

# DEVELOPMENT SUPPORT AGENCY OF GUJARAT

BLOCK No. 8/2, NEW SACHIVALAYA

GANDHINAGAR – 382010

<http://www.vanbandhukalyanyojana.gujarat.gov.in/>

<http://tribal.guj.nic.in/>

**SKILL TRAINING PROGRAM (COMPREHENSIVE IMPLEMENTATION MANUAL)**

**No: VKY/2009/808/D-SAG**

**Date- 15-09-2011**

To

Project Administrator/Skill Training Partners

**Subject:** Comprehensive Implementation Manual /General guidelines for Skill Training Projects under Vanbandhu Kalyan Yojna;

Sustainable livelihood generation for landless, poor tribal youth through enhancement of skills all the way through training is one of the program under Vanbandhu Kalyan Yojana (CM's Ten Point Programme) to fulfill its objective of doubling of income of Schedule Tribe Families in Integrated Tribal Development Project (ITDP) Talukas of Gujarat. Development Support Agency of Gujarat (D-SAG) has joined hands with various private partners, NGOs, as well as Government Machinery for implementation of such result oriented Skill Training program.

## **Project Components:**

### **1. Training:**

- a. Basic Training: It involves soft skills, personality development, communication skills, attitude development, basic computer literacy etc.
- b. Technical Training: This involves technical training on the selected module. Training in various high demand and need based modules is being given to Scheduled Tribe Candidate.

### **2. Placement:**

67% of total trained candidates must be offered placement\*.

\*"Placement" means the trained candidate be offered placement in the relevant trade/area in which the training has been imparted, remains in the employment and gets the salary for the first month.

### **3. Handholding:**

One year handholding\* from the day one of placement is the mandate of this project.

\*"Handholding" means the Skill Training Providers (STP) should keep a track of trained candidates and providing continuous non monetary assistance to candidates for complete one year after the placement

**General Guidelines** - over and above the Frameworks Manual of D-SAG and order dated 4/5/2009 and terms and conditions in the workorders:

### **I. Selection of Agency:**

1. Skill Training Providers at any level either D-SAG or District can be selected only through e-Tendering process
  2. Project Administrator can refer tender documents at website of Vanbandhu Kalyan Yojana for terms and conditions of tender.
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## **II. Selection of Candidates:**

1. Candidates can be selected from 42 tribal talukas covered in the Integrated Tribal Development Area of Gujarat with a prior approval of Project Administrator of that district;
2. Administrative Sanction from concerned TASP office is mandatory before mobilization of candidates.
3. Selection procedure should be done through interviews or a test to assess the aptitude of trainees, one representative from each district must be called during the screening for selection of candidates.
4. Candidates must be in age group of 18-32 years, if more separate approval from Project administrator will be required.
5. Database of 3.6 lakh candidate is available at <http://tribal.guj.nic.in/QueryEntryForm.aspx>, while STPs can organize road shows, publish advertisement in newspapers, organize job fairs etc. to mobilize candidates.
6. Batch should be finalized only after verification of final list of candidates by Project Administrator.
7. The Gender Framework has to be followed in word and spirit for all projects under VKY i.e. 50% female participant should be there during enrollment and placement too. Relaxation will be granted to only those programs where women are not eligible as per industrial norms.
8. Rs. 1,000 must be taken from Male candidate and Rs. 500.00 from Female candidate as enrollment fee for the course under the project.
9. Preference should be given to BPL candidates during selection of candidates, while APL candidates can be selected with a prior approval of Project Administrator. Project Administrator may approve for selection of APL candidates considering the availability of funds and funding guidelines, before disallowing Project Administrator must consult (through email/letter) D-SAG about availability of fund at D-SAG.
10. PTGs should also be given priority during the selection of candidates.

