



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Date: 16-05-2019

Office Order

BRLPS (Jeevika) has been entrusted with the responsibility of implementing **DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana)** by **MoRD, GoI**. DDU-GKY has the mandate to provide young people with required skills on different sectors to aid the process of employability with the mainstream institutions. It has been envisaged that **148500 number of youths** will be provided with training on skills over a period of **3 years starting from FY 2019-20** and ensure employability to at least 70% with mainstream institutions. This will help in enhancing income at the household level.

BRLPS (Jeevika) has awarded projects to different partners (**also known as PIAs, i.e., Project Implementing Agencies**) with responsibility to provide training to youths. **At present, 65 PIAs** are providing their services as **Phase II and Phase III PIAs**. The number of PIAs will increase over a period of time to cater to the requirement of training more number of youths to meet the aspirations of the economy. Due systems have been laid out to monitor the activities related to different PIAs. The process of monitoring is being aided by both DPCU and SPMU. The instrumental role is being played by different persons (Manager-Jobs/DPMs/SPMs notified as Nodal persons) at both DPCU and SPMU level.

In order to further strengthen the monitoring process of the PIAs, related persons are required to work on the following aspects:

- Manager-Jobs in supervision of the notified nodal person from SPMU for different PIA** is required to visit the centre for verification of the candidates and ratify the dossier maintained by PIAs. The related team is required to ensure that formats related to dossier verification are duly filled after proper visit to the centre on **concurrent basis**. The verification of Dossier and filling of the format need to be ensured **within 20 days of the freezing of the batch**. The format is enclosed as

Annexure-I. Nodal person for the related PIA from the state along with related Manager-Jobs shall be responsible for ensuring the same.

- b) It is mandatory to verify the **attendance of trainees and trainers at centre on monthly basis**. Similarly **verification of the attendance for the trainees staying in the hostel premises** also needs to be ensured on monthly basis. The responsibility for the same has to be shouldered by **Manager-Jobs in supervision of notified Nodal person from SPMU** for any PIA. The coordination has to be established with the Centre Manager of the PIA as well for the mentioned aspects. The formats for capturing the information after due verification is being enclosed as **Annexure-II, III and IV**.
- c) Auto generated attendance of trainees and trainers from **AEBAS (Aadhar Enabled Biometric Attendance System)** need to be verified. In case of failure of biometric machine/online attendance system, remarks will be added by related person based on evidence produced by PIA at the training centre. It is **mandatory for the PIA to inform through email about failure of device/internet connection in case manual attendance** recording is done. The information has to be shared officially to Nodal person of the PIA from SRLM with copy to Manager Jobs. Manager Jobs/In-charge Manager under supervision of Nodal person shall verify the **manual attendance with CCTV footage before endorsing the same (manual attendance)**. In case CCTV footage/group picture of the day is not available then the attendance shall be treated as null and void.
- d) The entire verification report shall be kept in file by **PIA at the Centre**. Similarly the copy of entire verification report needs to be kept at district office of **JEEViKA** as well.
- e) It is mandatory for the PIA to submit **Batch completion certificate (SF6.3A7)** to Nodal Person **within seven (7) days** after completion of the batch.
- f) In case of Training Centre being located **outside the state**, the documents verification may be conducted by TSA/ SPMU team of SRLM or by Manager identified by SPMU on **Bi- Monthly/Quarterly basis**. Nodal person for the related PIA from the SPMU has to ensure the same.
- g) It has been observed that different formats are being used by **PIAs to ratify participation of trainee identified as Family Member of SHGs**. DDU-GKY stipulates that family members associated with SHGs promoted by SRLMs are eligible for training in different trades. For bringing **uniformity across the state and more importantly**



integrating the work of DDU-GKY at the Block level, BRLPS (Jeevika) envisages adoption of format **enclosed as Annexure-V**. PIAs need to utilize the same format for candidate who has been identified as family member of SHG. **All BPMs are required to support the endeavor of integration** by ratifying the format and taking efforts towards mobilization of the candidates for different sectors.

