



Implementation Manual  
For  
Centrally Sponsored Scheme

**”Skill Development of Youth in 34 districts affected by Left Wing Extremism”**

DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING

MINISTRY OF LABOUR & EMPLOYMENT

GOVERNMENT OF INDIA

**April 15, 2011**

Skill Development of Youth in 34 districts affected by Left Wing Extremism – Implementation Manual  
**No. DGET –**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF LABOUR AND EMPLOYMENT**  
**DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING**  
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**1. Preamble**

The scheme has been envisaged for the 34 districts of 9 states of Andhra Pradesh, Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Maharashtra, Orissa, Uttar Pradesh, and West Bengal. All these 9 states are affected by Left Wing Extremism (LWE) and the youth are forced to join hands due to non-availability of adequate Skill Development and Employment opportunities.

The spread of extremism has been primarily a consequence of poor governance & lack of adequate opportunities to fulfill aspirations of the people. Most of the areas affected by LWE do not have basic amenities such as water, power, health care, education, roads etc. These districts also do not have adequate infrastructure for Skill Development as has been brought in the following table.

### Existing & proposed Vocational Training Institutes (ITI, ITC & SDC)

State	Districts	No of Blocks	Existing Nos. of ITIs	No of existing ITCs	Total of ITIs & ITCs	Proposed No of ITI @1/ Distt.	Proposed No. of SDC @2/Distt.
A	B	C	D	E	F	G	H
Andhra Pradesh	Khamam					1	2
Bihar	Jamui	10	0	0	0	1	2
	Gaya	24	2	4	6	1	2
	Aurangabad	7	0	3	3	1	2
	Rohtas	17	1	7	8	1	2
	Jehanabad	7	0	0	0	1	2
	Arwal	5	0	1	1	1	2
Chhattisgarh	Dantewada	10	3	1	4	1	2
	Bastar	13	6	2	8	1	2
	Kanker	7	0	1	1	1	2
	Surguja	19	7	0	7	1	2
	Rajnandgaon	8	3	0	3	1	2
	Bijapur	4	1	0	1	1	2
Jharkhand	Narayanpur	2	1	0	1	1	2
	Chatra	10	0	0	0	1	2
	West Singhbhum	15	0	0	0	1	2
	Palamau	12	1	5	6	1	2
	Garhwa	14	1	0	1	1	2
	East Singhbhum	10	2	11	13	1	2
	Bokaro	8	1	3	4	1	2
	Lohardaga	6	0	0	0	1	2
	Gumla	11	0	0	0	1	2
	Latehar	7	1	0	1	1	2
Madhya Pradesh	Hazaribagh	11	1	2	3	1	2
	Balaghat	10	3	1	4	1	2
Maharashtra	Gadchiroli K					1	2
	Gondia					1	2
Orissa	Gajapati	4	0	0	0	1	2
	Malkangiri	6	0	0	0	1	2
	Rayagada	8	0	0	0	1	2
	Deogarh	2	0	0	0	1	2
	Sambalpur	5	0	0	0	1	2
UP	Sonebhadra	8	1	3	4	1	2
West Bengal	Paschim Midnapur (Lalgarh Area)	29	4	2	6	1	2
		309	39	46	85	34	68

As per the data analyzed by DGE&T, there are only 39 ITIs in 34 identified LWE districts. Thus, the scope of providing skill training to impart employable skills is very limited.

## 2. Objective

There are broadly two objective of the Scheme:

- 1) To create Skill Development infrastructure in these districts closer to the people at least one ITI in each block and one Skill Development Center (SDC) in a cluster of about 8-10 villages.
- 2) To run demand driven vocational training courses both long term and short term to meet the requirement of skilled manpower of various sectors of economy in and around these areas, on the one hand and on the other, provide youth opportunities of decent livelihood.

However, as a first step, one ITI and 2 SDCs in each district are planned which will be expended in the XII Five Year Plan.

## 3. Short Title

The Scheme will be known as

**“Skill Development of Youth in 34 districts affected by Left Wing Extremism”**

## 4. Components

The scheme follows two pronged strategy:

- A. As an immediate measure during the current Plan period (11<sup>th</sup> Plan)
  - (i) Skill training programmes (in both long term & short term training courses) for 5000 youth in existing institutes (Government & Private) will be conducted.
  - (ii) additional infrastructure will be created for:-
    - a) 34 Industrial Training Institutes (ITIs)
    - b) 68 Skill Development Centers (SDCs).
- B. As long term measure the above strategy will be scaled up during 12<sup>th</sup> Five Year Plan depending upon progress.

