

J-17060/06/2014- Aajeevika Skills
Ministry of Rural Development
Department of Rural Development
(Rural Skills Division)

Thapar House (1st floor), Western Wing,
124, Janpath, Connaught place, New Delhi 110 001.
Dated: 9th February, 2016

Notification No: 9 /2016

Sub: Checklist for release of 2nd instalment to SRLMs/SSMs for undertaking Action Plan under DDU-GKY.

It is hereby stated that in order to streamline the process of filing and evaluation of demand of the State Governments for release of 2nd instalment, a checklist approved by the Competent Authority is enclosed herewith (at Annexure). It is requested that the information may be furnished as per the checklist while sending the proposals for release of 2nd instalments under Action Plan of States.

2. 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. CTSA's – 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

CHECKLIST FOR RELEASE OF 2nd INSTALLMENT TO SRLMs/SSMs FOR UNDERTAKING ACTION PLAN UNDER DDU-GKY

Name of the state-----

S No.	Checklist Item	Detail (SRLM/SSM to fill this column)	Supporting Documents	Checked By Name & design. of officer in SRLM/SSM (initials to be signed against each item)	Verified by Name & design. of officer in SRLM/SSM (initials to be signed against each item)
1	Total target for training under the Action Plan	<in number of candidates>	Sanction order issued by MoRD		
2	Minimum number of candidates to be trained for release of 2 nd installment (training of 40% corresponding target for funds released, i.e. 20% of total training target as mentioned at sl. No.1)	<20% of total target for training>	No supporting document required		
3	Minimum number of candidates to be placed for release of 2 nd installment (placement of 75% of trained candidates, i.e. 15% of total training target as mentioned at sl. No.1)	<15% of total target for training>	No supporting document required		
4 (a)	Total no. of candidates trained (as on dd/mm/yyyy)	<number of candidates trained under Action Plan>	Statement giving Project-wise details of total candidates trained and placed against PPWS targets for each project.		
4 (b)	Total no. of placement* of candidates under Action Plan (as on dd/mm/yyyy) *Placement here means 3 months of continuous employment.	<number of placements of candidates under Action Plan>			

5	Is the total number of trained candidates at 4(a) greater than or equal to minimum number of candidates to be trained, as given in SI No.2	Yes/No	If no, please give detailed reason in a separate sheet.		
6	Is the total number of placed candidates at 4(b) greater than or equal to the minimum number of candidates to be placed, as given in SI No.3	Yes/No	If no, please give detailed reason(s) in a separate sheet .		
7	Total funds sanctioned as 1st installment	<in Rs.>	Sanction Orders		
8	Total expenditure by the State Government, including funds released to the PIAs for project implementation (as on dd/mm/yyyy)	<in Rs.>	(a)Utilization Certificate (provisional certificate to be given in case claim is filed before audit is not completed by 30 September of the next financial year) (b)Audited Report (not required in case claim is filed before audit is not completed by 30 September of the next financial year) (c)Bank Statement of DDU-GKY account (as on dd/mm/yyyy)		
9	Is the bank balance matching with the balance amount shown in Utilization Certificate	Yes/No	If no, please furnish a Bank Reconciliation Statement giving reasons for difference.		
10	Whether any land/building has	Yes/No	Certificate from		

	been purchased or building constructed or vehicle purchased by SRLM/SSM out of the fund released under Action Plan.		SRLM/SSM		
11	Interest earned by SRLM	<in Rs>	Bank Statement		
12	Any other observations/remarks of the SRLM/SSM on the Action Plan.				