



SCHEME GUIDELINES – SURYA2.0

Version 1.0

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1. Rationale and Approach

1.1. The Scheme SURYA: SURYA is abbreviated as “Skilling, Upskilling, Reskilling of Youths and assessments”. Surya is a flagship scheme of Haryana Skill Development Mission for Short term skill Trainings, Training of Trainers, Up-Skilling and Recognition of Prior Learning for the Youth of Haryana with 100% financial support granted by Government of Haryana.

2. Eligible Beneficiary of the Scheme

The target group under SURYA is Youth of Haryana in Age group between 16-40 years and the upper age limit for women ,PWDs, Transgender and rehabilitated bonded labour, Victims of trafficking, manual scavengers, HIV + persons etc. shall be 45 years.

The preference for Short term skill trainings shall be given to unemployed youth. The criteria for eligibility under SURYA applicable to candidate who

- Is an unemployed youth or, school/college dropouts,
 - Ownership of/ inclusion in BPL card/PPP/EWS
 - Ownership of/ inclusion in Mukya Mantri Antodaya Yojna
- And
- Possesses an Aadhaar card and a bank account
 - Has a verifiable alternate ID such as PAN or Voter ID or PPP
 - Any other Minimum educational Qualification and age criteria, as defined by the SSCs/Awarding Body/NCVET for the respective job roles/QP.

The relaxation in above comes under discretion and consent of HSDM and the entry requirement may be relaxed in case of Special Groups/Special Projects such as PWDs, Industrial Trainings, Government Entities and institution of repute, Victim of Trafficking, Manual Scavengers, Transgender, Rehabilitated bonded labour and other vulnerable groups.

3. Activity Components

Activities to be done by State Mission and by PIA/TP.

- a. Activities by HSDM
- b. Activities of Training Partner(TP)/ Project Implementation Agency (PIA)

3.a Activities by HSDM: Activities under this section are expected to be undertaken by Mission through District Skill Committee and District Skill Development Agency. The main tasks of Mission is to regulate and overview the tasks of DSC, DSDA and PIAs/TPs.

The main aims and Objectives of DSC and DSDA are as below:

- **District Skill Committees:**

District Skill committees are being formed in each district of Haryana for successful implementation of centrally funded Skill Scheme i.e. PMKVY 3.0 with the following aims:

- A) District Level skill gap and demand assessment
- b) Mobilization of the candidates
- c) Counselling of candidates

d) Facilitation in Placement & Entrepreneurship

- **District Skill Development Agency:** As per state notification no. MTP/SKD/DC/DSDA/1003 dated 24.04.2019, DSDA has been formed in every district of Haryana in the chairmanship of Deputy Commissioner of concerned District. The main objectives of DSDA are:
 - a. Identification of Skill needs of District
 - b. Making Plans for providing skill trainings to Unemployed Youth
 - c. Counselling to unemployed youth for taking up right skill training.

Funding for the District Skill Committee - In order to support the District Skill Committees to carry out the above mentioned activities special funding provisions as a percentage of overall funds has been made in the PMKVY 3.0 Scheme under the following heads

- a) Awareness, Media, Advertisement Expenditure-2% to the District Skill Committee.
- b) Post Placement Expenditure- 1% to the District Skill Committee.
- c) Administrative Expenditure- 2% to the District Skill Committee.

In total a 5% of the PMKVY 3.0 Scheme expenses (For district Targets) has been earmarked to District Skill Committee may be utilised for skill development related activities in District/state.

3.b Activities by PIA/TP:

3.b.1 Mobilization, Counselling and Selection:

Mobilization, counselling and selection of candidates are activities to be undertaken before training is undertaken. On the quality of work done at this stage depends the post training placement and retention rate.

3.b.1.1. Mobilization

The quality of candidates mobilized has a significant impact on retention during training as well as in the jobs they are placed in as well career progression. HSDM has a crucial role in sensitizing local communities to improve the effectiveness and quality of the mobilisation process.

Actual mobilization must be done by the PIA/TP in areas/Districts identified by Mission and provided targets in Work order. The willingness of the candidate identified after mobilisation to undergo the training program has to be ascertained. The selection process for identifying the trainees has to be transparent and open to all stakeholders. There is a fine balance to be had between aspiration, eligibility and aptitude. While all residents have a right to be considered, it could well mean that not all those who are considered for a particular trade are selected. This is acceptable provided records are maintained that show that aptitude tests did not indicate a match between aspiration and potential or the aspirant was not eligible. The fact that PIAs have to ensure that at least 70% of those trained and certified are placed should be motivation enough for them to ensure that inclusion errors are minimised. They also have to validate the income potential of placements made.

PIAs shall give priority in mobilizing and selecting candidates identified as focus/special groups in these guidelines. This serves two purposes.

1. It ensure that none of the residents who are desirous of being skilled and placed are left out from being considered.
2. It allows both parents and candidates to support each other during training and placement. This is especially important if training or placement happens to be in a location less distant from their place of residence.

3.b.1.2 Counselling

Candidate counselling should provide information to prospective trainees on the nature of work in the sector/trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved. This is aimed at helping both candidates and parents make informed choices and to match aptitude with aspirations. Counselling would be done mainly by Training Partners, within frameworks developed by Mission, which may include creation of on-job counselling sources as well as Job Melas.

3.b.1.3 Selection

Selection is the stage after counselling. A list of those selected on the basis of aptitude tests (psychometric and others) and Counselling (by trained counsellors) is prepared and uploaded on the designated MIS. It will be the case that not all candidates who are mobilized attend counselling and not all who attend counselling are finally selected. While it should be ensured that all those desirous of being skilled and placed are considered and put through counselling and aptitude tests, it is possible that not all will be found to have the aptitude required for the training program being organized by that particular PIA/TP. These cases should be separately identified and taken on a state data base for follow up by Mission so that these persons get a chance to enrol for another trade with the same or another Training Partner in the not too distant future.

3b2 Training

The quality of training is influenced by the quality of infrastructure at the training centres, trainers, content, training methods, finishing and work readiness inputs, assessment and certification. There are a number of steps that the Training Partner needs to take with respect to each of these. These are explained below.

3b.2.1 Infrastructure

The following are the important aspects to be borne in mind with respect to infrastructure in a SURYA training centre.

SURYA training centres should have the prescribed:

- i. Furniture, layout, colour scheme and signage important for establishing the SURYA scheme brand
- ii. Lab, classroom and IT facilities
- iii. Training aids
- iv. Geo-tagged time stamped Aadhar authenticated biometric attendance facility for both trainers and trainees in training centers and in industries with interns under the program. In case of projects with duration of more than 12 months, the attendance records maintained in the institution where training is being imparted shall be used.
- v. Fire fighting equipment
- vi. First aid, hygiene, drinking water, canteen and washroom facilities
- vii. Internet and email access of prescribed speed on all It equipment using which all trainees can check their emails and browse the internet
- viii. Access control facilities
- ix. Power back up
- x. Projection and copying equipment
- xi. High speed access to the workflow driven, internet enabled ERP of the Training Partner

- xii. CCTV recording facilities in classroom, labs and common areas.

Before the Training Partner is allowed to begin counselling; each training centre should be checked and certified for compliance on each of the above by a designated official from Mission. The results from this inspection should be uploaded onto a designated web site or emailed to a designated email of Mission. The Mission or its appointed team should verify the report and email its response within seven calendar days of receipt of the Training Partners report

Other aspects to be borne in mind with respect to training centres are detailed below:

- i. Each training centre should have separate space for each domain if proposed to be conducted at the same centre and a dedicated lab. Besides each centre should have a computer lab for IT skills. The space requirement is calculated at a minimum rate of 10 square feet per trainee.
- ii. Training infrastructure may be owned, hired or on lease. State government are encouraged to make available government buildings that have spare capacity or which can be used after normal working hours. Whatever the case it should be clearly mentioned in the project proposal and carefully costed as part of the approval documents.
- iii. Each training centre should remain in existence for at least three months from the date of completion of training or until 70% of those trained have been placed (whichever is later). During this period the training centre should act as an information and facilitation centre for trained beneficiaries and their families.
- iv. Sub-letting of centres is also not permitted.
- v. Non-residential training centres should be located near the homes of trainees. Residential training centres should be located in within/nearby the village/district of the candidates. Residential training centres as well as work readiness and finishing centres should be located close to areas with high employment potential. The work readiness and finishing centres will provide residential courses.
- vi. Where residential training is proposed, own or rented accommodation which is safe, secure, and with prescribed facilities should be available and should be approved as such by Mission.
- vii. In case of skilling in trades that require high Capital Expenditure (CAPEX) for setting up infrastructure (e.g. welding, robotics, HMTV Driver training, Foreign Language Trainings etc.), Mission will set up a cost committee to work out trade wise cost ceilings for these and recommendations shall be forwarded to Project approval committee & executive Council/Governing Council for approval as the case may be.

3 b.2.2 Qualification and Job role:

The qualifications and Job roles should be NSQF aligned certified by National Council for Vocational Education Training (NCVET) or Sector Skills Council (SSC) or Awarding Body or any other agency notified for the purpose by MSDE. All such nsqf aligned courses should be active and be available on National Qualification Register (NQR). PIA/TP should refer www.nqr.gov.in for this purpose. In special cases certification by nationally acknowledged proprietary training brands will also be considered provided it has been approved by Mission/MSDE. Other important aspects are:

- i. Training and course content should facilitate learning by rural/urban youth who may not have exposure to English. The course curriculum and learning material should be in Regional language i.e. Hindi
- ii. There should be mandatory modules on soft skills, communication and IT.
- iii. Mixed media modules, interactive pedagogy which includes games, role plays should be used. Curriculum and daily session plan should be uploaded on the Training Partner website and transferred a link to Mission.
- iv. Adequate practical and on the job training/ internship must be incorporated into the training module where necessary.
- v. Course material and exercises should be available online so that trainees who wish to use it to revise and improve themselves are able to do so. Keeping in mind the proliferation of the mobile based learning opportunities, the development and deployment of mobile based content is expected.

