

Office of the Mission Director,  
Mission for Elimination of Poverty  
in Municipal Areas (MEPMA) 640-  
A.C.Guards, A.P., Hyderabad.

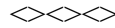
**CIRCULAR**

**Roc.No.4772 / 2009/ C**

**Dt. 10 .05.2010**

Sub:- MEPMA ( IKP-Urban ) – Livelihoods - Placement Linked Skill Trainings  
– To take up trainings under placement linked skill trainings by the  
District Level agencies which not covered under EGMM - Certain  
instructions – Issued- Regarding.

Ref:- 1) This office Lr. Roc No. 4772/LH/MEPMA/09/C dt. 27.10.2009  
2) Minutes of the Video conference held on 17-04-2010 with all the  
Project Directors of IKP-Urban in the state



The attention of all the Project Directors of IKP-Urban in the state is invited to the subject cited and they are well aware that during the year 2009 – 2010 placements linked skill trainings taken up through EGMM partners in all ULBs in state as per the decision taken by the MEPMA. Further, they are also aware of the decision taken in the state level committee constituted on skill trainings meeting held on 06.10.2009 and accordingly, all the DPMUs in the state were informed that sponsoring of Dist. level trainings agencies for the year 2009-10 other than EGMM training partners, proposal would be considered on case to case basis based on the past performance of the agency with MEPMA and other Govt. Depts. at dist. level, infrastructure availability, faculty & other resources, reputation of the agency, placement & post placement capabilities and other resources required for conduct of trainings etc. Finally, all the Project Directors of IKP-Urban while submitting proposals to MEPMA, have to keep in mind the above and submit proposals to this office for further action in matter vide reference first cited.

In response to that certain proposal have been received in this office through Project Directors of IKP-Urban with the remarks of Dist. Collectors concerned and also

in some cases directly received in this office to take up placement linked skill trainings in the ULBs ( statement annexed)

In this connection, all the proposals received in MEPMA office have examined with reference to guide lines issued therein and other factors and also the decision taken in the video conference held on 17-4-2010 by the Principal Secretary to Government, MA&UD Deptt, and M.D., MEPMA, among others that other than EGMM partners, the Project Directors shall send proposals to MEPMA with the approval of the committee consisting of PD, DRDA, ED, SC Corporation, ED, BC Corporation, CEO, STEP/SETWIN, Dist. Employment Officer headed by the District Collector. The Committee should study the past experience and assess the performance of the training agencies and then the proposals should be sent to Mission Director.

In view of the above, all the Project Directors of IKP-Urban in state are informed that to take up placement linked skill trainings in the year 2010-2011, other than EGMM partners, has to constitute a committee with Dist. level officials as mentioned supra and the committee has to scrutiny the proposals of Dist. level agencies as per the guidelines issued vide this office letter in the reference first cited. Therefore, while returning the proposals received from the DPMUs in connection with trainings to be taken up by the District Level Agencies, I request you to submit the approved proposals by the District Collector to the MEPMA, Hyderabad for consideration of the proposals on case to case to take up placement linked skill trainings in the ULBs

**(This has the approval of Mission Director, MEPMA)**

Encl: Statement

for MISSION DIRECTOR

To

All the Project Directors of IKP-Urban in the state.

Copy to all the District Collectors in the state except Hyderabad.

Copy submitted to the Principal Secretary to Govt., MA&UD Deptt, A.P. Hyderabad.

**PROCEEDINGS OF THE MISSION DIRECTOR, MISSION FOR ELIMINATION  
OF POVERTY IN MUNICIPAL AREAS, A P, HYDERABAD**

**PRESENT: SMT K. SUNITHA, I A S.**

**Prog. Roc. No. 4772 / 2009/ C,                      Date: .05.2010**

Sub: - MEPMA (IKP-Urban) – Livelihoods - Placement Linked Skill Trainings –  
To take up trainings under placement linked skill trainings by the District  
Level agencies other than EGMM partners-District Level Committee  
constituted- Certain instructions – Issued- Regarding.