## 5. Details of Scheme

- A. As an immediate measure, skill training programmes (in both long term & short term courses) for youth in existing institutes (Government & Private) will be conducted for three years. It is proposed to train 5000 trainees per annum for three years (1000 in long term courses and 4000 in short term courses).

B. Assistance under the scheme for training will include:

- i. Travelling Allowance (TA) @ Rs. 1600 per trainee (max.)
- ii. Stipend for Long Term Courses
  - a) For trainees deputed in Govt. Institutes @ Rs. 3500 per trainee per month (max.)
  - b) For trainees deputed in Private Institutes @ Rs. 5000 per trainee per month (max.)
- iii. Stipend for Short Term Courses
  - a) For trainees deputed in Govt. Institutes @ Rs. 3500 per trainee per month (max.)
  - b) For trainees deputed in Private Institutes @ Rs. 5000 per trainee per month (max.)
- iv. Training Fee:
  - a) Direct Training Expenses for Short Term Courses @ Rs. 5000 per trainee (max.)
  - b) Direct Training Expenses for Long Term Courses @ Rs. 100 per trainee per month for 440 trainees (max.)
  - c) Direct Training Expenses for Long Term Courses @ Rs. 1000 per trainee per month for 560 trainees (max.)
- v. Contingency Charges @ 10% of training fee(max.)

C. Additional Infrastructure will be created by way of setting up additional 34 ITIs and 68 SDCs. These SDCs will conduct short term training programmes mainly for women. It has been envisaged to set up one ITI and Two SDCs in each of the identified LWE district. The following are needed for realizing the same:

- i. Setting Up of one ITI (Details as per Appendix – I)
  - a) Number of Trades-five
  - b) Seating capacity-100/shifts.
  - c) Number of shifts-two
  - d) Land requirement is about 5-6 acres (To be provided by the State Government free of cost)
  - e) Construction Cost of Building @ Rs. 15480 per Sq Mt.
  - f) Machinery , Equipment & Furniture(for 5 trades) at an average rate of Rs. 30 lakhs per trade
  - g) Hand Tools, instruments (for 5 Trades) at an rate average of Rs. 2 lakhs per trade
  - h) Hostel Building in a maximum area of 850 Sq.Mts.

- ii. Setting Up of one SDCs (Details to be provided as per Appendix – II)
- a) Minimum number of trades/sector-Five (short term, MES programme)
  - b) Seating capacity 100/shift
  - c) Land requirement is about 1000 Sq. Mtr. and area of building is about 220 Sq. Mtr.
  - d) Construction Cost of Building @ Rs. 15480 Per Sq.M (For area 220 SQ Mts.)
  - e) Machinery , Equipment & Furniture(for 5 trades) @ Rs. 15 Lakhs per SDC

D. Project Management Unit at the Central level consists of

<b>Sl. No.</b>	<b>Designation</b>	<b>No posts</b>
<b>1.</b>	<b>Joint Director</b>	<b>1</b>
<b>2.</b>	<b>Asst. Director of Training</b>	<b>1</b>
<b>3.</b>	<b>PA/Steno</b>	<b>1</b>
	<b>TOTAL</b>	<b>3</b>

Besides, additional expert manpower requirement will be met from outside by way of consultants.

## **6. Extent and Coverage**

The scheme has been envisaged for the 34 districts of 9 states of Andhra Pradesh, Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Maharashtra, Orissa, Uttar Pradesh, and West Bengal. The Scheme will come into effect from 1<sup>st</sup> April, 2011 and will terminate on March 31, 2012.

## **7. Funding Pattern**

This is a centrally sponsored Scheme. Respective State Governments have to contribute 25% of the fixed cost of ITIs & SDCs and 25% of the recurring cost of Project Management Units. Central Government will provide 75% of the fixed cost of ITIs & SDCs, 75% of the recurring cost of Project Management Units and 100% of the skill training programmes for youth in existing institutes. Total cost of the project is estimated to be Rs. 232.95 Crores.

