

## USER GUIDELINES TO FILL THE ONLINE PROJECT APPLICATION FORM (V1.0)

Dated 17 December, 2015

MINISTRY OF RURAL DEVELOPMENT

(SKILLS DIVISION)



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## LOGIN PAGE

Url: www.ruralskills.in

When user click on "Login" the below screen will be displayed.



#### **Description:**

- This screen is used to Authenticate and Authorize for accessing and using different features and functionalities in <u>www.ruralskills.in</u>.
- It is to be noted that it's only for registered users who have been issued "Permanent Registration Number (PRN)" by MORD. The process for Registration for PRN is explained separately.
- A "**Registered User**" can Login to the <u>www.ruralskills.in</u> by providing his/her User Credentials like User Name and Password.
- User name for the portal is **PRN** allotted to the organization and the default Password is **p326@MORD** which has to be changed immediately after the first time login. Once the user changes the password, the revised password can be used in future.
- In case the user has been accessing the portal for MRIGS (Monitoring and Regulation for Improved Governance of Skill Development), then the same credentials can be used.

| SI.<br>No. | Input Type | Description in English  | Mandatory<br>(Yes/No/NA) |
|------------|------------|---|--------------------------|
| 1          | User name  | Enter the Specified User Name   | Yes                      |
| 2          | Password   | Enter the Password  | Yes                      |
| 3          | Login      | Click on Login button to log into the<br>www.ruralskills.in                 | Yes                      |
| 4          | Forgot     | In Case user has forgot the user name or                                    | NA                       |
|            | password   | Password then Forgot Password link is provided to get the credential again. |                          |



## **USER DASH BOARD**

Once credentials entered and authenticated by the system, below screen will be displayed:

| ном | IE ACCESS MANAGEMENT 👻 PROPOSAL MANAGE   |             | ANAGEMENT -   |   |
|-----|--|-------------|---|---|
|     | PROPOSAL STATUS  |             | INSPECTION (PIA) STATUS   |   |
|     | PROJECT APPLICATIONS RECEIVED<br>DESK APPRAISAL CARRIED OUT<br>FIELD APPRAISAL CARRIED OUT | 0<br>0<br>0 | NUMBER OF IN SPECTIONS DUE AND NOT<br>CARRIED OUT TILL DATE<br>NUMBER OF IN SPECTIONS DUE IN THE<br>CURRENT MONTH AND NOT CARRIED OUT | 0 |
|     |  |             | NUMBER OF IN SPECTION S DUE IN THE<br>PREVIOUS MONTH AND NOT CARRIED<br>OUT   | 0 |

#### **Description:**

• The screen is used to display all the tabs which pertain to the user logged in the system. User can click on the tab in order to fill the Project Application Form.



## **COMMON INSTRUCTIONS:**

- 1. Before user proceed, go through the form and pay attention to all the fields. The fields marked with "\*" are mandatory requirements.
- 2. The fields which are only for view purpose have gray color background.

### 3. Document upload:

- The documents should be legible and details visible;
- Information contained in the documents scanned should be legible; it should not be blurred or washed out.
- The scan should be preferably of the original document and not photocopied document.
- If the documents are not legible or blurred, user's application is likely to be rejected.
- If user find that the documents scanned by user are more than 1 MB, resize them using appropriate software.
- If user wants to upload the file, first browse the file and click on ♣ button to upload the file.
- If user wants to view the uploaded file, click on *℣* button.
- If user want to delete the file click on X button.
- 4. If user want to add the record, click on ADD button
- 5. If user want to delete the record click on  $\times$  button.
- 6. Save as draft:
  - It is to be noted that all the mandatory fields should be filled in order to save the data as draft
  - If user want to save the data filled in a section, click on **SAVE AS DRAFT** button
  - If no error is found w.r.t. the information required, a confirmatory screen appears. Confirm the dialogue.
  - The data saved as draft can be edited till the time of form submission
- 7. If user wants to clear the data, click on CLEAR. This will wipe off all the data from the section.
- 8. If user wants to close without saving the data, click on **CLOSE**. This will wipe off all the data which has not been saved as draft.
- 9. If user have any issue/ query/ suggestion please write us on: <u>helpdesk@ruralskills.in</u>



# TAB I: PROPOSAL MANAGEMENT

## **INSTRUCTIONS FOR PROCESSING PROJECT APPLICATION FORM:**

- 1. Application is a two-step process in cases where Organization applies the project in Single capacity. Whereas in case of Consortium it's a three-step process.
  - Module 1 gathers the details of the organization profile.
  - Module 2 gathers the details of the proposed project details.
  - Module 3 gathers the consent of consortium member for the proposed project application form
- 2. If user's organization is less than 3 years old and is not a NSDC partner then user are not eligible to become a PIA
- 3. If user's organization has negative net worth in two out of last three 3 years and is not a NSDC partner then user are not eligible to become a PIA
- 4. If user's Organization is a category C PIA and none of the representative has attended the Orientation organized by MORD then user are not eligible to become a PIA
- 5. Priority Scoring:

A PIA falling under the category based on their past experience as mentioned in clause 4.7 of DDU-GKY Guidelines will get minimum marks assigned for each category which is as follows:

| Category   | Minimum Marks |
|------------|---------------|
| Category A | 600           |
| Category B | 300           |
| Category C | 0             |

Further, prioritization is done within the categories A, B and C based on the proposal they submit for functioning under the DDU-GKY projects. This will ensure that all categories of proposals falling within Category A will be scored above Category B and Category B proposals above Category C.

The category stacking is done as mentioned in the table below:

| SI.<br>No. | Project Proposal Types   | Proposa<br>(based<br>Categor | al Score<br>on<br>ry) | PIA |
|------------|--|------------------------------|-----------------------|-----|
|            |  | Α                            | В                     | С   |
| 1          | A project in which the PIA commits to provide 500 or more overseas<br>jobs annually at a minimum salary of USD500 or more per month or<br>minimum wages as applicable in that country, whichever is higher | 1400                         | 500                   | 200 |
| 2          | A project by a Champion Employer   | 1300                         | NA                    | NA  |

|    | 2 DDU-GKY   | Ministry<br>Government of | of Rural D | )evelopment |
|----|---|---------------------------|------------|-------------|
| 3  | A project by a Captive employer providing placements in 500 or<br>more jobs to candidates annually in own or subsidiary agencies/<br>companies  | 1200                      | 400        | 100         |
| 4  | A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns  | 1100                      | 300        | 0           |
| 5  | A project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course | 1000                      | 300        | 0           |
| 6  | A project by an eligible Educational Institute of high repute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College receiving funding from UGC or AICTE in the last two years    | 900                       | NA         | NA          |
| 7  | A project by a PIA who has completed three or more projects under<br>Aajeevika Skills (or SGSY-SP) in the last 5 years  | 800                       | NA         | NA          |
| 8  | A project by a PIA who has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years   | 700                       | NA         | NA          |
| 9  | Any other project by a Category A PIA   | 600                       | NA         | NA          |
| 10 | A project which provides assured foreign placements for 200 or more<br>candidates annually at a minimum salary of USD500 or more per<br>month or minimum wages as applicable in that country, whichever is<br>higher  | 600                       | 500        | 200         |
| 11 | A project by a captive employer providing placements in 200 or more<br>jobs to candidates annually in own or subsidiary agencies/<br>companies  | 600                       | 400        | 100         |
| 12 | Any Project by a Category B PIA   | NA                        | 300        | NA          |
| 13 | Any Project by a Category C PIA   | NA                        | NA         | 0           |



When user click on "Proposal Management" tab the list of modules is shown as below



#### **Description:**

This screen is used to select the modules like Organization profile, Project Application Form, Proposal Approval by Consortium Partner.



## **MODULE 1- ORGANIZATION PROFILE**

When user click on "Organization Profile", the form is shown as below:

|                    | ORGANIZATION PROFIL                                 | E                          |
|--------------------|---|----------------------------|
| Data               | faileritted   | Version 4                  |
| Calegory           | B(x) - An NSOC partner, i.e. where NSOC has a state | Last Updated On 17/07/2015 |
| + 1. Organization  | Ortals ("Hith Data-Isad Only")                      |                            |
| + 2. Organization  | r Member Details (*1904 Data-Read Driv")            |                            |
| + 1. Organization  | Other Denails                                       |                            |
| + 4. Pinancial Det | tails   |                            |
| • 5. Previous Ski  | Its/Transing Experience Details                     |                            |
| + 6. Consent for   | Cunsortium  |                            |
|                    | BURNET CLOSE  |                            |
|                    |   |                            |
|                    |   |                            |
|                    |   |                            |

#### **Description:**

- This form is used to display the details of PRN and capture the organization profile details.
- In order to fill or update the Organization profile details under any tab the "**PRN data**" should be up to date.





## **1. ORGANIZATION DETAILS**

When user clicks on "Organization Details" under "Organization Profile" below screen will be displayed.

|  | ORGA  | NIZATION PROFILE                           |                        |            |       |
|--|---|--|------------------------|------------|-------|
| Status Draft   |   |  | Venion                 | 1.4.       |       |
| Calegory B(a) - An NSDC parts                                  | er, i.e. where NSDC has a stake   | View more                                  | Last Updated On        | 17/07/2015 |       |
| <ul> <li>L Organization Details ("PliN Data Read On</li> </ul> | (v*)  |  |                        |            |       |
| Lorgenfatten Detuils   |   |  |                        |            |       |
| 1.1 PRN of organization  | UP2013RF1184  |  |                        |            |       |
| L3 Name of organization  | MANAAV VDOAS EVAM SESVA SA  | INSTRAM                                    |                        |            |       |
| L3 PAN NO.   | AAAAMU23EJ  |  |                        |            |       |
| L4 TAN NO.   | LIOMMOBOLINEG   |  |                        |            |       |
| 1.5 Website address:   | PAA.  | NEX 10 10 10 10 10 10 10 10 10 10 10 10 10 |                        |            |       |
| Le Act under which registered.                                 | Sacrety regulated under Societ  | an Reputration Act, 1880.                  |                        |            |       |
| L P Gate or Economication                                      | 100 12 1940   |  |                        |            |       |
| . 9 Incorporation Certificate Number                           | 183122  |  |                        |            |       |
| L 10 Type of business/activity (NIC) :                         | NA  |  |                        |            |       |
| 1.11 Additional Details  |   |  |                        |            |       |
| Curtificate Type   | Certificate Number  |  | Certificate Date       |            |       |
|  | An and a state of the state of | Not available                              |                        |            |       |
| 1.1.2 Adiress  |   |  |                        |            |       |
| Hause nm./ Bidrig, Hin./ Apt. Tee,                             | ( NA  |  | Street/ Road/ Lane     |            | NA    |
| Area/locality/sector   | . NA  |  | Landmark               |            | NA.   |
| State/UT   | 944   |  | District               |            | Refs. |
| Tehsil   | NA  |  | Town                   |            | tuà   |
| Ward   | 14.6  |  | Pullee Station         |            | TOA.  |
| P3N Code   |   |  | Post Office            |            | tya.  |
| Email ID for communication                                     | INVESSLUCKNOW/JPGMA2  | LCOM                                       | Hoble Number           |            | NA    |
| Office Humber  | 44  |  | Pax Humber (with STD C | (ode)      | hot   |
|  |   |  |                        |            |       |
| <ol> <li>Organization Member Details (*PRN Data</li> </ol>     | Read Only*)   |  |                        |            |       |
| <ol> <li>Organization Other Details</li> </ol>                 |   |  |                        |            |       |
| 4. Financial Details   |   |  |                        |            |       |
| 5. Previous Skills/Training Experience Details                 |   |  |                        |            |       |
|  |   |  |                        |            |       |

#### **Description:**

This screen is used to display the basic organization details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.



## 2. ORGANIZATION MEMBER DETAILS

When user clicks on "Organization Member Details" under "Organization Profile" below screen will be displayed.

|  | ORGA                                   | NIZATION PROFILE                       |                |            |
|--|--|--|----------------|------------|
| Status Submitted                               |  | Vie                                    | niin           | 4          |
| Category B(e) - An NSD                         | C partner, i.e. where NSDC has a stake | View more Las                          | et Upstated On | 17/07/2015 |
| 1. Organization Details ("PRN Data Re          | ad Only")                              |  |                |            |
| - 2. Organization Member Details (*1906        | I Data-Read Only")                     |  |                |            |
| 2. Organization Humber Details                 |  |  |                |            |
| Name of 89 Hember                              | Designation                            | En                                     | ployee Number  |            |
| ABHEN STREN                                    | CEO/DIRECTOR                           | 1. 746                                 |                |            |
| 2.1 Member Name                                | ABMAY SIDGH                            | 2.2 Father's name                      | 144            |            |
| 2.3 Mother's name                              | 146                                    | 2.4 Spouse's Name                      | A48.           |            |
| 2.5 MRI Status                                 | 182                                    | 2.6 Authorized Person                  | 165            |            |
| 2.7 Designation                                | CEO/DIRECTOR                           | 2.8 Contact -Landline No.              | 144            |            |
| 2.9 Contact - Mobile No.                       | 09956574444                            | 2.10 Email-1D                          | 17ABHAYSINGHØ  | KENA3L COM |
| 1.11 PAN NO.                                   | 74.6.                                  | 2.12 Adhar/Voter No.                   | NA.            |            |
| 2.13 Fassport/Driving Liberse No.              | 144                                    | 2.14 Country                           | A44.           |            |
| 2.15 Passport Validity date                    | nia,                                   | - 2.16 Visa Vehidity date              | A&A            |            |
| 1.17 Work Permit Validity date                 | 546                                    | 2.18 Whether a valid ork Permit holder | NA             |            |
| 1.19 Whether clearance from FRA, MHA obtained  | N4                                     | 2.20 Relative's name                   | 144            |            |
| 2.21 Date of Birth                             | \$2/06/1084                            | 2.32 Age                               | 32             |            |
| 2.23 Occupation                                | nan,                                   |  |                |            |
| 2.34 Address                                   |  |  |                |            |
| NA   |  |  |                |            |
| 2.25 CV  |  |  |                |            |
| 2.26 Photo                                     |  |  |                |            |
| <ol> <li>Drownization Other Datails</li> </ol> |  |  |                |            |
| 4. Financial Details                           |  |  |                |            |
| 5. Previous Skills/Transing Experience         | Details                                |  |                |            |
|  | AZARA A                                |  |                |            |
| <ul> <li>b. Consent for Consortium</li> </ul>  |  |  |                |            |

#### **Description:**

This screen is used to display the organization member's details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.





#### **Important Notes:**

When user click any of the tab the following tabs "Organization Other Details", "Financial Details", "Previous Skills/ Training and Placement Experience Details", "Consent for Consortium" under "Organization Profile" below pop up will be displayed.

| CALCULATION DE LA CALCULATION | 100072        |  | An one show that once DOM hards details are one |                 |      |
|---|---------------|--|---|-----------------|------|
| HOME ACCESS M   | ANAGEMENT +   | PROPOSAL MAHAGEMENT + PR               | Yes No.   | 200001          |      |
|   |               |  | ORGANIZATION PROFILE                            |                 |      |
| Status  |               | DRAFT                                  |   | Version         | 3    |
| Category  |               | C(B)- ALL OTHER ENTITIES WHO DO N CATE | OT QUALIFY AS View more                         | Last Updated On | 16/1 |
| + 1. Organizati   | ion Details   | ("PRN Data-Read Only")                 |   |                 |      |
| + 2. Organizati   | ion Member    | Details ("PRN Data-Read Only")         |   |                 |      |
| - 3. Organizati   | ion Other D   | etails                                 |   |                 |      |
| + 4. Financial I  | Details       |  |   |                 |      |
| + 5. Previous S   | Skills/Traini | ng and Placement Experience Details    |   |                 |      |
| + 6. Consent f  | or Consortiu  | m                                      |   |                 |      |
|   |               |  | SUBMIT  |                 |      |

In order to fill or update the Organization profile details under any tab the "**PRN data**" should be up to date.

In case the "PRN data" is updated and user clicks on "Yes" user will be allowed to update the Organization profile details

In case the "PRN data" is not updated and user clicks on "No", the below pop up will be displayed. And user will be allowed to update the Organization profile details.

|                  | 1003880)<br>   |  | Please update PRN basic details |            |
|------------------|----------------|--|---------------------------------|------------|
| HOME ACCESS M    | NNAGEMENT 🕶    | PROPOSAL MANAGEMENT - PR                       | ок                              |            |
|                  |                | ORG  | ANIZATION PROFILE               |            |
| Status           |                | DRAFT  |                                 | Version    |
| Category         |                | C(8)- ALL OTHER ENTITIES WHO DO NOT QUALIFY AS | View more                       | Last Updat |
| + 1. Organizati  | ion Details (  | ("PRN Data-Read Only")                         |                                 |            |
| + 2. Organizati  | ion Member     | Details ("PRN Data-Read Only")                 |                                 |            |
| 🗕 3. Organizati  | ion Other D    | etalis   |                                 |            |
| + 4. Financial ( | Details        |  |                                 |            |
| + 5. Previous S  | skilis/Trainii | ng and Placement Experience Details            |                                 |            |
| + 6. Consent fo  | or Consortiu   | im ::  |                                 |            |
|                  |                |  | SUBMIT CLOSE                    |            |
|                  |                |  |                                 |            |
| 11               |                |  |                                 |            |



In case the PRN details of user's organization (that includes Organization details and Organization member details) are not updated user can write an e-mail to <u>helpdeskprn@gmail.com</u> with required updated details. One sealed and signed copy of it should be sent to DS (Skills). Once the PRN details are modified user can fill or update Organization profile details.



## 3. ORGANIZATION OTHER DETAILS

When user clicks on "Organization Other Details" under "Organization Profile" below screen will be displayed.

