




# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No. 10 of 2010

### Sequence of the documents pertaining to UGC-SAP, CAS, DST-FIST ,DBT,ICSSR and other similar recognitions by government agency for HEI

S. No	Name of the Scheme	Name of the funding agency	Page Sequence
1	Recognition of Scientific & Industrial Organisation	Department of Scientific and Industrial Research	1-7
2	DST FIST - 2016	DST	8-22
3	DST FIST - 2018	DST	23-30
4	Suryamitra Skills Development Training Program	MNRE	31-36
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6	Hunar se RozgarTak Training Programme- 2018	Ministry of Tourism	42-82

  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413



सूचना  
का अधिकार

TELEGRAM : SCINDRECH  
दूरभाष/TEL : 26962819, 26567373  
(EPBAX) : 26565694, 26562133  
: 26565687, 26562144  
: 26562134, 26562122  
फैक्स/FAX : 26960629, 26529745  
Website : <http://www.dsir.gov.in>



सत्यमेव जयते

भारत सरकार

विज्ञान और प्रौद्योगिकी मंत्रालय  
वैज्ञानिक और औद्योगिक अनुसंधान विभाग  
टेक्नोलॉजी भवन, नया महरौली मार्ग,  
नई दिल्ली - 110 016

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
Department of Scientific and Industrial Research  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110 016

F No. 11/719/2016-TU-V

Dated 06.07.2021

To  
The President  
Ritnand Balved Education Foundation  
AKC House, E-27, Defence Colony, Ring Road  
New Delhi - 110 024

Sir,

This has reference to the request from President, Amity Science, Technology & Innovation Foundation (ASTIF), Amity University, Noida of Ritnand Balved Education Foundation (RBEF) vide email dated 05.07.2021 regarding SIRO recognition by the Department of Scientific and Industrial Research (DSIR) in reference NAAC Accreditation to Amity University Haryana . In this connection, it is clarified that DSIR-SIRO recognition is issued to Ritnand Balved Education Foundation (RBEF) vide DSIR letter number 11/719/2016-TU-V dated 15.04.2019 considering the following constituent bodies under the Ritnand Balved Education Foundation (RBEF) undertaking research activities and are covered in the SIRO recognition.

1. Amity University Uttar Pradesh, (Lucknow, Noida, Greater Noida and Dubai)
2. Amity University Haryana, Manesar, Gurgaon
3. Amity University Rajasthan, Jaipur
4. Amity University Madhya Pradesh, Gwalior
5. Amity University West Bengal, Kolkata
6. Amity University, Mumbai, Punvel
7. Amity University Jharkhand, Ranchi
8. Amity University, Bihar, Patna

The terms and conditions for recognition of SIRO as mentioned in the original letter are applicable to the constituent bodies.

Yours faithfully

(Dr P K Dutta)  
Scientist "F"

Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

# Ritnand Balved Education Foundation

(An Umbrella Organisation of Amity Educational Institutions)

## AKC HOUSE

E-27, Defence Colony  
Ring Road

New Delhi-110024 (India)

Tel : 41888000, 24339700

Fax : 24339100, 24339200

Website: www.amity.edu

February 28, 2019

The Secretary  
Department of Scientific & Industrial Research  
Department of Science & Technology,  
Technology Bhawan  
Qutub Institutional Area  
New Mehrauli Road  
New Delhi - 110016

**Sub: Request for renewal of DSIR certification of Registration to Ritnand Balved Education Foundation (RBEF)**

Sir,

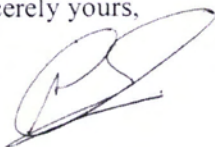
Ritnand Balved Education Foundation (RBEF) has been recognized as a Scientific Industrial Research Organization (SIRO) by Department of Scientific and Industrial Research vide F. No. 11/719/2016.TU-V dated 7<sup>th</sup> March 2017 which has a validity period upto 31<sup>st</sup> March, 2019. This certificate covers following Universities sponsored by RBEF and created through State legislation:

1. Amity University Uttar Pradesh with its Campus at Lucknow, Noida, Greater Noida and Dubai
2. Amity University Haryana with its Campus at Manesar
3. Amity University Rajasthan with its Campus at Jaipur
4. Amity University Madhya Pradesh with its Campus at Gwalior
5. Amity University Mumbai with its Campus at Panvel, Mumbai
6. Amity University West Bengal with its Campus at Kolkata
7. Amity University Jharkhand with its Campus at Ranchi
8. Amity university Bihar with its Campus at Patna


As the current certificate (attached) is valid upto 31 March 2019 only, the application for renewal of Certificate of Registration is attached herewith.

We would request for your favourable consideration for renewing the Certificate of Registration in favour of RBEF as early as possible to facilitate research activities at various RBEF Campuses.

Sincerely yours,



Dr. Atul Chauhan  
President



Registrar  
Amity University Haryana  
Manesar Gurgaon-122413



सूचना का  
अधिकार  
RIGHT TO  
INFORMATION

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Website : http://www.dsir.gov.in  
(आईएसओ 9001:2008 प्रमाणित विभाग)  
(AN ISO 9001:2008 CERTIFIED DEPARTMENT)



भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
वैज्ञानिक और औद्योगिक अनुसंधान विभाग  
टेक्नोलॉजी भवन, नया महरौली मार्ग,  
नई दिल्ली - 110016  
GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
Department of Scientific and Industrial Research  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110016



F.No.11/719/2016-TU-V

Date: 15<sup>th</sup> April, 2019

The President  
Ritnand Balved Education Foundation  
AKC House, E-27,  
Defence Colony, Ring Road,  
New Delhi - 110 024

**Subject : Renewal of Recognition of Scientific and Industrial Research Organisations (SIROs).**

Dear Sir,

This has reference to your application for renewal of recognition of Ritnand Balved Education Foundation, New Delhi as a Scientific and Industrial Research Organisation (SIRO) by the Department of Scientific and Industrial Research under the Scheme on Recognition of Scientific and Industrial Research Organisations (SIROs), 1988.

2. This is to inform you that it has been decided to accord renewal of recognition to **Ritnand Balved Education Foundation, New Delhi from 01.04.2019 upto 31.03.2022**. The recognition is subject to terms and conditions mentioned overleaf.
3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Dr. S.K. Deshpande)  
Scientist - 'G'

Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

## TERMS AND CONDITIONS FOR RECOGNITION OF SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS (SIROs)

1. The organizations should acknowledge receipt of the recognition letter by stating that they will abide by the terms and conditions of recognition.
2. The recognition will entitle the SIRO to receive such administrative support from the DSIR, Ministry of Science & Technology as may be required on issue to promote or encourage scientific research activities.
3. SIROs recognized by DSIR are also deemed to be registered. A separate certificate of registration\*\* is issued along with the recognition letter. The recognition would be valid for the period specified in the recognition letter and application for renewal of recognition shall be submitted in the prescribed proforma at least 3 months before the expiry of the valid recognition. Failure to submit application in time may lead to automatic lapsing of the recognition & registration.  
*\*\*However, the certificate of registration is not issued to SIROs engaged in activities falling within the definition of 'hospital' as per notification No. 51/96-Cus. Dt. 23.07.1996 issued by the Department of Revenue.*
4. The recognition of DSIR does not amount to approval u/s 35(1)(ii)/(iii) of Income Tax Act, 1961.
5. The registration will entitle the SIROs to avail of custom duty exemption on purchase of equipment, instruments, spares thereof, consumables, etc. used for research and development subject to relevant Government policies in force from time to time. Custom duty exemption has to be separately dealt with the customs authorities. The SIROs should abide by the terms & conditions of the customs notifications issued/amended from time to time.
6. Separate books of accounts shall be maintained by the SIRO for research & development activities and the R&D expenditure, both capital and recurring should be reflected the Annual Report and Statement of Accounts of the Organization in separate schedules.
7. Disposal/sale of equipment and products/prototypes/intermediates, if any, emanating from the R&D/pilot plant, should be intimated to DSIR immediately. The realization, if any, from above or any services rendered etc. shall be shown in the R&D accounts of the organization as income of the SIRO in the audited accounts as well as annual report and should be used or reinvested for research activities only. In case of disposal/sale of R&D equipment, clearance from custom authorities will also be required in view of the applicable notifications under which the equipment was imported/purchased in India.
8. Accelerated depreciation allowance as per Rule 5(2) of Income Tax Rules 1962 will be available on investments on plant & machinery by any industrial unit which has made these investments for the purpose of commercialization of technology/know-how acquired from a SIRO recognition by DSIR.
9. Brief summary of the achievements of the organization shall be submitted to the DSIR every year. This should include details related to papers published, patents obtained and process developed, new products introduced, awards & prizes received, copy of Annual Report and Statement of Accounts of the organization etc. List of equipment, instruments, parts and consumables imported/purchased using the duty exemption should also be submitted to DSIR along with the Annual Report.
10. Any violation of the terms & conditions mentioned-above and / or provisions of taxation in force will make the organization liable to de-recognition.
11. The organization will also conform to such other conditions for recognition stipulated in the Guidelines or as may be specifically provided in the recognition letter.

\*\*\*\*\*

  
Registrar  
Amity University Haryana  
Manesar Gurgaon-122413



# AMITY UNIVERSITY

UTTAR PRADESH

**DR. W. SELVAMURTHY, Ph.D., D.Sc.**  
FAMS, FABMS, FIMSA, FIANS, FIAY

**President**

Amity Science, Technology and Innovation Foundation (ASTIF),  
**Director General**, Amity Directorate of Science & Innovation  
**Chancellor**, Amity University Chhattisgarh and  
**Chair, Professor** for Life Sciences  
(Former Distinguished Scientist and Chief Controller R&D(LS), DRDO)  
Tel: 91(0)120 4392045 / 91-9871372441 / 91-9818801028  
E-mail: wselvamurthy@amity.edu

February 27, 2019

Dr. S.K. Deshpande, Scientist-G  
Govt. of India  
Ministry of Science & Technology  
Department of Scientific and Industrial Research  
Technology Bhavan, New Mehrauli Road  
New Delhi-110016

Dear Dr. Deshpande,

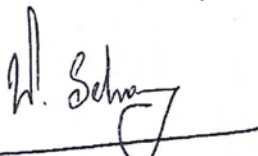
As you are aware, Ritnand Balved Education Foundation (RBEF) has been recognized as Scientific Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research vide F. No. 11/19/2016- TU-V dated 7<sup>th</sup> March, 2017 (a copy attached). This certificate has a validity upto 31<sup>st</sup> March, 2019.

We are submitting herewith an application duly filled in for renewal of the Certificate ibid beyond 31<sup>st</sup> March, 2019.

I would request you to consider it favourably and issue the renewal certificate. A request letter from Dr. Atul Chauhan, President, RBEF for renewal is attached alongwith application for renewal.

With best regards,

Yours sincerely

  
Dr. W Selvamurthy

  
Registrar  
Amity University Haryana  
Manesar Gurgaon-122413



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(AN ISO 9001:2008 CERTIFIED DEPARTMENT)



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टेक्नोलॉजी भवन, नया महरौली मार्ग,  
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GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
Department of Scientific and Industrial Research  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110016

  
F.No.11/719/2016-TU-V

Date: 15<sup>th</sup> April, 2019

**The President**  
**Ritnand Balved Education Foundation**  
**AKC House, E-27,**  
**Defence Colony, Ring Road,**  
**New Delhi - 110 024**

**Subject :** Registration of Research Institution, other than a Hospital, for the purpose of availing Customs duty exemption in terms of Government Notifications No. 51/96-Customs dated 23.07.1996; No. 24/2007-Customs dated 01.03.2007; No. 43/2017-Customs dated 30.06.2017; No. 45/2017-Central Tax (Rate) & 47/2017-Integrated Tax (Rate) dated 14.11.2017; No. 9/2018-Central Tax (Rate), No. 09/2018-Union Territory Tax (Rate) & No.10/2018-Integrated Tax (Rate) dated 25.01.2018; and State Tax (Rate) as applicable and all notification, as amended from time to time.

