

1. **General Terms & Conditions for Conducting above training programme are attached at Annexure- 'I' which may be studied in details.**
2. **Training may be provided to the target group of NBCFDC who are specifically categorized as under:**
 - a. Beneficiaries should belong to **either** a caste categorized as OBC under State and/or Central Govt. list with annual family income below Rs. 3.00 Lakh **or** communities categorized as De-Notified, Semi-Nomadic & Nomadic Tribes (DNTs) irrespective of caste or annual income **or** to category of Economically Backward Classes (EBCs). However preference should be given to persons belonging to OBC target group.
 - b. In case of OBC, the caste certificate issued by appropriate State authority may be checked and categorization under OBC may be confirmed to be appearing either in Centre list at website www.ncbc.gov.in or in the designated State Govt. list. Annual Family income from all sources should be below Rs.3.00 Lakhs.
 - c. In case of EBCs, there will be no caste certificate required, however, Annual Family income from all sources should be below Rs.1.00 Lakh.
 - d. For compliance of annual family income as defined at b) and c) above, the Annual Family income certificate issued by the appropriate authority of the State Government or self-certified and duly endorsed by a Gazetted officer as defined by the appropriate government will be acceptable. It is explicitly clarified that endorsement by public representatives, Gram Pradhan, Sarpanch, Councilor, notaries etc. will not be acceptable. Valid Below Poverty Line (BPL) card and Antodaya Anna Yojna (AAY) cards will also be acceptable as commensurate proof of annual family income of the beneficiary being within Rs. 1.00 lakh per annum.
 - e. In case of skilling of members of DNT Community, given their extremely deprived & migratory nature, exemption has been given for insistence of caste certificate, income certificate, proof of age and permanent address if the same are not available. In absence of this, the training providers can take undertaking in the form of self-declaration of the candidate of his/her specific caste, date of birth and address along with the endorsement by the local Pradhan of the Community/Cluster to this effect. It would require to be, however, confirmed by the training provider that the caste of the candidate comes under the DNT category as defined in the Annexure-VII of the DNT Commission Report. There will be no annual income criteria for DNTs.
 - f. Minimum age should be 18 Years at the time of assessment/certification.
 - g. In the case of migrant population, Income & Caste Certificates issued by their State of original domicile will be acceptable.

Note: Eligibility criteria will be broadly as stipulated vide relevant Govt. guidelines directives issued/communicated from time to time

3. The Training Institutes should ensure adherence to the caste, age and Income limit of the trainees as clearly defined at 2(a) to (g) above. In case of any violation is found, no payment shall be made for such candidates by NBCFDC.
4. Selected candidates should not have been beneficiary of NBCFDC Skill Training Programme in the past and an undertaking to this effect should be taken from them. Further any case of repeated candidate as detected by the software of NBCFDC will not be entitled for reimbursement of training cost. Clause IV of General Terms and Conditions to be specifically studied and adhered to.
5. **The course fee shall be payable only for the number of candidates who successfully complete the training and also clear the assessment process for certification. The advance amount paid for training of candidates who are not successful in the assessment will be adjusted with payment of second installment. The excess amount, if any, out of the sanctioned amount, shall have to be refunded to NBCFDC.**
6. Training Institute shall make efforts to cover 30% women candidates out of the total sanctioned no. of candidates where ever possible.
7. SSC/TIs/SSDMs may all the same ensure 70% Women trainees in Self Employed Tailor, Sewing Machine Operator Food Processing, Beautician and desirably others women centric Trades/Job Roles.
8. SSCs/TIs/SSDMs may maintain separate data of OBCs/DNTs/EBCs and update in software of NBCFDC accordingly. It may be ensured that maximum skilling be imparted to OBC beneficiaries and they are given preference in selection subject to fulfillment of other parameters/criteria.
9. A set of Loan schemes of NBCFDC is appended herewith with a request to translate the same in local language and distribute among the trainees sponsored by NBCFDC at the time of commencement of training programme. During the course of training, the training provider should organize one session/interaction of trainees with channel partner of NBCFDC and other banks for educating beneficiaries in the process of availing loans. Photographs of such session be shared on Whatsapp.
10. **Training Institute/ SSCs/SSDMSs will convene a meeting of their Training Partners where NBCFDC official will also participate to get them understand the process of skilling and submission of correct and complete documents .Two-three alternate dates for the meeting may be intimated at the earliest to this office. It is to be expressly noted that the release of first installment to SSCs/ TIs against this sanction will not be released in absence of convening of the meeting.**
11. In case of no. of trainees attending the training is lesser than the no. of trainees for which sanction has been accorded, then the amount proportionate in respect of such lesser number should be refunded to NBCFDC within 15 days from the date of commencement of training, if already claimed.
12. Wherever the training programme comprises of at least 50% women, training Institute/SSCs/SSDMs should organize a Health Check-up and Awareness session on Reproductive and Menstrual Health for women under the guidance of Lady Gynecologist or a qualified & practicing Lady Doctor.

