Central Sector Scheme of

ASSISTACE FOR SKILL DEVELOPMENT OF

OTHER BACKWARD CLASSES (OBCs)/

DE-NOTIFIED, NOMADIC AND SEMI-NOMADIC

TRIBES (DNTs)/

ECONOMICALLY BACKWARD CLASSES (EBCs)

GUIDELINES

(Revised w. e. f. 01.10.2017)

Ministry of Social Justice & Empowerment
Government of India

Guidelines of the Central Sector Scheme of "Assistance for Skill Development of Other Backward Classes (OBCs)/De-notified, Nomadic and Semi-Nomadic Tribes (DNTs)/Economically Backward Classes (EBCs)"

1.   OBJECTIVES: The aim of the scheme is to involve the voluntary sector and National Backward Classes Finance and Development Corporation (NBCFDC) to improve educational and socio- economic conditions of the target group i.e. OBCs/DNTs/EBCs, with a view to upgrade their skill to enable them to start income generating activities on their own or get gainfully employed in some sector or the other.

2.   SCOPE AND ELIGIBILITY:

2.1.   **For ongoing cases of NGOs:**   From the financial year 2017-18, assistance under this scheme will be given to only those voluntary organizations which have been getting the grants continuously under the scheme since before the commencement of online process of the scheme i.e. 2014-15 and following the NSQF Norms.

2.2   The projects admissible under the Scheme of Grant-in-Aid to Voluntary Organizations working for welfare of OBCs/DNTs/EBCs can also be taken up in the villages covered under the Saansad Adarsh Gram Yojana (SAGY) provided an eligible NGO is willing to locate the project in the SAGY or if the Gram Panchayat is willing to implement the project in that village subject to the condition that the rates, guidelines and the modalities are followed under the Scheme.

2.3   **For new cases of NGOs:** The eligible new NGOs seeking grants shall apply to National Backward Classes Finance Development and Corporation (NBCFDC) from the financial year 2017-18.

3.   APPLICATION:

3.1   Procedure for Submission of application for ongoing cases (i.e. those voluntary organizations which have been getting the grants continuously under the scheme since before the commencement of online process of the scheme i.e. 2014-15):

> The organisations which have been duly recommended by the concerned State Government/Government of India are eligible to apply under the scheme. This process in case of individual NGOs has to be carried out online right from filing application by the NGO for forwarding by the district level officials and thereafter by the directorate of the state and the secretariat also. *This has been done to bring transparency, efficiency and involvement of robust NGOs in the programme*. The application will be dealt online in the

Ministry. **The eligible NGOs shall submit the online application after obtaining the Unique ID after furnishing PAN number of the Organisation and PAN and Aadhar details of office bearers**, manual and other details of which are available in the website of the Ministry of Social Justice & Empowerment, i.e. **socialjustice.gov.in** The organization receiving grants from the Ministry shall regularly submit quarterly Progress Report within a month of end of each quarter.

3.2   All NGOs who apply for grants under the scheme shall comply with the instruction of NITI Aayog and Ministry and qualify for NSQF (National Skill Qualification Framework) norms as notified.

4.   Constitution and Role of State Committees

a.   Each State Government/UT Administration shall constitute a multidisciplinary State Committee, under the chairpersonship of Principal Secretary/Secretary, State Social Welfare Department.

b.   State Government would be responsible to examine the project proposals online of VOs/NGOs in accordance with the procedure/ guidelines as laid down by the Ministry from time to time and on the basis of inspection reports and performance reports furnished by the field functionaries.

c.   The states are also expected to satisfy themselves about the necessity and viability of funding the project, keeping in view its performance by making inspection visits as per the requirements.

5.   EXTENT OF ASSISTANCE:

5.1.   The quantum of assistance shall be determined in each case on merit. The Government of India may, however, meet 90% of the approved expenditure on any or all of the items of an approved project (**Annexure-I**). The remaining expenditure is to be met by the concerned voluntary organization from its own sources. In case of NBCFDC, GIA under the scheme for Skill Development Training Programmes (SDTP) shall be limited to 90% of the total project cost i.e. Ministry's share 90% and NBCFDC's share 10%.

5.2   In the event of Ministry of Social justice & Empowerment itself executing any element of the Programme i.e. engagement of Consultants, for project formulation, monitoring and evaluation, as well as expenses towards cost of training of NGO functionaries etc., full cost shall be borne from the budgetary provision of the scheme.

5.3 In case of the projects already approved i.e. continuing projects, first installment up to extent of 75% of the estimated expenditure may be released as soon as possible on receipt of the following documents:-

(i) An application in the prescribed Performa together with the required documents;

(ii) Utilization Certificate of the grant last released, in the format prescribed under GFR-12C. Audited/Unaudited accounts for the previous year indicating the expenditure incurred vis-a-vis the grant sanctioned;

(iii) Budget Estimates for the financial year for which grant-in-aid is required; and performance report with statistical data, of the projects during the previous year.

5.4 The second instilment will be released on receipt of the audited statement of accounts, together with utilization certificate, and inspection report from the prescribed agency.