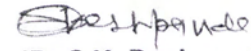
**CERTIFICATE OF REGISTRATION**

This is to certify that **Ritnand Balved Education Foundation, New Delhi** is registered with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs duty exemption in terms of Government Notifications No. 51/96-Customs dated 23.07.1996; No. 24/2007-Customs dated 01.03.2007; No. 43/2017-Customs dated 30.06.2017; No. 45/2017-Central Tax (Rate) & 47/2017-Integrated Tax (Rate) dated 14.11.2017; No. 9/2018-Central Tax (Rate), No. 09/2018-Union Territory Tax (Rate) & No.10/2018-Integrated Tax (Rate) dated 25.01.2018; and State Tax (Rate) as applicable and all notification, as amended from time to time. The Registration is subject to terms and conditions mentioned overleaf.

This Registration is valid upto **31.03.2022**.

Please acknowledge the receipt.

Yours faithfully,

  
(Dr S.K. Deshpande)  
Scientist - 'G'

  
Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

**TERMS AND CONDITONS FOR REGISTRATION OF  
SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS (SIROs)**

1. The registration would be valid for the period specified in the Registration letter. The renewal of registration shall be made as and when the renewal of recognition as Scientific and Industrial Research Organization (SIROs) is granted.
2. The registration will entitle the Scientific and Industrial Research Organization to avail of customs duty exemption on the import of equipment, instruments, spares thereof, consumables, etc. during the period of recognition and subject to relevant Government policies in force from time to time.
3. The registration of the Scientific and Industrial Research Organization by Department of Scientific and Industrial Research (DSIR) does not amount to granting of Customs duty/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) exemption. The exemption part may be dealt separately with the appropriate Authorities. The SIROs should abide by the terms & conditions of the Customs/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) notifications issued/amended from time to time.
4. In case -of disposal/sale of R&D equipment, clearance from Custom/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) authorities will also be required in view of the applicable notifications under which the equipment was imported/purchased in India.
5. List of the equipment, instruments, accessories, parts and consumables imported by the Scientific and Industrial Research Organization shall be furnished to Department annually along with the Annual Report.



Registrar  
Amity University Haryana  
Manesar Gurgaon-122413



9<sup>th</sup> January, 2018

ORDER

Subject: Financial assistance (1<sup>st</sup> installment) to the Department of Biotechnology, Amity Institute of Biotechnology, Amity University Haryana, Amity Education Valley, Gurgaon Manesar-122413, (Haryana) under FIST Program.

Sanction of the President is hereby accorded to the approval of the aforesaid project at a total cost of Rs. 1,65,00,000/- (Rupees One crore and sixty five lakh only) for 5 years. The detailed breakup of the grant for General as well as Capital Components are given below:

To strengthen the research facilities in the Department on 50:50 Mode (Being a Private Institute)

Capital Assets: Rs. 150.0 L

E-Rs. 150.0L [i] LC-MS-MS]

General Components: Rs. 15.0L

M- Rs. 15.00 L

Total : Rs.165.00 Lakh [DST's contribution Rs.82.5 lakh & Amity University's Share-Rs 82.5 lakh]

2 The total budget recommended for 5 years has been phased as below. (Rs In lakh)

Budget Heads	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Equipment	150.0	-	-	-	-	150.0 [DST's share Rs. 75.0 L and University's share Rs. 75.0 L]
Maintenance	-	3.0	4.0	4.0	4.0	15.0 [DST's Share Rs. 7.5 L and University's Share Rs. 7.5 L]
Total	150.0	3.0	4.0	4.0	4.0	165.0

3. Sanction of the President is also accorded to the release of Rs. 75,00,000/- (Rupees Seventy five lakh only) to the Registrar, Amity University Haryana, Amity Education Valley, Gurgaon Manesar-122413, (Haryana) under FIST Program as a 1<sup>st</sup> installment of the grant in 2017-2018 under 'creation of capital assets' head for the maximum cost of the aforesaid Equipment including (9.4%) Custom Duty & other duties under the 'Equipment'. The break-up of the 1<sup>st</sup> installment grant released now would be 'Equipment': Rs. 75.0 lakh for procurement of Equipment mentioned above [Equipments of Foreign Origin to be acquired on FE Terms only and should not include charges for any comprehensive Maintenance and training personnel from the vendors during procurement process].

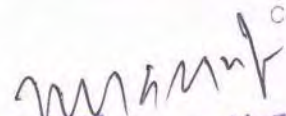
4. The Department/Institute will appropriately limit the expenditure within the sanctioned amount in case of any expected excess expenditure. The Department is requested to utilize the released funds in first one year from the date of sanction order.

5. This sanction is subject to the condition that the grantee organisation will furnish to the Department of Science & Technology, financial year wise Utilization Certificate (UC) in the proforma prescribed as per GFR 2017 and audited statement of expenditure (SE) along with up to date progress report at the end of each financial year duly reflecting the interest earned / accrued on the grants received under the project. This is also subject to the condition of submission of the final statement of expenditure, utilization certificate and project completion report within one year from the scheduled date of completion of the project.

6. The grantee organisation will have to enter & upload the Utilization Certificate in the PFMS portal besides sending it in physical form to this Division with UC id generated in PFMS Portal. The subsequent/final instalment will be released only after confirmation of the acceptance of the UC by the Division and entry of previous Utilization Certificate in the PFMS.

7. If the grant has been released under Capital head/General through separate sanction order(s) under the same project for purchase of equipment, separate SE/UC has to be furnished for the released Capital head/General grant.

Contd 2/

  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

8. There is no pending SE/UC on this Project as per details in the PFMS also. This is the first release of the project under FIST Program, which has been initiated, in this financial year so no previous UC is attached with this sanction order.

9. The grant-in-aid being released is subject to the condition that:

(a) a transparent procurement procedure in line with the provisions of General Financial Rules 2017 will be followed by the University/Institute under the appropriate rules of the grantee organisation while procuring capital assets sanctioned for the above mentioned project and a certificate to this effect will be submitted by the University/Institute immediately on receipt of the grant, and

(b) while submitting Utilization Certificate/Statement of Expenditure, the University/Institute has to ensure submission of supporting documentary evidences with regard to the purchase of equipment/capital assets as per the provisions of GFR 2017. Subsequent release of grants under the project shall be considered only on receipt of the said documents.

(c) Grantee Institute may furnish copy of invoice in respect of equipments worth Rs. 5.0 L and above along with customs clearance certification (in case of imported equipments) after procurement of the equipments.

(d) Servers, Desktops, Workstations, Printers etc. may be procured through GeM (Government E-Market) platform

(e) Grantee Institute will furnish copy of bills showing expenditure incur on maintenance of the equipments after warranty period of respective equipments are over.

10. The grantee organisation will maintain separate audited account for the project and the entire amount of grant will be kept in an interest bearing bank account. The interest earned / accrued should be reported to DST (financial year wise) while submitting the Statement of Expenditure/Utilization Certificate. The interest thus earned will be treated as a credit to the grantee organisation, which will be adjusted towards future release of grant.

11. DST reserves sole rights on the assets created out of grants. Assets acquired wholly or substantially out of government grants (except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in GFR 2017), shall not be disposed of without obtaining the prior approval of DST

12. The account of the grantee organisation shall be open to inspection by the sanctioning authority and audit (both by C&AG of India and Internal Audit by the Principal Accounts Office of the DST), whenever the organisation is called upon to do so, as laid down under Rule 236(1) of General Financial Rules 2017.

13. Due acknowledgement of technical support / financial assistance resulting from this project grant should mandatorily be highlighted by the grantee organisation in bold letters in all publications / media releases as well as in the opening paragraphs of their Annual Reports during and after the completion of the project

14. Failure to comply with the terms and conditions of the scheme will entail full refund with interest in terms of Rule 231 (2) of GFR 2017.

15. The expenditure involved is to be debited to

Demand No. -84 Department of Science & Technology,

"3425" -Other Scientific Research (Major Head);

60-Others (Sub-Major Head);

60.200-Assistance to other Scientific Bodies (Minor Head);

68- Science and Technology Institutional and Human Capacity Building

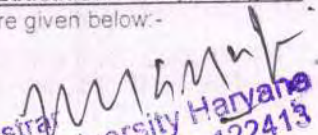
**68.00.35-Grants for creation of capital assets for the year 2017-2018 (Voted)**

[Previous: R&D Support: 3425.60.200.25.01.35]

The above release is made under 'R&D' Scheme.

16. The amount of **Rs. 75,00,000/- (Rupees Seventy five lakh only)** will be drawn by the Drawing and Disbursing Officer, DST and will be disbursed to the Registrar, Amity University Haryana, Amity Education Valley, Gurgaon, Manesar-122413, (Haryana). The bank details for electronic transfer of funds through RTGS are given below:-

1. Name of the Account Holder: Registrar, Amity University Haryana
2. Name of the Bank: AXIS Bank LTD. Manesar
3. Bank Account Number: 910010023405214
4. IFSC Code: UTIB0000720
5. MICR Code: 110211062

  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413



Dr. A Mukhopadhyay  
Head  
R&D Infrastructure Division  
Email: [tsd@nic.in](mailto:tsd@nic.in)  
Tel. + Fax: 011-26602193

भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
विज्ञान और प्रौद्योगिकी विभाग  
इकोनॉमिक भवन नया मेहरौली पार्क नई दिल्ली - 110016

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
Department of Science & Technology  
Technology Bhawan, New Mehrauli Road, New Delhi-110016

SR/FST/LSI-664/2016

15<sup>th</sup> December 2016

Subject: Your Proposal under "FIST Program - 2016"

Dear Sir,

This is in connection with the aforesaid proposal submitted by your Department/ Centre for support under the FIST Program of DST. We are happy to inform you that the aforesaid proposal has been identified for support in Level-I or ~~Level-II~~ category by the DST based on the recommendations of the FIST Advisory Board (FISTAB). The details of the recommendations for 5 years duration of the project are given below:

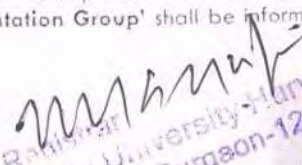
To augment the research facilities in the Department (Being private University the amount would be shared on 50:50 ratio).

E - Rs 150.0L (LC-MS-MS)  
M - Rs 15.0L

Total: Rs.165.0 Lakh


It may be noted that the allocations indicated now above with respect to any Equipment or any other budget heads are the upper limit of the budget as they are purely based on recommendations and also tentative. However, Department shall now finally firm-up specifications/ configurations of each Equipment, Computational & Networking facility in Computer Lab, Infrastructure Facility as recommended above for acquiring by the Department/ Centre/ School and actual cost of this project shall be firm up based on these inputs from you and finally it may be less. The support for the 'Maintenance' will be provided as per norms under FIST Program. The type of equipment and its specifications/ configurations finalized now by the Department/Centre/ School would not be possible to change during the course of implementation of the said project. For enabling us to process the case further, including the release of 1<sup>st</sup> installment of grant now, you are requested to please submit the following documents latest by before 10<sup>th</sup> February 2017 (Friday):

- 1) One each Budgetary Quotation from Equipment supplier (all-inclusive i.e. Custom Duty, Bank & other Charges) for all Equipment recommended for support. Please ensure that the budgetary cost is not an inflated one with respect to its specifications given. In case, Equipment list "to be identified & prioritized", please submit quotations of the identified & prioritized Equipment only.
- 2) Details plans for implementation of the 'Networking and Computational Facilities' (NW) under the support as per guidelines mentioned in the *Terms and Conditions* of DST-FIST Program available at the Website: [www.fist-dst.org](http://www.fist-dst.org). Please download 'Terms & Conditions' and submit the same on completion of all formalities along with above-said documents to DST.
- 3) Details & their cost estimates of Items/ activities recommended & proposed under 'Infrastructure Facility' which includes the list of Books, etc.
- 4) For implementation of the project, the Department/School/Centre shall constitute an 'Project Implementation Group' who shall be responsible & accountable for its implementation during the project duration of 5 years. The composition of the 'Project Implementation Group' shall be informed to DST by the Department/School/ Centre.

