

“SEEKHO AUR KAMAQ”

**A Skill Development
Initiative for Minorities**



सत्यमेव जयते

**Government of India
Ministry of Minority Affairs**

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"Learn & Earn"

A Central Sector Scheme for Skill Development of Minorities

1. Introduction

- 1.1 As per the latest Report of National Sample Survey Organization - 66th Round (2009-10) published in June 2013, the Information on various facets of employment and unemployment in India and some individual characteristics associated with household members such as age, sex, level of general and technical education attained, vocational training received etc. were collected at the National and State level . In rural areas, self-employment was the mainstay for all the religious groups. The proportion of households with major income from self-employed in agriculture was the highest among Sikh households (about 36 per cent). The proportion of households belonging to the household type rural labour was the highest among Muslims (about 41 per cent).
- 1.2 In urban India, the proportion of households with major source of earnings as self-employment was highest for Muslims (46 per cent). The major source of earnings from regular wage/salaried was the highest for Christians households (43 per cent) in urban areas.
- 1.3 In Worker Population Ration (WPR) for male was much higher than female for all the religious groups - the differential being greater in the urban areas. The male-female differential in WPR was the lowest among Christians. In rural areas, the WPR for male of age 15 years and above was the highest for the educational level literate and up to primary (90 per cent) and the WPR for female was highest for educational level not literate (43 per cent). Among persons with level of education secondary & above, the WPR for male (70 per cent) was much higher than that of female (22 per cent). Among rural male with level of education secondary & above, the WPR was highest for Hindus (70 per cent), followed by Sikhs (68 per cent). Among rural female with level of education secondary & above, the WPR was highest for Christians (32 per cent), followed by Sikhs (28 per cent).
- 1.4 In urban areas, the WPR for male of age 15 years and above was highest for the general educational level literate and up to primary (84 per cent) and the WPR for female was highest for educational level graduate and above (26 per cent). Among urban male with level of education secondary & above, the WPR was highest for Hindus (70 per cent), followed by Sikhs (68 per cent). The corresponding WPRs for Christians and Muslims were 67 per cent and 65 per cent, respectively. Among urban female with level of education secondary & above, the WPR was highest for Christians (32 per cent), followed by Sikhs (18 per cent).

- 1.5 According to reports of Directorate General of Employment and Training (DGE&T), a majority of India workforce does not possess marketable skills which is an impediment in getting decent employment and improving their economic condition.
- 1.6 While India has large young population, only 10% of the Indian labour forces - 8% informally and 2% formally have acquired vocational skills. About 63% of the school students drop out at different stages reaching class- X. Only about 3.1 million vocational training seats are available in the country whereas about 12.8 million persons enter the labour market every year. Even out of these training places, very few are available for early school dropouts. This signifies that a large number of school drop outs do not have access to skill development for improving their employability at one side and availability of 12.8 million jobs at the other side. As per estimates of 2011, in India there is a skill gap of about 244 million across 21 key sectors.
- 1.7 According to Sachar Committee Recommendations, the country is going through a high growth phase. This is a time to help the underprivileged to utilize new opportunity through Skill development and education. A large segment of the Muslim community is engaged in self-employment activities. Besides, a significant proportion, especially women, is actually engaged in home- based work. While some of these workers are engaged in sectors that have experienced growth, many are engaged in occupations/ sectors that are stagnant. The policy intervention needs to help workers engaged in growth-oriented sectors to become part of the larger network of market oriented firms engaged in that sector. For those caught in the stagnant sectors, a transition path will have to be evolved. Skill upgradation, education and credit availability, will have an important role in both these strategies.
- 1.8 National Skill Development Policy envisages that the skills and knowledge are the driving forces of economic growth and social development for any country. Countries with higher and better levels of skills adjust more effectively to the challenges and opportunities.
- 1.9 India is in transition to a knowledge based economy and its competitive edge will be determined by the abilities of its people to create, share and use knowledge more effectively. This transition will require India to develop workers into knowledge workers who will be more flexible, analytical, adaptable and multi skilled.
- 1.10 India has the advantage of "demographic dividend". Harnessing the demographic dividend through appropriate skill development efforts would provide an opportunity to achieve inclusion and productivity within the country and also a reduction in the global skill shortages. Large scale skill development is thus an imminent imperative.

