GUIDELINES
Roshni – A Skills and Placement Scheme for 24 LWE Affected Districts

1. Objective
   1.1 The objective of the Roshni scheme is to provide placement linked skill development for rural youth in 24 Left Wing Extremist (LWE) affected districts in India.

2. Background
   2.1 The 82 Integrated Action Plan (IAP) districts, as identified by the Planning Commission, are some of the most backward districts of the country. They are marked by high incidence of poverty, low education level and limited employment opportunities. Continued tensions have created a conflict like situation wherein local economic processes have been disrupted. This has diminished employment and livelihoods opportunities especially for the poor.

   2.2 One of the recommendations of Planning Commission’s expert group on “Development Challenges in Extremist Affected Areas (2008)” is that “… outside of agriculture, there is need to intensify state investment in skill development of educated unemployed youth without employable skills for promoting regular employment or self-employment among them”.

   2.3 Ministry of Rural Development (MoRD) has been implementing Aajeevika Skill Development Programme (ASDP) in different parts of India including backward and remote areas. Based on the experience gained so far Roshni has been designed to meet the needs of young people in 24 specially identified districts (at Annexure I). The guidelines in its present version is a first step. These guidelines will be improved based on learning from its implementation and from insights from other parts of India, particularly Himayat – the ASDP programme in Jammu and Kashmir.

3. About Roshni
   3.1 The centrally sponsored Aajeevika Skill Development Programme (ASDP), which is currently implemented by MoRD and which forms the basis of this scheme, is a pan-India programme. There is little scope under this programme to provide relaxations to cater to the unique situation existing in the IAP/LWE districts. The Roshni Scheme seeks to fill this gap. Funding for this scheme would be in the ratio of 75:25 to be shared between centre and states. The scheme would provide customized and fully residential training programme modules with longer duration.

   3.2 This scheme will cover fifty thousand youth from 24 districts in the next three years. It will be implemented through training partners from the private and public sectors as well as non-profit organizations. The scheme will provide training for youth from identified districts for employment in the organized sector. The training providers will ensure 75 % placement defined as continuous employment for 3 months at higher than minimum wages.

   3.3 Placements may be provided anywhere in India. Different training strategies will be used for diverse groups of youth, ranging from school dropouts (below 8th standard and below 10th standard) to those with college education.

4. Key Features
   4.1 This scheme shall be implemented through Public-Private and Public –Public partnerships.
4.2 The project will provide placement-linked, market driven skill training to fifty thousand youth from 241AP/LWE districts in next three years – starting 2013.

4.3 Training will be specifically oriented for salaried employment.

4.4 Total cost will be met by Ministry of Rural Development Government of India and State Governments in the ratio 75:25.

4.5 Beneficiaries for the scheme shall be selected on the basis of Participatory Identification of Poor (PIP) in areas where this has been done through NRLM. In other areas the most current BPL list will be used.

4.6 At least 50% of the candidates covered under the scheme shall be women

4.7 Special efforts will be made to proactively cover Primitive Tribal Groups (PTG’s) on a priority basis.

4.8 The four models of training that will be permissible under this scheme are as given below:

<table>
<thead>
<tr>
<th>Model</th>
<th>Entry Level Qualifications for candidates</th>
<th>Training Components</th>
<th>On the Job Training</th>
<th>Certification</th>
<th>Wage Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (up to 3 months)</td>
<td>Anyone interested in short term training and entry level job</td>
<td>Core Skill Training + Soft Skills + Computer skills</td>
<td>May or may not be there</td>
<td>Entry skill level certification</td>
<td>More than minimum wages</td>
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<tr>
<td>B (up to 6 months)</td>
<td>Class 10th/12th dropouts</td>
<td>Core Skill Training + Soft Skills + Computer skills</td>
<td>Shall be provided</td>
<td>Level 2 skill certification</td>
<td>Wages higher than minimum wages by at least 25-30%</td>
</tr>
<tr>
<td>C (up to 9 months)</td>
<td>12th pass/undergraduates</td>
<td>Core Skill Training + Soft Skills + Computer skills</td>
<td>Shall be provided</td>
<td>Level 2/level 3 skill certification</td>
<td>Wages higher than minimum wages by at least 50%</td>
</tr>
<tr>
<td>D (One year)</td>
<td>School dropouts Priority to SC/ST and PVTG’s</td>
<td>One year bridge course + last 3 months for skill training + soft skills + computer skills</td>
<td>May or may not be there</td>
<td>Entry level skill certification (Class 8th/10th NIOS certificate)</td>
<td>More than minimum wages</td>
</tr>
</tbody>
</table>

4.9 All training centres will be equipped with geo-tagged, time stamped biometric attendance devices that will be used to record the attendance of both trainers and trainees. There will also be a provision for CCTV recording of classes, tests and lab training. All will be provided a bank account in a bank that has CBS facility and to the extent possible, youth selected for training will be provided Aadhar numbers.
5. Strategy & Approach

5.1 Assured placement for at least 75% of the trainees: This is a demand-driven programme and one of the main prerequisites is that the Project Implementing Agency (PIA) should obtain commitment from prospective employers that they will employ the youth trained under the scheme. It will be the responsibility of the PIA to ensure that this commitment is kept.