6. NORMS FOR RELEASE OF ASSISTANCE:

6.1 NGOs having presence in more than one State and having more than one branch will be eligible to receive for each of its branches grants for meeting expenditure on administrative overheads involving supervision and monitoring of the performance of its various branches. Each branch can apply separately or under the parent body.

6.2 Under the scheme, grants shall be sanctioned in favour of VOs/NGOs/NBCFDC subject to prescribed financial norms, terms & conditions as stipulated by this Ministry and revised from time to time. Further, while sanctioning the project and releasing the grant, following norms shall be followed by the Ministry:

a. After following the due process, the Ministry will sanction the eligible amount online and transfer the funds to the bank account of the organization which should be under joint operation of its President and Secretary in case of a NGO and to the MD in case of NBCFDC.

b. The grant shall be sanctioned as per the procedure laid down under General Financial Rules, 2017 as amended from time to time.

c. The extent of financial assistance to a VO/NGO/NBCFDC for a particular category of project would be limited to the financial norms prescribed for that category of project by the Government and may be revised from time to time.

7. EXPENDITURE AND ACCOUNTS:

7.1 The Organization/VOs/NBCFDC must exercise reasonable economy in the expenditure on the approved items.

7.2 The Organizations/VOs/NBCFDC shall maintain separate accounts of the grants received under this scheme. These shall always be open to check by an officer deputed by the Government of India or State Government, as the case may be. These shall also be open to test check by the Comptroller and Auditor General of India.

7.3 The organizations/VOs shall maintain Register of Assets in the proforma prescribed under GFR wherein all assets of permanent value and machinery and equipment having a life of not less than that 5 years and costing Rs.10,000 and above (each item) should be enclosed.

7.4 In case of the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant to the Government of India or the unutilized portion of grant shall be adjusted against the grant admissible for the subsequent financial year.

7.5 After the close of the financial year the aided Organizations/VOs/NBCFDC will submit audited statement of accounts with utilization certificate for all expenditure incurred.

7.6 If an organization has already received or is expected to receive grant-in-aid from some other official sources for the same purpose for which an application is being made under the scheme, an assessment of Central grant-in-aid will normally be made after taking into account grant-in-aid from other such official sources.

7.7 No grants in aid will be sanctioned where there is a reasonable suspicion or suggestion of corrupt practices unless the organizations concerned are cleared of the allegations. The Government reserves its right to nominate its representations on any grantee institution, which depends upon the Central Government grant-in-aid for more than 50% of its annual recurring expenditure.

7.8 Financial norms for the projects wherever not specified under the Scheme would be decided by the Ministry on case to case basis.

7.9 Financial norms for releasing the grants to the companies licensed under Section 25 of the Company's Act 1958 under the Administrative control of M/o Social Justice & Empowerment would be decided on case to case basis as per the guidelines of the Department of Public Enterprises.

8. OTHER MISCELLANEOUS CONDITIONS:

8.1   No capitation or other similar fees or donation in any form shall be charged from any beneficiaries.

8.2   If it is found at a later stage that the organization had withheld or suppressed information regarding the grant-in-aid from other official sources or otherwise had given factually incorrect information, the grant-in-aid of the Government of India may either be cancelled or reduced and the organization may be asked to refund the grant already given with interest @ 10% per annum as per General Financial Rules 2017.

8.3   It is mandatory for NGO/NBCFDC to furnish list of beneficiaries indicating therein details like Name, Address, Adhar No. etc. NGOs/NBCFDC will furnish to this Ministry Quarterly Progress Reports (Performance-cum-Achievement Report) on the project indicating both physical and financial achievements;

8.4   The agencies running the vocational training centers shall also arrange for loan and subsidy either from the commercial banks or RRBs or from State Channelizing Agencies of National Backward Classes Finance & Development Corporation (NBCFDC) or through any other Agency for enabling each successful trainee for starting his/her new job.

8.5   The Organization/VO/NBCFDC should be agreeable to occasional visit of the Government officers and consider their suggestions for improvement in the working of the scheme.

8.6   The agencies will have no authority to dispose of any capital equipment and property purchased out of grant-in-aid, sanctioned, without prior approval of the Government. In the event of the organization discontinuing the scheme or being wound up, the ownership of such equipment and property would vest in Government of India. The organization will also maintain the audited record of all assets acquired wholly or substantially out of the Government grants (property of a capital nature where the value exceeds Rs. 5000). The NBCFDC and the Training Organizations will not divert grant-in-aid and entrust the execution of the programme for which the grant is sanctioned to any other organizations or institutions.

8.7   The organization shall make reservations for the Other Backward Classes (OBCs) in the posts on the lines of reservations provided in the services under the Central Government for these communities if they are selecting personnel on contract basis for the aided project.

8.8   The Chief Instructor / Instructors / Master Craftsman to be engaged under the Scheme to impart training should be technically trained in the respective trades adequately and preferably on the pattern being adopted in the like institutions by the Government.

8.9   The Government of India is free to make any modification in the aforesaid conditions whenever deemed necessary. NBCFDC will not transfer the grant to their state level channelizing agencies. In case NBCFDC wants to carry out any skill development training through the state agencies, 50% of the project should be first deposited with the NBCFDC. NBCFDC may enter into MOU with reputed institutes recognized by GOI/State Governments for undertaking the skill development initiatives.

