



ORMAS

Creating competence and values in rural odisha

Odisha Rural Development & Marketing Society
(Panchayati Raj & Drinking Water Deptt. Govt. of Odisha)



No:- 2147
ORMAS/SD/282/2018

Notification

Date: 4/10/18

Sub: Comprehensive Checklist for release of installments, closure of project and sanction of additional target under DDU-GKY for projects sanctioned by SRLM-ORMAS.

In pursuance to the DDU-GKY guidelines and Standard Operating Protocol (SoP) for implementation of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), Odisha Rural Development and Marketing Society (ORMAS) in Panchayati Raj and Drinking Water Department being the SRLM for the State have considerably decided to notify the following points for smooth implementation of DDU-GKY.

A. Assignment of Project:

1. Guarantee from Bank (Bank Guarantee) for a minimum value of 6.25% of the approved project cost or for any such higher value shall be mandatory for the Project Implementing Agency (PIA). Bank Guarantee shall be extended depending on completion of project. The Bank Guarantee (BG) amount will be recovered from the PIA by ORMAS, if the said PIA becomes unable to comply with the clarification(s) / show-cause issued by ORMAS within 3 months from the date of issue. Bank Guarantee shall be submitted for each project separately.
2. Web based attendance of candidates is to be followed strictly by the PIA and checked by the TSA (PIA wise). The same shall be analysed and placed at the time of release of instalments or sanction of new proposal.
3. Sanction of new projects (2nd project, 3rd project, 4th project etc.) to existing PIAs:
 - i. The 2nd project of the PIA can only be considered if the said PIA has achieved 70% physical training target of the 1st Project, 50% trained candidates have joined in jobs, the same has been made up-to-date in the web based MIS.
 - ii. The 3rd project of the PIA can only be considered if the PIA has achieved 70% physical training target of the 2nd Project, has completed 50% placement (as defined in the SoP) of trained candidates, has updated the same in the web based MIS, and the said PIA has received the 3rd installment of the 1st project.
 - iii. The 4th project of the PIA can only be considered if the PIA has achieved 70% physical training target of the 3rd Project, has completed 50% placement (as defined in SoP) of trained candidates, has updated the same in the web based MIS, and has received the final installment on closure of the 1st project.
 - iv. Same process shall be followed for further projects of existing PIAs.
 - v. On commencement of each project/ batch in the training centre, Nodal Officer, ORMAS /Chief Executive, DSMS shall attend the candidates' orientation programme and explain in detail about the programme with audio visual aids.

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B. Entitlement of candidate during training:

Districts Officials/ CE, DSMS shall sensitize the candidates in the orientation programme about various entitlements during classroom training, On-the Job Training (OJT) and placement period. Toll Free Number (18003457118) of ORMAS shall be printed on the I-Card of candidates and clearly painted in the inner and outer sign board of centre(s).

C. Placement of candidates and Placement verification:

- i. To address the retention issues of placements outside the state, PIA shall organise a "Parents Meet" at the training centre in the last week of each batch closing. Nodal Officer, ORMAS/ CE, DSMS shall attend the "Parents Meet".
- ii. For sharing of information and broadening the network with the candidates, Nodal Officers of ORMAS or CE-DSMS, shall provide the ORMAS Call Centre Toll Free Number, DDU-GKY Facebook page created by ORMAS, Alumni web site address etc. to the candidates. Same should be painted prominently in the training centre.

D. Drawing of Samples for Physical Verification.

1. A Committee with following members is to be formed to draw the samples using the random sampling process prescribed by NIRD/ NABCONS table for physical verification.
 - i) Deputy Director (Finance), ORMAS
 - ii) Representative from CTSA (NABCONS)
 - iii) One Asst. Director /Dy. Director/ one expert from TSA nominated by State Mission Director OLM and Member Secretary, ORMAS.
2. List of samples once drawn for physical verification at the time of release of 2nd installment shall be removed while drawing samples for subsequent 3rd and 4th installments.
3. Sampling Committee should report the PIA-wise sampling and results of sample verification weekly to SMD,OLM-cum-Member Secretary, ORMAS stating the PIA name, project number, primary sampling & distribution date, results of primary sampling (Q-team & ORMAS Samples), recheck sampling and distribution date, results of recheck sampling, challenges from PIA for re-verification (if any) and results of re-verification.