## **8. National Steering Committee**

A National Steering Committee (NSC) for implementation, supervision, and monitoring of the project, with Secretary (L&E) as Chairman and following as other members has been constituted:-

1. Secretary (L&E), Chairman
2. Financial Advisor
3. DG/JS - Nodal Officer at Central level
4. Sr. Advisor (LEM), Planning Commission - Member
5. Deputy Director General (Training) –Member Secretary
6. 3 Directors of Training and Employment form LWE affected States by rotation - Members

National Steering Committee (NSC) is authorized to:-

- i. Review the programme implementation structure and modify it based on ground realities/feedback.
- ii. Review fund utilization under various heads & institutes and reallocate within State, if required;
- iii. Approval for escalation of project cost, if any
- iv. Any other decision required for effective implementation of the Scheme.
- v. The Committee will meet once in a quarter or as often as required

## **9. Condition for implementations**

- (a) States will implement the project and identify the youth to be trained under the scheme
- (b) States will provide land for ITIs and SDCs free of cost.
- (c) States will provide 25% of fixed cost of ITIs & SDCs
- (d) Central govt. will provide funds in two installments of 75% and 25%.
- (d) States will run these institutes/centers after the project period is over.
- (e) States will create and fill up required posts for these Institutes & Centers as soon as the implementation starts

## **10. Monitoring & Evaluation**

There will be one Project Management Unit at Centre level at DGE&T Hqrs. headed by aAssistant Director of Training alongwith a PA. Other staff members, if required, will be engaged on contract basis. This Project Management Unit will be responsible for implementation,monitoring and evaluation of the scheme as a whole.

## **11. Skill Deficit Mapping:**

It has been envisaged to carry out Skill deficit mapping to ensure that the efforts are not wasted; the courses are demand driven as aligned to the requirements of various sectors of economy in these areas.Skill deficit mapping will be carried out for realizing the purpose and the courses will be selected on the basis of the survey for ensuring maximum impact. Skill deficit mapping will be done by the State Government and the Cost will be borne both by the Central Government and State Government in the ratio of 75:25 following prescribed procedure.

## **12. Proposal for release of funds**

The State Governments are required to frame proposals for different components of grants-in aid in separate formats and forward the same to the Project Management Unit at Central level at DGE&T Hqrs. Formats for such proposals are given in Appendix –IV.



### 13. Fund Transfer Mechanism

Funds will be released to the State Governments after getting the proposals as follows:

Srl. No.	Components	Institutes	Funds for ITIs and SDCs	
		Funds for Training	1 <sup>st</sup> installment (75% of the central share)	2 <sup>nd</sup> installment (25% remaining of the central share)
<b>I</b>	<b>Training</b>	Fund will be disbursed directly by MoLE to the concerned ITIs / field institutes of DGE&T / SDCs depending on training activities as per Appendix-III.		
A	Travelling Allowance			
B	Stipend for Long Term Courses			
C	Stipend for Short Term Courses			
D	Training Fees			
E	Contingency Charges			
<b>II</b>	<b>Setting Up ITIs</b>		On Submission of the proposal by the concerned state	On submission of Utilization Certificate for at least 80% of amount of 1st installment as per Performa in Appendix – VI
A	Construction Cost of Building, Hostel			
B	Procurement of Machinery , Equipment & Furniture(for 5 trades)			
C	Procurement of Hand Tools, instruments (for 5 Trades)			
<b>III</b>	<b>Setting Up SDCs</b>			
A	Construction Cost of Building, Hostel			
B	Procurement of Machinery , Equipment & Furniture(for 5 trades)			

\*Note – State has to ensure provision of 100% of amt. in State Budget-75% central & 25% of State share

#### **14. Reporting of Physical and Financial Progress**

The physical and financial progress of various components of the scheme is to be reported on a monthly basis to the Project Management Unit at Central level by 5<sup>th</sup> of next monthon prescribed formats as given in Appendix – V and VI.

#### **15. Maintenance of Records of Assets created and Trainees trained and placed under the Scheme**

State Governments will be required to maintain record of assets created under the Scheme such as buildings, tools, equipments, machinery, furniture etc. as per State Government rules. Similarly a database shall be maintained of all trainees trained and placed through ITIs/SDCs/Other Institutes in prescribed format Appendix VII

#### **16. Review and Evaluation**

Regular review of the Scheme will be carried out by NSC/Ministry of Labour and Employment is under to ensure timely completion of the Scheme. At the end of the Scheme, an evaluation will be carried out by the ministry to see whether the objective of the Scheme has been fulfilled.