#### 3.1 Other Details

|   | has the organization received funding from OGC?  |                                  | YES        |  |              |               |   |
|---|--|----------------------------------|------------|--|--------------|---------------|---|
| /es, p  | ease give the details below (for latest 2 F.Ys);   |                                  |            |  |              |               |   |
| uncial  |  | Fund Received (in Rs.)           | Upi        | oad Sanction 1   | etters From  | UGC           |   |
| 114 - 201   |  | 6                                |            | toose the His file   | choses       | <u>ک</u>      |   |
| 93 - 201  |  | 0                                | Eca        | incom film, This film  | chosen       | ۲             |   |
| tal 4m  | urt received frum USC  | 0                                |            |  |              |               |   |
|   |  |                                  |            |  |              |               |   |
| 100000  | Has the organization received funding from ADCTE?  |                                  | YE5        |  |              |               |   |
| Yes, p  | Has the organization received funding from ADCTEP ease give the details below (for latest 2 F, Vé):          |                                  | 115        |  |              |               |   |
| Yes, p  | Has the organization received funding from ADCTEP<br>ease give the details below (for latest 2 F.Ys);<br>Con | Fund Received (in Rs.)           | YE5        | •<br>pload Sanction  | Letters Free | n AJCTE       |   |
| Yes, p<br>Instead                                     | Has the organization received funding from AECTEP ease give the details below (for latest 2 F, vs): for      | Fund Received (In Rs.)           | 1755<br>17 | •<br>pload Sanction<br>Showe the 1 do 1                      | Letters From | n Alcte<br>ම  | _ |
| b<br>1 Yell, p<br>1 mmdal<br>1014 - 201<br>1013 - 201 | Has the organization received funding from ADCTEP<br>ease give the details below (for latest 2 F.Ys):<br>con | Fund Received (In Rb.)<br>3<br>D | YES        | tioned Secretion<br>Decrete Sec. No. 6<br>Decrete Sec. No. 6 | Letters From | n ATCRE<br>को |   |

| ttile | Detalla   |      |    |                              |          |
|-------|---|------|----|------------------------------|----------|
| 1.1   | Dees you have a valid Holl with HoRD as a Champion Employer?<br>(2) Yes, blease attach 'Champion employer perfilicate ?                           | 60   | •  |                              |          |
| 1.2   | Is the impariant in Training Doubliss"<br>(IT Yes, presse attach self-perofication)   | Ves  | -  | Chose file I No Bit choses   | -        |
|       | Does your impariantion have a valid accreditation by NAACT (IT Yes, please attach 'Letter of accreditation')                                      | VES  | Ť, | Choose file 100 fty choose   |          |
|       | Date of accreditation   |      |    |                              |          |
|       | Validity of accorditation (in months)   |      |    |                              |          |
|       | CGRA Ratained by NAAC   |      |    |                              |          |
| 1.3   | NSDC Partnership (by loan or equity) at the time of application<br>(IV fee, seems attach reported agreement with NSDC and applicant organization) | /155 | •  | (Channe Ner) Nor Fire chosen | -        |
| 1.4   | Has any representative from your organization gove through orientation at MdRD<br>(If Ves. obvious strain, onwitation proof from I/RR/MARCOMS)    | 765  | •  | Chases No. 740 Fire chosen   | <b>a</b> |



### 3.2 Certification and Assessment

| 2.1 | Has the applicant Organization trained candidates certified by NCVT/SSC7<br>(If Yes, please attach Tertification by DGE7/SSC)   | 340 | •   |  |
|-----|---|-----|-----|--|
| 2.2 | Has the applicant Organization trained candidates tertified by an international body<br>recognized by MoRD?<br>(IF Yes, please attach Kerzification by International body') | 40  | ٠   |  |
| 2.3 | Has the applicant organization trained candidates cartified by other cartification standard<br>approved by NoRD?<br>(2) View, Josewa entroch Clarchication by NoN2()        | Nα  | ·•1 |  |

### 3.3 Policy Manual

|       | (a' yes, please attach 'HR policy manual')  | 140 |   |
|-------|---|-----|---|
| 3.3.2 | Dies the applicant Organization have an IT policy manual?<br>(If Yes, please attach TT policy manual)   | 140 | • |
| 9,9,9 | Does the applicant Organization have a compliance manual?<br>(# vex, please attach "Compliance manual")   | 110 |   |
| 3.3.4 | Does the applicant Gryanization have a manual iterating standards operating procedure for<br>training activities?<br>(If Yes, please attach 'Menual detailing standards operating procedure for training activities') | NO  |   |

#### 3.4 Training Infrastructure Details

| <i>ke</i> | Owned | Rental/Leased | Total             | Docarrent                    |       |
|-----------|-------|---------------|-------------------|------------------------------|-------|
| Select-   | 0     | α             |                   | (Channe Bin) No file chooses | ADD . |
|           |       |               |                   |                              |       |
|           |       |               | WE AS DRAFT CLEAR |                              |       |

#### **Description:**

- The screens are used to enter the Organization other details like accreditation with other institutions, Certification & Assessment, Policy manuals and Training infrastructure details.
- If user selects value as "Yes" then the relevant document upload and details of subsection become mandatory.

| * |   |
|---|---|
|   |   |
|   | * |

| SI.<br>No. | Field Name   | Description       | Mandatory<br>(Yes/No/NA) |
|------------|--|-------------------|--------------------------|
| 3.1        | Other details  |                   | NA                       |
| 3.1.1      | Do you have a valid MoU with MoRD as a<br>Champion Employer?*<br>(If Yes, please attach "Copy of MoU with MoRD as<br>Champion employer") | <yes no=""></yes> | Yes                      |
| Α          | If Yes, date of MoU signing  |                   | No                       |



| 3.1.2    | Is the organization Training Institute?*           | <yes no=""></yes> |      |
|----------|--|-------------------|------|
|          | (If Yes, please attach "Self-certification")       |                   |      |
| А        | Does user's organization have a valid              | <yes no=""></yes> | Yes  |
|          | accreditation by NAAC?*                            |                   |      |
|          |  |                   |      |
|          | (If Yes, please attach "Letter of                  |                   |      |
| <b>D</b> | accreditation")                                    |                   |      |
| В        | Date of accreditation                              |                   | No   |
| C        | Validity of accreditation (in months)              |                   | NO   |
| D        | CGPA received by NAAC                              |                   | NO   |
| 3.1.3    | NSDC Partnership (by loan or equity) at the        | < Yes/ 100>       | res  |
|          |  |                   |      |
|          | (If Ves please attach "Agreement between           |                   |      |
|          | NSDC and applicant organization for equity or      |                   |      |
|          | loan")   |                   |      |
| 3.1.4    | Has any representative from user's                 | <yes no=""></yes> | Yes  |
|          | organization attended orientation at MoRD?*        |                   |      |
|          |  |                   |      |
|          | (If Yes, please attach "Orientation proof from     |                   |      |
|          | NIRD/ NABCONS")                                    |                   |      |
| 3.1.5    | Is the organization affiliated to any Community    | <yes no=""></yes> | Yes  |
|          | College?*  |                   |      |
|          |  |                   |      |
|          | (If Yes, please attach "Letter of Affiliation with |                   |      |
| ^        | University")                                       |                   | N/aa |
| А        | Has the organization received funding from UGC?    | < Yes/ 1\0>       | res  |
|          | If Yes, please enter Fund received (in Rs.) (for   |                   | No   |
|          | latest 2 F.Ys)                                     |                   |      |
|          | ,  |                   |      |
|          | (If Yes, please attach "Sanction Letters From UGC  |                   |      |
|          | for Grant")  |                   |      |
| В        | Has the organization received funding from AICTE?  | <yes no=""></yes> | Yes  |
|          |  |                   |      |
|          | If Yes, please enter Fund received (in Rs.) (for   |                   | No   |
|          | latest 2 F.YS)                                     |                   |      |
|          | (If Vac places attach "Sonation Latters From       |                   |      |
|          |  |                   |      |
|          |  |                   |      |
| 3.2      | Certification and Assessment                       |                   | NA   |
|          |  |                   |      |
| 3.2.1    | Has the applicant organization trained             | <yes no=""></yes> | Yes  |
|          | candidates certified by NCVT/SSC?*                 |                   |      |
|          |  |                   |      |
|          | (If Yes, please attach "Copy of Certification of   |                   |      |
|          | a trained candidate by DGET/ SSC")                 |                   |      |
| 3.2.2    | Has the applicant organization trained             | <yes no=""></yes> | Yes  |
|          | candidates certified by an international body      |                   |      |
|          | recognized by MoRD?*                               |                   |      |
|          | (If Vac places attach "Convict Cartification of a  |                   |      |
|          | (in res, please allach Copy of Certification of a  |                   |      |



|       | trained candidate by any International   |                   |     |
|-------|--|-------------------|-----|
|       | assessment agency")  |                   |     |
| 3.2.3 | Has the applicant organization trained<br>candidates certified by other certification<br>standard approved by MoRD?*   | <yes no=""></yes> | Yes |
|       | (If Yes, please attach "Copy of Certification of<br>a trained candidate by any Other Certification<br>Standard approved by MoRD")  |                   |     |
|       |  |                   |     |
| 3.3   | Policy Manuals   |                   | NA  |
| 3.3.1 | Does the applicant organization have an HR policy manual?*   | <yes no=""></yes> | Yes |
| 222   | Deep the applicant organization have an IT   |                   | Voo |
| 3.3.Z | policy manual? *   | < 168/ 140>       | res |
|       | (If Yes, please attach "IT policy manual")   |                   |     |
| 3.3.3 | Does the applicant organization have a compliance manual? *  | <yes no=""></yes> | Yes |
| 334   | Does the applicant organization have a manual  | < Ves/No>         | Ves |
| 5.5.4 | detailing standards operating procedure for training<br>activities? *<br>( <i>If Yes, please attach "Manual</i> detailing standards<br>operating procedure for training activities") |                   | 163 |
| 3.4   | Training Infrastructure Details  |                   | NA  |
|       | (State wise number of training centres currently operational)  |                   |     |
|       | State Name   |                   | No  |
|       | Owned  |                   | No  |
|       | (If owned centres, please attach "Deed")   |                   |     |
|       | Rental/Leased<br>(If rental/leased centres, please attach "Rent/Lease<br>agreement")   |                   | No  |





## 4. FINANCIAL DETAILS

When user clicks on "Financial Details" under "Organization Profile" below screen will be displayed.

|  |                                |   |                                 |            | ORGA  | NIZATION    | PROFILE             |                 |      |                                |                        |                          |                            |   |
|--|--------------------------------|---|---------------------------------|------------|---|-------------|---------------------|-----------------|------|--------------------------------|------------------------|--------------------------|----------------------------|---|
| Status<br>Category                                 | panization Deta                | Submitted<br>B(o) - An N<br>els (*FILN Data | ISDC partner, Le<br>Read Only*) | where NSDC | has a stake   | View more   | _                   |                 | Ver  | sion<br>I Updated On           | : 4<br>                | 07/2015                  |                            | _   |
| - 2. Org   | panization Mem                 | iber Details ("P                            | RN Data-Read                    | Qrify")    |   |             |                     | _               |      |                                |                        |                          |                            |   |
| - 3. On  | ancial Details                 | r Details                                   | _                               |            | _   |             |                     | _               | _    | _                              |                        | _                        | _                          | _   |
|  |                                |   |                                 |            |   |             |                     |                 |      |                                |                        |                          |                            |   |
| Financial<br>Year                                  | Annual<br>Turnover (in<br>Rs.) | Net worth (in<br>Rs-)                       | Name of the<br>CA Film          | Name of CA | CA<br>membership<br>No  | Contact No. | Email Id            | IT Ret<br>Filed | erns | 178<br>Acknowledgeme<br>Number | ITR<br>Acknow<br>decum | vledgemore<br>ort opload | Audited<br>Not-<br>audited | / CA<br>Certificate<br>for Annual<br>Turnover<br>& Net<br>worth |
| 2014-<br>2015                                      | 10000000000                    | toosooot                                    | ASA Assessmente                 | Ramesh     | 1212  | 0100200344  | ranet-opta          | YES             | ٠    | 1212                           | - Q                    | ×                        | 185                        | •   |
| 2013-<br>2014                                      | 10000000000                    | 1000000000                                  | Potan Assess                    | Rohan      | 11110   | 0000000000  | matan@gnak          | YEB             | •    | 815131                         | а,                     | ×                        | YES                        | • 9   |
| 2012   | 10000000000                    | 1000000000                                  | Beepak Corres                   | Deepak     | 11111   | 0891003434  | depat (tigmal)      | YES             | ٠    | 12121                          | R                      | ×                        | YES                        | • *   |
| 2011-<br>2012                                      | 9                              | D.  |                                 |            |   |             |                     | NO.             | ٠    |                                |                        |                          | RHD                        | •   |
| 2010-  | 1. <u>9</u>                    | 0   |                                 |            |   |             |                     | 80              | ٠    |                                |                        |                          | NO                         | •   |
| Average<br>for lent<br>three<br>financial<br>years | 10000100000                    | 41000033100                                 |                                 |            |   |             |                     |                 |      |                                |                        |                          |                            |   |
| L1 CIBIL   | Natiog                         |   |                                 |            |   |             |                     |                 |      |                                |                        |                          |                            |   |
| Details o  | f CIBIL score f                | or all the direc                            | tors:                           |            | and the second se |             | and server and      |                 |      |                                |                        |                          |                            |   |
| ar nan   | a u unour                      | Finan                                       | scial<br>tutions                |            |   | 100000 ID 0 | will be called acts |                 |      | Class Score                    |                        |                          |                            |   |
| i  | ABHAY SINGH                    | NO  | •                               | Greater B  | um 6 Mn 🔹   |             |                     |                 |      |                                | Che                    | tas file Ito fil         | chown.                     | 8   |
|  |                                |   |                                 |            | 54  | WE AS DRAFT | CLEAR               |                 |      |                                |                        |                          |                            |   |
| - Sti Pre  | viour Skills/Tri               | imina Experien                              | ce Details                      |            |   |             |                     |                 |      |                                |                        |                          |                            | _   |
| F 6. Cor   | nsent for Consi                | mum   |                                 |            |   |             |                     |                 |      |                                |                        |                          |                            |   |
|  |                                |   |                                 |            | 1   | SUBWE CL    | CARE .              |                 |      |                                |                        |                          |                            |   |
|  |                                |   |                                 |            |   |             |                     |                 |      |                                |                        |                          |                            |   |

#### **Description:**

- The screen is used to enter the Organization financial details like CA firm details, turn over, net worth, ITR return details.
- If user's organization is not a NSDC partner, user has to mandatorily fill minimum three years of audited financial year details. If user's organization is a NSDC partner, user has to mandatorily fill one year of audited financial year details.
- The latest three financial years audited details (wherever available) will be used for calculating the eligibility conditions of PIA prescribed in guidelines.



- It is to be noted that the Financial Details of previous years become due by 30<sup>th</sup> September of the subsequent year.
- CIBIL Rating details to be filled for all the directors of the organization who have availed loan or sanctioned loan during the last six months.

| SI. | Field Name                            | Description  | Mandatory   |
|-----|---------------------------------------|--|-------------|
| NO. |                                       |  | (Yes/NO/NA) |
| 1.  | Financial Year                        |  | Yes         |
| 2.  | Turnover (in Rs.)                     |  | Yes         |
| 3.  | Net worth (in Rs.)                    |  | Yes         |
| 4.  | Name of the CA Firm                   |  | Yes         |
| 5.  | Name of CA                            |  | Yes         |
| 6.  | CA membership No.                     |  | Yes         |
| 7.  | Contact No.                           |  | Yes         |
| 8.  | E mail Id                             |  | Yes         |
| 9.  | IT Returns Filed                      | <yes no=""></yes>                                      | Yes         |
|     | (If Yes, please mention ITR           |  |             |
| 10  | Acknowledgement No.)                  |  | Nia         |
| 10. |                                       |  |             |
| 11. | Audited / Non-audited                 | <audited non-<="" td=""><td>Yes</td></audited>         | Yes         |
|     | (If Yes, please attach "CA            | audited>   |             |
|     |                                       |  |             |
| 10  |                                       |  |             |
| 12. |                                       |  | NA          |
| 13. | Name of Director                      |  | NA          |
| 14. | Loan from banks/ financial institutes | <yes no=""></yes>                                      | Yes         |
| 15. |                                       | <within 6="" <="" months="" td=""><td>No</td></within> | No          |
|     | Loan Sanctioned period                | greater than 6   |             |
|     |                                       | months>  |             |
| 16. | Member ID                             |  | No          |
| 17. | Date of CIBIL Score                   |  | No          |
| 18. | CIBIL Score                           |  | No          |
| 19. | Certificate for CIBIL score           |  | No          |





## 5. PREVIOUS SKILLS/ TRAINING EXPERIENCE DETAILS

When user click on "Previous Skills/ Training Experience Details" under "Organization Profile" below screen will be displayed.

|  | ORGA  | INIZATION PROFIL           | E.                                 |            |  |
|--|---|----------------------------|------------------------------------|------------|--|
| Status   | Submitted   |                            | Version                            | 4          |  |
| Category   | B(e) - An NSDC pertrer, i.e. where NSDC has a stake   | View more                  | Last Upstated On                   | 17/07/2015 |  |
| + 1. Organization  | Defails ("PRN Data-Read Only")  |                            |                                    |            |  |
| + 2. Organization  | Member Details ("PRN Data-Read Only")   |                            |                                    |            |  |
| + 3. Organization  | Other Details   |                            |                                    |            |  |
| + 4. Financial De  | tatis   |                            |                                    |            |  |
| - 5. Previous Ski  | Ils/Training Experience Details   |                            |                                    |            |  |
| 5.2 Placement Deb  | alle<br>our organization provided oversetas jobs at a minimum monthly s                       | alary of USD600 in last 5  | Aunz                               |            |  |
| A CONTRACTOR OF A CONTRACTOR                             |   |                            |                                    |            |  |
| 1 5.2.2 is you   | r organization a Captive employer which has provided placement                                | te in own or eutradiary ag | endes/companies in last 5 years    |            |  |
| 1 5.2.2 Is you   | r organization a Captive employer which has provided placement<br>SAVE AS DRAFT               | ts in own or subsidiary ag | ensies/companies in last 5 years . |            |  |
| <ul> <li>5.2.2 Is you</li> <li>6. Consent for</li> </ul> | r organization a Captive employer which has provided placement<br>save as DEAFT<br>Consortium | ts in own or subsidiary ag | endes/tomparies in last 5 years    |            |  |

5.1 Details of Closed/foreclosed/Ongoing Projects

When user clicks on "Add previous project details" under "Previous Skills/ Training and Placement Experience Details" below screen will be displayed.