3.b.2.3 Training methods

Training Partners have to ensure that training is delivered in an innovative and trainee friendly manner with adequate audio visual tools and participatory methods keeping in mind that SURYA targets people are from unemployed section. Trainers should be sensitive to these factors. They should be deployed in accordance in accordance to the batch size. Trainer Student ratio may be maintained 1:20 or 1:30.

3.b.2.4 Finishing and work readiness module

Training Partner should mandatorily have a finishing and work readiness module as a part of curriculum. It should preferably be done in Training Partner established finishing and work readiness centres located in places with high concentrations of job opportunities. These centres should be staffed by especially trained high quality trainers who are adept at providing inputs that ensure high success rates at placement interviews and post placement retention. These centres should:

- i. Run short residential courses typically seven to ten days long; during this training alumni should meet and inspire the current batch. The last few days should be used to bring prospective employers to the centre for on-campus recruitment. In case of non-residential course, whenever said residential training is undertaken, the Training Partner may claim residential charges for the each candidate as per approved rates.
- ii. Have a dedicated team that helps candidates find suitable accommodation, get access to health care etc.
- iii. Provide support for finding alternate jobs in case the initial placement is not successful.
- iv. Provide counselling and advice on personal issues.

3.b.2.5 Assessment and certification

- i. **Third party certification-** Independent certification and assessment by third party agencies (SSC/Awarding body) of both NSQF aligned curriculum and the skill, knowledge and aptitude level of each trainee as acceptable to the industry or employer is mandatory. This is to ensure that SURYA pass outs are of a high standard and are eagerly sought after

by employers. The certification must only by those agencies that have been empanelled by NCVET/SSC/Awarding Body/ notified by MSDE.

- ii. Batch wise the only candidates fulfilling the eligibility conditions of job role and completing at least 70% attendance criteria shall be allowed for the assessment and certification purpose.

3.2. Placement

Placement may be defined as the process of facilitation of 'employment' (wage/self/apprentice) by virtue of which a candidate finds a job, or alternately, a company finds an employee. Placement refers to providing wage or self-employment or an apprenticeship to candidates, trained and certified under any scheme(s) of the Mission. While every effort is to be made to ensure that trainees get jobs that match their aspirations and aptitude, a minimum placement of 70% of trained candidates is a non-negotiable for claiming full cost of the project in SURYA. In case total placement of candidates is 50-70% of total trained candidates, then the project cost allowed will be pro-rated to the placement achieved.

SURYA recognizes the following type of placements:

- i. Captive placement- Training Partner having their own requirement train and absorb the trained persons in their own organizations. Training partners submitting projects for captive placement should submit details of their own manpower requirement based on a realistic estimate of current needs. Captive placement for a second batch of trainees will not be allowed, if more than 50% of SURYA youth placed with the same organization has left within a span of six-months. This is being insisted so as to minimize the danger of an "attrition based" placement model.
- ii. Placement providing jobs having regular monthly wages at or above the minimum wages: The proof of regular wage employment is demonstrated by the salary slip from the human resources department of the organization. In case the organization does not have a HR department, certificate issued by the employer indicating wages paid and counter signed by the employee along with the bank statement indicating that wages have been paid by crossed demand draft or money transfer will demonstrate proof of regular wage employment.
- iii. Placement in government organizations with government contractors involved in public service delivery- placement in public service delivery programs such as National Rural Health Mission (NRHM), MGNREGS etc. and Government institutions are allowed provided it is continuous, full time & minimum wages is provided and proof of employment is available.
- iv. Placement in jobs in foreign countries placement in jobs which can provide a minimum salary of Rs. 25,000/- are permitted. Trainings that have the potential to provide salaries in the above range will only be approved.

4. Cost norms for Training Partners activities described in previous chapter

HSDM supports all Training Partners that are willing to undertake skilling and placement according to HSDM standards provided they meet certain eligibility conditions. Project sanction is done as per priorities and as per the demand of the state.

It is therefore important that an audit trail is available for verifying date and time of project submission by Training Partners. HSDM shall establish an internet based central project submission facility on which Training Partners can submit project proposals. Submission through this will be possible only if certain basic conditions are met by the project proponent.

The cost norms for support to Training Partners are detailed below. The cost norms have been worked on the basis of a six day (provision has been provided for two holidays in each month) week with a minimum duration of eight hrs/day in case of residential and up to 8 hrs in Non-residential Mode. There is no limit on maximum hours of skill training which may be undertaken in SURYA. However considerable flexibility is provided in the organization of the training, which may be for:

- i. A continuous period
- ii. Weekends (for those with some employment including unskilled employment)
- iii. Part time (for those who wish to undergo training outside of normal working hours)

The skilling courses can have provisions for providing on the job training (OJT). The maximum permissible days for OJT are 30 days (1/3rd) for a three month course.

Common Costs for residential/Non-residential course		
Sr. No.	Item	Cost(Average duration of training 3 Months/400 hrs)
1*	Total Training Cost per Candidate	
a	Category I @Rs. 49.00 per hour	19600.0
b	Category II @Rs. 42.00 per hour	16800.0
c	Category III @Rs. 35.10 per hour	14040.0
2.	Uniform +Welcome/Induction Kit (1 set for Training less than or equal to 6 months)	1500.0
3*	Post placement Support (Provide to Candidates through PIAs) if placement is	
a	Within District of Domicile (Rs.1000 per month for 2 months)	2,000
b	Within State of Domicile (Rs.1000 per month for 3 months)	3,000
c	Outside State of Domicile (Rs.1000 per month for 6 months)	6,000
4*	Boarding & Loading cost for residential Courses (Definition of X,Y,Z cities as per schedule III to Common Norms notification by MSDE dated 01.01.2021 and as modified from time-to-time)	
a	X category cities @ Rs. 375 per day	33750
b	Y category cities @ Rs. 315 per day	28350
c	Z category cities @ Rs. 250 per day	22500
d	Other Places (Includes all Rural areas) @ Rs 220 per day	19800
5	Transport cost per candidate for Non Residential Courses (1000 per Month)	3,000

6	One-time Travel Cost up to a maximum Rs.4500 per candidate or as per actual, whichever is lower(for residential only)	4,500
7	Additional incentive to PIA	
a	Retention support (for every candidate employed continuously for 365 days with a break of maximum 60 days)	3,000
b	Career Progression (for every candidate who gets Rs.15,000 per month and holds the job for 3 months within 1 year of training)	5,000
c	Counselling support including medical check-up for candidates placed in Foreign Countries (per candidate)	10,000
8	Incentive for higher Placement	
a	For placement between 70%-85% (Per candidate over and above 70%)	3,000
b	For placement above 85% (per candidate over and above 85%)	5,000
9	Assessment & Certification	1,500
Summary of Scheme Funding Components		
For Residential	(i) Minimum Cost per Candidate (1c+2+3a+6+4d+9)	43340
	(ii) Maximum Cost per candidate including additional incentives to PIA (1a+2+3c+4a+6+7a+7b+7c+8b+9)	90850
For Non-Residential	(iii) Minimum Cost per Candidate (1c+2+3a+5+9)	22540
	(iv) Maximum Cost per candidate including additional incentives to PIA (1a+2+3c+5+7a+7b+7c+8b+9)	54600
Minimum Remuneration/stipend for Placement (STT)		
Sl. No.	Item	3 months(400 hr)
1	Minimum Remuneration per candidate per month within Haryana/India	6,000
2	Minimum Remuneration per candidate per month abroad	25,000

*Source: MSDE notification of common cost norms

Table 1: Indicative unit cost per candidate of basic sub components under STT

Note:

- A PIA may claim only one of the costs given in S. No. 3 or No. 4 while costing the project.
- Rates are subject to revision by common Norms Committee in Ministry of Skill Development and Entrepreneurship from time-to-time.
- The Classification of X,Y and Z shall be I term of schedule III to the Common Cost Notification notified by Ministry of Skill Development and Entrepreneurship.

The training cost includes:

- Training cost, mobilisation of beneficiaries, Training of trainers, utilities, infrastructure, equipment, teaching aids, raw materials, etc.
- Placement linkage
- MIS & tracking ,Monitoring ,Quality Control

The unit cost is maximum permissible amounts, the actual amount shall be as per project proposal submitted and approved by PAC/State Empowered committee. Beside the duration of the course, the training cost will be calculated on hourly rates mentioned in common cost norms, MSDE.

In addition to the above TPs/PIA have to undertake the following support activities for which they will be entitled to additional support as below:

- 4.1 Post Placement Support:** As mentioned in Common cost norms and deliberately felt that the trainees need support in the first few months of post placement phase. The money shall be paid to trainee in full at the end of each month to the bank account of the working youth (DBT) on receipt of salary slip been provided by TP/PIA to Mission.

In case of PIA/TP failed to provide placement to a candidate as prescribed in Minimum wages of the state, such placements will not be counted as placements and no claim for PPS shall be eligible.

