

DGE&T-2/2/2013-MES/IS  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 11<sup>th</sup> September, 2013

**Skill Development Initiative Scheme (SDIS) - Amendments in the guidelines thereof**

On the basis of approval accorded by Cabinet Committee on Skill Development and the Apex Committee for SDIS, the guidelines related to SDIS stands amended as indicated below :-

- (i) An entity while applying for registration as Vocational Training Provider (VTP) under the scheme would not be required to give hard copy of the application, performance bank guarantee and any application fee henceforth.
- (ii) An entity willing to get registered as VTP would be required to give proof related to power connection and upload scanned copy of the latest electricity bill while filing the application on the portal. A facility for the same is being created. No other document like proof of land or building ownership, rent agreement, bye laws of society etc. would be required. All applications pending for registration may be decided on the basis of previously prescribed documents even if copy of electricity bill is not submitted by the applicant. Also, the decision on such applications may be taken without insisting on submission of documents prescribed earlier provided a copy of the latest electricity bill is submitted by such an applicant.
- (iii) As per the existing provision, on receipt of application for registration as VTP, a Vocational Training Providers Evaluation Committee is supposed to carry out physical inspection. The States are expected to upload details of various inspecting officials district-wise and sector-wise on portal latest by 31<sup>st</sup> December

2013. After such a facility is created and details of inspecting officials are uploaded, IT system on receipt of online application for registration as VTP, would pick up an official for inspection of the VTP's premise from the pool. This official after due inspection would be expected to submit his report only through portal to allow State officials to decide the case. States may decide amount of payment to be made to such inspecting officials for this task and book expenditure on the same under administrative expenses allowed under the Scheme.

- (iv) There would be no need for physical inspection before registration for institutions which are running at present and are affiliated with or recognized by regulatory bodies, like NCVT, AICTE, MCI, NCI, Architecture Council, Pharmacy Council, etc. or institutions run or significantly controlled by the Central Government Ministries.
- (v) Every VTP would be expected to submit training calendar clearly indicating the likely date of start and end dates batch-wise/module-wise well in advance. A facility is being created on the portal for uploading the schedule. States on the basis of schedules uploaded by VTPs would be expected to carry out publicity about modules being started by various VTPs in a district through issue of advertisement in local newspapers to help mobilization of candidates. States may meet the cost related to such publicity from administrative expenditure now being allowed under the scheme. Till such a facility gets created on portal, VTPs may send this information to respective State in hard copy or through e-mail.
- (vi) System of collecting training and assessment fee at the time of enrollment is hereby stopped. Henceforth, no VTP and Assessing Body (AB) shall, therefore, collect the training and assessment fee from any trainee. VTPs after training and assessment would submit bills for payment/reimbursement of training costs to the concerned State. Similarly, Assessing Bodies after assessment will directly get the required reimbursement straight from the concerned State. Payment of training and assessment fee with respect to the batches which are being run on the date of issue of this order would follow this system and trainee and assessment fee if collected from the trainees of such batches shall be refunded immediately.
- (vii) Pooling of funds and resources available from various Schemes including Corporate Social Responsibility funds, Building and Other Construction Workers

Cess, trainees' own contribution, etc. would be allowed in case a VTP proposes to conduct such a course which has cost higher than the payment level approved under the Scheme.

