

GOVERNMENT OF KARNATAKA



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CIRCULAR

Sub : Guidelines regarding establishment of training centres / placements / placements verifications and payment claims with interim UC in RGCY - Placement Linked Skill Training Programmes

The following guidelines are issued with regards to establishment of training centres, Admissibility of the candidates for the batch, payments, placements norms and placement verifications to be followed by all PIAs with immediate effect.

Definition of own Training Institutions

- PIA having training institution with own Building and Infrastructure and Training Staff
- PIA having training institution with leased/rented Building - minimum 11months duration with renewable clause with own Infrastructure and Training Staff
- PIA having training institution with leased/rented Building - minimum 11months duration with renewable clause with leased/rented Infrastructure - minimum 11months duration with renewable clause and own Training Staff
- PIA having training institution with Building, Infrastructure and Training Staff on lease with specific term and conditions - minimum 11months duration with renewable clause fully under the administrative control of PIA

Installation of CC TV

- CC TV installation is compulsory. No technical specifications are prescribed for the time being for CCTVs to be procured for the Training Centres. However, on replay visual images and sounds should be identifiable easily.
- The systems should be located such all the important areas of training centre related to academic instruction, assessment and marking of attendance is recorded.
- CCTV footage should be reviewed, inter alia, for the following particulars
 - Training deliverables(as per activity)
 - Trainer's skills via domain experts
 - Trainer's attendance
 - Candidate attendance
- Officer in charge of Training centre will ensure that the daily activities are being captured through CCTV recording facilities.
- Hard disc of completely recorded video footage will be preserved up to 4 months including training period.
- Day wise Sampled video footage for the complete Training period will be stored for one year and Recorded DVD or Hard disk to be handed over to concerned Zilla Panchayat for verification.

Guidelines regarding;admissibility of the candidate for the Batch

- Candidate should attend minimum 9 days of training in the first 15 days of Training.
- A candidate who comes late and leaves the training early - more than One hour per day will be given half day attendance. No attendance will be given if candidate attends training less than four hours. The attendance should be recorded on GPRS Bio metric. The reports should be made available with submission of payment request.



- Candidate should have minimum 75% of the attendance out of 45 days of Training.
- Candidates should pass in the exams conducted by third party/Agency for certification.

Any other conditions laid from time to time.

Verification/Inspection of Training Centres

- **For approval of Training Centres**

Project Director, Zilla Panchayat, Assistant Project Officer, Zilla Panchayat, Deputy Director(KVI), Industries and Commerce Dept. or any other officer authorized by Chief Executive Officer, Zilla Panchayat will visit the Training Institution and verify the Building, Infrastructure and Training Staff as per the information given by the PIA in the Annexure - 2 of the guidelines and also verify the training curriculum of the course.

- **Verification during Training**

Project Director, Zilla Panchayat, Assistant Project Officer, Zilla Panchayat, Deputy Director(KVI), Industries and Commerce Dept. or any other officer authorized by Chief Executive Officer, Zilla Panchayat will visit the Training Institution and verify the following items.

- Bio metric attendance and compare with physical presence of the candidates
- Training course material given to candidates
- Recorded CCTV Footage of Training
- Tests/Exams/Internal assessments done
- Food quality - If food is provided by PIA
- Lodging and Boarding facilities in case of Residential Training Centres
- Interviewing the candidates for getting their their feedback on various issues of Training



Placement and Retention

- PIA has to submit Inception Report at the end of 15th Day of the commencement of each batch of the Training for freezing the batch.
- All PIAs of RGCY will have to ***mandatory place minimum of 75%*** of the candidates in the ***first month after completion of training*** and minimum **50% of trained youth of every batch have to be retained at the end of 3 months.**

For the purpose of calculation of minimum placements the ***total batch size would be equal to the number of trainees for which the training amount is admissible*** to the PIAs for the batch.

- Placement for the purpose of RGCY-PLACEMENT LINKED TRAINING is defined **as continuous employment for a minimum period of three months.** The period of continuous employment need not be with first employer only. However the trainee should have worked and received payment for three continuous months, proof of which can either be in the form of a) Salary slip, or b) a certificate indicating salary paid signed by the employer and salary received by the person placed along with a bank statement/, or c) self declaration/undertaking/ (with photograph and an identity number of an id document like Voter ID card./ Aadhar no./Bank account No etc.,) by the trainee and counter signed by the Training partner to above effect.

