

**DIRECTORATE OF PMEGP
KHADI AND VILLAGE INDUSTRIES COMMISSION
3, IRLA ROAD, VILE-PARLE (WEST), MUMBAI-56.**

NO.PMEGP/BFL/CIR. Guidelines /2018-19

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BY DIGITAL POST

CIRCULAR

Sub.: Modification in EDP training guidelines w.e.f. 01.04.2018.

The Ministry of MSME has made some modifications in EDP guidelines under PMEGP vide its letter No. F.No. PMEGP/EDP/1/2015 dtd. 29.03.2018 comparatively to the earlier MOU signed between KVIC and MCR/NACER. Accordingly, changes are made in the agreement signed between KVIC and NACER on 31.3.2018 which will come into effect from 1.4.2018 for implementation and smooth functioning of PMEGP which are as under:-

1. Selection of beneficiaries:

The candidates desirous of availing benefits under PMEGP have to submit application online in PMEGP e-portal. The user ID and password will be provided to the candidates by KVIC at the time of initial registration for their use in tracking the application. The applications so received will be screened at the District level by District Level Task Force Committee (DLTFC) headed by the District Magistrate / Deputy Commissioner / Collector and consisting of representatives from KVIC/State KVIB, State DIC, Director of RSETI and Banks. The DLTFC will scrutinize and recommend the applications to banks for consideration of loan sanction under PMEGP. The Financing Banks after verifying techno-economic viability of project. The Banks after sanction of loan will refer the application to concerned RUDSETI/ RSETI for imparting training under intimation to concerned State/Divisional Offices, KVIC. KVIC Departmental Training Centre may be given first preference for EDP training.

Contd. Pg. 2/-

However, the applicants, who have already undergone training of at least 2 weeks under Entrepreneurship Development Programme (EDP) / Skill Development Programme (SDP) / Entrepreneurship cum Skill Development Programme (ESDP) or Vocational Training (VT), need not undergo EDP again. Such applications would also be given priority in selection by DLTFC

2. EDP Duration:

For manufacturing sector project upto Rs.25.00 lakhs and in service sector project up to Rs.10.00 lakhs under PMEGP the EDP with duration of 10 working days is mandatory.

3. Course Content of EDP:

The course content for the EDPs prepared by National Academy of RUDSETI (NAR), Bengaluru has been approved by Ministry of Skill Development and Entrepreneurship (MSDE) as per Common Norms Notification (CNN). NACER has already circulated it to all RSETIs/RUDSETIs for its adoption and the same will be applicable to all KVIC Departmental Training Centres(MDTCs), KVIB/DIC/Central Govt./State Govt. Training Centres organizing/conducting EDP training under PMEGP

4. Batch size:

The normal batch size for EDP should be a minimum of 25 and a maximum of 35 candidates. However, in North Eastern Region, Hilly Region, Island centres and in States like Himachal Pradesh, Uttarakhand, Jammu & Kashmir and LWE affected districts, it may be difficult to mobilize 25-35 candidates at a time under the scheme and accordingly, the minimum number of candidates in a batch would be 10 in these areas and maximum would be 35. If the batch size falls below 10, candidates will be referred to neighbouring district RUDSETI/RSETI for training so as to ensure that by clubbing together, the batch size does not fall below the minimum batch size of 10 candidates prescribed to organize the training.

5. Clubbing of candidates for training in nearby Districts:

In the event of shortfall to meet the required number of candidates for training, KVIC will plan clubbing of trainees from the neighbouring districts to ensure that minimum batch size of 10 candidates is made available for the EDP. KVIC shall make necessary arrangements in this regard.

6. Time Frame for conducting EDP:

EDP by RSETI/RUDSETIs will be conducted within a period of 3-4 weeks from date of receipt of online application of the beneficiary after sanction of loan from financing Bank.

7. Test for EDP trainees:

At the conclusion of training programme, EDP trainees will have to appear for a test to be administered by RUDSETI /RSETI. The trainees will have to clear the test to be eligible to receive the EDP training certificate. This will enthuse the PMEGP beneficiaries for taking up training programme with all the seriousness.

8. Common Certificate of EDP:

The EDP Certificate will be jointly signed by Director of RUDSETI / RSETI and State Director (KVIC) or his representative only. In the absence of State Director, his official representative will sign the certificate and also as far as possible, will attend such valedictory programs where the EDP certificate is issued to the trainees. The EDP Certificate format should be in Bilingual (in Hindi and English) to maintain the uniformity, while issuing the EDP certificate. Aadhar No. of the trainee should be invariably mentioned in the EDP certificate.

