



IMPLEMENTATION MANUAL

FOR

CENTRALLY SPONSORED SCHEME

‘Enhancing Skill Development Infrastructure in NE States and Sikkim’

**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
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1. PREAMBLE

The States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura located in India's north-east cover an area of 2.62 lakh Sq. km. constituting 7.9 per cent of the country's total geographical area, but have only 39 million people or about 3.8 per cent of the total population of the country (2001 census). Over 68 per cent of the population of the region lives in the State of Assam alone. The density of population varies from 13 per sq. km. in Arunachal Pradesh to 340 per sq. km. in Assam. The predominantly hilly terrain in all the States except Assam is host to an overwhelming proportion of tribal population ranging from 19.3 per cent in Assam to 94.5 per cent in Mizoram.

1.1 Existing skill development infrastructure in North Eastern States and Sikkim

The total number of ITIs/ ITCs functioning in each of the 7 North Eastern States and Sikkim along with the seating capacity is given as:

S. No.	Name of the State	No. of ITIs/ITCs	Seating Capacity
1	ARUNACHAL PRADESH	5	512
2	ASSAM	31 (3)*	5776
3	MANIPUR	7	540
4	MEGHALAYA	7 (2)*	942
5	MIZORAM	1	294
6	NAGALAND	8	928
7	SIKKIM	1	420
8	TRIPURA	8	896
Total		68	10,308

*Figures given in brackets are of private ITCs.

2. SHORT TITLE

The scheme will be known as

'Enhancing Skill Development Infrastructure in NE States & Sikkim'

3. COMPONENTS

- A. Upgradation of 20 ITIs in NE States and Sikkim,
- B. Supplementing infrastructure deficiencies in 28 ITIs in NE States and Sikkim, and
- C. Funding Monitoring Cells at Central & State Level.

4. DEFINITION

- A. ‘Upgradation’ means introduction of a maximum of 3 new trades in an existing ITI. Aid under the scheme for upgradation will include:-
 - i. Construction of workshop and class-room @150Sq. Mtrs./trade (max.)
 - ii. Procurement of machinery, equipment & furniture @Rs.10lakh/trade (max.)
 - iii. Procurement of hand-tools, instruments @Rs.2 lakh/unit/ trade (max.)
 - iv. Lump sum salary of one instructor @Rs.20000/month (max.) & one LDC @Rs.12000/month (max.)
 - v. Recurring expenditure for training raw material @Rs.400 per trainee/month (max.)
 - vi. Incidental expenditure @Rs.300 per trainee/month (max.)

- B. ‘Supplementing deficient infrastructure’ in an ITI means supplementing deficient infrastructure in:-
 - i) Construction of hostel at a maximum area of 500 Sq. mtrs.
 - ii) Construction of boundary wall & fencing at a maximum length of 400 mtrs.
 - iii) Supplementing deficiencies in machinery, equipment & furniture for maximum 3 trades/ITIs @Rs.5 lakh/trade
 - iv) Supplementing deficiency of hand-tools, instrument for maximum 3 trades @Rs.1 Lakh/Trade.

C. ‘Monitoring Cell at Central Level’ consists of :-

Sl No	Designation	No posts	Salary per month for each post (In Rs.)
1.	Joint Director of Training	1	50000
2.	PA/Steno	1	15000
3.	Consultants (outsourced)	3	As per existing rate
4.	Data Entry Operator (outsourced)	2	As per existing rate
5.	Peon outsourced	1	As per existing rate
	TOTAL	2+6	

‘Monitoring Cell at State Level’ consists of:-

Sl. Nos	Designation	No posts	Salary per month for each post
1.	Assistant Director of Training	1	35000
2.	Data Entry Operator (Outsourced)	1	As per existing rate
3.	Peon (Outsourced)	1	As per existing rate
	TOTAL (for one State)	1+2	

5. EXTENT & COVERAGE

The States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura located in India’s north-east region are covered under the scheme. The scheme will come into effect from 02.02.2011 and will terminate on 31.03.2013.

6. FUNDING PATTERN

The scheme is funded 100% by Central Government. Total cost of the scheme during its implementation period is ₹ 57.39 crore.