8.10 The trainees should compulsorily be provided the NCVT (National Council of Vocational Training) certificate as mandated by the National Commission for Skill Development. 50% of the trainees should be women.

8.11 The status about wage/self-employment gained through the scheme has to be maintained on the website of the organization. Tracking of the beneficiaries is must and the organization would be eligible next year only when at least 70% of the trainees attain employment.

8.12 NGOs and NBCFDC shall comply and qualify for NSQF (National Skill Qualification Framework) norms as notified.

8.13 For releasing funds to agencies like NGOs/SCAs, RRBs etc., NBCFDC shall develop necessary on-line module keeping in view instructions issued by Government of India from time to time including NITI Aayog, Ministry of Skill Development and Entrepreneurship and Ministry of Finance.

8.14 Selection of the courses/streams by the agencies would be such that the imparted skills match with the job demand of the specific area. Quarterly survey report would be provided to the Ministry in order to ascertain the quality of the training and employability.

8.15 The organization receiving grants from the Ministry shall regularly submit quarterly Progress Report within a month of end of each quarter.

8.16 In case of dispute, the decision taken by the Ministry shall be binding on the agencies.

8.17 Review of the scheme may be done in at the end of each financial year at the level of Joint Secretary dealing with the subject in the Ministry to add more courses and augment employability of OBC/EBC/DNT population particularly the youth including the women.

LIST OF INDICATIVE ACTIVITIES

1. Carpentry
2. Computer Education
3. Craft Centre
4. Dari Making Training
5. Diesel Pump Set Repair Training
6. Electrician Training
7. Fruit Preservation Training
8. Gem Cutting Training
9. Motor Winding & Fitting Training
10. Photography Training
11. Plumbing Training
12. Printing, Composing and Book Binding Training
13. Scooter, Motorcycle and Auto Rickshaw Repair Training
14. Spinning and Weaving Training
15. Typing and Shorthand Centre
16. Tie and Die Training
17. Leather Art Training
18. Spray Painting &Denting Training
19. Welding & Fitter Training
20. TV, VCR and Radio Repair Training

Note: The above is not exhaustive but merely an illustrative list of activities

CARPENTRY (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

	Rate (Rs.)
A. Non-Recurring Items	
1. Tools & Equipment/machinery	10,000.00
2. Furniture & Fixtures (for 5 years)	5,000.00
3. Block Board-1	1,000.00
B. Recurring Items	
1. Honorarium (per month)	
(a) Senior Instructor-1	3,000.00
(b) Instructor-1	2,500.00
(c) Clerk-cum-Accountant-1	1,800.00
(d) Peon-cum-Sweeper-1	1,200.00
(e) Watchman-1	1,200.00
2. Stipend to trainees (per month per trainee)	1,00.00
3. Training material (per month per trainee)	75.00
4. Rent for building (per month)*	2,000.00
5. Contingencies (per year)	5,000.00
6. Audit fees (per year)	3,000.00

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* (in case of own building maintenance cost 10% of the admissible rent)

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CENTRE FOR TRAINING ON COMPUTERS

No. of beneficiaries to be covered: 30

Duration of Training: 6 months

Timing: Say : 9.00 AM to 5.00 PM

		Amount (in Rs.)
I.	**Non-Recurring**	
1.	Computer Hardware (as per Annexure-IA)	2,43000.00
2.	Software Cost	30,000.00
3.	Installation Cost (Site preparation, UPS, AC, Stabilizer, Electrical Fittings)	35,000.00
4.	Furniture	10,000.00
II.	**Recurring (Honorarium)**	
1.	Instructor cum Systems Manager-1	6,000.00 p.m.
2.	Assistant Instructor cum Junior Programmer-1	3,000.00 p.m.
III.	**Recurring (other than Honorarium) (per year)**	
1.	Library, Stationary, Floppy	5,000.00
2.	Miscellaneous Charges	5,000.00
3.	Maintenance of Hardware from 2nd year of the purchase @ 10%	24,300.00
4.	Rent for building	25,000.00
5.	Audit Fee	3,000.00
6.	Stipend @ Rs. 150 PT PM	150 PT PM

Note :

1.   The requirement of Computer Hardware and software would be subject to version as per prevailing rates.
2.   The syllabus be covered in six months for 30 students is given at **Annexure-II-B**.
3.   The Computer Hardware are to be purchased from authorized National level Computer Vendors of the likes of HCL, Wipro, etc.
4.   Guidelines for computer training centre as per **Annexure-III-C**.