  
Ranjit Singh  
Faculty University Haryana  
Manesar, Gurgaon-122413

696	12-01-2018	-	RTGS/ICICH18012624871/039305003230 ICICI BANK NODA		2847470.00	68154877.41	064
697	12-01-2018	-	EASY/P18012838902/34923611/2081084		70000.00	68224877.41	1081
698	12-01-2018	-	425: BRN-CLG-CHQ PAID TO AKRITI OCULOPLASTY LOGIST	150000.00		68074877.41	2568
699	12-01-2018	-	EASY/P18012838932/34923751/2077673		59000.00	68133877.41	402
700	12-01-2018	-	NEFT/SBIN218012205414/CHANDER SHEKAR BAJAJ//ATTN//		67500.00	68201377.41	248
701	12-01-2018	-	EASY/P18012839291/34923715/2074304		46500.00	68247877.41	132
702	12-01-2018	-	NEFT/SAA325204074//INWARD RTGS//URGENT/		7500000.00	75747877.41	002
703	12-01-2018	-	NEFT/N012180452293206/KSHITEEJA DOGRA/Fees of Mr D		70500.00	75818377.41	248
704	12-01-2018	-	SAK/CASH DEP/SAK035419636/1775//BY CASH		48500.00	75866877.41	1775
705	12-01-2018	-	EASY/P18012840037/34925441/2074121		17300.00	75884177.41	1359
706	12-01-2018	-	EASY/P18012840105/34926074/2077208		46500.00	75930677.41	226
707	12-01-2018	-	EASY/P18012840110/34924704/2074886		70500.00	76001177.41	3083
708	12-01-2018	-	EASY/P18012840179/34924318/2074597		104500.00	76105677.41	2002
709	12-01-2018	-	EASY/P18012841020/34927372/2078078		52000.00	76157677.41	126
710	12-01-2018	-	EASY/P18012841031/34927292/2074560		104500.00	76262177.41	1011
711	12-01-2018	-	EASY/P18012842166/34929664/2076943		48000.00	76310177.41	179

## Details of Equipment acquired under FIST Program

<b><u>Name of the Equipment</u></b>	<b>AB SCIEX QTERAP 4500 SYSTEM</b>
Model Number	<b>4500 QET</b>
Complete Specifications	RDET22517: SCIEX QTERAP 4500 SYSTEM. Enhanced high performance hybrid triple quadrupole / linear ion trap LC/MS/MS mass spectrometer. Part No. 5050348, 5036665, 5036660, 5055685, 5020210
<b>Details of Manufacturer</b>	
Name	AB SCIEX Pte Ltd.
Address	AB SCIEX (Distribution) Division, Blk 33, #04-06, Marsiling Industrial Estate Road 3 Singapore - 739256,
City	Singapore
PIN	739256
State	Singapore
Phone	09871709203
Fax	
Email	durgesh.dhir@sciex.com
<b>Details of Local Agent / Supplier</b>	
Name	AB SCIEX
Address	AB SCIEX (A Division of DHR Holding India Pvt. Ltd) 121, Udyog Vihar, Phase-IV
City	Gurgaon
PIN	122015
State	Haryana
Phone	09871709203
Fax	
Email	durgesh.dhir@sciex.com
Actual Cost (in Foreign Exchange)	\$ 242,102.00
Actual Cost (in Indian Rupees)	Rs. 15900529.00
Used for	Research & Development
Scanned Photograph of the Equipment (Front View)	
	

20

M. P. Aggarwal

M. P. Aggarwal  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Registrar  
Amity University Haryana  
Manesar, Gurgaon-122415

**Details of Assets Acquired under FIST Program**

<b>Sr. No.</b>	<b>Name of the Equipment/ Item</b>	<b>Cost in FE</b>	<b>Cost in INR</b>
1.	AB SCIEX QTERAP 4500 SYSTEM	\$ 242,102.00	Rs 15900529.00

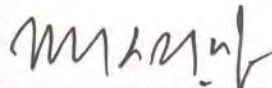


Name & Signature of Project Coordinator



**M. P. Aggarwal**  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Name & Signature of Competent Financial Authority with Seal



Name & Signature of Head of Institution With Seal

Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

## FIST Program


### STATEMENT OF EXPENDITURE (2 copies) (for the period of 12 Jan 2018 to 31<sup>st</sup> March, 2018)

1. Sanction Order No. & Date : NO.SR/FST/LSI-664/2016(C) & 09/01/2018
2. Total Sanctioned Project Cost (in Rs): Total : Rs.165.00 Lakh [DST's contribution Rs.82.5 lakh & Amity University's Share-Rs 82.5 lakh]
3. Date of Commencement of the Project: 12 Jan 2018
4. Grant Received in each year (in Rs):

1st Year (17-18)	2nd Year	3rd Year	4th Year	5th Year	Interest, if any	Total
75,00,000.00(DST)						15900529.00
84,00,529.00(AUH)						


#### 5. Statement of Expenditure

Sr. no.	Sanctioned Budget Heads	Allocation of Funds (in Rs )	Expenditure incurred (Financial year-wise) (in Rs )						Balance as on 1 <sup>st</sup> April, 2018 (in Rs)	Remarks , if any	
			1st Year (17-18)	2nd Year	3rd Year	4th Year	5th Year	Total			
1	Equipment (E)	15900529.00	15900529.00						15900529.00	Nil	
2	Net Working & Computational Facilities (NW)										
3	Infrastructure Facilities (IF)										
4	Maintenance (M)										
5	<b>Total</b>	15900529.00	15900529.00						15900529.00	Nil	

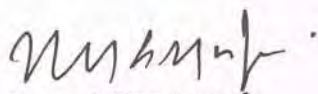
  
Name & Signature  
of Project Coordinator

Date:

Note:

  
Name & Signature of Competent  
Financial Authority

Date: **M. P. Aggarwal**  
**Chief Finance & Accounts Officer**  
**Amity University, Manesar - Haryana**

  
Name & Signature of  
Head of Institution  
**Amity University Haryana**  
**Manesar, Gurgaon-122413**

Date:

1. Expenditure under the sanctioned Heads, at any point of time should not exceed funds allocated under that Head, without prior approval of DST.
2. Utilization Certificate for each financial year ending 31<sup>st</sup> March has to be enclosed along with request for carry forward permission to next year.

**GFR 12 – A**  
 [(See Rule 238 (1))]  
**FORM OF UTILIZATION CERTIFICATE**  
**FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**  
 UTILIZATION CERTIFICATE FOR THE YEAR 2018 in respect  
 of recurring/non-recurring  
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme FIST Program
2. Whether recurring or non-recurring grants-Non Recurring
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank-0
  - (ii) Unadjusted advances
  - (iii) Total-0
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
0	0	0						
0	0	0	NO.SR/FST /LSI-664/2016(C) &	09/01/2018	15900529.00	15900529.00	15900529.00	NIL

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total
		15900529.00	15900529.00


Details of grants position at the end of the year

- (i) Cash in Hand/Bank-NIL
- (ii) Unadjusted Advances-NIL
- (iii) Total-NIL

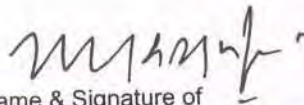
  
 Name & Signature  
 of Project Coordinator

Date:

**M. P. Aggarwal**  
 Chief Finance & Accounts Officer  
 Amity University, Manesar - Haryana

  
 Name & Signature of Competent  
 Financial Authority

Date:

  
 Name & Signature of  
 Head of Institution  
 Amity University Haryana  
 Manesar, Gurgaon-122413

Date:



Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under 18-19 (S & T Institutional and human capacity building has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:



Name & Signature  
of Project Coordinator

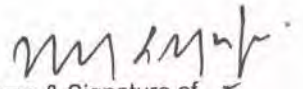
Date:



M. P. Aggarwal  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Name & Signature of Competent  
Financial Authority

Date:



Name & Signature of  
Head of Institution

Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

Date:

(Strike out inapplicable terms)

## FIST Program

### STATEMENT OF EXPENDITURE (2 copies) (for the period of 1 April, 2018 to 31<sup>st</sup> March, 2019)

1. Sanction Order No. & Date : NO.SR/FST/LSI-664/2016(C) & 09/01/2018
2. Total Sanctioned Project Cost (in Rs): Total : Rs.165.00 Lakh [DST's contribution Rs.82.5 lakh & Amity University's Share-Rs 82.5 lakh]
3. Date of Commencement of the Project: 12 Jan 2018
4. Grant Received in each year (in Rs):

1st Year (17-18)	2nd Year (18-19)	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Interest, if any	Total
75,00,000.00(DST)						15900529.00
84,00,529.00(AUH)						

#### 5. Statement of Expenditure

Sr. no.	Sanctioned Budget Heads	Allocation of Funds (in Rs )	Expenditure incurred (Financial year-wise) (in Rs )						Balance as on 1 <sup>st</sup> April, 2019 (in Rs)	Remarks , if any
			1st Year (17-18)	2nd Year (18-19)	3rd Year	4th Year	5th Year	Total		
1	Equipment (E)	15900529.00	15900529.00					15900529.00	Nil	
2	Net Working & Computational Facilities (NW)									
3	Infrastructure Facilities (IF)									
4	Maintenance (M)									
5	<b>Total</b>	15900529.00	15900529.00					15900529.00	Nil	



Name & Signature  
of Project Coordinator

Date:

**M. P. Aggarwal**  
  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Name & Signature of Competent  
Financial Authority

Date:

  
Name & Signature of  
Head of Institution

Registrar  
**Amity University Haryana**  
**Manesar, Gurgaon-122413**

Date:

#### Note:

1. Expenditure under the sanctioned Heads, at any point of time should not exceed funds allocated under that Head, without prior approval of DST.
2. Utilization Certificate for each financial year ending 31<sup>st</sup> March has to be enclosed along with request for carry forward permission to next year.

