File No: SAK-11/2/2020-SAK-MoMA
Government of India
Ministry of Minority Affairs

11th Floor, Pt Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road,
New Delhi-110003
Dated 16th February, 2022

To

The PIAs empanelled for Project Year 2013-14 to 2016-17 and
whose 2nd /3rd installment pending for release

Sub: Release of grants-in-aid (2nd/3rd Installment) to PIAs under Seekho aur Kamao Scheme for the Project Year 2013-14 to 2016-17

Sir,

I am directed to say that this Ministry allotted/sanctioned trainees to Programme Implementing Agencies (PIAs) for providing skill training to minority youths since 2013-14 onward. The first installment of the Project Cost was released after allocation and submission of requisite documents.

2. Ministry is inclined to close the projects by releasing second and third installments at the earliest. However, due to non-receipt of complete documents and instructions not being followed in letter and spirit by the PIAs, this Ministry is unable to process the pending release cases.

3. PIAs have been requested to update the data of all pending installments on Seekho aur Kamao (SAK) Portal in the past, many times. The PIAs were also apprised that release of grants would be decided by First in First Out basis. These were reiterated vide this Ministry's letter No.SAK-15011/21/2021-SAK-MoMA dated 18th May, 2021 with the request to furnish information in the prescribed Format and upload data on SAK Portal. However, most of the PIAs have not complied with the directions/instructions. Thus, it has been decided to provide last opportunity to PIAs to upload/furnish complete data and requisite documents for claiming 2nd/3rd installments immediately latest by 30 days of issue of this letter, (i.e.17th March, 2022) failing which necessary action to cancel the Project and recover the funds (with interest) already released in accordance with the guidelines of Government of India will be initiated.

4. **PIAs are also requested to furnish Project Completion Report in the format attached along with the proposal for release of 3rd installment.**

5.   Furthermore, during Project Year 2015-16, allocation of MES   courses   of three/four months duration was made in three Phases. In this connection, all PIAs who are yet to receive second and third installments are requested to furnish the following information   immediately in addition to upload the data on SAK Portal to process   the releases cases:

Sl. No.	Item	Phase I	Phase II	Phase III	Total for 2015-16
i.	No. of trainees allocated/sanctioned for Project Year 2015-16				
ii.	**Whether 1st instalment received or not?**				
	a. If yes, amount received (training cost, PPS & Stipend) and Date of sanction order.				
	b. If not, reasons for not receiving.				
iii	**Whether 2nd instalment received or not?**				
	a. If yes, amount received (Training Cost, Stipend & PPS) & Date of sanction order				
	b. If not, whether data pertaining to release uploaded on SAK Portal				
	c. If iii(b) is Yes, date of uploading data on SAK Portal				
	d. If iii(b) is no, date by which complete and clear data will be uploaded on SAK Portal				
iv	**Whether 3rd instalment received or not?**				
	a. If yes, amount received (Training Cost & PPS) & Date of sanction order				
	b. If not, whether data pertaining to release uploaded on SAK Portal				

	c. If iv(b) is Yes, date of uploading data on SAK Portal				
	d. If iv(b) is no, date by which complete and clear data will be uploaded on SAK Portal				
v.	Whether information/documents for release of 2nd & 3rd installment uploaded/furnished as requested vide this Ministry letter No.SAK-15011/21/2021-SAK-MoMA dated 18th May, 2021				
	a. If not, please upload/furnish immediately				

6. This issues with the approval of competent authority.

Yours faithfully,

(Mala Rangarajan)
Deputy Secretary to the Government of India

Copy for information and necessary action to:

   i.   Under Secretary (Skills)
   ii.   Team Lead (PMU)
   iii. All members of SAK Section/PMU(SAK)

   With the direction to initiate action against PIA which does not comply with the above directions/instructions within the stipulated time. The case may be put up on the relevant file to issue Show Cause Notice to PIA with the approval of competent authority.

Copy for information to:

   i.   PPS to Joint Secretary (Skills)
   ii.   PA to Deputy Secretary (Skills)

SPECIMEN FORMAT*
FOR
PROJECT COMPLETION REPORT
SEEKHO AUR KAMAO SCHEME

(TO BE SUBMITTED BY PROGRAMME IMPLEMENTING AGENCEY (PIA) AT THE TIME OF APPLYING FOR THIRD INSTALMENT)

1.	Introduction	Brief introduction of Seekho aur Kamao (SAK) Scheme and assigned Project indicating objectives
2	Background of PIA	Year of establishment of PIA and its main aim/objective to incorporate/establish as entity. Brief description of skill training provided since inception.
3	Coverage (Location with Name of District & State/UT)	Indicate briefly geographical location of town/city and concentration of minority populations in the area selected for conducting skill training
4	No. of trainees allocated, trained and placed	Provide number of trainees allocated to PIA by Ministry, actually trained and placed community wise. Whether trainees other than minority community also provided training and placed?
5	<u>Funds Received (Release amount and date)</u> 1st Instalment 2nd Instalment <u>Balance Fund to be Received</u> 3rd Instalment	Provide actual amount released (separately base cost, assessment charges, stipend and PPS)
6	Advertisement, Counselling & Mobilisation	Indicate details of advertisement published in newspapers inviting application to short-listing trainees for providing skill training. Methods/Modes adopted to mobilised trainees. Tools/Techniques used to counsel the trainees so as motivate them to join the training. How community people and institutions render assistance or played role to convince parents of trainees especially women trainee to join the skill training. Attach photographic proof.
7	Registration	Briefly mention the process of registration the trainees. The documents obtained from the trainees to enrol them in a trade. Measures taken to ensure that trainees possess requisite education qualifications, age as per guidelines of the Scheme and authenticity of documents including Aadhar Card before registration trainees in a Trade/Job Role.

8	Distribution of Study Material and Kit	How and when books, note books and study kit distributed to trainees? Attach a sample copy
9	Modules of Skill Training	Briefly indicate Modules/curriculum of training provided. Details of machinery, equipment and gadgets etc. used to provide skill training. Indicate name of the trainers also
10	Inspection by MoMA nominated Inspecting Authority	Name of the Inspecting Authority with designation etc. and date of inspection conducted. Nos. of center visited by Inspecting Authority.
11	Field Visit to Trade/Job Role related industry/organisation	Give details of field visit or other tour arranged for trainees to experience ground level knowledge/reality. Attach photographs.
12	Assessment & Certification	Indicate duration and dates of assessment and certification completed with name of Assessing Body(ies)/Third Party
13	Convocation Ceremony (with effect from 1st April 2021)	Attach some photos
14	Placement & Post Placement Tracking	The modalities of placement & post placement tracking
15	Disbursement of Stipend & Post Placement Support	Method of disbursement of stipend and Post Placement Support.
16	Project Summary including (a) Issues, Challenges and Gaps (If any) (b) Suggestions & output/deliverables	Synopsis of the Project to understand the issues, challenges and gaps (if any) faced by PIA in implementation of the Project and to achieve the goals/targets. The solutions implemented to address the challenges. Suggestions to improve the scheme to implement in more effective way so as to ensure to achieve the desired objectives of the Scheme. Output and deliverables of the Project.
17	Photographs of the training conducted, assessment, Convocation Ceremony and placement	Relevant time stamped photos of some of the important events in implementation of the Scheme may be attached.

- Format is indicative. May add any additional information/documents