Read: -1) This office Lr. Roc No. 4772/LH/MEPMA/09/C dt. 27.10.2009  
2) Minutes of the Video conference held on 17-04-2010 with all the  
Project Directors of IKP-Urban in the state  
3. This office Circular Roc No. 4772 / 2009/ C. Dt.14.05.2010



All the Project Directors of IKP-Urban in the state are well aware that during the year 2009 – 2010 placements linked skill trainings were taken up through EGMM partners in all ULBs. Further, they are also aware of the decision taken in the State Level Committee constituted on skill trainings meeting held on 06.10.2009. Accordingly, all the DPMUs in the state were informed that sponsoring of Dist. level training agencies for the year 2009-10 other than EGMM training partners, proposal would be considered on case to case basis based on the past performance of the agency with MEPMA and other Govt. Depts. at dist. level, infrastructure availability, faculty & other resources, reputation of the agency, placement handholding & post placement capabilities and other resources required for conduct of trainings etc. Finally, all the Project Directors of IKP-Urban while submitting proposals to MEPMA have to keep in mind the above and submit proposals to this office for further action in matter vide reference first cited.

In response to that certain proposal received in this office through Project Directors of IKP-Urban with the remarks of Dist. Collectors concerned and also in some cases directly received in this office.

In this connection, all the proposals received in MEPMA office have been examined with reference to guide lines issued therein and other factors and also the decision taken in the video conference held on 17-4-2010 by the Principal Secretary to Government, MA&UD Deptt, and M.D., MEPMA, among others that other than EGMM partners, the Project Directors shall send proposals to MEPMA with the approval of the committee consisting of PD DRDA, ED SC Corporation, ED BC Corporation, CEO STEP/SETWIN, Dist. Employment Officer headed by the District Collector. The Committee should study the past experience, placement details and assess the performance of the training agencies and then the proposals should be sent to Mission Director.

In view of the above, a District level committee is hereby constituted with the following officials to consider the proposals of other than EGMM partners of Dist. level agencies as per the guidelines issued vide this office letter in the reference first cited regarding take up of all trainings the year 2010-2011, under STEP-UP component of SJSRY.

1. Dist. Collector - Chairman
2. Project Director, IKP-Urban - Member Convener
3. Project Director, DRDA - Member
4. Executive Director, S C Corp. - Member
5. Executive Director, B C Corp. - Member
6. CEO, STEP/SETWIN - Member
7. Dist. Employment Officer - Member

Therefore, all the Project Directors of IKP-Urban in the state are requested to place the proposals to be received from the dist. level agencies before the committee for scrutiny and consider as per the guide lines and approval. After that, submit the same to the MEPMA, Hyderabad for consideration. Further, they are informed that, till orders received from the MEPMA, Hyderabad, they should not take up trainings with the District level agencies. Here after NCVT certification is compulsory for all trainings including skill development / wage employment and follow the payment guidelines issued by this office from time to time.

Sd/-K.Sunitha  
**MISSION DIRECTOR**

To

All the Dist. Collectors in the state

All the Project Directors of IKP-Urban in the state.

Copy submitted to the Principal Secretary to Govt., MA&UD Dept, A.P. Hyderabad.

for MISSION DIRECTOR

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS  
(IKP Urban)  
(Regd. under Society Act No. 1120/2007)**

From  
Sri.M.Jagadeeshwar, IAS.,  
Mission Director,  
MEPMA, A P,  
Hyderabad

To  
All the Project Directors of  
DPMUs of MEPMA  
in the state.

Sir,

**Lr. No. 4772LH//MEPMA/09-C, Dt: 27.10.2009**

Sub: MEPMA – Livelihoods – Placement linked skill trainings with dist level agencies assessing the performance of agencies & sending proposals to MEPMA – Certain Instructions – Reg.

Ref: Minutes of the state level meeting held on 06.10.2009.

<<><>><>>

It is to inform you that, in the state level committee meeting held on skill trainings, regarding sponsoring of dist level training agencies for the year 2009-10, the following decision is taken:

“ The Project Directors shall send proposals to MEPMA, on case to case basis based on the past performance of the training agency with MEPMA and other Govt. Departments at dist level / infrastructure availability / faculty and other resources / reputation of the training institute / placement & post placement capabilities of the agency / other resources required for conduct of training etc. The proposals of PD should also include the remarks of the District Collector who is the Vice Chairman of District RUS Society. These proposals will be examined by Mission Director based on merits”.

