinates provision of requisite support?	will be obtained, schedule and frequency of contact		schedule and frequency of contact, Review mechanism not		candidates feedback including schedule and frequency of
S.No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Schema**			
				1 point	**4 points**	**8 points**	**10 points**
			DOC120: Approach to providing post placement support and being in touch with candidates to ensure better retention of candidates after placement.		defined, Placement team yet to be hired		contact, and review mechanism.
9	SQ 7	Quality of jobs proposed Based on Skill gap analysis	DOC124 :Skill Gap analysis (listed above).- **Average Starting Salaries Proposed**	Average starting salaries proposed for candidates is below Rs. 6000	Average starting salary proposed is between Rs. 6000-Rs.7499	Average starting salary proposed is between Rs. 7500-Rs.14,999	Average starting salary proposed is Rs. 15,000 or more
10	AQ 10	What will be PIAs approach to **provide placement support** to candidates?	DOC129: Proposed processes/activities and their frequency to provide placement support to candidates.	There is no proposed process in place to provide placement support to candidates	Clearly defined process and metrics to provide placement support to the candidates including frequency ,Review mechanism not defined, Placement team yet to be hired		There is a dedicated Placement team in place and process proposed to provide placement support has clearly defined activities, timelines and responsibility, along with review mechanism

DDU-GKY

S.No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Schema			
				1 point	4 points	8 points	10 points
Quality Assurance							
11	AQ 19	What is the information system/ERP that is proposed to be put in place **for skilling operations**, and what kind of information is maintained in its ambit?	DOC146: Description of the information system(s) or ERP in place for managing operations and maintaining data across life cycle of the training program.	No information system or ERP in place for skilling operations	Plan to maintain Manual data with the help of book keeping or simple excel sheets. The data is restricted to rudimentary candidate data	Have planned to adapt or replicate the current data management systems. This management system is Retrievable and readily traceable however the data is maintained manually	Has current system of fully functional ERP intends to extend or adapt it to the requirements of the skilling
12	RQ 7	Does the PIA applicant have quality assurance and internal audit mechanisms for its existing operations? Are these processes found to be adequate and effective? Is there a specifically designated position to drive quality assurance and internal audit?	DOC162: Description of current quality assurance and internal audit processes for existing (non-skilling and skilling) operations.	There is **no process in place for quality assurance and internal audit mechanism** for existing operations	Internal audit is **non-independent** (i.e. conducted by those involved in the skilling/non skilling operations)	A designated internal position (Quality team) with clearly defined Quality Assurance and internal audit processes are in place	Skilling/Non Skilling operations are subject to internal audit conducted by a team independent of the PIA applicant.

S.No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Schema			
				1 point	4 points	8 points	10 points
Financials							
13	RQ2	What are the CIBIL Scores of directors and promoters during the last 6 months? Are there any scored lower than 700, which would be an indicator of risk? Note: CIBIL score of NA (Not Available) or NH (No History) indicates that no risks have been identified. As per CIBIL website, 79% of the loans approved are for individuals with a score greater than 750. Where credit history is less than 6 months old, the score is given between 1-5. Here, a score of 3 denotes a medium risk and score of 1-2 denote high risk.	DOC105: CIBIL scores of directors and promoters. CIBIL SCORES for only Whole time Directors & Promoters required. In case there are more than 1 full time director or promoter, than an average of the CIBIL score can be rated	If one of the promoter/ Whole-time director (WTD) of the applicant has a CIBIL score of less than 650 and if overall average is less than 700 If more than 50% of promoters/ WTD have a score of -1 or 0 If any promoter/ WTD of the applicant has a CIBIL score of 1 or 2	If one of the promoter/ WTD of the applicant has a CIBIL score in the range of 650-700 and the average score of promoter/ WTD is 700-725 If less than 50% of promoters/ WTD have a score of -1 or 0 If any promoter/ WTD of the applicant has a CIBIL score of 3	If none of the promoter/ WTD of the applicant has a CIBIL score less than 700 and the average score is 725-750	If none of the promoter/ WTD of the applicant has a CIBIL score less than 700 and the average score is more than 750