h) PIA representatives also need to ensure that verification of the batches is done on timely basis in coordination with Nodal person from BRLPS (Jeevika).

i) Each of the PIAs has been allocated one Nodal person from SPMU. For further integration and efficiency, each of the **nodal persons has been paired with Manager-Jobs/ in charge Manager-Jobs from different districts** as team members. Manager-Jobs are required to fulfill all the tasks associated with their district and further support related Nodal persons in the accomplishment of the tasks mentioned in the scheduled office order. Manager-Jobs are required to work under the guidance of related Nodal persons. The details of the team members have been put as **Annexure-VI**.

All are directed to ensure that aspects mentioned in the letter are adhered in letter and spirit with immediate effect.



Arvind Kumar Chaudhary
Chief Executive Officer, BRLPS

Enclosures:

a) Annexure-I, II, III, IV, V, VI

CC to:

- i) All SPMU officials
- ii) All DPCU officials/All BPIU officials
- iii) All PIAs

Dossier Verification Report Under DDU-GKY, Bihar

Annexure-I

PIA Name:-			Batch ID :-				Start Date			District Name:-			
S. No	Candidates Name	On Field Registration Form SF 6.1C	Candidates ID	Admission Form	Photo ID Proof	Domicile Proof	Proof that candidate is poor	Age proof	Category Certificate (SC/ST/Women/Minority/PWD)	Aptitude Test	Parent Consent Form	Educational Qualification	Remark
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

Center Manager Name:-
Seal & Signature:-

Verified by Name/Designation:-
Signature:-
Date:-

Monthly Trainees' Attendance Verification Report –Centre

Annexure-II

Attendance Report for PIA:

Date Range:

Course Name :

Center Address:

Start Date:

Batch Id :

Training Duration in days & Hrs:

Sl.No	Candidates ID	Name	Total Working Days	Total Days Present	Total Days Came After 09:00:00	Total Days Going Before 18:00:00	Total Hours Spent	Not Closed	Remarks	Final Total Hours spent
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Center Manager Name:-

Seal & Signature:-

Verified by Name/Designation:-

Signature:-

Date:-

Monthly Trainees' Attendance Verification Report – Hostel

Annexure-III

Name of the PIA							
Batch Attendance Summary Report		Batch Start & End Date--		Center Type: Hostel		Date:	
Batch Number/ ID:		Batch Period:		Course Name:			
S.No	Candidates ID	Name	No. of Days	No. of Hours	Attendance Percent	Remarks	Final Attendance Percent
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Center Manager Name:-

Seal & Signature:-

Verified by Name/Designation:-

Signature:-

Date:-

Monthly Trainer Attendance Verification Report Under DDU-GKY, Bihar

Annexure - IV

PIA Name:- _____ TC Address:- _____

S. No	Trainer Name	Trainer ID	DOJ	Trade Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	No of days absent	no of days present	Prese nce %	Remark
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							

Center Manager Name:-
Seal & Signature:-

Verified by Name/Designation:-
Signature:-
Date:-

Monthly Trainer Attendance Verification Report Under DDU-GKY, Bihar

Annexure - IV

P/A Name:-				TC Address:-																			
S. No	Trainer Name	Trainer ID	DOJ	Trade Name	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	No of days absent	no of days present	Prese nce %	Remark
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							

Center Manager Name:-
Seal & Signature:-

Verified by Name/Designation:-
Signature:-
Date:-

प्रशिक्षणार्थी संबंधता प्रमाण पत्र

प्रमाणित किया जाता है कि (प्रशिक्षणार्थी का नाम) (ग्राम का नाम) (पंचायत का नाम) (प्रखंड का नाम) (जिला का नाम) के निवासी हैं। इनके/इनकी माता/पिता/पति का नाम है। आकांक्षी प्रशिक्षणार्थी की माता/ अन्य (रिश्ता.....) का नाम है जो जीविका द्वारा संपोषित स्वयं सहायता समूह की सदस्या हैं। समूह का नाम है जो ग्राम, प्रखंड, जिला में अवस्थित है। समूह का ID नम्बर है तथा सदस्य का ID नम्बर है।

