



Reg. No. - S-20075 Estd. - 198

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

August 23, 2017

To

M/s Mehmuda Shikshan and Mahila Gramin Vikas Bahuuddeshiya Sanstha,
690-691, Golchha Marg, Sadar
Bazar, Nagpur-440001.

Letter of Intent (LOI)

Sub: Organizing Gharib Nawaz Skill Development Training for Minorities of Maulana Azad Education Foundation (MAEF) for 500 trainees belonging to Minority Communities in Maharashtra.

Sir/Madam,

Please refer to your application vide which the proposal for empanelment has been furnished for conducting Gharib Nawaz Skill Development Training for Minorities under Maulana Azad Educational Foundation (MAEF). MAEF intend to award the work of organizing Skill Development Programme subject to the terms and conditions as indicated below in additions to the guidelines issued by MAEF.

1. The Gharib Nawaz Skill Development Training for Minorities 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 /LOI /Memorandum of Understanding (MoU) and directions issued by the Ministry of Skill Development & Entrepreneurship (MSDE).
2. The total of **500** candidates belonging to minority communities to be trained by the PIA, in **Maharashtra**.
3. The training cost per candidate will be as per the Common Norms Notification issued by the Ministry of Skill Development & Entrepreneurship, 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. The stipend of **Rs.1500/- per month per trainee for three months** will be transferred to the beneficiaries accounts and post placement support will also be given to all placed candidates for **2 months** after placement, **@Rs.2000/- (Rupees Two Thousand Only)** per month by MAEF. The post placement support amount will also be transferred to the beneficiary's bank account directly by MAEF.
4. The PIA will train **500 Trainees in any or all of sectors i.e. BGSi and Retail**. The PIA is required to mention the name of Sector(s) as indicated above in their "LOI Acceptance Letter" to MAEF.
5. The PIA will **submit the NSQF aligned name of Trade(s)/ Job Role(s) from selected sector(s) in their Acceptance Letter** before signing of MoU. **The Training Cost will be calculated based on the aligned Courses/Job Roles submitted by PIA, as per the Common Norms Notification of Ministry of Skill Development & Entrepreneurship, issued from time to time.**

Accepted
Secretary

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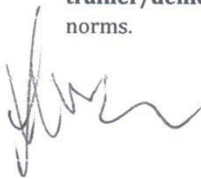
6. The PIA will commence the skill development training at centre(s) only after getting the approval in writing from MAEF. The MAEF will conduct the inspection of the training centres of PIAs through its inspecting authorities on the training infrastructure available at the centres in line to the Common 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 Gharib Nawaz Skill Development Training for Minorities of MAEF, the details should be submitted by PIA to MAEF.
- II. Details about installation of GPRS enabled biometric device, to capture real time attendance of trainees & trainers should be submitted to MAEF by PIA.
- 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. Training provider 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 book as per NSQF norms should be provided in Hindi / English and in respective local language of the state as per the requirement of students.
- 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 Gharib Nawaz Skill Development Training for Minorities of MAEF, 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.
- 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 Dan 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 training agency 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 has undergone Training of Trainers (TOT) Programme as per norms.**



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- 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 **70% (Minimum 50% in wage employment as per common norms notification)** out of total trained trainees under the Gharib Nawaz Skill Development Training for Minorities of MAEF and tracking should be done by the training agency for at least one year.
- XVI. The training centre(s) should prominently display the board "**Gharib Nawaz Kaushal Vikas Kendra of Maulana Azad Education Foundation, Ministry of Minority Affairs**" at the entrance. The content of display board may be developed in consultation with MAEF.
- XVII. The training partner 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 training agency for a period of 6 months from the date of completion of the training, to be shared with MAEF. Still photographs are also required.
- 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 students should also be furnished to MAEF, along with individual photographs on Admission form.
- XX. The training agency 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 Minority communities viz. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis. Efforts should be made by the agency to select candidates from all the six communities.
- b. The training agency 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 has the Aadhar Number 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. Students have to sign a bond stating that they will 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 training partner 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 student with two independent witnesses out of which one should be from PIA.
- f. The student 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 students not to violate the

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conditions, some of the original documents of the trainee may be withheld by PIA, 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 training provider 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.

4. List of potential employers

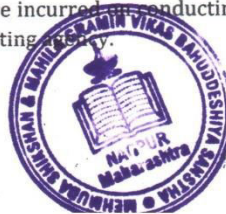
- a. Training partner has to provide list of potential employers along with location of employment, salary structure and job description before starting the training. MAEF will verify and confirm the placement prospects with the potential employers. The PIA will ensure the same for self-employment avenues 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 training partner has to also 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 agency 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 implementing agency for the project, may also be uploaded on the project website and copy given to MAEF.
- c. The training agencies 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 in conducting the trainings as per the Letter of Intent issued by MAEF by the implementing agency.

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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 1st Instalment will be release to PIA will be done 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. The PIA is also required to submit the **Performance Bank Guarantee for 10% of the Total Project Cost before release of the 1st instalment.**

7. Penalty Clause

a. In the event of the performance of the training agency being found reasonably below the satisfactory level &/or at any stage if it is found that the training agency 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 Implementing Agency 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.

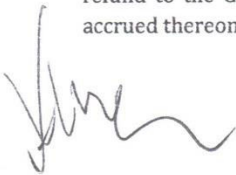
c. The factual inaccuracies or misrepresentation of facts in any of the proposals by PIA would be the sole responsibility of the PIA and if at any stage of the programme the same are detected the agency concerned would be liable for appropriate action by MAEF.

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 organization 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 organization 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 Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law,



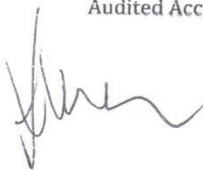
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4. The MAEF/Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
5. The organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving more than Rs.500/- of the grantee institution must be through cheques only. The grantee institutions are 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-in-aid audited either by CAG empanelled Auditors or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate in GFR 19(A), to the Ministry latest by first week of June month every year:
 - a. the receipt and payment account of grant-in-aid in question for the year;
 - b. the income and expenditure accounts of grant-in-aid in question for the year;
 - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - d. the utilization certificate in prescribed format (GFR-19A) as per General Financial Rules along with the item-wise break-up;
 - e. The audited accounts of the organisation as a whole for the year.
6. the organization shall submit performance-cum-achievement report as prescribed by the MAEF/ Ministry for which it received Grant-in-aid;
7. The facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all minorities irrespective of creed, religion, colour, etc.;
8. The organization 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 organization 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 Government 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-in-aid 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-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
13. The organization shall maintain a register in the GFR (19) of permanent and semi-permanent assets acquired wholly or in part out of this Grant-in-aid. This register shall remain open for inspection to the officials from 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 Ministry, along with the Audited Accounts;



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14. The release of the last instalments of the annual 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 organizations 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 organization 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;
20. In case of new projects, the organization shall intimate this Ministry 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 organization 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 organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/ intellectual/ contractual disputes between the implementing organizations and a third party. By accepting the grant, the recipient accepts this condition;
23. For all disputes involving Ministry of Minority Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;
24. The organization 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,

(D. Madhukar Nalk)
Secretary (MAEF)

Copy to:-

1. PS to Hon'ble MOS (I/C) for Minority Affairs / President, MAEF - for information.
2. Section Officer, MAEF for further necessary action as per Para No. 4, 5 & 6 at page no. 1 and 2.

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