S.No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Schema			
				1 point	4 points	8 points	10 points
14	SQ 10	What is the net working capital available to sustain gaps in releases of tranches? Given a tentative prospective project work schedule, please estimate for how long is the net working capital cover available to cover project expenses (after deducting any adjustments to be made for negative cash flow as per the projected cash flow statement), after the funds given in first tranche under DDU-GKY get exhausted and the physical and financial eligibility for second tranche has been met, and before second instalment is released. For the purpose of this calculation, the projected working capital figures can be used. Note: Are there long term debtors that affect the working capital? In your risk assessment, please calculate the duration for which working capital cover is available, excluding debts owed to PIA applicant that are older than 6 months.	DOC147: CA certified Free fund flow statement for last three years. DOC148: **PIA's projected free fund flow statement** for next three years, reflecting quarterly or monthly balance of working capital. DOC149: Projected **DDU-GKY project cash flow** based on a tentative prospective project work schedule and release of instalments (PPWS). DOC148 & DOC149 to be accompanied by a **chartered accountant's statement** issued in line with SAE 3400 (AAS 35), "The Examination of Prospective Financial Information", issued by the ICAI. (Available at http://resource.cdn.icai.org/15410Link45_3400SAE-AAS35.pdf)	Available for less than 1 month (1 point) Available for less than 2 months (2 points) Available for less than 3 months (3 points)	Available for less than 4 months (4 points) Available for less than 5 months (5 points)	Available for less than 6 months (6 points) Available for less than 7 months (7 points) Available for less than 8 months (8 points)	Available for less than 9 months (9 points) Available for more than 9 months (10 points)

S.No.		Questions	Documents/Information to be obtained before the appraisal begins.	Scoring Schema			
				1 point	4 points	8 points	10 points
15	RQ3	How frequent are the adverse auditor comments in audited financial statements of last three years?	DOC109: Audited financial statements for each of the applicants for the last three fiscal years, along with, auditor's opinion and all footnotes (if not already submitted as part of the application), schedule and ageing of debtors.	If the audit report has adverse opinion in any of the last three years.	If the audit report has qualified opinion in any of the last three years and no adverse opinion is given in any of the last three years.	If the audit report has 'emphasis of matter' opinion in any of the last three years and no adverse opinion or qualified report is given in any of the last three years.	If unqualified reports are given by the auditor in all of the last three years.
16	SQ 11	Debt servicing history, to reduce risk of expropriation of DDU-GKY funds to debt servicing: How well does the PIA applicant service its long and short term debt, including repayment of both, interest and principal amount as per the debt contracts? Please refer to the CCR, and notice any 'assets' classified as Substandard, Doubtful, or Loss. Note: This information should be obtained for all organizations in the consortium. Note: If the credit information is not available from CIBIL for any reasons beyond the control of PIA applicants, applicants should provide the credit information report from the bankers that they	DOC150: A Company Credit Report (CCR) or a Commercial Credit Information Report issued by CIBIL within 6 months prior to date of project application. Specimen: https://www.cibil.com/sites/default/files/pdf/understand-your-cibil-company-credit-report.pdf DOC151: If not already clearly stated in the audited financial statements, a declaration from the PIA applicant's statutory auditors declaring the contingent liabilities not reflected in the audited financial statements, or a statement that there are no contingent liabilities, including	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 10% (1 point) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 9% (2 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 8% (3 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 7% (4 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 6% (5 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 5% (6 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 4% (7 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is over 3% (8 points)	Of total 'assets', assets classified as Substandard, Doubtful, or Loss over 2% (9 points) Of total 'assets', assets classified as Substandard, Doubtful, or Loss is less than 2%. (10 points)

		have taken credits or loans from, as reflected in the latest balance sheets.	guarantees or assurances provided to third parties or an affiliated company, unused				
S.No.		**Questions**	**Documents/Information to be obtained before the appraisal begins.**	**Scoring Schema**			
				1 point	**4 points**	**8 points**	**10 points**
			encashable leaves of employees, insufficient or non-payment of employee social insurance and taxes, possible litigation risks caused by violation of the laws and regulations.				
17	RQ 4	Whether Income Tax Returns, Service Tax Returns, and annual filings with ROC (say, in case of companies), ETDS, VAT, PF, ESI and other applicable returns for the last three years have been timely, and payments of respective dues have been on time?	DOC110: Self-declaration of which statutory payments is the organization required to make and which statutory returns is the organization required to file, and whether these payments and returns have been filed on time. DOC111: Statutory payments and returns--Income Tax Returns, Service Tax Returns, and annual filings with ROC (say, in case of companies), ETDS, VAT, PF, ESI and other applicable returns--may be provided for review during the appraisal.	NA	NA	NA	NA

Reference Templates Question Sheet 2

PA/ DOC101-02

SQ1/DOC101: Profiles of investors and promoters. Letter from Company Secretary/Chartered Accountant. Board membership document for PIA applicant..