- (viii) In case a candidate wanting to get trained /assessed in a module for which minimum educational qualification prescribed is class VIII or below and is not able to produce document in support of having passed the qualification prescribed, the concerned VTPs/ Testing centre should assess the reading, writing and comprehension level of such a candidate by conducting a test before enrollment of such a trainee. The documents related to such a test carried out by VTP/ Testing Centre (TC) shall be verified by the Assessor at the time of assessment.
- (ix) Various documents related to the trainees are to be uploaded at present on the portal before Training Batch Number is issued. Henceforth, only the photo of the trainees would require to be uploaded in addition to entry of other basic details like name, age, sex, etc. Hard copies of the other documents like proof of date of birth, educational qualification, etc. would now be collected by the VTP and kept at his level. VTPs would be expected to scan these documents batch wise and send the same to State in a CD or through e-mail as per the requirement prescribed by the concerned State. In addition, VTPs would be expected to show the hard copies of these documents to the Assessor when he/she visits the Centre for assessment.
- (x) The training batch number is today generated after a official from the State clears the batch after going through the various documents related to trainees, etc. System is being created in the portal to generate automatically the Batch Number after basic details of the trainees are uploaded by the VTP/TC. However, till such a system is made operational, the existing system of generating TBN would continue.
- (xi) A system of capturing bio-metric attendance is to be started by all VTPs. Attendance of all the trainees present would be taken every day twice – once in the beginning and other at the end of the training. Every VTP is expected to install required devices in his premises before 1<sup>st</sup> April, 2014, the details regarding specification etc. of these devices are being prescribed separately. VTPs would

not be allowed to conduct training under SDIS after 1<sup>st</sup> April 2014, if they fail to install the prescribed devices and ensure their integration with the portal. The candidates who have more than 80% attendance on bio-metric system only would be assessed henceforth.

- (xii) Each VTP would be required to ensure regular availability of instructors during the training period. For this purpose, trainer's attendance would be captured on the bio-metric device. Every trainer would be expected to remain present at least 90% of the days for every batch and in case the attendance of trainer is found less than 90% level, the reimbursement of the VTP will be reduced 10% for every shortfall up to next 5%.
- (xiii) The new norms related to payment of training cost would be as given below:
  - (a) Rs.25 per hour per trainee appearing for assessment after the training for modules/ sector as at Annexure- I.
  - (b) Rs.20 per hour per trainee appearing for assessment after the training for modules/ sectors as at Annexure-II.
  - (c) 10% additional expenditure per hour per trainee appearing for assessment after the training, for modules run in North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts (Annexure III), Jammu & Kashmir, Special Category States of Himachal Pradesh & Uttarakhand, Andaman and Nicobar Islands and Lakshadweep.
- (xiv) The training cost would further be increased by Rs.2.50 per hour per trainee at the beginning of every financial year starting from 1<sup>st</sup> April, 2014. This increase of cost at the beginning of Financial Year would be applicable on batches starting after 1<sup>st</sup> April of the corresponding financial year.
- (xv) The VTPs would be required to track trainees successfully for at least six months period after the end of the training and enter details like status of placement, salaries/incomes in the portal. 10% of the payment of training related to reimbursement to the VTPs shall be made under the Scheme only after such data is entered for at least 80% of the trainees passing out for every batch.



- (xvi) An incentive at the rate of Rs.3000 per placed trainee would be payable under the Scheme to such VTPs which are able to ensure wage employment to at least 70% trainees of a batch at a minimum salary of Rs.6000 per month within three months of training and for a period of at least six months.
- (xvii) Expenditure at the rate of Rs.300 per day per trainee on boarding and lodging and upto Rs.5000 per trainee for to and fro transportation for trainees living in areas mentioned at para (xiii) (c) would be admissible under the scheme when candidates living in such areas undergo training outside these areas.
- (xviii) In addition, VTPs which assure atleast 70% placement as indicted above would be entitled to get advance upto 40% of the amount due against submission of bank guarantee of amount at least equal or more than the advance sought.
- (xix) VTPs are right now registered with a particular State, depending upon where they are located. In view of the special provision now created for training of candidates living in difficult areas like North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts, Jammu & Kashmir, Special Category States, Andaman and Nicobar and Lakshadweep Islands outside, it is expected that good number of candidates from such difficult areas would get trained by VTPs located outside. VTPs located outside these difficult areas and willing to train candidates from such difficult areas would thus now be free to get registered with more than one State and different registration numbers would be allotted to such a VTP for registration with different States. A special window for the purpose is being created on the portal.
- (xx) VTPs registered with more than one State would be expected to run batches in such a way that no batch has trainees from more than one State. The payment/reimbursement with respect to such a batch comprising of trainees from difficult areas would be made by the State from where the trainees in that batch have come for training.
- (xxi) To improve employability of the candidates and reduce repetitive and avoidable assessments, combo and integrated modules would be introduced under the

Scheme. To clearly indicate likely higher employability level of trainees doing such modules, these would bear number higher than 500.