| Previous Skills/Training                             | Experience Details | ļ             |                   |                  |                     |                           |                            |         | 1      |
|--|--------------------|---------------|-------------------|------------------|---------------------|---------------------------|----------------------------|---------|--------|
|  |                    |               |                   |                  |                     |                           |                            |         |        |
| . Contract no./Work Orde                             | r no./Sanction     | County Date 2 | Liberitz faciliti | to these the sta | 2. Date of Sand     | tion "                    |                            | -       |        |
| Uphrad Sanctinn order *                              |                    | Ocean file    | No film channer   |                  |                     |                           |                            |         | 11     |
| Name of Client *                                     |                    |               |                   |                  | S. Type of Proje    | α                         | -Select-                   |         |        |
| Project cast (in Rs.) *                              |                    |               |                   |                  | 7. Duration (mo     | nttrs) +                  |                            |         |        |
| Project status -                                     |                    | - Galert      | - 75              |                  | 9. Training Targ    | et =                      |                            |         |        |
| 0. Total Trained *                                   |                    | - Sector      |                   |                  | 11. Total Flaced    |                           |                            |         |        |
| 2. Date at which provide<br>raining/Placement figure | d<br>a have been   |               |                   | π                | 13,Pliname uphoa    | d Project Clusure Certifi | cate (Chane fee) No file : | nauer 🕯 | - 1    |
| 4.Was the project execut                             | ed as Consortium   | -Select       |                   | 9                |                     |                           |                            |         |        |
| 1.1 State-wine Experience                            | details            |               |                   |                  |                     |                           |                            |         |        |
| State Name *   | Z. Total Transid * |               | 1, Tital Placed   | £2.              | -                   |                           |                            |         |        |
| -sutart-   |                    |               |                   |                  | ADD                 |                           |                            |         |        |
| 1 History  |                    |               |                   |                  |                     |                           |                            |         | - 10 M |
| 1.2 Trade wise Experiment                            | details            |               |                   |                  |                     |                           |                            |         |        |
| Settor "   | 1.700.1            |               | 3. Centring as    | ency !           | e, Total Tipined *  | 5. Total Raced *          |                            |         |        |
| Tailert •  | Galactu            |               | Lifefart          |                  | a production of the |                           | . 600                      |         |        |

Ministry of Rural Development

#### 5.2 Placement Details

When user checks on "Have your organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years?" under "Previous Skills/ Training and Placement Experience Details" below screen will be displayed.

| 4     1       3     1       2     1       1     1       2     1       1     1       1     1                                  |  |
|--|--|
| 13   |  |
| 12 and an and an   |  |
| 111 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII   |  |
| 350  |  |
|  |  |
|  |  |
| Employer wine oversnas placement details:  |  |
| Financial year Name of Employer Contact Details Number of People Minimum Salary Country Client Certificate<br>Employed (USD) |  |

When user check on "Is user's organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years?" under "Previous Skills/ Training and Placement Experience Details" below screen will be displayed.

|               |   | time in concert function | initial et chill of accus    | and administration     | panter of task 2 forms    |     |
|---------------|---|--------------------------|------------------------------|------------------------|---------------------------|-----|
| bar<br>014    | Number of trained candidates                  |                          | Number of candid             | ates placed with capti | ve placement              |     |
| 013           |   |                          |                              |                        |                           |     |
| 012           |   |                          |                              |                        |                           |     |
| 011           |   |                          |                              |                        |                           |     |
| 010           |   |                          |                              |                        |                           |     |
| oganization w | ise Captive placement details:                |                          |                              |                        |                           |     |
| nancial year  | Name of Agency where Contact Details amployed | Type of company          | Number of People<br>Employed | Minimum Salary         | Client Cettificate        |     |
| 2014 •        |   | OWN .                    |                              |                        | Choose the No file chosen | ADD |

#### **Description:**

- The screens are used to enter the organization previous skills/ training and placement experience details like Details of Closed/ Foreclosed/Ongoing Projects, Overseas and captive placement details etc.
- The latest five financial year's details of Closed/ Foreclosed/Ongoing Projects will be used for calculating the PIA category prescribed in guidelines.
- Similarly latest two financial year's details of Overseas and captive placement will be used for calculating the category of PIA prescribed in guidelines.

| SI.<br>No. | Field Name  | Description   | Mandatory<br>(Yes/No/NA) |
|------------|---|---|--------------------------|
| 5.1        | Details of Closed/<br>Foreclosed/ Ongoing<br>Projects |   | NA                       |
|            | Add Project details                                   | (The below mandatory<br>conditions will be applicable if<br>user click on "Add Project<br>details": Applicable on section<br>5.1 only)        | No                       |
| 1.         | Contract no./Work Order no./Sanction number           |   | Yes                      |
| 2.         | Date of Sanction<br>(DD/MM/YYYY)                      |   | Yes                      |
| 3.         | Sanction order upload                                 |   | Yes                      |
| 4.         | Name of Client  |   | Yes                      |
| 5.         | Type of Project                                       | <ddu-gky mord-<br="">SGSY/Roshni/Himayat (YP<br/>States)/<br/>DDU-GKY - AP Projects (AP<br/>States)/<br/>Other Government Projects/</ddu-gky> | Yes                      |

k



|       |   | Private Projects> |     |
|-------|---|-------------------|-----|
| 6.    | Project cost (in Rs.)                       |                   | Yes |
| 7.    | Duration (in months)                        |                   | Yes |
| 8.    | Project status                              |                   | Yes |
| 9.    | Training Target                             |                   | Yes |
| 10.   | Total Trained                               |                   | Yes |
| 11.   | Total Placed                                |                   | Yes |
| 12.   | Date at which provided                      |                   | No  |
|       | I raining/Placement figures                 |                   |     |
| 13    | Please attach Client                        |                   | No  |
|       | Certificate or Project closure certificate  |                   |     |
| 14.   | Was the project executed as                 | Yes/No            | Yes |
|       | Consortium                                  | 103/110           |     |
| 15.   | Consortium member name                      |                   | No  |
| 16.   | Consortium member PRN                       |                   | No  |
| 17.   | Was the applicant                           |                   | No  |
|       | organization was lead partner               | Yes/No            |     |
|       | for the project                             |                   |     |
| 18.   | Was the organization in-                    |                   | No  |
|       | charge of training and                      | Yes/No            |     |
| 544   |   |                   |     |
| 5.1.1 | State-wise Experience                       |                   | NA  |
| 1.    | State Name                                  |                   | Yes |
| 2.    | Total Trained                               |                   | Yes |
| 3.    | Total Placed                                |                   | Yes |
| 5.1.2 | Trade-wise Experience                       |                   | NA  |
|       | Details                                     |                   |     |
| 1.    | Sector                                      |                   | Yes |
| 2.    | Trade                                       |                   | Yes |
| 3.    | Certifying Agency                           |                   | Yes |
| 4.    | Total Trained                               |                   | Yes |
| 5.    | Total Placed                                |                   | Yes |
|       |   |                   |     |
| 5.2   | Placement Details                           |                   | NA  |
| 5.2.1 | Overseas placement                          |                   | NA  |
| 1.    | Has user's organization                     |                   | No  |
|       | provided overseas jobs at a                 |                   |     |
|       | minimum monthly salary of                   |                   |     |
|       | USD500 in the previous                      |                   |     |
|       | years?                                      |                   |     |
|       | If yes, please provide below                |                   |     |
|       | details for latest two closed               |                   |     |
| 0     | Tinancial years                             |                   |     |
| 2.    | Number of trained candidates                |                   | Yes |
| 3.    | Number of candidates placed                 |                   | Yes |
| 4     |   |                   |     |
| 4.    | Employer wise overseas<br>placement details |                   | NA  |
| 5.    | Financial Year                              |                   | NA  |
|       |   |                   |     |



| 6.    | Name of Employer              |                   | Yes |
|-------|-------------------------------|-------------------|-----|
| 7.    | Contact Details               |                   | Yes |
| 8.    | Number of People Employed     |                   | Yes |
| 9.    | Minimum Salary (USD)          |                   | Yes |
| 10.   | Country                       |                   | Yes |
| 11.   | Attach Employer certificate   |                   | Yes |
| 5.2.2 | Captive Placements            |                   | NA  |
| 1.    | Is user's organization a      |                   | No  |
|       | Captive employer which has    |                   |     |
|       | provided placements in own    |                   |     |
|       | or subsidiary                 |                   |     |
|       | agencies/companies in the     |                   |     |
|       | previous years?               |                   |     |
|       |                               |                   |     |
|       |                               |                   |     |
|       | If yes, please provide below  |                   |     |
|       | details for latest two closed |                   |     |
| 0     | financial years               |                   | N   |
| 2.    | Number of trained candidates  |                   | Yes |
| 3.    | Number of candidates placed   |                   | Yes |
| 4     | overseas                      |                   |     |
| 4.    | Organization wise Captive     |                   | NA  |
| 5     |                               |                   |     |
| 5.    |                               |                   | NA  |
| б.    | name of Agency where          |                   | res |
| 7     | Contact Dataila               |                   | Vee |
| 1.    |                               | Quun (Subaidian n | Yee |
| ð.    | Number of Deeple Employed     | <0wn/Subsidiary>  | Vee |
| 9.    |                               |                   | Tes |
| 10.   | Allach Captive Placement      |                   | res |
|       | certificate                   |                   |     |



## 6. CONSENT FOR CONSORTIUM

When user clicks on "Consent for consortium" under "Organization Profile" below screen will be displayed.

|                             |  | 0   | RGANIZATION PI   | ROFILE                |                              |                       |                  |              |
|-----------------------------|--|---|--|-----------------------|------------------------------|-----------------------|------------------|--------------|
| Status                      | Draft  |   |  |                       | Version                      | 6                     |                  |              |
| Category                    | C(b)- All other entities   | es who do not qualify as Cate.  | Visie more   |                       | Lawr Opdated C               | 0m 20/                | 08/2015          |              |
| + 1. Org                    | pentation Details ("Milly Date-Read D  | inty"]  |  |                       |                              |                       |                  |              |
| <ul> <li>2. Org</li> </ul>  | anization Member Details ("MRN Dat   | a-flood Only*)  |  |                       |                              |                       |                  |              |
| <ul> <li>3. Org</li> </ul>  | panization Other Details   |   |  |                       |                              |                       |                  |              |
| • .4CDM                     | ancial Details   |   |  |                       |                              |                       |                  |              |
| • S. Pre                    | vinus Skills/Training Experience Deta  | 01  |  |                       |                              |                       |                  |              |
| - 6. Cor                    | went for Consultum   |   |  |                       |                              |                       |                  |              |
|                             |  |   |  |                       |                              |                       |                  |              |
|                             |  |   | the state of the state of the state of   |                       |                              |                       |                  |              |
| A 6.                        | 1 Has your organization agreed to be   | ecome a consurtium partner  | with other Organization  | 9                     |                              |                       |                  |              |
| a 6.<br>6.                  | 1 Has your organization agreed to bi<br>2 Select Consortum Organization PF   | ecome a consurtium partner  | with other Organization  | 9                     | ADD                          |                       |                  |              |
| 2 4.<br>0.<br>97.00         | 1 Has your organization agreed to bi<br>2 Select Consorthum Organization PF<br>PRIX of consolium organization                    | ecome a consurtium partner<br>04 * - Gelect -<br>Name of consolium argonizati                               | with other Organization<br>•   | PAN No.               | ADD<br>TAN No.               | TIN No.               | Website Address  | Deteto       |
| 20 6.<br>0.<br>07 Mil       | Has your organization agreed to be     Select Consorthum Organization Pi     Prix of consorthum organization     AP2013CR1101    | ecome a consultium partner<br>IN *  | with other Organization<br>•<br>•<br>•<br>•  | PAN No.<br>AMICT+200F | ADD<br>TAN No.<br>HVDT00040G | 134 No.<br>4567891234 | Websits Address  | Doteta<br>X  |
| 97 6.<br>0.<br>1            | Has your organization agreed to be     Select Consorthen Organization Pi     PRN of consoltem organization     AP2013CR1101      | ecome a consurtium partner<br>UN * -Gulent -<br>Niène de Consoltam ingenitad<br>ADavana uganzing socurto    | with other Organization<br>MS PRIVATE LIMITED  | PAN ME<br>AMECTHORF   | ADD<br>TAN NO:<br>HYDTODHIEG | 134 No.<br>4567891234 | Websits Address  | Doletta<br>X |
| 97 fr.<br>6.<br>97 fr.<br>1 | Has your organization agreed to be     Z Select Consorthen Organization PF     PRN of consolten organization     AP2013CR1201    | ecome a consurtium partner<br>UN * -Gulent -<br>Nières et consoltant imperiate<br>absyana upanetres socurto | with other Organization<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>• | PAN NO.<br>AABCT42DOF | ADD<br>SAN No.<br>HYDTOSO40G | 134 Au.<br>4567891234 | Websits Address  | Deleta<br>X  |
| 97 6.<br>0.<br>1            | Has your organization agreed to be     Z Select Consorthen Organization Pi     Print of consoltion organization     AP2013CR1101 | ecome a consurtium partner<br>UN * -Galent -<br>Alame et consoltam ingenizat<br>abevana upanetins socurtio  | With other Organization<br>•<br>INS PREVATE LIMITED<br>SWAT AS DRAFT C   | PAN NO.<br>AMECTEDOF  | ADD<br>TAN No.<br>HYDTOSOHOG | 134 Mai<br>4567881234 | Websilts Address | Doleta       |

#### When 6.1 (Consent for Consortium) is not checked:

This indicates that the applicant Organization is not interested in becoming consortium partner with any other Organization (s). In which case, the applicant Organization can directly submit the "Organization profile" by clicking on Submit button after entering all mandatory fields and uploading all mandatory documents.

#### When 6.2 Consent for Consortium is checked:

This indicates that the Organization is interested in becoming consortium partner with any other Organization (s). In which case, the PRN of the organization(s) with whom the applicant Organization is interested in becoming consortium partners, have to be selected in 6.2. For example, if Organization "Y" is interested in becoming Consortium partner to Organization "X" (which will be an applicant Organization), then "Y" has to select the PRN of "X" in its Organization profile and submit. Once the Organization profile is submitted by "Y" with the consent for "X", then only Organization "X" will be able to choose the consortium partner "Y", in its Project Application Form

| SI.<br>No. | Field Name  | Description | Mandatory<br>(Yes/No/NA) |
|------------|---|-------------|--------------------------|
| 6.1        | Has user's organization agreed to<br>become a consortium partner with other<br>organizations?<br>If yes, please provide below details |             | No                       |
| 6.2        | Select Consortium Organization PRN  |             | Yes                      |



## **MODULE 2- PROJECT APPLICATION FORM**



#### **Description:**

This screen is used to select the "Application form" module. After successfully updating the Organization profile, select the Project Application Form module provided under Application Form tab.

\*\*

## **PROJECT APPLICATION FORM DASH BOARD**

When user clicks on "Project Application Form" under "Proposal Management" tab, user will be directed to Project Application Form dashboard. Below screen will be displayed.

|    |                               |                    | PROJ                                   | ECT APPLICATION FORM    |                                  |                |             |             |
|----|-------------------------------|--------------------|--|-------------------------|----------------------------------|----------------|-------------|-------------|
| No | Applicant PRN<br>UP2013RE1104 | Date<br>26/08/2016 | Applied as Single /Consultan<br>Single | Consorthant Patrice PRN | Load Parton (PRN<br>UP2013RF1184 | Diate<br>Death | Edit / View | Defeis<br>X |
|    | 0 💮 🛞 M                       | •)                 |  |                         |                                  |                |             |             |
|    |                               |                    |  |                         |                                  |                |             |             |

#### **Description:**

- The screen gives an overview status of the Project Application Forms.
- User can click on Add New Proposal to file fresh Project Application Form.
- User can edit/ view the details of draft Project Application Form by clicking on button.
- User can view the details of submitted Project Application Form by clicking on button.
- User can delete details of draft Project Application Form by clicking on X button.



## **PROJECT APPLICATION FORM**

When user clicks on "Add new project application form" under Project Application form dashboard below screen will be displayed.

| fority Scoret 300.00 Technical Scoret 21.36 O4 01/91 Total Scoret 321.36 | PROPOSAL FORM ERLCHLATE SCORE                                 |
|--|---|
| <ul> <li>I. Basic Details</li> </ul>                                     |   |
| + 2. Applicant Organizational Pruble                                     |   |
| + 3. Consortium Member Organization Profile                              |   |
| A. Category of PIA, Fund Eligibility                                     |   |
| + S. Training Target Octails   |   |
| + 6. Additional Support Defails  |   |
| ◆ 7. Extensited Cost (in Rs.)  |   |
| 🔸 🔍 Funding Pattern  |   |
| + 3. Manpower Arrangement  |   |
| <ul> <li>10. Outsourcing of the project activities</li> </ul>            |   |
| • 11. UnderTaking  |   |
| FRENEW / FRINT PROFONAL  | SUIRNT CLOSE<br>DOWNLOAD ANNEXURER COMMILIAND NOTIFICATION 28 |

#### **Description:**

- The screen is used to fill/ edit project application form.
- At top the screen displays the Total score which is the total of Priority score and Technical score. The score is auto-calculated and the data for calculation is being fetched from the Organization profile (s) and the Project application form details saved till the time of clicking on the "Calculate Score" button.
- User can also click on "Calculate Score" to view the details of score obtained.
- User can also click on "Preview/Print Proposal" to view the details of filled application form.



## **1. BASIC DETAILS**

When user clicks on "Basic Details" under "Project Application form" below screen will be displayed.