Keeping in view the above mentioned points and the recommendations made in the evaluation report of the National Productivity Council, a body of Ministry of Commerce that the 'Seekho aur Kamao' scheme has achieved its outlined objective to a considerable extent Ministry of Minority Affairs proposes to continue the "Seekho aur Kamao", a new 100% Central Sector Scheme for "Skill Development of Minorities" to be implemented 12th Plan onwards. The guidelines under the scheme are as follows:

2. Objectives

- 2.1 To bring down unemployment rate of minorities during 14th Finance Commission
- 2.2 To conserve and update modern and traditional skills of minorities and establish their linkages with JOB market.
- 2.3 To improve employability of existing workers, school dropouts etc. and ensure their placement.
- 2.4 To generate means of better livelihood for marginalized minorities and bring them in the mainstream.
- 2.5 To enable minorities to avail opportunities in the growing market.
- 2.6 To develop potential human resource for the country.

3. Scope of the Scheme

- 3.1 The scheme will aim at upgrading the skills of the minority youths in various modern/traditional vocations depending upon their educational qualification, present economic trends and the market potential, which can earn them a suitable employment or make them suitably skilled to go for self employment.
- 3.2 Ministry of Minority Affairs will take up skill development programme and courses which are NSQF compliant for new projects. The scheme will impart training For Modern trades for which the training must be aligned to NSQF and Training partner having accreditation and affiliation through SMART Portal of NSDC will be the PIAs for Seekho aur Kamao. The pattern of funding and course will be as per the common norms issued by MSDE. For traditional courses as prescribed under MES and approved by NSDC/NCVT which include majority of traditional skills being practiced by the minority communities e.g. Embroidery, Chikankari, Zardosi, Patch work, Gem and Jewelry, Weaving, Wooden works, Leather goods, Brass metal works, Glass wares, Carpet etc. This would help, on one hand to conserve the traditional arts and crafts practiced by minorities and on the other hand empower the minority communities to face the market challenges and avail opportunities.

4. Eligibility

4.1 The scheme will be implemented following through Project Implementing Agencies (PIAs):

- a) Societies of the State Governments/UT Administrations registered under Societies Registration Act. The Societies may be constituted at State/UT level or District level depending upon the size of the State/UT. The Societies will be responsible for identification of the employment potential in their respective State/UT and the training institution, sponsoring minority candidates, monitoring their training and their placement. These society should be training partner having SMART Accredited and Affiliated Training Centres (TCs) or willing to get their training centre accredited and officiated through SMART Portal of NSDC for undertaking training aligned to NSQF.
- b) Any private recognized/registered professional institution of repute conducting such skill development courses for at least last three years with established market linkages and placement record and fulfilling any other criteria laid down by the Ministry.
- c) Any industry or an association of industries like ASSOCHAM, CII, FICCI etc. who are willing to run such skill up-gradation training centres as per financial norms of the scheme with a proper plan of placements.
- d) Any institution of Central/State Governments including Public Sector Undertakings and Training institutes of Central/ State Governments including Panchayati Raj Training institutions.
- e) Civil Societies (CS)/Non-Governmental Organizations (NGOs) which fulfill the following requirements:
 - (i). Any registered CS/NGO engaged in conduct and promotion of social welfare of communities, particularly minorities.
 - (ii). The organization should have been registered for at least last three years.
 - (iii). Experience of at least three years in the field of skill upgradation programmes.
 - (iv). Financial viability of the organization and ability to continue the work for limited periods in absence of assistance from the Ministry.
 - (v). Good reputation and credentials.
 - (vi). Capacity to mobilize minority community, particularly minority women.