Section-A: Checklist for Release of 1st instalments (25%)

Sl. No.	Particulars
1	Board Resolution authorizing a person from Board of Directors to sign the MoU on behalf of PIA for implementation of the project.
2	Affidavit from the Notary stating non-overlapping of funds, candidates and information with other projects; not black listed by State/Central Govt./ any SRLM or Societies /Companies created by Government; misuse of fund/ diversion of fund to be submitted by the PIA.
3	Declaration by the PIA for opening the training centers within one month's time from the date of release of 1 st installment.
4	Copies of training center lease agreement with recent energy bill/ water bill/municipality tax receipt.
5	Copies of hostel lease agreement with recent energy bill/ water bill/municipality tax receipt (separate for boys and girls).
6	PIA shall open a project dedicated savings/ current bank account and details shall be submitted to ORMAS in prescribed format (i.e. S.F. 3.2A of SoP). The PFMS and bank account details in the prescribed format (without any error) in the letter head of

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	the PIA, sealed & signed, along with a cancelled cheque shall be submitted by the PIA to ORMAS. PIA should submit the "Appointment of Auditor" in the prescribed format of SoP duly signed by authorized signatory of PIA and auditor.
7	Project Prospective Work Schedule (PPWS) in the prescribed format (i.e. S.F. 3.1A of SoP) shall be submitted by the PIA to ORMAS
8	List of 3 key persons (National head, State head, Q-team) in the prescribed format.
9	The 1 st inspection report in the prescribed format with the signature of the CE, DSMS of the concerned district shall be submitted to ORMAS headquarters. For training center(s) located in Bhubaneswar, the 1 st inspection report to be verified by the State Level Officers of ORMAS. However, this is not applicable for the existing PIAs those are running same trade and the training center used for the existing project(s).
10	Tripartite agreement in prescribed format shall be signed by PIA, Banker of the PIA and ORMAS.
11	Bank Guarantee (BG) for minimum value of 6.25% of the approved project cost will be applicable. The BG shall be valid for a period starting on/ before the date of MOU signing till one hundred and eighty (180) days after the end of approved duration of the project with further claim period of two months for lodgment of claim by ORMAS.

Section-B: Checklist for Release of 2nd instalments (50%)

Sl. No.	Particulars
1	Report on achieving 10% training (chronological batches) completion (with OJT) of the physical target out of total target and out of that minimum 70% of candidates should have remained in a Job continuously for 3 months, and other placement conditions laid down in SoP.
2	Minimum Utilization of 60% of the fund released under 1 st installment.
3	Utilization Certificate in OGFR-7 (A) format and Audited Financial statements of Accounts (up to date Receipt-Payment; Income-Expenditure and Balance Sheet, Auditor's Report, Annexure/ Notes to statements) of the dedicated skill development account in Original along with certified bank statement and other documents required as per the SoP/Guidelines of DDU-GKY. All the documents validated and signed by the Auditor of PIA and authorized signatory of PIA submitted during MoA of project.
4	The PIA shall submit a formal request to ORMAS in a covering letter for requesting release of 2 nd installment indicating batch code (chronological), centre address, trades, numbers of candidates, number of candidates completed 3 months training (sub category-wise target such as SC/ST, minority, women), number of candidates completed 3 months placement as per the prescribed format**.
5	Batch-wise candidates' list from the web-based MIS (last day attendance) with batch code, center address shall be submitted with the proposal.
6	PIA shall submit the following documents to ORMAS i. Three (3 complete months) consecutive salary slips from the day of placement of a candidate in organized sector of placed candidates (Photo copy signed by candidate) and last month tracking sheet of placed candidates as per SoP. If formal salary slips are not available, the PIA can submit document like joint salary certificate signed by employer and candidate along with the proof of salary paid to candidate through bank. ii. If the bank statements of candidates are not available, then the PIA may submit the proof of ESIC/EPF details for the salary period.
7	PIA shall submit: OJT offer letter, OJT-start, OJT-completion and appointment letter for each candidate as per the specification laid down in SoP duly signed by the candidate