- 4.2 Retention Support:** It has been observed that the candidate who got trained, certified and placed by PIA under skill development initiatives under HSDM and remain continuously in employment and very rarely slip into unemployment, for such high level of retention requires additional investment:

- High Quality Management
- Innovation in course design
- Constant updating of training content as suggested by Awarding body/NSQC
- Long term relationship between alumni and employers
- Up to date knowledge of the job market

Additional resource are being made available to TP/PIA for the same at the rate of 3000/- per person retained in employment for minimum 365 days. Out of which 1000/- will be shared by PIA/TP to candidate. Employers may be multiple but total period out of work not exceed 60 days during 365 day period.

- 4.3 Support for Career Progression:** To assist those PIA/TP who placed the candidates on over and above a salary of 15000/- per month and hold it for a minimum Of 90 calendar days within 1 year of completion of training, an additional payment to PIA/TP at the rate of 5000/- per candidate basis shall be paid. Out of this 2/3 of support cost i.e. 3667/- shall be paid to candidate and 1333/- shall be retained by PIA/TP.

- 4.4 Distance Learning / Online training/Blended Mode:** There is a provision of blended delivery of content is also embedded in scheme i.e. some entrepreneurship/Soft skill/digital literacy content may be delivered in online mode with the regular QP the prior consent and permission of Mission. The cost for additional content delivered (Online/offline) by the entity shall be paid

on hourly rates and category defined as per common cost norms or mutually agreed by Parties. This cost shall be directly paid to content delivery firm as per agreement made with HSDM.

4.5 Support for Industry Internships/Apprenticeships: in case of Industry internship, apprenticeship of minimum 12 months duration, PIA/TP shall be eligible for grant in aid for support at a maximum rate of 6000/- per month (For first 3 months) and one time travel/shifting cost (in case of place of internship/apprenticeship is out of trainee district) for a candidate from residence to Internship/apprentice place with a maximum of 4500/- or actual .The PIA shall pay a stipend of 3000/- per month to each candidate during internship through bank transfer. The PIA shall be required to give a captive placement in a job with a salary of Rs 10000/- or higher to an interned candidate.

4.6 Counselling for trainees placed in Foreign Countries: for the trainees who are offered placements in foreign countries shall be provided some counselling sessions. That will help the candidates in transitions into foreign countries. The information or counselling shall cover labour rights of country, social norms, medical formalities and assistance and facilitation of candidate departure from origin country to foreign country. Payment shall be made to TP/PIA

4.7 Incentives for Higher Placements: for every placement above 70% (against certified in a batch) up to 85% placements, TP shall be eligible for additional payment of 3000/- per candidate so placed. In case of TP achieves more than 85% placements (against certified in a batch), it shall be entitled to Rs.5000/- per candidate for each such placements.

4.8 Actions for Poor placements by TP in a Project: A TP can be asked to discontinue the trainings in a project and will be paid on pro rata basis for placements, if the outcome achievement over the period of 1 year in case of fresh entrants is unsatisfactory i.e. 40% and below placement in a project, Mission may terminate the project for one year on basis of poor performance of TP/PIA. The % of placement shall be counted against batch wise certified candidates.

5. Financial Management

5.1 Payment Terms for Training Cost (STT) to PIA/TP: The batch wise total payment will be released in 3 instalments as under:

- a) 30% (1st Tranche) of training cost of the targets allotted will be released batch wise against surety bond at commencement of training i.e. actual start of training after batch formation.
- b) 40% (2nd Tranche) of the training cost will be released batch-wise on completion of training and certification of trainees. The TP has to submit the 20% verified placement data against certified trainees. Due verification of submitted placement data will be done by HSDM & payment of 2nd Tranche will be released only after 100% verification of submitted placement data.
- c) Payment will be made only for those candidates who are successfully trained and certified by the 3rd party assessor. If payment of 1st tranche has been released for the trainees who have either failed in assessment or having attendance less than 70%, then due recovery will be made from the training provider during 2nd tranche payment.
- d) Balance 30% (3rd Tranche) amount will be released batch-wise to the training provider after submission of 70% placement data of the trainees against certified candidates as per guidelines of HSDM (with at least 50% of the trainees passing out being placed in wage employment) with an undertaking that the training provider shall track the trainees for a minimum period of six months and will submit the post placement report to the Mission. 3rd tranche payment will be subject to verification of placement data submitted by TP.

5.2 Financial Accounts & Auditing:

1. If work is sanctioned, the Training Provider would be required to furnish and submit an amount @ 10% or as mentioned in Work order/agreement/as notified by Mission of the project cost as Performance Security Deposit (PSD) at the time of Training partner registration and approval module on MIS portal of HSDM in the form of Demand Draft/online transfer only drawn in favour of Haryana Skill Development Mission/ online deposit of relevant mount in account of HSDM. Performance Security Deposit in form of BG mode at the signing of Agreement may also be accepted by Mission. The validity of the BG must be 180 days of project completion date.

* Government Entities registered as Training Partner are exempted for submission of PBG.

2. Also if a new work is allocated to the Training Provider, then the Training Provider will have to submit the additional Performance Security Deposit @ 10% of the work order or as amended time to time according to the total cost of new work allocated.

- i. An amount of Performance Security Deposit/BG will be forfeited for the batch/s, if invoice not submitted by TP or if pre-requisites not met for submitted invoices as per guidelines for any tranche.
- ii. The Training Provider will raise the invoices with in the below mentioned time frame, else the penalties will be imposed as under:

For 1st tranche

Time duration (INVOICE TO BE RAISED)	Penalty to be imposed
Within 23 days of batch start date	Nil
After 23 days but before batch completion	20% of 1 st tranche
After batch completion	Invoices will not be accepted. Batch will be financially closed for 1 st tranche

For 2nd tranche

Time duration (INVOICE TO BE RAISED)	Penalty to be imposed
Within 45 days of batch certification	Nil
Within 45-90 days of batch certification	20% of 2 nd tranche
After 90 days of batch certification	Invoices will not be accepted. Batch will be financially closed for 2 nd tranche

For 3rd tranche

Time duration (INVOICE TO BE RAISED)	Penalty to be imposed
Within 211 days of batch certification	Nil
Within 211-240 days of batch certification	20% of 3 rd tranche
After 240 days of batch certification	Invoices will not be accepted. Batch will be financially closed finally for 3 rd tranche

5.2. For 2nd Tranche Payments: The necessary conditions for clearance of 2nd tranche payment raised by Training Provider (TP) for a respective batch are as below:

- (i) 1st Tranche must have been financially closed/cleared.
- b. The TP has to submit the 50% verified placement data (with at least 50% of the trainees passing out being placed in wage employment) against certified trainees. Due verification of submitted placement data will be done by HSDM & payment of 2nd Tranche will be released only after 100% verification of submitted placement data.
- c. The TP must submit/upload the placement data on portal.
- d. Offer letters of the placed candidates should be attached/uploaded on portal.
- e. All certified candidates shall be on-boarded onto ASEEM portal seamlessly to make them available to potential employers at a single click.

5.2. For 3rd Tranche Payments: The 3rd Tranche payment of training cost which is linked to outcome would be released to the Training Provider for a respective batch subject to the following conditions:

- (i) Training Provider shall be eligible for 100% payment for outcome achievement if 70% or more certified trainees are placed (with at least 50% of the trainees passing out being placed in wage employment).
- (ii) If placement of batch is less than 50% of the certified trainees, then no payment will be made for 3rd tranche.
- (iii) The entitlement of final payment would be only after successful placement of the certified trainees and 3-month retention with valid documentary evidences as indicated in the check list of the 3rd tranche guidelines of the Mission.
- (iv) Training provider have to make provision for post-placement support/tracking for candidates placed. Candidates should continue to be in jobs for a minimum period of 3 months from the date of placement.
- (v) The TP must submit/upload the placement data on HSDM portal & Skill India Portal (For PMKVY).
- (vi) The terms for 3rd tranche payment will be as per the table below: Payment of tranche/instalment linked to placement is done as tabulated below:

Sl. No.	Placement Achievement	Pay-out linked to placement
1	70%	100% (Full Tranche/instalment linked to placement pay-out)
2	40-70%	Pro-rata basis
3	Below 40%	Nil(No Payment), penalty as per scheme guidelines

5.3 Payment to PIA/TPs under Special Project: The payment shall be paid in tranches as defined in Common cost norms clause 1.1.2 i.e.

Sl. No.	Instalment	% of Instalment	Milestone
1	1	25%	On Signing of MoU & Identification of Training centre.
2	2	25%	On 20 % Training completion and assessment with 7% of verified placement
3	3	25%	On 60 % Training completion and assessment with 25% of verified placement
4	4	25%	On 100 % Training completion and assessment with 70% of verified placement

Payment to PIA /TPs under Apprentice Model: Paired apprenticeship may be defined as Apprenticeship (on-the-job training with the establishment) shall be offered in sequential mode with various courses.

Sr. No.	Instalment	% of Instalment	Milestone
1	1	30%	On Training Commencement.
2	2	40%	On completion of successful certification (Payment made for number of candidates certified after adjusting the advance payments)
3	3	20%	On Continuous Apprenticeship of 3 months- desk and physically verified as per standard norms
4	4	10%	On Continuous Apprenticeship of 6 months- desk and physically verified as per standard norms

5.4 Payment Norms for Project Implementing Agencies/ Training Providers in Embedded Apprenticeship: whereas Embedded Apprenticeship is defined as the one under which the candidates can undertake basic training and on-the-job training either simultaneously or one after the other, in accordance with the arrangement between employer and SSC/ training partner.

Sr. No.	Instalment	% of Instalment	Milestone
1	1	30%	On Training Commencement.
2	2	60%	On completion of successful certification inclusive of embedded apprenticeship. (Payment made for number of candidates certified after adjusting the advance payments)
3	3	10%	On Continuous Embedded Apprenticeship of 3 months post certification-desk and physically verified as per standard norms.