Hardware for Computer Training Programme

1. Computer Systems   Quantity
    Specification (Minimum)

    Intel Celeron 450 MHz with 801 Chipsets   4
    64 MB RAM
    4.3 GB Hard Disk
    1.44MB Floppy Drive
    48 X CD ROM Drive
    14" Colour Monitor
    100MBPS LAN CARD
    PS2 Key Board
    PS2 Mouse
    Mouse Pad
    Window 98 Preloaded with media

2. **Printers**
    i)   Laserjet 4ppm   1
    ii)   Dot Matrix Printer   3

    Total Computer Hardware

VOCATIONAL THEORY-I
COMPUTER FUNDAMENTALS, OPERATING SYSTEMS AND UTILITIES

OBJECTIVES
1. To introduce understanding of computers and their applications
2. To familiarise with various operating systems
3. To impart knowledge of office automation tool like MS office

CONTENTS
1.1 Computer Fundamentals
1.1.1 Basic Anatomy of computers
- Introducing of computing
- What is computer
- Characteristics of computers (speed, storage, accuracy versatile, automation, deligence)
- Data representation within computer (bits, Bytes, EBCDIC, BCD, ASCH, number system)
- Basic structure of computer (input, process, output)
- Memory, RAM, ROM, EPROM, DRAM, CACHE, CDROM

1.1.2 Input / Output Devices
Input Devices
- Keyboards, Mouse, Touch Screen, MICR, Light Pen, Joy Stick
- Digitizer, Scanner
Output Devices
- VDU
- Printers (Impact, Non Impact)
  Impact - Dot Matrix, Line Printer, Daisy Wheel, Drum Printer, Poltter
  Non Impact - Laser, Inkjet, Thermal

1.1.3 Data Storage Devices
- Magnetic Tape
- Magnetic Disk
- Floppy Disk
- Hard disk
- Cartridge
- Compact Disk
- Optical Disk

1.1.4 Introduction to Computer Languages
- Machine Language
- Assembly Language
- High Level language
- Compilers and Assembles
  04GL

VOCATIONAL THEORY-II
DATA BASE MANAGEMENT SYSTEM

Objectives :

1.   Understanding the concepts of DBMS

2.   Applying DBMS concepts in commercial application using Foxpro

3.1   Data Base Concept
-    Introduction to DBMS
-    Types of Databases
-    Hierarchical
-    Network
-    Relational
-    Security and privacy concepts

3.2   Programming in FOXPRO
-    Getting acquainted with Foxpro
-    Greeting database structure
-    Opening & Closing database files
-    Modifying 2nd copying structure of database files
-    Adding, editing and viewing data
-    Using queries and logical expressions
-    Understanding indexes and expressions
-    Memory variables and functions
-    Managing numbers and dates
-    Commands files
-    Programming with Foxpro
-    Designing custom screebs
-    Developing application using

3.3   MS-ACCESS
-    Designing of table, forms, reports queries and macros
-    Understanding visual basic codes
-    Using the menu builder

VOCATIONAL THEORY-III
DESK TOP PUBLISHING (DTP)

Objectives :

1. To introduce concepts of DTP
2. Using and creating
3. To make effective graphical designs using CORAL DRAW
4. Concept of DTP

4.1.1 Introduction to DTP
- What is Desk Top Publishing
- Uses of DTP and Print documents
- Uses of Fonts, Frames, Page Layout, WHY IW YG etc.
- Advantages of DTP over Word Processing

4.1.1 Document Planning
- Page Layout
- Margin
- Header, Footer, Fonts, Styling

4.2 Desk Top Publishing using Page Maker
- Installation of PageMaker and minimum configuration required for installation
- Use of file, edit, page, frame, font, graphics and options menus
- Creation of style sheets
- Preparation of table of contents, index
- Usage of width table, add / remove fonts
- Commands to take hard copy

4.3 Coal Draw

4.3.1 Installation of Coral Draw and minimum configuration requirements
4.3.2 Surfing through opening interface for all tools and menus
4.3.3 Working with Text
- Edit, special effects, fonts and choosing artistic and paragraph text.
4.3.4 Using the Coral Clip Board
4.3.5 Special effects
- Appetisers
- Object perspectives
- Movement of objects
- Use of depth-width and colour
- Use of contour and lens effects
4.3.6. Cropping and bitmaps

1.2.   Operating Systems

1.2.1   OS Concepts
- What is operating system
- Batch Processing
- Multi Programming / Multi Processing / Multi Tasking
- Time Sharing
- Real Time
- Computer networks
- Distributed processing (including client - server)

1.2.2   MS DOS
Internal Commands
External Commands
FORMAT, BACKUP, RESTORE, CHKDSK, XCOPY, DISKCOPY, DISKCOMP, ATRIB, LNDELETE.
Batch Files
- Batch file commands
Editors
- Edit
- Control functions

1.2.3   MS Windows
- Introduction to Windows
- Advantages of Windows
- Control Panel
- File Manager Windows Explorer
- Accessories
Calendar, Calculator, Card file, WordPad, Paint brush UTILITIES (MS-OFFICE)

1.2.4   - Overview
- MS Word
- MS Excel
- MS Power Point
- MS Access
- MS Outlook

VOCATIONAL PRACTICAL-I

COMPUTER FUNDAMENTAL, OPERATING SYSTEM AND UTILITIES

1.1	Installation of DOS
1.2	Fine tuning MS DOS
1.3	Use of internal and External Commands of DOS file operation
1.4	Creating and usage of batch files - Auto exec. Bat
1.5	File manipulation, text manipulation commands, pipeline, fillers, printing, splitting and sorting
1.6	Standard file and directory commands
1.7	Installation of Windows
1.8	Study of different menus available in Windows
1.9	Create Windows, edict and print a document file, using MS WORD
1.10	Create a document using tables and graphics using MS WORD
1.11	Designing spreadsheet and manipulation using different arithmetic functions
1.12	Printing a spreadsheet with a proper format with headers and footers.
1.13	Generate and print a graph using MS Excel
1.14	Design simple presentation advance features using animation and 3-D features.