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	and employer (photo copy to be submitted with counter signature by the authorized representative of PIA and candidate).
8	MIS should be updated (in web based MIS of ORMAS and MPR of DDU-GKY) and scanned copy of the same should be uploaded without error.
9	PIA shall submit: Certificates issued by authorized certification agency for all the final candidates who have appeared the assessment/ examination and successfully completion of training (photo copy to be submitted with counter signature by the authorized representative of PIA). Proficiency certificate should be submitted with photo copy of summary of scores.
10	PIA shall ensure that the candidates are in possession of Aadhaar card issued by Unique Identification Authority of India. All the trained candidates should have Aadhaar Card. PIA should facilitate and ensure for issuance of Aadhaar card to candidates during the training period.
11	100% Desk Verification Report by Q-team and ORMAS separately for candidates tracked as per S.F. 7.1B1 & S.F. 7.1B2 for processing of 2 nd installment release. 10% Desk verification report by Q-team and ORMAS separately for candidates tracked as per S.F. 7.1B1 & S.F. 7.1B2 for processing of 3 rd and 4 th installment.
12	Q-Team on-site physical verification report should be submitted to ORMAS (80% of the total random samples generated) in S.F. 7.2D format of SoP, along with placement verification photo and video.
13	ORMAS on-site physical verification report of primary samples (15% of total random samples generated) and recheck samples (40% of 10% total random samples generated) in S.F. 7.2D format of SoP, along with placement verification photo and video.
14	CTSA (NABCONS) on-site physical verification report of primary samples (5% of total random samples generated) and recheck samples (60% of 10% total random samples generated) in S.F. 7.2D format of SoP, along with placement verification photo and video.
15	Summarized placement verification report of Q-Team, CTSA and ORMAS in the format as per requirement of S.F. 2.C1 along with summary sheet of sample distribution among Q-Team, ORMAS and CTSA. Report shall be duly certified by the concerned Nodal Officers of ORMAS. The Desk Verification Reports counter signed by Nodal Officers, detailed reports of placement verification done by CTSA & ORMAS should be submitted during release of installment.
16	Estimating the success rate (P*I) and reconciling the verification in success rate between Q-team samples, CTSA/ SRLM samples and the recheck samples as per MoRD Notification No.42/2016.
17.	Post Placement Support (PPS) and Mobile Allowances to be released to the candidates directly by the PIA to candidate's Bank Account. Proof of the same should be produced (Bank passbook copy / e-statement) during submission of documents for fund release.
18.	If there is inconsistency between the on-site placements verification of Primary samples and recheck done by ORMAS and CTSA (NABCONS), then the concerned PIA will be informed about the results. If PIA disagrees to the results then, the authorised signatory of PIA may challenge the same and request for re-verification within (seven)7 days to the SMD,OLM-cum- Member Secretary, ORMAS. If the PIA challenges the results of placement verification done by the CTSA and /or ORMAS, then a committee of following persons will re-verify the authenticity of placement by doing again on-site placement verification and candidates / parents feedback from village. The committee members will comprise (i) Officer from ORMAS who verified the Placement on-site (ii) one representative of NABCONS who verified the placements (iii) CE-DSMS of the district where candidate is placed (if placement is inside

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	Odisha) (iv) Q-team of PIA (as Q-team doing the preliminary desk verification and on-site placement verification of samples allotted to PIA's Q-team) (v) One nominated officer by SMD,OLM-cum- Member Secretary, ORMAS. The committee may take the feedback of candidate / candidate's parent with the support of CE-DSMS of concern district wherefrom the candidate came. The results of placement re-verification by this committee will be taken as final. No further appeal by the PIA will be considered. In this process ORMAS will not be responsible for delay in release of funds.
19	If the PIA claims funds for career progression and retention support, then the above desk verification, sampling and placement verification method will be applicable for drawing samples and verifying the same for the candidates coming under career progression and retention support.

NB: Point No. 12, 13 and 14 under Section-'B' shall be carried out adhering to the sampling procedure as suggested in the SoP.

Note: ** Point No. 4

PIA Name	Centre Addresses	Batch code in Web based MIS	Corresponding trade as per web based MIS	Number of candidates in the web based MIS	Number of candidates completed training ≥ 3 to < 6 / ≥ 6 to < 9 / ≥ 9 to < 12 / > 12 months courses (including OJT)					Duration of training with OJT as per sanction order / go-ahead	Number of candidates completed 3 months Placement and full fills placement conditions as per SoP.
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(each and every page of all the documents to be signed by the authorized persons of PIA)

