

**J-17060/06/2014 Aajeevika Skills
Government of India
Ministry of Rural Development
Department of Rural Development
(DDU-GKY Division)**

New Delhi, dated 19th November, 2015

Notification No.63/2015

Subject: Learning, Assessment and Certification on the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) – Standard Operating Procedures (SOP).

In supersession of the notification No. 15/2015 dated 21st April, 2015 on the subject mentioned above, it is stated this Notification shall be applicable to all stakeholders with the date of issue of the notification.

2. It is incumbent that all stakeholders directly involved with the execution of the project should be well versed with the contents of the SOP for effective implementation of the DDU GKY projects. It is therefore being made mandatory for all the stakeholders directly involved with the implementation of the projects under DDU GKY to be trained, assessed and certified on the important aspects of the SOP. To facilitate easy access and self-learning of the SOP an e-learning portal with web address <http://www.ddugkysop.in/> has been developed.

3. Minimum certification requirements for different project functionaries are as given below. It is the responsibility of stakeholders (PIAs, States and CTSA) to ensure that their project functionaries are duly trained, assessed and certified at the earliest but not later than **29th February, 2016**.

SNO	PROJECT FUNCTIONARIES	Professional		Master Trainer	
		Operations	Finance	Operations	Finance
CTSA					
1	Project Manager/Officer (Finance Team)	✓			✓
2	Project Manager/Officers (MIS and Operations Teams)		✓	✓	
PIA					
1	Project Head		✓	✓	
2	Finance Head	✓			✓
3	Q Team Head		✓	✓	
4	MIS Head		✓	✓	

5	Operations Team Members	✓ (At least 3 members)		✓ (At least 1 member)	
6	Centre In-charge	✓			
7	Q Team Members	✓		✓ (At least 1 member)	
8	Finance Team Members		✓ (At least 2 members)		✓ (At least 1 member)
9	MIS Team Members	✓ (At least 2 members)		✓ (At least 1 member)	
SRLM (AP States)					
1	State & District Level Functionaries – Operations, Quality & MIS Team		✓	✓	
2	State & District Level Functionaries – Finance Team	✓			✓
SRLM (YP States)					
1	State & District Level Functionaries – Operations, Quality & MIS Team	✓		✓ Recommended but not Mandatory	
2	State & District Level Functionaries – Finance Team		✓		✓ Recommended but not Mandatory
MoRD					
1	Members of YP, State Partnership, Monitoring, Standards & QA Teams		✓	✓	
2	Finance Team	✓			✓

4. Important links for self-learning of the SOP website are given below.

- a. User manual of the eSOP and FAQ's on how to use the portal can be accessed through the web link: <http://ddugkysop.in/mod/page/view.php?id=705>
- b. Category wise course wise content can be accessed through the web link <http://ddugkysop.in/course/index.php>
- c. Certification requirements for different project functionaries can be accessed through the web link <http://ddugkysop.in/mod/page/view.php?id=714>.
- d. Contact details of nodal persons can be accessed through the web link <http://ddugkysop.in/mod/page/view.php?id=21>
- e. **Instructions for the candidates for Slot Booking and Appearing for the Final Examination** can be accessed through the web link <http://ddugkysop.in/mod/page/view.php?id=705>
- f. Slot for the examination can be booked through the following web link <http://ddugkysop.in/booked/Web/dashboard.php>
- g. Procedure and minimum equipment required to open an examination centre can be found in the FAQ's web page through the web link <http://ddugkysop.in/mod/page/view.php?id=705>

5. Every PIA, State Government and CTSA has to nominate one person who will act as a local facilitator for the respective organizations. This nomination should reach the designated officer at NIRD&PR by 25th Nov'15, positively, with a copy to the respective CTSA. The list of local facilitators will be populated in the "**key contacts**" page of eSOP Learning Portal by 31st Nov'15. The nominated local facilitator will be trained by NIRD & PR. The designated officers at NIRD & PR are as follows –

a. Mr M V Nikitesh Reddy, Project Manager
Nikitesh.nird@gov.in
+91-9441189936

b. Mr Vinod Kumar, Project Officer
vinod.nird@gmail.com
+91-9912070066

6. The state teams of Action Plan States and the CTSA's for Year Plan States will drive the certification of the project functionaries as per timelines described at srl no. 3 above. This will form a part of the regular/monthly review of states and CTSA's.

7. Individual users are required to contact local facilitator of the respective organization to get registered on the eSOP Learning Portal or for any other information / assistance with respect to the eSOP Learning Portal.

8. This issues with the approval of Competent Authority.


(S. B Tiwari)

Under Secretary to the Government of India

Tel: 23743625

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLM
3. CTSAs – NIRD & PR and NABCONS
4. All Registered Project Implementing Agencies
5. All officials in DDU-GKY Division, MoRD
6. All officials in Rural Livelihoods Division, MoRD
7. Guard File
8. Shri Abu Osama Saifi - with a request to ensure that this notification is uploaded on the website.
9. Shri Nikitesh Reddy - with a request to ensure that this notification is uploaded on the eSOP Learning Portal.

Copy to:

1. PS to JS Skills, DDU-GKY, MoRD.
2. PS to COO Skills, DDU-GKY, MoRD.
3. PS to DS Skills, DDU-GKY, MoRD.