5.5 Residential Cost: The cost of loading and boarding shall be paid to TP as per mentioned in work order and scheme guidelines on actual basis and as per the rate defined in Common cost norms. There shall be no recovery or BG shall be forfeited against residential cost paid by mission for loading and boarding cost of candidates.

5.6 Electronic Transfer of Funds:

PIAs/TPs will be required to maintain a separate account linked to Public Financial Management System (PFMS) since all payments will be made to this account electronically when all release conditions have been completed and authenticated. Digital signatures will be acceptable in the case of documents that are transmitted electronically.

6 Monitoring Activities:

6.1 Approval of Training Centres

6.1.1 About Centre Approval:

Centre Approval is a quality assurance process under which required parameters of Training Centres are evaluated. It is of key importance to ensure that the trainees are provided quality training, thereby creating the requirement to have a well-defined validation process of the Training Centres, creating the need of Centre Approval. Training Centre approval focuses on learning and self-development and encourages the Training partner to pursue continual excellence. The process involves a combined mechanism of self-evaluation by Training Centre and an external evaluation by the District team of Haryana Skill Development Mission to determine if the prescribed qualitative standards are met by the Training Centre.

Training centres have to undergo centre approval and affiliation process in order to participate and impart training in Haryana state Govt Funded Skill development Scheme.

This is an extremely important parameter to evaluate quality of a training centre which must serve as a major step in introducing the training. To ensure that trainees are imparted quality training, the training centres must meet the prescribed qualitative standards which are prescribed by sector skill councils. It is mandatory for training centres to impart training aligned with NSQF to undergo the affiliation process.

6.1.2 Objectives and Benefits:

The Centre approval process helps in effective management and delivery of the competency-based training aimed at overall development of the trainees. Training Centre approval ensures that the Training Centre has met prescribed qualitative standards, which have been pre- set by the respective Sector skill councils and the Haryana Skill Development Mission. Some of the objectives of the Training Centre approval are as follows

1. To assess the Training Centre and their programs/ courses/job roles that meets the prescribed quality standards.
2. It has been observed that training centres very often differ in their methods of imparting training. The training centre approval process helps in establishing a framework to benchmark a Training Centre with other training Centres.
3. An approved training centre provides assurance to a number of vital stakeholders, such as the trainees, the employers and the public in general that the Training Centre has met the established standards necessary to impart training in a particular job role.

6.1.3 Training Centre Approval Standards

As specified in the guidelines of NSDC, training centre approval is a combination of three standards:

- a) Mandatory Standards as per work order
- b) Mandatory Standards as per academic excellence

6.1.4 Mandatory Standards as per work order

Any academic institution which intends to impart trainings must have necessary infrastructure and other essential arrangements to ensure quality delivery of trainings. These include-

- a) Verification of Rent Deed/Telephone Bill/Electricity bill
- b) Verification of Appointment Letter, ID Proof, Joining Letter, Qualification, Experience Certificates of the following staff.(Qualification and Experience to be checked as per the Job role/Course requirement.
- c) Verification of Infrastructure of Classrooms and Labs
- d) Verification of Domain Lab –If as per the prescribed equipment list
- e) Signages outside and inside the centre
- f) Installation of AEBAS Biometric Machine
- g) Availability of Batch File as mentioned in work order (includes candidate records of Photograph, Address proof, Aadhar card, Mobile No of the candidate -batch wise)

The training centres which fulfil all the above criteria during inspection would be granted approval to start the batches immediately whereas on the other hand, if the training centre fails even in one mandatory criteria, it would be rejected to further start trainings.

6.1.5 Mandatory Standards as per Academic Excellence

The training centre would be granted conditional approval if it fails in meeting one or all of the standards mentioned in this field .However, it would be granted conditional approval and on satisfactory compliance of these standards, it can start trainings.

The following are the details of these parameters.

- a) Availability of Safe drinking water at centre
- b) Verification of Appointment Letter, ID Proof, Joining Letter, Qualification, Experience Certificates of State Placement Staff
- c) Proper Lighting and Ventilation in the classrooms
- d) Installation and operation of CCTV cameras with recording facility for one month at centre
- e) Availability of Printer and Internet at the centre
- f) Availability of Internet at the centre
- g) Availability of Teaching & Learning Material for candidates
- h) Separate toilets for ladies and gents
- i) Power back up facility at the centre
- j) Availability of Time Table for all the courses/job roles

6.1.6 Training Centre Application Registration Process for Training Centre Approval

The Training Partner has to complete the Application Registration process for the Training Centre Approval as explained below:

The training partner desirous of seeking approval for its training centre has to register online on the web portal of Haryana Skill Development Mission, the link for which will be made available by HSDM. During the registration the training partner shall upload the following data online with relevant photographs:

Centre Approval form:

- a) Centre approval form is a type of self-assessment report that the Training Partner is expected to submit for getting its training centre approved. The detailed report shall contain all the

relevant evidences/ documents/ pictures of the required parameters, such as infrastructure, machinery, tools and equipment. The format for Centre Approval form will be made available on the website of Haryana Skill Development Mission.

- b) Centre approval form has to be filled for all the job roles for which the Training Partner is seeking approval.
- c) The Training Partner has to mark numbering on each tool/ equipment/ machinery pertaining to each job role starting from 1 to n. The numbering on the tools/ equipment/ machinery should be clearly visible on the pictures uploaded on the Centre Approval form. During the inspection by the District officials of Haryana Skill Development Mission the tool/ equipment/ machinery must be displayed with their number marking as reported in the Centre Approval form.
- d) The responsibility of the accuracy and authenticity of the data and pictures uploaded lies entirely with the Training Partner.
- e) Centre Approval form allows Haryana Skill Development Mission to ascertain if the applicant TC has provided sufficient evidence and information for scheduling the onsite visit.
- f) If the data on the Centre Approval form is found incomplete the application would be deemed incomplete and therefore would not be accepted.

6.1.7 Onsite Inspection of the Training Centre by the District Team of Haryana Skill Development Mission

- a) Post reviewing the Centre Approval form of the Training Centre and if found appropriate the District team of Haryana Skill Development Mission would visit the Training Centre to determine if it meets the approval standards.
- b) Training Centres are expected to be fully prepared for the inspection team checks, including preparation for minute details. The Training Partner has to ensure that all the information as provided in the Centre approval form should be visible/ available at the Training Centre during the Inspection.
- c) To validate the information submitted through the Centre Approval form the District team of HSDM shall check the evidences by a thorough inspection of the classroom, laboratories, and documents and also by interacting with the trainers and other relevant staffs. During the inspection the Training Centre Head and one trainer per job role needs to be mandatorily present. It is of utmost importance that the trainers/ staff/ faculty whose details have been mentioned in the Centre approval form remain present during the onsite inspection. The District team will record its observations in case of absence of manpower or changes if any.
- d) Under rare circumstances if the District team of HSDM fails to reach the Training Centre on the scheduled date the Training Centre will be allotted an earliest priority date for onsite inspection.

6.1.8 Final Recommendation of the District team

The onsite inspection does not guarantee approval to a Training Centre. Post the onsite inspection the District team will prepare a detailed report within two days of the onsite visit. The report has to provide one of the following recommendations with regard to the approval status of the concerned training Centre.

1. Recommended for approval.
2. Recommended for conditional approval.
3. Not recommended for approval.

The Status of recommended for conditional approval denotes that the Training Centre is required to complete the deficiencies found in the training centre within a period of 30 days failing which its conditional approval status will be withdrawn.

1. In case of not recommended for approval the District team will provide its response with details of non-compliance with the concerned standards. The TC once ready with the compliance standards may reapply for the approval process with a fresh request. The request may or may not be accepted by Haryana Skill Development Mission depending upon the reason for not granting approval to the Training Centre. For example in case of forged data/ records found at the training centre the TC may be permanently suspended and therefore its request for reapplying for the Centre Approval shall not be granted.
2. The District team's report containing recommendations on the status of approval is provided to the Training Partner for its response (if any). The Training Partner is provided a five-day time period to send its response.

6.1.9 Validity of Approval of the Training Centre

The validity of approval of a Training Centre is one year from the date of approval. The validity will automatically expire at the end of one year. Renewal notice may or may not be issued to the TC before expiry of the approval. The responsibility for applying of renewal in time shall lie with the concerned Training partner.

Any complaints received against the training centre during the year of its operation shall also be duly considered before renewing the approval.

6.1.10 Procedure for change of address of Training Centres

Under extreme conditions there may be a perceived need for a change in the address of the training centres. The Mission may decide to give permission to the Training partner for a change in the address of the training centre based on the urgency of the situation. The process to be followed in such a case is as follows:

1. The Training Partner will send a request for change in the training centre to the District team with a copy marked to the Monitoring cell.
2. After the approval of the monitoring cell, District official will exercise the Centre revert option on the MIS.

3. Training Partner will update the details of infrastructure/Manpower/ Building / Other details of the centre on the on portal as per prevailing procedures and submit.
4. The Inspection of the new site will be done by the District team as per the prevailing conditions mentioned in the monitoring manual and accordingly approval / disapproval for the new site of the training centre will be accorded.

6.2 Continuous Monitoring of the Training Centres

Effective and continuous monitoring of the Training centre is considered crucial for efficient delivery of the training for all the skill development schemes under Haryana Skill Development Mission. Continuous monitoring is envisaged to regularly assess the effectiveness of the various processes at the Training Centre. In order to overcome significant challenges that remain with regards to the delivery of the quality of training, continuous monitoring of the Training Centres is crucial.