Case 1: If user selects "Applying as" Single, user can move to next section.

| lority Score: 331.00 Technical Score: 21,38 Oct Of W. Total Score: 321.00  | CALCULATE IN        |                                     |
|--|---------------------|-------------------------------------|
| - 1. Bennic Defaelin   |                     |                                     |
| PRN of Applicant organization  | UP2013RF1104        |                                     |
| Name of Applicant Organization   | MANAW YOLAS EVAN SE | SWA SANJTHAN                        |
| white and the second se | Single              | •                                   |
| + 2. Applicant Organizational Profile  |                     |                                     |
| + 3. Consortium Member Organization Profile  |                     |                                     |
| + 4. Category of PIA, Fund Eligibility   |                     |                                     |
| + 5. Training Target Details   |                     |                                     |
| + 6. Additional Support Details  |                     |                                     |
| + 2. Estimated Cast (in Rs.)   |                     |                                     |
| + B. Funding Pattern   |                     |                                     |
| + 9. Manpower Arrangement  |                     |                                     |
| + 10. Outsourcing of the project activities  |                     |                                     |
| + 11. Underfaking  |                     |                                     |
|  |                     |                                     |
|  | <b>BORNUT</b>       | CLOSE                               |
| PREVEN / PRINT PROPERTY  | DOWNLOAD A          | INVEXUIES DOWILLOAD NOTIFICATION 28 |

Case 2: If user selects "Applying as" Consortium, user needs to select the PRN of the consortium partner. The below screen will be displayed once user select as "Consortium"



| Entertaintententententententententententententen              |
|---|
|   |
| 2013RF1104<br>Maav vitkas Evinn Seiva Sansitham<br>Consortium |
|   |
| 4P2913CR1101 •  |
| IAVANA LEARINANG SOLUTIONS PROVATE LINITED                    |
| HANAY VINAS EVAN •  |
| SAVE AS DRAFT   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |

#### **Description:**

- The screens are used to capture the information whether applicant organization is applying the project individually or as a consortium.
- Further these screens also capture the consortium related information such as "Lead Partner" details
- It is to be noted that the Organization Profile Details of the consortium partner should be updated, otherwise user will not be able to select such organization as consortium partner, It such cases user have to coordinate with Consortium partner and advise it to update the Organization Profile.
- On submission of Project Application Form as Consortium, it will be routed to Consortium partner for its consent.
- Once the consortium partner gives its consent for the project application form, it will be considered as "Submit".



| SI.<br>No. | Field Name                               | Description       | Mandatory<br>(Yes/No/NA) |
|------------|--|-------------------|--------------------------|
| 1.         | Applying as (Single/Consortium)          | Single/Consortium | Yes                      |
|            | If Consortium, please give below details |                   |                          |
| 2.         | PRN of Consortium Member                 |                   | Yes                      |
| 3.         | Name of Consortium Member                |                   | NA                       |
| 4.         | Indicate Lead Partner                    |                   | Yes                      |



## 2. APPLICANT ORGANIZATION PROFILE

**User can view the** Applicant Organization profile in the PDF or by going back to Organization profile module.

| Monity Scores 101.00 Technical Scores 21.36 Dat of W Tutal Scores 121.16                                       | CALCULATE SCORE  |
|--|--|
| + 1. Basic Defails   |  |
| <ul> <li>-2. Applicant Organizational Profile</li> <li>Rease view the organization profile in print</li> </ul> |  |
| + 3. Colsortium Member Organization Profile  |  |
| + 4. Category of PIA, Fand Eligibility   |  |
| + S. Tranning Target Details   |  |
| + 6. Additional Support Details  |  |
| + 7. Estimated Cost (in Rs.)   |  |
| + 8. Funding Pattern   |  |
| + 9. Manpower Arrangement  |  |
| + 10. Outsourcing of the project activities  |  |
| + 11. UnderTaking  |  |
| PREVEW (PRINT PROPOSAL   | SUBNIT CLOSE<br>DOWNLOAD AMMERUIRES DOWNLOAD NOTIFICATION 28 |

### 3. CONSORTIUM MEMBER ORGANIZATION PROFILE

User can view the Consortium Member Organization profile in the PDF





### 4. CATEGORY AND FUND ELIGIBILITY OF APPLICANT PIA/ CONSORTIUM

When user click on "Category and Fund Eligibility of Applicant PIA/ Consortium" under "Project Application form" below screens will be displayed.

#### 4.1 Category Details

| 6.1 Category Details:  |   |
|--|---|
| L. Category of Applicant Organization<br>4. Category of Consortium Partner Organization<br>18. Eligible Category for the project<br>19. Please select type of Project you are applying for * | <ul> <li>B(#) - An NSDC partner, i.e. where NSDC has a stake View more</li> <li>B(#) - An NSDC partner, i.e. where NSDC has a stake View more</li> <li>A project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum wages as applicable in that country, whichever is higher.</li> <li>A project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies.</li> <li>A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns.</li> <li>A project for a minimum of 100 or more candidates for a period of 12 months which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course.</li> <li>A project thich provides assured foreign placements for 200 or more candidates annually at a minimum wages as applicable in that country, whichever is bighor.</li> <li>Project by a captive employer providing placements in 200 or more candidates annually in own or subsidiary agencies/ companies.</li> <li>A project which where Government funds the cost for 12 months and the PIA bears the remaining cost of the course.</li> <li>A project thich provides annually at a minimum wages as applicable in that country, whichever is bighor.</li> <li>Project by a captive employer providing placements in 200 or more tobs to candidates annually in own or subsidiary agencies/ comparies.</li> <li>Any other project</li> </ul> |

#### 4.2 Fund Eligibility Details

| 4.2 Fund Elighillty Details   |               |
|---|---------------|
| 4.2.1 Total Average Annual Turnover as per last submitted Organisation Profile<br>(in Rs.)                | 10000000000   |
| 4.2.2 Total cost that can be approved for the lead partner as per its Average<br>Annual Turnover (in Rs.) | 0000000000    |
| 4.2.3 Total cost of Projects already approved by MoRD or SRLM (in Rs.)                                    | 0             |
| 4.2.4 Balance costs that can be approved for the lead partner (in Rs.)                                    | 4000000000    |
| 4.2.5 Eligible Project cost as per Category of Lead Partner (in Rs.)                                      | 110000000     |
| 4.2.6 Maximum Project cost that can be applied based on category and<br>average annual turnover (in Ro.)  | 15000000      |
|   | SAVE AS DRAFT |
|   |               |

#### **Description:**

- The screens are used to display the Eligible Category, Fund Eligibility Details of the Applicant PIA/ Consortium based on the details filled in organization Profile.
- User can select the project type from the available list of type of projects. User will not be able to edit the project type once the section is saved as draft. If user wants to change the project type, user can close the form and start a fresh project application form.



 It is to be noted that the Financial Details of the lead partner will be considered to calculate the Fund Eligibility conditions.

| SI.<br>No. | Field Name                                     | Description   | Mandatory<br>(Yes/No/NA) |
|------------|--|---|--------------------------|
| 4.1        | Category Details                               |   | NA                       |
| 1.         | Category of Applicant<br>Organization          | This will be auto- calculated by the system   | NA                       |
| 2.         | Category of Consortium<br>Partner Organization | This will be auto- calculated by the system   | NA                       |
| 3.         | Eligible Category                              | This will be auto- calculated by the system   | NA                       |
| 4.         | Type of Project applying<br>for*               | <ol> <li>a project in which the PIA<br/>commits to provide 500 or more<br/>overseas jobs annually at a<br/>minimum salary of USD500 or<br/>more per month or minimum<br/>wages as applicable in that<br/>country, whichever is higher</li> <li>a project by a Captive employer<br/>providing placements in 500 or<br/>more jobs to candidates<br/>annually in own or subsidiary<br/>agencies/ companies</li> <li>a project for Industrial<br/>Internship for a minimum of 500<br/>or more candidates for a period<br/>of 12 months with subsequent<br/>placement for at least 75% of<br/>such interns</li> <li>a project for a minimum of 100<br/>or more candidates which<br/>provides a long-term course of<br/>more than 12 months duration,<br/>where Government funds the<br/>cost for 12 months and the PIA<br/>bears the remaining cost of the<br/>course</li> <li>a project which provides<br/>assured foreign placements for<br/>200 or more candidates<br/>annually at a minimum salary of<br/>USD500 or more per month or</li> </ol> | Yes                      |



|       |   | <ul> <li>minimum wages as applicable<br/>in that country, whichever is<br/>higher.</li> <li>6. a project by a captive employer<br/>providing placements in 200 or<br/>more jobs to candidates<br/>annually in own or subsidiary<br/>agencies/ companies.</li> <li>7. Any other project</li> </ul> |    |
|-------|---|---|----|
| 4.2   | Fund Eligibility Details  |   | NA |
| 4.2.1 | Total Average Annual<br>Turnover for the lead<br>partner as per last<br>submitted Organization<br>Profile (in Rs.)                | This will be auto- calculated by the system   | NA |
| 4.2.2 | Total cost that can be<br>approved for the lead<br>partner as per its<br>Average Annual<br>Turnover (in Rs.)                      | This will be auto- calculated by the system   | NA |
| 4.2.3 | Total cost of Projects<br>already approved by<br>MoRD or SRLM for the<br>lead partner (in Rs.)                                    | This will be auto- calculated by the system   | NA |
| 4.2.4 | Balance costs that can<br>be approved for the<br>lead partner (in Rs.)  | This will be auto- calculated by the system   | NA |
| 4.2.5 | Eligible Project cost as<br>per Category of PIA/<br>Consortium (in Rs.)   | This will be auto- calculated by the system   | NA |
| 4.2.6 | Maximum Project cost<br>based on average<br>annual turnover of the<br>lead partner and<br>category of PIA/<br>Consortium (in Rs.) | This will be auto- calculated by the system   | NA |



## 5. TRAINING TARGET DETAILS

When user clicks on "Training Target Details" under "Project Application form" below screens will be displayed.

| S Target Details                             |         |     |
|--|---------|-----|
| Sub Scheme *                                 | DDU-GKY |     |
| Proposed State *                             | HARVANA | . • |
| Proposed Duration Of The Project(in Month) * | 24      |     |
| Proposed Training Target *                   | 2000    |     |

5.1 Proposed District wise Target

| roposed Stat | Propo          | sed District * | Target *          |        |        |
|--------------|----------------|----------------|-------------------|--------|--------|
| HARYANA      | -54            | led-           |                   |        | N00    |
| Sr.No        | Proposed State |                | Proposed District | Target | Delete |
| 1            | HARYANA        |                | MAHENDRAGARH      | 1000   | ×      |
| 2.           | HARYANA        |                | GURGADN           | 1000   | ×      |
| Total        |                |                |                   | 2000   |        |

5.2 Proposed Trade wise Target

| Sector |                   | Trade Name *          | Trade Description *   | Certifying Agency * | Trade Wise Target *            | and the second se |               |
|--------|-------------------|-----------------------|-----------------------|---------------------|--------------------------------|---|---------------|
| 5e     | ed- •             | -Select-              |                       | -Select-            |                                | ADD   |               |
| Sr.No  | Sector            | Trade Name            |                       | Trade Description   | Certifying Agency              | Trade Wise  | Target Delete |
| 1      | Agriculture       | Agriculture Extension | Executive (AGR/Q7602) | AGR/Q7602           | Agriculture Sector Skill Count | il of India 1000  | ×             |
| 2      | Alled Health Care | Domestic Assistant ?  | Elderly Care (AHC104) | AHC104              | Director General of Employm    | ont & Training 1000   | ×             |
| Tirtal |                   |                       |                       |                     |                                | 3000  |               |

### 5.3 Training Duration Breakup

| DDU-GKY  |  |   |  |  |              |  | H         | Ministry of Rural Development<br>Government of India |
|--|--|---|--|--|--------------|--|-----------|--|
| 5.3 Training Ovration Bre                      | akup   |   |  |  |              |  |           |  |
| Proposed Trade                                 | Hours of<br>trade<br>specific<br>skill<br>training f | Hours of<br>soft skill<br>training<br>(Minimum<br>of 20<br>hours) * | Hours of English language<br>training (Minimum of 60<br>hours) * | e Hours of<br>Computer<br>training<br>(Minimum of 80<br>hours) * | Hours of OJT | Total Training<br>Duration (In<br>Hours) | Assured 5 | alary (INR) *  |
| 1  | 2  | 3   | 4  | 5  | 6            | 7  | H         |  |
| Agriculture Extension<br>Executive (AGR/Q7602) | 416  | 20  | 60   | 80   | 200          | 776                                      | 6000      |  |
| Domestic Assistant 7<br>Elderly Care (AHC104)  | 240  | 20  | eq.  | 30   | 176          | 576                                      | 6000      |  |
| Total  | 65677  | 40.1  | 120  | 1000   | 378          |  |           |  |

5.4 Training target Distribution

|  |                      |   | Non-Residential (                | Courses                                    | Re                               | sidential Courses |       |
|--|----------------------|---|----------------------------------|--|----------------------------------|-------------------|-------|
| Trade  | Total Training Hours | Full Time number of<br>candidate <sup>3</sup> | Part Time number o<br>candidate* | f Weekends Time<br>number of<br>candidate* | Non-Residential<br>Courses TOTAL | Full Tame*        | Total |
| Agriculture Extension<br>Executive (AGR/Q7682) | 776                  | 300   | 100                              | 100  | 700                              | 000               | 1000  |
| Domestic Assistant 7<br>Elderly Care (AHC104)  | 576                  | 000   | [100                             | 100  | 700                              | 100               | 1000  |
| Total  |                      | 100   | 400                              | 256  | 1400                             | 600 2000          |       |

## 5.5 Boarding and Lodging Arrangement

| Trade   | State Headquarters(A) | District Headquarters(B) | All other locations other than (A) and (8) * | Total |
|---|-----------------------|--------------------------|--|-------|
| griculture Extension<br>executive (AGR/Q7502) | 100                   | 100                      | 100  | 300   |
| Domestic Assistant ? Elderly<br>Care (AHC104) | 100                   | 100                      | 100  | 300   |
| anal  | 200                   | 208                      | 230  | 800   |

### 5.6 Category of Candidate

| Category           | 5C* | 57* | Minorities* | Women* | Transgen | der PwD | Special |
|--------------------|-----|-----|-------------|--------|----------|---------|---------|
| Ratio              | 8%  | 5%  | 60%         | 33%    | NA       | NA.     | NA      |
| Total<br>Candidati | 100 | 100 | 1200        | 860    | 1000     | 200     | 200     |

## 5.7 Other Details
|                              |  |                                     | net                   | Ministry of Rural Developm |
|------------------------------|--|-------------------------------------|-----------------------|----------------------------|
| DDU-GKY                      |  |                                     | 19440 AU              |                            |
| 5.7 Other Details            |  |                                     |                       |                            |
| 7.1. Will candidates be rece | ving an international certification approved by MoRD?  | NO .                                |                       |                            |
| 5.7.2 One time travel cost ( | modenum limit of Rs. 4,500/-)  |                                     |                       |                            |
|                              | the second s | sector of the sector sectors beauty | One time trained cost |                            |
| No. of Candidates            | of Rs. 4,500/- One time trav   | rever cost, maximum mm.<br>vel cost | noe noe nave mar      |                            |

# 5.8 Placement Details

| 4 Do you<br>ntry *<br>ne of the<br>dity of LO<br>posed Nui<br>posed Gro<br>Proof *<br>Country  | have Potential Er<br>Employer *<br>of *<br>mber to be emplo<br>ost Salary *  | mployer tie-4<br>oyed = | rp?*              | ValidRy of 1.01           | VES<br>Sele | tt<br>Ile_] No file chose<br>Proposed Num | •<br>•<br>•<br>•<br>• | 5    | ADD MORE<br>Cross Salary | LOT      | Proof | Desiota |
|--|--|-------------------------|-------------------|---------------------------|-------------|---|-----------------------|------|--------------------------|----------|-------|---------|
| 8.4 Do you<br>unitry *<br>ine of the<br>illidity of LC<br>oposed Nui<br>oposed Rui<br>oposed Gro   | have Potential Er<br>Employer *<br>M *<br>milier to be emplo                 | mployer tie-t           | ap⊁*              |                           | ves<br>Sele | ect                                       | •                     | 5    | ADD MORE.                |          |       |         |
| 8.4 Do you<br>runtry *<br>ame of the<br>alldity of LC<br>oposed Nur<br>oposed Gro  | Nove Potential Er<br>Employer *<br>x1 *<br>miber to be emplo<br>xst Salary * | mployer tie-t<br>syed = | up? 5             |                           | YES<br>Sele | :ct                                       |                       |      |                          |          |       |         |
| 8.4 Do you<br>untry *<br>me of the<br>lidity of LC<br>oposed Nur   | have Potential Er<br>Employer *<br>xl *<br>mber to be emplo                  | mployer the 4<br>syed = | sp? *             |                           | ves<br>Sele | sct                                       | •                     |      |                          |          |       |         |
| 8.4 Do you<br>unitry *<br>ime of the<br>lidity of LC   | have Potential Er<br>Employer *  | mployer tie-i           | up⊁ 8.            |                           | ves<br>Sele | st  | •                     |      |                          |          |       |         |
| 8.4 Do you<br>runtry *<br>ame of the<br>ilidity of EC  | Nove Potential Er<br>Employer *  | mployer tie-t           | np? *             |                           | VE5<br>Sele | :d⊷                                       | •                     |      |                          |          |       |         |
| 8.4 Do you<br>suntry *<br>ame of the   | have Potential Er  | mployer tie-t           | up? *             |                           | YES         | :d+                                       | •                     |      |                          |          |       |         |
| 8.4 Do you<br>suntry *   | have Potential Er  | mployer tie-t           | ap? *             |                           | YES         | :d-                                       | •                     |      |                          |          |       |         |
| 8.4 Do you   | have Potential Er  | mployer tie-i           | up⊁ *             |                           | YES         |   | •                     |      |                          |          |       |         |
| 8 d Do   | have Balanti-L-F-  | antifacide #re -        |                   |                           |             |   |                       |      |                          |          |       |         |
|  |  |                         |                   |                           |             |   |                       |      |                          |          |       |         |
|  |  |                         |                   |                           |             |   |                       |      |                          |          |       |         |
| xtai   |  |                         |                   |                           |             | 1095                                      |                       |      |                          |          |       |         |
|  | argramman  | 000                     |                   |                           |             | 2000                                      |                       | 340  | )<br>                    |          |       | ×       |
| Sr.Nu C  | Country Name   | Minimum                 | i Monthiy Wagi    | r of country(in USD)      |             | Placement N                               | 409                   | Aste | red Monthiy Wage(        | in (/30) |       | Deleta  |
| -Selétt  |  | 11.                     |                   |                           | ·           |   | _                     | _    |                          |          | -400  |         |
| and the second s |  | 0                       | SD) *             | ary maga as permiting for |             |   | USD) *                |      | of the grade for         |          | -     |         |
| Country *  | and an array from the  | Manual Process          | Unimum Mont       | hiv Wage of country lin   | Placement # | No. *                                     | Assured               | Mont | ily Wagefin              |          |       |         |
| Calany assum   | and in 115D (For Fo  | mini niarat             | I condictation by | and second \$ . 11        | 500         |   |                       |      |                          |          |       |         |
| forimum Sa   | dary Assured in ca   | ase of Foreig           | n Placement /     | in USD) *                 | 1000        |   |                       |      |                          |          |       |         |
| Sasa Wheth   | ement Proposed   | vent Propose            | ed *              |                           | YES         |   | •                     |      |                          |          |       |         |
|  | er Captive Placen  | nent Propose            | ed *              |                           | NO          |   | •                     |      |                          |          |       |         |
| 5.8.2 Wheth  |  |                         |                   |                           | 1100        |   |                       |      |                          |          |       |         |
| 5.8.2 Wheth  | a second second second   |                         |                   |                           | 1.0.00      |   |                       |      |                          |          |       |         |