7. NATIONAL STEERING COMMITTEE

A National Steering Committee (NSC) for execution, implementation and monitoring of the project, with Secretary (L&E) as Chairman and following other members has been constituted:-

1. Financial Advisor (LEM)
2. DG/JS (DGE&T) - Nodal Officer at Central level
3. Advisor (LEM), Planning Commission - Member
4. Deputy Director General (Training) –Member Secretary
5. Director of Training - Member

National Steering Committee (NSC) is authorised to:-

- i. Review the program implementation structure and modify it based on ground realities;
- ii. Review fund utilization under various heads & institutes and reallocate within State, if required;
- iii. Approval for escalation of project cost, if any, would have to be taken from competent authority as per prevailing guidelines.

8. ROLE OF DONER, PLANNING COMMISSION & MHA

ITIs to be covered under the Scheme the new trades to be introduced under upgradation component are to be decided in consultation with DONER, Planning Commission and concerned States. Views of MHA are also to be considered in deciding ITIs to be covered under the scheme.

9. ELIGIBILITY/PRE-CONDITIONS

- Under the scheme no duplication of funds and benefits should be provided to any institute. Before release of funds, the concerned States to issue a certificate to this effect. The format of the certificate is given in Appendix -II.
- The scheme will remain in operation upto 31.3.2013. State Governments should take the responsibility i.e. payment of salaries to Instructors as per NCVT norms, beyond project period. Before release of funds, the concerned States to issue a commitment to this effect. The format of the commitment is given in Appendix -II.

10. SOCIETY FORMATION

The fund will be disbursed only to the Societies formed in the State. These Societies should maintain separate accounts of funds released under the scheme and operate separate bank account for the scheme. Details for formation of society are given in Appendix -I.

11. MONITORING & REVIEWING

There will be one Project Management Unit at Centre Level at DGE&T Hqrs. headed by a Joint Director of Trg. alongwith a PA. Other staff members, if required, will be engaged on contract basis. This Project Management Unit will be responsible for implementation & monitoring of the scheme as a whole.

There will be one Project Monitoring Unit in each of 8 States. The Project Monitoring Unit at State Level will be manned by an officer not below the rank of Assistant Director. Other staff members, if required, will be engaged on contract basis. These Project Monitoring Units will be responsible for implementation & monitoring of project at State Level.

12. FRAMING PROPOSALS FOR SEEKING AID

The respective State Governments are to frame proposals for different components of aid like upgradation, supplementing deficient infrastructure and reimbursement of cost of Project Monitoring Cell at State Level in separate formats and forward the same to the Project Monitoring Cell at Central Level at DGE&T Hqrs. Formats for such proposals are given in the Appendix -II.

13. FUND TRANSFER MECHANISM

The fund will be disbursed only to the Societies formed in the State. These Societies should maintain separate accounts of funds released under the scheme and operate separate bank accounts for the scheme.

Fund will be transferred to the Bank Account of Societies preferably electronically failing which by Cheque/DD.

14. RELEASE OF FUNDS TO THE STATES

Fund will be released to the States in 2 installments in the following pattern:

Sl	Component	1 st installment (75%) will be issued	2 nd installment (25%) will be issued
1	Upgradation	On submission of proposal as per proforma in Appendix - II.	On submission of Utilisation Certificate for at least 50% of amount of 1 st installment as per proforma in Appendix - IV.
A	Construction of classroom and workshop		
B	Procurement of equipment, machinery and furniture		
C	Procurement of hand tools and instruments		
D	Grant for recurring expenditure		
2	Supplementing Deficient Infrastructure		
A	Construction of boundary wall and hostel		
B	Procurement of equipment, machinery and furniture		
C	Procurement of hand tools and instruments		

15. REPORTING REQUIREMENTS – physical and financial

The physical and financial progresses of the various components of the scheme are to be reported on a regular basis to the Project Monitoring Unit at Central Level in prescribed formats.

16. AUDITING REQUIREMENT

Financial progress of the activities under the scheme will be audited at regular intervals by the appropriate auditing agency (By CAG every year) both at Central and State level. Physical audit, if required will be carried out by DGE&T officials or suitable agency appointed by central project monitoring unit to evaluate the scheme. However the National Steering Committee may conduct special audits for both financial and physical progress in some or all states.

17. BENEFIT ACCRUED – RECORDING / REPORTING

The objectives of the scheme are to

- Create new infrastructure
- Fill up gaps
- Supplement deficient infrastructure
- Improve quality of training and employability

Benefit accrued to the beneficiaries due to implementation of the scheme is to be recorded and reported in prescribed formats. Also records are to be kept for assets created due to activities in the scheme along with fund flow to different components of the scheme.