- (xxii) All ITIs whether public or private having upto four units would be required to train at least 20 candidates every year under the Scheme and 40 candidates every year in case they have more than four units.
- (xxiii) The assessment batch number right now is issued by RDAT after a request for assessment is received from a VTP or AB. The Assessing Body thereafter identifies the individual assessor for carrying out the assessment. The details of all the assessors now would have to be uploaded by the Assessing Body in the portal for which a new window is being created. The RDATs now would not be required to issue the separate Assessment Batch Numbers for assessment trained by VTPs and Batch number issued earlier at the time of start of training would be used for the assessment also. The individual assessor would now be picked up by the IT system, depending upon the availability, location, sector, etc. of the assessors. The existing system of allotment of Assessing Bodies would, however, continue till such a window becomes operational.
- (xxiv) Payment for assessment to the Assessing Bodies under the scheme will now be made as per the norms below:
  - (a) When assessor and VTPs are in same district - Rs.800 per candidate assessed.
  - (b) When assessor is from same State/UT as that of VTP but are from a district other than that of VTP – Rs.1200 per candidate assessed.
  - (c) When assessor is from State/UT other than that of VTP and none of them is from the areas as at para (xiii) (c) - Rs.1500 per candidate assessed.
  - (d) When assessor is from State/UT other than that of VTP and either assessor or VTP is from the areas as at para (xiii) (c) - Rs.2000 per candidate assessed.
- (xxv) However, payment towards assessment at the rate indicated at para (xiv) would be made only if assessments are carried within three days of completion of training and in case of delays, the reductions as indicated below would be applied:

- (a) If the assessments are carried out from 4<sup>th</sup> day of completion of training and till 10<sup>th</sup> day, 15% deduction.
  - (b) If the assessments are carried out from 11<sup>th</sup> day of completion of training period and till 20<sup>th</sup> day, 30% deduction.
  - (c) If the assessments are carried out beyond 20 days of completion of training period, 45% deduction.
- (xxvi) The requirement of accreditation of Assessing Bodies and training of their assessors by QCI provided earlier is hereby withdrawn. However, the competency of assessors would be assessed from time to time institutes notified by DGE&T such as ATI/CTI, etc. and any expenditure towards the same would be borne by the concerned Assessing Bodies.
- (xxvii) The bio-metric attendance of trainees/candidates as well as assessors would be captured during assessment at the start as well as end of theory and practical test.
- (xxviii) Testing Centres for direct assessment are right now registered by the RDATs. Henceforth, such Testing Centres would also be registered by the States. The details required for registration of Testing Centres for direct assessment would be same as for that registration of VTPs except requirement of related instructional staff.
- (xxix) Under the existing system, each Testing Centre for direct assessment signs an MOU with an Assessing Body and the job of mobilization of candidates is generally carried out by the concerned Assessing Body only. Henceforth, candidates would be allowed to get registered themselves either directly on the portal or through Testing Centre concerned and the assessors for the direct assessment would be assigned by the IT system. The facility for ensuring the same is being created.
- (xxx) There is no provision to communicate through SMS or e-mail between different stakeholders under the existing system. A system to allow communication through SMS and e-mail is now being created so that communication between various stakeholders could take place timely.