6.2.1 Key objectives of continuous monitoring

The key objectives of continuous monitoring are:

- a) To track performance / compliance of all stakeholders such as the Training Centre , SSCs and assessment agencies with respect to the key indicators and processes to ensure achievement of the overall goals and objectives of the scheme.
- b) To identify any course correction needed in a prioritized manner and to take corrective measures so as to improve the performance of the scheme.

6.2.2 Mechanism for monitoring

HSDM encourages its training partners to maintain high level of quality and transparency with an objective of not just skilling the youth but also providing employment to maximum trained beneficiaries.

Keeping this in view, the centres would be monitored after the initial approval of the training Centres. The monitoring visit would be regular or surprise as deemed fit by the Mission.

6.2.3 Regular visit at the Training Centres

The training centres will be visited at least once in a month by a District official after the commencement of Batch. The Inspection report of the batch will be submitted against the batch wise invoice raised by the Training Partner for payment at the Mission.

6.2.4 Surprise visit at the Training Centres

Apart from the regular visit at the training centre there may be surprise visit at the training centres by various stakeholders such as the member of the monitoring team, authorised members of the Mission.

6.2.4.1 Outcome of Continuous monitoring

As multiple modes of imparting the skills training are observed in a Training Centre, it is essential to identify a standardized system to benchmark the Training Centres within the State. The major outcome of continuous monitoring is the grading of the Training Centres, based on which actions may

be taken on a Training Partner for a noncompliance and or non-performance. As the District teams are entrusted with the responsibility of continuous monitoring of each Training Centre they are expected to alert the Monitoring team for each non compliance.

6.2.5 Grading of Training Centres

HSDM encourages its training partners to maintain high level of quality and transparency with an objective of not just skilling the youth but also providing employment to maximum trained beneficiaries.

Keeping this in view, the centres would be graded based on these observations during inspections. These grading would form an integral part of inspection analysis reports.

The objectives of grading are as follows –

- Help HSDM in making comparison of training centres and take futuristic actions of awarding more targets to good training centres.
- The grade wise list of training centres would be uploaded on website of HSDM to assist and guide potential trainees for making informed decision.
- This would also provide employers information about the training centres and the quality maintained by them in terms of training delivery.
- Most importantly it would enable training partners in benchmarking their training centres with respect to training centres across the country in other states

As indicated above, there are compulsory parameters and discretionary parameters in Monitoring system of Haryana skilling .Therefore these two parameters would be considered for grading the centres. The grading of the training centres would be done at the time of training Centre Approval.

Approval Standards Grading Metrics		
Approval Standard has been graded into two parts		
Serial No	Approval Standard	Centre's compliance for Approval
PART-A		
A1 COMMON STANDARD		
1	Classroom Area / Capacity of Classroom (For each Classroom) in terms of number of trainees	
a	Minimum space requirement for each classroom is 200 square feet Minimum space requirement for each trainee in the classroom is 10 square feet	Yes
b	If the classroom is not meeting the above criteria	No
2	Laboratory Area / Capacity of Laboratory (For each Laboratory) Total carpet area of the Laboratory/ capacity of the laboratory in terms of the number of trainees	
a	Laboratory has to meet SSC expectations	Yes

	In case SSC specific requirements are not given, Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each laboratory is 10 square feet Hybrid arrangement is also allowed subject to SSCs approval for the concerned job role Such arrangement to be allowed with a condition that the area of the Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab) (example if classroom is 200 sq feet and the lab is 400 sq feet , than hybrid room should be 480 sq feet at least)	
b	If the laboratory is not meeting the above expectations	No
3.	Placement / Entrepreneurship Counseling cell	
a	Availability of a demarcated Placement/ Entrepreneurship Counseling cell with availability of a dedicated Placement Coordinator	Yes
b	No separate demarcated Placement/ Entrepreneurship Counseling cell with availability of a dedicated Placement Coordinator	No
4	Type of Construction of the building of the Training Centre	
a	All walls of the training Centre including classrooms. laboratories, library, reception etc should be well plastered / colored/ distempered whitewashed Floor of the training centers including classrooms, Laboratories etc should be cemented and preferably tiled .All the Classrooms and Laboratories should be properly ventilated. All the wires and switchboards in the Training Centre should properly covered and secured.	Yes
b	Non compliance to any of the above	No
5	Separate Washroom for Male and female trainees	
a	Availability of separate washroom facility for male and female trainees	Yes
b	Unavailability of separate washroom facility for male and female trainees	No
6	Safe/Clean Drinking Water	
a	Availability of safe/clean drinking water facility in the form of Reverse Osmosis(RO) /Water purifier/Packaged drinking water dispenser	Yes
b	Unavailability of safe/clean drinking water facility as per above norms	No
7	Cleanliness and Hygiene	
a	Availability of a dedicated housekeeping staff at the Training Centre. Availability of a daily checklist / inspection card as maintained by the Housekeeping Staff Dustbin should be placed in all Classrooms, Laboratories and Reception area .	Yes
b	Noncompliance to any of the above	No
8	Health and Safety Facilities : First- Aid Kit and Fire Fighting Equipment	
a	Availability of the First-Aid kit AND Fire Fighting equipment as per below mentioned norms	Yes
b	Unavailability of the First-Aid kit AND Fire Fighting equipment as per below mentioned norms	No
	Training Centre MUST COMPLY TO THE BELOW NORMS TO GET APPROVED	

	<p>1. First-Aid kit should contain below mentioned items, and the First aid box should be wall mounted at the Training Centre</p> <ol style="list-style-type: none"> 1. Emergency telephone numbers for emergency medical services 2. Sterile gauze pads (dressings) in small and large squares to place over wounds 3. Disinfectants like Dettol or Savlon 4. Medicines like pain killers 5. Roller bandages to hold dressings in place 6. Adhesive tape / Adhesive bandages in assorted sizes 7. Scissors and Tweezers 8. Antiseptic wipes or soap 9. Thermometer <p>Fire-Fighting Equipment - At least one of the following equipments to be available at the Centre :</p> <ol style="list-style-type: none"> 1. Water based Fire Extinguisher 2. Foam based Fire Extinguisher 3. Dry Powder based Fire Extinguisher 4. Carbon dioxide based Fire extinguisher 5. Wet Chemical based Fire Extinguisher <p>Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in Classroom, Laboratories and the Reception area.</p> <p>Fire safety instructions should be well displayed at key areas of the Training Centre along with Fire extinguisher</p>	
9	Aadhar-Enabled Biometric Attendance System (AEBAS)	
a	<p>It is mandatory for the Training Centre to have an Aadhar Enabled Biometric System (AEBAS) machine to monitor attendance of all trainees. AEBAS should be preferably placed either at the entrance or the reception area</p> <p>Note: In case a Training Centre doesn't have AEBAS, Conditional Approval may be awarded. However, the Training Centre has to get AEBAS installed within two months of Conditional Approval award date, failing which Conditional Approval may be withdrawn.</p>	Yes
b	Noncompliance to the above	No
10	Trainer certified in Entrepreneurship by NIESBUD or any similar agency specified in the Scheme	

a	<p>At least one trainer of the Training Centre has to be certified in Entrepreneurship by NIESBUD or any similar agency specified in the Scheme</p> <p>Note:</p> <p>In case the Training Centre doesn't have a trainer certified in Entrepreneurship by NIESBUD or any similar agency, Conditional Accreditation may be awarded.</p> <p>However, the Training Centre will need to comply with this indicator within Six months of Conditional Accreditation award date, else, Conditional Accreditation may be withdrawn.</p>	Yes
b	Noncompliance to the above	No

A2 Job role specific standards		
1	Student / Trainer Ratio (Total number of trainees who can be simultaneously trained in a Training Centre in a month for the job role) / (Total number of qualified trainers for the job role, as per the prescribed minimum requirement of SSC)	
a	Ratio of 30:1 or less than 30:1	Yes
b	Ratio of more than 30:1	No
2	Availability of Qualified Trainers (For each Job Role) (Centre to have qualified trainers as per the prescribed minimum requirement of SSC)	
a.	Trainers meets minimum educational qualification as well as minimum work experience as prescribed by SSC (Maximum of six month relaxation allowed in case of experience but no relaxation allowed in case of qualification)	Yes
b.	Noncompliance of the above	No
3.	Trainer certified by SSC for each job role	
a.	All trainers certified by SSC Note: In case the Training Centre doesn't have all trainers certified by SSC, Conditional approval may be given. However the training Centre needs to comply with this indicator within six months of conditional approval date else the conditional approval will be withdrawn	Yes
b.	Noncompliance to the above	No
4	Availability of Equipment/ Tools/ Machinery in Laboratory For each Job Role	
a	Laboratory is equipped with mandatory equipments (as per SSC specified mandatory list) for each job role	Yes
b	Laboratory is not equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	No

6.2.6 Grading standard

Link of the Revised Accreditation Standards and Grading Metrics:

<https://s3.ap-south-1.amazonaws.com/nsdctesttemplates/sdmsknowledgebank/RevisedAccreditationStandardGradingMetrics.pdf>

Link of CAAF form: <https://smart.nsdindia.org/knowledgebank.aspx>

Each centre's overall performance would be measured by assigning scores to the above mentioned parameters and these scores would be converted into ratings as per below mentioned table.

Percentage of scores	Grades awarded
85% and above	5 star
70% to 84%	4 star
55% to 69%	3 star
40% to 54%	2 star
40% and below	1 star

A training centre must obtain at least 60% and above to be associated with Haryana Skill development Mission's training schemes. In case of failure to comply with this condition on a continual basis, the training partner may lose its accreditation and eventually its ties with Haryana Skill development Mission which may result into suspension and even blacklisting from the state.

