F. No. J-17060/128/2015-DDU-GKY
Government of India
Ministry of Rural Development
Department of Rural Development
(Rural Skills Division)

New Delhi, Dated 04.8.2015

Notification No. 40/2015

It is hereby informed that in supersession of previous advisories regarding submission of Action Plans by the State Governments, henceforth Action Plan under DDU-GKY for State Governments shall be submitted to the Ministry in the Action Plan proposal format along with Power point Presentation to be placed before Empowered Committee of NRLM in the Ministry in the Action Plan Toolkit given in Annexure-I and Annexure II .

2. It is accordingly requested that State Governments may kindly ensure that Action Plan proposals are submitted in the Action Plan Toolkit only. This notification is applicable on existing Action Plan States (erstwhile called as Annual Action Plan States). Any proposal submitted with the Ministry for approval of an Action Plan for any State, and not approved by the Empowered Committee in the Ministry, shall be treated as closed, and all such States are requested to apply afresh in the Action Plan Toolkit.

3. This notification shall come into effect from date of issue of the notification.

4. This issues with the approval of competent authority.

Tiwari

(S.B. Tiwari)
Under Secretary to Government of India

To:

1. All Nodal Agencies in the State Governments

Copy to:

1. PPS to AS (RD)
2. PPS to AS (RL)
3. All officials in DDU-GKY
4. Guard File
5. Shri Abu O.S (to upload notification on DDU-GKY website)

Annexure1 to Notification No. 40 : Action Plan Proposal

AP PROPOSAL

STATE BACKGROUND ON READINESS FOR IMPLEMENTATION OF DDU-GKY

DRAFT TEMPLATE

FOR

ACTION PLAN 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 :: Action Plan for <Name of State>

S.No.	Particulars	Description

1	Details of the proposal	< AP proposal for the State of <state> for the Financial Year – 20 - - – 20 - - Mention if this is a revision and the previous cost approved>
2	Type of project	<Placement linked skill development project>
3a	Is this first AP for the State?	<Yes / No>
3b	If No, details of the previous AP	<Mention the details of the previous AP i.e. its target achievement status, closure status, placement % covered and other details in Annexures as mentioned in Point 11 and 12 below>
4	Number of Beneficiaries	<Information regarding the No. of rural youth to be trained and placed. Details to be furnished at ***Section 3, Table 3.1***>
5	Inclusion of SC/ST/Special Groups and Women	<Percentage of SC / ST / Special Groups and Women to be mentioned, details to be filled in ***Section 3, Table 3.1***>
6	Location of Beneficiaries	<Details of Name of Districts to be covered, to be furnished at ***Section 3, Table 3.2***>
7	Duration of the project	<Period for which the project has been applied>
8	Trades to be covered	<Name of identified trades and per candidate cost in that trade, to be mentioned at ***Section 3, Table 3.2 and Table 3.3 respectively***>
9	Fund Requirement	<Details to be specified in ***Section 4,*** Requested Budget outlay with break-up of Programme costs, Support costs and Central and State Share for all these costs>
10	Avg. cost per candidate	<Avg. cost per candidate cost and fill this field>
11	Past Achievements[1]	<Details to be mentioned in ***Section 10, Table 10.1***>
12	Funds utilised[2]	<If a State is applying for an AP again, details to be mentioned in ***Section 10, Table 10.2***>
13	Deviations in policies requiring EC's approval:	

Policy	Deviations
HR Structure	<Yes/No, if yes, kindly mention the details in **Section 6.15**>
Project Appraisal Policy	<Yes/No, if yes, kindly mention the details in **Section 6.1**>
Identifying of rural youth	<Yes/No, if yes, kindly mention the details in **Section 6.2**>
Mobilisation & Counselling Policy	<Yes/No, if yes, kindly mention the details in **Section 6.3**>
Partnership Engagement Policy	<Yes/No, if yes, kindly mention the details in **Section 6.4**>
Innovation Policy	<Yes/No, if yes, kindly mention the details in **Section 6.5**>
Funding Policy	<Yes/No, if yes, kindly mention the details in **Section 6.6**>
Approval and Sanction process Policy	<Yes/No, if yes, kindly mention the details in **Section 6.7**>
Placement, tracking and retention support	<Yes/No, if yes, kindly mention the details in **Section 6.8**>
Alumni Support Policy	<Yes/No, if yes, kindly mention the details in **Section 6.14**>
Monitoring and Evaluation	<Yes/No, if yes, kindly mention the details in **Section 6.13**>
Capacity building for Stakeholders	<Yes/No, if yes, kindly mention the details in **Section 6.12**>
Migration Support Centre	<Yes/No, if yes, kindly mention the details in **Section 6.11**>
IEC Policy	<Yes/No, if yes, kindly mention the details in **Section 6.10**>
Job Fairs and Melas	<Yes/No, if yes, kindly mention the details in **Section 6.9**>