Hence, all the Project Directors are requested to assess the performance of the training agencies who have done trainings last year in their district duly following the guidelines enclosed her with. The PDs are requested to send proposals on case to case basis duly taking the remarks of Dist. Collector. The said proposals will be examined on case to case basis and permission will be accorded only to deserving agencies, to take up skill trainings this year at dist level. Till the permission is given by Mission Director - MEPMA, PDs shall not take up courses (dist level agencies).

Yours faithfully,

**Sd/- M. Jagadeeshwar,**

**MISSION DIRECTOR**

Encl: Guidelines to PDs.

### **Guidelines for sending proposals of District Level Training Agencies:**

The following are the guidelines for the guidance of Project Directors to assess the performance of Dist Level Training Agencies. The Project Directors to examine,

1. Whether the training agency has infrastructure facilities / subject wise faculty and other resources to run the training programmes.
2. Track record / past performance of the training agency. Whether the agency has good track record or not in respect of skill trainings. The PDs also to examine whether, the agency has done previously skill trainings with any of the Govt. departments. If so, feed back from the department.
3. Whether the agency could place all the trained candidates - percentage of placement – average remuneration of the trainees.
4. Whether all the placed candidates remained in the jobs or left the job and with what frequency / reasons for leaving the job.
5. Whether the trainees were satisfied with the agency / feedback from the trainees.
6. Whether the training is being given as per the training module / syllabus provided at the time of entering MoU.
7. Whether the agency is capable of arranging NCVT certification after training.
8. whether the agency is giving pre counseling to trainees before starting the batch regarding nature of training / place of working , remuneration etc
9. Whether the agency has included module on life skills in the training course syllabus.
10. Whether the training agency has its own sufficient infrastructure, man power and other resources to run the programme simultaneously at more than one district or it is sub leasing the trainings to the local agencies.
11. Whether the agency has mechanism of post placement tracking. If so, the procedure adopted and result of such tracking.
12. Remarks of the Project Director on the training agency.
13. Remarks of the Dist. Collector (who is the Vice Chairman of Dist RUS Society) on the training agency.

**MODEL MOU (TO BE ENTERED BY PROJECT DIRECTOR WITH TRAINING AGENCY)**

**Rs. 100/- NON JUDICIAL STAMP PAPER**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE PROJECT  
DIRECTOR – IKP URBAN, DPMU .....DISTRICT  
AND  
\_\_\_\_\_ (NAME OF THE TRAINING AGENCY)  
FOR CONDUCT OF PLACEMENT LINKED SKILL TRAININGS  
TO URBAN YOUTH LIVING IN SLUMS**

This M.O.U. is entered into on \_\_\_\_\_ day of the \_\_\_\_\_ month of 2009 between the Project Director, IKP Urban, DPMU, \_\_\_\_\_ district having its office at \_\_\_\_\_ district herein after called the First Party  
&  
\_\_\_\_\_ (Name of the Training Agency) herein referred as \_\_\_\_\_,  
and represented by the Managing Director, herein after called the Second Party.

The existing human resource development institutions offer a curriculum that lacks market orientated skill development. There is a huge gap in the required and existing skills/education of the youth so there are fewer opportunities for them and employability is low. Emerging new employment opportunities offered by other secondary and tertiary sectors can bridge this gap and increase the employment opportunities by market-oriented skill development trainings.

WHERE AS it has been the concern of both the parties on developing Human resource by providing assistance for skill formation through placement linked skill trainings to urban poor as per the existing local demand of the industries and organization, so that, the urban youth can take up better salaried employment.