7. Defaults Handling

7.1. Meaning and Scope

Defaults include but are not limited to

- Delay – Non-completion of activities as per specified timelines
- Shortfall – Inability to achieve the desired level of performance with reference to various processes
- Non-compliance with prescribed norms and processes
- Fraudulent practices

7.2 Identification of a default

Violation of the processes, norms and timelines prescribed in the manual of Standard Operating Procedure, the Guidelines, and the Notifications issued by the HSDM will be the basis for identification of a default.

A default could also occur due to (a) a violation of the Guidelines, the Notifications, the Sanction order and the Memorandum of Understanding, or (b) the commission or omission of an action for which the processes of default in SOP are not clearly specified. In such cases, the competent authority will take a decision regarding. The competent authority will give clear speaking orders specifying the basis on which the decision was taken.

7.3 Default Handling Procedures

Two main processes are envisaged for handling defaults:

- a. Alert processes
- b. Penalty processes

Alert processes

Alerts are intended to serve as a warning to TP/TC that a default has occurred. There is no penalty imposition intended at this stage. However, every Alert issued will be recorded and may affect the assessment of the TP's performance.

Two levels of Alerts are provided for:

A **Yellow Alert** is a level 1 alert, informing a TP that a default has occurred.

If the TP takes appropriate action within the specified timelines to address the default, the Alert is deemed to be closed.

If the default is not addressed satisfactorily, the next level of Alert will be issued.

If a default occurs but is addressed before the issue of a Yellow Alert, the Alert will still be issued. In such a case, the Alert will be a **deemed** Yellow Alert, and will be recorded as such; it will be counted as an Alert at the time of assessment of the TP's performance. However, the TP does not have to take any further action and the Alert is automatically closed.

A **Red Alert** is a level 2 alert. It will be issued if the TP does not respond satisfactorily to a Yellow Alert (in which case it will be an escalation of a Yellow Alert) or if the default is considered serious enough to warrant a level 2 Alert directly.

Training Partner/Training center is expected to not only address the default within the timelines specified in the Alert but also provide a satisfactory explanation for the occurrence and/or continuance of the default. A Red Alert will be closed only if both these conditions are satisfied. If either of these conditions is not met, the Alert process will escalate to a Penalty process.

Any default that occurs in any of the processes prescribed in the SOP/scheme guidelines/terms of agreement/notification issued by HSDM will lead to the issuance of an Alert.

A delay in issue of Alerts will, however, not negate the occurrence of a default.

Penalty Processes

Penalty processes comprise two main stages:

- Initiation of penalty proceedings and imposition of penalty
- Suo Motu

7.3 (b).1 Initiation of penalty proceedings and imposition of penalty

A penalty may be imposed on a TP/TC for any kind of default, in one of the following ways:

- As an escalation of the Alert process and initiation of penalty proceedings:

If the TP does not take satisfactory action or provide a satisfactory explanation in response to a Red Alert, penalty proceedings may be initiated by issuing a Show Cause Notice to the TP. These proceedings may result in the imposition of a penalty.

- Directly after initiation of penalty proceedings:

Penalty proceedings may also be initiated by issuing a Show Cause Notice to the TP, without going through the entire Alert process. These proceedings may also result in the imposition of a penalty.

A penalty imposed by the competent authority may be either **major** or **minor**.

A detailed description of penalties that may be imposed under each category is given in the table below.

1: Details of minor and major penalties:

Category	Penalty
Minor	<ol style="list-style-type: none"> 1. Fine up to Rs. 50,000 per occasion/per center 2. Retraining candidates without any additional payment to TP 3. Closing/Suspension of training center/s 4. Reduction of targets
Major	<ol style="list-style-type: none"> 1. Fines higher than Rs. 50,000 but not exceeding 5% of the project cost 2. Closure of the project 3. Termination of Agreement and work order/s 4. Blacklisting of TP in the state for a specified period (2 Years)

Note: All penalties are hierarchical with ascending order of severity. While imposing the penalties a competent authority impose a combination of penalties provided, due procedure as prescribed for imposing the higher penalty is followed.

A list of minor and major defaults is placed at **annexure-1**

Direct Imposition of Penalties:-

- **For Attendances:-** A direct financial penalty (Batch wise) will be imposed on basis of batch inspection report/surprise inspection in case of

Sr. No.	Attendance at the time of inspection	Penalty Imposed	In case of repeated events
1.	50-70% of batch strength	5% of batch training cost	Additionally 5% penalty of batch training cost.
2.	20-50% of batch strength	10% of batch training cost	Additionally 5% penalty of batch training cost.
3.	Less than 20% of batch strength	20% of batch training cost	Batch will be cancelled.

- **Delay in raising invoices as per agreement Clause “IV (C)”.**

For 1st tranche

Time Duration (Invoices to be raised)	Penalty to be imposed
Within 23 days of batch start date	Nil
After 23 days till batch completion till 60 days of batch completion	20 % of 1 st tranche payments.
After 60 days of batch completion	Invoices will not be accepted, and the batch will be financially closed for 1 st tranche.

For 2nd tranche

Time Duration (Invoices to be raised)	Penalty to be imposed
Within 30 Days of batch certification date	Nil
Within 31-90 days of batch certification	20 % of 2 nd tranche payments.
After 90 days of batch certification	Invoices will not be accepted, and the batch will be financially closed for 2 nd tranche.

For 3rd tranche

Time Duration (Invoices to be raised)	Penalty to be imposed
Within 120 Days of batch certification	Nil
Within 121-180 days of batch certification	20 % of 3 rd tranche payments.
After 180 days of batch certification	Invoices will not be accepted, and the batch will be financially closed for 3 rd tranche.

- Any other penalty clause as per the agreement signed with TP will also be included.

7.3 (b).2 Suo-Motu

Notwithstanding the process delineated, in exceptional cases (for example, diversion or funds, fraudulent practices, persistent defaults, actions that affect the safety of candidates), the competent authority (MD-HSDM) may decide to impose a penalty suo motu on a Training Provider/ Training Center. In such cases, penalty will be imposed directly on the Training Provider without issuance of any Alert or Notice. However, the Training Provider will retain the right to appeal against the penalty/ies.

7.4 Appeal against penalty

Regardless of the process followed for imposition of a penalty, TP will have the right to appeal against the penalty to the Appellate Authority. However, even if TP decides to appeal, it has to comply with the terms of the penalty notice; that is, it can go in appeal only after the penalty is paid.

As part of its appeal, the TP may provide relevant documents and also make a personal representation to the Appellate Authority.

The order of the Appellate Authority will be final and binding on all parties.

Note: The above does not take away the authority of the State/Centre to initiate other proceedings under applicable laws, including Revenue Recovery or Public Demands Recovery Act.

7.4.1 Issue of default notice – combining more than one default in a single notice

Generally a single notice will be issued for a single default. However, if more than one default occurs in a single process, the competent authority has discretion to issue a separate notice for each default.

Further, nothing in the foregoing precludes a competent authority from issuing a single notice for defaults occurring in different processes.

7.4.2 Communications related to defaults and penalties

All communications related to defaults will be sent to the TP at the primary email id provided by the TP in the project execution readiness form. The email is deemed to have been received by the TP two days after the date of dispatch. In addition, where penalty proceedings are initiated, notices will be sent to the TP by Registered Post or Speed Post.

All communications related to defaults sent by the HSDM will specify the email id to which the TP has to send its response. In addition, responses by the TP to all notices related to penalties should also be sent by Registered Post or Speed Post to the address specified in the relevant communication.

7.5 Impact of policy changes

Notwithstanding any of the procedures prescribed above and Standard Forms, TPs may be required to undertake or modify activities in the event of a change in government policy or program objectives. In such cases, the new/revised activities to be undertaken by TPs would be considered part of the streamlining process and would not constitute any penal action.

7.6 PENALTY PROCESSES

Initiation and closure of penalty proceedings

Item	Description
Purpose	To delineate the penalty processes, including initiation and conduct of proceedings, imposition of penalty, appeal and closure
Time for completion	As per the activity table
Resources	<ul style="list-style-type: none"> a) Show Cause Notice b) Response to Show Cause Notice c) Personal Hearing Intimation d) Proceedings of Personal Hearing e) Notice of imposition of Penalty/Dropping of Penalty proceedings f) Request for Closure of Penalty Proceedings g) Notice of Closure of Penalty Proceedings h) Appeal against Penalty i) Decision on Appeal against Penalty
Process Owners	Monitoring Cell

Activity Table

Step No.	Actor	Action	Time for Completion	Relevant documents
Initiation of Penalty Proceedings				
1.	Monitoring Cell	Issue Show Cause Notice to TP/TC for Default/s	No specific timeline (issue date is P1)	Show Cause Notice
2.	TP	Provide written response to Show Cause Notice	P1 + 3 Days	Response to Show Cause Notice
3.	Monitoring Cell	<p>Consider written response of TP Decide whether TP needs to be given an opportunity for personal hearing</p> <p>Issue notice to TP, if personal hearing is required</p> <p>Inform the TP if decision is pending or No Hearing required basis of Non satisfactory reply to Notice</p>	Within 5 days of receipt of response from TP	Personal hearing intimation
4.	Monitoring Cell/Internal Monitoring Committee	<p>Complete the personal hearing proceedings, if initiated</p> <p>Record the personal hearing proceedings and</p>	Within 7 days of issuing Personal Hearing Intimation	Proceedings of personal Hearing

		communicate details to the TP Inform the TP if decision is pending		
Imposition and implementation of Penalty				
5.	Internal Monitoring Committee(IMC) headed by Mission Director /Chief Skills Officer-HSDM	Take a decision regarding imposition of penalty and inform the TP that <ul style="list-style-type: none"> • Penalty Proceedings are being dropped or • A Penalty is being imposed • Penalty being modified 	Within 7 days of receipt of written response from TP or from date of personal hearing if such an opportunity is given to the TP	Notice of Imposition of Penalty/ droppings of Penalty Proceedings
6.	TP	If Mission decides to drop the Penalty proceedings, then no further action is necessary If penalty is imposed <ul style="list-style-type: none"> • Comply with the penalty order • Request for closure of penalty proceedings if the TP decides not to invoke the appeal process or • Action as per Appeal process 	As specified in notice of Imposition of Penalty	Request for Closure of Penalty Proceedings
Appeal				
7.	TP	Appeal against penalty	Within 5 days of receipt of notice of Imposition of Penalty	Appeal against Penalty
8.	Appellate Authority –I (Mission Director-HSDM)	Provide an opportunity to the TP to present its appeal against the penalty imposed by Monitoring/CSO-HSDM, including opportunity for personal hearing if required Decide whether to	Within 15 days of receipt of appeal against penalty if there is no personal hearing or 30	Personal Hearing Intimation Proceedings of Personal Hearing