[1] Only in case of repeat APs

[2] Only in case of repeat APs

14	Expected date of Commencement of the Action Plan	<dd/mm/yyyy>
15	Expected date of Completion of the Action Plan	<dd/mm/yyyy>

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	
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 Fund Monitoring System (Yes / No)	
5	**Contact Details**	
5.1	Name 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 of COO / SPM for Skills**	
8.1	Address	
8.2	E-mail	
8.3	Phone	
8.4	Fax	
9	**Staff Structure for skills appointed in the State**	<Enumerate the details in Section 6.15 of this document>

Section 3 :: Proposed Target related information

Table 3.1 :: Proposed Physical Target

Financial Year	Training Type	Duration	Proposed Target						Total Target
			SC	ST	Minority	Special Groups[3]	Total	Women	
2015-16	Residential	3 months							
		6 months							
		9 months							
		12 months							
		Total							
	Non-Residential	3 months							
		6 months							
		9 months							
		12 months							
		Total							
	Total (A)								
2016-17	Residential	3 months							
		6 months							
		9 months							
		12 months							
		Total							
	Non-Residential	3 months							
		6 months							
		9 months							
		12 months							
		Total							
	Total (B)								
	Grand Total (A) + (B)								

Table 3.2 :: Proposed Districts and Trades

Financial Year	Name of District	Trades in Demand	Trades Covered	Training Target
2015-16				
2016-17				

Table 3.3 :: Trade-wise per candidate training cost

Name of identified Trade	Per candidate training cost

[3] As mentioned in DDU-GKY Guidelines

Table 3.4 :: Summary of Programme Costs and Budget[4]

	Course Duration[5]	……………………………..<3 months/ 6months/ 9months/ 12 months>………………………..[5]				
Sl. No.	Budget Heads	FY - 2015-16		FY - 2016-17		Total projected cost (INR)
		Projected Budget (INR)	Per unit cost[6]	Projected Budget (INR)	Per unit cost	
		1	2	3	4	1+3
1	Training cost					
2	Boarding and Lodging[7]					
3	One time travel cost					
4	Food and Transport cost[8]					
5	Post Placement Support					
6	Tablet Computer					
7	Uniform					
8	Incentives					
	Total Cost (X)					
	No. of Candidates (Y)					
	Per Candidate Cost (X) / (Y)					
	Central Share (--%)					
	State Share (--%)					
	Monitoring Fee (--%)					

[4] Kindly refer Guidelines for sub-components of budget heads. The same has to be accompanied along with the utilization certificates whenever applying for subsequent installments / closure.
[5] Kindly use separate format for each course duration
[6] Per unit cost shall be cost of budget head per candidate/ per candidate per day/ per candidate per month depending upon the budget item.
[7] For Residential Courses only.
[8] For Non-Residential Courses only.

Table 3.5 :: Summary of Programme Costs

Course Duration	Total Cost	No. of Candidates		Per candidate cost		Centre Share	State Share	Monitoring Fee
Type of Training		Residential	Non-Residential	Residential	Non-Residential			
3 months	<As per Table 3.4>							
6 months	<As per Table 3.4>							
9 months	<As per Table 3.4>							
12 months	<As per Table 3.4>							
Total Programme Cost								

Table 3.6 :: Budget for Support Cost

Sl. No.	Items	Cost sheet as per Guidelines (% of project cost)	Proposed budget (INR) 2015-16	Proposed budget (INR) 2016-17	Total projected support cost (INR)
1	Skill Gap Assessment	1%			
2	Information, Education and Communication (IEC)	1.5%			
3	Alumni Support	1.5%			
4	Capacity Building	3%			
5	Monitoring and Evaluation	3.5% of the project training cost			
6	Staff Block level and below	INR 3.5 lakhs per block			
7	Job Mela	INR 50,000 per job fair at GP level			
8	Migration Support Centre	INR 10 lakh per center			
	Total Support Cost (A)				
	Total no. of candidates (B)				
	Cost per candidate (A) / (B)				