VOCATIONAL PRACTICAL-II
DATA BASE MANAGEMENT SYSTEM

Creating a database and adding records to it

2.1	For the given database, execution of different commands
2.2	Programmes on sorting and indexing databases
2.3	Programmes on selecting records from a given database based on simple and compound conditions
2.4	Programmes using arrays
2.5	Programmes on maintenance of database
2.6	Programmes on updation on database
2.7	Programmes on screen manipulation
2.8	Programmes using subprograms and procedures
2.9	Programmes using multiple files.

VOCATIONAL PRACTICAL-III
DESK TOP PUBLISHING (DTP)

3.1	Installation of package
3.2	Create style sheets
3.3	Preparation of one page / two column
3.4	Use of header, footer, foot notes in designing of page layout
3.5	Development of multichapter publication with contents, index, graphics and tables
3.6	Preparation of New Paper Layout
3.7	Designing of corporate logos and image rendering

VOCATIONAL PRACTICAL-IV
COMPUTER NETWORKS

4.1 Usage of public Internet Services for following :
1. E-Mail
2. Internet Fax
3. Web Surfing
4. File transfer
5. Creating and hosting of Web pages
6. Use of Search Engines for querying

VOCATIONAL PRACTICAL-V
COMPUTER COMMERCIAL APPLICATION

5.1 To conduct market survey for the launch of Pentium Microprocessor based computers for home segment
- Project should include following
- Product positioning
- Product pricing
- Market segmentation

5.2 City level study of computer sales, peripherals, maintenance services, software development and training with respect to data collections, revenue figures, key vendors, and their market share.
Use graphical tools : hardward Graphics, or MS Excel for decision making.

5.3 Develop trial balance for a private limited computer organisation dealing with sales of computer for the following brand.
1. HCL
2. PCL
3. WIPRO
4. ZENITH
5. CMS

5.4 Give desire profit and less statement for a partnership firm covering capital investment, working capital, fixed assets, Non-cash costs, depreciation and interest.

5.5 Field visit to computer retail stores and services centers to analyse the sales related data.

GUIDELINES FOR COMPUTER TRAINING CENTRES

Target beneficiaries (whom to train). It is known fact that Computers have now become the core constituent of the formal School / College Curricular. The objective here, however is not to supplement the curricular inputs in formal education. Rather the computer / IT. Training Projects would focus on the target groups which would mainly comprise of those who do not have the wherewithal and the opportunity formal IT Literacy courses. The focus would then be to imbibe basic IT Skills which would place them at an advantageous position in seeking for the lower end IT functionaries, e.g. Data Entry Operator or Console Operators as the case may be. The focus of these Centres is primarily not for imparting Programming or to churn out Programmers or Software expertise. As the Course Contents suggested would indicate, these training would be for those who are either self-employment aspirants or job seekers. Thus the target beneficiaries would be and large constitute the *adult unemployed, school/college drop outs* (but at least 10+pass). The reference here is primarily for the socially weaker sections.

2.   While the above would be the basic expectation and focus of these Computer Training Centres, *opportunity for individual excellence* must be encouraged and should there be cases where demands for higher level IT Literacy courses, the Centres/ Institutions would be expected to amalgamate the identified target group beneficiaries into their advanced training curricular. The cost of which would have to be worked out on @ Training Cost per Beneficiary, for the Course.

3.   With reference to the Disabled it is not difficult to appreciate why Computer Literacy is needed for them. The Computer Literacy or Vocational IT Skills would be beneficial in all respects for persons with disabilities, the main benefit will however to prepare them to be worthy of recruitment by providing the requisite credentials with a view to facilitate their induction in the identified posts set aside for them in establishments. When is felt to be crucial is the Institution to whom this task would be entrusted. The availability of expertise in IT would not be enough. Thus, barring for the OH, it would be required that the Instructors for the Centre for persons with disabilities should be proficient with instructing skills for the various category amongst the PWD. Further, there would be special demands for Hardware & Software requirements. It is proposed that PSUS under IT Ministry (like C-DAC, CMC) beroped in, besides the reputed professional IT Institutions.

4.   **Project Location :** Among the various factors that need to be taken into account while drawing up the guidelines for the Computer Training Project, one area that needs to be brought out in clear terms is the project location of these Centres. Much would depend on the location of these computer centres. Locating these centres is Metros would not be desirable keeping in view the presence of top institutions in Metros, and also of the fact that out sourcing training to these top institutions would be in any case a more feasible proposition. At the same time, to have these centres in rural areas would be equally undesirable, since problems of availability of faculty, and other infrastructural drawbacks like lack of constant power supply etc. would be a few of the major hinderance one could think of. Thus the benchline should be that these **Computer Training Centres should be set up in no less than District (HQ) Townships.**

Implementing Agencies : The success of implementing the Computer Training Projects will largely be contingent on the capacity of the Organisation to deliver the goods. Thus, there is a need to seek out those institutions which would be suitable to carry out these projects. For instance. programs may be entrusted to University and its Branches / Wings. The DOEACC Institutions wherever available. may be deployed. Further, the IT / Electronics Wing or the State Government would also be expected to carry out these programs. Besides these established private Institutions of national repute may also be entrusted selectively.