प्रखंड परियोजना प्रबंधक

प्रखंड परियोजना क्रियान्वयन इकाई,
..... (प्रखंड का नाम)

अनुमोदित:

1. सामुदायिक समन्वयक का नाम एवं हस्ताक्षर

List of Nodal Person and allotted district for supervising/appraising Manager Jobs and DDUGKY Training center

SL. No.	Name	Designation	Alloted district	Name of PIA
1	Jitendra Kumar	SPM-JOBS	Lakhisarai, Jamui, Munger, Khagaria, Begusarai, Bhagalpur & Banka	Safeduate Learning Pprivate Limited Sat Chikitsa Prasarak Mandal Yavatmal Maa Saraswati Educational Trust Naincy Convent Educational and Social Welfare Society Vision India Services Private Limited (DDU-GKY) Vision India Services Private Limited (Roshni) ADS Skills Private Limited CPIIT Edutech Private Limited Brite Neon Signs Private Limited NSHM Udaan
2	Ruchi Kumari	SPM-IQB	Bhojpur, Buxar, Patna, Arwal, Rohtas & Seikhpura	Quess Corp Ltd-DDU-GKY Quess Corp Ltd-Roshni Surya Wires Pvt Ltd Clear Maze Consulting Pvt Ltd Anehal Technovations Private Limited Mahanadi Education Society Saritha Vidyaniketan Educational Society Tirhut Samagra Vikas Parishad Don Bosco Tech Society I-lead Foundation Intelligence Manpower Services Pvt Ltd (DDU-GKY)
3	Arbind Kumar Sinha	SPM-PCD	Saran, Gopalganj, Siwan, Araria, Kishanganj, Katihar & Nalanda	Amity Education Services Pvt Ltd Cradle Life Sciences Pvt Ltd Empower Pragati Vocational and Staffing Pvt Ltd IHT Network Limited Marg Compusoft Pvt Ltd-DDU-GKY Marg Compusoft Pvt Ltd-Roshni Birla Precision Technologies Limited Star Secutech Private Limited Shakti Infotech Pvt Ltd Mainak Eengineering Private Limited Orion Security Pvt. Ltd.
4	Sanjay Kumar	SPM-PLM	Muzaffarpur, Darbhanga, Madhubani, Madhepura, Supaul and Saharsa	Istar Sskill Development Pvt Ltd Manav Vikas Evam Sewa Sansthan Tops Security Limited Times Center for Learning Ltd Accuster technologies pvt Ltd Rooman Technologies Pvt Ltd Lal bahadur shastri shiksha samit Matrix Clothing Private Limited Shree Ganesh Buildtech Construction Pvt Ltd Bhartiya Samruddhi Investment & Consulting Services Pvt Ltd HLEFPT
5	Nazish Bano	SPM- MCJF	Vaishali, Sitamarhi, Samastipur, East Champaran, West Champaran & Sheohar	RSWM Limited Apollo Medskills Ltd Teamlease Services Ltd Baba Saheb Ambedkar Technical Educational Society Spark All Security and Allied Services Pvt Ltd Rastogi Education Society BIPS Systems Limited Shri Bhagwan Mahaveer Jain Educational and Cultural Society(ddugky) Goodworth Forex and Services Private Limited Anuna Education Network Pvt Ltd Access Solar Ltd
6	Gyanesh Singh	PM-JOBS	Nawada, Gaya, Aurangabad, Kaimur, Purnea & Jehanabad	ICA Edu Skills Private Limited Orion Edutech Pvt Ltd Id Tech Solutions Private Limited ASMACS Skill Development Ltd JPS Foundation Satya Saluja Literacy Foundation SLC Educational Society Rohstoffe International Private Aroh Foundation Cross Winds Residency Pvt Ltd