## **III. Training:**

1. All training modules should be both residential (with suitable boarding & lodging facilities) and non residential type (trainees from within 15 km radius can be provided bus fare and they need not avail the residential facilities).
  2. Training should be of minimum 8 hours per days and six days a week.
  3. Batch size should be 25-30 candidates/ batch
  4. Training curriculum/content, methodology and training plan (both theory and practical) to be in lines with basic MES approved syllabus or a syllabus acceptable to the industry. Standard training modules should be prepared in Gujarati.
  5. Each candidate should be given Study Kit which should minimally consist of Detailed Training Modules offered as part of training program in the 1<sup>st</sup> Week of Training (a copy of same to be submitted to TASP office).
  6. The qualifications and experience of trainers/knowledge experts should be maintained as proposed.
  7. NCVT/SCVT/MES certification is mandatory for most basic module in lines with nearest MES course offered to the ST candidates.
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8. On job training of minimum a week should be incorporated in the training duration for each candidate in respective trades.
9. Each Batch should have a unique code respective to district, example – If STP name is X- dist name is Y and batch No. is 1 then code will be X-Y-1, if centralized center then X-cen-Batch No.

**IV. Reporting:**

1. Batch initiation letter with the list of candidates with detailed contact details (address and contact no.), enrolled should be submitted to Project Administrator's office for verification of candidates.
2. Monthly submission of MPR (Monthly Progress Report) to respective Project Administrator's office is mandatory.
3. Batch completion report must be submitted to Project Administrator's office with list of candidates who have completed the training.
4. Placement report (with a supporting document- placement details on employers letter head) should be submitted two times, initial just after the placement and final after 1 month of joining of candidates.
5. Initial placement report should be submitted within 45 days of completion of training while Final placement report one month after submission of initial placement report.
6. Handholding report must be submitted to Project Administrator's office in every three months.

**Online CPMS Entry:** STPs will have to fill up all the details in the Computerized Project Management System of Skill Development Program which is available at <http://tribal.guj.nic.in/>.

**V. Payment Pattern:**

Payment to the STPs will be based on the number of ST youth provided services; in equated quarterly installments (here quarter refers to quarter of training duration). Attendance of candidates should be kept in consideration while counting number of candidates, a candidate must have at least 85% of attendance during the training programme.

1. TIER- I projects:

- Payment of 60% of Per ST youth Total Accepted Contract Value shall be paid during the training.
- For payment of 40% of Per ST youth Total Accepted Contract Value, DSAG will assess the Service Provider's performance after completion of one year of employment of ST youth trainee. On satisfactory performance of Service Provider the balance 40% of the Per ST youth Total Accepted Contract Value shall become payable.

2. TIER –II projects:

- Payment of 60% of Per ST youth Total Accepted Contract Value shall be paid during the training.
- For payment of 40% of Per ST youth Total Accepted Contract Value, DSAG will assess the Service Provider's performance after completion of one year of employment of ST youth trainee. On satisfactory performance of Service Provider the balance 40% of the Per ST youth Total Accepted Contract Value shall become payable.

3. TIER-III projects:

- Payment of 60% of per ST youth Maximum Total Accepted Contract Value shall be paid in equal quarterly installments during the training.
  - The payment of 20% of per ST youth Maximum Total Accepted Contract Value shall become payable after completion of six month of hand-holding.
  - The remaining payment of 20% of per ST youth Maximum Total Accepted Contract Value, D-SAG will assess the Service Provider's performance after completion of one year of
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employment and handholding of ST youth trainee. On satisfactory performance of the Service Provider the balance 20% of the Per ST youth Maximum Total Accepted Contract Value shall become payable.

4. PreTIER-I: as per terms in the work order issued.

## **VI. Penalty and Incentive**

In event the STP fails to provide the services specified by the D-SAG in the pre-confirmed time schedule then D-SAG will levy a maximum of 10% penalty of the Maximum Total Accepted Contract Value of the services to be provided by the Service Provider. The quantum of penalty shall be decided by the D-SAG and it shall be binding and final. On the Service Provider failing to rectify the faults, the D-SAG may get them attended/rectified by any other agency at the risk and cost of the Service Provider and the same will be recovered from the Service Provider. The D-SAG shall terminate the contract on evidence of persistent non-performance by the Service Provider by giving one month notice.