Target Group	IT Input	Institutions / Implementing Agency.
(A) Adult unemployed School College Drop outs (atleast 10+ (SC/OBC/Minorities)	Spread Sheet Management, Networking	1. Programs under Universities. 2. State level IT / Electronics. 3. DOEACC institutions. 4. PSUs under IT Ministry. (e.g. CMC, C-DAC)
(B) Job Seekers +2 or Graduates (SC / OBC / Minorities)	Office Management (Word Processing etc.) Data base Management, Spread Sheet Network Basics (LAN).	5. NIT / APTECH, etc. 6. DRDA, IRCS 7. Reputed Private Institutions**
(C) Person with Disabilities Other that OH	Specially designed Courses (eg, Job Induction oriented courses for VH, HH)	Besides above - Nationally reputed IT institutes or IT PSUs with support of Nis.

**   The private institutions should not be only have expertise and experience, these centres should be well-equipped and well-laidout to facilitate a congenial learning ambience, with air conditioning, reliable power supply or provisions for UPS etc. It is also required that the IT faculty can use English effectively while imparting the training.

On Course Contents: The Course Contents for basic Computer Literacy has been drawn up. This is however subjected to modification depending on the need of the times.

CRAFT CENTRE (50 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

A.	Non-Recurring Items	Rate (Rs.)	Amount	Remarks
1.	Sewing machines 10 With Pedals	2,500.00 each		
2.	Embroidery Machines-1	7,500.00 each		
3.	Furniture & Fixture	13,200.00		
4.	Scissors & T-Scales-12 sets (per 3 years)	150.00 per set		
5.	Black board-1	1,000.00		
6.	Books/Magazines/Periodicals	1,300.00		
7.	Knitting Machines 3 nos. @	5,000.00 each		
8.	Knitting tables-3	1,200.00 each		
9.	Additional furniture for Knitting Trade (for 5 years)	1,000.00		

B. Recurring Items

1.	Honorarium (per month)		
	(a) Instructor-2	3,000.00 each	
	(b) Clerk-cum-Accountant-1	1,800.00	
	(c) Peon-cum-Sweeper-1	1,200.00	
	(d) Chowkidar-1	1,200.00	
2.	Rent for building (per month)*		
	Class-1/Capital Cities	2,000.00	
	Other Areas	1,660.00	
3.	Stipend (per trainee per month)	100.00	
4.	Training material (per trainee per month)		
	(i) for Cutting, tailoring & Embuidery	100.00	
	(ii) for cutting, tailoring, Embroidery & Knitting	150.00	
5.	Contingencies (per year)	6,600.00	
6.	Maintenance/Repair (per machine per month)	40.00	
7.	Audit fees (per year)	3,000.00	

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*   (in the NGO is having its own building maintenance allowance up to 10% of the admissible rent.

DARI MAKING TRAINING (50 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr. Items	Rate (Rs.)	Amount	Remarks

Non-Recurring

1. Machinery & Equipments	25,000.00		
2. Furniture & Fixtures (for 5 years)	5,000.00		

Recurring Items

1. Honorarium			
(a) Instructor-1	3,000.00 PM		
(b) Clerk-cum-Accountant-1	1,800.00 PM		
(c) Peon-cum-Chowkidar-1	1,200.00 PM		
2. Rent for building (*)	2,000.00 PM		
3. Stipend to 50 trainess P.M.	100.00 P.T		
4. Training material *	75.00 P.T.P.M.		
5. Contingencies including office maintenance	4,000.00 PA		
6. Audit fees (per year)	3,000.00		

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*   (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

DIESEL PUMP SET REPAIR TRAINING (25 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr. Items	Rate (Rs.)	Amount	Remarks
Non-Recurring			
1. Diesel pumpset 8 H.P.-1	10,000.00		
2. Tool kits, spare parts etc.	4,000.00		
3. Furniture (for 5 years)	2,500.00		
Recurring			
1. Honorarium (per month)			
(a) Instructor-1	3,000.00		
(b) Clerk-cum-Accountant-1	500.00	(Part time)	
(c) Peon-cum-Sweeper-1	1,200.00		
2. Stipend	100.00		
3. Training material	1,000.00 P.A.		
4. Rent (*)	1,500.00		
5. Contingencies (per year)	5,000.00		
6. Audit fees	3,000.00 P.A.		

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* (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

ELECTRICIAN TRAINING (30 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.)
Non-Recurring		
1.	Tools & Equipment	10,000.00
2.	Furniture & Fixtures (for 5 years)	2,000.00
Recurring		
1.	Honorarium (per month)	
	(a) Instructor-1	3,000.00
	(b) Accountant-cum-Clerk-1 (Part time)	500.00
	(c) Peon-cum-Sweeper-1	1,200.00
2.	Stipend	100.00 P.T.P.M.
3.	Training material	1,500.00 P.M.
4.	Rent (*)	1,500.00 P.M.
5.	Contingency	3,000.00 P.A.
6.	Audit fees	3,000.00 P.A.