S.no.	Name	Company Name	Role (Investor/Promoter)	%age of stake in the company	Years of Association	Evidence*
1.					From: To:	
2.					From: To:	
3.					From: To:	
4.					From: To:	
5.					From: To:	

*Letter from Company Secretary/Chartered Accountant. Board membership document for PIA applicant

PA/ DOC102-02

SQ2/DOC102: Work experience of top management team in leading successful organizations in top management positions.

S.no.	Name	Organization Name	Position Held	Description of role	Years of Association	Evidence*
1.					From: To:	
2.					From: To:	
3.					From: To:	
4.					From: To:	
5.					From: To:	

*CVs of Top Management team(Company Stamp)

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PA/ DOC113-02

SQ4/DOC113: In-service training details conducted in last 3 years. Details to include course/training name, topics covered, impact on candidate e.g. promotion, placement, certificate issued etc, length of training, objectives of training, sample copies of content used, and profiles of trainers.

Sno.	Objective of training	Topics covered	Duration(in Hrs)	Impact on the candidate(s)	Evidence*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

***Sample copies of content used and Profile of Trainer(s)**

AQ3/DOC107: Organization chart with names (if available), approach for who will accountable for various KPIs at middle and senior management level in the organization.

Sno.	KPI	Responsibility- primary	Responsibility secondary	Reviewer
1.	Enrolment percentage of each batch	Centre manager	Operations head	CEO
2.	Drop out percentage			
3.	Attendance of candidates and Trainers			
4.	Performance of candidates in formative assessments			
5.	Status of OJT conducted for each student			
6.	Performance of candidates in summative assessments			
7.	Conversion rate from candidates trained to candidates taking assessment tests			
8.	Salaries of candidates			
9.	Placement percentages			
10.	Candidate retention duration with employers			
11.	Proportion of repeat employers of the PIA's candidates			
12.	Placement status for up to one year after candidates have finished training			
13.	Adherence to lesson plan and training calendar			
14.	Performance in projects against targets and annual action plan			
15.	Candidate satisfaction and dissatisfaction			

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PA/DOC146-02

AQ19/Doc 146 Description of the information system(s) or ERP in place for managing operations and maintaining data across life cycle of the training program.

Refer to the exhaustive to see the information system/ERP that is proposed to be put in place for skilling operations

Sno.	List of Data Points	Documents for reference* As per DDU-GKY SOP	Maker-Primary	Checker-Secondary	Reviewer/ Approver	Data for 3 batches to be filled by PIA in last 1 year			Remarks by Appraiser
						1	2	3	
1.	Enrolment percentage of each batch	SF 6.3A2-Enrolment summary of the batch	Centre manager	Operations head	CEO				
2.	Drop out percentage	SF 6.3A2- Enrolment summary of the batch							
3.	Attendance of candidates and Trainers	SF 5.1I(Candidate) & SF 5,1J(Trainers)							
4.	Performance of candidates in formative assessments	SF 5.1M- Summary of evaluation & Assessment done							
5.	Status of OJT conducted for each student	SF 4.6A- OJT plan for the batch							
6.	Performance of candidates in summative assessments	SF 5.1M- Summary of evaluation & Assessment done							
7.	Conversion rate from candidates trained to candidates taking assessment tests								
8.	Salaries of candidates	7.1 B1-Tracking form							
9.	Placement percentages								
10.	Candidate retention duration with employers	SF 9.4A: Grading of placement quality of a project							
11.	Proportion of repeat employers of the PIA's candidates								

12.	Placement status for up to one year after candidates have finished training	SF 9.4A: Grading of placement quality of a project							
13.	Adherence to lesson plan and training calendar	SF 9.3A: Grading of batch training quality							
14.	Performance in projects against targets and annual action plan								
15.	Candidate satisfaction and dissatisfaction	SF 5.1L1-Candidate Feedback form & SF 5.1L2 Summary of evaluation done							