17. REVIEWING

Programme implementation structure will be reviewed by the national steering committee at regular intervals. NSC may modify the programme implementation structure based on ground realities.

Similarly fund utilization under various components and heads will be reviewed by the national steering committee at regular intervals. The NSC may reallocate the funds if required.

Appendix-I

Form No.: ESDI in NE & Sikkim -1

It is certified that a Society has been formed to receipt and disburse funds under the scheme “Enhancing Skill Development Infrastructure in NE States and Sikkim’ in the State of The Articles of Association are enclosed. The details of the Society are given below:-

- 1. Name of the Society -
- 2. Contact details -
 - Address -
 - Telephone -
 - E- mail -
 - Fax No. -

- 3. Head of the Society
 - Name -
 - Designation -

- 4. Bank Account Details
 - Account No. -
 - Name of the Bank -
 - Name of the branch -
 - Authorized Signatories -

- 5. Declaration
 - It is certified that
 - (i) henceforth all the financial transactions from Central Govt. under the above scheme will be transacted through this Bank Account; and
 - (ii) transactions of this Bank Account will be audited at regular intervals.

Encl: Articles of Association

Place: _____ Member Secretary of the Society
Date: _____ Stamp:

Form No.: ESDI in NE & Sikkim-2A

STATE:

PROPOSAL FOR GRANT OF AID FOR RECURRING EXPENDITURE FOR STATE PROJECT MONITORING UNIT (SPMU)

- (i) Salary of Officer (one) @ maximum ₹ 35000/- per month
- (ii) Salary of Peon (One Outsourced) @ maximum ₹ 7000/- per month
- (iii) Office Expenses @ maximum ₹ 10,00,000/- per annum
- (iv) Total estimated cost : ₹.
- (v) Amount of aid sought:- ₹.

CONSOLIDATED STATEMENT FOR TOTAL AMOUNT OF AID SOUGHT

Sl	ITI / SPMU	Amount of Aid Sought* (in ₹)		
		Upgradation	Deficient infrastructure	Total
1	Govt ITI			
2	Govt ITI			
....			
....	SPMU			
Grand Total amount of aid sought				

* Write 'NIL' if value is zero

It is certified that

1. Govt. of would undertake the responsibility for payment of salaries to Instructors, as per NCVT norms for the newly introduced trades beyond the project period.
2. No duplication of funds and benefits has been proposed to be provided/ provided in the area of supplementing infrastructure deficiencies in any of the above institutes.

Director of
Govt. of
State Capital

Comments/views of DONER
on locations

Comments/views of MHA
on locations

M/o.DONER

M/o. Home Affairs

Comments/views of Planning Commission
on locations

Advisor Planning Commission

Form No.: ESDI in NE & Sikkim -2B

STATE:

GOVT. ITI

PROPOSAL FOR GRANT OF AID FOR UPGRADATION AND / OR
SUPPLEMENTING DEFICIENT INFRASTRUCTURE

1. Details of ITI – Annexure –I

2. Upgradation –

2.1. CONSTRUCTION OF WORKSHOP & CLASS ROOM

(i) Area (sq.m) of construction proposed as per NCVT norms (max. allowed 150 sq.m/trade):-

	Workshop	Class room	Total
a. Trade I
b. Trade II
c. Trade III
Total area

- (ii) Executing Agency:- PWD [] OTHERS []
 (iii) Total estimated cost : ₹ (estimate attached)
 (iv) Amount of aid sought:- ₹

2.2. PROCUREMENT OF EQUIPMENT, MACHINERY & FURNITURE
(MAX. ALLOWED 10 LAKH/TRADE)

- (i) List of equipment and machinery along with estimated cost – Annexure -II.
 (ii) Supplying Agency:- DGS&D [] OTHERS []
 (iii) Total estimated cost : ₹
 (iv) Amount of aid sought:- ₹

2.3. PROCUREMENT OF HAND TOOLS, INSTRUMENT (MAX.
ALLOWED 2 LAKH/TRADE)

- (i) List of equipment and machinery along with estimated cost – Annexure -II.
 (ii) Supplying Agency:- DGS&D [] OTHERS []
 (iii) Total estimated cost: ₹.....
 (iv) Amount of aid sought: - ₹.....

