

SPEED POST

**No.DGET-2/2/2013-MES/IS
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training**

New Delhi, dated: 13th May, 2014

Subject: Amended guidelines for SDI scheme based on the decisions taken in the meeting of the Apex Committee held on 21-04-2014.

Based on the decisions taken during the third meeting of the Apex Committee for the scheme held on 21-04-2014, the guidelines related to SDIS stands further amended as indicated below:

- i. If a registered VTP (other than an ITI) does not conduct any training within three months of registration (in case of new registration) or within six months of finishing the training of the last batch, the registration of such VTP would be cancelled. This provision would be applied from 1st July, 2014. This provision will supersede S.No.1 of amended guidelines issued vide letter no. DGET-2/2/2013-MES/IS dated 19-12-2013.
- ii. VTP would be allowed to enroll 30% more candidates at the time of starting of courses and VTP will not be allowed to enroll candidates in the middle of the course program.
- iii. Payment towards boarding and lodging related expenditure for training of candidates living in difficult areas when they have to move out of their place for training for courses more than 3 months long may be released on monthly basis upto 85% of the amount based on submission of bills. The remaining 15% of the boarding and lodging fee will be paid after the completion of training and assessment and submission of bills. This provision will supersede S.No.1 of amended guidelines issued vide letter no. DGET-2/2/2013-MES/IS dated 19-12-2013.

- iv. If a registered VTP is not able to ensure wage employment of even 50% passed trainees of a batch at a minimum salary of minimum wage for semi-skilled worker for that state candidates within 3 months of training and for a period of atleast six months for 3 out of last 5 batches, such VTPs would be de-registered. This would be made applicable for batches starting training after facility for entering data regarding tracking of candidates is made functional for the batches starting from 1-06-2014. This provision will supersede S.No.5 of amended guidelines issued vide letter no. DGET-2/2/2013-MES/IS dated 19-12-2013.
- v. Reimbursement of Training cost to the VTPs @ Rs. 27.50/- per candidate per hour and Rs. 22.50/- per candidate per hour depending upon the module would be made only if VTPs offer candidates for assessment within 3 days of completion of training and in case of delays, the reduction as indicated below would be applied for those batches which would start from 1-06-2014:
- (a) If candidates are offered for assessment from 4th day of completion of training and till 10th day, 15% deduction in the training cost.
 - (b) If candidates are offered for assessment from 11th day of completion of training and till 20th day, 30% deduction in the training cost.
 - (c) If candidates are offered for assessment beyond 20th day of completion of training, 45% deduction in the training cost.
- Further, if VTP do not get their candidates assessed within seven days of completion of training for 3 out of last 5 batches, VTP would not be allowed to conduct further training in that module.
- vi. If at the time of assessment, 10 or more candidates out of batch size of 20 enrolled at the time of issue of TBN drop out for 3 out of last 5 batches, such module of VTP will be de-registered. This provision will be applicable for those batches which would start from 1-06-2014.
- vii. The VTPs would be required to track trainees successfully for at least twelve months period after the completion of the training and enter details like status of placement, salaries/incomes in the portal. 20% of the payment of training related to reimbursement to the VTPs would be held back till completion of tracking of passed out trainees by VTP for one year. This payment shall be made under the scheme only after such data is entered for at least 80% of the trainees passing out for every batch. This provision will be applicable for those batches which would start from 1-06-2014. This provision will supersede S.No.xv. of amended guidelines issued vide letter no. DGET-2/2/2013-MES/IS dated 11-09-2013.

- viii. The name of the VTP and start and end date of the training course would also be included in the certificate issued by NCVT under SDI scheme.
- ix. Every VTP has to enter into contractual agreement with respective State Govt.. State/UT will grant registration to new VTP only after VTP signs a contract of agreement with them. In case of already registered VTPs, such VTPs have to sign contract of agreement with their respective States/UTs by 31-10-2014 failing which such VTPs would be de-registered. The contract of agreement is under finalization.
- x. VTPs can also enroll orphans under SDI scheme and VTPs should take orphans only from orphanage/ NGOs registered with concerned authorities. In this regard, provision is being made in the SDI portal and in the candidate registration form, the filling up of father/mother name will be kept optional and NGO is required to fill details namely: Name of the NGO, head of NGO and its address.
- xi. States/UTs Govts. shall reject the applications of potential VTPs for registration as VTPs at the stage of acknowledgement subject to the conditions that enough number of VTPs exists in their States for particular modules/districts, under a transparent policy prominently displayed to public.
- xii. In States and UTs where there is no regular power supply and potential training providers intend to start training courses on generator set , States/UTs Govts. and UTs may consider the applications of those VTPs who would like to run training courses through generator sets . In such cases , a copy of electricity bill would not be required . VTPs would be allowed to run courses on generator set with the following conditions:-
- (a) Hourly meter should be installed in order to know how many hours' generators have run.
 - (b) Log book may be maintained indicating the time of operation and fuel purchase details. Copies of the log book will be submitted along with reimbursement claim.
 - (c) Official of nearby Govt. ITI may inspect the premises of VTP once in 15 days to see whether VTP is running generator set.
 - (d) In case the generator set is taken on rent, monthly rent receipts shall be enclosed along with reimbursement claims.
 - (e) In case the generator set is purchased, the receipt of the same is enclosed at the time of submitting of application for registration or if it is hired than copy of the contract /agreement should be uploaded on the portal.
- State/UT will appropriately incorporate above condition in the contract agreement entered into with such VTPs.