- (vii). Networking with other institutions for optimum utilization of resources allocated and assets created.
- (viii). Any other criteria laid down by the Ministry.
- f) The following will be mandatory requirements:
 - (i) The above implementing agencies should have their own/leased establishments in a particular state. They will not be allowed to sublet the training programme to some other agency. An undertaking to this effect shall be furnished. The training centre should be under the banner of the Implementing agencies itself.
 - (ii) The Agencies should be approved by or have partnership relation with NSDC and their Training centers should be affiliated and accredited through SMART Portal of Ministry of Skill Development and Entrepreneurship.
 - (iii) The PIAs should have accreditation to the concerned authority(s) such as Sector Skills Councils.
 - (iv) All Courses run by it for the scheme should be NSQF Compliant
 - (v) Bank Guarantee may be provided by the agency as decided by Ministry of Minority Affairs.
 - (vi) Any other criteria laid down by the Ministry.
- g) Black listed or debarred organizations by any Central/State Ministry/Department will not be eligible.

4.2 Eligible Trainees/beneficiaries

- a. The trainee should belong to minority community.
- b. The trainee should be between 14-45 years of age.
- c. The minimum qualification of trainee should be at least Class V.
- d. In case reserved categories as prescribed under this scheme remain vacant, these vacant seats may be treated as unreserved.

5. Components of the Scheme

- 5.1 The scheme will be implemented for the benefit of the 6 (Six) notified minority communities under National Commission for Minorities Act 1992 (viz. Muslims, Christians, Sikhs, Buddhists, Parsis and Jains). However, in the States/UTs where some other minority communities notified by respective State/UT Governments

exist, they may also be considered for the programme but they will not occupy more than 5% of the total seats.

- 5.2 The scheme can be taken up anywhere in the country but preference will be given to organizations which aim at imparting training and propose the programme for identified minority concentration districts/towns / blocks.
 - 5.3 It will be imperative on the part of the implementing organization to assess the employment potential in a particular area in advance depending on the educational qualification of the target population, present economic trend and market potential before proposing the trades.
 - 5.4 The Project Implementation Agency (PIA) may consider activation of mechanisms in conjunction with Industry for "Job fairs" and "Job counseling" in order to spread awareness, create choice and ensure that the poor and vulnerable are adequately catered to in the skilling process.
 - 5.5 The implementing organizations will be required to establish linkages with institutions recognized by NSDC and arrange to provide a Certificate/Diploma **issued by NSDC** to the candidates for the trades in which they have been trained. The module of the training should be approved by National Skill Development Corporation or any Agency prescribed by NSDC.
 - 5.6 The implementing organization shall also establish linkages with placement services, and for the candidates interested in self employment after availing the training, the organization shall arrange easy micro finance/loans for them through financial institutions, National Minority Development Finance Corporation (NMDFC), banks, etc.
 - 5.7 Minimum 33% seats will be reserved for minority girl/ women candidates.
 - 5.8 Priority will be given to organizations who would guarantee 75% overall placement percentage and out of that at least 50% placement should be in organized sector.
 - 5.9 The scheme would have two components:
 - (a) Placement linked skills training program for Modern Trades.
 - (b) Skills Training Program for Traditional Trades/Crafts/Art Forms.
- (a) Placement linked Skills Training Programme for Modern trades:**
- (i) The training programmes are as per the courses approved National Skill Development Corporation or any Agency prescribed by NSDC.
 - (ii) The training programme must include soft skills training, basic IT training, basic English training and other skill as per need decided by MoMA.

- (iii) The focus of this programme is that the training should result in gainful and sustainable employment for the youth.
- (iv) Each participant will undergo a training based on his/her aptitude and capability to be selected from the options of Sector specific Vocational Skills Program available under this Programme.
- (v) The skills training must focus on industry readiness and must be compliant with NSDC guidelines.
- (vi) The skills training for modern skills must result in minimum of 75% placement and out of that at least 50% placement should be in organized sector.
- (vii) Apart from above parameters, the Courses should be based on Common Norms and compliant with NSQF guidelines of Ministry of Skill Development & Entrepreneurship.
- (viii) Any other criteria as directed by MoMA in consultation with NSDC.

