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MINISTRY OF TEXTILES

GOVERNMENT OF INDIA

GUIDELINES BOOKLET

SCHEME:

**INTEGRATED SKILL DEVELOPMENT SCHEME FOR THE TEXTILES AND
APPAREL SECTOR INCLUDING JUTE AND HANDICRAFTS**

July 2013

Introduction

1. The Textiles Sector has the second largest share of employment after agriculture. With technological modernization being the key to high industrial growth, labour intensive industries like textiles require not only skilled workforce, but also massive vocational training for skill upgradation of the existing workers engaged in the organized as well as unorganized sectors, (including handlooms, powerlooms, sericulture, wool, khadi, etc.).
2. As per the NSDC report, the overall employment in the T&C sector would increase from about 33 to 35 million in 2008 to about 60 to 62 million by 2022. This would translate to an incremental human resource requirement of about 25 million persons. Of this the Mainstream T&C sector has the potential to employ about 17 million persons incrementally till 2022. It implies that by the end of the XII Plan (2016-17), which is roughly close to 2018, the textile sector's incremental human resource requirement would be about 17.8 million, of which 11.00 million human resources would be required in the Mainstream T&C sector.
3. The approach paper of the XII Plan of the Planning Commission has laid emphasis on faster, more inclusive and sustainable growth. A target range of GDP growth of 9 to 9.5% has been envisaged. The key instruments for making growth more inclusive, inter alia includes:
 - (i) Faster creation of jobs in manufacturing
 - (ii) Stronger effort at health, education and skill development.
4. XII Plan Approach towards Skill Development focuses on enhancing skills and faster generation of employment, in order to reap the demographic dividend. Skill building can be viewed as an instrument to improve the effectiveness and contribution of labor to the overall production. It is an important ingredient to push the production possibility frontier outward and to take growth rate of the economy to a higher trajectory. Skill building could also be seen as an instrument to empower the individual and improve his/her social acceptance or value.

5. To reap the benefits of "demographic dividend", the XI Five Year Plan had favored the creation of a comprehensive National Skill Development Mission. As a result, a "Coordinated Action on Skill Development" with three-tier institutional structure consisting of:
 - (i) PM's National Council on Skill Development
 - (ii) National Skill Development Coordination Board (NSDCB)
 - (iii) National Skill Development Corporation (NSDC) was created in early 2008, Prime Minister's National Council on Skill Development has spelt out policy advice and direction in the form of "Core Principles" and has given a Vision to create 500 million skilled people by 2022 through skill systems (which must have high degree of inclusivity).
6. There is a serious gap between the training needs of the different segments of the textile industry and the training provided by the existing training institutes both in terms of volume and course contents. To fill up the demand supply gap, a focused and financially sustainable strategy needs to be put in place during the XII Five Year Plan.
7. This Scheme seeks to make intervention to assist the textiles economy to meet the said gap in manpower requirement.

Objectives of the Scheme

1. To address the trained manpower needs of textiles and related segments including Handicrafts, Handlooms, Sericulture, Jute, Technical Textiles etc, by developing a cohesive and integrated framework of training based on the industry needs. Addressing this need is critical for enhancing the competitiveness of the industry in the globalized economy.
2. To increase the employability of residents of the target areas through imparting of skills in the above segments.
3. To ensure that the scheme is so designed as to cater to the wide range of skill sets required in various segments as listed above, while simultaneously ensuring sufficient flexibility to meet the dynamic needs of these segments over a period of the next five years.

Strategy:

1. It is proposed to achieve these objectives by:
 - (i) Leveraging on the existing strong institutions and training experience within the Ministry
 - (ii) Private sector participation through a PPP Model
 - (iii) Participation of State Government agencies
2. The expansion of training centers would be demand driven, based upon the requirements of the Industry
3. A trainers' pool is proposed to be created by conducting the advance training programmes at a cluster level.
4. The training shall also be given in design development programmes, which is critical for handloom weavers/handicraft artisans/jute artisans and to help them produce diversified products with innovative uses and improved quality to meet changing market trends.
5. The scheme envisages three Components:
 - (i) Component I for Institutions /TRAs under MoT
 - (ii) Component II for private bodies in PPP mode
 - (iii) Component III for State Government Agencies.
6. It is proposed to operate Projects within the XII Plan Outlay of Rs. 1900 crores with a physical target of 15 lakh persons during the Plan period 2012-2017. The physical & financial targets also include the targets committed in the pilot phase.
7. The Scheme envisages concurrent evaluation of performance. A Project Management Unit will be set up under the scheme for scheme implementation and monitoring.
8. It is proposed to set up Sector Skill Councils for Apparel, Textiles (including handlooms) and Handicrafts (including Carpets) under the aegis of the National Skills Development Corporation (NSDC). The responsibilities of SSCs would be:
 - o Signing of MoUs with Industry to ensure commitment and support;

- To review international trends in skill development and identify skill gaps and technology to be taken up for training;
 - ratify curricula, methodology and assessment standards developed by RSA;
 - oversee the functioning of RSA.
9. The Resource Support Agencies (RSA) will be established as an independent body and formation of regional branches/ sub-committees will be deliberated for effective functioning of these academies/ RSA. The Academies/ RSA will report to Sector Skills Council on a regular basis and perform the following functions:
1. Smooth functioning and implementation of the ISDS
 2. Identification and finalization of skill development needs in consultation with SSCs and RRSAs
 3. Building up skill inventory database for the industry sector, skill-wise, region-wise
 4. Standardization of course content and content development
 5. Standardization of admission, assessment, certification and accreditation processes in consultation with SSCs and RRSAs to ensure consistency and acceptability by various stakeholders
 6. Accreditation of IAs
 7. Coordination with RRSAs and SSCs
10. Since dedicated resource will be required for functioning of Academies/ RSA, Implementation agencies will not be designated as Academies/ RSA. The Resource Support Agencies (RSA) (now called the Academies of Excellence) will be based on specific sub-sectors of Textiles such as Spinning, Weaving and Knitting, Chemical Processing, Technical Textiles, Handicrafts and Apparels. They would provide the pedagogic inputs on quality control to the Skill programme and work under the overall guidance of the Industry led SSCs. The financing model for the RSAs would include financing under:
- (i) Capital for creation and maintenance of physical infrastructure

- (ii) Administrative costs for manpower, office equipment, training of trainers and costs related to their activities including promotion of the scheme
 - (iii) Research grants for creating expertise in the area allocated to them
 - (iv) Costs for administering Government grants to implementing agencies under the overall control of the Ministry of Textiles. No funds would be given however for civil works and civil infrastructure.
11. It is proposed to set up a Project Management Unit (PMU). The PMU will be the overall monitoring body for the ISDS under the direct administrative control of MoT. PMU will manage skills and labour Market Information System (LMIS) Portal which would be created and maintained by a specialized IT consultant.
 12. The maximum govt. assistance available shall be restricted to Rs. 10,000/- per trainee. The payment would be linked to both data uploaded on the MIS portal and achievement of the prescribed percentage of employment in the Labour MIS.
 13. Placement and tracking (atleast for 6 months) shall be mandatory under the scheme with provisions for placement in the organized sector and the informal sector or self-employment. The implementing agencies should track the trainees for a minimum period to assess the impact of training:
 - (i) Textiles & apparel (75% placements):
 - (ii) Handlooms, Handicrafts and Silk: 75% in organised sector/unorganised/informal or self-employment
 14. Any gaps or discretionary elements in the scheme would be decided by the Ministry after obtaining the written views of SSCs and RSAs.