5.9 Post Placement Support Details

| DDU-GKY   |                     | 111 | Ministry of Rural Developme<br>Government of India |
|---|---------------------|-----|--|
| n and a second and a |                     |     |  |
| No. of Candidates Proposed for Post Placement Support:  |                     |     |  |
| Within District of domicile   | 500                 |     |  |
| Within State of domicile  | 0                   |     |  |
| Outside State of domicile   | 0                   |     |  |
| Foreign Placement   | 1000                |     |  |
|   | SAVE AS DRAFT CLEAR |     |  |

#### **Description:**

- The screen is used to capture the training target details like Proposed District wise Target, Proposed District wise Target, Training duration breakup, Proposed Residential & Non-Residential Targets, Category wise Targets, Placement Targets, Post Placement Targets etc.
- By Default "Minimum Salary Assured" will be displayed based on the proposed duration but user can increase the amount.
- By Default Total Placement Proposed will be 75% of the Total Training Target but user can increase the count.

| SI.<br>No. | Field Name                                   | Description   | Mandatory<br>(Yes/No/NA) |
|------------|--|---|--------------------------|
| 1.         | Sub Scheme                                   |   | Yes                      |
| 2.         | Proposed State                               |   | Yes                      |
| 3.         | Proposed duration of the project (in months) |   | Yes                      |
| 4.         | Proposed Target (No. of<br>Candidates)       |   | Yes                      |
| 5.1        | Proposed District Wise Targets               |   | NA                       |
| 1.         | State  |   | Yes                      |
| 2.         | District                                     |   | Yes                      |
| 3.         | Target (No. of Candidates)                   |   | Yes                      |
| 5.2        | Proposed Trade wise Targets                  |   | NA                       |
| 1.         | Sector                                       |   | Yes                      |
| 2.         | Trade  |   | Yes                      |
| 3.         | Trade description                            |   | Yes                      |
| 4.         | Certifying Agency                            |   | Yes                      |
| 5.         | Target (No. of Candidates)                   |   | Yes                      |
| 6.         | Trade wise Duration (in months)              | <applicable case="" in="" of<br="">long duration<br/>courses&gt;</applicable> | Yes                      |
| 5.3        | Training Duration Break-up                   |   | NA                       |
|            | Proposed Trade                               |   | NA                       |
|            | Hours of trade specific skill training       |   | Yes                      |
|            | Hours of soft skill training                 |   | Yes                      |



| r     |                                      |                        |     |
|-------|--------------------------------------|------------------------|-----|
|       | (Minimum of 20 hours)                |                        |     |
|       | Hours of English language            |                        | Yes |
|       | training (Minimum of 60 hours)       |                        |     |
|       | Hours of Computer training           |                        | Yes |
|       | (Minimum of 80 hours)                |                        |     |
|       | Hours of OJT                         |                        | No  |
|       | Total training duration (in Hours)   |                        | Yes |
|       | Assured salary (in Rs.)              |                        | Yes |
| 5.4   | Training Target Distribution         |                        | NA  |
| 1.    | Trade                                |                        | NA  |
| 2.    | Total Training Hours                 |                        | NA  |
| 3     | Non-Residential Facility- Full time  |                        | No  |
| J.    | Non-Residential Facility Part        |                        | No  |
| 4.    | time                                 |                        | INO |
| 5     | Non Residential Eacility             |                        | No  |
| 5.    | Wookondo                             |                        | INO |
| 6     | Posidential Facility Full time       |                        | No  |
| 5.5   | Rearding and Lodging                 |                        |     |
| 5.5   | Arrangement                          |                        | INA |
| 1.    | Trade                                |                        | No  |
| 2.    | (a) State Headquarters               |                        | No  |
| 3.    | (b) District Headquarters            |                        | No  |
| 4.    | All other locations other than (a)   |                        | No  |
|       | and (b)                              |                        |     |
| 5.6   | Categories of candidates             |                        | NA  |
|       | (Minimum Coverage )                  |                        |     |
|       | Category                             |                        | NA  |
|       | SC**                                 |                        | NA  |
|       | ST**                                 |                        | NA  |
|       | Minorities**                         |                        | NA  |
|       | Women**                              |                        | NA  |
|       | Transgender                          |                        | No  |
|       | PwD                                  |                        | No  |
|       | Special Group                        |                        | No  |
| 57    | Other Details                        |                        | NA  |
| 0.1   | other betails                        |                        |     |
| 571   | Will candidates be receiving an      |                        | Yes |
| 5.7.1 | international certification          |                        | 103 |
|       | approved by MoRD?                    |                        |     |
| 572   | One time travel cost (maximum        |                        | NΔ  |
| 0.1.2 | limit of Rs 4 500/-)                 |                        |     |
| 1     | No of Candidates                     |                        | No  |
| 2     | Indicate rate for One time travel    |                        | No  |
| ۷.    | nuluate rate for One time travel     |                        | INU |
|       | 1 COST (maximum limit of KS. 4,500/- |                        |     |
| 2     | )<br>One time travel cost (in Re)    |                        | No  |
| 5.    | Blacoment Details                    |                        |     |
| 5.0   |                                      |                        |     |
| 5.8.1 | I otal Placement Proposed            |                        | Yes |
| 5.8.2 | Whether Captive Placement            | It Yes, please provide | Yes |
|       | Proposed*                            | the details            |     |
| 1.    | a. No. of candidates proposed for    |                        | No  |
|       |                                      |                        |     |





|       | captive placement                 |                        |     |
|-------|-----------------------------------|------------------------|-----|
| 2.    | b. Minimum Salary Assured for     |                        | No  |
|       | captive placement (in Rs.)        |                        |     |
| 5.8.3 | Whether Overseas Placement        | If Yes, please provide | Yes |
|       | Proposed                          | the details            |     |
| 1.    | a. No. of candidates proposed for |                        | No  |
|       | overseas placement                |                        |     |
| 2.    | b. Minimum Salary Assured for     |                        | No  |
|       | overseas placement (in            |                        |     |
|       | USD)                              |                        |     |
| 5.8.4 | Do user have potential            | If Yes, please provide | Yes |
|       | employer tie-up?                  | the details            |     |
| 1.    | a. Country                        |                        | No  |
| 2.    | b. Name of the Employer           |                        | No  |
| 3.    | c. Validity of LOI                |                        | No  |
| 4.    | d. Proposed Number to be          |                        | No  |
|       | employed                          |                        |     |
| 5.    | e. Proposed Gross Salary (in Rs.) |                        | No  |
| 6.    | f. LOI Proof                      |                        | No  |
| 5.9   | Post Placement Support            |                        | NA  |
|       | Details                           |                        |     |
| 1.    | Within District domicile          |                        | No  |
| 2.    | Within State domicile             |                        | No  |
| 3.    | Outside State domicile            |                        | No  |
| 4.    | Other Country                     |                        | No  |



# 6. ADDITIONAL SUPPORT DETAILS

When user clicks on "Additional Support Details" under "Project Application form" below screen will be displayed.

|  | PROPOSAL FORM        |  |
|--|----------------------|--|
| Viority Scores 306.00 Technical Scores 21.36 Oil 07.99 Total Scores 325.38 | CALCULATE BOORE      |  |
| + 1. Basic Detain  |                      |  |
| + 2. Applicant Organizational Profile                                      |                      |  |
| + 3. Consortium Member Organization Profile                                |                      |  |
| <ul> <li>4. Category of PIA, Fund Eligibility</li> </ul>                   |                      |  |
| + 3. Truining Target Detwila   |                      |  |
| - 6. Additional support Distans  |                      |  |
| 6. Total number of the candidates proposed to be given additional support  | 5                    |  |
| 6.1 Retention Support  | 11 °                 |  |
| 6.2 Career Progression   | 0                    |  |
| 6.3 Live Distance Learning   |                      |  |
| 6.4 Foreign placement  | 1908                 |  |
|  | Burning States       |  |
|  | SAVE AS DITAFT OLEAR |  |
| + 7. Estimated Cost (in Rs.)   |                      |  |
| + 8. funding Pattern   |                      |  |
| + 9. Manpower Arrangement  |                      |  |
| + 10. Outsourcing of the project activities                                |                      |  |
| + 11. Underfaking  |                      |  |
|  |                      |  |
|  | DURNET OLOBE         |  |

#### Description

• This screen is used to enter the Number of Candidates claimed for Additional Support i.e. Retention Support, Support for Career Progression, Incentives for Live distance learning and Counselling for trainees placed in Foreign countries.

| SI. No. | Field Name                 | Description | Mandatory (Yes/No/NA) |
|---------|----------------------------|-------------|-----------------------|
| 6       | Additional Support Details |             | NA                    |
| 6.1     | Retention Support          |             | No                    |
| 6.2     | Career Progression         |             | No                    |
| 6.3     | Live Distance Learning     |             | No                    |
| 6.4     | Foreign placement          |             | No                    |

## 7. ESTIMATED COST OF THE PROJECT (IN RS.)

When user clicks on "Estimated Cost of the Project" under "Project Application form" below screen will be displayed.





#### - 7. Estimated Cost (in Rs.)

| -     |  |          |
|-------|--|----------|
| S.Np  | Dem  | Cont     |
| 7.1   | Training Cost  | 25285444 |
| 7.2.A | Boarding and Lodging (For residential training)                                | 7653200  |
| 1.2.1 | State Headquarters @ Hil. 185 per day  | 8529200  |
| 7.2.2 | District Headquarters @ Rn. 120 per day  | 2544600  |
| 2.3   | All other boations @ Rs. 75 per day  | 1590000  |
| 1.3   | One time travel cost (maximum limit of $\oplus$ Ro. 4500 /-)                   | 2009000  |
| 54    | Food and To & Pro charges @ Rs. 15.025 per Hour                                | 1478/508 |
| 1.5   | Post Placement Support   | 7900000  |
| 7.5.1 | Hacament witten District of domistic (Fa. $1000/\cdotper$ (north for 2 months) | 1099800  |
| 1.5.2 | Placement within State of demotile (Ro. 1000 /- per month for 3 months)        | U        |
| 15.3  | Placement exhibite State of domicile (%s, 1960 )- per month for 5 months)      |          |

| 7.8.4 | Placement subside Country (Ep. 1800 / per month for 6 months)   | 6400000   |
|-------|---|-----------|
| 1.6   | Tablet Computer Cost @ Rs. 5000 /- per candidate  | 14000010  |
|       | Uniform cost (cost of one pair is Rs. 1000 /-, 2 pairs provided in case of 9 months and 12 months course) | 2100000   |
| a.    | Additional Support Cost to FDAs   |           |
| .8,1  | Retention Support @ Rs. 3000 /: per candidate   |           |
| .8.2  | Carsiar Progression @ Rs. 5001 (- per candidate   |           |
| 6.8.  | Use Distance Learning (B Six, 300 $\beta^{\prime}$ per conditions   | 3C        |
| .8.4  | Foreign placement @ Rs. 10000 /- per candidate  | 2000008   |
| .9    | Total Cost.   | 82727144  |
| .9.1  | Installing Additional Support Cost to PIAe  | 827271/44 |
| .9.2  | Excluding Additional Support Ced to PIAs  | 72727144  |
| .10   | Munitoring Frees payable to TSA 01.5 % of the Estimated Total Project Cost                                | 1359804   |
| .10.1 | Dischading Additional Support Cost to PDe   | 1259604   |
| .10.2 | Excluding Additional Support Cert to Plan   | 1167520   |

| 7.11   | Extimated Total Project Cost              | 83960946 |
|--------|---|----------|
| 7.11.1 | Including Additional Support Cost to PDa  | 83960948 |
| 7,11.2 | Excluding Additional Support Cost to PIAs | 73624004 |
|        |   |          |

#### **Description**

• This screen is used to display the component wise details of Estimated Cost. All the values shown are non-editable.



- It is to be noted that "Estimated Total Project Cost" cannot exceed "Maximum Eligible Project cost based on 4 times of average annual turnover of the lead partner for last 3 years and category of PIA/ Consortium.
- The category of PIAs and corresponding project sizes for which user will be eligible is as follows:

| SI.<br>No. | Category of<br>PIA | Project size  |
|------------|--------------------|---|
| 1          | Category A         | Up to Rs. 50 crore per project (total approved cost including State share). |
| 2          | Category B         | Up to Rs. 15 crore per project (total approved cost including State share). |
| 3          | Category C         | Up to Rs. 5 crore per project (total approved cost including State share).  |



## 8. FUNDING PATTERN

When user clicks on "Funding Pattern" under "Project Application form" below screen will be displayed.

| Funding Pattern   |                      |                                       |                          |  |  |  |  |  |
|---|----------------------|---------------------------------------|--------------------------|--|--|--|--|--|
| Funding by  | Share of funding (%) | Estimated Total Project Cost (in Rs.) | Monitoring Fees (in Rs.) |  |  |  |  |  |
| Central Government (in case of North-east and Spe<br>Category States-90%, in case of Himayat- 100% ar<br>in case of all other States 75%) | scial 75<br>nd       | 39220500.00                           | 0.00                     |  |  |  |  |  |
| State Government  | 25                   | 13073500.D0                           | 0.00                     |  |  |  |  |  |
| Total   |                      | 52294000.00                           | 0.00                     |  |  |  |  |  |

#### **Description**

• This screen is used to display the share of Central and State governments for "Estimated Project Cost" as well as for "Monitoring Fees".



## 9. MANPOWER ARRANGEMENT

When user clicks on "Manpower Arrangement" under "Project Application form" below screen will be displayed.

| – 9. Manpower Arrangement   |                                   |  |  |  |  |  |
|---|-----------------------------------|--|--|--|--|--|
|   |                                   |  |  |  |  |  |
| Proposed Target: 1500   |                                   |  |  |  |  |  |
| The applicant PIA agrees to employ minimum manpower for the project as given below $st$ |                                   |  |  |  |  |  |
|   |                                   |  |  |  |  |  |
| Resource person   | PROPOSED TARGET IS LESS THAN 2000 |  |  |  |  |  |
| 1. Community Mobilization Specialist 2  |                                   |  |  |  |  |  |
| 2. Placement Specialist   | 2                                 |  |  |  |  |  |
| 3. MIS Specialist   | 1                                 |  |  |  |  |  |
| 4. Trainer for proposed trades  | 3                                 |  |  |  |  |  |
| 5. English language trainers  | 1                                 |  |  |  |  |  |
| 6. Soft Skills and life skills trainers   | 1                                 |  |  |  |  |  |
| 7. IT literacy trainers   | 1                                 |  |  |  |  |  |
| 8. Post Placement Specialist  | 1                                 |  |  |  |  |  |

Total

#### **Description:**

• This screen is used to display the count of minimum manpower required for the proposed training target.

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• Once the form is submitted it will be considered as commitment to employ the mentioned count.

The applicant PIA has to agree to employ minimum manpower for the project as given below:

| Resource<br>person | Proposed<br>target is<br>less than<br>2000 | Proposed<br>target is<br>between<br>2000- 4000 | Proposed<br>target is<br>between<br>4001-6000 | Proposed<br>target is<br>between<br>6001-8000 | Proposed<br>target is<br>more than<br>8001 |
|--------------------|--|--|---|---|--|
| Community          | 2  | 2  | 4   | 6   | 8  |
| Specialist         |  |  |   |   |  |
| Placement          | 2  | 2  | 4   | 6   | 8  |
| Specialist         |  |  |   |   |  |
| MIS Specialist     | 1  | 2  | 4   | 6   | 6  |
| Trainer for        | 3  | 5  | 10  | 12  | 16   |
| proposed           |  |  |   |   |  |
| trades             |  |  |   |   |  |
| English            | 1  | 2  | 4   | 5   | 6  |
| language           |  |  |   |   |  |



| trainers        |    |    |    |    |    |
|-----------------|----|----|----|----|----|
| Soft Skills     | 1  | 4  | 6  | 8  | 10 |
| and life skills |    |    |    |    |    |
| trainers        |    |    |    |    |    |
| IT literacy     | 1  | 4  | 6  | 8  | 10 |
| trainers        |    |    |    |    |    |
| Post            | 1  | 2  | 4  | 6  | 8  |
| Placement       |    |    |    |    |    |
| Specialist      |    |    |    |    |    |
| Total           | 12 | 23 | 42 | 57 | 72 |



# **10. OUTSOURCING OF PROJECT ACTIVITY**

When user clicks on "Outsourcing of Project Activities" under "Project Application form" below screens will be displayed.