AND WHERE as both the parties have agreed to enter into this MoU to conduct Market Oriented training in .....and ..... courses, certification, placement and post placement handholding and the Second Party agrees to provide such services as follows:

1. The Second party shall submit proposals for taking up placement linked skilled trainings with details of market scan conducted and assess the along with detailed description of the skill training proposed to be taken along with following full details.
  - a) Market scan report explaining the no. of opportunities available employer-wise
  - b) Syllabus – course curriculum and day-wise schedule of training
  - c) Physical infrastructure available at the center owned by the second party
  - d) Names of the faculty members and their qualification.
  - e) Name & Address of the in charge of the center

- f) Names of the persons responsible for placement & post placement services available at the Town level.
  - g) Duration training no. of hours & days.
2. The First party shall identify / mobilize the prospective candidates to undergo the required training programs to be conducted by the Second party. The First party shall ensure at least 40 candidates / youth is mobilized for each batch. However, in case of exigencies batch may consist of 10% + or - depending upon the availability of physical infrastructure.
  3. The Second party may also screen candidates given by the Project Director, IKP urban to ensure that the candidates selected are suitable for the type of placement and are willing to undergo training depending upon their aptitude and ability.
  4. Pre - selection counseling shall be given to all the candidates before the training and provide admission to the potential candidates after interest inventory test and counseling only, by the Second party.
  5. The Second party shall design and develop detailed course curriculum, / lesson plan, training module and course duration and provide the same to the First Party and also to the Municipal Commissioner of ULB concerned before commencement of training. The Second Party shall also make available the course curriculum material to each of the trainee which shall contain period wise, topic wise and faculty wise for total training period on the first day of training.

**6. (A) The details of cost and course are as follows:**

Sl.No.	Name of the Course	Duration	
		in hours	in weeks
1	2	3	4

**(B) Cost of training etc.**

Training Cost	Tool kit cost	Accommodation cost	Study material	Any other specify	Total cost

7. The second party shall provide extensive training in technical skills (Both theory and practical), in the agreed courses also enlighten the candidates on life skills and communication skills and on work readiness after training.
8. The Second party shall organize / arrange qualified faculty / trainers, required tools, consumable material, computers (wherever applicable) at the training center as per the training calendar.
9. The Second Party shall ensure Parents meeting twice (at the beginning of the course and before the placements) in coordination with first party.

10. The Second Party shall monitor and review the program components to assess quality of delivery and learning achievement once every (15) days in the form of assignments, tests, group discussion, demonstration work, faculty assessment etc.

11. The Second party should make the candidate to appear test in modular employable skills and ensure for NCVT certification for each trainee. This should be done during last week of training. 10% payment of training cost is linked to NCVT certification. The Project Director (First party) should ensure NCVT certification and link with payment of training cost of 4<sup>th</sup> installment.(10% payment) First party will bear the cost of test-fee from its own funds and later on seek re-imbursement from Dist-employment Officer from RUS funds. Second party shall facilitate the testing and certification with the concerned agencies.

12. The Second Party shall strive to place all the trained candidates. However at least 75% trained candidates are placed as per minimum wages prescribed by the Govt. of AP for the respective sector.

13. The Second Party shall carry out continuous follow up with employer, and will stay in touch with the aspirants for at least 3 months after they start working. Post Placement report should be submitted to the First party.

14. The Second party will develop a one on one relationship with the alumni, so that they can approach the Second Party for guidance and also inform of any job changes and future opportunities at work place.

15. The Second party shall maintain the database of each beneficiary, being trained with the specified trade/skill, data of beneficiaries placed with the name of employer and salary particulars.

16. The Second party should submit the following reports to the Project Director, IKP Urban.

a) Inception Report - 10 days after commencement of training

The inception Report shall contain course duration, subject skills details, life skills details, material etc. to be given to candidates. Further, it also include the training schedule proposed period wise, trade wise, faculty wise and communicated to all trainees and professionalism etc details of community, locality, educational status of trainee faculty profile etc. The inception report should also contain Employer details for placement after training, written willingness of the candidate to undergo training and to take up the placement proposed to be given by the training agency.

b) Placement Report - Within (15) Days of completion of training. The placement report should contain the following details for the trained candidates who have been placed.

(i) Name of the organization/ remuneration/ date of placement/working hours/contact No. of organization/contact No. of the placed candidate.

- (ii) Written confirmation reports obtained from the candidates in support of their placements.