2.4. GRANT FOR RECURRING EXPENDITURE

- (i) Salary of Instructors @ maximum ₹ 20000/- per month
 (ii) Salary of LDC @ maximum ₹ 12000/- per month
 (iii) Cost of Training Materials @ maximum ₹ 400/- per trainee per month
 (iv) Cost of Incidental Expenses @ maximum ₹300/- per trainee per month
 (v) Details of Staff recruited and trainees admitted – Annexure -III
 (vi) Total estimated cost : ₹
 (vii) Amount of aid sought:- ₹.

contd..

3. Supplementing Deficient Infrastructure –

3.1. CONSTRUCTION OF BOUNDARY WALL (MAX 400 METER) AND HOSTEL (MAXIMUM 500 SQUARE METER)

- (i) Hostelsq.m. area at an estimated cost of ₹.....
- (ii) Boundary wall..... meter length at an estimated cost of ₹.....
- (iii) Executing Agency:- PWD [] OTHERS []
- (iv) Total estimated cost: ₹ (estimate attached)
- (v) Amount of aid sought: - ₹

3.2. PROCUREMENT OF EQUIPMENT, MACHINERY & FURNITURE (MAX. ALLOWED 5 LAKH/TRADE)

- (i) List of equipment and machinery along with estimated cost – Annexure -IV.
- (ii) Supplying Agency:- DGS&D [] OTHERS []
- (iii) Total estimated cost: ₹
- (iv) Amount of aid sought: - ₹.....

3.3. PROCUREMENT OF HAND TOOLS, INSTRUMENT (MAX. ALLOWED 1 LAKH/TRADE)

- (i) List of equipment and machinery along with estimated cost – Annexure -V.
- (ii) Supplying Agency:- DGS&D [] OTHERS []
- (iii) Total estimated cost: ₹
- (iv) Amount of aid sought: - ₹

Principal
Govt. ITI.....

Director of
Govt. of
State Capital

Seal

Seal

Form No.: ESDI in NE & Sikkim -3

STATE:

FORM GFR – 19A

**FORM OF UTILISATION CERTIFICATE
FOR THE SCHEME**

Enhancing Skill Development Infrastructure in NE States and Sikkim

Sl. No.	Letter No. and date	Amount
1.	Central Govt released vide DGET Letter No.-----dated -- -----	₹ _____

Certified that out of ₹_____. (**Central Share**) of Grants-in-Aid released during the FY_____ in favour of Govt. of _____ under the Ministry/ Department letter No. given in the margin and ₹_____ (**amount in words**) on account of unspent balance of the previous year, a sum of ₹_____ (**amount in words**) has been utilized for the purpose of _____ for which it was sanctioned and that the balance of ₹_____ remaining un-utilized at the end of the year has been surrendered to Govt. vide Demand Draft / Cheque / Challan No. _____ dated _____ / will be adjusted towards the grant- in-aid payable during the next year.

Certified that I have satisfied myself that the conditions, on which the grant-in-aid was sanctioned, have been duly fulfilled on that, and I have exercised the following Checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised:

1. Creation / Supplementation of infrastructure commenced / completed
2. Quality of training and employability improved
3. Procurement certificate furnished.
4. Civil Works carried out as per NCVT approved space norms.
5. Civil works carried out by PWD / State approved agencies as per approved estimates and layout drawings.
6. Any other check required as per the guidelines.

Signature of State Director
Date

Annexure -I of Form 2B

Details of ITI

1. Name of the Institute:
2. Established in the year:
3. Total area of the campus (attach site plan):
4. Total constructed area (attach approved civil drawing):
5. Name of the Principal:
6. Phone numbers of the Principal: Mobile..... Office
7. E-mail ID of Principal / Institute:
8. Fax Number:
9. Full Address of the ITI:
10. Existing affiliated trades:

Sl	Name of Trade	Affiliated to NCVT / SCVT with Order No.	Units / Seating Capacity	Instructor		No. of trainees passed in last 3 batches			Trades having Deficiency in (please ✓ if applicable)	
				Required	Available	1	2	3	Machinery / equipment	Hand tools
1										
2										

11. Length of existing boundary wall (attach civil Drawing): Meter / Nil
12. Area of Existing Hostel (attach civil Drawing): Square meter / Nil
13. Seating capacity of existing hostel for:
 - a) number of girls
 - b) number of boys

Principal
Govt. ITI.....
Seal