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*   (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

FRUIT PRESERVATION TRAINING (25 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machineries & Equipments	20,000.00		
2.	Furniture (for 5 years)	4,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	500.00 (Part time)		
	(c) Peon-cum-Chowkidar-1	1,200.00		
2.	Training material (*)	1,500.00 P.M.		
3.	Rent for building (*)	1,500.00 P.M.		
4.	Stipend	100.00 P.T.P.M.		
5.	Contingencies (per year)	2,000.00		
6.	Audit fees (per year)	3,000.00		

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* (in the NGO is having its own building maintenance allowance @ 10% of admissible rent.

GEM CUTTING TRAINING (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
	Non-Recurring			
	Machines-10	18,000.00 each		
	Furniture (for 5 years)	5,000.00		
	Recurring			
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00 PM		
	(b) Accountant-cum-Clerk-1	500.00 PM (Part time)		
	(c) Peon-cum-Sweeper-1	1,200.00PM		
2.	Stipend to 40 trainees	1,00.00 P.T.P.M		
3.	Training Material	1,500.00 PM		
4.	Rent (*)	1,500.00 PM		
5.	Audit fees (per year)	3,000.00 PM		

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* If the NGO is having its own building, maintenance allowance @ 10% of admissible rent.

TRAINING IN WELDING & FITTER TRADES (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machinery, Tools & Accessories for welding & fitter trade	60,000.00		
2.	Furniture & fixture (for 5 years)	20,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-2	3,000.00 (each)		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Stipend	100.00 p.tr.p.m.		
3.	Training material (*)	1,500.00		
4.	Rent for building (*)	1,500.00		
5.	Contingencies	4,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

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*   (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

Photography Training (30 Trainees)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Camera & Flash gun with stand-3	10,000 Per Set		
2.	Darkroom equipment & Material	10,000		
3.	Furniture & fixture (for 5 years)	5,000		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000		
	(b) Artist-1	2,500		
	(c) Accountant-cum-Clerk-1 (Part time)	500		
	(d) Peon-cum-Sweeper-1	1,200		
2.	Rent (*)	2,000		
3.	Stipend	1,00 P.T		
4.	Contingencies (per year)	3,000		
5.	Training material (P.T. P.M.)	100		
6.	Audit fees (per year)	3,000		

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* If the NGO is having its own building maintenance allowance @ 10% of admissible rent.

PLUMBING TRAINING (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr. No.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Tools & equipment	15,000.00		
2.	Furniture & Fixture (for 5 years)	5,000.00		
3.	Black Board-1	1,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	500.00 P.T		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (*)	2,000.00		
3.	Stipend	100.00 P.T		
4.	Contingencies (per year)	3,000.00		
5.	Training material (P.T. P.M.)	75.00		
6.	Audit fees (per year)	3,000.00		

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*   If the NGO is having its own building maintenance allowance @ 10% of admissible rent.

PRINTING, COMPOSING & BOOK BINDING (60 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
A.	**Non-Recurring**			
1.	Paper Printing Machines	45,000.00		
2.	Paper Cutting Machine	22,000.00		
3.	Stitching Machine	6,000.00		
4.	Perorating Machine	1,800.00		
5.	Dab Press	2,000.00		
6.	Proof Press	800.00		
7.	Imposing stone	1,800.00		
8.	Spacing & Other Materials of Non-recurring nature	15,000.00		
	Furniture & Fixture (for 5 years)	12,000.00		
B.	**Recurring**			
1.	Honorarium (per month)			
	(a) Supervisor/Training Coordinator-1	3,000.00		
	(b) Instructor-2	3,000.00 each		
	(c) Accountant-cum-Clerk-1	1800.00		
	(d) Peon-cum-Sweeper-1	1,200.00		
	(e) Watchman (Night)-1	1,200.00		
2.	Rent for building (per month) (If the NGO is having its own building)	2,500.00		
3.	Training material (per year)	10,000.00		
4.	Contingencies (per year)	5,000.00		
5.	Stipend (per student per month)	100.00		
6.	Audit fees (per year)	3,000.00		

Note :- If case of offset printing, grant for only recurring items listed above will be given.

SCOOTER/MOTOR CYCLE/AUTORICKSHAW REPAIR TRAINING (50 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
A.	**Non-Recurring**			
1.	Scooter secondhand-1	10,000.00		
2.	Motorcycle secondhand-1	12,000.00		
3.	Autorikshaw-secondhand-1	20,000.00		
4.	Tools & Spares	5,000.00		
5.	Furniture & Fixture (for 5 years)	5,000.00		
B.	**Recurring**			
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Clerk-cum-Accountant-1	1,800.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
	(d) Watchman-1	1,200.00		
2.	Rent for building (PM)*	2,000.00		
3.	Training material (PM)	1,500.00		
4.	Contingenzcies (per month)	5,000.00		
5.	Stipend (PT. P.M.)	100.00		
6.	Audit fees (per year)	3,000.00		

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*   (If the NGO is having its own building maintenance allowance @ 10% of admissible rent.)