Claim submission, Record verification and Physical verification

- All PIAs will be required to submit the placement records/data monthly. Claims will be made along with all required documents in the fourth month from the end date of training of the batch for the complete settlement of accounts of that batch(except postplacement incentive). ***Placement records submitted after five months after the batch completion will not be accepted and would lead to non release of remaining claims.***
- TALUKA PANCHAYAT/ZILLA PANCHAYAT/KSRLPS OFFICIALS OR THE OFFICIALS NOMINATED BY ZILLA PANCHAYAT/KSRLPS will verify all reported placement data/record submitted by PIAs by the methods of e-mail, physical

verification at periodic intervals and tele-calls made to trainee and employers. A minimum of 10% of placement verifications will be randomly done by various methods. Cases where telecaller fails to verify the placements it will be verified by physical or other appropriate methods. If any discrepancy is noticed during verification, it would lead to the deductions/recovery from PIAs in subsequent installments due to PIAs. It will be responsibility of the concerned PIA to coordinate and facilitate site visit of TALUKA PANCHAYAT/ZILLA PANCHAYAT/KSRLPS OFFICIALS OR THE OFFICIALS NOMINATED BY ZILLA PANCHAYAT/KSRLPS nominees for physical verification as and when required.

Payment in cases where advance is not claimed

- In cases where PIA is not willing to claim advance against Bank Guarantee and starts the training by his own resources, the training partner will be allowed to claim first payment installment after 15 days of commencement of training. The PIA shall only start the centre after the prior approval/intimation from concerned Zilla Panchayats. First payment instalment will include following items.
 - 50% of estimated admissible training amount of the entire batch on completion- Rs.3000/- per candidate
 - 100% of Transportation and Boarding fees in case of Day Scholars /Boarding and Lodging charges in case of Residential Centres– Rs. 4,500/- per candidate(For attending all 45 days of training). The candidate will be paid at the rate of Rs. 100/- per day based on the no. of days of attendance. The payment to the beneficiaries will be made by cheque/RTGS/NEFT transactions only. Cash payment is not allowed.
 - For the cost of B&L and transportation, In case of in house arrangement of catering and transportation PIA has to produce the detailed statement for all the expenditure incurred. Vouchers duly signed and stamped should to be kept in the training institute for verification by officers authorized by Zilla Panchayat in case of discrepancy. The Statement should be duly signed and stamped.



- Certification charges and Placement charges Rs. 1800/-

The claim of first installment can be made only after completing 15 days of duration of the training batch. Only Statement of expenditure along with an interim UC Certified by a CA will be given. Copies of Vouchers not necessary.

- Second installment payment where first installment is claimed will include following items.
 - Balance 50% of admissible training amount – Rs. 3000/- and
 - Administrative expenses and other expenses– Rs. 7001-payable after batch completion.
 - Second installment will be claimed after the completion of 3 months of placement or 4 months of completion of batch whichever is earlier. Only Statement of expenditure will be given. Copies of vouchers not necessary.
 - Amount saved in the Transportation and Boarding charges in case of Day Scholars, Boarding and Lodging charges in case of residential candidates will be deducted out of the eligible amount.
- The payment of Rs.1200/- as incentive for followup and retention of candidates will be claimed in 3 instalments at the end of 6months, 9 months and one year or at the end of one year at once.

Mobilization cost and Job melas

- Rs. 300/- per candidate will be spent on Satcom training for the candidates mobilized by the PIAs. Rs. 500/- will be spent for mobilization of candidates and conduction of Job Melas, subsequent rounds of counseling and Parents Meet at Taluka level/District level. This amount will be calculated on the basis of no. of candidates selected for Placement and Training. This amount will be claimed by PIA if the expenditure is incurred by PIA. If the Taluka Panchayat/Zilla Panchayat does the above activities then the amount will be spent by them directly.



Claiming of Advance against Bank Guarantee

PIA can claim advance for training against Bank Guarantee. Advance will be restricted to 25% of the Half Yearly Target of the PIA. Half Yearly Target is calculated on the basis of the capacity of approved Training Centres (for all the trades) by the concerned Zilla Panchayat. It is also to be kept in mind regarding the availability of candidates for that particular trade for those centres approved. If advance calculated is more than the Bank Guarantee, then it will be limited to Bank Guarantee given by PIA.

Submission of claims where advance amount was claimed by PIAs

- In cases where advance of 25 % against Half year target is received by the PIA against Bank Guarantee, they will submit the total claims after the completion of 3rd month of Placement or within four months of completion of Training whichever is earlier. The Bank Guarantee would be released on submission of interim UC certified by a CA for utilization of entire advanced amount.

Certification and Payment of Transportation charges for Day Scholars.

For making payment towards Boarding and Transportation charges for the Day Scholars, Passing in the exams conducted by Third Party certification Agency is compulsory.

Payment of Boarding Charges for Residential Candidates

For providing Boarding and Lodging charges for residential candidates Biometric attendance of the Students in the Training class and Hostel will be considered.

Third Party Assessment and Certification

Third party Assessment and Certification Agencies will be from the approved agencies of Director General of Employment Training(DGET) or Sectoral Skill councils and the approved agencies of KSRLPS. A signed copy of MOU has to be submitted.



Penalty clauses for non fulfillment of Placement.

