



मौलाना आज़ाद शिक्षा प्रतिष्ठान  
 مولانا آزاد ایجوکیشن فاؤنڈیشن  
**MAULANA AZAD EDUCATION FOUNDATION**  
 (MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA)

File No. - I(11)/1/MAEF/S&amp;K/Proj./2017

March 08, 2018

To  
 M/s. Mehmuda Shikshan & Mahila Gramin Vikas Bahuddeshiya Sansthan,  
 690-691, Golchha Marg,  
 Sadar,  
 Nagpur - 440001.

**Letter of Intent (LOI)**

**Sub: Organizing Skill Development Programme under 'Seekho aur Kamao scheme' for 250 trainees belonging to Minority Communities in Maharashtra.**

Sir,

Please refer to your application for empanelment as Project Implementing Agency (PIA) for conducting Skill Development Training Programme under 'Seekho aur Kamao' scheme of the Ministry implemented by MAEF. We are pleased to inform you that your organization has been selected as a PIA and MAEF intends to award the work of organizing Skill Development Programme subject to the terms & conditions as indicated below in addition to the 'Guidelines'.

1. Skill Development Training under Seekho aur Kamao scheme would be organized within the state of **Maharashtra** by setting up the Skill Training Centre as per the applicable norms issued by the MAEF through its guidelines issued from time to time/LOI /Memorandum of Understanding (MoU) and directions issued by the Ministry of Minority Affairs and Ministry of Skill Development & Entrepreneurship (MSDE).
2. A total of **250** beneficiaries belonging to Minority Communities to be trained by the PIA in **Maharashtra**.
3. The training cost per candidate would be as per the Common Norms Notification of Ministry of Skill Development & Entrepreneurship, issued from time to time. This covers all direct/ indirect costs related to the training programme mobilization, orientation, training for skills & specific training for Entrepreneurship Development Programmes, IT/ Soft Skills, related with self-employment trades, placement, post placement tracking etc. are amongst the other specified taxes as may be applicable.
4. The stipend of **250** trainee would be @Rs.13.33/- per hour per trainee for two months i.e. 300 hours only. The stipend amount shall be paid to the beneficiaries/bank account directly by MAEF.

Accepted.  
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Maulana Azad Campus, Chelmsford Road, New Delhi- 110 055

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5. Training cost and job role(s) for training are as under -

Job Role, Training Cost and Stipend										
State (A)	Sector (B)	Job Role (C)	QP Code & NSQF Level (D)	Common Norms Trade Category dated 20.5.2016 (E)	No. of Hours of Training (F)	Training Cost per trainees per Hour (Rs.) (G)	Total Training Cost per Trainee (Rs.) (H)	No. of Trainees (I)	Total Training Cost (INR) (J)	Stipend for 2 Months
Maharashtra	Healthcare	Medical Laboratory Technician	HSS/Q0301	I	2000	42.4	84,800	125	10,600,000	499875
	Plumbing	Plumber (Maintenance & Servicing)	PSC/Q0112	I	1200	42.4	50,880	125	6,360,000	499875
<b>Total</b>								<b>250</b>	<b>16,960,000</b>	

6. The PIA will commence the skill development training at centre(s) only after getting the approval in writing from MAEF. The MAEF will conduct the inspection of the training centres of PIAs through its Inspecting Authorities or by any other official person on the training infrastructure available at the centres in line with the Common Norms and Guidelines of MAEF and Training of Trainers (TOT).

#### Terms & Conditions

The implementing agencies shall be bound by the terms and conditions of the scheme as at Appendix - A & Appendix - B.

#### **Appendix - A**

- I. Installation of CCTV Cameras in each classroom/lab for live CCTV monitoring of Skill Development Training under Seekho aur Kamao scheme, the details should be submitted by PIA to MAEF immediately after signing the MoU.
- II. Details about installation of GPRS enabled biometric device, to capture real time attendance of trainees & trainers should be submitted to MAEF by PIA immediately after signing the MoU.
- III. PIA will provide and forward standardized multimedia (audio/ video) course content (videos of practical classes) on trainee's email Ids, and to MAEF for future reference.
- IV. PIA has to provide training programme schedule i.e. daily time table, course plan etc. and trainees list prior to commencement of training.
- V. Study material in the form of books as per NSQF norms should be provided in Hindi / English and in respective local language of the state as per the requirement of beneficiaries.
- VI. Complete centre training infrastructure details as per NCVT/SSC/Third party agency or any other leading industry body along with the centre approval certificate shall be submitted by the PIA. These centres will be used exclusively for conducting Skill Development Training under Seekho aur Kamao, during the schedule time for MAEF training.
- VII. **Certified course content/ course curriculum/ time table** for proposed trades in soft and hard format in line with NSQF to be submitted by PIA to MAEF.