Salient Features of the proposed Scheme

1. The Scheme will work on the principle of leveraging on existing resources and infrastructure and participation of State Government agencies and private sector. The scheme would have three broad components:
 - (i) **Component I** - Skill development by augmenting and strengthening the capacity of institutions and schemes under Ministry of Textiles. Through this component, the target would be to train an estimated additional 5 lakh

persons in various skill sets covering all segments under the ambit of the Ministry of Textiles over a period of 5 years

- (ii) **Component II** - Skill development in partnership with the private sector viz industry, NGOs, institutions, Government and potential employers etc. The target would be to train an estimated 5 lakh persons in all segments through a PPP model over a period of 5 years
- (iii) **Component III** - Skill development in partnership with State Government Agencies for training 5 Lakh persons over a period of 5 years

2. It would cover all segments under the ambit of the Ministry, viz.

- (i) Textiles and Apparel
- (ii) Handicrafts
- (iii) Handlooms
- (iv) Jute
- (v) Sericulture
- (vi) Technical Textiles

Special focus is being given to skill development in knitting and knitwear technology by making a special provision of Rs. 55.00 crore during 12th Plan.

- 3. **Target:**The Scheme would target to train 15 lakh persons over a period of 5 years
- 4. All facets of skill development will be covered viz. Basic Training, Skill upgradation, Advanced Training in emerging technologies, Training of Trainers, orientation towards modern technology, retraining, skill upgradation, managerial skill, entrepreneurship development etc
- 5. The training programme will be designed based on industry demand in different segments. The emphasis will be on measurable outcomes, wherein it will be ensured that all successful trainees are certified by empanelled certification agency.
- 6. Private sector participation will be ensured, and outcomes will be strengthened by incentivizing training where the trainees get employed/self-employed after training is imparted.
- 7. The max cost per trainee (for the government) to be borne through the scheme would be Rs. 10,000/-

8. The Govt will meet 75% of the total cost of the project, and balance 25% would be met from Fee/ Industry Contribution. However, in courses/ programmes (of Component – I & Component III) where it is not feasible to organise the beneficiary contribution, the Empowered Committee shall be authorised to approve a higher level of government assistance
9. A budget line for a new HRD Scheme under new initiatives of the Ministry of Textiles already exists, which will be operated for this scheme. The Scheme has been formulated within the approved outlay of Rs. 1900 Crore for the 12th Plan
10. The evaluation would be carried out through a reputed independent agency. The Scheme also provides for an MIS system to ensure transparency, a Skills exchange
11. Placement and tracking will be mandatory under the scheme with provisions for placement in the organized sector and the informal sector or self-employment
12. There will be institutional bodies namely Sector Skill Councils and Resource Support Agencies for developing curricula, methodology and assessment standards; provide certification and formulate standard systems & procedures for scheme implementation
13. An Empowered Committee under Chairpersonship of Secretary (Textiles) would be constituted. The Empowered Committee shall have members from Planning Commission, Finance Ministry & Ministry of Labour (DGET). The following shall be the TOR of the EC:
 - (a) To monitor implementation of the projects and advise the Ministry as well as the implementing agencies
 - (b) To advise the Ministry on the Structure of the Scheme
 - (c) Design Norms/ Template for funding of projects
 - (d) To approve the pattern of Funding of Projects

Physical & Financial Outlay

1. The total cost of the scheme for the XII Plan shall be Rs. 1900 Crore. The details of the physical and financial outlay of the scheme are given in the table below:

Financial Details

	Physical targets (trainees in Lakh)					
	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Component I - TRAs and other organization under MoT	0.76	0.80	1.00	1.28	1.16	5.00
Component II - PPP	0.04	0.30	1.50	1.66	1.50	5.00
Component III - State Government Agencies	-	0.20	1.50	1.80	1.50	5.00
Total	0.80	1.30	4.00	4.74	4.16	15.00
	Financial Targets					(Rs. in Cr.)
Sector	2012-13	2013-14	2014-15	2015-16	2016-17	Total
GoI Share (75%) including committed liability	80.00	130.00	400.00	474.00	416.00	1500.00
Other expenses to be met by GoI		133.82	108.60	79.50	78.08	400.00
Total GoI share	80.00	263.82	508.60	553.50	494.08	1900.00
Industry/Beneficiary Contribution (25%)	25.00	45.00	133.00	158.00	139.00	500.00
Total	105.00	308.82	641.60	711.50	633.08	2400.00

Details of the share of Government of India

1	Funds requirement		Year 1	Year 2	Year 3	Year 4	Year 5	Amount
								(Rs. in crore)
2	Estimate of MOT grant for training under ISDS							
	Average rate per trainee (in Rupees)	10000						
	Proposed trainee targets under 12th Plan (Lakh trainees)	15						
	Proposed trainee targets under XII Plan (in Lakh Trainees)		0.80	1.30	4.00	4.74	4.16	15.00
	Average cost of training with increase (MOT share)		80.00	130.00	400.00	474.00	416.00	1500.00
3	Establishment of PMU at MOT			4.00	2.00	2.00	2.00	10.00
4	Establishment of RSA and RSSAs							
	(i) Capital Expenditure			32.68	-	-	-	32.68
	(ii) Content/Material Development			20.00	30.00	-	-	50.00
	(iii) Manpower Cost			12.95	20.95	20.95	20.95	75.80
	(iv) Training of Trainers/Conferences/Seminars/Trg of Staff Members (Abroad)			1.50	2.50	2.50	2.50	9.00
5	MIS / Skill Exchange			7.50	7.50	7.50	7.50	30.00
	IEC			6.25	6.25	6.25	6.25	25.00
	Knitwear Technology Mission (KTM) *			25.00	10.00	10.00	10.00	55.00
6	Studies (Monitoring and Evaluation, Skill gap assessment)			2.00	6.00	6.00	6.00	20.00
7	Other Administrative and Consulting payouts (5% of total cost)			21.94	23.40	24.30	22.88	92.52
	Total		80.00	263.82	508.60	553.50	494.08	1900.00

* Various projects for skill development in knitting, knitwear technology and knitwear manufacturing to be taken up by LIAs under Component I,II and III.