#### **17. Audit**

Audit of the scheme will be carried out by controller and Auditor General of India as prescribed both at central and state level. Physical verification will be carried out by DGE&T through a suitable agency appointed by central project management unit to evaluate the scheme. However the National Steering Committee may conduct special audit for both financial and physical progress in some or all states.

**FORM NO. SD-LWE-1A***Format for land details for Establishment of New ITI*

Name of the State:

Name of the District:

Percentage of SC Population:

No. of Female / 1000 male:

Percentage of ST Population:

Sl	Details	
<b>1</b>	<b>Location details</b>	
1.1	Name of site/ locality/ Plot No.	
1.2	Survey number (attach revenue map)	
1.3	Municipal/Panchayat/Urban Jurisdiction (applicable building byelaws)	
1.4	Village/ Mouza	
1.5	Development Block	
1.6	Sub-division (Taluka/Tehsil)	
1.7	Area of site in acres	
1.7.1	Describe adjoining properties	
1.7.2	<i>North</i>	
1.7.3	<i>East</i>	
1.7.4	<i>West</i>	
1.7.5	<i>South</i>	
1.8	<i>Nearby land mark if any</i>	
1.9	Are there any restrictions? (such as ASI, Airport, CRZ, High Tension lines )	
<b>2</b>	<b>Physical characteristics</b>	
2.1	Plain/ hilly/ desert/ border	
2.2	Seismic Zone ( I, II , III , IV, V)	
2.3	Soil type	
2.4	Presence of any existing building (Y/N)	
<b>3</b>	<b>Infrastructure and services</b>	
3.1	Existing Road connecting site (Y / N)- give details	
3.2	Existing water supply(Y / N) – indicate source & portability	
3.3	Existing sewerage system(Y / N)	
3.4	Existing power connection (Y/N)	
3.5	Availability of bus/other service connectivity(Y/N)	
3.6	Nearest Railway Station and distance from site	
<b>4.</b>	<b>Industrial profile</b>	
4.1	Name nearest industrial areas / SEZs and distance from site	
4.2	Name major firms present in the District	
4.3	Major economic activity of the district	

Signature of State Director

**FORM NO. SD-LWE-1B***Format for land details for Establishment of New SDCs*

Name of the State:

Name of the District:

Percentage of SC Population:

No. of Female / 1000 male:

Percentage of ST Population:

Sl	Details	
<b>1</b>	<b>Location details</b>	
1.1	Name of site/ locality/ Plot No.	
1.2	Survey number (attach revenue map)	
1.3	Municipal/Panchayat/Urban Jurisdiction (applicable building byelaws)	
1.4	Village/ Mouza	
1.5	Development Block	
1.6	Sub-division (Taluka/Tehsil)	
1.7	Area of site in acres	
1.7.1	Describe adjoining properties	
1.7.2	<i>North</i>	
1.7.3	<i>East</i>	
1.7.4	<i>West</i>	
1.7.5	<i>South</i>	
1.8	<i>Nearby land mark if any</i>	
1.9	Are there any restrictions? (such as ASI, Airport, CRZ, High Tension lines )	
<b>2</b>	<b>Physical characteristics</b>	
2.1	Plain/ hilly/ desert/ border	
2.2	Seismic Zone ( I, II , III , IV, V)	
2.3	Soil type	
2.4	Presence of any existing building (Y/N)	
<b>3</b>	<b>Infrastructure and services</b>	
3.1	Existing Road connecting site (Y / N)- give details	
3.2	Existing water supply(Y / N) – indicate source & portability	
3.3	Existing sewerage system(Y / N)	
3.4	Existing power connection (Y/N)	
3.5	Availability of bus/other service connectivity(Y/N)	
3.6	Nearest Railway Station and distance from site	
<b>4.</b>	<b>Industrial profile</b>	
4.1	Name nearest industrial areas / SEZs and distance from site	
4.2	Name major firms present in the District	
4.3	Major economic activity of the district	

Signature of State Director

**Appendix – III**

**Overall Training Requirement Details  
Form: SD – LWE - 2**

State.....

