

File No.J-17060/128/2015 DDU-GKY
Ministry of Rural Development
Rural Skills Division

New Delhi, Dated: 14th September 2015

Notification No. 49/2015

Subject: Format for applying for Support Cost by Year Programme States-Reg.

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) , Ministry of Rural Development provides support costs to Year Programme (YP) under Section 3.2 of the DDU-GKY guidelines. These support costs may be used by both the YP states and Action Plan (AP) states for hiring a Programme Management Unit (PMU) that can provide professional / technical support for various thematic areas such as IEC, Capacity Building, Monitoring and Evaluation and others as detailed under Section 3.2 of the DDU-GKY Guidelines as well as other outputs such as IEC products, training and other similar activities. However, the YP states are currently not eligible for support costs pertaining to conduct of Job Melas, Migration Support Centres , Skill Gap assessments, as detailed In Table 2 of Section 4.2 of the guidelines; whereas AP states are eligible for all support cost components.

2. To enable the YP states to submit a detailed proposal for support costs, the Ministry has designed a format, as enclosed in Annexure.

3. All YP states are requested to submit their request for support costs in the enclosed format, which shall then be placed for approval of Empowered Committee. YP state may plan to submit support costs request by 31st October 2015. YP states may confer with the DDU-GKY state coordinators, as notified in the Order dated 17th July 2015 and available under Sub-head Office Orders of " Resources " tab at www.ddugky.gov.in

4. This notification will be effective from the date of Issue.

5. This Issues with the approval of competent authority.



(S.B. Tiwari)

Under Secretary to the Government of India

Tel: 23743626

To

CEO, State Rural Livelihood Missions, All States except AP States

Copy To

PPS, JS (Skills)

PS, COO (Skills)



**YP PROPOSAL
STATE'S REQUIREMENT OF SUPPORT COSTS FOR IMPLEMENTATION OF DDU-GKY**

DRAFT TEMPLATE

**FOR
YP SUPPORT COST PROPOSAL OF <NAME OF STATE> FOR APPROVAL OF EMPOWERED COMMITTEE,
MoRD SUBMITTED ON <DATE>
BY
<NAME OF SRLM/SSM>**

UNDER

**DEEN DAYAL UPADHAYAYA GRAMEEN KAUSHALYA YOJANA
MINISTRY OF RURAL DEVELOPMENT
GOVERNMENT OF INDIA**

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Section 1 :: Summary proposal of Support Costs for YP State <Name of State>

S.No.	Particulars	Description
1	Details of the proposal	< YP proposal for Support Costs for the State of <state> for the Financial Year – 20 -- – 20 --. >
2	Type of project	<Placement linked skill development project>
3a	Is this first application for Support cost by the State?	<Yes / No>
3b	If No, details of the previous support cost Sanction along with fund utilization status ¹	<Mention the details of the previous sanction (FY:20__-20__) that was placed. Physical and Financial Achievements to be detailed in Section 7 >
4	Number of Beneficiaries approved and sanctioned for the State for the FY for which Support Cost is proposed.	<Information regarding the No. of rural youth to be trained and placed. Details to be furnished at Section 3 >
5	Fund Requirement	<INR _____. Details to be specified in Section 3 >
6	Is a Programme Management Unit (PMU) proposed to be hired for such support functions?	<Yes / No, approach to be stated in Section 6 >
7	Detailed Description of Policies and Outputs:	
	Support Cost Action Plan	Details
	Alumni Support Policy	<Yes/No, if yes, kindly mention the details in Section 5.4 >
	Monitoring and Evaluation	<Yes/No, if yes, kindly mention the details in Section 5.3 >
	Capacity building for Stakeholders	<Yes/No, if yes, kindly mention the details in Section 5.2 >
	IEC Policy	<Yes/No, if yes, kindly mention the details in Section 5.1 >
	Staff Structure, block level and below	<Yes/No, if yes, kindly mention the details in Section 5.5 >