2. The above year-wise cost estimation for each project component is indicative and can be re-appropriated during scheme implementation within the overall approved budget based on approval from the Empowered Committee. The actual allocation of funds will be based on demand and availability of viable projects.
3. There is no land required under this project. The land for road construction will be acquired by the concerned bodies, and the same is outside the purview of this project.

COMPONENT-I & III:

Skill development by augmenting and strengthening the capacity of institutions and Schemes under the Ministry of Textiles, Government of India and State Government Agencies

1. There is a strong institutional structure and several instruments and valuable training experience available within the ambit of the Ministry of Textiles, Government of India & State Government Agencies towards skill development, and it is estimated that with these existing resources, 10Lakh persons can be trained in different segments over the next 5 years. The Scheme proposes to leverage on these existing resources and maximize their potential through upgradation/ enhancement/ deepening of these capacities.
2. The components proposes to upgrade the training facilities in the Powerloom and Weaver's Service Centres, Textile Research Associations (TRAs); Apparel Training and Design Centres (ATDCs); Indian Institutes of Handloom Technology(IIHTs); Research and Training institutes under the Central Silk Board for Sericulture; Institute for Jute Technology (IJT); Centres of Excellence for Technical Textiles, institutes that have institutional tie-ups under the schemes set up for training in Handicrafts etc and State Government Agencies

3. The programme aims to address the shortage of trained manpower and to tap the huge employment potential of the sector to achieve the aim of inclusive growth through economic empowerment.
4. As far as may be feasible, for each of the sector (in the Textiles value added chain) projects would be sanctioned in proportion to the identified skill gap in the sector.

Implementation Mechanism for various segments under Component I & III:

The most important feature of the component funding is that the expansion of the training institutions is demand driven. Thus the strategy for implementation of this component shall be as follows:

1. Proposals shall be invited from the institutions for funding under the scheme [Format is in the **Annexure**].
2. The training courses/ curriculum, methodology etc. shall be designed by RSA. The Cost of content development shall be borne by the Government.
3. The proposals submitted for the Capacity & Infrastructure building should be planned preferably for 5 years and the financial commitments/ Outcome targets should be clearly laid out for the 5 year period.
4. The Cost of Land would NOT form part of the Project Cost. Further not more than 25% of the project cost would be spent on construction of building.
5. Releases to the IAs would be securitized through mortgaging of capital assets created under the scheme in favour of government. The mortgages to be released on successful completion of targets.
6. For training of persons in unorganized sector, (such as Handicraft, Jute Diversified Products etc.) the tie-up with private partner would be preferable, but not be mandatory.
7. The Nodal Agencies for execution and operation would be RSA and RRSAs.
8. **Trainers:** Each of the training centres will be run by qualified trainers and support staff. The capacity of the trainers shall be strengthened through a comprehensive Training of Trainers (TOT) Programme.

9. **Mobilisation and Selection of Trainees:** One of the key challenges of the programme is to identify the youth who are willing to undergo training and work in the industry. The trainees will be identified and selected to meet the requirements of the industry, in consultation and support of local self-Government bodies and other stakeholders. The IA shall adopt a comprehensive strategy for such mobilization of the trainees. Preference will be given to marginalised social groups like women, SC/ST and Handicapped persons, minorities and persons from the BPL category.
10. **Content:** The content for each of the skill sets shall be need-based to meet the highest standards and requirements of the related industry segment and will be designed and developed by RSA. Use of multimedia content and other applications of Information Technology (IT) would be encouraged.
11. **Soft Skills:** In addition to the targeted domain specific hard skills, the programme shall also aim at imparting life management skills (Soft Skills) to the trainees.
12. **Assessment and Certification:** Scientific criterion would be evolved by empanelled assessment agencies in consultation with RSA for assessing the proficiency of skills of the trainees based on the standards used by the related industry segment.
13. **Employment Linkages:** One of the key outcomes of the programme is the number of trainees who are successfully engaged in the related occupations after the training. The IA would take all steps to partner with industry and obtain the commitment of Industrial units for employment of the successfully trained candidates
14. There should be a concurrent evaluation of the projects sanctioned under the component.
15. Project Implementation Committee will be constituted by the designated Nodal Agencies to oversee the implementation of the projects and periodically monitor performance outcomes.
16. **Procedure for Approvals:**
 - (i) The procedure for appraisal and approvals has been designed, keeping in mind the twin requirements of ensuring that there is sufficient flexibility for covering a wide spectrum and range of activities, coupled with the need for proper accountability. Hence, while the umbrella scheme provides for scope to support various segments and various expenditure

heads, the Project Appraisal committee has experts from the concerned field to ensure that there is a detailed appraisal of physical and financial targets of each project individually.

- (ii) All projects received will be considered and approved by the Empowered Committee. For Each Project, DPRs would be invited from selected implementing agencies. These DPRs would be considered and sanctioned by the Empowered Committee.
- (iii) The Projects would normally be sanctioned on 75% (Government)-25% (Beneficiary/Industry contribution) pattern. [90% - 10% in case of Institutions in the North Eastern States]. In special projects, where it is not feasible to attract the Beneficiary/ Industry contribution, a higher funding could be approved by the Empowered Committee (even upto 100%). Further it would be permissible for EC to allocate funding in Capital/ Recurring to each skill institution/project in the manner feasible so that the overall Government funding percentage remains 75% (Or such percentage approved by the EC).

17. The Agency should be willing to declare the accounts & Bank statements to the Government as well as get the accounts audited by the C&AG/ Auditors appointed by the government.

18. Broad features of MOU: Following shall be broad features of MOU that would be designed for executing the projects -

- (i) Obligations of the Government - timeliness for release of funds on achievement of milestones;
- (ii) Rights of Government
 - (a) To Close or suspend the project & stop funding at any point of time
 - (b) The inspect Records, Accounts, Premises etc.
 - (c) Issue Directions for proper implementation of the project
 - (d) Intervene if any malpractice is detected.
- (iii) Obligations of Implementing Agency

- (a) To run the programme with zero profit objective.
 - (b) Separate Account maintenance
 - (c) Follow transparency in purchases/ procurements
 - (d) Execute the project as per the timelines
 - (e) Meet the Physical targets (Milestones, No of trainees, Quality etc)
 - (f) Assets not to be diverted for any other programme/ activity at least for 5 years.
- (iv) Rights of Implementing Agency
 - (a) To fix & charge fee from participants - in order to meet the gap in cost & revenues
 - (b) Seek Industry / Non-Government contribution for the project - in order to meet the gap in cost & revenues.
 - (c) Hold the IPR of all the material developed
 - (v) Warranties & Penalties
 - (a) Service provider to indemnify the government against any liabilities that may accrue in the project
 - (b) Mortgaging of the Capital assets created in the scheme in favour of Government.
 - (c) Penalty for non-achievement of milestones / targets / qualities
 - (d) Recovery of government grant in case of failure of projects

19. Financing/ Funding Methodology

The Implementing Agencies seeking grants for Capital investment would be required to prepare a plan/Project for 5 years. The DPR would clearly indicate the periodic phasing with respect to proposed outcomes and requirements of funds.