- All PIAs who fail to place even 60 % trainees in the first month after completion of the batch and 40% retention for 3 continuous (Consecutive) batches will be discontinued from further allotment of RGCY-Skill training and Placement programmes for a minimum period of one year.
- First 3 consecutive batches is decided on the date of training irrespective of the place of Training centre. If PIA operates in more than one District then also the first three batches is decided on the basis on Training commencement date only. If any PIA does more than 3 batches in all the Districts and fails to achieve the minimum placements of 60% in first month and 40% retention for 3 months then the training cost is given on the basis of actual no. of candidates working at the end of 3 months. Zilla Panchayats will provide the information to KSRLPS in such cases.
- The minimum no. of Candidates to be selected as per Reservation category for SC and ST is SC- 20% and ST - 9%. If any PIA fails to achieve 24% of the target in total for SC and ST then the training cost is deducted for the shortfall in target achievement.

Documents for release of funds.

- Scheme is based on the achievement with regard to Quality training, Placement and Retention. Therefore Only Statement of expenditure certified by CA and Utilization Certificate for the earlier released amount will be obtained. Copies of Vouchers need not be submitted.
- **Salary Payment Proof of the Candidates** : Payment proof can either be in the form of
 - a) Salary slip, or
 - b) A certificate indicating salary paid signed by the employer and salary received by the person placed along with a bank statement/, or
 - c) Self declaration/undertaking/ (with photograph and an identity number of an id document like Voter ID card./ Aadhar no./Bank



account No etc.,) by the trainee and counter signed by the Training partner to above effect.

Considering the candidate as Dropout :

The candidate who is selected for the wage employment and drops out during first 15 days of training will not be considered for further any assistance. Those names will be treated as Dropouts from RGCY beneficiary list.

Rajiv Gandhi Chaitanya Yojana

Table 1 : payment norms for advance amount against Bank Guarantee

Mode of payment	Installments	Frequency	Rate	Condition *
Performance linked payment of Training Fees, Boarding and Lodging/ Boarding and Transportation	First instalment at the beginning of the Training.	Subsequent instalments after the settlement of previous amount drawn is settled	Rs.13,000/- per candidate. Based on the Half yearly Target based on Training capacity of the Training Centre.	Availability of the candidates for the particular trades should be ensured.

Table 2: payment norms for training Fees

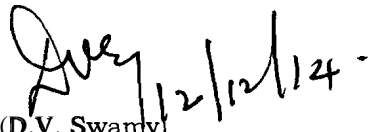
Mode of payment	Installments	Frequency	Rate	Condition *
Performance linked payment of Training Fees <u>Training Fee includes cost of</u> • Training material • Exposure Visit	First instalment	<ul style="list-style-type: none"> Based on inception reports to be submitted by the 07th day and 15th day from the starting of batch Payment within 15 days of approval of inception report 	50% of Training fee – Rs.3000/-, 100% Certification and Placement fee – Rs.1,800/- And 100% of candidates Transportation and Boarding fee/Boarding and Lodging fee for 45 days – Rs.4,500/-	<ul style="list-style-type: none"> To be considered in the inception report as a trainee, a youth would have to have min. 9 days of attendance out of 15 days

<ul style="list-style-type: none"> • OJT • First round of Counseling and Parents Meet etc. <p><u>Training fee does include</u></p> <ul style="list-style-type: none"> • Uniform • Training infrastructure 	<p>Second Instalment</p>	<ul style="list-style-type: none"> • Based on the placement report to be submitted within 15 days from the date of completion of training • The report to be checked by ZP officials/ State Officials • Payment within 15 days of approval of placement report 	<p>Balance 50% of training fee -Rs.3000/- and Administrative cost - Rs.700/-.</p>	<p>placement in the first month. 50% of the candidates trained should be retained after 3 months. (Only those youth who have cleared the certification process)</p>
	<p>Third and subsequent installments at the end of 6th month, 9th month, and 12th month.</p>	<ul style="list-style-type: none"> • Based on the post placement report submitted after 6 months, 9 month and one year after placements and verified by Officers of State, District and Taluka level. • Payment within 15 days of approval of Placement report 	<p>Rs. 400/- per candidate per instalment. (in 3instalments)</p>	
	<p>Fourth Instalment</p>	<p>For Mobilization of the candidate and conducting Job Mela. For conducting Sat com training.</p>	<p>Max. Rs.500/- per candidate. Rs. 300/- per candidate</p>	<p>Amount will be given to PIA if it is organized by PIA. Other wise the amount will be incurred by Taluka Panchayat/ Zilla Panchayat</p>

Payment norms for Reimbursement of Boarding & Loading Expenses

- Payment is based on Biometric attendance in class room and Hostel
- 80 % & above attendance per month will be treated as full attendance.
Attendance less than 80% will be paid on pro rata basis. Any youth having attendance less than 60% after inception report is generated will be treated as drop-out from the course

The above decisions shall come in effect for all PIAs for conducting new courses/batches with immediate effect.


(D.V. Swamy)
Mission Director,
Sanjeevini, KSRLPS

To :

- All the Project Implementing Agencies (PIAs) of RGCY.
- All the Project Director (DRDA), Zilla Panchayat in the State.
- All the Chief Executive Officers, Zilla Panchayats in the State.

