

F. No. I-13033/1/2016-Institution Division(Part)
Ministry of Food Processing Industries
Government of India
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Dated: 05.10.2018

Subject: - Revised Operational Guidelines for Scheme for Human Resources and Institution – Skill Development (SHRISD)

1. Introduction:

The Ministry has formulated a Scheme for Human Resources and Institution – Skill Development (SHRISD) under the Central Sector Scheme Pradhan Mantri Kisan Sampada Yojana for a period coterminous with the 14th Finance Commission cycle. The guidelines of the Scheme were issued by this Ministry on 20/11/2017. Now the guidelines of the Scheme are being revised on the basis of inputs received from various stakeholders.

2. OBJECTIVES OF THE SCHEME:

The Scheme aims to achieve the following objectives:

- (i)** Develop training/ Course modules in English, Hindi and recognized regional languages based on the Qualification Packages (QPs) validated by the NSDA as National Occupational Standards for different job roles in various sectors of Food Processing Industries.
- (ii)** Assist Training Centers (TCs) for building requisite infrastructure for providing skill training for different job roles.
- (iii)** Augment number of skilled workforce in different domains of food processing industries like floor level workers, Operators, Packaging and assembly line workers, quality control supervisors etc. and to meet the skilled Human Resources requirement in food processing sector.
- (iv)** In the long run, upgrade the skills of the workers for various job roles in food processing sector depending upon their educational qualification, available/ future technological trends and the job role potential in various sectors of food processing, which can make them eligible for a suitable employment or self-employment.
- (v)** Help create enabling resources of Training Partners (TPs) and course content developers to implement various skill development programs of food processing sectors in the country dovetailing with initiatives under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY).

3. COMPONENTS OF THE SCHEME:

The Scheme will have following components:

- (i)** Development of Course Curriculum/ Training Module in English, Hindi and translation of the same in recognized regional languages (as per 8th schedule) based on the Food Processing QPs validated by NSDA as National Occupational Standards.
- (ii)** Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill training on various job roles in food processing as per National Skill Qualification Framework (NSQF).

4. IMPLEMENTATION OF SCHEME COMPONENTS-

The components of the scheme will be implemented as per the National Skill Qualification Framework (NSQF) and operational procedures established by the Sector Skill Council i.e. Food Industry Capacity & Skill Initiative (FICSI). The development of course curriculum/ training modules/ translation of training modules in regional languages is required to be as per validation of NSDC.

4.1. Development of Course Curriculum/ Training Module in English, Hindi and translation of the same in recognized regional languages based on the QPs validated by NSDA as National Occupational Standards

4.1.1. In order to impart standardized skill training, devising modular training curriculum for each job role in accordance to the QPs validated by NSDA is of paramount importance. High quality course content in English, Hindi and Regional languages in print as well as in multi-media for each job role identified under sub-sector, developed and translated under the scheme, shall be available to the training centers for conducting skill training on respective job roles of Food Processing Sector.

4.1.2. Following category of institutions/organizations shall be eligible to (i) All recognized Central / State/ Deemed Universities or its Departments of Food processing Technology, (ii) Colleges/Institutions of Food Technology affiliated with Central/ State Govt. Universities, (iii) Professional agencies with past experience in developing training modules, (iv) National level Food Processing Industry Associations/ Food Processing Wing of National level Industry Associations/Chambers of Commerce

4.1.3 Pattern of Assistance (As Grants-in-aid) :

- a)** Grants-In-Aid would be provided to the eligible Institutions/organizations upto a maximum of Rs. 5.00 lakhs per QP for development of training module both in print and Multi-media for each job role.

- b) Up to a maximum of Rs. 0.50 lakh per QP would be provided for the translation of already developed training modules in recognized regional languages as per 8th schedule both in print and Multi-media for each job role.
- c) The grant will be released after the training modules are developed / translated and are further validated by Industry and accepted by Food Industry Capacity & Skill Initiative (FICSI).
- d) Copyright of the training module, so developed, shall lie with the respective developer. However, MoFPI shall have unrestricted right of usage without any obligation to pay royalty and may authorize any training center to use the material.