13. Training Institutes/SSCs/SSDMs will ensure a common facility for feeding and crèche for children of women candidates wherever required and possible.
14. NBCFDC reserves the right to withhold the payment of the balance amount and wherever deemed appropriate and demand refund of the first installment with Bank interest, if the Training Institute found to have misled NBCFDC by submitting incorrect information or deliberately suppressing relevant information. NBCFDC may consider to blacklist such Training Providers and inform to the funding agencies of Central Govt. / State Govt.
15. (a) In case of Up-skilling/Recognition of Prior Learning (RPL), target group members should be from marginal rural artisans or practicing professional belonging to OBCs/EBCs/DNTs categories.
- (b) In case of rural artisan, the training would be **in situ**, and the trainers should preferably organize the training of the artisans near their works locations. The trainer has to be a master craftsman or designer or a person who is well associated with the vocation. The training would consist of improving the implements, designs and processes so that the income would double from the occupation. Alternatively this training can also be imparted by institutions to practicing professional with a view of increasing their professional competence and enhance their remunerations.
- (c) The duration of the training programmes will be 32 to 80 hours and spaced over upto one month, duly keeping in mind the occupational hours of the trainees.
- (d) The training cost will be limited to extent of Common Cost Norms (CCN) as applicable from time to time.
- (e) As the trainees are already employed, they will be paid Rs. 2500/- per person per programme, in the form of stipend, for duration of training of Up-skilling/RPL, towards compensation of their wage loss, during the period of training.
16. (a) In case of short term training target group should be from most disempowered groups belonging to OBCs/EBCs/DNTs.
- (b) The Curriculum of the training programmes will be as per National Skill Qualification Framework (NSQF)/National Occupational Standard (NOS) issued by Ministry of Skill Development and Entrepreneurship, Govt. of India in various job roles with focus on self-employment opportunities. Every skill imparted shall have a component of Entrepreneurship Development Programme (EDP).
- (c) The duration of the training programmes will be normally 200 hours to 600 hours and upto 5 months, as stipulated in National Occupational Standards (NOSs) and Qualification Packs (QPs). Every training will have a component of linkage with Banks for assistance to start a self-employment venture.
- (d) The training cost will be as per Common Cost Norms as applicable and amended from time to time.

17 **COVID RELATED PRECAUTIONS**

- 17.1 The Institutes should impart all training keeping in mind of the Govt. guidelines for prevention of COVID-19. NBCFDC will stand indemnified against any Suits/Case etc. on

imparting of training in violation of guidelines and/or of other claims by beneficiaries about negligence in pursuance of the guidelines during the training.

17.2 The Training Institute may impart online training for the portions not requiring practical demonstration/physical presence based on the guidelines/SOP of Govt. of India as may be issued time to time.

18 SCHEDULE OF PAYMENT:

The sanctioned amount of Training Cost will be released in two installments of 50% each. Additionally the stipend amount paid to the beneficiaries and also a part of the assessment charges, will be reimbursed in the manner detailed below:-

18.1. First Installment of 50% of the sanctioned amount will be released proportionately (as part of 30% advance payment as stipulated in the Common Norms and 20% advance to additionally cover the expenses for payment of stipend or actual stipend payable, whichever is lesser.) on receipt of the following documents:

- (i) List of trainees along with acceptance of sanction letter and terms & conditions for the same as appended (signature & Stamp of authorized signatory should be put on each page)
- (ii) Original Minutes of Selection Committee meeting duly signed & stamped on minutes as well on each page of list of selected candidates by its members following point no. iv of General Terms & Conditions.
- (iii) Demand for release as per list submitted in **Annexure I**.
- (iv) Mode of Publicity/Copies of Advertisements with details of Newspapers with Dates.
- (v) Undertaking (**Annexure-II**)
- (vi) List of Training Institutes/Partners for each location with Skype ID/Mobile No. and details of contact person and complete postal address be given along with center-wise/district wise list of trainees.

18.2. Second Installment of 50% of sanctioned amount will be released on receipt of following:-

- (i) List of successful trainees along with complete details of each trainee with consolidated report of bio-metric attendance duly signed and stamped by authorized representative of SSC/TI. The individual records may be made available as and when required by NBCFDC.
- (ii) (a) Annexure-III completely filled in all respect with details of placement of minimum 70% of the candidates in wage/self-employment along with details of their wages per month and contact details with address of employer where they are placed. Details should also be uploaded on the SDTP of NBCFDC.
 (b) A few sample offer letters not less than 5% of the total person wage employed.
 (c) In case of self-employment, the Training Institute/Sector Skill Council/SSDM should provide the Self declaration of trainees and details of mode of self-employment through NBCFDC loans/Self Finance/Bank loans etc., if any, in Annexure-A.

