



ASDM



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
KATABARI, BHABANANDA BORO PATH, NH-37
GARCHUK: GUWAHATI-781035, ASSAM

No. ASDM-558/2018/343

Dated: 16/3/24

Target Allocation Advice

Pursuant to the target allocation, ASDM is pleased to issue Work order with the following terms and conditions

- A. Name of the Scheme : Karagar se Karigar under **Placement Linked Skill Development Training Program**
- B. Name of Training Provider : **Ajitaksh Ventures Pvt.Ltd**
- C. Name of the Jail for Training Centre: As per Annex-II
- D. Allocated Target : As per Annex- I
- E. TP shall submit Performance Guarantee of 5% of total work order value valid for 6 months after completion of training cycle in favour of "Assam Skill Development Mission" in the form of DD.
- F. TP has to sign MoA with ASDM which can be downloaded from ASDM website.
- G. Detail Work order may be downloaded from ASDM MIS Portal for billing purpose once the batch is approved.

H. Additional Terms and Conditions:

1. Batch details of candidates with Aadhar Nos for address proof have to be uploaded on ASDM MIS for approval before starting of training. Above numbers are mandatory for batch registration.
2. TP to register training centre on ASDM MIS.
3. TP will provide the list of candidates to be trained district wise and get it approved from District Employment Officer and DPMT, ASDM
4. On receipt of the Target Allocation Advice, the TP to submit a detail Training Plan, signed & sealed MoA (Rs. 100 e-Stamp Paper) & placement tie-up to ASDM
5. TP should co-ordinate with District Employment Exchange Officer/Employment Officer/DPMT prior to training during training and on completion of training.
6. Mobilization should be started by the TP immediately on receipt of the work order.
7. TP to engage only ToT certificated trainers to impart training.
8. TP to ensure provision of Training Kits (Pen, Note Pad, Course Book, Uniform- Mandatory) to candidates and verified by DPM-T. (T shirt -Cotton with ASDM and TP logo. The logo should be in form of removable badge).
9. Assessment will be conducted through Sector Skill Councils.
10. TP to confirm appropriate branding at the centre, with visible outside banner.
11. TP to maintain separate bank account for the scheme.
12. Infrastructure & equipments of the training centre must confirm SSC norms with respect to job role assigned.
13. TP to ensure extensive documentation of entire project through videography and photography and produce the same as and when asked for. Certificate distribution ceremony to be organised and proof of same to be submitted with due approval from jail authority.
14. Biometric Attendance duly verified by DPMT or ASDM officials and the Training Partner along with the jail authority to be submitted during submission of invoices.
15. Aadhar linked bank details of candidates have to be submitted during batch formation. The wages of placed candidates to be directly transferred to candidate's account.
16. Payment will be remitted to TP account on online submission of invoices on due approval from appropriate authority.
17. MIS and Skill India portal charges @ Rs 300/- per candidate will be deducted from invoices submitted.
18. ASDM will pay the assessment cost directly to SSC / assessment agency on completion of assessment process. In case of re-assessment the TP will bear the cost.
19. Progress Report, timely performance reports and any other data as may be required by ASDM shall have to be submitted as per the instructions of ASDM.
20. TP has to get at least 3 times centre inspection of District Employment Exchange Officer/Employment Officer and DPM-T at starting & midway of training and during assessment. Centre inspection report is mandatory for raising invoices.
21. Submission of candidates' placement report in form SF1.3 duly verified, signed and sealed of employment officer is mandatory for raising 3rd invoice.
22. ASDM shall evaluate, monitor, and manage the scheme directly or/and through Third Party.
23. Taxes as applicable will be deducted at source.
24. Any advance payment made for training cost will be recovered from final payment for numbers of candidates who have failed/ dropped out.
25. Skill training payment pattern will be in 3 installments @ 30:30:40.

26. Photographic evidence of distribution of course material and induction kit to students along with 1st installment claim is mandatory.
27. OJT tie up (wherever necessary)
28. The TP to raise 1st invoice within one month (30 days only) of batch start date, 2nd invoice within one month (30 days only) from declaration of result of particular batch and 3rd installment within one month (30 days only) from completion of the batch cycle, i.e. of completion period of three (3) months after declaration of results. In case of non-adherence to above prescribed time limits, invoice generation shall be stopped via MIS.
29. The effect of non-generation of invoice in MIS is as follows-
- ✓ Forfeiture of PG
 - ✓ In case of no claim of 2nd invoice and 3rd invoice within the time limit then recovery proceedings will be initiated for all the payments made for the batches.
30. Terms and conditions mentioned in this **Target Allocation Advice** are equally applicable besides terms and conditions mentioned in Agreement/ MoA & NIT.
31. The Training hours will be as per SSC Norms and training Cost is as per below :
- Category I : Rs. 46.6 per Hour
 - Category II : Rs. 39.9 per Hour
 - Category III : Rs. 33.3 Per Hour
- The invoices will be generated as per the Category of the job role allocated.

Yours faithfully,

Masanda
(Masanda Pertin, IAS)
Mission Director
Assam Skill Development Mission &

RS Joint Secretary, SEED, Govt. of Assam

Dated: 16/3/24

Memo No. ASDM-558/2018/ 343-A

Copy to:

1. Project Manager - Finance & Accounts, ASDM, for information.

Masanda
Mission Director
Assam Skill Development Mission &

RS Joint Secretary, SEED, Govt. of Assam

Received
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16/03/2024

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