(b) Skills Training Programme for Traditional Trades:

- (I) The Skill Training Programme would have to be supported by the following activities to ensure that the desired employability outcomes are achieved amongst the trainees.
 - i. Identification and Collectivization of the youth involved in traditional trades into Self Help Groups (SHGs)/ Producer companies. The SHG would have an average of 20 members.
 - ii. Provision of skills training to youth to enhance their skills levels (domain training, entrepreneurial training, soft skills, IT Training, English Language training) that would enable the SHG develop a market oriented production model.
 - iii. Provide forward (customer access) and backward linkages (vendor access). These should be clearly established through a Memorandum of Understanding (MoU) arrangement.
 - iv. Assist in development of business plan proposal for submission to various financial institutions including National Minorities Development and Finance Corporation (NMDFC). Raise funds for the SHG through these efforts.
 - v. Assist in hiring of management team for the SHG/ producer company.
- (II) The programmes are to be of minimum 2 months duration and a maximum of 1 year depending upon the selected trade.

- (III) The focus of this programme is that the activities should result in creation of an SHG of skilled youth with access to funds for establishment and operation thereby ensuring income enhancement for the youth.
- (IV) The skills training must focus on industry readiness and must be compliant with NSQF guidelines.
- 5.10 The trainees will be linked with Aadhaar/UID Number, if available or any other Government recognized identification number.
- 5.11 The organization shall ensure the residential facilities for the outstation trainees (separate for male and female trainees) enrolled in the institute. The training institutes will be meant for trainees belonging to minority communities. However, to promote inter-community solidarity, 15% candidates belonging to BPL families of non-minority communities may also be considered. In addition, 2.5% will also be reserved for disabled persons belonging to minority communities.
- 5.12 The organization should have sufficient number of class rooms, demonstration facilities, toilets (with separate toilets for females) and infrastructure etc. for conducting quality training. The Centre should be approved by NSDC to run the training programme.
- 5.13 The Organizations may explore linkages of trainees for self-employment with banks and financial institutions.
- 5.14 NMDFC may be made an integral part in efforts to provide gainful self-employment to trainees on completion of the course conducted under the scheme.

6. Pattern of Funding

- (a) This is a 100% Central Sector Scheme and will be implemented by the Ministry directly through empanelled eligible organizations.
- (b) Full cost of the approved projects as per prescribed financial norms would be borne by the Ministry.
- (c) An incentive amount of 5% of the project cost will be payable to PIA's who successfully complete the project in time with all conditions met including placements.
- (d) The cost norms for the placement linked skills training programme per beneficiary shall be as per Common Norms of the Ministry of Skill Development and Entrepreneurship.

In addition to above, following costs will be admissible:

- (i). Monthly stipend for local Non-residential trainees would be Rs.2,000/- per month and Residential trainees would be Rs. 1,000 per month.
 - (ii). Post Placement Support (PPS) to all placed candidates would be given @ Rs. 2000/- per month for two months.
- (e) The cost norms for various components of the skills training programme for traditional trades are as below:

Cost to Organization will be given @ Rs. 10000/- per trainee per month for Non-residential program and Rs. 13000/- per trainee per month for Residential program which includes as follows: (the organization/institutes will submit calculations on the basis of duration of program (includes SHG formation, training, fund raising, establishing backward and forward linkages and hiring of management team in months) or as per the common norms of MSDE.

- (i) Boarding/Lodging of outstation beneficiary (for whom the organization arranges the residential facility) @ Rs.2,000/- per month. The beneficiary will also be entitled for monthly stipend @ Rs.1,000/- p.m.
- (ii) Monthly stipend for local Non-residential trainees would be Rs.2,000/- per month.
- (iii) Rs. 2000/- per trainee for procurement of raw material etc. as a one time cost.
- (iv) Monthly remuneration to faculty/supporting staff etc.
- (v) Other Training Costs.
- (vi) Testing and certification fees.

In the event of Ministry of Minority Affairs entering into a MoU with National Skill Development Corporation, above norms may undergo a change.