5.2 Physical infrastructure: No new infrastructure creation is envisaged under the Scheme. Leveraging and utilization of existing government and private infrastructure and facilities on lease/rent/for free is encouraged. This will enable appropriate use of under-utilized infrastructure and help to immediately start the training programme.

5.3 Machinery and Equipment: The PIA has to arrange requisite machinery and equipment for running the training centre including the labs. This can be owned, leased or taken on rent.

5.4 Training:

5.4.1 Training Content: The PIA has to ensure appropriate content, with inputs from the industry. They will have to ensure employability as per current industry practices. Course curriculum should preferably be designed jointly with prospective employers. Training and course content in local languages has to be ensured to enable better absorption by the youth who may not have exposure to English. Both the training content and competency of the trainee has to be certified by the National Council for Vocational Training (NCVT).

5.4.2 Skill sets: The objective of the program is to impart skills necessary for regular employment, in a manner that the initial salary is not less than the prescribed minimum wages. In addition to technical skills, English, IT and soft skills are also to be imparted to beneficiaries so as to better equip them to face the transition.

5.4.3 Training Partners: Partnership with training agencies and employers which have aptitude and capability to conduct training and placement of youth after certification acceptable to the industry is solicited. Models that will link formal education to training programme shall be promoted.

5.4.4 Course Duration: The course duration will range from a minimum of three months to a maximum of one year. Courses of long duration, i.e. more than six months will be preferred so that the youth from these districts get adequate time to hone their skills.

5.4.5 Certification and Assessment: Independent certification and assessment by third party agencies acceptable to employers both for trainers and for trainees is mandatory. This is to ensure high quality standards and sustainable employment.

5.4.6 Trainee accommodation: Boarding & lodging facilities are to be provided to the trainees by the PIA. This is aimed at tiding over the issue of poor transport infrastructure and irregularity in attendance. It will also help in increasing the reach of these projects as youth from remote blocks can also participate by availing this facility.

5.4.7 Mobilization and Selection of Trainees: All the trainees in the age group of 18-35 years with requisite aptitude depending upon the trade or job requirements are to be selected as per the PIP or BPL list. In addition, the PIA will undertake appropriate awareness and publicity campaign in local electronic and print media. They will also conduct road shows and meetings for spreading awareness of the scheme and for enrolling youth. All blocks in a district where training or mobilization is proposed should be covered and a panchayat saturation model is to be used.
5.4.8 Preliminary Screening of Candidates: The trainees that have been mobilised have to be put through counselling and screening tests to assess aptitude so that training is appropriate and post training dropout is minimised. This will involve a mix of psychometric and other tests. This will be responsibility of the PIA.

5.4.9 Attendance and Identification: Geo-tagged, time stamped bio-metric devices will be installed in each training centre. This will be used to monitor attendance of both trainers and trainees both at the beginning of the day and at the end.

6. Funding
Roshni is a Centrally Sponsored Scheme (CSS) funded in the ratio of 75:25 by the centre and states respectively. Payments will be linked to performance of the PIA with respect to placement as reported by the monitoring agency. A minimum placement rate of 75% has to be ensured.

7. Cost Norms
The per candidate expenditure allowed Roshni shall be in terms of the cost norms given in table below:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Components</th>
<th>Maximum Cost (in Rs. per candidate)</th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td>Training cost, mobilization of beneficiaries, Curriculum, Training of Trainers, Utilities, Infrastructure, Equipment, Teaching aids, raw materials, etc.</td>
<td>Irrespective of sectors or coverage the maximum permitted training cost will be:</td>
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<tr>
<td></td>
<td></td>
<td>1-3 months - Rs. 18,800 per head</td>
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<td></td>
<td></td>
<td>6 months – Rs 28,200 per head</td>
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<td>9 months – Rs 36,660 per head</td>
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<td>1 year – Rs 43,893 per head</td>
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<tr>
<td>b.</td>
<td>Boarding &amp; Lodging or food and to and fro transport of trainees</td>
<td>-The cost is exclusive of monitoring charges of agencies like NIRD, NABARD etc.</td>
</tr>
<tr>
<td>c.</td>
<td>Assessment &amp; Certification</td>
<td>-Per candidate cost includes handholding, placement @ Rs.1000 per month for period of two months.</td>
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<td>d.</td>
<td>Placement Linkage</td>
<td>-Boarding &amp; lodging in case of residential course, or Food &amp; to and fro transport of trainees in case of non-residential course @ Rs.50 per day per candidate (with a maximum expenditure of Rs.4,500 for three months training, Rs. 9,000 for six months training, Rs. 13,500 for nine months training and Rs.18,000 for one year model).</td>
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<tr>
<td>e.</td>
<td>MIS &amp; Tracking/monitoring</td>
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<td>f.</td>
<td>Institutional overheads (Administrative costs) maximum up to 10% of the total project cost.</td>
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<td>g.</td>
<td>Assistance during post placement settlement support for trainees.</td>
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8. PIA Eligibility Conditions:
The following entities can apply to become PIAs under Roshni provided they are registered under any of Indian Trust Acts or any State Society Registration Acts or Any state Co-Operative Societies Acts or The Companies Act of India 1956
- Educational Institutions with their own land and buildings
- Corporate entities (for captive placement)
- Entities that train and place for improved Public Service Delivery
- Commercial and not for profit training providers (providing employment elsewhere)
The following are the eligibility conditions for an organisation to become a PIA under Roshni:

- Positive average net worth over last 3 financial years
- Have more than 3 years of experience in running skill and placement courses
- Have a turnover greater than 25 lakhs or ¼ the project cost whichever is higher

A PIA can be a single organisation or more than one organisation can come together as a consortium provided:

- One or more of the consortium partners meet the conditions of eligibility set forth in this guidelines
- One of them is designated as lead partner
- The consortium partner that meets all the eligibility conditions submits an undertaking signed by the authorized signatory in stamped paper duly notarized agreeing to pay any amount that becomes due to government in the event of the lead partner being unable to do so.

9. Projects criteria:

The proposals under Roshni should fulfil the following criteria:

9.1 Identification of project area
The project should be restricted to one state. It can cater to beneficiaries in one or more districts, but all have to be Roshni districts as detailed in these guidelines. Youth should be mobilized and selected from all blocks in a district, where the project is being implemented.

9.2 Maximum and minimum cost of the project
The maximum investment, inclusive of all components, under each project should not exceed Rs.15.00 crore and the minimum project cost shall not be below Rs.1.00 crore. Recurring expenditure such as creation of posts or vehicles or maintenance expenditure shall not be admissible in the project. No cost escalation will be allowed. Escalations, if any, would be met by the PIA.

9.3 Formats for Project Proposal:
Agencies intending to apply, may submit their proposals (more than one can be submitted by the same PIA) to the State Government and MoRD (simultaneously) using templates and score sheets notified by MoRD on its website.

9.4 Project Period:
Ordinarily, the projects are to be implemented within three years. However, in case of projects with long gestation periods, the period of implementation can go up to five years.

10. Processing of fresh proposals

Appraisal of the projects
10.1 The State Government, after scrutiny would recommend the proposal to the ASDP division of MoRD. After desk scrutiny, MoRD will get the proposal appraised by a national level coordinating agencies such as NIRD, NABARD etc. These agencies will also act as monitoring and fund routing agencies.

10.2 Approval of Projects
The Projects duly recommended by the designated coordinating agencies such as NIRD, NABARD etc. will be considered by the Project Approval Committee (PAC) in MoRD.
11. **Web based monitoring**

The PIA has to maintain a web based MIS that has details of each trainee, each centre and all money sanctioned and disbursed under the project. This will be used to undertake quality audit by the quality team of the PIA and for concurrent evaluation by the SRLM and central coordination agencies. The PIA has to use this to track each beneficiaries for at least one year after placement.

12. **Release of Funds**

On approval of a project, MoRD will release funds to the coordinating, monitoring and fund routing agency allocated to supervise the PIA. The PIA will release these funds to PIAs in four instalments in the ratio of 25:50:15:10

**First Instalment:**
The first instalment of 25% of the total project cost will be released after the approval of the project by PAC. The funds will be routed through the fund routing, monitoring and coordinating agencies to the account of the PIA's. The PIA has to enter into a bipartite MoU with the fund routing agency before the funds can be released by them.

**Second Instalment:**
The Second instalment of 50% of the total project cost will be released upon the following:
- Utilization of 60% of the first instalment and achievement of corresponding physical target
- Submission of year-wise utilization certificates for at least 60% of the total available funds
- Submission of year-wise audit reports of the funds utilized
- Regular reporting of progress via website notified by MoRD
- A certificate from the PIA and the coordinating agency that the project is being implemented as per the approved project proposal.

(Proposal for obtaining release of second instalment shall be made in formats and using score cards notified by MoRD in its web site from time to time)

**Third Instalment:**
The third instalment of 15% of project funds will be released upon the following:
- Utilization of 90% of the total available funds and achievement of corresponding physical targets
- Submission of year-wise utilization certificates for at least 90% of the total available funds
- Submission of year-wise audit reports of the funds utilized
- Regular reporting of progress via website notified by MoRD
- A certificate from the PIA and the coordinating agency that the project is being implemented as per the approved project proposal.