SPINNING & WEAVING TRAINING (30 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Machines-6	5,000.00 each		
2.	Furniture (for 5 years)	2,000.00		
3.	Tools & equipment	5,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	1,800.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (PM)*	1,500.00		
3.	Raw Materials*	1,500.00		
4.	Contingencies (per year)	4,000.00		
5.	Stipend to 30 trainees	100.00 PT PM		
6.	Audit fee (per year)	3,000.00		

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*   (If the NGO is having its own building maintenance allowance @ 10% of admissible rent.)

TYPING & SHORTHAND CENTRE (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) Class 1 Cities Proposed	Other Areas Proposed	Amount	Remarks
A.	**Non-Recurring**				
1.	Typewriter-5	7,000.00 each	7,000.00 each		
2.	Furniture	12,500.00	12,500.00		
3.	Black Board-1	1,000.00	1,000.00		
4.	Steel Almirah-1	3,000.00	3,000.00		
B.	**Recurring**				
1.	Honorarium (per month)				
	(a) Typing Instructor-1	3,000.00	3,000.00		
	(b) Shorthand Instructor-1	3,000.00	3,000.00		
	(c) Accountant-cum-Clerk-1	1,800.00	1,800.00		
	(d) Peon-cum-Sweeper-1	1,200.00	1,200.00		
	(e) Chowkidar-1	1,200.00	1,200.00		
2.	Building Rent (per month) (*)	1,500.00	1,250.00		
3.	Electricity and Water charges (PM)	150.00	150.00		
4.	Stipend (per month per student)	100.00	100.00		
5.	Stationery and Educational material (PM)	1,000.00	1,000.00		
6.	Contingencies (per annum)	2,500.00	2,500.00		
7.	Audit fee (per annum)	3,000.00	3,000.00		
8.	Maintenance of Machine (PA)	500.00	500.00		

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* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TIE & DYE TRAINING (30 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Tools & equipment	5,000.00		
2.	Furniture & Fixture (for 5 years)	2,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent (*)	1,500.00		
3.	Stipend	100.00 p.tr.p.m.		
4.	Training Material	1,000.00 p.a.		
5.	Contingency	3,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

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* (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TRAINING IN LEATHER ART (25 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Leather sewing machines-2	8,000.00 per set		
2.	Furniture (for 5 years)	5,000.00		
3.	Tools & Equipments	3,000.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1 (part time)	500.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (*)	1,500.00		
3.	Stipend to 25 Trainees	100.00 p.tr.p.m.		
4.	Training Material*	1,500.00		
5.	Contingency	3,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

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*   (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TRAINING IN SPRAY PAINTING & DENTING (25 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Sr.	Items	Rate (Rs.) proposed	Amount	Remarks
Non-Recurring				
1.	Spray Gun Machine-1	13,000.00		
2.	Painting column No. 1 to 10 (10 Sets)	200.00 per set		
3.	Brushes 5 to 1 (10 set)	200.00 per set		
4.	Gas Cylinder and Carbide Tank	3,500.00		
5.	Service Cylinder with air compressor	5,000.00		
6.	Oxygen gun with B.B.P. pipe	1,500.00		
7.	Drill Machine	5,000.00		
8.	Scale Cutter	1,650.00		
9.	Tools for denting	5,000.00		
10.	Furniture (for 5 years)	5,000.00		
11.	Body Cooler	1,350.00		
Recurring				
1.	Honorarium (per month)			
	(a) Instructor-1	3,000.00		
	(b) Accountant-cum-Clerk-1	1800.00		
	(c) Peon-cum-Sweeper-1	1,200.00		
2.	Rent for building (*)	1,500.00		
3.	Stipend	100.00 p.tr.p.m.		
4.	Training Material*	50.00 p.tr.p.m.		
5.	Contingency	3,000.00 p.a.		
6.	Audit fee	3,000.00 p.a.		

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*   (If the NGO is having its own building maintenance allowance @ 10% of admissible rent).

TV, VCR & RADIO REPAIR TRAINING (40 TRAINEES)

Duration of Training: One Year
Working Hours : 6 to 8 hrs per day
Timing: Say : 9.00 AM to 5.00 PM

Non-Recurring Items	Rate (Rs.)	Amount	Remarks
1. Portable Type Black & White T.V.-2	2,500.00		
2. Colour T.V.-1	14,000.00		
3. V.C.R.-1	15,000.00		
4. Radio-2	600.00 each		
5. Tape Recorders-2	1,000.00		
6. Tools & equipment	4,000.00		
7. Furniture & Fixtures	10,000.00		
8. Books on the subject	2,000.00		
9. Black Board-1	1,000.00		

Recurring

	Rate		
1. Honorarium (per month)			
(a) Instructor-1	3,000.00 (each)		
(b) Accountant-cum-Clerk-1	1800.00		
(c) Peon-cum-Sweeper-1	1,200.00		
(d) Watchmen (Night)-1	1,200.00		
2. Rent for building (per month)	2,000.00		
3. Stipend PM. PT	100.00		
4. Contingencies (per year)	7,000.00		
5. Audit fee (per year)	3,000.00		
6. Training Material (per year)	5,000.00		

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*   (If the NGO is having its own building maintenance allowance @ 10% of
      admissible rent).