10.1 Whether the applicant PIA proposes to undertake all the project activities on its own

If user selects "Yes", then user can go to next tab

| ether the applicant PIA proposes to undertake all the project activities on its own? * | YES |
|--|-----|
|  |     |

If user selects "No" then user has to fill the required details

| to a write the applicant PTA proposes to undertake all th | e project activities on its own? - |             | 1997    |  |
|---|------------------------------------|-------------|---------|--|
| Dotalls of Outsourcling                                   |                                    |             |         |  |
| Activity to be outsourced *                               | © Training                         | © Placement | () Bath |  |
| Name of the Outsourcing Partner *                         |                                    |             |         |  |
| Legal Status *  | -Salett-                           |             |         |  |

#### 10.2 Bank Details

| ans Name -                 | -Select- |
|----------------------------|----------|
| tate *                     | -Select- |
| estrict *                  | Select • |
| ank Branch *               | -Select  |
| FSC code *                 |          |
| tica.                      |          |
| lame as per Bank Account * |          |
| ank Account Number *       | ADD MORE |

#### 10.3 Financial Details

| ncial Year *                                     | -Seléct                              |  |
|--|--------------------------------------|--|
| over (in Rs.) =                                  |                                      |  |
| Worth (in Rs.) *                                 |                                      |  |
| ertificate of Statutory Auditor/Annual Auditor * | Chause file Ino file chusen ADD HOAD |  |



### 10.4 Upload Document

| IoU as an Outsourcing Partner *           | Choose like No file chosen |  |
|---|----------------------------|--|
| egistration Certificate as Legal entity * | Choose Se No file chosen   |  |
| ank Statement for Last Month *            | Choose the the file chosen |  |
| heck Leaf of given bank Details *         | Choose file No file chosen |  |
| alance sheet *                            | Choose Na No file chosen   |  |
| mployee List for this Project *           | Choose tie No file chosen  |  |

#### 10.5 Address Details

|    | House No/ Bidg./ Apt. No. * |                     |        | 2  | Street/Road/Lane * |          |     |  |  |
|----|-----------------------------|---------------------|--------|----|--------------------|----------|-----|--|--|
|    | Area/locality/ sector +     |                     |        | 4  | Landmark *         |          |     |  |  |
|    | Town/City *                 |                     |        | 6  | Police Station *   |          |     |  |  |
|    | State/UT *                  | -Sala(t)-           | ₹j     | 8  | District *         | -Select  | (•) |  |  |
|    | Block *                     | -Select-            | •      | 10 | Gram Panchayat *   | Select   |     |  |  |
| 1  | Village *                   | Select              | •      | 12 | PDN *              | Select-> |     |  |  |
| 8  | Post Office *               | -Select-            | •      | 14 | Email id *         |          |     |  |  |
| 5  | Phone                       |                     |        | 16 | Mobile Number *    |          |     |  |  |
| ř. | Address Proof *             | Chasse file No file | chinen | -  |                    |          |     |  |  |

#### **Description**

- These screens are used to capture the details of Outsourcing of Project activities, if proposed
- User can select the list of activities to be outsourced along with bank account details, two years financial details, documents upload and Address details are mandatory.

| SI.<br>No. | Field Name  | Description                  | Mandatory<br>(Yes/No/NA) |
|------------|---|------------------------------|--------------------------|
| 10.1       | Whether the applicant PIA<br>proposes to undertake all the<br>project activities on its own?<br>If No, Please provide the below details | <yes no=""></yes>            | Yes                      |
| 1.         | Activity to be outsourced   | Training/ Placement/<br>Both | Yes                      |
| 2.         | Name of the Outsourcing Partner   |                              | Yes                      |
| 3.         | Legal Status  |                              | Yes                      |
| 10.2       | Bank Details  |                              | NA                       |
| 1.         | Bank Name   |                              | Yes                      |
| 2.         | State   |                              | Yes                      |
| 3.         | District  |                              | Yes                      |



| 4.   | Bank Branch   |   | Yes |
|------|---|---|-----|
| 5.   | IFSC Code   |   | Yes |
| 6.   | MICR  |   | Yes |
| 7.   | Name as per Bank Account                              |   | Yes |
| 8.   | Bank Account Number                                   |   | Yes |
| 10.3 | Financial Details                                     |   |     |
| 1.   | Financial Year  | Details for two<br>financial years are<br>mandatory | NA  |
| 2.   | Turnover (in Rs.)                                     |   | Yes |
| 3.   | Net Worth (in Rs.)                                    |   | Yes |
| 4.   | CA Certificate of Statutory<br>Auditor/Annual Auditor |   | Yes |
| 10.4 | Upload Documents                                      |   | NA  |
| 1.   | MoU as an Outsourcing Partner                         |   | Yes |
| 2.   | Registration Certificate as Legal entity              |   | Yes |
| 3.   | Bank statement for last month                         |   | Yes |
| 4.   | Check leaf of given bank Details                      |   | Yes |
| 5.   | Balance sheet   |   | Yes |
| 6.   | Employee list for this Project                        |   | Yes |
| 10.5 | Address Details                                       |   | NA  |
| 1.   | House No/ Bldg./ Apt. No.                             |   | Yes |
| 2.   | Street/Road/Lane                                      |   | Yes |
| 3.   | Area/locality/ sector                                 |   | Yes |
| 4.   | Landmark  |   | No  |
| 5.   | State/UT  |   | Yes |
| 6.   | District  |   | Yes |
| 7.   | Gram Panchayat  |   | Yes |
| 8.   | Town/City   |   | Yes |
| 9.   | Ward  |   | Yes |
| 10.  | Police Station  |   | Yes |
| 11.  | Village   |   | Yes |
| 12.  | Post Office   |   | Yes |
| 13.  | PIN   |   | Yes |
| 14.  | Email id  |   | Yes |
| 15.  | Phone   |   | Yes |
| 16.  | Mobile Number   |   | Yes |
| 17.  | Address Proof   |   | Yes |
|      | Add Outsourcing Partner                               |   | Yes |



# 11. UNDERTAKING

When user clicks on "Undertaking" under "Project Application form" below screen will be displayed.

|                                   | eclaration   |  |   |  |  |  |  |  |   |                                      |
|-----------------------------------|--|--|---|--|--|--|--|--|---|--------------------------------------|
|                                   | ecuration  |  |   |  |  |  |  |  |   |                                      |
| Has<br>Imina<br>Ity ecc           | The applicant organization or its owners/Directors ever been convicted by a court for any<br>i offence or any other offence involung moral turpitude or fraud or have been found guilty of<br>norms offence at any time in the past?   | Select   |   | •  |  |  |  |  |   |                                      |
| Has<br>een ar                     | the applicant organization been associated with an organization or its owners/directors<br>employee or director of an organization or over which applicant organization or its<br>(directors exercised management or policy control, or ever been convicted of any criminal  | -delect-   |   | ٠  |  |  |  |  |   |                                      |
| mence                             | or any criminal suit filed during the period of association?   |  |   |  |  |  |  |  |   |                                      |
| Has<br>gulat                      | the applicant organization or its owners/directors ever been found guilty by any court / ory body / self-regulatory organization / stock exchange for any offence in India or abroad?  | -Select-   |   | •  |  |  |  |  |   |                                      |
| Has<br>y the l<br>oy sho<br>urmg  | action ever been taken/initiated against the applicant organization or its owners/directors<br>limitry of Bural Development for suspension or cancellation or debarring or blackisting, or<br>w cause notice lisued under DDU-GKY standard Operating Procedures for acts committed<br>indertaking DDU-GKY projects in the past?  | Seléct   |   | ٠  |  |  |  |  |   |                                      |
| Has<br>rganiz<br>eveloj<br>lackis | the applicant organization or its owners/Directors ever been associated with any<br>ation as a director or an employee of such organization against which Menstry of Rural<br>imment had initiated action/taken action of suspension or codecilation or debarring or<br>ong, or any show cause notice insued under DDU-GKY Standard Operating Procedures for<br>writed directors for exercise of coversions of coversions.   | Select   |   | ·  |  |  |  |  |   |                                      |
|                                   |  |  |   |  |  |  |  |  |   |                                      |
|                                   |  |  |   |  |  |  |  |  |   |                                      |
|                                   |  |  |   |  |  |  |  |  |   |                                      |
|                                   |  |  |   |  |  |  |  |  |   |                                      |
|                                   |  |  |   |  |  |  |  |  |   |                                      |
|                                   | I handler sectors to the following   |  |   |  |  |  |  |  |   |                                      |
| 1.2                               | Livereby agree to the following  |  |   |  |  |  |  |  |   |                                      |
| 1.2                               | Eliereby agree to the following<br>Thave carefully read the applied scheme guidelines and Standard Operating Procedures.*  |  |   |  |  |  |  |  |   |                                      |
| 1.2                               | Elereby agree to the following<br>T have carefully read the applied scheme guidelines and Standard Operating Procedures.*  | alat 4   |   |  |  |  |  |  |   |                                      |
| 0                                 | Elereby agree to the following<br>I have carefully read the applied scheme guidelines and Standard Operating Procedures.*<br>I am aware that this application does not entitle my organization sanction of a project as a n  | ght.*  |   |  |  |  |  |  |   |                                      |
| 0                                 | Elereby agree to the following<br>I have carefully read the applied scheme guidelines and Standard Operating Procedures.*<br>I am aware that this application does not entitle my organization sanction of a project as a n<br>I am aware that application fee charged is not refundable.*   | ght.*  |   |  |  |  |  |  |   |                                      |
| 0<br>0                            | Elereby agree to the following<br>I have carefully read the applied scheme guidelines and Standard Operating Procedures.*<br>I am aware that this application does not entitle my organization sanction of a project as a n<br>I am aware that application fee charged is not refundable.*   | ght.*  |   |  |  |  |  |  |   |                                      |
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| 11.2<br>0<br>0<br>0               | I hereby agree to the following I have carefully read the applied scheme guidelines and Standard Operating Procedures.* I am aware that this application does not entitle my organization sanction of a project as a n I am aware that application fee charged is not refundable.* I have uploaded all valid documents and no fake documents has been uploaded in this application fee charged person to file the application on behalf of the application take or corresponding documentary proof provided is only the application on behalf of the applicant PIA and myself shall be liable for any penal action for misnegreser I have taken a print out of the completely filled-in application form and have read all of its da and all the corresponding documentary proof provided all has been schecked and approved by inspects to the bear of my knowledge.* I have taken a print out of the completely filled-in application form and have read all of its da and all the corresponding documentary proof provided all has been schecked and approved by inspects to the bear of my knowledge.* I have taken a print out of the completely filled-in application form and have read all of its da and all the corresponding documentary proof provided all has been schecked and approved by inspects to the bear of my knowledge.* I am aware that mere fact that a project has been sanctioned to my organization may not m to guidelines/ SDP in implementing the project.* UPLAG science to all the inspective corresponding documentary or motion.* Note of AUTHORISED IEGAL PERSON ABHAY SINGH PLACE OF SUBMINISED IEGAL PERSON   | ght, *<br>atton form, *<br>, and also cer<br>of my knowk<br>ny opportunit<br>trails carefull<br>awners/ man<br>ean that I wi<br>le chisei                  | rtify that<br>edge. In<br>ty of beit<br>ts to the<br>taging d<br>ill be ent<br>ill be ent | t the /<br>h case<br>ing he<br>e Gow<br>entity t<br>linects<br>mitled  | formati<br>ny info<br>d by ti<br>mment<br>at the<br>e compu                | on furnis<br>mation p<br>e Centra<br>which taa<br>siformati<br>es and b<br>nsation | ned in thir<br>rovided is<br>VState G<br>tamount<br>an furnish<br>) is comp<br>f my orga           | applicat<br>this app<br>to fraud,<br>ed in this<br>lefe and a<br>mization                  | tion and i<br>plication<br>int (as the<br>"<br>s applicat<br>correct in<br>fails to a | ul the s<br>s case<br>all<br>dhere   |
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#### **Description:**

- The screen is used to capture declarations and undertakings from the authorized person.
- User can click on "Print/ Preview Proposal" to review the filled in details before submission of the form.



- User can click on "Download Annexures" to review all the annexures attached.
- User can click on "Download Notification 28" in order to refer the logic used to calculate the Priority score as well as Technical score.

| SI.<br>No. | Field Name                                      | Description                          | Mandatory<br>(Yes/No/NA) |
|------------|---|--------------------------------------|--------------------------|
| 11.1       | Declaration                                     |                                      | NA                       |
| 1.         | Has the applicant organization or its           | <if th="" yes,<=""><th>Yes</th></if> | Yes                      |
|            | owners/directors ever been convicted by a       | please                               |                          |
|            | court for any criminal offence or any other     | provide                              |                          |
|            | offence involving moral turpitude or fraud or   | details>                             |                          |
|            | have been found guilty of any economic          |                                      |                          |
|            | offence at any time in the past?                |                                      |                          |
| 2.         | Has the applicant organization been             | <if th="" yes,<=""><th>Yes</th></if> | Yes                      |
|            | associated with an organization or its          | please                               |                          |
|            | owners/directors been an employee or            | provide                              |                          |
|            | director of an organization or over which       | details>                             |                          |
|            | applicant organization or its owners/directors  |                                      |                          |
|            | exercised management or policy control, or      |                                      |                          |
|            | ever been convicted of any criminal offence     |                                      |                          |
|            | or any criminal suit filed during the period of |                                      |                          |
|            | association?                                    |                                      |                          |
| 3.         | Has the applicant organization or its           | <if th="" yes,<=""><th>Yes</th></if> | Yes                      |
|            | owners/directors ever been found guilty by      | please                               |                          |
|            | any court/regulatory body/self-regulatory       | provide                              |                          |
|            | organization/stock exchange for any offence     | details>                             |                          |
|            | in India or abroad?                             |                                      |                          |
| 4.         | Has action ever been taken/ initiated           | <if th="" yes,<=""><th>Yes</th></if> | Yes                      |
|            | against the applicant organization or its       | please                               |                          |
|            | owners/directors by the Ministry of Rural       | provide                              |                          |
|            | Development for suspension or                   | details>                             |                          |
|            | cancellation or debarring or blacklisting,      |                                      |                          |
|            | or any show because notice issued under         |                                      |                          |
|            | DDU-GKY Standard Operating                      |                                      |                          |
|            | Procedures for acts committed during            |                                      |                          |
|            | undertaking DDU-GKY projects in the             |                                      |                          |
|            | past?   |                                      |                          |
| 5.         | Has the applicant organization or its           | <if th="" yes,<=""><th>Yes</th></if> | Yes                      |
|            | owners/directors ever been associated with      | please                               |                          |
|            | any organization as a director or an            | provide                              |                          |
|            | employee of such organization against           | details>                             |                          |
|            | which Ministry of Rural Development had         |                                      |                          |
|            | initiated action/taken action of suspension or  |                                      |                          |
|            | cancellation or debarring or blacklisting, or   |                                      |                          |
|            | any show cause notice issued under DDU-         |                                      |                          |
|            | GKY Standard Operating Procedures for           |                                      |                          |
|            | acts committed during the period of             |                                      |                          |



|      | association?  |  |     |
|------|---|--|-----|
| 11.2 | I hereby agree to the following   |  | NA  |
| 1.   | I have carefully read the applied scheme guidelines and Standard Operating Procedures.  |  | Yes |
| 2.   | I am aware that this application does not<br>entitle my organization sanction of a project as<br>a right.   |  | Yes |
| 3.   | I am aware that application fee charged is not refundable.  |  | Yes |
| 4.   | I have uploaded all valid documents and no fake documents have been uploaded in this application form.  |  | Yes |
| 5.   | I certify that I am the authorized person to file<br>the application on behalf of the applicant PIA,<br>and also certify that the information furnished<br>in this application and all the corresponding<br>documentary proof provided is complete and<br>correct in all respects to the best of my<br>knowledge. In case any information provided<br>in this application is found to be false or<br>incorrect, then the application may be deemed<br>to be cancelled without any opportunity of<br>being heard by the Central/State Government<br>(as the case may be), and the applicant PIA<br>and myself shall be liable for any penal action<br>for misrepresentation of facts to the<br>Government which tantamount to fraud. |  | Yes |
| 6.   | I have taken a print out of the completely<br>filled-in application form and have read all of<br>its details carefully and certify that the<br>information furnished in this application and all<br>the corresponding documentary proof<br>provided a) has been checked and approved<br>by owners/ managing directors/ trustees, and<br>b) is complete and correct in all respects to<br>the best of my knowledge   |  | Yes |
| 7.   | I am aware that mere fact that a project has<br>been sanctioned to my organization may not<br>mean that I will be entitled to compensation if<br>my organization fails to adhere to guidelines/<br>SOP in implementing the project.   |  | Yes |
| 8.   | In case of consortium, I agree that this<br>application form would only be valid after my<br>consortium partner approves it. Once<br>approved by consortium partner, application<br>form details would be finally submitted to<br>MoRD for further processing.  | <for<br>consortium<br/>only&gt;</for<br> | Yes |





|     | the printout)                   |     |
|-----|---------------------------------|-----|
| 10. | Name of Authorised Legal Person | NA  |
| 11. | Place of submission             | Yes |
| 12. | Date of submission              | NA  |

#### 12. **PROPOSAL PAYMENT**

With effect from the date of notification, a non-refundable application processing fee shall be charged as given below:

| Application type                               | Application processing fee                   |
|--|--|
| a) All applications for DDU-GKY projects in YP | Rs.25,000 /- (Rupees Twenty Five             |
| states   | Thousand only)                               |
| b) All applications for Roshni projects        | Rs.25,000 /- (Rupees Twenty Five             |
|  | Thousand only)                               |
| c) All applications for DDU-GKY projects in AP | Rs.25,000, or                                |
| states   | a fee as notified by the concerned AP state. |

An e-payment procedure for project application fees will be notified separately. Till such time, project application fees shall be paid by all project applicants using RTGS / NEFT into the bank account as given below:

| Account holders name | NABARD Consultancy Services Pvt. Ltd. |
|----------------------|---------------------------------------|
| Current account no.  | 055505003119                          |
| Bank name            | ICICI Bank Ltd.                       |
| IFSC code            | ICIC0000555                           |
| Branch address       | BKC Branch, ICICI Bank Towers, South  |
|                      | Tower, East wing, Ground Floor, BKC,  |
|                      | Mumbai 400 051.                       |
| Branch code          | 000555                                |
| MICR                 | 400229029                             |

Note:

Application fee is non-refundable in any or all circumstances. It is also stated that submission of project application fee does not guarantee sanction of a project. The sanction of project is subject to fulfilment of DDU-GKY Guidelines, appraisal processes, and notifications issued by the Ministry from time to time.

| C | Courses Contraction (Contraction)                | ren af Od 🔍 💐 🗋 halvan inter Utilitaat 🛪 7 🏹 Bred - Later hen Di Br<br>Form / Application form / Project Application Main (Prop. ).d1 – Spittim) | Medis * | 9%2FaultipOmgZLsephyG2oZ2xSO0sg2  |
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|                    | llonal Profile     | PROPOSAL PAYMENT   |   |  |  |
|                    | er Organiser       |  |   |  |  |
|                    | Ind Eligibili      | NEFT/RTGS 👻  |   |  |  |
|                    | APPLICATION FEE*   | 25000.00   |   |  |  |
|                    | TOTAL AMOUNT*      | 25000.00   |   |  |  |
|                    | TRANSACTION ID*    |  |   |  |  |
|                    | BANK NAME*         |  |   |  |  |
|                    | BRANCH NAME"       |  |   |  |  |
|                    | elproject in jesc* |  |   |  |  |
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|                    |                    | plogles Pvt Ltd. All content provided by agencies under Ministry of Rural  |   |  |  |
|                    |                    |  |   |  |  |



| SI.<br>No. | Field Name            | Description  | Mandatory<br>(Yes/No/NA) |
|------------|-----------------------|--|--------------------------|
| 12         | Proposal<br>Payment   |  | Yes                      |
| 1          | Transaction           | Type of transaction NEFT or  | NA                       |
|            | type                  | Online banking (which will be  |                          |
|            |                       | incorporated shortly)  |                          |
| 2          | Application fee       | Application fee for the<br>proposals for YP state or AP<br>state                 | NA                       |
| 3          | Transaction<br>amount | Total amount paid (which will<br>be prepopulated)                                | NA                       |
| 4          | Transaction<br>ID     | Transaction number   |                          |
| 5          | Bank Name             | Name of the bank from which the NEFT transaction has been made                   | Yes                      |
| 6          | Bank Branch           | Name of the bank branch<br>which the NEFT transaction<br>has been made           | Yes                      |
| 7          | IFSC code             | IFSC code of the bank<br>branch from which the NEFT<br>transaction has been made | Yes                      |
| 8          | Scan copy             | Scanned Copy or screen-<br>shot of the NEFT transaction made                     | Yes                      |





# MODULE 3- PROJECT APPLICATION APPROVAL BY CONSORTIUM PARTNER

| ACCESS | MANAGEMENT - | PROJECT MUNCEMENT | CENTRE MANAGEMENT - | CANDIDATE MARAGEMENT - | BATCH MURIAGEMENT . | TRANSING MOUNDEMENT - | PLACEMENT MANAGEMENT - | APPLICATION FORM -           |
|--------|--------------|-------------------|---------------------|------------------------|---------------------|-----------------------|------------------------|------------------------------|
|        |              |                   |                     |                        |                     |                       |                        | 1 ORGANISATION PROFILE       |
|        |              |                   |                     |                        |                     |                       |                        | 2 PROJECT APPLICATION FORM   |
|        |              |                   |                     |                        |                     |                       |                        | 3 PROJECT APPLICATION APPLIC |
|        |              |                   |                     |                        |                     |                       |                        | CONSORTIUM PARTNER           |

#### **Description:**

- The screen is used to select the "Project Application Approval by Consortium Partner" module.
- This step becomes mandatory for if the Project Application Form is submitted as a Consortium
- If user has filled the Project Application Form as a Consortium, it needs to be approved by consortium partner.