20. Concurrent Evaluation and Monitoring

The scheme envisages concurrent evaluation and monitoring by an independent third party (Project Management and Monitoring Consultant). PPMC will evaluate the projects and do the onsite monitoring and report to the Ministry. GFR procedures will be followed in engaging and hiring the agency/consultants. In order to ensure monitoring and utilization of funds towards the programme objectives, the EC either by itself or through a Nodal Agency will continuously monitor the programme outcomes. The Implementing Agency (IA) will be required to furnish progress report of the project by 15th of the month succeeding every month in the format prescribed by MOT. Failure to furnish the progress report would make the implementing/coordinating agency liable to refund of the Central funds released for the Project along with interest. It shall be open to the Ministry of Textiles to prescribe such conditions, as it deems fit, from time to time to ensure proper execution of the project.

Ministry of Textiles will also ensure mid-term evaluation and also end of the Project Impact Assessment of the sanctioned projects with the help of Textiles Committee as well as other reputed and independent national level institutions. Detailed formats, processes and systems would be developed for such appraisal and monitoring.

The outcome measure of success shall be 75% placement in industry.

21. **MIS:** A dynamic web-based project Management Information System (MIS) will be developed and operated. The MIS would provide all necessary details, including the profiles of the trainees, training and placement details, apart from project level information. This MIS will also serve as 'Skills Exchange,' enabling effective linkages between the industry who are potential employers and the training providers/trainees.

A provision has been made to meet the expenditure on the MIS and skills exchange, periodic evaluations, impact assessment and other contingencies.

COMPONENT II

Skill development through partnership with the private sector

2. **Objective:** To impart employable skills through a demand driven programme in partnership with the private sector to meet the skilled manpower requirements of the textiles and handicrafts sectors.
3. **Strategy:** To leverage on the existing infrastructure and substantial experience of all stakeholders viz industry, NGOs, institutions, Government and potential employers etc by ensuring their active participation from the design to the implementation stages of the project.
4. **Coverage:** Need based skill sets ranging from entry/basic to supervisory level in the segments of Handicrafts, Handlooms, Jute Industry, Sericulture, Spinning, Powerloom Weaving, Processing, Knitting, and Apparel manufacturing. Given the wide spectrum and range of activities proposed to be covered, the scheme provides for enough scope for flexibility to ensure that a gamut of need-based skill development options received coverage under the scheme. The resources of the private sector will be harnessed by incentivizing training through an outcome based approach.
5. **Implementing Agencies (IA.):**The Ministry of Textiles would operate this component of the Scheme in a PPP mode with the Industry Associations, established NGOs and Agencies with the requisite expertise in conducting large scale training programmes. The following is the indicative list of Implementing Agencies:
 - (i) Training Institutions and Agencies with the requisite expertise in conducting large scale training programmes.
 - (ii) Established NGOs who have relevant experience and resources in implementing capacity building programmes and skill development initiatives.
 - (iii) Private corporate entities and Industry Associations representing the targeted segments of textile industry.

The above list is illustrative and not exhaustive. The selection of the IAs will be done through a transparent procedure and subject to their meeting requisite technical and capacity criteria which will be laid down in advance by the Ministry of Textiles.

The IA may enter into partnership with service providers or agencies for delivery of the programme. However, the responsibility for design, execution and outcomes will rest solely with the IA.

Implementation Framework:

- 1. Formulation of Projects:** The Implementing Agency is required to formulate a comprehensive project for the proposed skill development, clearly highlighting the targets, the strategy for mobilization of trainees, availability of sufficient trainers, industry linkages for the purpose of placement, training methodology, assessment and certification, training centres and other relevant details. The DPR would clearly indicate the periodic phasing with respect to interventions and requirement of funds. Since the assistance is intended to meet the cost of training including purchase of machinery, teaching aids and tools, development of course curriculum including AV modules, etc. to ensure full capacity utilization, each such project shall target to train at least 2500 persons over the project period, which could extend to a maximum period of 5 years. An MOU shall be entered into with the IA as a guarantee against the IA abandoning the project in between.
- 2. Training Centres and Infrastructure:** The scheme does not envisage construction of any new buildings for the purpose of implementation of this programme. The existing infrastructure available with the industry, Governments, Educational Institutions and others will be utilized to set up the training classrooms and workshops. Each training centre shall be equipped with necessary machinery, tools and teaching aids required to conduct the training effectively.
- 3. Trainers:** Each of the training centres will be run by a qualified trainer and support staff. The capacity of the trainers shall be strengthened through a comprehensive Training of Trainers (TOT) Programme.

4. **Mobilisation and Selection of Trainees:** One of the key challenges of the programme is to identify the youth who are willing to undergo training and work in the industry. The trainees will be identified and selected to meet the requirements of the industry, in consultation and support of local self-Government bodies and other stakeholders. The IA shall adopt a comprehensive strategy for such mobilization of the trainees. Preference will be given to marginalised social groups like women, SC/ST and Handicapped persons, minorities and persons from the BPL category.
5. **Content:** The content for each of the skill sets shall be need-based to meet the highest standards and requirements of the related industry segment and will be designed and developed by RSA. Use of multimedia content and other applications of Information Technology (IT) would be encouraged.
6. **Soft Skills:** In addition to the targeted domain specific hard skills, the programme shall also aim at imparting life management skills (Soft Skills) to the trainees.
7. **Assessment and Certification:** Scientific criterion would be evolved by empanelled assessment agencies in consultation with RSA for assessing the proficiency of skills of the trainees based on the standards used by the related industry segment.
8. **Employment Linkages:** One of the key outcomes of the programme is the number of trainees who are successfully engaged in the related occupations after the training. The IA would take all steps to partner with industry and obtain the commitment of Industrial units for employment of the successfully trained candidates. Further, a bonus equal to 5% of the financial support sanctioned through the Scheme will be given to the IA, if at least 75% of such trainees become employed/ self-employed within 3 months of receiving the training.