Section 4 :: Proposed Funding Requirements

Financial Year	Budgetary requirements					Centre Share	State Share
	Programme Cost[9] (As per Table 3.5)	Support Cost[10] (As per Table 3.6)	Monitoring Fee[11]	NRLP Budget	Total		
	1	2	3	4	5=1+2+3+4	5=% of 1+2	6=% of 1+2
2015-16							
2016-17							

[9] Detailed Fund requirement to be given
[10] Detailed Fund requirement to be given
[11] Detailed Fund requirement to be given

Section 5 :: AP Quarter-wise action plan[12]

S.No.	Process Activity	Q1			Q2			Q3			Q4		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Registration of society & other organizational arrangement												
2	Recruitment of staff												
3	Engaging Technical Consultant, if any												
4	Social Mobilization and Awareness campaign												
5	Process of Enrolling PIAs												
6	Process of Project Selection												
7	Signing of MoU												
8	Fund disbursement												
8.1	Disbursement of 1st installment												
9	Commencement of Training												
10	Assessment of Curriculum Certification												
11	Assessments by third party / NODAL AGENCY												
12	Monitoring and Evaluation of PIAs												
13	Subsequent Installment release												
14	Placement												
15	Tracking and Retention												
16	Closure of Project												

[12] In case of a two year plan, kindly expand the sheet accordingly

Section 6 :: System, Policies and Strategies

6.1 Project Appraisal Policy

Particulars
<<System or policy for project appraisal, Project Appraisal Committee, Documentation. Good practices>>

Table 6.1.1 :: Project Appraisal Committee

Name, Designation and Organisation	Chairman / Member	Dedicated for Skills Unit and job role	If shared, what are other responsibilities	Contact Details

Table 6.1.2 :: Approval & Sanction Process

Particulars
<<Approval and sanction issue process. Checklist for the same that helps to expedite approval of every installment. Project Approval Committee (PAC) names and designation of member to be given. Average time taken for required approvals by PIA's>>

Table 6.1.3 :: Funding Policy

Particulars
<<Flow of funds to DDU-GKY State Mission - Central and state share describe the flow of funds. State government using Public Financial Management System (PFMS). Procedures for installment strategy. Pre-requisites to be fulfilled by the PIA before release of funds. Average time taken to release installment to PIAs. State Mission/Nodal Agency has a separate and single bank account for DDU-GKY projects and the authorized signatories for these accounts. Status of submission of utilization certificate along with audited financial statement to MoRD>>

Table 6.1.4 :: Proposal Analysis Summary – Previous 3 Financial Years

Details	Financial Year	Total proposals Received from PIAs	Total Approved	Rejected	Returned
Aajeevika Skills / Roshni	2012-13				
Aajeevika Skills / Roshni	2013-14				

Aajeevika Skills / Roshni	2014-15				

*Past performance to be furnished by the state coordinator for non-existing AP State

Table 6.1.5 :: Project Categorization – Previous 3 Financial Years

Description	2012-13	2013-14	2014-15
No. of PIAs applied			
No. of PIAs sanctioned			
Total Project cost			
No. of PIAs sanctioned	**2012-13**	**2013-14**	**2014-15**
Category 'A'			
Category 'B'			
Category 'C'			

Table 6.1.6 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.2 Identification of Target Youth

Particulars
<<Poverty database currently being used and to be used to identify poor youth. Region and District-wise poverty data/BPL Families etc. Access to such database on DDU-GKY State Mission website. Identification process in place. Challenges in process and best practices>>

6.2.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.3 Mobilization and counselling Policy

Particulars
<<Procedure established to conduct mobilization and counselling activities. Roles and responsibilities of state government in DDU-GKY State Mission in M&C. Involvement of SHG's/CBO's/NGO's in youth mobilization. Special mobilization strategy for mobilization of women candidates, physically challenged and other vulnerable groups. PIA involvement in the process. Job Fairs and Job Melas are used for M&C. Youth database created and best practices>>

6.3.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.4 Partnership Engagement Policy

Particulars
<<Nodal person or unit for Partnership Engagement. Policy or processes defined for partnership engagements. Focus on captive skilling partners and measures taken to engage and partner with them. Special incentives in the state either as part of state skill policy or Industrial policy or any other policies that support skilling initiatives. Partnership with PIAs/Industrial organisations/CTSA's etc. Cluster development initiatives for convergences with DDU-GKY>>