**GFR 12 – A**  
 [(See Rule 238 (1))]  
**FORM OF UTILIZATION CERTIFICATE**  
**FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**  
 UTILIZATION CERTIFICATE FOR THE YEAR 2019 in respect  
 of recurring/non-recurring  
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme FIST Program
2. Whether recurring or non-recurring grants-Non Recurring
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank-NIL
  - (ii) Unadjusted advances-NIL
  - (iii) Total-NIL
4. Details of grants received, expenditure incurred and closing balances: (Actuals)


Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
0	0	0						
			NO.SR/F ST/LSI-664/2016(C) &	09/01/2018	NIL	NIL	NIL	NIL

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total
		NIL	NIL

Details of grants position at the end of the year

- (i) Cash in Hand/Bank-NIL
- (ii) Unadjusted Advances-NIL
- (iii) Total-NIL


  
 Name & Signature  
 of Project Coordinator

Date:

  
**M. P. Aggarwal**  
 Chief Finance & Accounts Officer  
 Amity University, Manesar - Haryana

Name & Signature of Competent  
 Financial Authority

Date:

  
 Name & Signature of  
 Head of Institution  
 Registrar  
 Amity University Haryana  
 Manesar, Gurgaon-122413

Date:

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

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- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
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- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under 18-19 (S & T Institutional and human capacity building has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
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Date:

Place:



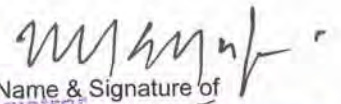
Name & Signature  
of Project Coordinator

Date:

M. P. Aggarwal  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Name & Signature of Competent  
Financial Authority

Date:



Name & Signature of  
Head of Institution  
Amity University Haryana

Date: Manesar, Gurgaon-122413

(Strike out inapplicable terms)

## FIST Program

### STATEMENT OF EXPENDITURE (2 copies) (for the period of 1 April, 2019 to 31<sup>st</sup> March, 2020)

1. Sanction Order No. & Date : NO.SR/FST/LSI-664/2016(C) & 09/01/2018
2. Total Sanctioned Project Cost (in Rs): Total : Rs.165.00 Lakh [DST's contribution Rs.82.5 lakh & Amity University's Share-Rs 82.5 lakh]
3. Date of Commencement of the Project: 12 Jan 2018
4. Grant Received in each year (in Rs):

1st Year (17-18)	2nd Year (18-19)	3rd Year (19-20)	4th Year	5th Year	Interest, if any	Total
75,00,000.00(DST)		1,50,000(DST)			1382.00	16192011.00
84,00,529.00(AUH)		1,50,000(AUH)				

#### 5. Statement of Expenditure

Sr. no.	Sanctioned Budget Heads	Allocation of Funds (in Rs )	Expenditure incurred (Financial year-wise) (in Rs )						Balance as on 1 <sup>st</sup> April, 2020 (in Rs)	Remarks , if any
			1st Year (17-18)	2nd Year (18-19)	3rd Year (19-20)	4th Year	5th Year	Total		
1	Equipment (E)	15900529.00	15900529.00					15900529.00	Nil	
2	Net Working & Computational Facilities (NW)									
3	Infrastructure Facilities (IF)									
4	Maintenance (M)	300000.00	0	0	6287.00			6287.00	293713.00	
5	Interest	1382.00	0	0				0	1382.00	
	<b>Total</b>	15900529.00	15900529.00	0	6287.00			15906816.00	295095.00	

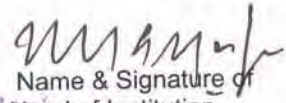
  
Name & Signature  
of Project Coordinator

Date:

**M. P. Aggarwal**  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

  
Name & Signature of Competent  
Financial Authority

Date:

  
Name & Signature of  
Head of Institution  
**Amity University Haryana**  
Manesar, Gurgaon-122413

Date:

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1. Name of the Scheme FIST Program
2. Whether recurring or non-recurring grants-Non Recurring
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank-NIL
  - (ii) Unadjusted advances-NIL
  - (iii) Total-NIL
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
0.00	1382.00		NO.SR/FST/LSI-664/2016(C) &	13-12-2019	300000	301382.00	6287.00	295095.00

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total
6287.00		NIL	6287.00

Details of grants position at the end of the year

- (i) Cash in Hand/Bank-**Rs. 295095.00**
- (ii) Unadjusted Advances-NIL
- (iii) Total-**Rs. 295095.00**

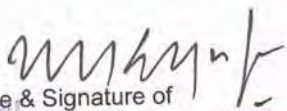
  
 Name & Signature  
 of Project Coordinator

Date:

  
 Name & Signature of Competent  
 Financial Authority

Date:

**M. P. Aggarwal**  
 Chief Finance & Accounts Officer  
 Amity University, Manesar - Haryana

  
 Name & Signature of  
 Head of Institution  
 Registrar  
 Amity University Haryana  
 Manesar, Gurgaon-122413

Date:

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
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- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under 18-19 (S & T Institutional and human capacity building has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:



Name & Signature  
of Project Coordinator

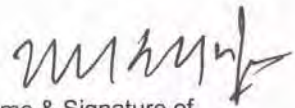
Date:

(Strike out inapplicable terms)



Name & Signature of Competent  
Financial Authority

Date: **M. P. Aggarwal**  
**Chief Finance & Accounts Officer**  
**Amity University, Manesar - Haryana**



Name & Signature of  
Head of Institution

**Registrar**  
Date: **Amity University Haryana**  
**Manesar, Gurgaon-122413**

No.SR/FST/PS-I/2018/48(C)  
GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF SCIENCE & TECHNOLOGY  
R & D (Infrastructure) DIVISION

Technology Bhawan  
New Mehrauli Road  
New Delhi -110016

22<sup>nd</sup> July, 2019

**ORDER**

Subject: Financial assistance (1<sup>st</sup> installment) to the Amity School of Applied Science, Amity University Gurgaon (Manesar) Haryana under FIST Program.

Sanction of the President is hereby accorded to the approval of the aforesaid project at a total cost of Rs. 84,00,000/- (Rupees Eighty four lakh only) for 5 years. The detailed breakup of the grant for General as well as Capital Components are given below:

To augment of research facilities in the Department on 50:50 Mode (Being a Private Institute)  
**Capital Assets: Rs. 75.0 L**  
 E-Rs.75.0L [i) Zeta Sizer and Dynamic Light Scattering Instruments (DLS)- Rs 50.0L, ii) Differential Thermal Analyzer (DTA)- Rs 25.0L]  
**General Components: Rs. 9.0 L**  
 M- Rs. 9.0 L  
**Total : Rs.84.0 Lakh**

2. The total budget recommended for 5 years has been phased as below: (Rs. In lakh)

Budget Heads	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Equipment	75.0	-	-	-	-	Rs 75.0L [ DST share 37.5 & university share -37.5]
Maintenance	-	2.0	2.0	3.0	2.0	9.0 [ DST share -4.5 & university share -4.5]
Total	75.0	2.0	2.0	3.0	2.0	84.0

3. Sanction of the President is also accorded to the release of Rs. 37,50,000/- (Rupees Thirty Seven lakh and fifty thousand only) to the Registrar, Amity University Gurgaon (Manesar) Haryana under FIST Program as a 1<sup>st</sup> installment of the grant in 2019-2020 under 'creation of capital assets' head for the maximum cost of the aforesaid Equipment including (9.4%) Custom Duty & other duties under the 'Equipment'. The breakup of the 1<sup>st</sup> installment grant released now would be 'Equipment: Rs. 37.5 lakh for procurement of Equipment mentioned above [Equipments of Foreign Origin to be acquired on FE Terms only and should not include charges for any comprehensive Maintenance and training personnel from the vendors during procurement process]'.

4. The Department/Institute will appropriately limit the expenditure within the sanctioned amount in case of any expected excess expenditure. The Department is requested to utilize the released funds in full within one year from the date of sanction order.

5. This sanction is subject to the condition that the grantee organisation will furnish to the Department of Science & Technology, financial year wise Utilization Certificate (UC) in the proforma prescribed as per G.O. No. 10001/2017 and audited statement of expenditure (SE) along with up to date progress report at the end of each financial year duly reflecting the interest earned / accrued on the grants received under the project. This is also subject to the condition of submission of the final statement of expenditure, utilization certificate and project completion report within one year from the scheduled date of completion of the project.

*(Signature)*



6. The grantee organisation will have to enter & upload the Utilization Certificate in the PFMS portal besides sending it in physical form to this Division with UC id generated in PFMS Portal. The subsequent/final instalment will be released only after confirmation of the acceptance of the UC by the Division and entry of previous Utilization Certificate in the PFMS

7. If the grant has been released under Capital head/General through separate sanction order(s) under the same project for purchase of equipment, separate SE/UC has to be furnished for the released Capital head/General grant.

8. There is no pending SE/UC on this Project as per details in the PFMS also. This is the first release of this project under FIST Program, which has been initiated, in this financial year so no previous UC is attached with this sanction order.

9. The grant-in-aid being released is subject to the condition that:

(a). a transparent procurement procedure in line with the provisions of General Financial Rules 2017 will be followed by the University/Institute under the appropriate rules of the grantee organisation while procuring capital assets sanctioned for the above mentioned project and a certificate to this effect will be submitted by the University/Institute immediately on receipt of the grant, and

(b). while submitting Utilization Certificate/Statement of Expenditure, the University/Institute has to ensure submission of supporting documentary evidences with regard to the purchase of equipment/capital assets as per the provisions of GFR 2017. Subsequent release of grants under the project shall be considered only on receipt of the said documents.

c). Grantee Institute may furnish copy of invoice in respect of equipments worth Rs. 5.0 L and above along with customs clearance certification (in case of imported equipments) after procurement of the equipments

d). Servers, Desktops, Workstations, Printers etc. may be procured through GeM (Government E-Marketplace) platform.

e). Grantee Institute will furnish copy of bills showing expenditure incurred on maintenance of the equipments after warranty period of respective equipments are over.

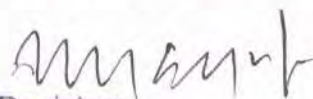
10. "In terms of Rule 230(8) of GFR 2017, the grantee organization will maintain separate audited account for the project and the entire amount of grant will be kept in an interest bearing bank account. For Grants released during F.Y. 2017-18 and onwards, all interests and other earnings, generated against released Grant shall be remitted to Consolidated Fund of India".

11. DST reserves sole rights on the assets created out of grants. Assets acquired wholly or substantially out of government grants (except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in GFR 2017), shall not be disposed of without obtaining the prior approval of DST.

12. The account of the grantee organisation shall be open to inspection by the sanctioning authority and auditors (both by C&AG of India and Internal Audit by the Principal Accounts Office of the DST), whenever the organisation is called upon to do so, as laid down under Rule 236(1) of General Financial Rules 2017.

13. Due acknowledgement of technical support / financial assistance resulting from this project grant should mandatorily be highlighted by the grantee organisation in bold letters in all publications / media releases as well as in the opening paragraphs of their Annual Reports during and after the completion of the project.

14. Failure to comply with the terms and conditions of the scheme will entail full refund with interest in terms of Rule 231 (2) of GFR 2017.

  
Registrar

15. The expenditure involved is to be debited to  
Demand No. -84 Department of Science & Technology;  
"3425" -Other Scientific Research (Major Head);  
60-Others (Sub-Major Head);  
60.200-Assistance to other Scientific Bodies (Minor Head);  
68- Science and Technology Institutional and Human Capacity Building  
**68.00.35-Grants for creation of capital assets for the year 2019-2020 (Voted)**  
[Previous: R&D Support: 3425.60.200.25.01.35]  
The above release is made under 'R&D' Scheme.

16. The amount of **Rs. 37,50,000/- (Rupees Thirty Seven lakh and fifty thousand only)** will be drawn by the Drawing and Disbursing Officer, DST and will be disbursed to the **Registrar, Amity University Gurgaon (Manesar) Haryana**. The bank details for electronic transfer of funds through RTGS are given below:-

1. Name of the Account Holder: **Registrar, Amity University Gurgaon**
2. Name of the Bank: **Axis Bank**
3. Bank Account Number: **910010023405214**
4. IFSC Code: **UTIB0000720**
5. MICR Code:

17. As per Rule 234 of GFR 2017, this sanction has been entered at S. No. **56** in the register of grants maintained in the Division for the scheme **(R&D Support)**.

18. This issues with the concurrence of IFD Vide their **Concurrence Dy.No. 1853** dated the **19/7/19** 2019.

*Pratishtha Pandey*  
(Pratishtha T. Pandey)  
Scientist 'E'  
Email [pratishtha.tp@nic.in](mailto:pratishtha.tp@nic.in)

To  
The Pay and Accounts Officer,  
Department of Science & Technology,  
New Delhi.