- (xxxi) To ensure that required numbers of assessors are available for various sectors all over the country, Government Departments/Societies/Missions/ Corporations/ Bodies, etc. related to vocational training and skill development would be encouraged to get themselves registered as Assessing Body under the Scheme. However, an assessor under such bodies would not be allowed to assess the trainees trained in the centre where he/she works. Government run/controlled training providers may also register themselves as Assessing Bodies again with the condition that an assessor with such training providers would not assess the candidates trained in the Centre where he or she works.
- (xxxii) The certificates issued under SDIS Scheme right now do not carry photograph of the trainee, name of VTP and duration of training. Certificates under the Scheme henceforth would contain these details.
- (xxxiii) The modules under the Scheme right now are also numbered in such a way that the first digit of the module indicates the level of that particular module and a trainee can do higher level of module only when he/she has passed the corresponding lower level modules. The candidates who have passed the various exams conducted by NCVT, SCVT, recognized Universities, Boards, etc. would now be allowed to take higher level courses if they have taken training in that sector and have successfully passed such a course. Candidates doing CTS course can also undergo training under SDI Scheme. Under no circumstances, however, a candidate undergoing CTS would be permitted to undergo training in module of having contents already covered under CTS.
- (xxxiv) There are no clear norms prescribed for inspection by RDATs and State officials during training and assessment. It would now be expected that at least 2% of the batches during training and 3% during assessment are inspected henceforth by RDATs for which, if necessary, they may engage additional personnel on per batch/ per day. Similarly, State/district officials would be expected to inspect at least 5% of the batches during training and assessment henceforth.
- (xxxv) States/UTs would be allowed to use upto 4% of the annual expenditure as administrative costs under the Scheme subject to minimum of Rs.25 lakh per




annum. The expenditure on items like publicity for mobilization of candidates, deployment of personnel for timely inspection of VTPs premises, engagement of people at State and district level for inspection and monitoring, etc. would be clearly admissible as administrative expenditure under the Scheme. It is expected that states having population more than 4 crore, engage at least 4 persons and others at least 2 persons at the state level exclusively for the scheme immediately.

(xxxvi) In order to encourage more women to take MES courses, VTPs would be asked by States to conduct modules specifically preferred by female candidates during regular working hours of the institute or during day time on weekly off days and to the extent possible not during evening hours. States and UTs would be expected to ensure that at least 30% of the trainees trained under the Scheme are female.

(xxxvii) States and UTs would be encouraged under the scheme to adopt better monitoring, tracking and payment systems linked to outcomes for which approval on case to case basis would be accorded on receipt of clear proposal.

Encl: As above.

  
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To:

1. Secretaries in charge of SDIS in States/UT with request to circulate the instructions to all the ITIs, VTPs and Testing Centres and also ensuring necessary action.
2. Directors / Commissioners in charge of SDIS in States/UT.
3. DG, NSDA for information.
4. All RDATs for information and necessary action.
5. All Assessing Bodies for information and necessary action.

Annexure I

List of MES Sectors/Modules for which training cost @ Rs. 25/- per trainee per hour would be allowed.

S. No.	MES Sector	Number of MES Module
1.	Agriculture	All 40
2.	Automotive Repair	All 18
3.	Animal Husbandry and Meat processing	All 60
4.	Beauty Culture & Hair Dressing	All 10
5.	Construction	All 42
6.	Construction Equipment	All 01
7.	Chemical	All 14
8.	Carpet	All 22
9.	Electronics	All 18
10.	Electro Mechanical	All 03
11.	Electrical	All 11
12.	Food Processing and Preservation	All 11
13.	Fabrication	All 11
14.	Fashion Design	All 26
15.	Fisheries and Allied Sector	All 16
16.	Fragrance, Flavour & perfume	All 08
17.	Glassware	All 16
18.	Garment Making	All 132
19.	Gem & Jewelry	All 31
20.	Home Décor – Art Jewelry	All 06
21.	Hospitality	All 81
22.	Indian Sweets, Snacks and food	All 36
23.	Information & Communication Technology	All 32 (Except ICT101, 104, 208,129,230)
24.	Industrial Electrical	All 03
25.	Khadi	All 08
26.	Leather and Sports Goods	All 12
27.	Medical & Nursing	All 43
28.	Marine Engineering	All 07
29.	Media	All 06
30.	Plastic Processing	All 26
31.	Production and Manufacturing	All 13
32.	Poultry	All 31
33.	Printing	All 10
34.	Paint	All 06
35.	Process Instrumentation	All 07
36.	Refrigeration and Air conditioning	All 06
37.	Renewal Energy	All 10
38.	Security	All 10
39.	Spa and Wellness	All 02
40.	Sponge Iron	All 03
41.	Ship Construction	All 04
42.	Toy Making	All 07
43.	Telecom	01
44.	Wood Work	All 02