4.1.4. Method of Application:

- a) The applicant institute/*organization* need to apply in prescribed format **(Annexure-I)** submitting therewith Food Processing sector training modules/ translated training modules duly validated by Industry and accepted by FICSI. Development of course content in sectors, other than Food Processing, shall not be eligible for assistance under the scheme.
- b) The application is required to be forwarded by Head of the Department/ Institution/*organization*.
- c) The application is to be accompanied with a confirmation letter from FICSI that the training module/ translation of the training module has not previously been done by any other agency/ institute. The date on which proposed training module is accepted by FICSI should be later to the date on which applications for grants under the scheme is called for by the Ministry.
- d) Applicant has to provide Surety Bond in **Annexure-III** and an affidavit that he has not availed assistance from any Government Agency for development of same training module **Annexure-IV**.

4.2 Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill/ training on various job roles in food processing.

4.2.1 To impart training for specific job roles in food processing sector, TCs are required to be equipped with specific machineries as prescribed under training modules. In order to help establishing new TCs and getting them affiliated/accredited with FICSI/*NSDC*/State Skill *Missions* or to expand the existing TCs, grants in aid will be provided to Training Partners for purchase of plant & machinery as per the requirement of specific Food Processing training module.

4.2.2 Eligibility: Following Institutions/*Organizations* shall be eligible to apply under the scheme-

- a) Recognized Central/State/Deemed University or its Department of Food Processing Technology.
- b) Colleges/Institutions of Food Technology, affiliated with Central/ State Govt. Universities.
- c) Govt. approved Industrial Training Institutes (ITIs),
- d) NABL accredited Food Labs,
- e) Training Partners having permanent/ temporary affiliation with or accreditation by FICSI, NSDC or State Skill Missions.

4.2.3 Pattern of Assistance (As Grant-in-aid):

- a) Grants-In-Aid will be provided at the rate of 50% of cost of plant & machineries required for a NSDA/NSDC validated training module subject to a maximum of Rs. 15 lakh per training module.
- b) Grants-In-Aid will be provided to maximum of five training modules per TC, provided there is no overlap in plant and machinery. In case any machinery is required for more than one training module, Grants shall be provided only one number of that machinery, irrespective of number of training modules for which Grants is being provided.
- c) The Grants-In-Aid will be released by the Ministry to eligible institutions/organizations in two equal installments i.e. 50% advance and remaining 50% after the plant machinery has been purchased and installed by the Institute/ organization.
- d) Plant and machinery prescribed by NSDC/ FICSI from time to time for different training modules shall be eligible for Grants under the scheme. The current list of plant & machinery is available at URL (http://smart.nsdcindia.org/knowledge_bank.aspx).

4.2.4 Method of application:

- a) The applicant institute/ TC need to apply in prescribed format (**Annexure-II**) with details of Plant & machinery proposed to be purchased as per the training modules validated by NSDA/NSDC along with cost estimate of each item. Application need to be accompanied with Quotations, based on which cost estimates have been arrived at.
- b) The application is required to be forwarded by Head of the Department/ Institution/organization.
- c) The application should be accompanied with certificate from FICSI, NSDC or State Skill Mission to the effect that the training Partner has been affiliated to/accredited with the respective body. TPs with temporary affiliation/ accreditation are also eligible to apply under the scheme. However, prior to release of the second and final installment of Grants in Aid, they shall be required to get their training center audited by the respective affiliation/ accreditation body and should have permanent Affiliation/ Accreditation.

- d) The applicant has to certify that plant & machinery proposed to be purchased for the TC, where Training is proposed to be imparted, is as per the requirement of the training module of ____ (name of Sector and Job role).
- e) Applicant has to submit a Surety Bond (Annexure-III) as well as an affidavit to the effect that no assistance has been availed from any Government Agency for the same purpose (Annexure-IV).

5. SUBMISSION OF PROPOSALS:

All proposals are to be submitted in the prescribed format online on the web portal of MoFPI with relevant documents.