# PROJECT APPLICATION DASHBOARD FOR CONSORTIUM

When user clicks on "Project Application Approval by Consortium Partner" module under "Application form" user will be directed to "Project Application Form dashboard for Consortium". Below screen will be displayed.

| Defer         Applied as: Bingle /Consolition         Concortion Partner PRN         Lend Partner PRN         Status         Declared (Approximation) / Yees           1         20182215         Consolition         AP2013CR1007         AP2013CR101         Panding for Approxiding for Approxiding Consolition Partner         #           1         10082215         Consolition         AP2013CR1007         DL013CR1003         Ponding for Approxiding for Approxiding Fartner         # |       |               |            | ROOLOTA                     | an Electron Arri       | 10120 01 00      | and the state of t |                                 |
|--|-------|---------------|------------|-----------------------------|------------------------|------------------|--|---------------------------------|
| t 20182215 Generation AP2013CR1007 AP2013CR100 Panding for Approval by Concertain Partner AP2013CR100 DE2015 Concertain Partner AP2013CR1007 DE2013CR1003 Ponding for Approval by Concertain Partner   | 5.ND. | Applicant PRN | Date       | Applied as Single /Canadian | Coreordian Partner PRN | Level Pathwe PRM | Status   | Decision(Approva/Reject) / View |
| 3 18088/2815 Cansortium AP2813CR1207 DL2813CR183 Panding for Approval by Concortium Partner 🥜  |       | AP2013CR1101  | 20(88)2015 | Cakeertum                   | AP2813CR1207           | AP2813CR1101     | Pending for Approval by Consortion Platter   | 1                               |
|  | 1.    | 012013CR1103  | 1401022115 | Cursortium                  | AP2613CR1267           | DL2013CR1165     | Ponding for Approval by Consortium Partner   | 1                               |
|  | 2     | 0L2013CR1183  | 1001002015 | Canaartium                  | AP2013CR1267           | DI2013CR1165     | Ponding for Approval by Cohsortium Partner   | 1                               |

#### **Description:**

• The screen gives an overview status of the Project Application Forms in which you are selected as Consortium Partner.



● User can give user's consent for Project Application Form by clicking on 🤌 button.

# **CONSORTIUM PARTNER INPUTS**

| (c) STATUS (C) SALAR AND   |   |  |
|--|---|--|
| Name of Consettian Partner   | KAPSTON FACILITIES MANAGE   | NENT INT LTD   |
| Canvortian Partner Decision  | Select-   |  |
| Upload Convertium MoU  | Choose Ne 145 file chosen   | a  |
| Date of Cansartian HoU   |   | -  |
| Remarko  |   |  |
| Undertaking  |   |  |
| I hereby agree to the following  |   |  |
| I have carefully read the applied scheme guideline   | and SOP.  |  |
| I have taken the print out of the completely filled-   | n application form and have rea   | d all of its details carefully and certify that the information furnished in this application  |
| and all the corresponding documentary proof provi  | ded is complete and correct in a  | # respects to the best of my knowledge.  |
| I have uploaded all valid documents and no fake d  | cuments has been uploaded in  | this application form.   |
|  |   |  |
| may be), and the applicant PIA and myself shall be<br>I agree to approve the Application form details as   | hable for any penal action for m  | nurepresentation of facts to the Government which tantamount to fraud.   |
| The Design of The Physics and the Physics of the Ph | Chapse file: Thu file chipsen   | *  |
| offerent adhear partyrapper (off-frant bada at and bearwart)   |   | alet i   |
| Name of Contortum Authorised Legal Person<br>Mobile No.  | K SRIKANTHNA<br>00046050099   |  |
| Name of Contortum Authorised Legal Person<br>Name of Contortum Authorised Legal Person<br>Mobile No.   | K SRUKANTHNA<br>00548050899<br>SROKANTHO KAPSTONPH,COM  |  |
| Name of Contortum Authorised Legal Percen<br>Name of Contortum Authorised Legal Percen<br>Mobile No.<br>E-mail<br>Differ Address   | K SRIKANTHINA<br>OBHROSENIN<br>SROKANTHIQKAPSTONPH.COM  |  |
| Davas Sgres Ontonioni ogr (an page in ne printin)<br>Narne of Contoritum Authorised Legal Person<br>Stabile No.<br>E-mail<br>Office Address<br>Office Telephone  | K SRIKANTHINA<br>035480558899<br>SROKANTHIQKAPSTORPH.COM  |  |
| Dance Syles Ontonioni con Jun page in se princip)<br>Name ef Contoritori Authorised Legal Person<br>Mobile No.<br>E-mail<br>Office Address<br>Diffice Telephone  | K SRIKANTHINA<br>OBHROSERRA<br>SROKANTHIGKAPSTORPH.COM  |  |
| Danie Syles Ortonation ogr (an page if ne printin)<br>Name of Contortum Authorised Legal Person<br>Mobile No.<br>E-mail<br>Office Address<br>Office Telephone<br>Office Fais<br>Place of submission  | K SRIKANTHINA<br>08548058869<br>SROKANTHIGKAPSTONEH.COM   |  |
|  | Uplead Convertion MoV Date of Convertion MoV Remarks Undertaking I have carefully read the applied scheme guidelines I have carefully read the applied scheme guidelines I have taken the print out of the completely filled- and all the corresponding documentary proof provide I have uploaded all valid documents and no fake di I certify that I am the authorized person to file the corresponding documentary proof provided is comp found to be failse or incorrect, then the application may be), and the applicant PIA and myself shall be I agree to approve the Application form details as i | Upted Convertion Nov  Date of Convertion Nov  Date of Convertion Nov  Remarks  Undertaking  I have carefully read the applied scheme guidelines and SOP.  I have carefully read the applied scheme guidelines and SOP.  I have taken the print out of the completely filled-in application form and have rea and all the corresponding documentary proof provided is complete and correct in a I have uploaded all valid documents and no fake documents has been uploaded in  1 certify that I am the authorized person to file the application on behalf of the app corresponding documentary proof provided is complete and correct in all respects found to be false or incorrect, then the application may be deemed to be canceled may be), and the application form details as consortium partner |

#### **Description:**

- If user agrees with proposal details, user can give the consent for the Project Application Form by clicking on Submit Button. If not user can close the form.
- User can click on "Print/ Preview Proposal" to review the filled in details before submission of the form.
- User can click on "Download Annexures" to review all the annexures attached.
- User can click on "Download Notification 28" in order to refer the logic used to calculate the Priority score as well as Technical score.





| SI. | Field Name  | Description | Mandatory   |
|-----|---|-------------|-------------|
| No. |   | •           | (Yes/No/NA) |
| 1.  | Consortium partner Inputs   |             | NA          |
| 2.  | Name of Consortium partner  |             | Yes         |
| 3.  | Consortium partner Decision   |             | Yes         |
| 4.  | Upload Consortium Document  |             | Yes         |
| 5.  | Date of Consortium MoU  |             | Yes         |
| 6.  | Remarks   |             | No          |
| 7.  | Undertaking   |             | NA          |
| 8.  | I have carefully read the applied scheme guidelines and SOP   |             | Yes         |
| 9.  | I have taken the print out of the completely filled-<br>in application form and have read all of its details<br>carefully and certify that the information<br>furnished in this application and all the<br>corresponding documentary proof provided is<br>complete and correct in all respects to the best<br>of my knowledge.  |             | Yes         |
| 10. | I have uploaded all valid documents and no fake documents have been uploaded in this application form.  |             | Yes         |
| 11. | I certify that I am the authorized person to file<br>the application on behalf of the applicant PIA,<br>and In case any information provided in this<br>application is found to be false or incorrect, then<br>the application may be deemed to be cancelled<br>without any opportunity of being heard by the<br>Central/State Government (as the case may be),<br>and the applicant PIA and myself shall be liable<br>for any penal action for misrepresentation of<br>facts to the Government which tantamount to<br>fraud. |             | Yes         |
| 12. | I have taken the print of declaration and signed<br>in ink and have uploaded this signed declaration.   |             | Yes         |
| 13. | I agree to approve the Application form details as consortium partner   |             | Yes         |
| 14. | Upload Signed Declaration copy  |             | Yes         |
| 15. | Name of Consortium Authorised Legal Person  |             | NA          |
| 16. | Mobile No.  |             | NA          |
| 17. | E-mail  |             | NA          |
| 18. | Office Address  |             | NA          |
| 19. | Office Telephone  |             | NA          |
| 20. | Office Fax  |             | NA          |
| 21. | Place of submission   |             | Yes         |
| 22. | Date of Submission  |             | NA          |



# LIST OF ANNEXURES

| Annexure | Name of the Annexure  | Section | Sub-    | Standard |
|----------|---|---------|---------|----------|
|          |   | No.     | Section | Form     |
|          |   |         | No.     |          |
| P1       | Copy of MoU with MoRD as Champion<br>employer   | 3       | 3.1     |          |
| P2       | Self-certification for training institution   | 3       | 3.1     | SFP2     |
| P3       | Copy of Letter of accreditation from NAAC   | 3       | 3.1     |          |
| P4       | Copy of agreement with NSDC and applicant organization for equity or loan   | 3       | 3.1     |          |
| P5       | Orientation proof from NIRD/ NABCONS  | 3       | 3.1     |          |
| P6       | Copy of Letter of Affiliation to University   | 3       | 3.1     |          |
| P7       | Sanction Letters From UGC for grants  | 3       | 3.1     |          |
| P8       | Sanction Letters From AICTE for grants  | 3       | 3.1     |          |
| P9       | Copy of Certification of a trained<br>candidate by DGET/ SSC  | 3       | 3.2     |          |
| P10      | Copy of Certification of a trained<br>candidate by any International<br>assessment agency                           | 3       | 3.2     |          |
| P11      | Copy of Certification of a trained<br>candidate by any Other Certification<br>Standard approved by MoRD             | 3       | 3.2     |          |
| P12      | HR policy manual  | 3       | 3.3     |          |
| P13      | IT policy manual  | 3       | 3.3     |          |
| P14      | Compliance manual   | 3       | 3.3     |          |
| P15      | Manual detailing standards operating<br>procedure for training activities   | 3       | 3.3     |          |
| P16      | Deed/ rental/ leased documents for existing training infrastructure   | 3       | 3.4     |          |
| P17      | Proof for ITR acknowledgement   | 4       | 4       |          |
| P18      | CA Certificate of Statutory Auditor/ Annual Auditor   | 4       | 4       | SFP18    |
| P19      | Certificate for CIBIL score   | 4       | 4.1     |          |
| P20      | Copies of Sanction order for previous skills and training projects  | 5       | 5.1     |          |
| P21      | Client Certificate/ Project closure<br>certificate for previous skills and training<br>closed/ fore closed projects | 5       | 5.1     | SFP21    |
| P22      | Employer Certificate for Overseas<br>Placement  | 5       | 5.2.1   | SFP22    |
| P23      | Certificate for captive placement   | 5       | 5.2.1   | SFP23    |





| Annexure | ure Name of the Annexure  |     | Sub-    | Standard |
|----------|---|-----|---------|----------|
|          |   | NO. | Section | Form     |
| A1       | Letter of Intent from Potential Employer (s)  | 5   | 5.8.4   | SFA1     |
| A2.1     | MoU between Outsourcing<br>Partner and the applicant Organization                   | 10  | 10.4    |          |
| A2.2     | Registration Certificate as Legal entity of the Outsourcing Partner                 | 10  | 10.4    |          |
| A2.3     | Bank statement for Last Month of the<br>Outsourcing Partner                         | 10  | 10.4    |          |
| A2.4     | Check leaf of given bank Details of the Outsourcing Partner                         | 10  | 10.4    |          |
| A2.5     | Balance sheet of the Outsourcing<br>Partner   | 10  | 10.4    |          |
| A2.6     | Employee list for Project done<br>Outsourcing partner                               | 10  | 10.4    |          |
| A13      | Scanned copy or the Screen-shot of the<br>NEFT transaction made for application fee | 12  |         |          |



#### SFO2: Self-certification for training institution

< LETTER HEAD of the Applicant Organization >

Date: \_\_\_\_\_

#### TO WHOM IT MAY CONCERN

This is to certify that our Organization, \_\_\_\_\_\_ <*Organization name> with headquarters* \_\_\_\_\_\_ <*Address>* has been engaged in the business of skilling and vocational training of the following trades' since\_\_\_\_\_\_ <DD/MM/YYYY>.

1.

2.

3.

4.

Signature of authorized person:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_



#### SFO18: CA Certificate of Statutory Auditor/ Annual Auditor

#### <LETTER HEAD of the CA firm >

Date: \_\_\_\_\_

#### TO WHOM IT MAY CONCERN

Based on the books of Accounts, Audited Financial Statements and other information for the financial years mentioned below, provided by the management, this is to certify that year wise details for turnover and net worth for \_\_\_\_\_\_ </br>

Organization name> are as below:

| Financial Years | Turnover (in Rs.) | Net worth (in Rs.) |
|-----------------|-------------------|--------------------|
| 1)              |                   |                    |
| 2)              |                   |                    |
| 3)              |                   |                    |
| 4)              |                   |                    |
| 5)              |                   |                    |

For\_\_\_\_\_

Charted Accountant Firm

| Name of the CA (Partner) : _ |  |
|------------------------------|--|
|------------------------------|--|

Membership No :\_\_\_\_\_

Firm Registration No. (FRN) :\_\_\_\_\_

| Date: |  |
|-------|--|
|-------|--|

Place: \_\_\_\_\_





#### SFO21: Client certificate / Project Closure Report

<LETTER HEAD of Client>

Date: \_\_\_\_\_

The Client certificate should preferably contain the following information

- 1. Name of the applicant Organization
- 2. Project cost sanctioned
- 3. Project start date
- 4. Project Duration
- 5. Number of candidates trained
- 6. Number of candidates placed domestic
- 7. Minimum salary (in Rs.)
- 8. Project closure date, if any

Signature of competent authority:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_





#### SFO22: Employer Certificate for Overseas Placement

<LETTER HEAD of the Employer>

Date: \_\_\_\_\_

Employer certificate should preferably contain the following information for each of the last two financial years.

- 1. Name of the applicant Organization
- 2. Country wise number of candidates employed (via applicant Organization)
- 3. Minimum Salary (in USD)
- 4. Local salary
- 5. Details of the candidates placed
- 6. Contact details of the employer

Signature of competent authority:

Seal of the company:

Date: \_\_\_\_\_

Place: \_\_\_\_\_



#### SFO23: Certificate for Captive Placement

<LETTER HEAD of the Applicant Organization or its subsidiary >

Date: \_\_\_\_\_

Captive Placement Certificate should preferably contain the following information for each of the last two financial years.