*Accepted.*

*Zubeida*

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- VIII. List of beneficiaries in MAEF prescribed MIS format along with the trainee's categories, **Aadhar No., Aadhar seeded Bank Account Details** (if not available) – PIA will get a Bank account opened for each trainee under PM Jan Dhan Yojana), should be submitted by PIA to MAEF.
- IX. Details of third party assessment agency like SSC/ NCVT/ third party assessment agencies approved by DGT/SSC along with MoU (Training Partner and Assessment Agency) and other contact details to be submitted by PIA to MAEF.
- X. The trades should not be imposed on the beneficiaries; they may instead be allowed to voluntarily choose the suitable trade, based on their academic competencies and choice.
- XI. The PIA would utilize the course fee only for the intended purpose and no diversion in this regard would be permitted / allowed.
- XII. No capital assets equipment or infrastructure will be supported under the project with the MAEF funding. Only expenses on consumables and apportioned revenue expenses, (rental lease etc.) on training related infrastructure will be permissible.
- XIII. The detailed resume of trainers/demonstrators should also be submitted to MAEF. Trainers/ demonstrator should be with suitable **qualification/ experience, and each trainer/demonstrator should have undergone Training of Trainers (TOT) Programme** as per norms.
- XIV. Regular internal assessments should be conducted by the training provider. Details of internal assessment along with sample answer sheets should be submitted to the MAEF.
- XV. PIA will ensure wage employment / self-employment for a minimum of **75% (Minimum 50% in wage employment as per common norms notification)** out of total trained trainees under Seekho aur Kamao scheme and tracking should be done by the PIA for at least one year.
- XVI. The training centre(s) should prominently display the board "Skill Development Training under Seekho aur Kamao scheme, Ministry of Minority Affairs being implemented by Maulana Azad Education Foundation" at the entrance. The content of display board may be developed in consultation with MAEF.
- XVII. The PIA should start tele-calling from the third day onwards and it should be at least twice during the programme, if trainees are not attending the programme the list of such candidates may be shared with MAEF on regular basis, for future action. PIAs won't be allowed to change trainees, if such list has not been given.
- XVIII. Audio/ video coverage of the training programme should be recorded and preserved by the PIA for a period of one year from the date of completion of the training, to be shared with MAEF. Still photographs are also required to be preserved by the PIA.
- XIX. Attendance of the trainees should be maintained with the help of bio metric card, having the important bio metric details of the candidates. A group photograph of the beneficiaries should also be furnished to MAEF, along with individual photographs on Admission form.
- XX. The PIA should arrange study visit to industry related employer premises for practical exposure of the candidates, within the local or nearby area give details of its date, time/ video/ photographs etc.

1. **Target Group / Eligibility Criteria / Selection of beneficiaries**

- a. The target group for the Skill Development Programme of MAEF comprises of persons belonging to six notified minority communities viz. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis. Efforts should be made by the PIA to select candidates from all the six communities.

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- b. The PIA would ensure to obtain Aadhar number of the candidate & verify the address proof & the ID proof of the candidates before enrolling them, and open Aadhar seeded bank account for each trainee, if beneficiaries do not have bank accounts. If the trainee does not have the Aadhar Number, the PIA will ensure for Aadhar enrolment.
- c. The beneficiary selection has to be done through appropriate wide spread publicity & creation of awareness through campaigns, handouts, banners and advertisements in local electronic / print media etc. record of which in hard / soft copy to be given to MAEF and details to be mentioned in the end of the project final report by PIA.
- d. Beneficiaries have to sign a bond stating that they would not dropout from the course and they will attend interviews and join job and continue working for the next two years after successful completion of the training course. After getting training certificate, they will take up self / wage employment, and they will be provided with 3 interview options. In case, they change job, they have to keep MAEF informed and the PIA for the new appointment, they will have to give a deposit of the sum as specified by common norms.
- e. The bond should be counter-signed by the guardian of the beneficiaries with two independent witnesses out of which one should be from PIA.
- f. The beneficiaries will adhere to biometric attendance. They will have to provide his/her existing bank account details or have to open a new account which will be used to get salary from the employer.
- g. If the candidate violates the above conditions, he/she will be blacklisted from receiving any government aided training whatsoever in future. For binding the beneficiaries not to violate the conditions, some of the original documents of the trainee may be withheld by PIA for training period, at its own custody to prevent drop outs.
- h. All successful trainees will be given an opportunity for further advanced level training to enhance his/her skill or income, if they are in employment / self - employment for the required period.