6.4.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.5 Innovation Policy

Particulars
<<Policy to promote innovation and future ideas. Any mechanism i.e. innovation forum, competition, workshops in place to promote innovation in skilling domain. Replicable best practices>>

6.5.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.6 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.7 Placement, Tracking & Retention Support

Particulars
<<Details of Tie-up with Industry/Employment Association. State level initiatives to avoid duplication in candidates across skilling programs. Tracking policy and systems in place. Monitoring of job retention, sample size, frequency etc.>>

6.7.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.8 Skill Gap Analysis

Particulars
<<Status of district wise skill gap assessment in last three years. Market demand trade wise, achievement trade wise, sector-wise skill gap data with current and future estimates. Assessment procedure. District wise skill gap assessment and proposed action plan>>

6.8.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.9 Job Fairs & Mela

Particulars
<< Detail of Job Fairs/Job Melas organized (employer's participation / beneficiary's feedback etc.)- Frequency and geographical coverage of Job Melas. Replicable good practices>>

6.9.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.10 IEC

Particulars
<<Policy for IEC. Communication message shared on DDU-GKY to the key Stakeholders. Level of awareness about DDU-GKY amongst the rural youth. Elaborate the strategies to create awareness>>

6.10.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.11 Migration Support Centre

Particulars
<<Policies in place for Migration support. Key strategies for future projects.>>

6.11.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.12 Capacity building for Stakeholders

Particulars
<<Training of staff of SMMU, DMMU, BMMU and Community level JRPs. Partnerships with agencies in the area of Skill Gap Assessment, Local Industry/Employment Association, Polytechnic/ITIs Employment Centre etc. Plan to strengthen the Q-team of PIA. Plan for Training of Master Trainer. Plan for Training of Trainers. Plan for facilitation development of course curriculum, assessment and certification>>

6.12.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.13 MIS, Monitoring and Evaluation

Particulars
<<Real time transaction based MIS in place if so please provide the link. Integration of MIS with ASDMS i.e. develop bridge software/web services if so please provide the detail. Dedicated team for MIS and Monitoring. Monitoring/data updation cycles. Sharing best practices>>

6.13.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.14 Alumni Support

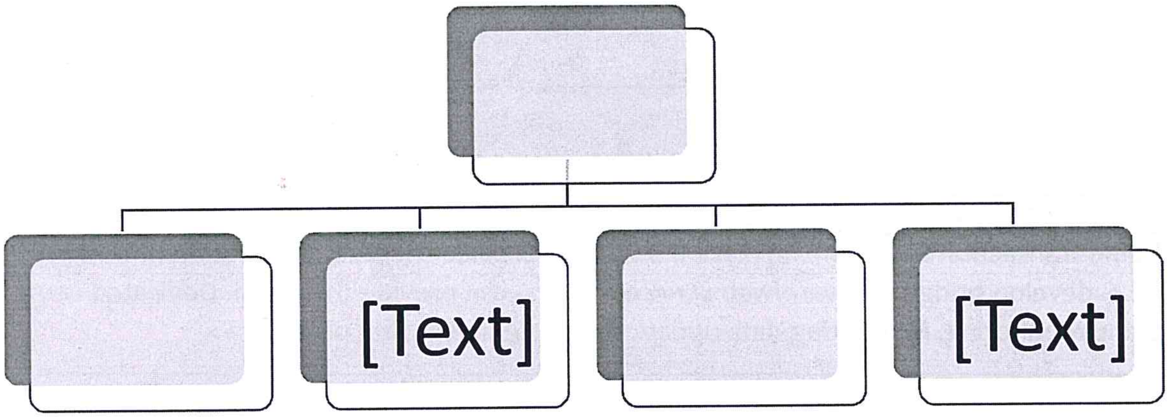
Particulars
<<Alumni development strategy and best practices>>

6.14.1 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

6.15 HR Structure

6.15.1 Organogram



6.15.2 HR Status

HR Status						Source of Recruitment (Deputation/ Market Based recruitment)
Sl No.	**Profile**	**Level (Dist./HQ/Block)**	**Total Strength**	**Hired**	**Vacant**	

6.15.3 HR Details

HR Details			
Sl No.	**Name**	**Designation**	**Roles and Responsibilities**

6.15.4 Deviations from DDU-GKY Guidelines / SOP, if any

Deviations	Reasons
<<Details of the deviations from project Guidelines and SOP to be elaborated and to be presented for the approval of the EC>>	