- 1. Name of Applicant Organization or its subsidiary
- 2. Number of People Employed
- 3. Minimum Salary (in Rs.)
- 4. Details of the candidates placed
- 5. Contact details of the employer / Subsidiary

Signature of competent authority:

Seal of the company:

Date: \_\_\_\_\_





#### SFA1: Letter of Intent from prospective employers

<LETTER HEAD of the Employer >

Date: \_\_\_\_\_

The letter of intent (LOI) should preferably contain the following information

- 1. Name of the Applicant Organization
- 2. Validity of LOI
- 3. Preferred Sector
- 4. Proposed designations
- 5. Proposed Number to be employed
- 6. Proposed Gross Salary or CTC (in Rs.) at entry level

Signature of competent person:

Seal of the company:

Place: \_\_\_\_\_



# **HELPDESK SUPPORT**

#### Login & Change Password

- 1. Open browser & enter URL : http://ruralskills.in:4040/trac/MrigsSSP
- 2. MRIGS-TRAC home page will open as shown below:

| Hume Records   |  |
|--|--|
| - Weither  | Share Rega Indon Front   |
| Welcome to MRIGS   |  |
| MRIGS is an effective solution for Monitoring & Regulation for Improved Governance of Skills Development. For more a<br>any issue or support email to adhelpdesk   | nformation , visit =+http://www.nuralskills.in. In case o  |
| Features of MRIGS  |  |
| Important features of MRIGS are as follows:  |  |
| <ul> <li>MRIGS is aligned with the DDU GKY guidelines and SOP published by MoRD.</li> <li>It takes into account the entire process of Nonitoring Agencies &amp; PIAs as outlined in the SOP and Guidelines.</li> <li>MRIGS allows creation and management of unlimited number of users based on their profile and geographical constrains in MRIGS having maker &amp; checker concept for various processes as outlined in the SOP and Guidelines.</li> <li>It includes end-to-end process from Proposal Creation till placement tracking.</li> <li>MRIGS follows the standard database related to courses (MES/ QP-NOS) and geographical masters defined in NIC for futu MRIGS is having complete workflow processes &amp; data analysis.</li> <li>It allows complete control over the process end enforces integrity of data recorded into the system.</li> <li>It generates report not only for monitoring &amp; control but also for analysis of performance of entities involved.</li> <li>MRIGS can be used for other projects with little modification.</li> </ul>  | of the users.<br>ure integration.  |
| About "MRIGS-SSP":   |  |
| MRIGS-SSP is a web-based software project management and bug/issue tracking system emphasising ease of use and low cere  | emany.   |
| In case of any issue or support email to Mhelpdesk   |  |
| Major Features of MRIGS-SSP  |  |
| <ul> <li>User Can log his/her findings or observations.</li> <li>User Can log his/her findings or observations.</li> <li>User can track the progress of resolving individual bugs, issues, feature requests, and ideas - each with its own ticket (nu Easily reconcile overlapping tickets (where more than one person reports the same thing).</li> <li>Custom Search and fiber tickets by priority, project component, reports resion or owner (among others).</li> <li>User can view the different reports based on various criterias.</li> </ul>   | umbered, as in a waiting room queue system).   |
| How to Create a Ticket   |  |
| <ul> <li>Login to application</li> <li>click "New Ticket" tab from top menu -&gt; Create New Ticket page will open.</li> <li>Enter summary of the ticket in "Summary" field &amp; detailed description of finding in the "Description" field.</li> <li>Enter other fields <ul> <li>Type: Select type of ticket "Defect/ Observation/ Suggestion."</li> <li>Component: Select "PEA" if logged in as PIA. Select "Monitoring Agency" if logged in as Monitoring Agency official.</li> <li>Module: Select proper module from list.</li> <li>Functionality: Select the functionality related to selected module.</li> <li>Priority: select priority(Bicker/ Critical/ Major/ Minor/ Cosmetic) based on criticality of ticket.</li> <li>Application No: Enter application number in case ticket related to Proposal Management module.</li> <li>Miestone: use default. It is an optional field.</li> <li>CC: Use default or enter the email-id of the person to whom you want to email the ticket reference. Use comma be an optional field.</li> <li>Version: Use Default. It is an optional field.</li> <li>Ourser: Use Default. It is an optional field.</li> <li>Select the "L event the email-id of the person to whom you want to email the ticket reference. Use comma be an optional field.</li> <li>Ourser: Use Default. It is an optional field.</li> <li>Select the "L have files to attach to this ticket" check-box in case user having the attachment for the ticket. user can add</li> <li>Press "Create Ticket" button to create the ticket. User will redirect to attachment page in case "L have files to attach to this</li> </ul> </li> </ul> | tma between keywords in case more than one keywor<br>tween email-ids in case more than one email-id. It is<br>attachment only after creating the ticket.<br>his ticket" check-box has been selected. |
| View Tickets / Reports   |  |
| <ul> <li>Login to system.</li> <li>Click "View Tickets" tab from top menu.</li> <li>Click the desired link to view the report.</li> <li>Active Tickets: This report will show all the active tickets.</li> </ul>   |  |

3. Click login link. Enter User Name & Default Password & click ok button as shown below.

| DDU-GKY  |                 |  |   | Ministry of Rural Development<br>Government of India   |
|--|-----------------|--|---|--|
| Plane Rooknas  |                 | 0  |   | Lager Professore   |
|  |                 |  |   | Contract of States of Stat |
| Welcome to MRIGS   | Artheretication | Requint  | × |  |
| MRIGS is an effective solution for Monitorin   | 0               | A username and password are being requested by introducatikilis in 4040. The site says: "like" |   | , visit http://www.rurainkills.in. In case of  |
| any issue or support email to sumerports.  | User Narivi     | teat1  |   |  |
| Features of MRIGS  | Password        | *****  |   |  |
| DDU-GKY is an important component of the<br>rural poor, thereby helping to create a highly |                 | OK Genoel  |   | ske skill acquisition aspirational amongst the   |
| and a start of the second  |                 |  |   |  |

Note:

- a. User Name & Password both are case sensitive.
- b. Default Password is p326@MORD.
- 4. On first time login user will redirect to change password page. Enter following fields & click save changes button.
  - a. Old Password: default password p326@MORD
  - b. New Password:
  - c. Confirm Password

| Preferences   |  |
|---|--|
| This page lets you customize your personal settings for this site. These settings are s<br>your settings to be restored on subsequent visits. | cored on the server and are identified by a session key stored in a browser cookie. That cookie allows |
| Revent   Account   Date & You   Nayhourd Meetings   Gargange   Mee  | Martun 1   |
| Change Password   |  |
| Oid Password:   |  |
| New Password: ++++  |  |
| Confirm Password:   |  |

5. On clicking save button confirmation message displayed on page.

|  | legged in an texts - Legent - Performance |
|--|---|
| Hume Russhrap Vew Tukets New Tuket Search              |   |
|  |   |
| Thank you for taking the time to update your password. | dias                                      |
| Preferences  |   |

This page lets you customize your personal settings for this site. These settings are stored on the server and are identified by a session key stored in a browser cookle. That cookle allows your settings to be restored on subsequent visits.

Note: User needs to change his/her password on first time login. Next time login will redirect to home page directly.

#### Create New Ticket

67

1. Click "New Ticket" button in the top menu as shown below:

| And Andrew Andrew Andrew  | The local l   | logged to an tours . Logged / Professione  |
|---|---|--|
| territer and the states of the  | NAME DEPEND   | Dian Page I Index Printery   |
| Welcome to MRIGS<br>MRIGS is an effective solution for Monits<br>any issue or support email to <u>Minelpesk</u> | Click New Ticket<br>button to open<br>create licket page nee of Skills De | velopment. For more information , visit in http://www.ruraiskills.in. In case of |
| Features of MRIG5   |   |  |
|   |   |  |



2. On clicking New Ticket button "Create New Ticket" page will open as shown below:

|  | View Tickets | New Ticket | w Tickets | New Ticket |  |  |  |  |  |  |
|--|--------------|------------|-----------|------------|--|--|--|--|--|--|
|--|--------------|------------|-----------|------------|--|--|--|--|--|--|

Ministry of Rural Development

**Create New Ticket** 

| Summary:                       |   |   |                                |
|--------------------------------|---|---|--------------------------------|
| Description:                   | B/A 1                                   | ⊷ 🕅 You ma  | y use WikiFormatting here      |
|                                |   |   |                                |
|                                |   |   | 4                              |
| Type:                          | Defect                                  | Priority:   | major v                        |
| Type:<br>User Type:            | Defect ~                                | Priority:<br>Process Group:                             | major v<br>Access Management v |
| Type:<br>User Type:<br>Module: | Defect<br>select<br>Reset User Password | Priority:<br>Process Group:<br>Application No (If Any): | major v<br>Access Management v |

I have files to attach to this ticket

Create ticket

- 3. Enter the required fields to create a new ticket:
  - a. Enter summary of the ticket in "Summary" field & detailed description of finding in the "Description" field.
  - b. Enter other fields:

Preview

- Type: Select type of ticket "Defect/ Observation/ Suggestion."
- Priority: select priority (Blocker/ Critical/ Major/ Minor/ Cosmetic) based on criticality of ticket.
- User Type: Select "PIA" if logged in as PIA. Select "TSA" if logged in as TSA official.
- On User Type selection "TSA" field will be enables. Select the appropriate value.
- Process Group: Select proper process group from list.
- Module: Select the module related to selected process group.
- Application No: Enter application number in case ticket related to Proposal Management module.
- Keywords: Enter some keywords related to ticket. User can search the ticket with the entered keyword(s). Use comma between keywords in case more than one keyword like TC, Residential, batch etc. it is an optional field.
- CC: Use default or enter the email-id of the person to whom you want to email the ticket reference. Use comma between email-ids in case more than one email-id. It is an optional field.

| operties  |   |   |
|---|---|---|
| Summary:  | Login is not working.   |   |
| Description:  | BIA C B - 1 - D<br>Steps:<br>1. Open URL: http://www.test.com<br>2. Enter username(abc) & passwor<br>3. Click Login button. | You may use WikiFormatting here.  |
|   | Issue: Unable to login to applic<br>displayed. PFA the screen shot.   | eation. An error message are getting                                      |
| Туре:   | Issue: Unable to login to applic<br>displayed. PFA the screen shot.   | Priority: major V   |
| Type:<br>User Type:   | Issue: Unable to login to applic<br>displayed. PFA the screen shot.   | Priority: major v<br>TSA: NABCONS v                                       |
| Type:<br>User Type:<br>Process Group:                               | Issue: Unable to login to applic<br>displayed. PFA the screen shot.   | Priority: major v<br>TSA: NABCONS v                                       |
| Type:<br>User Type:<br>Process Group:<br>pplication No (If<br>Any): | Issue: Unable to login to applic<br>displayed. PFA the screen shot.   | Priority: major v<br>TSA: NABCONS v<br>Module: Login v<br>Keywords: login |

- 4. Select the "I have files to attach to this ticket" check-box in case user having the attachment for the ticket. User can add attachment only after creating the ticket.
- 5. Press "Create Ticket" button to create the ticket. A confirmation message will be displayed & user will redirect to attachment page in case "I have files to attach to this ticket" check-box has been selected.





6. Click browse button & select the file to be uploaded. Click Add attachment to upload the attachment.

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#### View Tickets / Reports

1. Click "View Tickets" tab from top menu. All the available reports will be displayed as shown below:

|  | logged in an test1 Lignuit Preferences |
|--|--|
| Hone Raadmap Yow Ridogs New Toket Swarth                 |  |
|  | Available Reports Outlon Query         |
| Available Reports  |  |
|  | 1 they bearightern                     |
| Return to Last Query                                     | rbe.                                   |
| Custom Query   |  |
| SQL reports and saved custom queries                     | Sotby Metaller & The                   |
| (1) Active Tickets                                       |  |
| (2) Active Tickets by Version                            |  |
| (3) Active Tickets by Milestone                          |  |
| 4 Accepted, Active Tickets by Owner                      |  |
| (5) Accepted, Active Tickets by Owner (Full Description) |  |
| (6) All Tickets By Milestone (Including closed)          |  |
| (7) My Tickets   |  |
| (8) Active Tickets, Mine first                           |  |
| following inversion marching                             |  |

- 2. Click the desired link to view the report.
  - Active Tickets: This report will show all the active tickets.
  - My Tickets: This report will show all the tickets related to logged in user.
  - Other reports will display with group by function as per selected report.
- 3. Selected Reports Results will be displayed. Click the desired ticket to open the same.

| 2ª                  | DU-GKY  |                   |                    |          |      | na A  | Ainistry of<br>overnment of in | f Rural Developr             |
|---------------------|---|-------------------|--------------------|----------|------|-------|--------------------------------|------------------------------|
| Hone                | Roadmap Ven Tickes New  | Tolet Search      |                    |          |      |       | 2                              | kolatie Reports Custom Query |
| • List a<br>• Color | el active tickets by priority.<br>each row based on priority. | Click a t<br>oper | licket to<br>n it. |          |      |       |                                | Max Roms per page 111        |
| Ticket              | Semmary   | Component         | Version            | Miestore | Type | Owner | Status                         | Created                      |
|                     |   |                   |                    |          |      |       |                                |                              |

Note: User can sort the tickets based on desired element by clicking heading of desired Column.

4. Selected ticket will be opened as shown below:


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## Ticket #1 (new Defect)

|   | t  |  | Openeo 12 minutes ago            |  |  |  |
|---|--|--|----------------------------------|--|--|--|
| Login is not v  | vorking.   |  |                                  |  |  |  |
| Reported by:  | test1  | Owned by:                                | helpdesk@ruralskills.in          |  |  |  |
| Priority:   | major  | User Type:                               | PIA                              |  |  |  |
| TSA:  | NABCONS  | Process Group:                           | Login Module                     |  |  |  |
| Module:   | Login  |  |                                  |  |  |  |
| Keywords:   | login  |  |                                  |  |  |  |
| Component:  | MRIGS  | Mikedana:                                |                                  |  |  |  |
|   |  |  |                                  |  |  |  |
| Description   |  |  |                                  |  |  |  |
| Steps:  |  |  | s. Tarpty                        |  |  |  |
| 2. Enter usern<br>3. Click Login I<br>ssue: Unable to I | ame(abc) & password(abc<br>button.<br>login to application. An err | @123).<br>or message are getting display | ved. PFA the screen shot,        |  |  |  |
| Attachments (1)   |  |  |                                  |  |  |  |
| <ul> <li>chkbox.png 🗄</li> </ul>                        | (5.0 KB) - added by test1  | 51 seconds ago.                          |                                  |  |  |  |
| Attach another file                                     |  |  | Download all attachments as: .   |  |  |  |
| Change History  | <u>/</u>   |  |                                  |  |  |  |
| Changed 51 seconds<br>Changed 51 seconds                | s ago by test1<br>s ago by test1                                   |  |                                  |  |  |  |
| Attachment  | chkbox.png 🗄 added   |  |                                  |  |  |  |
| id a comment  |  |  | View                             |  |  |  |
| B/A = 1 - 1   |  |  | You may use WikiFormatting here. |  |  |  |
| BIAWS   |  |  |                                  |  |  |  |
| B / A • B   |  |  |                                  |  |  |  |
| B / A • B   |  |  |                                  |  |  |  |
| Modify Ticket   | t changes  |  | Attachment                       |  |  |  |
| Modify Ticket   | t changes  |  | Attachment                       |  |  |  |

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## Amendment in Created Ticket

- 1. Follow the View Ticket/ Reports section & open the desired ticket.
- 2. Enter comments or more attachment as desired.

| #1 new Defect   | t)  |  | Opened 12 minutes ago                |
|---|---|--|--------------------------------------|
| Login is not w  | vorking.  |  |                                      |
| Reported by:  | test1   | Owned by:  | helpdesk@ruralsk8is.in               |
| Priority:   | major   | User Type:   | PIA                                  |
| TSA:  | NABCONS   | Process Group:   | Login Module                         |
| Module:   | Login   |  |                                      |
| Keywords:   | login   |  |                                      |
| Component;  | MRIGS   |  |                                      |
|   |   |  |                                      |
| Description   |   |  |                                      |
| Steps:  |   |  | S. Bepty                             |
| 3. Click Login b<br>Issue: Unable to k  | outton.<br>ogin to application. An erro                   | or message are getting display   | ed. PFA the screen shot.             |
| Attachments (1)   |   |  |                                      |
| russilinents (i)  |   |  |                                      |
| <ul> <li>chkbox.png (b)</li> </ul>  | (5.0 KB) - added by test1                                 | 19 minutes ago.  |                                      |
| Attach another file   |   |  | Download all attachments as:         |
|   |   | lick it if you want to   |                                      |
|   | att   | ach more document  |                                      |
| Change History  |   | related to ticket.   |                                      |
| Change History  | ago by test1  | related to ticket.   |                                      |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes  | ago by test1  | related to ticket.   |                                      |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes  | ago by test1  | related to ticket.   |                                      |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of   | ago by test1<br>ago by test1<br>chkbox.png : added        | related to ticket.   | _                                    |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of   | ago by test1<br>ago by test1<br>chkbox.png = added        | related to ticket.   | )                                    |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png - added        | related to ticket.   | ts                                   |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png $\oplus$ added | actimitie document<br>related to ticket.   | ts View                              |
| Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png ⊕ added        | actimitie document<br>related to ticket.   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png ≗ added        | actimitie document<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if                            | ts<br>u may use WikiFormatting here. |
| Change History<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png = added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment   | ago by test1<br>ago by test1<br>chkbox.png 🗈 added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment<br>B / A • B   | ago by test1<br>ago by test1<br>chkbox.png = added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment  | ago by test1<br>ago by test1<br>chkbox.png - added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment<br>B I A • B   | ago by test 1<br>ago by test 1<br>chkbox.png - added      | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment<br>B / A • B   | ago by test 1<br>ago by test 1<br>chkbox.png - added      | activitie document<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if                            | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment<br>B I A • E<br>ser Preview but<br>check the preview                     | ago by test 1<br>ago by test 1<br>chkbox.png = added      | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment<br>dd a comment<br>B I A • E<br>ser Preview but<br>check the preview                     | ago by test1<br>ago by test1<br>chkbox.png = added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if   | ts<br>u may use WikiFormatting here. |
| Change History<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment<br>B I A • E<br>ser Preview but<br>check the previe<br>created/ edited    | ago by test1<br>ago by test1<br>chkbox.png - added        | Click submit chan<br>desired amendment   | ts<br>u may use WikiFormatting here. |
| Changed 19 minutes<br>Changed 19 minutes<br>Changed 19 minutes<br>• Attachment of<br>dd a comment<br>B / A • B<br>ser Preview but<br>check the previe<br>reated/ edited | ago by test1<br>ago by test1<br>chkbox.png - added        | add<br>related to ticket.<br>add<br>commen<br>for<br>opened<br>ticket if<br>Click submit chan<br>desired amendment | ts<br>u may use WikiFormatting here. |



## Custom Search option: Custom Query

1. User can search the specific ticket or tickets by custom search option. to open custom search open View Tickets page & then click "Custom Query" link as shown below:

| terms Reading West 11001 New Talant Linems | Regard 21 an Instit - Inspiral - Professiona |
|--|--|
| Available Reports                          | Available Reports Custon (percy              |
|  | Diver Historythmy                            |
| Return to Last Guery                       | 104  |
| Custom Query                               |  |
| SQL reports and saved custom queries       | Sielly Mendler - The                         |

2. On clicking Custom Query link a page will open. Here you can choose various filter options as shown below:



3. Click update button after selecting/entering the desired option(s). Result tickets table will open based on selected criteria:

Custom Query (1 milito)

| ¥ filters        |                                  |                            |                 |            |            |           |        |
|------------------|----------------------------------|----------------------------|-----------------|------------|------------|-----------|--------|
| 1                | Functionality contains v logm    |                            |                 |            |            |           |        |
| 19               | Sunus 🖓 accepted 🔛 assigned 📋 da | set 🛛 rev 🖓 respereit      |                 |            |            |           |        |
| And              | ¥.                               |                            |                 |            |            | Ør [      | v      |
| ➤ Columns        |                                  |                            |                 |            |            |           |        |
| Group results by | Show under                       | click a ticket to open it. | ms per page 100 |            |            | 6         | Update |
| Ticket           | Summary                          | Status                     | Type            | Priority + | Niestone   | Component |        |
| #1               | Login is not working.            | new                        | Defect          | critical   | milestone1 | PIA       |        |

For any other query related to MRIGS-SSP please email to helpdesk@ruralskills.in