¹ Only in case of re-applying for Support Costs

Section 2 :: Organization Profile

1	Name of State	
2	Name of Nodal Agency for Skills	
	Copy of Government Order appointing the Nodal Agency	
3	Legal Status of Nodal Agency	
3.1	Registered under company / society / trust	
3.2	Registration No.	
3.3	Year of Registration	
3.4	PAN No.	
3.5	TAN No.	
3.6	List of Board Members with details	
3.7	Details of nodal department under which the agency operates in the State	
4	Dedicated Bank Account for DDU-GKY	
4.1	Bank Account Number	
4.2	Name of Bank	
4.3	Name of Branch	
4.4	Branch code	
4.5	IFSC Code	
4.6	Registered with Public Financial Management System (PFMS) (Yes / No)	
5	Contact Details	
5.1	Name and Designation of Chief functionary of Nodal Agency	
5.2	Address	
5.3	E-mail	
5.4	Phone	
5.5	Fax	
6	If Nodal Agency has other major activities, is there a separate cell for Skills?	
7	If Yes, has a COO / equivalent officer appointed & Process of appointment (Govt. / open market)	
8	Name and Designation of COO / SPM for Skills	
8.1	Address	
8.2	E-mail	
8.3	Phone	
8.4	Fax	
9	Staff Structure for skills	<Organogram and other details to be given at Section 8>

Section 3 :: Summary of Target and Budget for Support Functions²

Table 3.1 :: Proposed budget and Approved Target

Sl. No.	Items ³	Cost sheet as per Guidelines (% of project cost) ⁴	Proposed budget (INR) 2015-17	Approved Target for 2015-16 ⁵	Target Achieved 2015-16 ⁶	Approved Target for 2016-17 ⁷	Target Achieved 2016-17 ⁸
1	Information, Education and Communication (IEC)	1.5%					
2	Alumni Support	1.5%					
3	Capacity Building	3%					
4	Monitoring and Evaluation	3.5% of the project training cost					
5	Staff Block level and below	INR 3.5 lakhs per block					
	Total Support Cost						

² YP State to obtain the same from the assigned nodal state coordinators. List of State coordinators shall be available on website ddugky.gov.in under "Resources" tab.

³ As per Section 3.2 Components and Cost norms are applicable. However, as per Table 2 of Section 4.2, "The Steps 2,4,5,18,19 from the table are not applicable for non AAP States". These costs are Job Melas, Migration Support Centres and Skill Gap Analysis.

⁴ The % of project cost shall be calculated only for the years for which the State is applying for YP Support. E.g. If State has to train 50000 candidates in 3 years but applying for support cost only for two years, the IEC cost shall be 1.5% of total project cost*2/3. Similarly other costs shall be calculated.

⁵ All State SPOCs to fill the data. If project is spread across 3 years pro-rata will be taken as approved target.

⁶ All State SPOCs to fill the data. If project is spread across 3 years pro-rata will be taken as approved target.

⁷ All State SPOCs to fill the data. If project is spread across 3 years pro-rata will be taken as approved target.

⁸ All State SPOCs to fill the data. If project is spread across 3 years pro-rata will be taken as approved target.

Section 4 :: Quarter-wise Deliverable and Schedule of Action for Support
Costs for 2015-16⁹¹⁰

S.No.	Process Activity ¹¹	Q1			Q2			Q3			Q4		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Information, Education and Communication (IEC)												
1.1	Deliverable 1												
1.2	Deliverable 2												
1.3	Deliverable 3												
2	Alumni Support												
2.1	Deliverable 1												
2.2	Deliverable 2												
2.3	Deliverable 3												
3	Capacity Building												
3.1	Deliverable 1												
3.2	Deliverable 2												
3.3	Deliverable 3												
4	Monitoring and Evaluation												
4.1	Deliverable 1												
4.2	Deliverable 2												
4.3	Deliverable 3												
5	Hire of Staff Block level and below												
5.1	Deliverable 1												
5.2	Deliverable 2												
5.3	Deliverable 3												
6	PMU Hire												
6.1	Deliverable 1												
6.2	Deliverable 2												
6.3	Deliverable 3												

⁹ Insert a similar table for Financial Year 2016-17

¹⁰ In case of a two year plan, kindly expand the sheet accordingly

¹¹ Add rows for adding more deliverables under a process activity

Section 5 :: Detailed Action plan for deliverables – Support Costs¹²

5.1 IEC

Particulars
<<Detail the Action Plan with justifications and outputs as well as strategy for achieving such outputs>>

5.2 Capacity building for Stakeholders

Particulars
<<Detail the Action Plan with justifications and outputs as well as strategy for achieving such outputs>>

5.3 MIS, Monitoring and Evaluation

Particulars
<<Detail the Action Plan with justifications and outputs as well as strategy for achieving such outputs>>

5.4 Alumni Support

Particulars
<<Detail the Action Plan with justifications and outputs as well as strategy for achieving such outputs>>

5.5 Staff Structure, block level and below

5.5.2 HR Status

SI No.	Profile	HR Status				Source of Recruitment (Deputation/ Market Based recruitment)
		Level (Block / Below)	Total Strength	Hired	Vacant	

¹² This should tally with output detailed in Section 4.