- (d) In case of re-skilling, the clause 4.2 of Common Norms is adhered to.
- (iii) **Annexure IV** duly filled in all respects (Attached).
- (iv) Utilization Certificate on GFR 12-A (for the 1st installment) along with statement of Expenditure **Annexure -V** duly certified by Head of Institute & Chartered Accountant. (Attached). Supporting documents of Expenditures, if any, over and above training cost as per common norms such as copy of invoices/bills etc. duly certified by the authorized signatory may also be submitted with Statement of Expenditure.
- (v) Details of disbursement of stipend through DBT, if any, duly certified by authorized signatory.(format attached).
- (vi) Photographs of each training Programme of the candidates (in group) and in working posture.
- (vii) Consolidated analytical Statement of feedback reports duly signed and stamp by authorized representative of SSC/TI/SSDM. Records of individual's feedback forms may be made available with SSC/TI/SSDM as and when required by NBCFDC.
- (viii) Entry of Data on NBCFDC Portal.**
- NBCFDC has its own internal portal broadly in line with Skill India Portal.
 - Training Institutes/Sector Skill Councils/SSDMs have to register on the Portal.
 - On completion of training, assessment and placement, the Training Partners would require to upload details of the trainees in the prescribed format in SDTP portal.

For more details with respect to registration and entry of trainee's data, may kindly contact Shri Sanjay Sharma, Manager (IT), NBCFDC at (**email:- it@nbcfdc.gov.in** or Mobile-9811015675) or Ms. Ranjana, Asst. Manager (SD), Mobile- 9582760076 on working days (Monday – Friday) in between 10 AM to 05 PM.

18.3 Payment & Reimbursement of Stipend to Beneficiaries

(a) Upon successful completion of the non-residential training in terms of Clause 5.2 of Schedule I of Common Norms, stipend amount @ Rs. 1000/- per month will be admissible for beneficiaries who have undergone fresh training who qualify for stipend by having 80% and above Bio-Metric attendance subject to maximum no. of months as mentioned in this letter of sanction. Towards the same, the Training Institute is advised to ensure that the stipend to eligible candidates be disbursed through Direct Benefit Transfer (DBT) from the 20% paid in addition to the 30% training cost disbursed as part of first installment Stipend should be disbursed to eligible trainees as per their entitlement at the end of training through DBT mode only. It may be noted that payment of stipend will be subject to availability of funds and NBCFDC may exercise its discretion in this regard under intimation to SSCs/TIs.

(b) For Up-skilling & RPL, as the trainees are already employed, they will be paid Rs. 2500/- per person per programme, in the form of stipend, for duration of training of Up-skilling/RPL, towards compensation of their wage loss, during the period of training.

(c) The entire stipend amount disbursed to the beneficiaries will be reimbursed/adjusted to the SSC/TI/SSDM on submission of proof of DBT of stipend to the eligible beneficiaries along with certificate of successful completion of training Programme. The stipend amount may be timely disbursed to the eligible trainees.

18.4 Assessment Charges

Assessment charges will be shared, subject to availability of funds, only if the Training Programme under NBCFDC scheme is completed within 8 months of sanction of training programme. The assessment charges will be reimbursed on completion of assessment and certification and submission of claims after making payment to assessing agency. The following documents are required to be submitted for reimbursement of assessment charges;

- (i) Bills from SSCs/TIs/SSDMs.
- (ii) Bill submitted by Assessment Agency to SSCs/TIs/SSDMs along with original assessment report.
- (iii) Proof of transfer of assessment charges in the account of Assessment Agency.
- (iv) Copy of assignment of work to assessment Agency.
- (v) Proof of affiliation of Assessment Agency with SSCs/TIs/SSDMs.

Should there be any contradictions between terms and conditions as annexed with this letter of Intent and the SDTP scheme of NBCFDC as amended from time to time, the latter will prevail.

Thanking you,

Yours sincerely,



**(Suresh Kumar Sharma)
Dy. General Manager (SD)**

 **Accepted**

**(Authorized Signatory of Training Institution/CEO of SSC)
With Official Seal**

- Enclosed:
1. Terms and Conditions
 2. Annexure I TO V

CC to: Managing Director of SCAs/Banks with a request to extend all necessary help to the Training Institute/SSC for mobilization of trainees, taking part by nodal officer/other official in the Selection Committee Meetings etc.