Procedure for Approvals:

- (i) The procedure for appraisal and approvals has been designed, keeping in mind the twin requirements of ensuring that there is sufficient flexibility for covering a wide spectrum and range of activities, coupled with the need for proper accountability.
- (ii) All projects received will be considered and approved by the Empowered Committee. For Each Project, DPRs would be invited

from selected implementing agencies. These DPRs would be considered and sanctioned by the Empowered Committee.

9. Monitoring

- (i) The scheme envisages concurrent evaluation and monitoring by an independent third party (Project Management and Monitoring Consultant). PMMC will evaluate the projects and do the onsite monitoring and report to the Ministry. GFR procedures will be followed in engaging and hiring the agency/consultants. In order to ensure monitoring and utilization of funds towards the programme objectives, the PMMC either by itself or through a Nodal Agency will continuously monitor the programme outcomes. The Implementing Agency (IA) will be required to furnish periodic progress reports in the format prescribed by MOT
- (ii) Ministry of Textiles will also ensure mid-term evaluation and also end of the Project Impact Assessment of the sanctioned projects with the help of Textiles Committee as well as other reputed and independent national level institutions. Detailed formats, processes and systems would be developed for such appraisal and monitoring
- (iii) The outcome measure of success shall be 75% placement in industry

10. MIS: A dynamic web-based project Management Information System (MIS) will be developed and operated. The MIS would provide all necessary details, including the profiles of the trainees, training and placement details, apart from project level information. This MIS will also serve as 'Skills Exchange,' enabling effective linkages between the industry who are potential employers and the training providers/trainees.

11. Funding:

- (i) The DPR would clearly indicate the periodic phasing with respect to proposed outcomes and requirements of funds. Each of the projects will be funded to the extent of 75% of the cost of the project, within an overall ceiling of Rs. 10,000/- per trainee, for each trainee who successfully completes training and receives certification.

- (ii) The funding would include project management fee of the IA, with a ceiling of 5% of the approved project cost. The assistance of the Central Government would be only towards O&M expenditure of the training, including training costs, certification charges, need based expenses towards travel, boarding & lodging, raw material etc. These heads are only indicative, and the final decision will be taken on a case to case basis by the EC. In no case however will construction of building or building infrastructure are supported through the Scheme.
- (iii) The Scheme does not envisage construction of any new buildings for the purpose of implementation of this programme. The existing infrastructure available with the industry, State Governments, Educational Institutions and others will be utilized to set up the training classrooms and workshops. In case, building is required, it would be funded through non-government resources
- (iv) In those cases, where 75% of the trainees are employed/ self-employed in industry within 3 months of receiving training, a bonus of 5% of the funds sanctioned under the scheme will be given as an incentive to the IA.
- (v) The remaining portion of the funds will be mobilized by the IA through various other sources, including the industry, State Governments and others. Such contribution can be in the form of kind like buildings, machinery etc or in cash.
- (vi) In those cases, where the project cost exceeds Rs.15,000/- per trainee, preferential channelization/ dovetailing of funds available under other Central Government Schemes will be permitted. For release of assistance under other Schemes of the GOI, the IA shall submit its claim for consideration of the EC, after scrutiny and approval of the EC, will recommend the claim to the concerned Ministries/Departments for release of assistance.
- (vii) The Ministry will release the funds to the IA through the nodal agency in 3 installments as under:

Release would normally be in 4 installments in the ratio of 50:30:10:10.

- **1st installment:** 30% of the funds to be released after approval of the project by the EC, and subject to the Implementing partners committing 50% of their share in cash or kind at this stage.
- **2nd installment:** 40% after utilization of 70% the first installment and subject to achievement of proportionate targets. Utilisation Certificate (UC) for first installment shall be submitted by the Implementing Agency while making the claim for the second installment.
- **Third installment:** 20% on entire utilization of previous installments and achievement of proportionate targets. UC for the second installment shall be submitted by the IA while claiming the third installment.
- **Final Installment:** 10% after completion of project & achievement of targets. UC for the third installment shall also be submitted by the IA at the time of making claim for the final installment. The final installment would be in form of reimbursement of expenses already incurred.

However, if the IA requires a different release schedule, it should be clearly indicated in the DPR, with full justification, and if approved by the EC, the funds can be released accordingly. The Claims of the IA will be supported by documents such as UC in the GFR 19A format, pre-receipted bill, surety bond etc as per extant rules on the subject.

- (viii) IA would be required to furnish Security (by way of Bank Guarantee) equal to 25% of the release sought in form of advances. The BG would be released on submission of utilization of the installment & verification of progress by the Ministry (or its agent).

12. Under this component, the Scheme would aim to impart employable skills through a demand driven programme with measurable outcomes in partnership with the private sector. The outcomes would be two- fold viz. (a) Certification of all successful trainees by empanelled assessment bodies (b) Tracking the trainees and incentivizing the Implementing Agency for ensuring successful placement of trainees. The scheme would cover skill sets from entry/basic to

supervisory level in the segments of Handicrafts, Handlooms, Jute, Sericulture, Spinning, Powerloom Weaving, Processing, Knitting and Apparel.

13. *Efforts should be made to pay stipend to trainees through Direct Cash Transfer System.*

14. *Knitwear Technology Mission (KTM) has a component of training and skill development. It is clarified that under ISDS, special attention will be given to training and skill development in the areas of knitting, knitwear technology, knitwear manufacturing etc across the country including Ludhiana, Tirupur and Kolkata. Various implementing agencies (Organizations/Councils/Associations etc) can submit proposals for the same under component I/II/III as per norms and guidelines of ISDS which will be considered and appraised by the Empowered Committee. Training will not be restricted to one agency or one region. It is further clarified that components of KTM other than skill development will not be considered for financing under ISDS.*

**PERFORMA
FOR SUBMITTING PROPOSALS
FOR FUNDING
BY MINISTRY OF TEXTILES
UNDER THE SCHEME**

**INTEGRATED SKILL DEVELOPMENT SCHEME FOR THE TEXTILES AND
APPAREL SECTOR INCLUDING JUTE AND HANDICRAFTS**

**MINISTRY OF TEXTILES
GOVERNMENT OF INDIA
UDYOG BHAVAN, RAFI MARG, NEW DELHI**

Sub: Proposal Submission, Guidelines and Template

The Ministry of Textiles has launched a scheme "Integrated Skill Development Scheme" with the primary mandate of enhancing, supporting Institutions to build capacity for skill development.

To fulfill its objectives, Ministry is looking for proposals to create/ Develop training institutes that are innovative in operating model and can have a 'multiplier' effect for skill development ('Proposal(s)').

May we request you to carefully study the Proposal template (enclosed) to understand evaluating guidelines. The proposals, among other parameters, will be evaluated through the following guidelines:

1. Sustainability of Business models in the medium-long term
2. Partnerships with prospective employers, state governments and financial institutions
3. Proposals that target skill sets or student populations with huge unmet needs and focus on large scale, high quality training institutes.