Copy forwarded for information and necessary action to:

1. Cash Section (with two spare copies)

2. Registrar,

Amity University Gurgaon  
(Manesar)  
Haryana - 122051

Head,

Amity School of Applied Science,  
Amity University Gurgaon  
(Manesar) - 122051  
Haryana

3. Office of the Director & Audit, Scientific Department, AGCR Bldg 3rd Floor, IP Estate, New Delhi -110002
4. Office of Account General, Haryana, Chandigarh
5. FIST-Secretariat.
6. CoA / IFD, DST, New Delhi.
7. Head, R & D (Infrastructure), DST New Delhi
8. Sanction Folder.

*Pratishtha Pandey*  
(Pratishtha T. Pandey)  
Scientist 'E'

Registrar  
Amity University Haryana  
Gurgaon-122413

Email: [pratishtha.tp@nic.in](mailto:pratishtha.tp@nic.in)

**FIST Program**  
**STATEMENT OF EXPENDITURE** (2 copies)  
 (for the Year of 03, Aug 2019 to 31<sup>st</sup> March, 2020)

- Sanction Order No. & Date: SR/FST/PS-I/2018/48 & 22 July 2019
- Total Sanctioned Project Cost (in Rs): 84,00,000.00 [DST's contribution Rs. 42,00,000.00 and Amity University's Share- Rs. 42,00,000.00]
- Date of Commencement of the Project: 03 August 2019
- Grant Received in each year (in Rs):

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Interest, if any	Total
37,50,000.00 (DST)					58,545.00	75,58,545.00
37,50,000.00 (AMITY)						

5. Statement of Expenditure

S. No.	Sanctioned Budget Heads	Allocation of funds	Actual Expenditure incurred (Financial year wise) in Rs.					Balance as on 31 March 2020	Remarks, if any
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year		
1	Equipment (E)	75,00,000.00	75,00,000.00					75,00,000.00	NIL
2	Networking & computational facilities (NW)	--							
3	Infrastructure facilities (IF)	--							
4	Maintenance (M)	--							
5	Interest	58,545.00*							
6	Total	75,00,000.00	75,00,000.00					75,00,000.00	NIL

\* Deposited in Bharat Kosh as per the attached receipt. (Transaction Ref. No. 2204210003943)

Name & Signature  
of Head of Department/  
Project Coordinator  
Date:

Prof. A.K. Yadav  
HOD, Director  
Amity School of Applied Sciences (ASAS)  
Amity Education Valley, Panchgaur, Manesar  
Amity University Gurgaon, Haryana-122443

Name & Signature of Competent  
Financial Authority

Date: M. P. Aggarwal  
Chief Finance & Accounts Officer  
Amity University, Manesar - Haryana

Name and Signature of  
Head of Institution

Date: Registrar  
Amity University, Haryana  
Manesar, Gurgaon-122443

Note:

- Expenditure under the sanctioned Heads, at any point of time should not exceed funds allocated under that Head, without prior approval of DST.
- Utilization Certificate for each financial year ending 31<sup>st</sup> March has to be enclosed along with request for carry forward permission to next year.



## GFR12-A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE  
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATIONUTILIZATION CERTIFICATE FOR THE YEAR. **03, Aug 2019 to 31 March 2020** in respectof recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme....**FIST Program**
2. Whether recurring or non-recurring grants.... **Non-Recurring grants**
3. Grants position at the beginning of the Financial year
  - (i) Cash in Bank: Rs. 37,50,000.00
  - (ii) Unadjusted advances: 0
  - (iii) Total: Rs. 37,50,000.00
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
NIL	58,545.00 (for the period 03/08/2019 to 31/03/2020)	58,545.00	SR/FST/PS-1/2018/48	03 Aug 2019	37,50,000.00	37,50,000.00	37,50,000.00	NIL

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total
Nil	N/A	37,50,000.00	37,50,000.00

Details of grants position at the end of the year

- (i) Cash in Hand/Bank: NIL
- (ii) Unadjusted Advances: NIL
- (iii) Total: NIL

Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

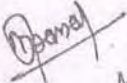
**GENERAL FINANCIAL RULES 2017**  
**Ministry of Finance**  
**Department of Expenditure**

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under FIST (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).


Date:

Place:

Signature   
 M. P. Aggarwal  
 Chief Finance & Accounts Officer  
 Amity University, Manesar - Haryana


Name .....

Chief Finance Officer  
 (Head of the Finance)

Signature   
 Dr. Ravi Manuja  
 Head of the Organization

(Strike out inapplicable terms)

Amity University, Haryana  
 Manesar, Gurgaon-122413

  
 Dr. Ravi Manuja  
 Amity University, Haryana  
 Manesar, Gurgaon-122413

## FORMAT - 2

### Pro-forma for Report for utilization of FIST support

1. Name of Department: Amity School of Applied Sciences, Amity University Haryana
2. Address for communication (Name and address of the Principal of the College with e-mail and telephone/fax numbers): Prof. A. K. Yadav, HOI, ASAS, AUH, Gurgaon, 9871592061, akyadav2@ggn.amity.edu
3. Date and ref. No. of DST Sanction letter: 22 July 2020 &SR/FST/PS-II/2018/48
4. Details of the Grants

S. No.	Budget Heads	Amount Sanctioned with Date	Amount Received with Date
a	Equipment	37, 50,000.00 (22 July, 2019)	37, 50,000.00 (03, Aug, 2019)
b	Infrastructure	Nil	Nil
c	Networking	Nil	Nil
d	Maintenance	Nil	Nil
e	Total	37, 50,000.00	37, 50,000.00
		Nil	Nil
	Total	37, 50,000.00	37, 50,000.00

5. Equipment ordered/purchased/installed:

Name (with Model & Make)	Order Date	Installation date	Cost in INR
1. Zeta Sizer and Dynamic Light Scattering Instruments (DLS) along with accessories			
2. Differential Thermal Analyzer (DTA) along with accessories	26-11-2019 & 19-11-2019	12-01-2020 & 21-01-2020	75,00,000.00

6. Details of Infrastructure developed: Materials research facility.

7. Details of Networking: N/A


(Specify if the Internet facility is available to UG/PG/research students)

8. Utilization of the facilities created under FIST support:

a. For teaching: list the Classroom use of equipment and new experiments introduced, if any.  
Will be used in the coming academic year.

b. For research: Identify the research programs, including names of groups or individual faculty members, who are using the major equipment (> 5 lakhs) acquired with the FIST support

PhD students have started using the instruments procured with FIST grant. Faculty members including those listed in the Project Implementation Group have also been using the facility.

  
Registrar  
Amity University Haryana  
Gurgaon-122413





250 03-08-2019	921536596844		UPI/P2A/921536596844/SOHHOM S/State Ban/Debate		50.00	200591685.79
251 03-08-2019	52999073		EASY/P19215762237/52999073/8119777		48000.00	200639685.79
252 03-08-2019	513347		TRF/1600/DINESH SIDDHU/	8394.00		200631291.79
253 03-08-2019	SAK/CASH DEP/SAK136435270/675/SELF		SAK/CASH DEP/SAK136435270/675/SELF		50.00	200631341.79
254 03-08-2019	FOAM NO. 7631224		FOAM NO. 7631224		64500.00	200695841.79
255 03-08-2019	921556151004		UPI/P2A/921556151004/SOHHOM S/State Ban/Debate		50.00	200695891.79
256 03-08-2019		23152441	NEFT/000023152441/INWARD RTGS//URGENT/		3750000.00	204445891.79
257 03-08-2019	57011		BRN-OW RTN CLG; REJECT:57011:01-FUNDS INSUFFICIENT	76000.00		204369891.79
258 03-08-2019	CITIN19012497842		NEFT/CITIN19012497842/ONE97 COMMUNICATIONS LIMITED		123000.00	204492891.79
259 03-08-2019	CITIN19012498189		NEFT/CITIN19012498189/ONE97 COMMUNICATIONS LIMITED		432700.00	204925591.79
260 03-08-2019	SAA73107630		NEFT/SAA73107630/RAHIL BUDHIRAJA//RAHIL BUDHIRAJA		35000.00	204960591.79
261 03-08-2019	921519165392		UPI/P2A/921519165392/CHINMAYI /ICICI Ban/Partici		50.00	204960641.79
262 04-08-2019	921609963278		IMPS/P2A/921609963278/AMITSONDE/PUNJABNA/		1.00	204960642.79
263 04-08-2019	MOB/TPFT/ANIL KUMAR/910010045637495		MOB/TPFT/ANIL KUMAR/910010045637495		1200.00	204961842.79
264 04-08-2019	921660140406		UPI/P2A/921660140406/SOHHOM S/State Ban/Debate		50.00	204961892.79
265 04-08-2019	MOB/TPFT/ANUSHKA KANSAL/918010112489011		MOB/TPFT/ANUSHKA KANSAL/918010112489011		50.00	204961942.79
266 04-08-2019	921647492694		UPI/P2A/921647492694/NARESH KU/Paytm Pay/NA		50.00	204961992.79

*Manoj*

NISE

राष्ट्रीय सौर ऊर्जा संस्थान  
National Institute of Solar Energy

64/01/SKD-NISE/2015-16 Part III

04.09.2017

To,  
Amity University,  
Amity Educational Valley,  
Gurgaon (Manesar)-122413(Haryana)

Sub: Mobilization of Suryamitra participants for the batches to be conducted during 2017-18

Sir,

NISE is in process to get approval and sanction from MNRE for the Suryamitra skill development programs for the FY 2017-18. In the meanwhile the training partners can utilize this time period in mobilizing the participants for one batch, Installation of IP camera and Aadhar based biometric attendance system as per the Suryamitra norms, at the Amity University.

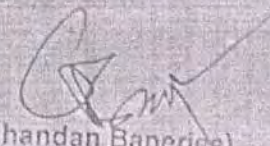
However the training shall be started only after getting approval from NISE. A separate sanction shall be released by NISE shortly. Please send back the filled attached form for onboard registration.

This issue with the approval of Director General, NISE

Note: Kindly do not treat this communication as sanction letter.

Enclosed: 1) AEBAS Vendor list  
2) Onboarding Form

Copy To : HAREDA

  
(Dr. Chandan Banerjee)  
Dy. Director General

2017  
—  
Dr. P  
Dr. S  
Ms. K  
(Sury)

Ms. K





# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No.10 of 2010

### Statement of Expenditure (SOE)

Name of State		STATE OF HARYANA		
Program of the Implementation Organization		"Suryamitra" Skill Development Program, NISE, Ministry of New & Renewable Energy		
Program Reference		Memo No : 4527-30 Dated: 17-11-2016		
<b>Funds Released by NISE</b>				
Sl.No.	Sanction No.	Date of Sanction	Sanctioned Amount (Rs.)	Amount Released (Rs.)
1.	4527-30	17-11-2016	12,57,000/-	NIL
<b>Expenditure</b>				
Sl.No	Particulars	Description	Expenditure incurred Rs.	
1.	Course fee	Rs. 38.5 per participant/per hour X 30 participants X 600 Hours	6,93,000/-	
2.	Assessment Charges	Rs. 800 per participant x 30 participants	24,000/	
3.	Boarding and lodging	Rs. 200 per day x 30 participants x 90 days	5,40,000/	
	<b>Total</b>		<b>12,57,000/</b>	
Total CFA release from NISE-1 <sup>st</sup> Installment				NIL
Interest accrued of CFA released by NISE as advance				Nil
<b>Amount to be released from NISE</b>				<b>12,57,000/-</b>

The above information is based on utilization certificate furnished by the Institute, Audit and verification carried by us

Chartered Accountant  
With Seal impression



Place Manesar, Gurgaon

*(Handwritten Signature)*  
(Head of Organization)



Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

FORM GFR 19-A

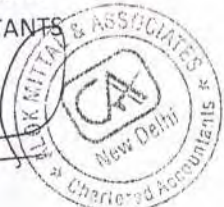
Utilization Certificate

Sr. No.	Letter No.& Date	Amount (Rs.)	
1.	Grant-in-aid sanctioned for conducting "Suryamitra" Skill Development Programme by Amity University Haryana vide Sanction order No. 4527-30 dated 17-11-2016.	12,57,000/-	Certified that an expenditure of a total amount of Rs. 12,57,000/- has been incurred on account of conducting training by Amity University Haryana for "Suryamitra" Skill Development Program during the period 01-01-2017 to 31-03-2017. No Grant-in-Aid has been received till date.
	<b>Total</b>	<b>12,57,000/-</b>	

2. Certified that we have satisfied ourselves that the conditions on which the grants-in-aid were sanctioned have been duly fulfilled and the money was actually utilized for the purpose for which sanctioned.