Srl.No.	District	Block	Institute Details	Overall Training Requirement Details				Remarks	
				Trade	No of Candidates				Total No of Candidates
					Long Term (Details as per Appendix III / 1)	Short Term((Details as per Appendix III / 2)	Instructor Training ((Details as per Appendix III / 3)		
1			<ul style="list-style-type: none"> <li>• Name-</li> <li>• Address</li> <li>• Telephone</li> <li>• Email</li> <li>• Fax No.</li> <li>• Account No-</li> <li>• Name of the Bank-</li> <li>• Name of the Branch-</li> <li>Authorized Signatory</li> </ul>						

We, hereby, confirm that the information furnished by the State of..... For training requirements is correct in all aspects. MOLE may also conduct physical visit to the location for verifying the facts submitted.

**Signature of State Director  
Date**

**Appendix III / 1**

*FORM NO. SD-LWE-2A*  
**NOMINATION OF YOUTH FOR LONG TERM COURSES**

State:.....

District:.....

**Details of persons proposed for nomination**

Sl	Name	M/ F	Resident ial Address	Qualificati on	GEN/SC/ST/O BC	Name of Trade propos ed	Name of Institut e propos ed	Trainin g start date	Trainin g end date
1									
2									
.									
.									
3									
0									

Recommendation of District Administration

Recommendation of State Director dealing with CTS.

State Director

**Appendix III / 2**

*FORM NO. SD-LWE-2B*

*NOMINATION OF YOUTH FOR SHORT TERM COURSES*

State:.....

District:.....

*Details of persons proposed for nomination*

Sl	Name	M/F	Residential Address	Qualification	GEN/SC/ST/OBC	Name of course proposed	Duration		Name of Institute proposed
							From	To	
1									
2									
.									
.									
120									

Recommendation of District Administration

Recommendation of State Director dealing with CTS.

State Director

**Appendix III / 3**

*FORM NO. SD-LWE-2C*

*NOMINATION OF YOUTH FOR Instructor Training COURSES*

State:.....

District:.....

**Details of persons proposed for nomination**

Sl.	Name	M/F	Residential Address	Qualifications	GEN/SC/ST/OBC	Name of Trade	Name of Institute and address	Training start date	Training end date
1									
2									
.									
.									
10									

*\* Sponsoring authority should ensure that the persons nominated meet requisite criteria for admission to Craft Instructor Training Courses in the respective trades i.e. he / she must be CTS pass from NCVT affiliated ITI / ITC and he/she should be permanent resident of target district.*

Recommendation of District Administration

Recommendation of State Director dealing with CTS.

State Director



**Appendix -IV**

CONSOLIDATED STATEMENT FOR  
TOTAL AMOUNT OF GRANT –IN- AID SOUGHT

Form No.: SD-LWE-3

State: .....

District	Location of ITI/SDC	Cost in `		
		Central Share (75%)	State Share (25%)	Total
	ITI -----			
	SDC -----			
	SDC -----			
	ITI -----			
	SDC -----			
	SDC -----			
	ITI -----			
	SDC -----			
	SDC -----			
	Total			

\* For ITI – Refer Appendix IV / 1

\* For SDC – Refer Appendix IV / 2

TOTAL AMOUNT OF AID SOUGHT: `

1. It is certified that Govt. of ..... would participate in creating above ITIs and SDCs by providing Land and Basic Infrastructure such as connectivity, water supply, power connectivity free of cost and 25 % of the Capital Expenditure (Construction and equipment).

Director of  
.....  
Govt. of .....  
State Capital

**Appendix – IV / 1**

Performa for Seeking Grant –in- Aid for Construction of one ITI

Form No.: SD-LWE-3A

STATE: .....

District .....

A. Brief of cost estimate

Sl	Item	Cost (In Lakh)	Remarks
1	Construction cost of ITI Building		
2	Cost of Machinery, Equipment & Furniture		
3	Cost of Hand Tools, instruments		
4	Construction cost of Hostel Building		
	Total		

B. Details of Cost Estimate

1. Proposed total area of ITI Building (Maximum 1500 SQ Mts.)  
: \_\_\_\_\_ Sq.Mts.

i) Trade wise details

Sl	Name of Trade	Area of Workshop	Classroom			Total Area
			Area	No.	Total	
1						
2						
3						
4						
5						
	Common Class room					
	Total					

ii) Other area of construction: \_\_\_\_\_ Sq.Mts.