## 2. Pre-training counselling

Pre-training counselling sessions have to be conducted by the PIA and share the terms and conditions of training under MAEF. A presentation on MAEF is mandatory for all the candidates to familiarize them about the schemes and programmes of MAEF. The integrated training package should comprise of Skill Development required amount of IT/soft skills programme. They will be given preference in the work allotment if they increase the share of self-employment, under current project.

## 3. Certification & Placement of beneficiaries

- a. All the courses must be recognized by the SSC/ NCVT / DGET/ as per the norms of National Occupational Standards (NOS) or other reputed government agencies and acceptable to MAEF, beforehand only.
- b. The certification will be done jointly by MAEF & Sector Skill Councils/NCVT/ similar reputed agencies. The cost of third party assessment and certification will be as per the common norms notification issued by MSDE.

Accepted.

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#### 4. List of potential employers

- a. PIA has to provide list of potential employers along with location of employment, salary structure and job description before starting the training. MAEF will verify and confirm the placement prospects with the potential employers. The PIA will ensure the same for self-employment avenues i.e. selection of skill sets, prevailing demand conditions, backward and forward linkages with market, branding, linkages to concessional credit, linkages with other businesses – financial and technical requirement to setup self-employment ventures etc.
- b. The PIA has also to furnish the letters from the prospective employers and the agencies providing credit support for self-employment regarding support / placement tie ups. MAEF may verify and confirm the genuineness of the same.

#### 5. Monitoring / Evaluation of the Programme

- a. The PIA would follow the reporting format of MAEF and submit the data / information as per the approved formats. They should be uploaded and maintained on a web based monitoring system to be established by the agency, linked directly to the website of MAEF. As a part of the handholding assignment, the beneficiaries have to be tracked by the PIA at least for a period of one year from the date of placement/ setting-up of business venture. The training content / modules under the project will also be uploaded on the project website by PIA. The website will also be directly linked to MAEF website.
- b. The Skill Gap survey which is the basis of selection of trades/skill sets already conducted or to be conducted by PIA for the project may also be uploaded on the project website and copy given to MAEF.
- c. The PIA would submit the Mid Term Progress Report to the MAEF in soft & hard formats, in the formats prescribed by the MAEF.
- d. The MAEF may carry out inspection / verification / monitoring of progress at any point of time by deputing its own officers / empanelled inspecting authorities & other independent external agencies with the approval of the competent authority.
- e. Audit report of the project should reflect expenditure incurred on conducting the trainings as per the Letter of Intent issued by MAEF by the implementing agency.
- f. The agency would have to give periodic feed back to MAEF and surprise inspection / visit would be undertaken by the officers of MAEF to ascertain the progress reported by the agency.

#### 6. Payment Terms

- a. On approval of a project, the funds will be released as per the directions issued by the MSDE through its common norms notifications, issued time to time.
- b. The training cost would be released in three instalments in the ration of 30:50:20 as per the directions of MSDE through its Common Norms.
- c. The 1<sup>st</sup> Instalment will be release to PIA only when the PIA will **align their courses/trades/ Job roles as per NSQF norms and produce the documentary evidence for the same and after receiving the positive inspection report** from the empanelled inspecting authorities of MAEF with regards to infrastructure available at the centre, training courses in line with common norms and the guidelines of MAEF.

*Accepted.*

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## 7. Penalty Clause

- a. In the event of the performance of the PIA being found reasonably below the satisfactory level &/or at any stage if it is found that the PIA has furnished incorrect / false information to the MAEF then the MAEF would be free to immediately cancel the current assignment and initiate further actions as deemed fit. Such agencies & also others which do not fulfil the training standards, placement norms etc., would be black-listed & debarred from undertaking further training programs for a period of at least 5 years and MAEF would be free to share the information about such agencies with all other Government / other organizations including the National Skill Development Corporation. MAEF has empanelled all PIAs based upon the self-attestation of the documents and documentary proof. They are verified / inspected only at the time of actual allotment of work. Any false claim/ false self-attested documents, will lead to penalty which will also include blacklisting/ debarment. Therefore, due care should be taken at the time of filling up of online forms of MAEF for empanelment/ bidding.
- b. Performance of the PIA would be the most important criteria and if the same is not satisfactory, MAEF may discontinue the programme with the agency and take appropriate actions, at MAEF at any stage of the programme. MAEF may, however, consider increasing the number of trainees if the performance of the agency is satisfactory.
- c. The factual inaccuracies or misrepresentation of facts in any of the proposals by PIA would be the sole responsibility of the PIA and if at any stage of the programme the same are detected the agency concerned would be liable for appropriate action by MAEF.