**Fourth Instalment**
- Completion of 100% of target (and its sub components)
- Submission of completion report in prescribed format
- Audited report of all money disbursed to the PIA for the project.

13. **Utilization of Interest earned on central release(s):**
The interest amount accrued on government releases, if any, shall be adjusted against the government share of the project cost at the time of release of second and third instalment, as the case may be.

14. **Audit:**

14.1 The Ministry of Rural Development retains the right to carry out audit of funds and
financial records of the project, if deemed necessary, through any authority designated by the Ministry for the purpose.

14.2 Regular financial audit is to be carried out by the Chartered Accountant of PIA. The audit report on fund utilization together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release of second, third and fourth instalment of funds.

15. Role of Central and State Governments in Monitoring and Review
Monitoring, coordination, fund-routing and review of the project sanctioned and implemented will be done at the Central level by a designated agency on behalf of MoRD. In addition, the State Rural Livelihood Mission (SRLM) or the concerned State Nodal Agency (SNA) would also monitor the projects. 1.5% of the Central share of project cost will be given to the Central agency designated for appraisal, fund-routing, monitoring and coordination. SNAs may do this either directly or with the help of a duly appointed agency, payment for which can be made from NRLM funds.

16. Monitoring and review mechanisms for projects
To keep track of the progress of the projects, the PIA shall update its website and internet enabled financial accounting system on a daily basis. The PIA should have a separate quality control team that visits each centre at least once a month. The observations of this team and their compliance should be visible on the project website of the PIA. Using the website and the financial accounting system the SRLM and NIRD/NABCONS will provide fortnightly advice each PIA on the improvements to be made. Besides at least once in two months each training centre will be inspected. During these inspections the accuracy of the data on the PIA website will be checked and the CCTV footage reviewed to evaluate the quality of the class room and lab training.

The PIA website should besides other things also have:
- Attendance of trainees and trainers taken through geo-tagged, time stamped biometric devices
- Daily training centre opening details such as status of all equipment, consumable and teaching materials
- Daily session plan, time table and the extent to which these were adhered to
- Details of questions and answers of periodic quizzes, exams and marks scored by each trainee
- Voucher level information in an internet enabled accounting software visible to the monitoring agency using log in and password. This should have details of:
  - payment made to trainers and trainees with their bank account details
  - date and amount paid as post placement support and for transport and food during training
  - Points raised by the PIA's quality team during monthly audit of each training centre and nature of compliance by centre managers and individual trainers.

17. Project Completion
Documentation is an inherent part of the project (along with video recording) giving the status of beneficiaries before and after the project. It should cover the details of deliverables as indicated in the project and achievements made against these deliverables. The completion report of the project should be made available by the PIA through the Coordinating agency to the Ministry before the fourth and final instalment is disbursed. These should also be available in the website of the PIA along with tracking details of each trainee for at least one year after training.
## LIST OF DISTRICTS IN IAP/LWE AREAS IDENTIFIED FOR ROSHNI SCHEME

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>State</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andhra Pradesh</td>
<td>Visakhapatnam</td>
</tr>
<tr>
<td>2</td>
<td>Bihar</td>
<td>Gaya</td>
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<td>3</td>
<td>Bihar</td>
<td>Jamui</td>
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<td>4</td>
<td>Chhattisgarh</td>
<td>Balrampur</td>
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<td>5</td>
<td>Chhattisgarh</td>
<td>Bijapur</td>
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<td>6</td>
<td>Chhattisgarh</td>
<td>Sukma</td>
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<td>Chhattisgarh</td>
<td>Kanker</td>
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<td>8</td>
<td>Chhattisgarh</td>
<td>Narayanpur</td>
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<td>9</td>
<td>Jharkhand</td>
<td>Chatra</td>
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<td>Garhwa</td>
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<td>Madhya Pradesh</td>
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<td>Rayagada</td>
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<tr>
<td>23</td>
<td>Uttar Pradesh</td>
<td>Sonebhadra</td>
</tr>
<tr>
<td>24</td>
<td>West Bengal</td>
<td>Midnapore West</td>
</tr>
</tbody>
</table>
Districts

1. Visakhapatnam
2. Gaya
3. Jarnui
4. Balrampur
5. Bijapur
6. Sukma
7. Kanker
8. Narayanpur
9. Chatra
10. Garhwa
11. Gumla
12. Latehar
13. Palamau
14. West Singhbhum
15. Balaghat
16. Gadchiroli
17. Gajapati
18. Kandhamal
19. Koraput
20. Malkangiri
21. Nuapada
22. Rayagada
23. Sonebhadra
24. Midnapore West