**17. Payment Schedule:**

The First Party (Project Director, IKP Urban) shall make the payment to the Second Party in (4) installments in the following manner

- 1) **1<sup>st</sup> Installment** - 35% of the training cost on submission of Inception Report and after thorough verification and certification by the District Livelihood Specialist and signed by the Municipal Commissioner/ Head of UPA cell of ULB acknowledging the commencement of training.
- 2) **2<sup>nd</sup> Installment** - 45% of the training cost on submission of Placement Report along with written confirmation reports from the candidates already placed. This post placement report shall be certified by the Municipal Commissioner or Livelihood Specialist or any other officer nominated by First party. Payments criteria after placement shall be regulated as follows:

<b>Placement</b>	<b>Amount Payable to the training partner</b>
If placements are below 60% of total No. of trainees mentioned in the Inception report.	Nil and no further payments
If placements are between 60% to 75% of total No. of trainees mentioned in the Inception report	Out of 45% of the total training cost Second party is entitled only to the extent of proportionate % of actual No. of candidates placed to the total no. of candidates trained.
If placements are more than 75% of total No. of trainees mentioned in the Inception report	Entire 45% of training cost will be paid

- 3) **3<sup>rd</sup> Installment** – 10% of the training cost after conducting NCVT certification test to the trainees.
- 4) **4<sup>th</sup> Installment** - 10% of the training cost on submission of Post Placement Report after three months of placement and after thorough verification & certification by the District Livelihood Specialist. This installment is regulated as follows:

<b>Post - Placement</b>	<b>Amount Payable to the training partner</b>
If number of candidates working are below 60% of total No. of trainees mentioned in the Inception report	Nil
If number of candidates working are between 60%- 75% of total No. of trainees mentioned in the Inception report.	Out of 10% of the total training cost Second party is entitled only to the extent of proportionate % of actual No. of working to the total no. of candidates trained placed.
If number of candidates working are more than 75% of total No. of trainees mentioned in the Inception report.	Entire 10% of training cost will be paid for all candidates.

All payments to the second party shall be made at the district level by the First Party.

18. The Second party shall, periodically upgrade, modify content of training modules Offered and shall keep on informing the First Party.

19. Unless otherwise terminated by written Agreement between the parties, this, Agreement will remain in force for one year from the date of agreement.

20. Notwithstanding the provision of above clause, either party shall be entitled to terminate this Agreement immediately and without further notice in the event of the other party committing a material breach of the terms and condition of this Agreement, and failing to remedy such breach within 60 (sixty) days after receipt of written notice calling upon such party to remedy the breach complained of.

However, either party may terminate it by providing the other party with three calendar months advance notice. Such termination shall take effect at the end of the three months period or the end of the program(s) in progress at that time, which shall occur first.

21. The termination of this Agreement for whatever reason, will not effect the rights of the party, which may have accrued as at the date of the termination and will further not affect any rights, which specifically or by their nature survive the termination of this Agreement.

22. The parties hereby represent and warrant to each other that;

a. It is duly established and existing under the laws of jurisdiction stated Against its name of this Agreement and as the legal power and authority by virtue of statute/resolution, to sign this Agreement, perform and comply with its duties and obligations under this agreement.

b. This agreement constitutes legal, valid and binding obligation in enforceable

- i. Against it, in accordance with the terms hereof order decree of regulation of any court, Governmental instrumentality of functions;  
(or)
- ii. Any other documents or to the best of its knowledge, any indenture, contract or agreement to which it is a party or by which it may be bound

c. There are no actions, suits, writs or proceedings pending or, to the best knowledge against it before any court, governmental instrumentality or arbitral tribunal or quasi-judicial authority that restrains it from performing its duties and obligations under this agreement; and

d. No representation or warranty made herein contains any untrue statement based on the facts and circumstances.

23. Any law restraining the validity and enforceability of any provision of this agreement shall not affect the validity or enforceability of the remaining provisions of this Agreement, shall be deemed as not containing the invalid provisions. The remaining provisions of this agreement shall remain in full force and effect, unless the invalid or unenforceable provision comprises an integral part of or otherwise inseparable from the remaining Agreement. In such a case, the parties of this Agreement shall attempt to agree on a provision that is valid and enforceable and similar to the original provision.