7. Release of Funds

- (i) On approval of a project, the funds will be released in 3 installments i.e. 30:50:20+Incentive (if applicable). Funds towards release will be disbursed directly to the PIAs by electronic transfer in the account of the PIA.
- (ii) Installment pattern for fund release will be as follows:

1. 1st Installment:

The first installment (i.e. 30% of the project cost) will be released after the approval of the project and the entering into of an Memorandum of

Understanding (MOU) between parties. Prior recommendation and Inspection Report of State

Government/any agency as decided by MoMA will be required for release of the fund. Sufficient amount of Bank Guarantee as decided by MoMA will have to be deposited by PIA before the release of 1st installment.

2. 2nd Installment:

The 2nd installment of 50% of project cost will be released subject to the compliance with the following:

- a. Utilization of 90% of the 1st installment supported by an audited utilization certificate.
- b. Submission of year-wise audit reports for the preceding years of the project as soon as due.
- c. Inspection Report of State Govt./Officers of MoMA /Any agency engaged by MoMA.

3. 3rd Installment (Final Installment)

The 3rd installment of 20%+ Incentive (if applicable) of project cost will be released upon:

- a. The project completion report as prescribed by the Ministry.
- b. The audited utilization certificate is submitted.
- c. Deliverables as required in the projects are met and is verified by the Technical Support Agency through random physical verification of MIS data both physical and financial.
- d. Details of placement done in prescribed format.
- e. Details of trained candidates self employed in prescribed format.

8. Procedure for Application

- 8.1 Ministry of Minority Affairs will invite Expression of Interest (EoI) for empanelment through an advertisement in newspapers and official website of the Ministry from organizations/institutions. The concerned agency need to apply online through NGO Portal of the Ministry and Hard copy may also need to be submitted to the Ministry.
- 8.2 The EoIs will be examined by a Screening Committee of the Ministry for empanelment. The empanelment would be valid for either for entire 14th Finance Commission i.e from 2017-18 to 2019-20 or empanelment will be made year

wise of PIA. However, Ministry reserves the right to change/cancel empanelment at any stage without notice.

8.3 Ministry may empanel organizations every financial year as per requirement.

8.4 The proposals of empanelled organizations will be considered by the following Sanctioning Committee:

1	Concerned Joint Secretary/Additional Secretary in the Ministry	Chairperson
2	Representative of NITI Aayog	Member
3	Representative of Ministry of Skill Development and Entrepreneurship	Member
4	Representative of JS & FA	Member
5	Director (PMJVK) in the Ministry	Member
6	Director (concerned with the scheme)	Member Secretary

8.5 The proposals recommended by the Sanctioning Committee needs to be approved by the Secretary (Minority Affairs).

8.6 In addition to above, the Ministry may also follow an alternative route to give a fillip to employment opportunities for minorities. Ministry may enter in MoU with industries or industrial associations for conducting training courses and 100% placements of trained minority candidates.

9 Duration of the Project and its components

- i. The total duration of projects under 'Seekho aur Kamao' programme would be coterminous with Fourteen Finance Commission ending on 31st March, 2020.
- ii. The duration of each training programme for modern skills shall be as per the common norms of MSDE and courses needs to be NSQF Compliant and approved by Sector Skill Council.
- iii. The duration of each programme for traditional skills shall be upto a maximum of 1 year duration depending on the trade. The program would include formation of SHGs/ Producer Companies.

10. Placement and Post Placement Support

As the focus of this programme is to provide meaningful employment, following are some general placement conditions which must be met by PIAs:

- (i) Placement assistance and counselling should be offered to all candidates and placement must be ensured for a minimum of 75% candidates and at least 50% in organized sector.
- (ii) Placement as far as possible should be made with minimum dislocation.
- (iii) The aim of providing Post Placement Support (PPS) is to help the candidates in settling down and taking care of their needs in the starting months of employment.
- (iv) The distribution of PPS is one of the key responsibilities of the PIA.
- (v) Preferably, placement should be in organized sector with associated benefits like PF, ESI etc.
- (vi) But as some sectors like construction are not very organized but payments mostly exceed the organized sector; hence informal sector jobs would be considered subject to the following stipulations:
 - (a) A particular job recognizes skills acquired by the candidate.
 - (b) Offers a valid future progression.
- (vii) The placement in the informal sector should be considered only if the following conditions are met:
 - (a) A offer letter assuring the minimum wages of the state.
 - (b) Certificate from the employer that wages have been paid as per the minimum wages.
 - (c) The jobs should not be purely temporary and must have stability.
- (viii) The candidate would be treated as placed if he/she continues to be in job for at least 3 continuous months after training. One of the following documents would be treated as proof of placement:
 1. Salary slips issued by employer.
 2. Account statement of bank account of candidate with credits of salary.
 3. Letter with name of candidate and salary details.
- (ix) PIA has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year.