The Ministry will adopt a phased and detailed due-diligence process to select proposals. The detailed evaluation will be done across six set of criteria as below:

1. Employer view of demand for the specific skills
2. Alignment with the Scheme's mission
3. Robustness of overall plan and operating model
4. Ability to leverage partnerships
5. Ability to leverage financial requirements
6. Ability to leverage management capability

You may submit your proposal to the undersigned.

Yours sincerely,
Monika S Garg,
Joint Secretary,
Ministry of Textiles
Government of India
UdyogBhawan, Rafi Marg
New Delhi

1. Criteria for consideration of proposals :

- 1.1 Proposals should preferably be in the following priority sectors to meet the skill gap as identified as in paragraphs 2 & 3 of Chapter I- Introduction of the guidelines Booklet(it is not mentioned anywhere in the document)
- 1.2 Proposals should preferably identify and target the most important gap in skill development in a sector/ region
- 1.3 Proposals should target to cover a significant portion of the priority target segment (Unorganized sector, trainers)
- 1.4 Proposals should focus on sustainability of the project
- 1.5 Proposals should focus on scalability in terms of scope, reach and scale of operations.
- 1.6 Proposals should clearly outline the funding requirement from the Ministry and should not expect Government to fund more than 75% per cent of the total project cost.
- 1.7 Government will not fund any land requirement of proposals and the Government funding is to be used for core skill development purpose only. [Project Cost should exclude the cost of the land]
- 1.8 Not more than 25% of the project cost would be utilised for construction of buildings.
- 1.9 The Institution submitting the Proposal should preferably have prior experience of working in the field of skill development and within the segment it will target.
- 1.10 Proposals should clearly outline the legal structure of the firm/consortium for the proposed fund utilization.
- 1.11 In case of special projects where more than 75% funding is being sought, a detailed justification & reasons why the stakeholders contribution could not be generated. In such projects, the proposal should also indicate special checks & balances that would be mandated to ensure appropriateness of courses, curriculum & methodology as well as quality of output/outcome.

2. Instructions to Applicant

- 2.1 In case the Applicant ("Proposal owner") proposes to apply as a group of entities (the "Consortium"), coming together to implement the Proposal under an existing binding agreement in the form of a Consortium Agreement.
 - 2.1.1 Such Consortium Agreement should clearly define the roles and responsibilities of individual members and their inter-se relationship,

particularly with reference to financial, technical and operating obligations of the individual members for the Proposal.

- 2.1.2 Such Consortium Agreement should clearly specify one member as the 'Lead Member', who shall be responsible for the execution of the Proposal and respective obligations as may be agreed between Government and such Consortium on behalf of the members of such Consortium, who shall issue a Power of Attorney signed by all the members of the Consortium in favour of the Lead Member to act for and on behalf of all the members of the Consortium.
- 2.1.3 Such Consortium Agreement should be for a minimum period of 5 (five) years or till the proposed project is executed, whichever is later.
- 2.1.4 Such Consortium should clearly specify that all Consortium members shall be jointly and severally liable for the execution of the Proposal in accordance with the terms and conditions of the agreement(s) as may be executed with Government.
- 2.1.5 The Lead Member of the Consortium shall be the single point of contact for Government with relation to project execution, monitoring and any matter connected therewith.
- 2.1.6 A copy of the Consortium Agreement is required to be submitted along with the Proposal, failing which the Proposal shall be considered incomplete.
- 2.1.7 Such members of the Consortium may also enter into a joint venture agreement to execute the Proposal incorporating the above terms, however in all circumstances, the members forming such a joint venture shall remain jointly and severely liable for the execution of the Proposal in accordance with the terms and conditions of the agreement(s) as may be executed with Government.
- 2.2 Such Consortium Agreement and/or joint venture agreement as per Clause 2.1 above shall form an integral part of the transaction documents with Government.
- 2.3 All proposals submitted to Government shall become the property of the Government, which shall not be liable to be returned to the proposer. Government would, however, maintain confidentiality of the information contained within the proposals. Government would be entitled to share the proposals and the information contained therein with its advisors, consultants, lawyers etc. and as may otherwise be required to be disclosed under law.
- 2.4 Furthermore, Government would have the absolute discretion to reject any proposal without assigning any reason whatsoever.

3. Nature of Likely Impact

Since impact is the key metric to focus on in the skill development area, please provide a brief outline of the outcome of the benefits of the proposed proposal along the following dimensions

Number of people to be trained in the next 5 years	
Indicate the potential to format and/or self employment in the geographical area where the training programmes are proposed	
Provide list of discrete stakeholders in the society getting benefited by the proposed training programmes.	
Details of the soft/ intangible benefits to the identified stakeholders due to the proposed training in the identified geographical areas where the training programmes are proposed.	
Expected salary levels to the trainees at the end of the programmes	
Likely increment in the package after training/ upskilling (either in % or absolute term)	
In case of self-employment, likely increase in monthly earnings after training (Rs./month)	
Guaranteed placement percentage (including self-employment)	

The information provided here will be used to track the performance of the company and the yearly funding support will be given based on this performance.

4. Project Description - Target sectors/skills/population

4.1 Project Name/ Objective (*word limit of 50 words*)

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4.2 Project Coverage: *(It will be beneficial to indicate how the proposal is in line with MoT's mandate of reducing the skill gap in the target sectors ; word limit of 50 words)*

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a. Sector / skills targeted *(kindly indicate the most important sectors/skills)*

#	Sector	Function (role in the value chain)	Gaps identified / addressed	Potential benefit to sector

b. Segment targeted in terms of trainee *(kindly indicate the specific population segment that the plan is trying to address/mix of students e.g. 60% school dropouts in every batch)*

#	Sector	Function (role in the value chain)	Type of trainees (current student pool, drop-outs, up skilling of human resources, national identity etc.,)	Total no. of trainees targeted	No. of trainees per annum (mention for every year, if numbers are different)

5 Overall plan / operating model

Please indicate the details of the overall plan for addressing the gap that the proposal has identified. It will be helpful to indicate how Government funding will be used in fulfilling the requirements and in achieving sustainability for the proposed plan. Please adhere to the word limit. Any supporting documents should be attached as Annexures.

- 5.1 Overall plan details (*kindly articulate the overall plan including the number of 'unskilled manpower' and 'upskilled manpower' trained, rollout plan, location, type of training, role of various partners, new or existing infrastructure required; word limit of 100 words*)

- 5.2 Nature of deployment of training program (centralised/decentralised/hybrid), proposed list of courses to be offered along with its fee structure and duration, past turnout from the existing institute in each course, if any, and proposed turnout in each course being offered (*please specify in a word limit of 100 words*).