6. APPROVAL OF PROPOSALS & RELEASE OF GRANTS-IN-AID:

The proposals received under both the components of the scheme will be scrutinised by a Scrutiny Committee constituted for this purpose. The Scrutiny Committee will consist of

- a. Joint Secretary (Skill Division) MoFPI – Chairperson
- b. Director/Deputy Secretary (Skill Division) MoFPI – Member Secretary
- c. Deputy Secretary/Under Secretary (Finance) MoFPI – Member
- d. Nominee of NIFTEM- Member
- e. Nominee of IIFPT – Member
- f. CEO, FICSI or his nominee - Member

The proposals recommended by Scrutiny Committee under Development of Course Curriculum/ Training Module component shall be considered by the Ministry for final approval and release of the eligible Grant.

For establishment/ expansion of Training Centre (TC), release of the eligible Grants-in-Aid shall be made in the following two stages:

- i. A proposal meeting the prescribed eligibility conditions and found complete in all respect will be recommended by the Scrutiny Committee to the Ministry for consideration of approval. If approved by the Ministry, 50% of the eligible Grant shall be released in advance.
- ii. After purchase and installation of the equipment for the job role (s) and fulfillment of the following conditions as well as any other condition (s) imposed by the Ministry in Approval letter, release of second and final installment of Grant shall be considered by the Ministry against the eligible expenditure incurred by TP:

- a) Submission of voucher/bill of the Plant and machinery installed.
- b) Submission of certificate of permanent affiliation/ accreditation by FICSI, NSDC or State Skill Mission.
- c) Submission of a certificate from NSDC/FICSI/State Skill Mission/concerned District Labour/Employment Officer to the effect that the applicant Training Center is operational prior to release of the second and final installment of Grants in Aid.
- d) Submission of a Certificate from Chartered Engineer duly countersigned by Head of Department/Institution for installation of plant and machinery as per Annexure-V needs to be submitted.

Release of the instalment(s) of Grant shall be made online through PFMS and applicant need to get registered on PFMS/EAT prior to release of Grant.

7. INSTITUTIONAL SET UP:-

MoFPI will set up a Projects Monitoring Unit (PMU) within the Ministry for implementation of the Scheme. The PMU will be headed by Joint Secretary (Skill Development) and will be manned by professional agency (s) hired through a transparent bidding process.

ANNEXURE-I

Application for Development of Course Curriculum/ Training Modules based on the QPs validated by NSDA as National Occupational Standards in English, Hindi and translation of the same in recognized regional language, under Scheme for Human Resources and Institution – Skill Development (SHRISD).

1.	NAME OF THE INSTITUTION	
2.	Nature of Organization (Company, Trust, College, University, Society, etc.)	
3.	Act under which Registered	
4.	Year of Incorporation/ Registration	
5.	Registered Address	
6.	Experience in Skilling ecosystem (In Years)	
7.	PAN No of Organization	
8.	TAN No. of organization	
9.	No of employees in the organization	
10.	Details of developed Training module along with corresponding validated QP	
10a	Whether developed in Print as well as Multi-media? (Pl provide details and enclose copy of the same)	
10b	Whether translated to recognised regional language? (Pl provide details and enclose copy of the same)	
11.	Whether training module validated by Industry and accepted by FICSI? (Pl provide validation letter)	
12.	Bank Account details	

Certified that the above information is correct and true to the best of my knowledge.

Signature_____

Name_____

Designation_____

Institution_____

Email_____

Mobile_____

Application for Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill training on various job roles in food processing under Scheme for Human Resources and Institution – Skill Development (SHRISD)

PART A- GENERAL INFORMATION

1.	NAME OF ORGANIZATION	
2.	Nature of Organization (Company, Trust, College, University, Society, etc.)	
3.	Act under which Registered	
4.	Year of Incorporation/ Registration	
5.	Registered Address	
6.	Experience in Skilling ecosystem (In Years)	
7.	PAN No of Organization	
8.	TAN No. of organization	
9.	No of employees in the organization	
10.	Detail of currently operational Training Centers	
11.	Details of Permanent/ Temporary Affiliation/ Accreditation with NSDC/ FICSI/State Skill Missions	
12.	Bank Account details	