Disclaimer: This certificate is issued on request of client and information contained in this certificate is provided by client.

For ALOK MITTAL & ASSOCIATES  
Firm Regn. No.- 005717N  
CHARTERED ACCOUNTANTS

*Alok Mittal*  


(ALOK MITTAL)  
PARTNER  
M. NO.-71205

*[Signature]*  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

Tran Date	Narration	Chq No.	Value Date	Withdrawals(INR)	Deposits(INR)	Balance
11-10-2017	RTGS/SK/UTIBR52017101100353752/357/HOSHI SECURITY	423711	11-10-2017	840822		34021323.35
11-10-2017	By Clg/999800/SYB /NEW-DELHI		11-10-2017		36500	34057823.35
11-10-2017	By Clg/296807/YES /NEW-DELHI		11-10-2017		60000	34117823.35
11-10-2017	By Clg/508152/ICI /NEW-DELHI		11-10-2017		68500	34186323.35
11-10-2017	By Clg/000404/HDF /NEW-DELHI		11-10-2017		31000	34217323.35
11-10-2017	By Clg/000430/HDF /NEW-DELHI		11-10-2017		15000	34232323.35
11-10-2017	By Clg/083940/IOB /NEW-DELHI		11-10-2017		250000	34482323.35
11-10-2017	By Clg/046780/BOB /NEW-DELHI		11-10-2017		250000	34732323.35
11-10-2017	By Clg/671697/INB /NEW-DELHI		11-10-2017		15000	34747323.35
11-10-2017	TRF/720/RAVINDER SINGH SETHI	425213	11-10-2017	88906		34658417.35
11-10-2017	BRN-OW RTN CLG: REJECT:46780:05-KINDLY CONTACT DRA		11-10-2017	250000		34408417.35
12-10-2017	BRN-CLG-CHQ PAID TO JYOTI TABITA HERMIT	393407	12-10-2017	114519		34293898.35
12-10-2017	BRN-CLG-CHQ PAID TO NATIONAL INSURANCE CO LTD	423707	12-10-2017	28957		34264941.35
12-10-2017	BRN-CLG-CHQ PAID TO SANSKRITI CATERERS	423857	12-10-2017	25701		34239240.35
12-10-2017	BRN-CLG-CHQ PAID TO SANSKRITI CATERERS	423859	12-10-2017	11127		34228113.35
12-10-2017	BRN-CLG-CHQ PAID TO ADITI ARYA	425316	12-10-2017	52419		34175694.35
12-10-2017	NEFT/CMS679317945/L3718 Amity Gurgaon A/SR13725370		12-10-2017		63500	34239194.35
12-10-2017	EASY/PI17285647149/33311928/7332476		12-10-2017		101500	34340694.35
12-10-2017	RTGS/IBKLR92017101200045141/DIRECTOR,HARYANA STATE		12-10-2017		1257000	35597694.35
12-10-2017	IMPS/P2A/728512318192/918470088900/Abstract Subm		12-10-2017		4500	35602194.35
12-10-2017	EASY/PI17285652339/33315898/7332680		12-10-2017		193000	35795194.35
12-10-2017	TRF/357/TRANSFER sanjeev yadav	423712	12-10-2017	1872		35793322.35
12-10-2017	BRN-REF NO. 0720ROR1700032 USD 349		12-10-2017	24934		35768388.35
12-10-2017	NEFT/PI17101226168407/SYNDICATE BANK IIT/NEFT		12-10-2017		20482	35788870.35
12-10-2017	EASY/PI17285659498/33316188/1486603		12-10-2017		46500	35835370.35
12-10-2017	By DD Num 18964 Paid		12-10-2017		83500	35918870.35
12-10-2017	By DD Num 18963 Paid		12-10-2017		80000	35998870.35
13-10-2017	BRN-CLG-CHQ PAID TO SHIVAENTERPRISES1	425277	13-10-2017	44253		35954617.35
13-10-2017	BRN-CLG-CHQ PAID TO HINDUSTAN COMPUPHERALS	425274	13-10-2017	85167		35869450.35
13-10-2017	NEFT/CMS680049076/L3718 Amity Gurgaon A/SR13732525		13-10-2017		63500	35932950.35
13-10-2017	By Clg 871051 COB NEW DELHI		13-10-2017		60000	35992950.35
13-10-2017	By Clg 448759 SBI NEW DELHI		13-10-2017		73500	36066450.35

Registrar

SECTION - VII

**THE FUNDING SUPPORT, REVIEWING AND AUDIT REQUIREMENTS**

**1.0 FUNDING SUPPORT TO PROJECT INSTITUTES**

**1.1 Government Institutes of Higher Learning, Schools, ITIs and EDCs**

1.1.1 Government Institutions are eligible to receive grants of about Rs. 12 lakh over the entire period of 05 years. This includes upto Rs. 3 lakh towards infrastructure set-up; honorarium @ Rs. 5,000/- p.m. for each of the Faculty Facilitators and costs related to Faculty Training.

**1.2 Private Colleges, Schools and ITIs**

1.2.1 All Private Institutions are eligible to receive about Rs. 9 lakh (except the infrastructure set-up). This would inter-alia include Honorarium for Faculty Facilitators at the above rates.

**2.0 FUNDING ALLOCATION**

2.1 The Table below gives the funding allocation for Project Institutes :-

Category	Particulars	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Private Institutions	Faculty Honorarium* (@ Rs. 5000 per month)	1,20,000	1,80,000	1,80,000	1,80,000	1,80,000	X
	Faculty Training Costs (only 4 yrs)	20,000	20,000	20,000	20,000	X	X
	<b>Total</b>	<b>1,40,000</b>	<b>2,00,000</b>	<b>2,00,000</b>	<b>2,00,000</b>	<b>1,80,000</b>	<b>9,20,000</b>
Govt. Institutions including ITIs & EDCs	Faculty Facilitator* (@ Rs. 5000 per month)	1,20,000	1,80,000	1,80,000	1,80,000	1,80,000	X
	Faculty Training Costs (only 4 yrs)	20,000	20,000	20,000	20,000	X	X
	Set-up Office Infrastructure (one time)	3,00,000	X	X	X	X	X
	<b>Total</b>	<b>4,40,000</b>	<b>2,00,000</b>	<b>2,00,000</b>	<b>2,00,000</b>	<b>1,80,000</b>	<b>12,20,000</b>

\* Represents the maximum To be released as per the actual deployment of the Faculty Facilitators

*Smf*  
 Prof. (Dr.) P. B. Sharma  
 Vice-Chancellor  
 Amity University Haryana  
 Manesar-122413 (Gurgaon)

*manish*  
**Registrar**  
 Amity University Haryana  
 Manesar, Gurgaon-122413

2.2 The Project Implementation Unit (PIU) or through National E-Hub will release funds to the Project Institutes (Government Institutes of Higher Learning, Government Schools, Government ITIs and EDCs) for purchase of recommended equipment (CAPEX). The amount of Rs. 3 lakh provided for the purpose is the maximum. The National E-Hub will make available the details of the recommended makes and indicative prices of the items and the total expenditure should be near about the same except variation in the taxes/duties etc.

2.3 The Recommended Equipment is as follows:-

Institutions	Items	Nos.
Govt. Institutes of Higher Learning & ITIs	Laptops Bundled with OS	03
	Office Software	03
	Projector	01
	Audio Visual Equipment	01
EDCs	Laptops Bundled with OS	01
	Office Software	01
	Projector	01
	Audio Visual Equipment	01
Govt. Schools	Laptops Bundled with OS	02
	Office Software	02
	Projector	01
	Audio Visual Equipment	01

Note: While the number of Laptops with OS and Office Software in case of Institutes of Higher Learning located in Tier I and II cities remains at 03 each, those in Tier III Cities and Difficult Areas will have 02 each. The numbers for ITIs and Schools stand modified as 02 and 01 respectively.

2.4 In case of Private Institutions, the equipment in requisite numbers will have to be acquired out of their own Funds.

2.5 The Project Institutes will quarterly submit their Financial Monitoring Reports (FMR) containing expenditure for the past quarter and forecast for next six months less balance to Financial Management Unit and PIU for review and approval of OPEX: Recurring Expenditure.

2.6 The Funds will be available to Project Institutes from PIU or through National E-Hub through RTGS into the Bank Account opened for the Project in a Commercial Scheduled Bank.

2.7 The Project Institutes/Institutions housing E-Hubs under the Project will be required

## AGREEMENT WITH THE PROJECT INSTITUTES

This Agreement is executed on this day of 2017 between the National Entrepreneurship Resource and Co-ordination Hub (National E-Hub) set up for overall management of Pradhan Mantri YUVA Scheme, a centrally sponsored Scheme being administered by the Ministry of Skill Development and Entrepreneurship, Government of India, functioning from A-23, Sector-62, NOIDA and being represented by its National Project Director, hereinafter referred to as National E-Hub, the Party of the First Part.

AND

Amity University Haryana

Amity Educational Valley Pachgaon-122413 (Manesar)

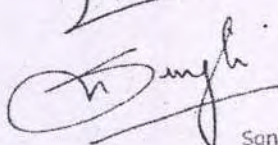
Gurgaon (Haryana)

(Write above complete name of institute, address of institute with postal code in "Capital Letters")

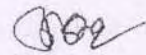
Whereas the First Party invited Proposals from the Institutes of Higher Learning, Schools, Industrial Training Institutes and Entrepreneurship Development Centres for empanelment as Project Institute under the National Scheme on Entrepreneurship Development (renamed as Pradhan Mantri YUVA Scheme) for delivering Entrepreneurship Education and Training to the Students under the Scheme.

Whereas the Second Party represented to the First Party that it fulfils all the prescribed eligibility conditions of empanelment and also willing to function as a Project Institute in terms of the Request for Proposal (RFP) floated for the purpose by the First Party.

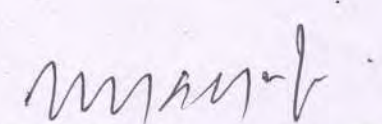
Whereas the First Party based upon strength of the documents/claims made by the Second Party, is prime facie satisfied about eligibility of the Second Party under the Scheme and has decided to empanel the Second Party as a Project Institute (under the category of Institute of Higher Learning/School/ITI/EDC) (as may be applicable) under the Scheme subject to both the Parties agreeing to the following:-

*Am Singh*  


Sqn Ldr SK Singh  
Director Admin  
AUH Manesar



Prof (Dr) P B Sharma  
Vice Chancellor  
Amity University Haryana  
Manesar-122413 (Gurgaon)

  
Registrar  
Amity University Haryana  
Manesar-122413

**i) Responsibilities of the Parties**

Both the Parties are committing to sincerely fulfilling their respective roles and responsibilities to the fullest in order to accomplish the stipulated goals/objectives under the Scheme.

**ii) Entirety of the Agreement**

The Request for Proposal (RFP), Application Form, Addendum/Corrigendum, Supporting Documents, Clarifications issued on RFP; Supplementary Information furnished by the Second Party; the correspondence exchanged between the Parties regarding the Empanelment etc. shall form an integral part of the Agreement.