24. The parties to this agreement shall not be liable to each other for failure or delay in the performance of any of its obligations under this Agreement for the time and to the extent such failure or delay is caused by riots, civil commotion, wars, hostilities between nations, government loss, orders regulations, embargos, action by the government(s) or any agency thereof act of God, storms, fires, accidents, strikes, sabotages, explosions, or other similar or different categories beyond the reasonable control of the respective parties to this Agreement / MoU.

25. In the event that either party is wholly or in part, prevented from or hindered in carrying out or observing any of the terms or conditions of this Agreement for any cause set forth hereinabove, such party shall give written notice to the other party by the most expeditious means as soon as possible after the occurrence of the cause relied on, given full particulars of the reason for such prevention or hindrances, and the party shall in good faith consult each other and take necessary measures for the resolution of the affairs so prevented or hindered.

26. If any doubt arises as to the interpretation of the provisions of this Agreement or as to matters not provided therein, the parties to this Agreement shall consult with each other for each instance and resolve such doubts in good faith

27. The Agreement will be valid for one year, as per the mutual agreement of all the parties concerned.

28. No Amendment for change hereof or addition hereto shall be effective or binding on either of the parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto.

29 Any dispute between the parties shall always be tried to be resolved by mutual Consultation without any resort to any form of legal remedy including resort to court of law.

This M.O.U. is entered into with a spirit of mutual cooperation and understanding and with a view to further the objective of imparting skill trainings to urban youth in the courses mentioned above.

If any amendment required to be incorporated in future, will be done with the consent of both the parties duly agreed and signed. The MoU is valid for a period of 1 year from the date of signing the MoU.

FIRST PARTY

SECOND PARTY

PROJECT DIRECTOR (IKP URBAN)  
MISSION FOR ELIMINATION OF  
POVERTY IN MUNICIPAL  
AREAS (IKP URBAN)  
.....DISTRICT.

\_\_\_\_\_  
(Name of the Agency)  
(SIGNATURE WITH SEAL OF THE AGENCY)

Witnesses

1. Name:  
Signature

1. Name:  
Signature:

2. Name:  
Signature

2. Name:  
Signature

**PROCEEDINGS OF THE MISSION DIRECTOR, MISSION FOR  
ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA), IKP-URBAN,  
A.P., HYDERABAD.  
(MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPT)**

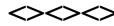
**PRESENT: SRI. M. JAGADEESHWAR, IAS.,**

**Procs. No.2584/LH/C/08  
2009**

**Dt: 15 -09-**

Sub: IKP Urban – Livelihoods– Placement linked skill trainings at Dist. Level through training partners approved by EGMM for the year 2009-10-List of training partners & Guidelines - Communicated – Budget sanctioned- Orders – Issued -Reg.

Read: 1). SJSRY Revised Guidelines -2009.  
2). Action Plan for skill trainings for the year 2009-10.  
3) List of (10) Training partners of EGMM for the year 2009-10 as per web site



**ORDER:**

MEPMA action plan provides for taking up (50,000) skill development and placement linked trainings for the year 2009-10.

2. SJSRY Revised guidelines - 2009, focus on providing assistance for skill formation / up gradation of the urban poor to enhance their capacity to under take self employment as well as access better salaried employment through the programme, Skill Training for Employment Promotion amongst Urban Poor (STEP – UP)

3. In order to cater to the training needs of urban youth and keeping in view the potential for various trades at district level, it is decided to impart skill trainings to urban youth for the year (2009-10), through the training partners who are imparting similar trainings to rural youth through EGMM of Rural Development Department. Hence, while communicating the details / list of (10) training partners who are on the rolls of EGMM for the year 2009-10, the Project Directors are requested to take up skill trainings to urban youth in their districts, subject to the following instructions / guidelines.

- The Project Directors should enter separate MoU with each training partner, clearly mentioning the courses/ duration of training / training cost / Place of training cement assurance and post placement hand holding by the training partner. (Model MoU enclosed).
- The candidates should be in the age group of 18 – 35 yrs and belong to slums of urban areas only with utmost priority to below poverty line groups.