## Appendix - B

1. The grants cannot be claimed as a matter of right, it depends on sole discretion of Government of India/ MAEF depending on the merit of the project;
2. The PIA will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
3. The PIA will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and the scheme that revised from time to time and that in case of its failure to abide by the same, it will refund to the MAEF the total Grant sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
4. The MAEF shall not be liable for any kind of payment to the temporary/regular employees appointed by the PIA for running the project;
5. The PIA shall maintain a separate account in a nationalized/scheduled bank in respect of this grant. All receipts and payments involving more than Rs.500/- must be made through cheques only. The PIA is required to submit at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the Ministry, office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant audited either by CAG empanelled Auditors or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate in GFR 12A, to the MAEF latest by first week of June month every year:

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- a. the receipt and payment account of grant in question for the year;
  - b. the income and expenditure accounts of grant in question for the year;
  - c. the balance sheet, indicating assets and liabilities from the grant in question;
  - d. the utilization certificate in prescribed format (GFR-12A) as per General Financial Rules along with the item-wise break-up;
  - e. The audited accounts of the PIA as a whole for the year.
6. the PIA shall submit performance-cum-achievement report as prescribed by the MAEF for which it received Grant;
  7. The facilities to be extended with the help of the Grant will be available for the welfare of all minorities irrespective of creed, religion, colour, etc.;
  8. The PIA will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to MAEF/ Ministry of Minority Affairs immediately after receipt with proper reference;
  9. The PIA will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
  10. That if the MAEF is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant with immediate effect and also take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the Ministry, will never be considered by the Ministry for grants in future, even if delisted from the black list at any point of time;
  11. that at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the MAEF/Ministry in the subsequent admissible grant due;
  12. No assets acquired wholly or substantially out of this Grant will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
  13. The PIA shall maintain a register in the GFR12A of permanent and semi-permanent assets acquired wholly or in part out of this Grant. This register shall remain open for inspection to the officials from MAEF the Office of the Comptroller and Auditor General of India/Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the MAEF, along with the Audited Accounts;
  14. The release of the last instalments of the grant will be conditional upon the grantee institutions to provide reasonable evidence of proper utilization of instalment released earlier during the year as prescribed by the Ministry;
  15. The PIA should liaise with District Administration for convergence of other existing services for the welfare of minorities. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation;
  16. Provisions of General Financial Rule 150(2) would be applicable where the NGOs are being provided assistance for the prescribed amount;
  17. The PIA shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of MAEF, Ministry of Minority Affairs, Government of India;
  18. The purchase of non-recurring items (if any) should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection;
  19. The organization shall not charge any fees from the beneficiaries;

Accepted.

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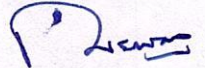


20. In case of new projects, the PIA shall intimate to the MAEF and the State Minority Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;
21. The PIA shall not profess or promote any religious/communal/fundamentalist/ divisive beliefs or doctrines with these grants;
22. In the event of a Court case, the PIA shall not be entitled to any grant till the matter is pending in the Court of Law; the MAEF shall not be responsible for any legal/ intellectual/ contractual disputes between the PIA and a third party. By accepting the grant, the recipient accepts this condition;
23. For all disputes involving MAEF with regard to release of grants, the jurisdiction of the Courts will be Delhi;
24. The PIA shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Further, if the terms and conditions of the LOI are acceptable, you may kindly indicate your unambiguous and clear acceptance by writing - "**Accepted**" on each page and signing it and affixing your stamp on each page of the LOI. The acceptance letter on the letter head of PIA should be furnished to MAEF at the earliest, but not later than **30 days** from the date of receipt of this "LOI", and signing of Memorandum of Understanding (MOU) within **90 working days** of acceptance of LOI.

Thanking you,

Yours sincerely,



(R Rahman)  
Secretary & CEO

Mehmuda Sahasrabudhe Gramin  
Vikas Bahumandya Sanstha,  
Nagpur



Accepted.

Zubaida