Section-C: Release of 50% advance of 2nd instalment for 'A' category PIA

Grade 'A' PIAs shall be incentivized by releasing 50% of 2nd instalment (i.e. 50% of 50%) as advance on submission of pre-requisite documents. However, PIA rating and grading criteria of ORMAS will be applicable before release of advance. After desk verification and / or on-site placement verifications, if a PIA does not qualify to receive the 2nd instalment; the advance amount shall be recovered with 10% annual interest. In addition to the checklist documents mentioned above under **Section-B**, the PIA shall submit the following documents for release of 50% advance of 2nd instalment as follows:

Sl. No.	Particulars
1	Undertaking from PIA on stamp paper sworn as court affidavit from public notary /magistrate that all the requirements for claiming the 2 nd installment have been complied with by the PIA and after verification process if it is found that the PIAs failed to achieve any conditions including the required placement percent (%), or not qualify to get 2 nd installment, then the above released amount will be recovered from the PIA with 10% interest per annum immediately. The PIA shall also undertake to indemnify ORMAS in the event of any loss sustained by ORMAS due to failure of the PIA to achieve any of the requirements for being eligible for 2 nd installment as per SoP/Guidelines.
2	Certification by the periodical auditor of the project regarding the bank account documents/statements of candidates submitted by the PIA and explicitly stating that SoP conditions have been complied with.
3	Certified copy of the resolutions of the Board of Directors/ Governing Body/ Board of Trustees of the PIA stating that the PIA has complied with all the stipulations for release of 2 nd installment by ORMAS as per SoP / Guidelines.

Section-D: Checklist for Release of 3rd instalments (15%)

Sl. No.	Particulars
1	Achievement of cumulative training (chronological batches) target of 67.5% and cumulative placement (chronological batches) of 47.25% of allotted target.
2	Minimum Utilization of 90% of the amount released under 1 st & 2 nd installments.
3	List of candidates from where samples drawn during 2 nd installment to be removed while drawing the samples at this stage and the samples shall be drawn from the remaining candidates. The performance report based on this sample of ORMAS, CTSA and Q-team with proper certification shall be submitted to Nodal Officer of ORMAS for further processing.
Further, procedures laid down in section-B (Point No. 3-18) to be followed	

Section-E: Checklist for release of 4th Instalment (10%) and project closure.

Sl. No.	Particulars
1	Achievement of cumulative training target of 100% and cumulative placement of 70% of allotted target.
2	100% utilization of funds released.
3	List of candidates from where samples drawn during 2 nd & 3 rd installment to be removed while drawing the samples at this stage and the samples shall be drawn from the remaining candidates. The performance report based on this sample of ORMAS, CTSA and Q-team with proper certification shall be submitted to Nodal Officer of ORMAS for further processing.
4	Tracking sheet of all trained and placed candidates for 12 months.
5	Affidavit to submit the Balance UC and closure of bank account after release of 4 th /final installment, if any, within 1 month from the date of release of 4 th / final installment.
Further, procedures laid down in section-B (Point no 3-18) to be followed	
In addition to this, MoRD letter entitled "stipulation of SoP for Closure of DDU-GKY Projects" dated 4 th Sept 2018 by MoRD or revised by MoRD time to time will be adhered to for project closure and final settlement.	

Section-F: Protocol for Pre-Closure of Projects in condition of partially completed / aborted projects

PIA will provide a declaration stating that PIA will not run the project further and the documents submitted in hard & soft copies and through web based MIS is final. PIA will not submit any additional documents for the same project in future and will not claim for release of fund.

1. PIA to update the details regarding completion of training batches and placement details in the ORMAS-MIS web portal and submit all the signed documents in hard copies relating to the training batches & placement of candidates to the ORMAS.
2. Nodal Officer of ORMAS shall verify (desk verification) and report the details of training batches completed including trained and placed candidates as per Guidelines/ SoP/ Protocols of ORMAS. Minimum placement percent (%) should be 75% (before common cost Norms i.e. CNN) or 70% (after CNN) as applicable.
3. After desk verification of training & placement of candidates, the number of candidates found correctly placed as per Guidelines/ SoP / Protocols and procedures maintained in section-B will be found out. The revised training target will be considered for the

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computation of revised training target with placement target as per the sanction order issued.