**iii) Misrepresentation, Concealment of Material Facts etc.**

If at any stage, it appears to the First Party that the Second Party has misrepresented, submitted false documents or concealed any material information for the purpose, it (the First Party) will have a right to immediately cancel the Empanelment of the concerned Project Institute and take further action as in case of the Delisted Project Institute as provided in the RFP.

**iv) Licensed Intellectual Property**

The Licensed Intellectual Property includes the Licensed Software, along with the Content and the Programmes which are owned or developed by Wadhvani Operating Foundation (WOF) and provided to the Ministry of Skill Development and Entrepreneurship/National E-hub for use by the beneficiaries of the Scheme.

**v) Intellectual Property Rights (IPRs)**

The Project Institute unreservedly acknowledges that all rights, title, interest in and to the Software licensed to it, the content thereon, user manuals and all components thereof or any modifications, customizations, new versions, upgrades, updates and enhancements thereto, along with the programmes, shall always vest in Wadhvani Operating Foundation.

Nothing herein shall convey title or any proprietary rights in or over such software, content, programmes and related materials, including any modifications, customizations, new versions, upgrades, updates and enhancements of Licensed Intellectual Property, to the Project Institute.

WOF shall have the exclusive right to use, assign, delegate, license, or transfer any of its rights in respect of the Licensed Intellectual Property.

The Project Institute undertakes not to do, permit or suffer anything to be done by any of its employees, agents or any other third parties employed by it, which may infringe, or otherwise interfere with WOF's rights, as above, in any manner whatsoever.

Prof (Dr) P B Sharma  
Vice Chancellor  
Anity University Haryana  
Manesar-122413 (Gurgaon)

Sqn Ldr SK Singh  
Director Admin  
AUH Manesar

Registrar  
Anity University Haryana  
Manesar Gurgaon 122413

## vi) Use and Restriction

The Licensed Intellectual Property as above being third party's proprietary rights, the Project Institute is under an obligation to allow its use by authorised End Users only.

The Project Institute is also under obligation to take all conceivable measures to prevent unauthorised use of Licensed Intellectual Property and also to immediately inform the National E-hub about any instance of its unauthorised use as may come to notice of the Project Institute.

## vii) Liability in Case of Infringement

In case of unauthorized use or infringement of Licensed Intellectual Property owing to any act of omission/commission on part of a Project Institute, the WOF will have right to initiate appropriate proceedings directly against the concerned Project Institute as it may deem fit in the circumstances of the case and the National E-hub, in such a circumstance, will take all measures for assisting the WOF in initiating such proceedings.

## viii) Relationship of the Parties

Nothing in this Agreement shall be construed as creating a relationship of partnership, joint venture, agency or employment between the Parties. Neither Party shall have the power or authority to speak for or assume any obligations on behalf of the other Party.

## ix) No Assigning of Empanelment

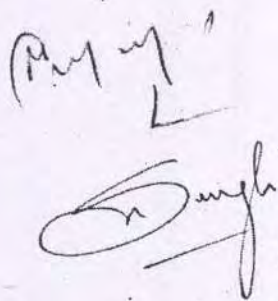
The Second Party will not be entitled to assign/transfer the empanelment under the Project to any other organisation etc. even if that other organisation belongs to the same Group which is managing both the Institutions.

## x) Third Party

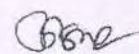
Nothing in this Agreement shall mean or shall be construed to mean that either Party is at any time precluded from having similar Agreements with any other person or third party provided the new contemplated arrangement does not result into violation of any Clause of the Agreement on the part of Second Party.

## xi) Creating Impression of Association

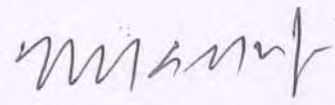
The Second Party will not use the name of the First Party and/or the Ministry of Skill Development and Entrepreneurship in any publicity material etc. so as to create an impression to the public at large of association/recognition by these Agencies of any of the activities being carried out by the Second Party except those under the Project.



Sanjiv Singh  
Sanjiv Singh  
Director Admin  
AUH Manesar



Prof (Dr) P B Sharma  
Vice Chancellor  
Amity University Haryana  
Manesar-122413 (Gurgaon)



Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413



**xii) Intimation of Single Point of Contact (SPOC)**

The Second Party shall communicate the contact details of a Single Point of Contact in the Institution for the purpose of activities under the Project.

**xiii) Governing Law and Construction**

This Agreement shall be governed by and enforced according to the laws of India, and venue of all disputes arising under this Agreement, except that in any case where the local court shall have exclusive jurisdiction over the subject matter of the dispute, competent District or High court of New Delhi shall have exclusive jurisdiction and venue.

**xiv) Term of the Agreement**

The Agreement would co-terminate with the activities under the Scheme or earlier in case of Delisting of the Project Institute as provided in Request for Proposal for Empanelment of Project Institutes.

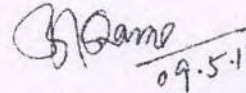
However, both the Parties are duty bound to continue hand-holding the students who are desirous of establishing economic ventures, as might be provided for under the Project In witness whereof, the Agreement has been signed by the Parties:-

**For and on behalf of the  
National E-Hub**

**For and on behalf of the  
(Name of the Project Institute)**

Comdr. (Retd.) Jagmohan Bhogal  
National Project Director

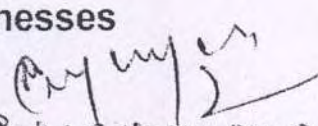
Name and Designation of the Signatory



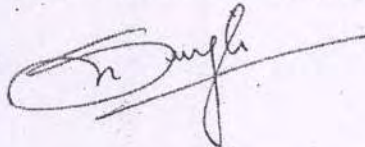
Name and Designation of the Signatory

Prof (Dr) P B Sharma  
Vice Chancellor  
Amity University Haryana  
Manesar-122413 (Gurgaon)

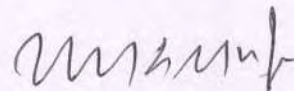
**Witnesses**

1.   
(Prof. (Dr) VIKAS MAHESHWARI)

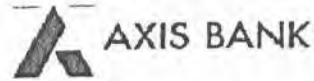
2.



Sqn Ldr SK Singh  
Director Admin  
AUH Manesar



Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413



MS. AMITY UNIVERSITY HARYANA PM YUVA  
AMITY UNIVERSITY MANESAR  
GURGAON HARYANA  
NEAR AMITY DOG HOUSE  
GURGAON  
HARYANA-INDIA

PN: 122413

MOBILE: 91986595817

Date: 03-Apr-2020

STATEMENT FOR A/C: 918010042582374 BETWEEN 01-04-2019 AND 31-03-2020						
Scheme:	SBTRS	Joint Holder Name:	NOMINATION NOT REGISTERED			
LIEN AMOUNT:	0	Nomination:	NOMINATION NOT REGISTERED			
IFSC Code:	UTIB0000720	Nominee Name:	NOMINATION NOT REGISTERED			
MICR Code:	110211062					
Tran Date	Narration	Chq No.	Value Date	Withdrawals(INR)	Deposits(INR)	Balance
	OPENING BALANCE :					.00
28-08-2019	NEFT/P19082801756304/COLLECTION ACCTT/NIESBUD		28-08-2019		26666	26666
30-09-2019	918010042582374 Int Pd 01-07-2019 to 30-09-2019		30-09-2019		87	26753
31-12-2019	918010042582374 Int Pd 01-10-2019 to 31-12-2019		31-12-2019		236	26989
31-03-2020	918010042582374 Int Pd 01-01-2020 to 31-03-2020		31-03-2020		236	27225
	TRANSACTION TOTAL :				27225	
	CLOSING BLANCE :					27225.00

#### IMPORTANT INFORMATION

The a/c balance will be taken as correct unless any discrepancy is notified to us immediately. The closing balance as displayed includes not only the credit balance &/or overdraft limit, but also funds which are under clearing. It excludes the amount marked as lien, if any. 'Value date' is the effective date of Credit/Debit in the account. Axis Bank does not send requests for IDs, Passwords, account numbers, or other sensitive financial information by e-mail/SMS. TDS shall be applicable for Fixed Deposit Interest earned above Rs. 10,000/- during the Financial Year. Not maintaining average quarterly balances will attract charges as per our current charge structure. If the account balance is zero consecutively for 3 months or more, the Bank reserves the right to close the account without intimating the customer. For accounts in Salary power scheme, in case monthly salary is not credited for more than 3 consecutive months, the account will be treated as normal Savings Account & all charges shall be levied as applicable. Also, the Know Your Customer must be complied with & documents are to be submitted, failing which there will be a credit freeze marked on the account. The features of Normal Savings Bank Account & charge structure are available on bank's website www.axisbank.com. You may please contact your nearest Axis bank branch for further details.

If you have created a Fixed Deposit prior to 1-August-2013 under a Joint mode of operation, you are requested to submit a declaration signed by all the deposit holders. This is required in the unfortunate event of death of one of the holders to enable us to pay the maturity proceeds prematurely to the survivors.

Please note that w.e.f. 1st April 2014, locker rent structure has been revised by the bank. This will apply to existing as well as new customers availing lockers with the bank. Please visit <http://www.axisbank.com> for revised fee structure.

Monthly Service Fee will be discontinued for Prime Plus accounts (Scheme: SBPRP) in Semi Urban/Rural branches from 1st April 2014.

Customers in Rural branches will now enjoy Half Yearly Average Balance (HAB) requirement from 1st April 2014. Applicable Savings schemes include SBEZY, SBSAJ, SBSMT, SWEZY, SBAGT, SBPRM, PBTHF, SBFTS, SBSPL & SBWDN. The charge cycle will be 1st April-30th Sep and 1st Oct-31st Mar. Half Yearly Service Fee applicable if the balance requirement is not met is Rs. 750 for SBEZY, SBSAJ, SBSMT, SWEZY, SBAGT, SBSPA, SBPRM, PBTHF and Rs. 500 for SBFTS. For more details contact the Branch or visit [www.axisbank.com](http://www.axisbank.com).

W.e.f. 1/04/2014, TDS will be deducted proportionately on interest earned on term deposits, where the total interest projected on the aggregate of term deposits for the financial year exceeds Rs. 10,000/-. For details, contact the Branch Head.

W.e.f. 1/05/2014, penalty of 1% will be applicable on premature closures of all Fixed Deposits in case of Deposits less than Rs. 5 crores (includes partial closures). This will apply to all Fixed deposits opened/renewed on or after 1st May 2014 except for Non Resident Deposits.

Service Tax Code: - AAACU2414KST001

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+++++ END OF STATEMENT +++++

#### LEGENDS USED IN THE STATEMENT

ICONN	Transaction through Internet Banking	EDC	Credit through EDC machine transaction
AUTOSWEEP	Transfer to linked fixed deposit	SETU	Seamless electronic fund transfer through AXIS Bank
REVSWEET	Interest on Linked fixed Deposit	Int.pd	Interest paid to customer
SWEET TRF	Transfer from Linked Fixed Deposit / Account	Int.Call	Interest collected from the customer
VMT	Visa Money Transfer through ATM	TIP/SCG	Surcharge on Usage of Debit Card at Petrol Pumps/ Railway Ticket Purchase or Hotel Tips
CWDR	Cash Withdrawal through ATM	MMT	Master Card money transfer through ATM
PUR	Purchase using Debit Card	TD	Term Deposit
CLG	Cheque Clearing Transaction	SI	Standing Instructions
RATE.DIFF	Difference in rates on usage of card internationally	INB	Internet Banking
INT	Interest		
BRN	Branch		

Statement Generated By: 44492

<http://10.0.22.102:8081/AccountLevelStatementIVR/statements/reportStatement.jsp?path=ja...> 4/3/2020

*Manish*

Manish

Amity University Haryana  
Manesar, Gurgaon-122413

Scanned with CamScanner

HSRT

Dated: 09/05/2018

To,

Madam Pro Vice Chancellor,  
Amity University Haryana.