11. Management Information System (MIS)

- (a) The management of the quality of the programme requires information to be constantly assessed and built upon. This can be ensured only through regular tracking and follow up. Thus maintenance of MIS as per formats and standards prescribed by the Ministry will have to be done by the PIAs.
- (b) Use of ICT platform for hosting and delivering variety of project services like financial management system (FMS), decision support systems (DSS) for the project. Implementation agencies will have to maintain participant specific information and meet all applicable reporting requirements. The regularity and quality of entry of information may prescribed by the Ministry or the appointed TSA.
- (c) The PIA would maintain tracking data for one year after completion of training and would maintain the same on real - time web based system to monitor the progress of trainees.

12. Knowledge Partner / Technical Support Agency (TSA), Supervision and Quality Management

- 12.1 The Ministry will not only make the implementing agencies accountable for the components listed under appraisal, but will also position systems and checks to ensure that what actually is happening on the ground is effectively and consistently supervised. For this purpose, the Ministry may engage the services of National Skill Development Corporation by signing a Memorandum of Understanding which will cover inter alia technical assistance for concurrent evaluation, monitoring and assessment of trainees.
- 12.2 The NSDC will assist the Ministry of Minority Affairs in devising area specific strategies, designing of project format, training, developing performance indicators and monitoring of implementation of programme subject to approval of MoMA .
- 12.3 NSDC would develop suitable protocols in consultation with MoMA for the supervision of the following processes amongst others:-
 - (a) Ensuring that PIA's adopt appropriate mobilising strategies as well as candidate selection and counselling.
 - (b) Ensuring compliance with certification and accreditation procedures prescribed.
 - (c) Presence of minimum training infrastructure and requisite human resource at the PIA's skill training centres, before allowing project to commence.

- (d) Updation of required MIS entries, at pre-determined time intervals.
 - (e) PIA's adherence to transparency requirements, as prescribed by the Ministry from time to time.
 - (f) Maintenance of training centres, as per the norms prescribed from time to time.
 - (g) Ensuring quality of training imparted and participation of trainees throughout.
 - (h) Fund releases.
 - (i) Grievance redress arrangements for PIAs, trainers, candidates and employers.
 - (j) Regular review of the projects.
- 12.4 The NSDC or any of its sister organization/franchise would not be eligible for empanelment with the Ministry for project implementation.
- 12.5 The Ministry would evolve an institutional mechanism for supervision; all PIAs would have to adhere to the norms of this mechanism.
- 12.6 3% of the annual budget may be utilized to be used for engagement of NSDC and management of the scheme through PMU or some other agency as decided by Ministry of Minority Affairs.

13. Project Monitoring

- (i) Monitoring is a continuous measurement of progress while the project is on-going which involves checking and measuring progress, analysing the situation and reacting to new events, opportunities, and issues. Ministry may authorize NSDC or any other agency to conduct concurrent monitoring and random checking of physical and financial reports on the MIS. Ministry's officials may also monitor the projects. The Information gathered from this will be fed into the decision making process for release of funds and sanctions of project proposals. All PIAs and their project under Seekho aur Kamao will be monitored through SMART portal of NSDC. Inspection through State Govt. and through 3rd party agencies will also be done whenever required.
- (ii) Monitoring may entail random visits to training centres and validate:
 - (a) The presence of minimum infrastructure supposed to be present as per due requirements.
 - (b) MIS entries of conducting door to door household surveys/test calls to certify the veracity of beneficiaries.
 - (c) Validate facts about training, placement and retention of those

candidates from the residing area who were trained under the project and placed outside the Panchayat, by meeting members of the beneficiary's family.