Section 7 :: Project Risk Analysis

Risk Factor	Risk Mitigation Measures
Management Risk	
Pre-completion Risk	
Approvals and Clearances from required authorities	
Financial Risk	
Non-Availability of Infrastructural Facilities	
Cost and time overrun	
Post completion risk	
Performance Shortfall	
Post Training Placement Risk	
Other risk	
Force Majeure	

Section 8 :: Technical Support Requirement

Organisation	Required Support	Justification of requirement
Ministry of Rural Development		
Central Technical Support Agencies (NIRD and NABCONS)		
Any other organization, please specify		

Section 9 :: Suggestions & Recommendation

Suggestions / Recommendation for implementation of DDU-GKY Scheme.

Section 10 :: Status of Implementation of Action Plan (AP) of previous year(s)

Table 10.1 :: Physical Achievements

Financial Year	Approved Target	Spillover from previous years	Total Target	Trained (No.)					Trained (%)	Placed (No.)	Placed (%)	Reasons for shortfall, if any
				SC	ST	Minority	Women	Total				
2014-15												
2013-14												
2012-13												

*For first time AP States the past performance to be checked with the state coordinator

Table 10.2 :: Fund Utilization Status

inancial Year	Approved Budget by MoRD				State + Central Share			NRLP Budget	Expenditure out of MoRD Fund				Expenditure out of NRLP Fund	Un se Am n
	Project Cost	Support Cost	CTSA Monitoring Fee	Total	Centre	State	Total		Project Cost	Support Cost	CTSA Monitoring Fee	Total		
2014-15														
2013-14														
2012-13														

*For first time AP States the past performance to be checked with the state coordinator

Table 10.3 :: Districts and Trades Covered[14]

Financial Year	Name of District	Trades Covered	Training Target	Target Achieved	Target Placed	Avg. Minimum Salary on placement
Only for immediately previous financial year						

Table 10.4 :: District-wise Percentage of Below Poverty Line (BPL) beneficiaries

Financial Year	Name of District	Total Approved Target for the period 2012-15	No. of BPL beneficiaries Trained
Only for immediately previous financial year			

[13] Must match the amount as furnished in the utilization certificate.

[14] Also show a sector-wise coverage in a Pie diagram or Bar Diagram in Figure 11.7

Table 10.5 :: Post Placement Verification Details

Financial Year	Target Placed	Candidates Tracked who have been placed	Mode of Tracking
2014-15			
2013-14			
2012-13			

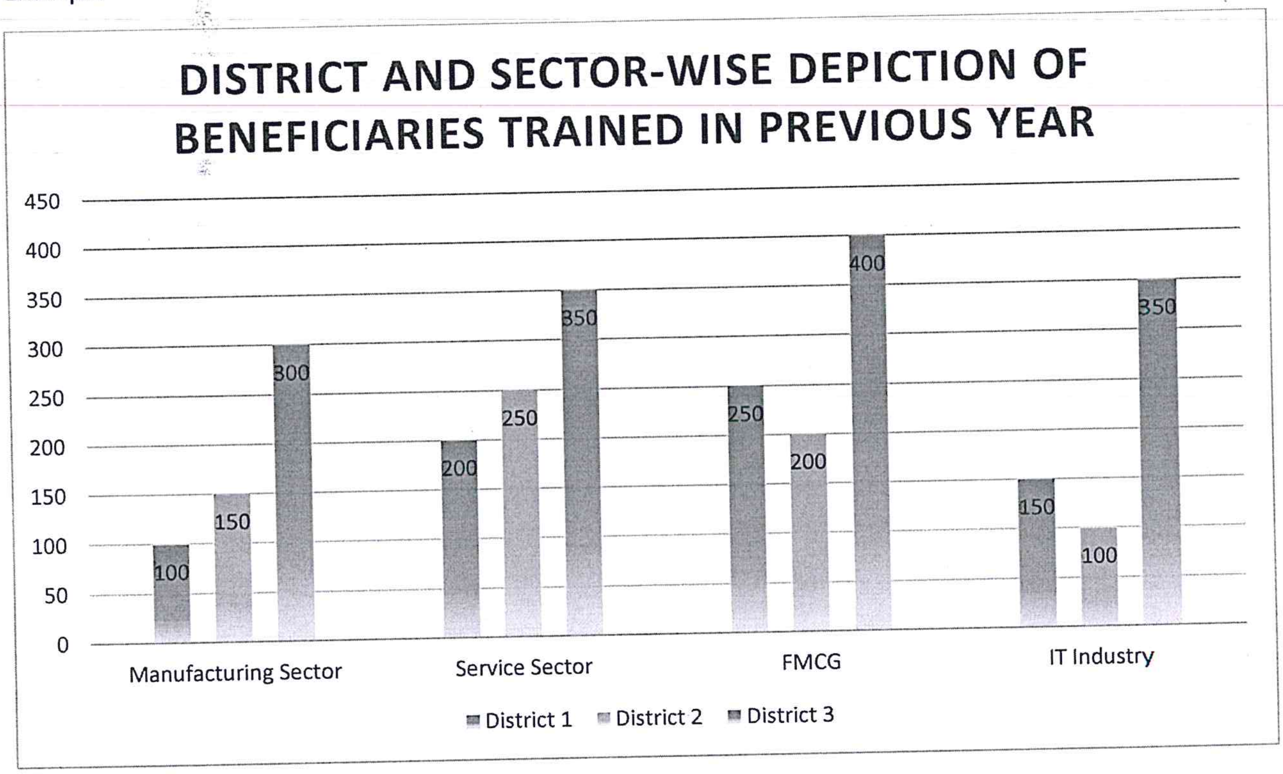
Table 10.6 :: Trade-wise analysis of skill demand