Total Construction cost of ITI Building (Maximum Rs. 237.6 Lakh) : Rs. \_\_\_\_\_ Lakh

2. Proposed Cost of Machinery , Equipment & Furniture (for maximum 5 trades and maximum @ Rs.30 Lakh / trade)

: Rs\_\_\_\_\_ Lakh

Srl. No.	Name of Trade	Cost of Machinery & Equipment (details at Appendix – IV / 1 / 1)	Cost of Furniture (details at Appendix – IV / 1 / 2)	Total Cost (In Lakh)
1				
2				
3				
4				
5				
	Total			

3. Cost of Hand Tools, instruments (for maximum 5 trades and maximum @Rs.2 Lakh / trade) : Rs\_\_\_\_\_ Lakh

In lakh

Srl. No.	Name of Trade	Cost of Hand Tools, instruments (details at Appendix – IV / 1 / 3)
1		
2		
3		
4		
5		
	Total	

4. Proposed Area of Hostel Building (for maximum of 100 seats, area of maximum 850 Sq.Mts.):\_\_\_\_\_ Sq.Mts.

Proposed construction cost of Hostel Building (Maximum Rs. 135.00 Lakh):  
Rs \_\_\_\_\_ Lakh

Director of .....  
Govt. of .....  
State Capital

Seal







**Appendix IV / 2**

## Performa for Seeking Aid for Construction of one SDC

Form No.: SD-LWE-3E

STATE: .....

District .....

## A. Brief of cost estimate

Srl. No.	Item	Cost (Rs. in Lakh)	Remarks
1	Construction cost of SDC Building		
2	Cost of Machinery, Equipment & Furniture		
	Total		

## B. Details of Cost Estimate

1. Proposed total area of SDC Building (Maximum 220 SQ Mts.) : \_\_\_\_\_ Sq.Mts.

## i) Course/module wise details

Srl. No.	Name of courses/modules	Classroom & Laboratory			Total Area
		Area	No.	Total	
1					
2					
3					
4					
5					
	Total				

ii) Other area of construction: \_\_\_\_\_ Sq. Mts.

Total Construction cost of SDC Building (Maximum Rs. 35.0 Lakh) : Rs. \_\_\_\_\_ Lakh

2. Proposed Cost of Machinery , Equipment & Furniture (for maximum 5 trades and maximum @ Rs.15 Lakh / SDC) :  
Rs. \_\_\_\_\_ Lakh

				In lakh
Srl. No.	Name of Trade	Cost of Machinery & Equipment (details at Appendix –IV / 2 / 1)	Cost of Furniture (details at Appendix – IV / 2 / 1)	Total Cost
1				
2				
3				
4				
5				
	Total			

Director of .....  
Govt. of .....  
State Capital

Seal



**Appendix IV / 2 / 1**

Details of Cost Estimate of Machinery and Equipment

Form No.: SD-LWE-3F

Name of Trade:.....

Srl. No.	Name of Machinery / Equipment	No off	Rate (in Rs.)	Total cost (in Rs.)
1				
2				
3				
..				
			<b>Total</b>	

Director of .....  
Govt. of .....  
State Capital

Seal

**Appendix IV / 2 / 2**

## Details of Cost Estimate of Furniture

Form No.: SD-LWE-3F

Name of Trade:

Srl. No.	Item	No off	Rate (In Rs.)	Total cost (In Rs.)
1				
2				
3				
..				
			Total	

Director of .....

Govt. of .....

State Capital

Seal

**Appendix – V**

Month..... Monthly Physical Progress Report

Form – 4

State.....

District.....

1. Progress Report for Setting Up ITI and SDC

**ITI**

Srl. No.	Block Name	Name of ITI	Date of receipt of Estimates	Date for 1 <sup>st</sup> Installment of fund transfer	Date of commencement of Work	Current Status (% Completion – Both Civil and Electrical)				Whether Preceding / Exceeding the estimated time	Reason	Remarks, If Any
						Workshop	Class	Other	Hostel			
1												

**SDC**

Srl. No.	Block Name	Name of ITI	Date of receipt of Estimates	Date for 1 <sup>st</sup> Installment of fund transfer	Date of commencement of Work	Current Status (% Completion – Both Civil and Electrical)				Whether Preceding / Exceeding the estimated time	Reason	Remarks, If Any
						Workshop	Class	Other	Hostel			
1												

2. Details of Procurement Components for the ITI

Tendering Started on.....

Supply Order Issued on.....

Date of Supply.....

Date of Commencement.....