9. Handholding:

RUDSETI/RSETI will offer handholding services to the trainees for a period of 2 (two) years. This is to address teething problems if any

and to facilitate in sanction of loan and to ensure that the units are properly grounded. Progress report in this regard should be given by RSETI/RUDSETI/NACER to the KVIC time to time.

10. Non-availability of Hostel facility:

In case hostel facility is not available for the candidates at RUDSETI/RSETI, then, RUDSETI/RSETI will arrange accommodation to trainee by outsourcing, for which expenditure will be reimbursed by KVIC as per existing pattern / norms.

11. Use of KVIC training centers by RUDSETIs/RSETIs:

Departmental training centres of KVIC with requisite infrastructure and resources can be utilized by RUDSETI/RSETI for the purpose of imparting EDP and skill development in case they do not have a centre in that area. However, for this purpose, the remuneration/charges to be paid by RUDSETI/RSETI to KVIC will be worked out separately with mutual consent between RSETIs and concerned Principal/In-charges of MDTCs KVIC Training Centre. KVIC will share the details of such training centres to NACER.

12. Sponsoring of Candidates already trained by RSETI under skill development/other programmes for assistance under PMEGP:

RUDSETI/RSETI will link candidates who are already trained by them earlier under skill development /other programmes for assistance under PMEGP. The project proposals prepared with the assistance/guidance of RUDSETI /RSETI in respect of youth trained by them will be submitted through PMEGP online e-portal. However, the applicants, who have already undergone training of at least 2 weeks under Entrepreneurship Development Programme (EDP) / Skill Development Programme (SDP) /Entrepreneurship cum Skill Development Programme (ESDP) or Vocational Training (VT), need not undergo EDP again.

13. Simplified procedure for submission of the Claims:

The nodal agency for reimbursement of the training expenses is KVIC only. RUDSETI/RSETI will prepare the claim immediately after completion of the training programme and submit the same to their controlling office who, in turn, will prefer claims with respective field offices of KVIC at monthly intervals. A certificate by the Director (RUDSETI/RSETI) along with the list of trainees along with Aadhar Card No., PMEGP application ID No. of the trainee who has undergone EDP as per the extant guidelines will suffice for settlement of the claims and reimbursement of training expenses to RUDSETI and RSETI. Original Bills /Vouchers shall not be insisted upon by KVIC while reimbursing the training expenses. A copy of the Annual Audit Report of RUDSETI/RSETI Auditors in respect of the audit conducted for the RUDSETI/RSETI will be submitted to KVIC after closure of the Financial Year, in due course.

14. Time Frame for reimbursement of expenses:

Time taken for reimbursement of expenditure from the KVIC to RUDSETI/RSETI shall not exceed a period of 3 months from the date of receipt of Post Programme Report (PPR) from RUDSETI/RSETI or on the availability of funds for reimbursement with SO/DO, KVIC .

15. Sensitization Programme on PMEGP for Bankers:

RUDSETI/RSETI will organize one-day workshop at District Level to Branch Managers and Officials of Controlling Office of Banks to sensitize them on PMEGP and this will be jointly organized by RSETIs in consultation with concerned office of KVIC and expenses, if any, shall be borne by KVIC. Also Sessions on PMEGP will be included in all the skill development programmes being conducted by RUDSETI/RSETI to create awareness about the schemes which would be addressed by KVIC field officers.

16. Cost norms for organizing EDP programmes by RUDSETI/RSETI:

As per Common Norms guidelines of Ministry of Skill Development and Entrepreneurship (MSDE), reimbursement of cost of training varies depending upon factors such as location of the RSETI, type of beneficiary (PWD), category of training etc. The calculations for arriving at the eligible amount are cumbersome and time consuming. To simplify the process, an average cost is taken which works out to be Rs.500/-per candidate per day as shown below. KVIC shall pay to the RUDSETI/RSETI an amount of Rs.500/- (Rupees five hundred only) per candidate per day for 10 days' training programme. The amount to be claimed by the RUDSETI/RSETI will be arrived at based on the number of training days and actual number of candidates trained. The details of permitted expenditure are as shown below: Sum total of expenditure per batch of 25 trainees:

(Amount in Rupees).

Sl. No.	Head of expenditure	Amt. for 10 days' batch
1	Lodging of Participants	31,250/-
2	Boarding	43,750/-
3	Guest faculty	25,000/-
4	Study material	10,000/-
5	Stationery/Printing etc.,	5,000/-
6	Misc. expenditure	3,750/-
7	Incentive to Institute	6,250/-
	Total	1,25,000/-

Note: Interchange of expenditure from one head to another is permitted within overall allocation of per head expenditure at Training Centres which is Rs.500/- per day.