		<ul style="list-style-type: none"> • Uphold the penalty • Modify the penalty • Cancel the penalty 	days of receipt of appeal against penalty if opportunity for personal hearing is provided	Decision on Appeal against Penalty
9.	Appellate Authority-II (PS/ACS-SDIT)	<p>Provide an opportunity to the TP to present its appeal against the penalty imposed by Mission Director-HSDM, including opportunity for personal hearing if required</p> <p>Decide whether to</p> <ul style="list-style-type: none"> • Uphold the penalty • Modify the penalty • Cancel the penalty 	Within 15 days of receipt of appeal against penalty if there is no personal hearing or 30 days of receipt of appeal against penalty if opportunity for personal hearing is provided	<p>Personal Hearing Intimation</p> <p>Proceedings of Personal Hearing</p> <p>Decision on Appeal against Penalty</p>
10.	Mission	<p>Verify whether the TP has complied with the order of the appellate authority if penalty is upheld or modified</p> <p>Comply with the terms of the order of the appellate authority if penalty is cancelled or modified</p>		
11.	Mission/Monitoring Cell	Inform the TP/TC that penalty proceedings are closed		Notice of Closure of Penalty Proceedings

Standard form for Issuance of Show cause Notice

To

Chief Functionary- Defaulting TP

_____ (Name of TC)

_____ (Name of TP)

_____ Address Line 1

_____ Address Line 2

_____ Address Line 3

Subject: Issuance of a Show cause notice on account of _____ default observed at your Training Centre during the Inspection dated _____

This is to inform you that during the inspection that was conducted at your training centre on the _____ it has been observed that there have been defaults related to the skilling protocols as mentioned under:

Serial No	Type of Default	Details of Default

In the abovementioned regard you are advised to issue clarification in this regard within a period of ____ days. In case you have nothing to reply within the specified period it will be considered that you have no clarification to offer in this regard.

Authorized Signatory

Attachments:

1. Evidences/Supporting Documents/Inspection Report
2. Recordings Video/Audio etc. Transcripts.

8. Guidelines for Recognition of Prior Learning (RPL) Under SURYA 2.0

1. Introduction

Recognition of Prior Learning is a skill certification component to enable a large number of Indian youth to take on industry-relevant skill certification which will help them to secure a better livelihood. Individuals with prior learning experience or skills can register themselves and get assessed and certified under the Recognition of Prior Learning (RPL) component of the scheme. RPL focuses mainly on individuals engaged in unregulated sectors.

Any revisions made to these Guidelines will be uploaded on the official website of Mission (www.hsdm.org.in). All stake holders are advised to regularly check for amendments/changes, if any.

2. Objectives of Recognition of Prior Learning (RPL)

To actively contribute to existing Skill development in India by establishing an outcome-driven implementation framework which evaluates and recognizes skills and knowledge acquired outside the classroom (inform all earning or learning through work), helps people acquire a formal qualification that matches their knowledge and skills and if required up-skills/re-skills (through bridge courses) and there by contributes to improving their employability, lifelong learning, social inclusion, and self-esteem.

The objectives of RPL are primarily three-fold:

- To align the competencies of the pre-existing workforce of the country to the standardized National Skills Qualification Framework (NSQF)
- To enhance the employability and/or entrepreneurial opportunities of an individual,
- To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others

3. Project Types, Eligibility and Stakeholders involved

Project Types in RPL: RPL project types predominantly talks about the RPL execution strategy with respect to target beneficiaries. Five types of RPL projects will be available in SURYA 2.0.

1. RPL Type1 (Camps): The salient features for this project type are:

- This is proposed to be conducted for target beneficiaries in allocation where workers of a sector are consolidated (such as industrial and/or traditional skill clusters).
- Orientation hours proposed is 12 hours.
- Bridge Course, up to additional 68 hours, based on need and relevance can be added over and above the 12 hours of orientation.
- PIA Cost and Tranches: Rs.2,000/- with payment in 2 tranches.
- Candidates going for this RPL type will receive an RPL kit.
- A certified trainer will provide the orientation

The following can be Project Implementing Agencies (PIAs):

- i. Non-government organizations (NGOs), cluster-based associations such as cooperatives (for example, agriculture, industry associations, etc).
- ii. Central and state government ministries, their institutions.
- iii. Central / state universities, skill universities, Government ITIs, KVKs, etc.
- iv. Training Providers in response to demand aggregation by District Skill Committees State Skill Development Missions, , and Demand Portal.

Some examples of RPL in camp mode are:

- i) Automotive cluster of Manesar,, garment manufacturing cluster of Faridabad district ,footwear cluster Jhajjar etc.
- ii) RPL at designated centers / camps for geographically scattered workers who need to be mobilized.

2. RPL Type2 (Employer Premises): The salient features of this project type are:

This type of RPL is conducted on site at the employer's premises.

- Orientation hours proposed is 12 hours. In case of employees not being available for 12 hours, a 4-hour, one day RPL, may be offered with discounted pay-outs.
- Bridge Course, up to additional 68hours, based on need and relevance can be added over and above the 12hours of orientation.
- Target Allocation will be implemented through RFP/EOI mode.
- PIA Cost and Tranches: Rs.1,700/- (for 12 hours) and Rs.1,200/- (for 4hours) with payment made in 2 tranches.
- Candidates going for this RPL type will receive an RPL kit.
- A certified trainer will provide the orientation
- The following can be Project Implementing Agencies (PIAs):
 - i. Registered employers/ industry
 - ii. industry associations, bodies, and institutions
 - iii. Training Providers in response to demand aggregation by District Skill Committees (DSCs), State Skill Development Missions (SSDMs) and Demand Aggregation Portal (DAP)

3. RPL Type 3 (RPL by Demand): The salient features for this project type are:

- This type involves RPL at HSDM approved centres
- Any individual or District Skill Committees (DSCs) can request for RPL at the available centre for a job role.
- Orientation hours proposed is 12hours.
- This type will not have a bridge Course.
- Target Allocation will be based on demand generated through Demand Aggregation Portal (DAP) at HSDM or by District Skill Committees (DSCs).
- PIA Cost and Tranches: Rs.1,400/- with payment made in 2 tranches.

- Candidates going for this RPL type will receive an RPL kit.
- A certified trainer will provide the orientation.
- Project Implementing Agencies (PIAs): Training Providers/PIAs which have been allocated Short Term Training (STT) targets in SURYA 2.0 /PMKVY will be eligible.

4. RPL Type 4 (RPL with Best-in-Class Employers (BICE)- Large Corporations/Industry and Medium Scale Enterprises): This type of RPL entails:

- Best-in-Class employer in both large and medium enterprise as per SSC criteria will be selected.
- Employees of Best-In-Class employers from all the sectors shall be certified.
- Senior employees such as supervisors / managers shall act as ‘Employer-Assessors’ in this mode.
- There is no orientation module in this type. It only has assessment.
- This type will not have a bridge course.
- PIA cost and tranches: Rs.1,200/- with payment made in 1 tranche.
- Candidates going for this RPL type will not receive an RPL kit.
- The following can be Project Implementing Agencies (PIAs):
 - i. industry bodies/ associations
 - ii. Best in Class employer for its own employees

5. RPL Type 5 (Online RPL): This type of demand based RPL is:

- Open to all skill seekers, who wish to take an online exam and get certified.
- This applies to specific job roles where the oral and practical are both amenable to be conducted online.
- Proctoring is executed through video links and other tools, and there is no physical proctoring.
- There is no orientation module in this type.
- This type will not have a bridge course.
- Target Allocation will be based on demand generated through Demand Aggregation Portal at HSDM.
- PIA cost and tranches: Rs.1,200/-with payment made in 1 tranche.
- Candidates going for this RPL type will not receive an RPL kit.
- The collective names/demand from demand portal can go to SSCs/AB which then forms a batch on HSDM MIS Portal. The candidates will be remotely proctored, assessed and will then be provided a certificate.

Eligibility Criteria

1) Who can go for RPL?

- RPL is applicable for any candidate of Indian nationality who:
 - Is of age between 18-45 years.

- Has prior experience in the job role for which they want RPL certification and as specified by the SSCs/AB for those job roles.
 - Possesses an Aadhar card and Aadhar linked bank account.
 - Fulfils other criteria related to work experience, as defined by the SSCs/AB for the respective job roles.
- If target beneficiaries belong to higher age groups than those specified in point 1, the Project Implementing Agency (PIA) would have to get this approved during the sanction from the SURYA 2.0 Executive Committee / State level Empowered Committee.