- 5.3 Please indicate the training location identified and the reasons for choosing the particular training locations (*please specify in a word limit of 50 words*)

- 5.4 Mode of quality assurance and curriculum followed (*please indicate the accreditations to be taken, the assessment methodology and the authority providing the certification, e.g. the training institute will be accredited with the NCVT; an external jury comprising of industry will do the assessment and will provide the certification; the curriculum will be developed using the help of industry associations; word limit of 50 words*)

- 5.5 Plans for scale up (*it will be helpful to indicate how the plan addresses the issue of scalability; e.g. the plan addresses the issue of scalability by developing 20 satellite centers in different under-developed areas of the state; these satellite centers would be setup in partnership with the State Government to use existing infrastructure like primary schools; word limit of 50 words*)

- 5.6 Technology usage and innovativeness (*please indicate how the program plans to use technology or innovative models to achieve scale / create a ripple effect in skill development; e.g. development of multimedia training material or setup “train the trainers” facility to increase availability of trainers; word limit of 50 words*)

- 5.7 Please indicate how the organisation intends to measure the social benefits (*like tracking the sustainable livelihoods to the trainees, earning capabilities etc.; word limit of 100 words*)

- 5.8 Outline the Evaluation & monitoring mechanism for successful implementation and smooth running of the project (*in terms of monthly information systems (MIS), or other tracking systems, Third Party Evaluation etc., word limit of 50 words*)

- 5.9 Milestones/ Benchmarks for the Project: Please identify what shall the milestones for the project (with timelines) to which the release of Government Funding shall be linked.

- 5.10 Please provide details on how students would be identified and selected for the courses (*please specify in a word limit of 50 words*)

- 5.11 Qualification of trainers for these courses (*please indicate the proposed faculty with respect to each course offered, qualification and experience of trainers; proposed salary levels of faculty etc.; word limit of 50 words*)

- 5.12 Please specify a plan for recruiting and retaining faculty at discrete training locations (*please indicate the plan in a word limit of 100 words*)

- 5.13 Please specify in detail a placement strategy post training for placement of trainees in the identified sectors (*please specify linkages with different industries, entities, organisations; word limit of 50 words*)

- 5.14 Please provide details of the impact of similar training and skill development programmes held in past (*both by your entity or by other organisations; word limit 100 words*)

- 5.15 Provide an outline on the strategy for self-employment or livelihood opportunity creation (*word limit of 50 words*)

- 5.16 Please outline the plan for training the trainers (*word limit of 50 words*)

- 5.17 Please provide details on ability of your organisation to replicate the proposed model going forward (*please specify the infrastructure; both hard and soft and capacity building of trainers to be created as a part of the project that can be used in future expansions; word limit of 50 words*)

6 Proposed / Existing Partnerships

The Applicant shall indicate the partnerships that the plan envisages for smooth running and sustainability of the program and how many of them are already in place

- 6.1 Partnerships with employers/ industry (kindly indicate the partnerships that will be needed and the partnerships that are already in place; word limit of 50 words.)

- 6.2 Partnership with financial institutions (e.g. partnerships with microfinance companies to ensure access to all segments; word limit of 50 words)

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- 6.3 Partnership with other organizations like state governments and NGOs. The proposed synergies with other schemes of Central/ State Government (nature of the partnership; e.g. MoU with the State govt. to use existing infrastructure of primary schools to reduce costs for capital expenditure; or use of state govt scheme for providing stipend etc. word limit of 50 words)

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7 Financial Plan

Please indicate the critical financial parameters of the proposal along with sufficient backups indicated below: All the supporting documents should be attached as Annexures.

- 7.1 Key Assumptions for Financial Forecasting: *All the assumptions pertaining to the financial model needs to be highlighted clearly (word limit 50 Words)*

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- 7.2 Please provide financial statements including P&L statement, balance sheet and cash flow statement for at least 5 (Five) years of project operations (please provide soft copies of the worksheets). [In Rs Lakhs]

Profit/Loss Statement

P&L STATEMENT	Year()	Year()	Year()	Year()	Year()
Total Revenue					
Total Operating Expenses					
Earnings Before Interest, Depreciation, Taxes and Amortization (EBITDA)					
Depreciation					
Amortization					
Earnings Before Interest and Taxes (EBIT)					
Interest Expense					

Earnings Before Taxes (EBT)					
Tax					
Earnings After Taxes (EAT)					

Cash Flow Statement

CASH FLOW STATEMENT	Year ()	Year ()	Year ()	Year ()	Year ()
<u>Operating Activities</u>					
EAT					
Add depreciation + Amortisation					
Interest on working capital					
(Increase) / Decrease of Working Capital					
Cash flow from operating activities					
<u>Investing Activities</u>					
Capital Expenditure					
Cash flow from investing activities					
<u>Financing Activities</u>					
Cash from Financing (Grant)					
Equity					
Cash flow from financing activities					
Net cash flow					
Cumulative Cash Balance					
Free Cash Flows (FCE)					
Projected IRR					

Balance Sheet

PROJECTED BALANCE SHEET	Year ()	Year ()	Year ()	Year ()	Year ()
<u>ASSETS</u>	-				
Current Assets					
Cash					
Accounts Receivables					
Inventories					
Other Current Assets					
Total Current Assets					
Gross Fixed Assets					
Less: Depreciation					
Net Fixed Assets					

TOTAL ASSETS					
LIABILITIES & SHAREHOLDERS EQUITY					
CURRENT LIABILITIES					
Short Term Debt					
Accounts Payable & Accrued Expenses					
Grant received in advance					
Other Current Liabilities					
Total Current Liabilities					
Long Term Debt					
TOTAL LIABILITIES					
Share capital					
Reserves and Surplus					
TOTAL EQUITY					
TOTAL LIABILITIES & EQUITY					

7.3 Details of the Capital Expenditure for the next 5 (five) years of project operations (kindly specify in detail the list of existing and proposed equipment, Development of modules, technology etc. with costs and their key functions) [In Rs Lakhs]

Capital Expenditure	Year ()	Year ()	Year ()	Year ()	Year ()
Total Capex					

7.4 Details of the Operating expenses for the project for the next 5 (five) years of project operations (kindly specify in detail the list of discrete annual fixed and recurring expenses for smooth running of the project) [In Rs Lakhs]

Operational Expenditure	Year ()	Year ()	Year ()	Year ()	Year ()

Total Opex					

7.5 Details of the Revenue model/ key sources of earning for the project (please indicate the key revenue streams for the project; e.g. course fees to be paid by the trainees, placement fee from employers, tie-up with State govt./donor agencies/NGOs for partial funding of course fees etc)

Revenue Heads	Year ()	Year ()	Year ()	Year ()	Year ()
Total					

7.6 Cost of Concurrent Evaluation of the programme

Cost Heads for Evaluation	Year ()	Year ()	Year ()	Year ()	Year ()
Total					

7.7 Cost of Training per trainee-month (I.e., For each of the course proposed, Total Cost (Capital + Recurring for 5 years) ÷ [(No of persons trained in 5 years)*(Duration of training in month)])

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7.8 Type and amount of funding required from Government in form of grants (it will be helpful to give a brief rationale around why this funding should be provided by Government; word limit 50 words)

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7.9 Time Schedule of Government funding sought for: Please link the stages of government funding with the milestones identified for the project.