Trades	Skill Demand	Candidates Trained			Candidates Placed			Balance		
		2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15

Figure 10.7 :: Sector-wise coverage of Beneficiaries during last year[15]

Kindly depict the Sector-wise coverage of beneficiaries, who have been trained during the previous year, using a PIE Diagram or a Bar Diagram.

Example



[15] Kindly Depict also the District-wise placement of beneficiaries in such Sectors in the similar manner as depicted above in Example 1.

9

DDU-GKY
Deen Dayal Upadhyaya
Grameen Kaushalya Yojana
Empowering India • Powering the World

AP Presentation for EC meeting

Action Plan OF <NAME OF STATE> FOR FY <YEAR>
PRESENTED ON <DATE> BY <SRLM/SSM>

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SECTION I : Proposal Snapshot

Proposal for Skilling <No. of beneficiaries> Youth as per the DDU-GKY Guidelines

Particulars	Cost in (Cr.)				
*Programmatic Fund					
*Project Implementation Cost					
CTSA Cost (1.5% of Project Training Cost)					
TOTAL	Cr.				
Central Share (75%)	Cr.				
State Share (25%)	Cr.				
Per candidate training cost [(Training +Implementation Cost)/No. of Beneficiaries)]					
Beneficiary Break-Up	SC	ST	Minority	Total	Women

*Detailed in slides 18 to 20

AP Eligibility Conditions

S No.	Conditions	Status	If No, then reason and the progress plan
1	Have a full time COO/Programme Manager in charge of skills and placement.	Yes/No	
2	Have a dedicated skills team at the state level to support COO skills.	Yes/No	
3	Have a dedicated skills team at the district and sub district level to support COO skills	Yes/No	
4	Have a policy that is aligned with the national guidelines on how to appraise new and on-going projects.	Yes/No	
5	Have a policy clarifying how AajeevikaSkills PIAs can use spare capacity (men and material) in government institutions and buildings	Yes/No	

S No.	Policy/Strategy List	Status	Deviation from SOP/Guideline (Give very brief details)*
1	Project Appraisal Policy	Yes/No	
2	Mobilization and Counselling	Yes/No	
3	Partnership Engagement	Yes/No	
4	Innovation	Yes/No	
5	Fund Flow System	Yes/No	
6	Approval and Sanction Process	Yes/No	
7	Placement, tracking and retention support	Yes/No	
8	HR Structure	Yes/No	
9	Skill Gap Analysis	Yes/No	
10	Job Fairs / Melas	Yes/No	
11	IEC	Yes/No	
12	Migration Support Centre	Yes/No	
13	Capacity Building	Yes/No	
14	MIS and Monitoring & Evaluation	Yes/No	
15	Staff at block level and below	Yes/No	
16	Alumni Support	Yes/No	