Srl. No.	Name of ITI	Trade	Procurement - Current Status						Whether running successfully after the commencement	Reason	Remarks, If any	
			Procurement - Percentage Completion									
			Machinery	Equipment	Furniture	Hand-tools	Instrument	others				
1		Trade – 1	• Nature • Quantity (Procured)	• Nature • Quantity (Procured)	• Nature • Quantity (Procured)	• Nature • Quantity (Procured)	• Nature • Quantity (Procured)	• Nature • Quantity (Procured)				
		Trade-2	(Procured)	(Procured)	(Procured)	(Procured)	(Procured)	(Procured)				
		Trade-3	• % installation (by Value)	• % installation (by Value)	• % installation (by Value)	• % installation (by Value)	• % installation (by Value)	• % installation (by Value)	• % installation (by Value)			
		Trade-4	• % on Transportation	• % on Transportation	• % on Transportation	• % on Transportation	• % on Transportation	• % on Transportation	• % on Transportation			
		Trade-5	• % for which order is placed (by value)	• % for which order is placed (by value)	• % for which order is placed (by value)	• % for which order is placed (by value)	• % for which order is placed (by value)	• % for which order is placed (by value)	• % for which order is placed (by value)			

3. Details of Procurement Components for the SDCs

Tendering Started on.....

Supply Order Issued on.....

Date of Supply.....

Date of Commencement.....

Srl. No.	Name of SDC	Trade	Procurement – Current Status				Whether running successfully after the commencement	Reason	Remarks, if any
			Procurement – Percentage by value Completion						
			Machinery	Equipment	Furniture	Others			
1	SDC – 1	Trade-1							
		Trade-2							
		Trade-3							
		Trade-4							
		Trade-5							
2	SDC – 2	Trade-1							
		Trade-2							
		Trade-3							
		Trade-4							
		Trade-5							

We, hereby, confirm that the information furnished here is correct in all aspects. MoLE may visit the location for its verification.

**Signature of the State Director  
Seal**

**Appendix - VI****Utilisation Certificate  
FORM -5**

State.....

District.....

<b>Srl. No.</b>	<b>Letter No and Date</b>	<b>Amount</b>
1	Central Govt released vide DGET Letter No.-----dated -----	Rs.....
2	State share Allotted	Rs. ....

Certified that out of Rs. \_\_\_\_\_ (**Central Share**) of Grants-in-Aid released during the FY \_\_\_\_\_ in favour of Govt. of \_\_\_\_\_ under the Ministry/ Department letter No. given in the margin and, a sum of Rs. \_\_\_\_\_ (**amount in words**) **Central Share along with Rs. \_\_\_\_\_ State Share** has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ (Central Share) remaining un-utilized at the end of the year has been surrendered to Govt. vide Demand Draft / Cheque / Challan No. \_\_\_\_\_ dated \_\_\_\_\_ / will be adjusted towards the grant- in-aid payable during the 2<sup>nd</sup> Installment.

Certified that I have satisfied myself that the conditions, on which the grant-in-aid was sanctioned, have been duly fulfilled on that, and I have exercised the following Checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Kinds of Checks exercised:**

1. Creation of Capital Assets .....% completed
2. Procurement certificate furnished.
3. Civil Works carried out as per NCVT approved space norms.
5. Civil works carried out by PWD / State approved agencies as per approved estimates and layout drawings.
6. Any other check required as per the guidelines.

**Signature of State Director**  
**Date**

**Appendix - VII**

**Asset Register**

**State:**.....

**District:**.....

**Name of ITI / SDC:**.....

**1. Civil & Electrical Works**

Name of executing Agency:.....									
Srl.No.	Asset	Quantity	Plinth Area / Asset	Total Area	Total Cost	works Started	Work Completed	Date of Commissioning	Remarks, if any
1	Class Room								
2	Work Shop								
3	Hostel								
4	..... ..... ..... .....								

**2. Machinery / Equipment**

Srl. No.	Trade	Name of Machine / Equipment	Make & Model, year of purchase	Quantity	Cost / Item	Total Cost (Purchase Value)	Date of commissioning	Remarks, if any

**3. Furniture**

Srl. No.	Trade	Name of furniture	Make and year of purchase	Quantity	Cost / Item	Total Cost	Remarks, if any

We, hereby, declare that the details furnished are correct in all aspects. MoLE may conduct checking for verifying the same.

Signature of State Director

Date