14. Audit

- (i) The Ministry retains the right to carry out audit of the accounts of the project, if deemed necessary, including audit by the CAG and by the Principal Account officer of the Ministry or by independent agency. The PIA shall make available all relevant records for the purpose whenever requested by an agency authorized by the Ministry.
- (ii) Financial audit is to be carried out by the Chartered Accountant of PIA as per the statutory provisions, and the accounts of the project shall be maintained separately in order to facilitate meaningful audit.
- (iii) The Audit Report together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release of 2nd / 3rd installment of Central funds.

15. Project Completion

- (i) The completion report of the project should be made available by the PIA to the Ministry along with audited utilization certificate and audit reports of 2nd instalment before the release of the 3rd (final) installment.
- (ii) Documentation (including videos, audio and photographs) is an integral part of the project along with video recording giving the status of beneficiaries before and after the project. It should cover the details of deliverables as indicated in the project and achievements made against these deliverables.

16. Terms and Conditions

- 16.1 The implementing organizations shall be bound by the terms and conditions of the scheme as at Appendix.

17. Mid-Term Appraisal

The scheme will be subjected to review in last year of the 14th Finance Commission period after getting evaluation and impact assessment done by a reputed independent agency.

Terms and Conditions attached to the Central Sector Scheme of Skill Development of Minorities

The grant-in-aid sanctioned under the scheme is subject to fulfillment of following terms and conditions by the implementing organizations/institutions:

1. all Training Centre will be affiliated and accredited with SMART Portal of MSDE and the Centre will be subject to Audit and concurrent monitoring under the SMART system.
2. that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified under the scheme;
3. the grants cannot be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
4. that the organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
5. that the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and the scheme that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
6. that the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
7. that the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the Ministry, office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by CAG empanelled Auditors or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate in GFR 12(A), to the Ministry latest by first week of June month every year:

- (a) the receipt and payment account of grant-in-aid in question for the year;
 - (b) the income and expenditure accounts of grant-in-aid in question for the year;
 - (c) the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - (d) the utilization certificate in prescribed format (GFR-12A) as per General Financial Rules along with the item-wise break-up;
 - (e) the audited accounts of the organisation as a whole for the year.
8. the organization shall submit performance-cum-achievement report as prescribed by the Ministry for which it received Grant-in-aid;
 9. that the facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all minorities irrespective of creed, religion, colour, etc.;
 10. the organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Minority Affairs immediately after receipt with proper reference;
 11. the organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
 12. that if the Government is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and also take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the Ministry, will never be considered by the Ministry for grants in future, even if delisted from the black list at any point of time;
 13. that at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due;
 14. no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
 15. the organization shall maintain a register in the GFR of permanent and semi-permanent assets acquired wholly or in part out of this Grant-in-aid. This register shall remain open for inspection to the officials from the Office of the Comptroller and Auditor General of India/Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the Ministry, along with the Audited Accounts;
 16. the release of the last installment of the annual grant will be conditional upon the grantee institutions to provide reasonable evidence of proper utilization of installment released earlier during the year as prescribed by the Ministry;

17. the organizations should liaise with District Administration for convergence of other existing services for the welfare of minorities. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation;
18. provisions of General Financial Rule 150(2) would be applicable where the NGOs are being provided assistance for the prescribed amount;
19. the organization shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of Ministry of Minority Affairs, Government of India;
20. the purchase of non-recurring items (if any) should be made only from authorized dealer at competitive prices and subject to vouchers being produced for inspection;
21. that the organization shall not charge any fees from the beneficiaries;
22. in case of new projects, the organization shall intimate this Ministry and the State Minority Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;
23. that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;
24. in the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between the implementing organization and a third party. By accepting the grant, the recipient accepts this condition;
25. for all disputes involving Ministry of Minority Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;
26. the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date Signature of President/Secretary/CEO

Place Full Name

Date

Designation

Official Stamp