- xiii. The VTPs would be required to track passed out trainees successfully for at least twelve months period after the end of the training and enter details like status of placement, salaries/incomes in the portal. 20% 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. In case, VTPs do not enter such details in the portal, 20% of the payment will be forfeited. States are allowed to utilize the forfeited amount to incentivize well performing VTPs which provide placement to more candidates than the prescribed minimum limit on following criteria:
- (a) Rs. 2000/- per trainee to such VTP which are able to ensure placement to at least 60% to 70% passed out trainees of a batch at a minimum salary equivalent to minimum wage for semi-skilled worker applicable in the State.
 - (b) Rs. 1000/- per trainee to such VTP which are able to ensure placement to at least 50% to 60% passed out trainees of a batch at a minimum salary equivalent to minimum wage for semi-skilled worker applicable in the State
- xiv. Every Assessing Body has to enter into contractual agreement with DGE&T. DGE&T will grant empanelment to new assessing Body only after Assessing Body signs a contract of agreement with DGE&T. In case of already empanelled Assessing Bodies, such Assessing Bodies have to sign contract of agreement with their respective States by 30-08-2014 failing which such Assessing Bodies would be de-empanelled. The contract of agreement is under finalization.
- xv. Assessing Bodies shall submit a copy of result sheet duly signed by the concerned RDAT along with bill generated by the portal to the States/UTs for reimbursement. On submission of these documents payment shall be made by States/UTs to assessing bodies within a maximum period of 30 days.
- xvi. The period of registration of VTP has been reduced from 5 years to 3 years. The VTPs already registered with State/UT since last 03 years shall also be inspected within a year w.e.f 01-05-2014 and the registration shall be renewed with new contract agreement. State/UT shall make a complete review of existing VTPs for consolidation of VTPs to ensure that quality VTP remain in the system by end of June, 2014. States will float RFQ once in a year for inviting applications from training providers for registration as VTP and applications of those training providers who have applied in response to RFQ will be considered for registration as VTPs. DGE&T will send copy of RFQ to States. This provision of floating of RFQ for inviting application from training providers

for registration as VTP would not be applicable for new training providers in which candidates are deputed Government of North Eastern States including Sikkim, LWE area, J&K, Andaman Nicobar, Lakshadweep, Himachal Pradesh and Uttarkhand.

xvii. VTPs are expected to provide placement to the candidates within 3 months of completion of training and shall track the candidates for a maximum of 12 months from the completion of training. It is necessary that tracking of such candidates should be done centrally at the State Directorate level, so that appropriate information is available about the performance of the VTPs. States may devise modalities to track the graduating candidates for at least six months to a year. A process could be designed such as IVRS tracking etc. for this purpose in collaboration with third parties, similar to the tracking of mid-day meal scheme being undertaken by the Government of Uttar Pradesh. The expenses of the same may be charged under administrative expenses allowed under the scheme. SDI portal should also enable direct feedback on placement data by trained persons & employers through controlled access.

xviii. States are required to inspect the hostel of VTPs as per norms prescribed at annex-I.


(Alok Kumar)

Director General of Employment & Training/Joint Secretary

To

1. The Secretaries of all States/UTs dealing with SDI scheme.
2. The Directors/Commissioners of all States/UTs dealing with SDI scheme with a request to inform all VTPs of their States/UTs.
3. All RDATS.
4. All Assessing Bodies.

Norms for Hostel

Space and facilities

SI No	Item	Specifications
1.	Per student	50 Sq. feet including area of bed, reading table and chair and Cup board/ Almirah for twin sharing
2.	Mattress	One no per bed
3.	Bed sheet	One no per bed
4.	Pillow	One no per bed
5.	Blankets/covering sheet.	One no per bed
6.	Light	One tube light of 40 watt or equivalent CFL per room
7.	Fan	Ceiling fans
8.	Bath room	Adequate
9.	Toilet	Adequate
10.	Drinking water	One 50 ltrs capacity water cooler with RO facility per 16 seating capacity.
11.	Display board	Displaying important contact names and phone numbers, such as police, doctor, hostel warden, fire.
12.	First Aid box	Containing first aid requirements

Other requirements

1. One regular Hostel warden with attendant .
2. Separate hostel for ladies to be provided with lady hostel warden .
3. Hygienic and nutritious Food to be served during breakfast, lunch and Dinner. Menu for breakfast, Lunch and Dinner should be decided in consultation with students.

4. Should have tie up with local hospital.
5. Hostel should as far as possible to be near the training area, if it is located at a distance more than 1.5 Km, transport facility to be provided.
6. Adequate security of trainees to be observed.
7. Fire extinguisher of suitable size to be provided at easily approachable area.

Optional facilities.

1. If possible hostel may have attached bath rooms.
2. Play ground for students.
3. Recreation facilities for indoor games like carom, chess, table tennis may be provided.
4. Common Room having news papers of local language along with English language along with TV to be provided .