**Annexure II**

**List of MES Sectors/Modules for which training cost @ Rs. 20/- per trainee per hour would be allowed.**

S. No.	MES Sector	Number of MES Module
1.	Allied Health Care	All 04
2.	Apiculture	All 06
3.	Banking and Accounting	All 04
4.	Business and Commerce	All 08
5.	Brassware	All 03
6.	Bamboo Fabrication	All 06
7.	Counseling Skills	All 09
8.	Courier & Logistics	All 10
9.	Clock and Watch Repair	All 03
10.	Fire and Safety Engineering	All 02
11.	Fast Moving Consumer Goods (FMCG)	All 01
12.	Film Production	All 12
13.	Handmade Paper and Paper products	All 26
14.	Home Décor – Art Bonsai	All 13
15.	Home Décor- Art Flower	All 08
16.	Home Décor – Art Water fall	All 05
17.	Home Décor – Art Painting	All 13
18.	Home Décor – Art Ceramic Craft	All 09
19.	Home Décor – Art Wood	All 04
20.	Home Décor – Art Mehandi	All 03
21.	Insurance	All 04
22.	Information & Communication Technology	05 (ICT 101, 104, 208, 129, 230)
23.	Jute	All 20
24.	Jute and Diversified Products	All 06
25.	Material Management	All 05
26.	Retail	All 04
27.	Rain Water Harvesting	All 02
28.	Soft Skills	All 04
29.	Sericulture	All 26
30.	Travel and Tourism	All 10
31.	Textile	All 395

**ANNEXURE III**

**List of 106 Left Wing Extremist districts**

S. No.	State	Number of Districts	Name of Districts
1.	Andhra Pradesh	16	Anantapur, Adilabad, East Godavari, Guntur, Karimnagar, Khammam, Kurnool, Medak, Mehboobnagar, Nalgonda, Prakasam, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and Nizamabad.
2.	Bihar	22	Arwal, Aurangabad, Bhojpur, East Champaran, Gaya, Jamui, Jehanabad, Kaimur, Munger, Nalanda, Nawada, Patna, Rohtas, Sitamarhi, West Champaran, Muzaffarpur, Sheohar, Vaishali, Banka, Lakhisarai, Begusarai and Khagaria.
3.	Chhattisgarh	16	Bastar, Bijapur, Dantewada, Jashpur, Kanker, Korea (Baikunthpur), Narayanpur, Rajnandgaon, Sarguja, Dhamtari, Mahasamund, Gariyaband Balod, Sukma, Kondagaon and Balrampur.
4.	Jharkhand	21	Bokaro, Chatra, Dhanbad, East Singhbhum, Garhwa, Giridih, Gumla, Hazaribagh, Koderma, Latehar, Lohardagga, Palamu, Ranchi, Simdega, Saraikela-Kharaswan, West Singhbhum, Khunti, Ramgarh, Dumka, Deoghar and Pakur.
5.	Madhya Pradesh	1	Balaghat
6.	Maharashtra	4	Chandrapur, Gadchiroli, Gondia and Aheri
7.	Odisha	19	Gajapati, Ganjam, Keonjhar, Koraput, Malkangiri, Mayurbhanj, Navrangpur, Rayagada, Sambhalpur, Sundargarh, Nayagarh, Kondhamal, Deogarh, Jajpur, Dhenkanal, Kalahandi, Nuapada, Bargarh and Bolangir
8.	Uttar Pradesh	3	Chandauli, Mirzapur and Sonebhadra,
9.	West Bengal	4	Bankura, West Medinipur, Purulia and Birbhum
Total		106	