Example:

- a. If 81 numbers of candidates found placed at 75% placement criteria then revised number of training is 108 ($81/0.75$). It will be calculated trade-wise as training cost differs from trade to trade based on duration and trade category.
 - b. If 70 numbers of candidates found placed at 70% placement criteria then revised number of training is 100 ($70/0.70$). It will be calculated trade-wise as training cost differs from trade to trade based on duration and trade category.
4. Training target for closure of the project to be considered which one is lower of the following conditions:
- (i) Training batches completed for candidates as per point-2 above
 - or
 - (ii) Training target computed as per point-3 above.
5. On the basis of the revised training target computed at point-4 above, the total revised project cost will be computed component wise based on revised training target with reference to original trade wise allotted target, completion of trade wise target and placements thereof. The revised trade wise target should be proportionate to the placement success rate in the desk verifications. The revised average training cost per candidate will be arrived at by dividing the Revised Project Cost by Revised Training Target.
6. Determine the shortfalls of target in individual categories such as SC/ST; Minority (except women categories). As per DDU-GKY guidelines shortfalls up to 5% of target will be considered in individual categories but the amount payable to the PIA per trainee will be deducted to extent of the shortfall in each category.
7. Amount to be deducted from the total Revised Project cost for shortfall of candidates in individual categories will be determined by multiplying the average training cost per candidates with Number of shortfalls candidates.
8. Determine the amount due to be paid / recovered after adjustment for shortfall and earlier funds released in different installments and bank interest generated in the dedicated account and sub-accounts if any. Other financial deductions like taxes (if applicable), penalties imposed or any other items mentioned in SoP /notifications time to time will be taken in to consideration during final settlement and closure / pre-closure of project.
9. PIA will submit the financial documents such as UC, audited statements of accounts, copy of updated bank pass book/e-statement etc. and other required documents such as PPS, mobile allowances released to candidates for closure of Project.
10. Other processes of desk verification, sampling, and placement verification will be followed as described in other installments.
11. The Nodal Officer, ORMAS for the PIA shall prepare and submit the above pre closure report before the PAC and in file for processing of a new project for the PIA, if any.
12. Placement verification, sampling, desk verification and other processes to be followed as applicable in other installments.
13. In the case of pre-closure/ settlement fulfilling the sub category criteria will be exempted if the settlement resulted in recovery from PIA. But in cases, where State has to release fund to PIA then the sub-category criteria should be adhered to.


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14. Before issue of the final closure letter to the PIA, it shall be ensured that there is no Utilization Certificates (UC) is pending for submission by the PIA against the installments released under DDU-GKY for the relevant project.

Section-G: For 'C' category PIA

Instalment to the 'C' category PIAs will be released on the basis of following conditions:

Sl. No.	Particulars
1	1st instalment will be released to the PIA on batch wise basis. The minimum size of batch commencement shall not be less than 25% of the total allotted target.
2	2nd and subsequent instalments will be processed for release as per norms of SoP/ Guidelines of DDU-GKY.
3	For claiming the 2nd and subsequent instalment, PIA shall ensure that full fund under 1st instalment (25%) of the total project cost has been released as per SoP/Guidelines of DDU-GKY.

Section-H: Sanction of Additional Targets

Additional target shall be allotted to the existing PIAs against the active project and active centre to avoid the idle capacity of the active centre. Additional target will be allotted only for short term courses i.e. ≥ 3 to < 6 months courses. The PIA should fulfil the following conditions for sanction of Additional Target and release of 1st instalment


- PIA shall complete the training of minimum 70% of allotted target and placed 50% out of the trained candidates of the concerned project and
- The 2nd installment of the said project has been released to the PIA or the required documents have been submitted for release of 2nd instalment.

The 2nd, 3rd and 4th instalments of the additional target will be released to the PIA as per conditions laid down in section 'B', 'D' and 'E'.

Section-I: Release of instalments in case delay in getting report from CTSA

The CTSA should submit the verification report within 15 days from the date of sampling otherwise the SRLM can process the proposal as per their findings with reference to the DDU-GKY Guidelines/ SoP.

**By orders of Principal Secretary to Government and
Chairman, ORMAS**


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Director, NRLM and Member Secretary, ORMAS

Cc:

- 1) OSD to Principal Secretary, Panchayati Raj and Drinking Water Department, Government of Odisha for kind information of Principal Secretary.
- 2) State Mission Director-cum- CEO, Odisha Livelihoods Mission.
- 3) All Collectors/ Project Director, DRDAs
- 4) All CE-DSMSs
- 5) All registered Project Implementing Agencies (PIAs)
- 6) Vice President, NABCONS