- The candidates may be identified through awareness campaigns at slum level / press / TV advertisements / pamphlets/ mobilization through CRPs (Livelihoods).

- The No. of candidates in each batch should not be more than (40)  
However

in case of exigencies batch may consist of 10% + or – depending on the availability of infrastructure.

- The identification and short listing of candidates for training, may be done in a transparent manner duly following the percentage fixed for each category viz., Women (SHG members) – 30%, SC s and ST s must be benefited at least to the extent of proportion of their strength in the city / town population below poverty line (BPL), differently-abled – 3%, minorities – 15%.
- After identification of trainees, on the backside of SSC certificate./ Marks Memo it should be certified by the Livelihood Specialist/CRP (livelihood) to the effect that the candidate has selected for training in \_\_\_\_\_ course and undergone training though MEPMA \_\_\_\_\_ to \_\_\_\_\_ period.
- The training duration must be between 2 to 6 months minimum (300) hours.
- Minimum 75% placement assurance by the training partner.
- The Training cost per trainee shall be met from STEP - UP component of SJSRY.
- **The Project Directors must circulate the proposals and take prior approval of the District Collector, who is the Vice Chairman for District RUS society, before commencement of the batch, for each training.**
- The proposal circulated to District Collector must contain the following details:
  - i. Name and address of the training partner.
  - ii. Name of the ULB, where trainings are proposed to be conducted
  - iii. Venue and duration of the training
  - iv. No. of candidates proposed for training - course wise
  - v. Cost per trainee along with total estimated training cost / course.
  - vi. Funding component and funds position;
  - vii. Placement details as assured by the training partner.
  - viii. Mode of payment to the training partner.

5. **The Project Directors should enter MoU with the training partner only after taking approval of the proposed training in the above suggested manner.**

6. Hence, to take up placement linked trainings through various training partners at district level, sanction is here by accorded for an amount of **Rs.364.50 lakhs (Rupees Three Sixty Four lakhs and Fifty thousand only)** to PDs Urban as per the Annexure enclosed.

7. The Project Direct Urban shall deposit the amount in SJSRY account being maintained for MEPMA, DPM Unit.

8. **The PDs Urban are requested not to divert the sanctioned amount for any other purpose or for any other component of SJSRY. They shall utilize the funds for placement linked skill training programmes duly obtaining the approval of District Collector.**

9. The agency should obtain & maintain the bio data of all the candidates and should submit the true abstract of attendance sheet to PD on monthly / fortnightly basis. The agency should maintain and furnish candidate wise / course wise expenditure for each batch and also placement particulars in Format LR - I (enclosed) to the Project Directors. The PDs will place the beneficiary wise under training / trained & placed data of 2009-10 trainees in (21) column format of MEPMA web site.

10. If, the sanctioned amount is not utilized for trainings within (3) months, the same will be re allotted to other needy districts, since providing placement linked skill trainings to urban youth is a priority item of the Govt. and is being reviewed by the Hon'ble CM every month under RUS programme.

11. The Finance Manager, MEPMA is requested to release funds from the skill training component / STEP – UP of SJSRY and release the amount through account payee cheque in favor of PD IKP Urban concerned as per the annexure enclosed.

12. All the PDs Urban are requested to acknowledge the receipt of amount by return post.

**MISSION DIRECTOR**

- Encls: 1. Annexure showing District wise sanctions.  
2. List of training partners on the rolls of EGMM for the year 2009-10.  
3. (21) column beneficiary wise trained / placed web format.  
4. Format LR – I (Placement Particulars).  
5. Model MoU.

To

All the District Collectors in the state.

All the Project Director ..... District.

Copy to the Finance Manager, MEPMA for necessary action.

Copy to all the Municipal Commissioners / All RDMA's.

Copy to all the Chairpersons of Municipal Councils.

Copy submitted to the Commissioner & Director of Municipal Administration for favor  
of  
information.

Copy submitted to the Secretary to Government, MA & UD Dept, Hyderabad for favor  
of  
information.