

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 24th February, 2022

To

All PIAs empanelled for Seekho aur Kamao Scheme

Sub: Release of pending third installment of the various Project under Seekho aur Kamao Scheme.

Sir,

I am directed to say that it has been decided with the approval of competent authority that for effective monitoring to conduct verification of placed candidates on sample basis through video/voice calling or physical verification at site before considering release of third installment of SAK. As informed earlier, PIA's have to upload all data pertaining to claim third instalment of a Project on the SAK portal. Besides, they are also required to furnish the following information/documents to process the release case of the third installment: -

Sl.No.	Particular	Documents Required for 3 rd Installment of SAK Project
1.	Project Completion Report	In the Format (Appendix-I)
2.	Placement Details	Details of Placed Candidates (Appendix-II)
		Proof of placement (To be uploaded on the SAK Portal)
		<u>Offer letter of the placed candidates and one of the following: -</u> <ul style="list-style-type: none">• Salary slip issued by the employer with name of candidate• Copy of Passbook/Bank Statement of the candidates highlighting the monthly salary credited
		Tracking Details of Placed Candidates along with summary in prescribed Format (Appendix -III)

		Minimum wage certificate (certificate from the employer/declaration from PIA that wage have been paid as per the minimum wage of the State(s)/UT(s) where the candidates have been placed
		Undertaking on at least 50% of candidates placed in the organized sector
3.	Post Placement Support (PPS) Payment	Details of PPS payment in the prescribed Format (Appendix-IV)
		Details of PPS returned/refunded and repaid to candidates (in the prescribed Format (Appendix-IV))
		Bank Statement (highlighting the transactions relating to PPS)
		Respective PFMS Payment Advice(s)/payment proof for FY 2018-19 and later
4.	Screenshot of updated PFMS EAT Module	Report - EAT 02 (Scheme-wise EAT aggregation)-For all debit entries & Expenditure booked for target year 2018-19 and later
5.	Stipend Payment	Details of Stipend payment in the prescribed Format for the Project 2015-16 onward (Appendix-IV)
		Details of Stipend returned/refunded and repaid to candidates (in the prescribed Format) (Appendix-IV)
		Bank Statement (highlighting the transactions relating to stipend)
		Respective PFMS Payment Advice(s)/payment proof for the FY 2018-19 and previous
6.	Bank Statement	From date of crediting of 1st installment grant till date of Utilization Certificate
		Should be seal & signed by the Bank & PIA authorized signatories
		Highlighting the: Installments credited Stipend paid, returned and repaid PPS paid, returned and repaid Interest amount credited (if applicable)

7.	Interest Earned (from Savings/FD/Sweep Account)/No Interest Earned	Interest / No Interest Earned - Certificate from Bank (duly signed by the Bank and authorized signatory of PIA)
8.	Utilization Certificate (UC)	<p>Format GFR 12-A for the projects sanctioned from the target year 2016-17, /19-A for the projects sanctioned before target year 2016-17 (all expenditure should be covered for the period of UC)</p> <p>Duly seal and signed by Chartered Accountant and PIA authorized signatories</p> <p>UDIN must be indicated on the certificate issued with effect from 1st February, 2019</p>
9.	Audited Statement of Accounts	Duly signed by Chartered Accountant and PIA authorized signatories (Receipt & Payment, Income & Expenditure/Profit & Loss, Balance Sheet, and respective schedules for the period of UC)

In view of the above, all PIAs whose third installment are pending are requested to furnish above documents immediately to enable this Ministry to initiate the release process.

Yours faithfully,

A. mala

(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)

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 AGENCY (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> 1 st Instalment 2 nd Instalment <u>Balance Fund to be Received</u> 3 rd 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

PLACEMENT/ TRACKING SUMMARY REPORT

1. Year of training:
2. Total minority youths trained (State- wise, Community-wise, gender-wise and Sector wise):

Name of the States	Sector/Trades in which the trainees trained		Gender-wise no. of minority youths trained		Community-wise no. of minority youths trained						Total no. of trainees	Total no. of trainees placed	No. of trainees placed in self-employment	No. of trainees not placed by PIA
	Sector/ Trades	No. of trainees	Male	Female	Muslim	Christian	Sikh	Buddhist	Parsi	Jains				
Total														

3. Total trainees placed:
4. Percentage of Placement:
5. No. of trainees placed in organized sector
6. No. of trainees placed in unorganized sector
7. %age of retention after one year of placement tracking:

Signature of President or Secretary or CEO
(Give Full Name Signing Authority)
Official Stamp