PART B- FINANCIAL INFORMATION

1.	Audited Annual Turnover for the last three years	
----	--	--

PART C-TRAINING CENTER DETAILS

1.	Name of the Training Center	
2.	Whether Owned, Leased, Rented or Franchise?	
3.	Address of the Training Center	
4.	Details of the training on-going/ <i>proposed</i> to be conducted in the center <i>including business plan for utilisation of the equipment proposed to be purchased</i>	
5.	Whether training is being conducted under any scheme of govt. to carry out training?	
6.	Details of Job roles (Job Role Name, QP Code, NSQF Level) for which training is being conducted.	
7.	Whether training under any other sector carried out in the training center?	
8.	No. of Classrooms	
9.	Area of each classroom	
10.	Details of the training equipment available	
11.	Job Role details and cost estimate of the proposed Equipments/ plant & Machineries (To be supported with Quotations)	
12.	Total estimated cost	

Certified that the above information is correct and true to the best of my knowledge.

Signature_____

Name_____

Designation_____

Institution_____

Email_____

Mobile_____

PART D- DOCUMENT CHECKLIST FOR APPLICATION

Sl No	Items	Details/Documents Furnished or Not Furnished
1.	Certificate of Incorporation	
2.	Rent Agreement/ Franchise Agreement/ Ownership document of the training center, as applicable	
3.	PAN Card	
4.	Tan No.	
5.	Electricity Bill/Telephone Bill/ Municipal House tax Receipt for the last three months of the Training Center.	
6.	NSDC/ FICSI/ Sector Skill Council accreditation or Affiliation Certificate	
7.	Audited Financial Statements for the last three Financial Years.	
8.	Photos of: a. Training Center Building b. Approach Road c. Each Classroom d. Existing Plant & Machinery	
9	Surety Bond (Annexure III) & Affidavit in Rs.100 Non judicial stamp paper duly notarised (Annexure IV).	
10	Quotation for each equipment for which grant is being applied	

(Not applicable for quasi Government Institution Central Autonomous Organizations)

ANNEXURE-III

(To be prepared on Non-Judicial Stamp paper of Rs. 100/-)

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____, a _____ (Type of organization) incorporated / registered under the _____ (Name of the Act) And having its registered office at _____ (hereinafter called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for the sum of Rs. _____ (Rupees _____ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries' Sanction Order No. _____ Dated _____

(hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids- in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants -in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged up to the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligors the day herein above written in pursuance of the Resolution No. _____
Dated

_____ passed by the governing body of the Obligors, a copy whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of the AUTHORISED
SIGNATORY Signed for and on behalf of
(Name of the Obligor in block letters) (Seal /
Stamp of Organization)

1. Signature of witness

Name & Address

2. Signature of witness

Name & Address

TO BE FILLED UP BY THE MINISTRY

(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal & Signature

Affidavit
[As per GFR-230(1)]

I S/o Resident of
director /

proprietor of M/s do here by solemnly affirms and state as follows:

(a) That organization's sister concern (s)/ inter connected company/Group company as well as the applicant company itself has not obtained any financial assistance for similar purpose from MoFPI.

(b) That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.

Deponent

Verification :

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organisation shall be liable jointly and severally for action under the laws, hence verified at (Place) on (Date) .

Deponent

Notary Seal& Signature

[Refer Para 4.3(ii)(a) of Guidelines]

CE Certificate (Mechanical) Format for Plant & Machinery:

(Letter Head of the CE)

CE Certificate (With membership/registration No. of CE) in the following format:-

Name of Training Centre:

Location with address:

Date of visit by Chartered Engineer:

Sl. No	Name of Machinery/ equipment	Quantity	Actual Cost (Lakh Rs)		Supplier / Manufacturer	Installed /Not Installed	Comments on quality, Specifications, etc.
			Basic Cost	Taxes, Freight, Installation, Insurance			
	TOTAL						

It is certified that all plant and machinery for which grant being sought are new.

Signature and Seal of C.E.

Counter signature of authorized signatory of from TC with Seal