2) Who can become a Project Implementing Agency (PIA)/TP

- RPL Implementation Agency refers to re proposing entity for RPL project, which is responsible for the overall execution and implementation of the RPL:
 - Any legal entity such as private companies, non-profit organizations, NGOs, industrial associations, cooperatives, etc. which have been working in the sector and have been recognized for such work. Recognition would include state and national level awards, , etc.
 - Best-in-Class employers as determined by SSC/AB criteria.
 - Central and state government ministries, departments, associations, etc.
- Any department / organization registered with any State / UTs Government under the union of India
- Specific eligibility criteria as notified by Ministry of Skill Development and Entrepreneurship (MSDE) be defined/ altered time to time.
- SSCs will not been courage to become PIAs in RPL except RPL Type 4 and 5.
- Assessment Agencies will not be permitted as PIA under RPL in SURYA 2.0.
- In order to be eligible to apply as a PIA, an entity should be:
 - Any form of corporate entity or legal entity.
 - Has been incorporated for more than 03years at the time project proposal is submitted to HSDM with at least 1 year of experience in the proposed sector(s), and
 - Should have an average annual turnover of last 3 financial years that is at least 25% of the total project cost proposed.
 - The PIA may propose a maximum of two projects, included rejected proposals, across all available sectors in a given financial year.
 - The PIA should have a positive net worth for the last two consecutive financial years.
 - Minimum three months gap from the date of return of proposal to Resubmission of are turned or rejected proposal.
 - The conditions may be exempted in case of Government/semi-Government organizations.

4. Project Sanction

- **Coverage of Beneficiaries:** The coverage of RPL program shall be in territory of Haryana state. The basis of coverage shall be on demand aggregated by DSC/DSDA/Mission.
- **Identification and selection of RPL projects**

The state RPL targets shall be allocated by HSDM. Mission shall identify suitable projects with the help of DSCs having such a demand and shall implement it. Project Approval committee is competent to sanction such projects on request and recommendation of PEC (Project Evaluation Committee). Selection of most suitable RPL Implementation Agencies (PIAs) to be done in transparent and competitive manner.

RPL under SURYA 2.0 should be focused on job roles of NSQF level 3, 4 or 5 and higher.

5. Project Finance

Three types of pay-outs have been covered in the total project cost:

- Pay-out to PIA/TP
- Pay-out to SSC/Awarding Body
- Pay-out to the Candidate

The indicative project cost per candidate is given in the table A:

Table A: Indicative Project Cost per Candidate. - In Rs. per Candidate

Sl. No.	Particulars	Project Type 1 - Camps	Project Type 2 - Employer Premises	Project Type 3 - RPL by Demand	Project Type 4 - BICE	Project Type 5 - Online RPL	
1	Pay-out to PIA						
1.a	12 hours Orientation	Rs. 2,000/-	Rs. 1,700/-	Rs. 1,400/-	NA	NA	
1.b	4 hours Orientation	NA	Rs. 1,200/-	NA	NA	NA	
1.c	Pay-out for Bridge course	<i>As per Common Norms, if approved as per Guidelines (not applicable for project types 3, 4 and 5 or higher.</i>					
2	Pay-out to Candidate						
2.a	Reward Money	Rs.500/-	Rs. 500/-	Rs. 500/-	Rs. 500/-	Rs. 500/-	
3	Pay-out to SSC	As per Common Norms, in line with the matrix given below			Rs. 1,200	Rs. 1,200	
	NSQF Level	Common Norms Category	Category 1	Category 2	Category 3		
	10	Senior Level/Specialized, Executive level	Rs. 1,125/-	Rs. 937.5/-	Rs. 750/-		
	9						
	8						
	7	Mid-Level / Administrative Employment	Rs. 975/-	Rs. 825/-	Rs. 675/-		
	6						
	5						
	4	Entry level/Operational Employment	Rs. 900/-	Rs. 750/-	Rs. 600/-		
	3						

	2	Pre-employment (For schools)/	Rs. 525/-	Rs. 450/-	Rs. 375/-	
	1	Non –Organizational				
4	Total Cost per Candidate (1+2)	Rs. 3,551.7/-	Rs. 3,251.7/-	Rs.2,951.7/-	Rs. 1,776.7/-	Rs. 1,776.7/-

The pay-out for bridge courses would be as per Common Norms for the hours of bridge, subject to a maximum of 68 hours.

In projects where utilization of Government-owned infrastructure, equipment, trainers supported by other projects or Government agencies is involved, project cost will be discounted.

Pay-outs will be directly transferred to the RPL PIA's bank account (DBT) on the completion of the following milestones:

- **Tranche 1:** 80% payment on result approval by the SSC/Awarding Body. 100% for RPL4 and 5 post successful certification of candidates and submission/ upload of relevant documents.
- **Tranche 2:** 20% payment upon submission / uploading of Monthly Performance Report (MPR) and submission of proof for certificate handover, with or without the distribution ceremony.

Pay-out to the SSC/Awarding Body:

The assessment pay-out will be provided for overseeing and facilitating final assessments, as per the NSQF level of job roles as given on www.skillindia.gov.in/www.nqr.gov.in

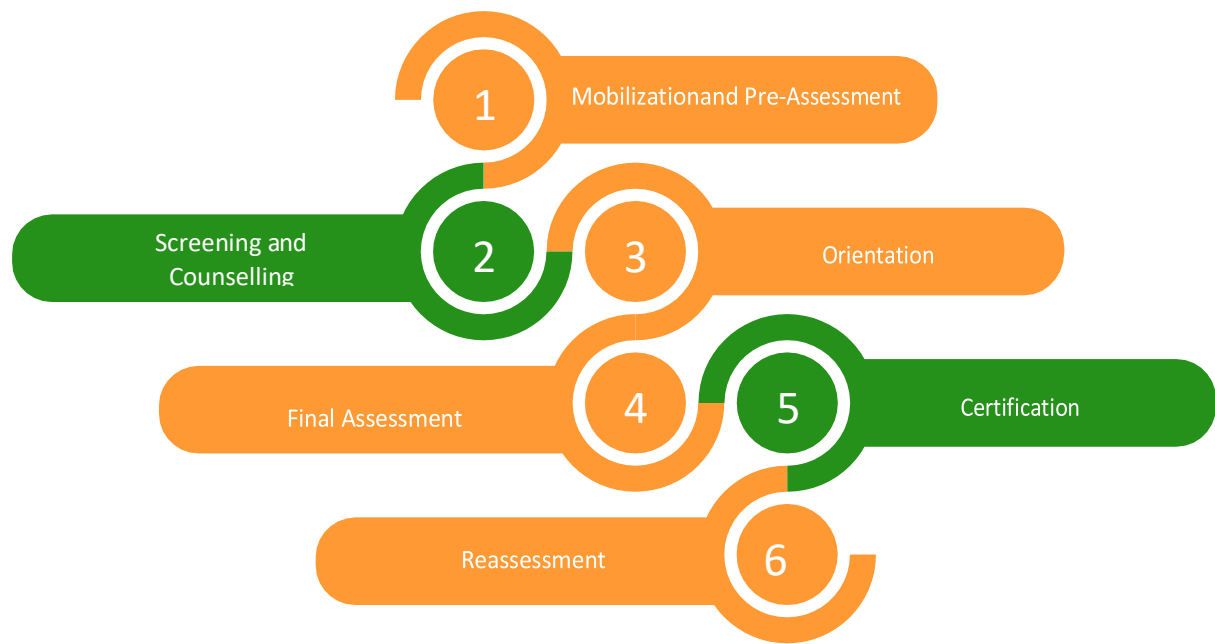
Pay-out to Candidates/Reward for Certification:

Every certified candidate will get a reward of Rs.500/-for clearing the exam as encouragement. The pay-out to candidates will be processed centrally and will be transferred directly to the bank account of the candidate by Mission.

Candidates may choose to enrol for the second time in a different job role/related job role/higher job role, under RPL, during the duration of the scheme. The pay-out against such candidates (which includes pay-out to candidates, PIAs and SSCs) shall only be given for enrolment for a maximum of two job roles, only if there is a six-month gap between the certification date of the first job role enrolled for and the subsequent enrolment date under RPL (or the batch start date).

6. RPL Process

Process Overview:



Annexure-1

Minor Defaults

- Welcome kits/ Induction Kits/ Uniform (As per Scheme)/ Handbook
- Non-Availability of Bi-Lingual Training Material (Handbooks)
- Deviations from mandatory equipment as per QP/SSC
- Academic Materials
- Course contents, Training Kit, Assessment material as per SSC/SVSU.
- Activity cum training plan
- Training schedule and activity planner, industrial visits
- OJT Plan (if any) candidate entitlement
- Facilities (First aid kit, hygiene, drinking water etc.)
- Branding of schemes.
- CCTV in working mode and recordings up to 1 month.
- Trainers profile-Confirm relevant domain.
- Grievance register/ Visitor register.
- Bio-Metric device for recording attendance (AEBAS)
- Batch wise training record file

Major Defaults

- Non Existence of the Centre- Training centre does not exist at the address provided.
- Unethical Practices- Subletting (Franchise Mode), Fraudulent Practices.
- Fake Enrolments / Ghost candidates
- Centre found closed at the time of visit, but active on portal.
- Centre is open and Training not being conducted at the time of visit
- Training Centre is found indulging in unethical practices such as offering/demanding undue favours in cash / in kind to a stakeholder, OR any other mala fide intention affecting the outcome of the training
- Intimidating assessor to conduct assessment at a place other than authorized
- Non availability of mandatory equipment as per SSC/AB/QP.