Year	Milestone	Target in Milestone	Project Expenditure	Govt funding sought
Year 1	Milestone – 1			
Milestone 1n			
Year 2	Milestone – 2			
Milestone 2n			
Year 3	Milestone – 3			
Milestone 2n			
Year 4	Milestone – 4			
Milestone 4n			
Year 5	Milestone – 5			
Milestone 5n			

7.10 Amount to be funded by Government per person trained per month for each course proposed (*please indicate the amount that Government has to provide per person trained per month, e.g. Rs. 2000 per person per month is to be provided by Government as grants to lower the cost of training for the students; word limit of 50 words*)

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7.11 Amount raised from other sources (including own contribution) (*Provide list of the breakup and funds raised from other sources like banks / financial institutions, State govt., donor agencies, ; word limit 50 words*)

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7.12 Financial independence (*please indicate how the Proposal/ program envisaged by you will become self sustainable after the first few years of funding support from Govt; word limit of 50 words*)

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7.13 Key risks associated with project and mitigation strategy (*market, technical, organization and financial risks; word limit of 100 words*)

RISKS	MITIGATION STRATEGY

7.14 Whether the grant sought from the government under the scheme exceeds 75% of the project cost? (Please Tick)

YES	NO
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7.15 In case the answer for Question 7.14 (5.14) is Yes, Please provide detailed justification for not being able to generate the minimum Stakeholders' contribution. (Word limit 100 words)

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7.16 In case the answer for Question 7.14 (5.14) is Yes, Please provide the details how the programme would ensure appropriateness of courses, curriculum & methodology as well as quality of output/outcome. Please also indicate how employability of the trainee would be guaranteed in the programme. (Word limit : 100 words)

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8 Organization details/ Profile of Management Team

Please indicate the organization details and the prior experience and the qualification of the management team identified. All the supporting documents should be attached as Annexures.

8.1 Detail of the organization applying for the proposal (please indicate organization name/ country and year of incorporation/ registered office/ contact details/ key activities of the organization/ sector expertise and provide relevant legal documents as Annexures)

<i>Name of the Organization</i>	
<i>Contact Details</i>	
<i>Name of the Head of the Organization</i>	
<i>Permanent Income Tax Account Number</i>	
<i>Date of Registration/Incorporation</i> provide	

<i>relevant legal documents</i>	
<i>Key Activities of the Organisation</i>	

8.2 Proposed organization structure (SBU, subsidiary company etc; word limit of 50 words)

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8.3 Prior experience in skill development space (word limit of 50 words)

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8.4 Educational qualification and experience of the management team (team member wise; word limit of 50 words)

<i>Name</i>	<i>Educational Qualification</i>	<i>Experience</i>

8.5 Please provide details of key achievements of management/ project team in the area of skill development (word limit of 50 words)



9 Key documents to be attached with proposal

- 9.1 Documents evidencing legal existence of your entity (s) e.g. Certificate of Incorporation Registration License under Section 25 of the (Indian) Companies Act, 1956 etc.
- 9.2 Full details of shareholders/ members/ trustees along with documentary evidence supporting the same like register of members / returns submitted with the authorities etc.
- 9.3 Full details of the governing council members / board of directors/ management team looking after day to day affairs of your entity(s) along with documentary evidence supporting the same like register of directors / return submitted with the authorities etc.
- 9.4 Details of registration with tax/other authorities for the purpose of exemptions, if any.
- 9.5 Address of the registered office/corporate/ branch offices along with documentary evidence like copy of the registration certificate of the company, lease deeds, property papers
- 9.6 A consortium agreement, if applicable
- 9.7 Soft copies of technical and financial proposal (including excel sheets) in CD
- 9.8 Details about the Contact person for this project

For Proposals under Component – II, Following additional documentation should be provided:

- 9.9 Confirmation certificate in original signed by the head of the applicant entity such as Managing Director/ Chief Executive Officer/ Chairman confirming compliance with all applicable laws including but not limited to labor laws, environmental laws, tax laws, industrial laws, along with applicable supporting documents. Copies of minutes books of the meetings of the governing council / board of directors/ trustees/ shareholders/ members for the last three years or since inception whichever is later
- 9.10 Details of all secured and unsecured loans / financial assistance availed by your entity(s) from banks / financial institutions / government institutions along with details of any mortgage, charge, hypothecation and pledge created on any property of your entity(s)
- 9.11 Details and documents pertaining to all major contracts / agreements executed by your entity(s) imposing obligation/ liability and/ or special right on your entity(s) including and not limited to employment contracts with key employees.

- 9.12 An Applicant shall provide details regarding pending or threatened litigation / quasi-judicial proceedings, notices / orders etc. (if any) in relation to or in manner affecting the rights of your entity (s) to any movable / immovable asset / liability along with relevant documents.
- 9.13 CV's of project execution team.

Frequently asked Questions:

Query	Response
<p>What will be the role of RRSAs?</p>	<p>RRSA shall be responsible for</p> <ul style="list-style-type: none"> Responsible for monitoring the performance of IAs Report to RSA with respect to enrollment, training and placements Organizing Training of Trainers programmes
<p>How Identification and finalization of skill development needs?</p>	<p>RSA shall identify and finalize skill development needs of various sectors and regions in consultation with SSCs and RRSAs and other stakeholders in the supply chain by holding discussions at regular intervals.</p>
<p>How assessment, certification and accreditation process shall be standardized?</p>	<p>RSA will release advts. in leading National dailies and invite applications for empanelment of assessing and certification bodies having prior experience in similar activities and will be empanelled in consultation with SSC. The expenses for empanelment would be met from Information, Education and Communication (IEC) Head. The expenses towards Fee of assessing and certification bodies would be met from – “Studies” (Monitoring and evaluation, skill gap assessment) and “Other Administrative and Consulting Payouts”.</p> <p>RSA will do accreditation of implementing agencies once in a year. Process of accreditation would be developed on the lines of NBA/ NAAC.</p>

Who will organize Training of Trainers programme?	RRSA shall be responsible for organizing ToTs
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