***Details of the deviation to be furnished on slide number 15**

SECTION II : Organization's Profile & Past Achievement

About State Skill Mission

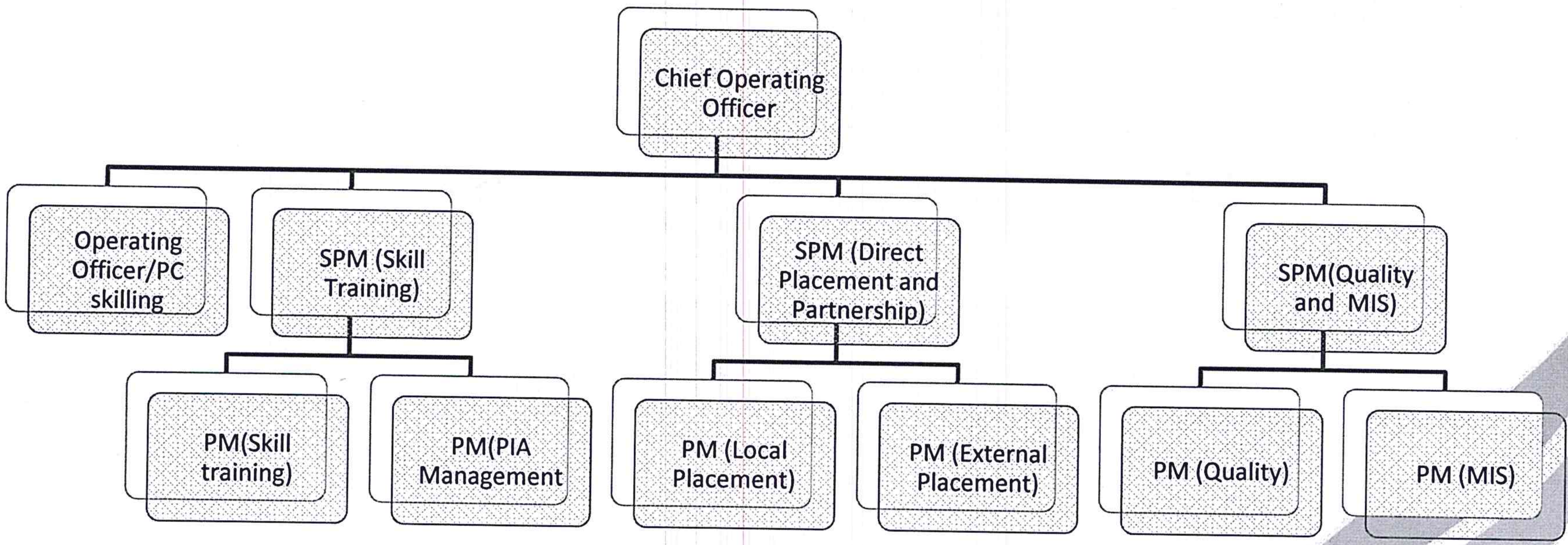
- First established as ______ in Year & Date under the chairmanship of __________
- Key highlights of the SRLM

*Policy Making Body	*Executing Body
• Chairman • Chief Secretary & Addl. Chief Secy., Pr. Secy., Secretary departments etc • Professionals & Independent Advisors (Specialists) as under:	• Chairman • Managing Director • General Managers, Deputy General Managers & Managers • Project Management Support Unit (State and District level deployment) and TSA • Project Advisor, Independent Consultants and support staff

* Headers are Indicative

Organization Structure

This is only an example for look and feel of the Organization Structure



HR Status

Level	Position Approved	Position Filled	Position Vacant
State Head Quarters			
District			
Block			
GP			

HR – Head Quarter Level

S.No	Level	Position Approved	Position Filled	Position Vacant	Salary Range

HR – District Level

S. No	Level	Position Approved	Position Filled	Position Vacant	Salary Range

SRLM Training Capacity for DDU-GKY for the period <2012-2015>

Summary Report of DDU-GKY <2012-2015>	
Active PIA	
Active Training Centres	
Youth Trained	
Under Training	
Batches Completed	
Batches On-going	

% 3rd party assessment and certification of trainees

- Certification details and employment achieved by certificate holder

Past Financial Status

DDU-GKY

Financial Year	Approved Budget				State + Central Share			Expenditure				Unutilised Amount [1]
	Project Cost	Support Cost	CTSA Monitoring Fee	Total	Centre	State	Total	Project Cost	Support Cost	CTSA Monitoring Fee	Total	
2014-15												
2013-14												
2012-13												

Past Physical Status

Year	Target Approved	Approved Target Break-Up						Trained			Placed		
		SC	ST	Minority	Others	Total	Women	Residential	Non Residential	Total	Residential	Non Residential	Total
2013-14													
2012-13													
2011-12													