The Service Provider will be offered incentive / penalty as follows with reference to placement:

<b>Incentive</b>	<b>Performance Level (Percentage of total contracted quantum of trainees for the review period)</b>	<b>Penalty</b>
<b>Basic Rate* + 45%</b>	<b>More than 93%</b>	-
<b>Basic Rate + 30%</b>	<b>83% to 92%</b>	-
<b>Basic Rate + 15%</b>	<b>72% to 82%</b>	-
<b>Basic Rate</b>	<b>67% to 72%</b>	<b>Basic Rate</b>
-	<b>57% to 66%</b>	<b>Basic Rate -25%</b>
-	<b>47% to 56%</b>	<b>Basic Rate -35%</b>
-	<b>37% to 46%</b>	<b>Basic Rate -50%</b>
	<b>Less than 37%</b>	<b>Review Contract for cancellation</b>

**\*Basic Rate means rate for training per ST youth without lodging and boarding.**

**Incentive will be given for the candidates according to the zone they fall in, example:**

If the service provider become successful to train and place 90% candidates of a particular batch, then

- ✓ For 72% candidates, basic rate will be given;
- ✓ For 10% candidates that are in incentive band of (72%-82%), will be given Basic rate+15% of basic rate as incentive;
- ✓ While, for rest 8% candidates that are in incentive band of (82%-92%) will be given Basic rate+ 30% of basic rate as incentive.

## **VII. Fund Release:**

1. Project Administrators will arrange for funds from Gujarat Pattern or SCA to TSP etc.;
2. D-SAG has limited funds, so it may release funds, in case there is no funds available at PA office, STP as well as Project Administrator may place request to Chief Executive Officer, D-SAG for release of payment.
3. Enrollment fee as mentioned in point no. 2. (k) **Terms of Service** above must be deducted from the first installment to the service provider. A copy of receipts of token fee/ a declaration by the candidates must be submitted to the TASP office at the time of request for the first installments;
4. Online submission of demand for each invoice raised by service provider is compulsory, and Project Administrator has to update the status of payment within 7 days of creation of demand.

**Before releasing or recommending for fund release:**

1. **Online demand for payment release has been made by STP.**
2. **Training fee (40% in TIER I and 60% in TIER II & III):**
  - ✓ **Should be released of candidates who have attendance of minimum 85%**

- ✓ Quality of training delivery is found satisfactory
- ✓ All the guidelines and frameworks have been properly followed
- ✓ Timely submission of reports

*Note: Gender framework is supposed to be evaluated at the end of every year.*

3. **Incentive and Penalty:** After verification of final placement report submitted by the STP. (in case of penalty, STP will have to pay the calculated amount in favor of D-SAG)

**Note:** Project Administrator will recommend for payments only after verifying all required reports submitted by STP with a one pager report on the performance of STP.

#### **VIII. Termination of Work Order**

The D-SAG has all the right to cancel the contract if the STP commits breach of any or all conditions mentioned below , not limited to, the following (No justification may be asked before cancellation):

- a) It is found that the schedule of implementation of the project is not being adhered to.
- b) The STP stops work and such stoppage has not been authorized by the D-SAG.
- c) The STP may become bankrupt or goes into liquidation other than for project or amalgamation.
- d) The D-SAG gives notice to correct a particular defect/irregularity and the Service Provider fails to correct such defects/irregularity within a reasonable period of time determined by the D-SAG.
- e) If the STP outsources the work to any other agency.
- f) If it is found that that STP is not collecting the enrollment fee from trainees.

If the contract is terminated by the Government of Gujarat / The D-SAG unilaterally, Government will pay to the STP, if any, for the payment for service charges for the period for which the service has been rendered and all other claims through mutually agreeable settlement.



(Milind Torawane)  
CEO, D-SAG

#### **Enclosures:**

- Annexure- I: Role chart of Project Administrator
- Annexure- II: Format for recommendation for payment to STPs by Project Administrators
- Annexure- III: Frequently asked Questions (FAQs)
- Annexure- IV: Monitoring Check List
- Annexure- V: Monthly reporting format for District Consultants

#### **Copy to:**

1. Commissioner Tribal Development Department
2. DS (Services), Tribal Development Department
3. Director, GSDM and
4. Select File