Section 6 :: Hire of PMU for Support Functions

States to elaborate on the Support Functions carried on by the PMU, in case they are hired. State should also provide the Deliverables and schedule of action as stated in Section 4 of this document.

Section 7 :: Status of Implementation of Support Cost of previous year(s)

Table 7.1 :: Physical Achievements¹³

Financial Year	Approved Target	Spillover from previous years	Total Target	Trained (No.)				Trained (%)	Placed (No.)	Placed (%)
				SC	ST	Minority	Women	Total		
2014-15										
2013-14										

Table 7.2 :: Fund Utilization Status¹⁴

Previous Financial Year	Support Cost	Approved Budget for Support cost	Central + State Share			Expenditure out of Support Cost			Unutilised Amount ¹⁵	Status of UC submission	Planned output	Achievements
			Central	State	Total	Central	State	Total				
2014-15	IEC											
	Capacity Building											
	Monitoring and Evaluation											
	Staff block level or below											
	Alumni Support											
2013-14	Total											
	IEC											
	Capacity Building											
	Monitoring and Evaluation											
	Staff block level or below											
	Alumni Support											
	Total											

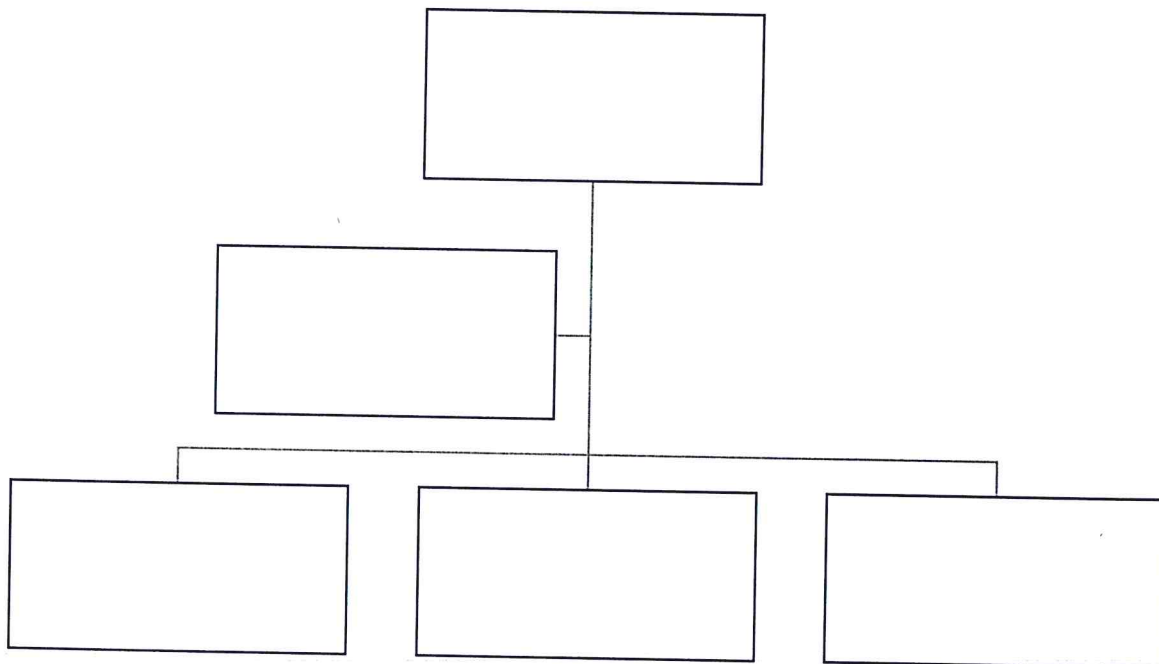
¹³ For first time YP States the past performance to be checked with the state coordinator

¹⁴ For first time YP States the past performance to be checked with the state coordinator

¹⁵ Must match the amount as furnished in the utilization certificate.

Section 8 :: State Staff Structure and Organogram

8.1 :: Organogram of the Staff Structure



8.2 :: Details of Staff at State

HR Status			
Sl No.	Name	Designation	Roles and Responsibilities

8.3 :: Details of Staff at District

HR Status			
Sl No.	Name	Designation	Roles and Responsibilities

8.4 :: Details of Staff at Block or below

HR Status			
Sl No.	Name	Designation	Roles and Responsibilities

Section 9 :: Suggestions and Recommendations

Suggestions / Recommendation for implementation of DDU-GKY Scheme. Kindly specify any deviations proposed in the Support Costs.