***This slide is only to be filled for the existing AP states**

SRLM Status Report as on <Date>

Capacity Available		
1	Human Resource Strength Available	
2	Experience in DDU-GKY Project	
3	Experience in Other Skilling Projects	
4	MIS/IT Systems Available	
* Add more rows as required		
Capacity Shortfall		
1	Pending Projects of DDU-GKY Project	
2	Pending Projects under other Schemes	
3	No. of Projects not achieved Targets (Financial or Physical)	
4	Non Availability of Trained Staff	
* Add more rows as required		

Deviations from SOP and Guidelines

Item(s) deviating from specified guidelines by DDU GKY	Reason	Remedial Measures taken for course correction/Justification for the deviation

SECTION III : Proposal Details

Proposed Physical Target

Financial Year	Training Type	Duration	Physical Target Break-Up					
			SC	ST	Minority	Special Groups	Total	Women
2015-16	Residential	3 months						
		6 months						
		9 months						
		12 months						
		Total						
	Non-Residential	3 months						
		6 months						
		9 months						
		12 months						
		Total						
	Total							

Proposed Project Training Cost

Budget Heads	FY - 2015-16								Total projected cost (INR)
	3 Months		6 Months		9 Months		12 Months		
	Projected Budget (INR)	Per Candidate Cost(INR)	Projected Budget (INR)	Per Candidate Cost(INR)	Projected Budget (INR)	Per Candidate Cost(INR)	Projected Budget (INR)	Per Candidate Cost(INR)	
Training cost									
Boarding and Lodging									
One time travel cost									
Food and Transport cost									
Post Placement Support									
Tablet Computer									
Uniform									
Incentives									
Total Cost (X)									
No. of Candidates (Y)									
Per Candidate Cost (X) / (Y)									
Monitoring Fee (--%)									
Total Training Cost + Monitoring Fee									
State Share (--%)									
Central Share (--%)									

Proposed Project Implementation Cost

Sl. No.	Items	Cost sheet as per Guidelines (% of project cost)	Proposed budget (INR) 2015-16	Total projected support cost (INR)
1	Skill Gap Assessment	1%		
2	Information, Education and Communication (IEC)	1.50%		
3	Alumni Support	1.50%		
4	Capacity Building	3%		
5	Monitoring and Evaluation	3.5% of the project training cost		
6	Staff Block level and below	INR 3.5 lakhs per block		
7	Job Mela	INR 50,000 per job fair at GP level		
8	Migration Support Centre	INR 10 lakh per center		
	Total Support Cost (A)			
	Total no. of candidates (B)			
	Cost per candidate (A) / (B)			
	Total Project Cost (X+A)			
	Central Share 75% of Total project cost			
	State Share 25% of Total project cost			

Trade & District Projection

Financial Year	Name of District	Trades in Demand	Trades Covered	Training Target
2015-16				
2016-17				

Skill Gap Analysis

- ❑ According to skill gap study Year, it is estimated that ______ will have an incremental human resource requirement of approximately ___ lakh workers by Year across a few high-priority sectors as follows:

- ❑ Select below sectors/add as per your state study

- IT & ITeS
- Tourism & Hospitality
- Auto & Engineering
- Healthcare
- Banking & Financial Services
- Mines & Minerals

SKILLS DEFICIT BY PROFICIENCY LEVEL, Year PROJECTIONS

Particulars	SKILLED	SEMI SKILLED	UNSKILLED
Status in Year			
Demand			
Deficit/Surplus			

- ❑ The state would require an additional ___ lakh of skilled and ___ lakh semiskilled workers by Year.

- ❑ Add details relevant to the state

Project Risk Assessment & Mitigation

Risk Factor	Risk Mitigation Measures
Management Risk	
Pre-completion Risk	
Approvals and Clearances from required authorities	
Financial Risk	
Non-Availability of Infrastructural Facilities	
Cost and time overrun	
Post completion Risk	
Performance Shortfall	
Post Training Placement Risk	
Other Risk	
Force Majeure	
Complaints from various parties	

Suggestions for Improving Implementation of DDU-GKY Project

S No.	Condition as Per Guideline	Reference to Guidelines	Suggestion
1			
2			

S No.	Condition as Per SOP	Reference to SOP	Suggestion
1			
2			

S No.	Suggestion in General	Reference if Any
1		
2		

Thank You