17. Accreditation of RUDSETIs/RSETIs:

All the existing RUDSETIs/RSETIs and those which are going to be

opened in future will be automatically accredited for the purpose of organizing PMEGP EDP training.

18. . Duration of the MOU:

KVIC and NACER agreed through the MOU for a period of two years, which can be continued for a further period.

19. Role and responsibilities of KVIC:

(a) Issue policy and operational guidelines on implementation of PMEGP to the Banks, RUDSETIs/RSETIs and other stakeholders.

(b) KVIC shall extend all the support to National Centre for Excellence of RSETIs for furtherance of the objectives of this MOU.

(c) KVIC shall reimburse the training expenses of EDP to RUDSETI/RSETI within 90 days of receipt of Claim Statement from them or availability of funds with concerned SO/DO, KVIC.

(d) KVIC shall designate a Nodal Officer at Head Office to coordinate with National Centre for RSETIs, Banks and other stakeholders.

(e) KVIC shall make available the format for submission of Progress Reports by RUDSETI/RSETI, whenever any changes are made to the existing Format.

(f) KVIC jointly with NACER shall monitor the progress in imparting training by RUDSETI/RSETI under PMEGP.

(g) KVIC shall bring to notice of NACER any gaps, limitation, issues while imparting EDP training to PMEGP entrepreneurs and sort out these shortcomings with NACER.

(h) Take steps, as far as possible, to sponsor the beneficiaries online in KVIC portal for EDP training to RUDSETI/RSETI in a phased manner throughout the year by furnishing full details of the beneficiaries and to avoid the bunching of applications at fag end of the year.

20. Role and responsibilities of National Centre for excellence of RSETIs (NACER):

- a) NACER shall furnish a monthly progress report and feedback on EDP to KVIC in specified format.
- b) NACER shall ensure that EDPs are completed within stipulated time by RUDSETI/RSETI (i.e. within 3-4 weeks from the date of receipt of application online in KVIC e-portal) and as per stipulated target.
- c) Ensure smooth administration of training through the RUDSETI/RSETI for the beneficiaries sponsored by KVIC/KVIB/DIC under PMEGP.
- d) NACER shall put in place an effective mechanism for monitoring the training programmes organized through RUDSETI/ RSETI under PMEGP and monitor the progress from time to time.
- e) NACER shall participate in the meetings convened by KVIC to review the progress in fulfillment of the objectives set out in this MOU and extend all the support to KVIC in addressing the issues raised by them affecting the training programmes organized by RUDSETI/RSETI under PMEGP. NACER shall also convene meeting of Standing Advisory Committee on PMEGP once in a half year in consultations with KVIC Mumbai.
- f) Monitor submission of claims for reimbursement of training expenses for EDPs under PMEGP organized by RUDSETI/RSETI to KVIC and coordinate with implementing Banks in this regard.
- g) Issue guidelines to RUDSETI/RSETI on implementation of training under PMEGP, periodically review the progress and take necessary follow-up action from time to time.
- h) NACER shall provide regular feedback to Directorate of PMEGP, KVIC on the improvements of EDP training under PMEGP provided through RUDSETI/RSETI.

21. Since the MOU is come into effect from 01.04.2018, to avoid the complications, it is informed that the enhanced rate of EDP training will be applicable to the EDP training started on or after 01.04.2018 and old rates are applicable to the training which are started before 01.04.2018.

All other terms and conditions of the earlier Circular/letters will remain unchanged.

This may please be brought to the notice of all concerned.

This is issued with the approval of Chief Executive Officer, KVIC.



(Y.K. Baramatikar)
DY.CEO (PMEGP)

Copy to:

1. All State/Divisional Directors, KVIC.
2. All Chairman/CEO, State/UT, KVI Board.
3. The Heads of All State/UT DIC.
4. All Principal Secretary, DIC , all State/UT.
5. All Zonal Dy. CEO's in and outside Mumbai-for information.
6. Shri K.N. Janardhana, National Director, NACER, Bengaluru.

Copy for information to:

- 7 Dy. Director I/C, Chairman Cell, KVIC
- 8 All Commission Members of KVIC.
- 9 OSD to CEO, KVIC.
- 10 .OSD to FA, KVIC.
- 11 .OSD to CVO, KVIC.
- 12 .Directorate of Capacity Building and All Industry/Programme Directors of KVIC.
- 13.Director (IT) -with a request to place the above circular on KVIC/PMEGP website.
- 14.Director (Pub.) with a request to publish the above circular in ensuing issue of 'Jagriti'.
- 15.Director(HindiCell),KVIC-with a request to translate in Hindi.
- 16.Master file.



(Y.K. Baramatikar)
DY.CEO (PMEGP)