Sub: Financial approval for HSRT

Respected Madam,

Amity School of Hospitality has been approved by Ministry of Tourism to conduct government sponsored programme, 'Hunar Se RozgaarTak', under the scheme of "Capacity Building for Service Providers". The trades assigned to ASH are Multi Cuisine Cook, Food & Beverage Service Steward and Room Attendant.

Amity School of Hospitality wishes to start the first batch (25 to 30 students) for Multi Cuisine Cook. The budget for the same is attached along for your kind perusal and approval please.

Thanking you,

Yours Sincerely,

*A. Bhattacharya*  
CA/PS/13

Prof. Arunangshu Bhattacharya

HOI & Deputy Director, ASH

*Padmakali*

Prof (Dr) Padmakali Banerjee

Pro Vice Chancellor

*P B Sharma*

Prof (Dr) P B Sharma

Vice Chancellor

*Mamant*  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

F.No. 36(12)/2015-PMUSD  
Government of India  
Ministry of Tourism  
PMUSD

C-1 Hutments,  
Dalhousie Road,  
New Delhi- 110011  
Dated:- 23<sup>rd</sup> October, 2017

To

Ms. Reena Nigam  
Head of the Department, Amity Skills Institute,  
Amity School of Hospitality, Amity University,  
Education Valley, Panchgaon, Manesar,  
Gurgram- 122413

**Subject:- Target for conducting "Hunar Se Rozgar Tak" training programme  
– An initiative of Ministry of Tourism.**


Madam,

Kindly refer to your request for conducting "Hunar Se Rozgar Tak" training programme under the "Capacity Building for Service Providers" Scheme of this Ministry.

2. After physical inspection by the designated committee and approval of competent authority, it has been decided to allot a total target of 150 candidates as under following courses/ trades for FY 2017-2018 to your institute under the HSRT programmes:-

Multi Cuisine Cook	F & B Service – Steward	Room Attendant
50	50	50

Yours faithfully

  
(S.K. Charkabarty)  
Project Manager – PMUSD  
Telefax:- 23017716

  
Registrar  
Amity University Haryana  
Manesar, Gurgaon-122413

to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

The boarding & lodging costs is applicable to all Trainees irrespective of Special Areas, Disability and Gender and the payout shall be as defined in various slabs mentioned above.

#### 4. THIRD PARTY CERTIFICATION & ASSESSMENT COSTS

4.1 To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party authorized for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall range from Rs.600/- to Rs.1500/- per candidate, based on actuals.

#### 5. ADDITIONAL SUPPORT FOR SPECIAL AREAS/GROUPS

5.1 **Training in Special Areas:** Over and above the Base Cost, an **additional amount equal to 10% of the Base Cost should be permitted** for programmes conducted in the North Eastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nikobar Islands, Lakshadweep and districts affected by Left Wing Extremism (LWE) as identified by the M/O Home Affairs for the Integrated Action Plan (hereinafter referred to as "Special Areas").

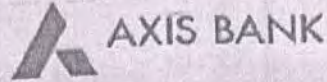
5.2 Upon successful completion of non-residential skill training programmes, and after certification, all Persons Below Poverty Line (BPL), persons with disability and women candidates (hereinafter referred to as "special Groups") will be reimbursed the cost incurred in travelling to and from the training centre at the following rates:

Reimbursement of Conveyance Costs per month	Amount (in Rs.)
1) Training Centre within District of domicile	1000/-
2) Training Centre outside District of domicile	1500/-

5.3 **Post Placement support for Special Areas/Groups for wage employment:** In order to enable the newly skilled persons from Special Areas/Groups to settle into their jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:-

Post Placement Support @ Rs. 1500/- per month	Men	Women
1) Placement within District of domicile	1 month	2 months
2) Placement outside District of domicile	2 months	3 months

provided the placement is made within three months of certification and after post validation of placement of the candidate.



MS. AMITY UNIVERSITY HARYANA HSRT  
E 27 DEFENCE COLONY  
ND NEW DELHI  
NEAR UNIVERSITY  
NEW DELHI  
DELHI-INDIA  
PIN: 110024  
MOBILE: 919808595817  
Date: 03-Apr-2020

STATEMENT FOR A/C: 920010008334473 BETWEEN 01-04-2019 AND 31-03-2020						
Scheme	SBTRS	Joint Holder Name:	NOMINATION NOT REGISTERED			
LIEN AMOUNT	0	Nomination:	NOMINATION NOT REGISTERED			
IFSC Code	UTIB0000720	Nominee Name:	NOMINATION NOT REGISTERED			
MICR Code:	110211062					
Tran Date	Narration	Chq No.	Value Date	Withdrawals(INR)	Deposits(INR)	Balance
	OPENING BALANCE					.00
21-02-2020	NEFT/PUNBH20052690379/E PAYMENT MINISTRY OF TOURIS		21-02-2020		695700	695700
31-03-2020	920010008334473 Int.Pd.03-02-2020 to 31-03-2020		31-03-2020		2668	698368
	TRANSACTION TOTAL:				698368	
	CLOSING BLANCE:					698368.00

**IMPORTANT INFORMATION**

The a/c balance will be taken as correct unless any discrepancy is notified to us immediately. The closing balance as displayed includes not only the credit balance &/or overdraft limit, but also funds which are under clearing. It excludes the amount marked as lien, if any. 'Value date' is the effective date of Credit/Debit in the account. Axis Bank does not send requests for IDs, Passwords, account numbers, or other sensitive financial information by e-mail/SMS. TDS shall be applicable for Fixed Deposit Interest earned above Rs.10,000/- during the Financial Year. Not maintaining average quarterly balances will attract charges as per our current charge structure. If the account balance is zero consecutively for 3 months or more, the Bank reserves the right to close the account without intimating the customer. For accounts in Salary power scheme, in case monthly salary is not credited for more than 3 consecutive months, the account will be treated as normal Savings Account & all charges shall be levied as applicable. Also, the Know Your Customer must be complied with & documents are to be submitted, failing which there will be a credit freeze marked on the account. The features of Normal Savings Bank Account & charge structure are available on bank's website www.axisbank.com. You may please contact your nearest Axis bank branch for further details.

If you have created a Fixed Deposit prior to 1-August-2013 under a Joint mode of operation, you are requested to submit a declaration signed by all the deposit holders. This is required in the unfortunate event of death of one of the holders to enable us to pay the maturity proceeds prematurely to the survivors.

Please note that w.e.f. 1st April 2014, locker rent structure has been revised by the bank. This will apply to existing as well as new customers availing lockers with the bank. Please visit <http://www.axisbank.com> for revised fee structure.

Monthly Service Fee will be discontinued for Prime Plus accounts (Scheme: SBPRP) in Semi Urban/Rural branches from 1st April 2014. Applicable Savings schemes include SBEZY, SBSA3, Customers in Rural branches will now enjoy Half Yearly Average Balance (HAB) requirement from 1st April 2014. Applicable Savings schemes include SBEZY, SBSA3, SBSMT, SWEZY, SDAGT, SBPRM, PBTHF, SBFTS, SBSPL & SBWDN. The charge cycle will be 1st April-30th Sep and 1st Oct-31st Mar. Half Yearly Service Fee applicable if the balance requirement is not met as Rs. 750 for SBEZY, SBSA3, SBSMY, SWEZY, SBAGT, SBSPA, SBPRM, PBTHF and Rs. 500 for SBFTS. For more details contact the Branch or visit [www.axisbank.com](http://www.axisbank.com).

W.e.f. 1/04/2014, TDS will be deducted proportionately on interest earned on term deposits, where the total interest projected on the aggregate of term deposits for the financial year exceeds Rs. 10,000/-. For details, contact the Branch Head.

W.e.f. 1/05/2014, penalty of 1% will be applicable on premature closures of all Fixed Deposits in case of Deposits less than Rs. 5 crores (includes partial closures). This will apply to all Fixed deposits opened/renewed on or after 1st May 2014 except for Non Resident Deposits.

Service Tax Code: - AAACU2414KST001

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+++++ END OF STATEMENT +++++

#### LEGENDS USED IN THE STATEMENT

Code	Description	Code	Description
ICNN	Transaction through Internet Banking	EDC	Credit through EDC machine transaction
AUTOSWEEP	Transfer to linked fixed deposit	SETU	Seamless electronic fund transfer through AXIS Bank
REV SWEEP	Interest on Linked fixed Deposit	Int.pd	Interest paid to customer
SWEEP TRF	Transfer from Linked Fixed Deposit / Account	Int.Coll	Interest collected from the customer
VMT	Visa Money Transfer through ATM	TIP/SCG	Surcharge on Usage of Debit Card at Petrol Pumps/ Railway Ticket Purchase or Hotel Tips
CWDR	Cash Withdrawal through ATM	MMT	Master Card money transfer through ATM
PUR	Purchase using Debit Card	TD	Term Deposit
CLG	Cheque Clearing Transaction	SI	Standing Instructions
RATE DIFF	Difference in rates on usage of card internationally	INB	Internet Banking
INT	Interest		
BRN	Branch		

Statement Generated By: 44492

<http://10.0.22.102:8081/AccountLevelStatement/VR/statements/reportStatement.jsp?path=ja...> 4/3/2020

**F. No. 3(1)/2014-CBSP  
GOVERNMENT OF INDIA  
MINISTRY OF TOURISM  
PMUSD**

**GUIDELINES ON "HUNAR SE ROZGAR TAK" PROGRAMME  
(AS ALIGNED TO THE COMMON NORMS NOTIFIED BY THE MINISTRY OF SKILL  
DEVELOPMENT & ENTREPRENEURSHIP)  
(Effective from 27<sup>th</sup> December, 2016)**

**(TOURISM AND HOSPITALITY SECTOR PROGRAMMES FOR IMPLEMENTATION  
UNDER THE SCHEME OF "CAPACITY BUILDING FOR SERVICE")**

As part of the *Suo-Motu initiatives* of the Ministry of Tourism under the Scheme of "Capacity Building for Service Providers", it was decided to provide financial assistance to Govt. sponsored Tourism & Hospitality Institutes, Private Tourism/Hospitality Institutes, State Tourism Development Corporations and State Governments etc. to conduct Skill Development Programmes to be called "HUNAR SE ROZGAR" or its verticals. The Programme offered short but quality training courses covering (i) Food & Beverage Service (ii) Food Production (iii) Bakery & Patisserie (iv) Housekeeping Utility (v) Driving Skills (vi) Stone Masonry (vii) Golf Caddies (viii) Tourist Facilitator etc. The programme was aimed at targeting persons with not much means and in need to acquire skills facilitative to employment. The implementation of the programme was subject to certain administrative and financial Guidelines.

In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries/Departments, the Govt. of India has decided to bring all the schemes/programmes relating to skill development activities within the Common Norms notified by the Ministry of Skill Development & Entrepreneurship with the approval of the Ministry of Finance. The Ministry of Tourism has accordingly resolved to effect full transition to these norms with effect from 1st April, 2016 as per the Cabinet decision.

"Skill Development, for the purpose of any Government scheme, is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that enables a participant to acquire a skill duly assessed and certified by an independent third party agency, and which enables him/her to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training and shall fall in the categories as per below:

  
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- (i) For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute
- (ii) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 16 hours or more of trainings including practical and/or on-the-job training.
- (iii) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.”

In conformity with the framework of skill development as defined above, all skill development courses the course duration of which fall into categories (i) and (ii) above would henceforth come under the umbrella of the “Hunar Se Rozgar Tak” Programme of the Ministry of Tourism and include the courses listed below. After incorporating the Common Norms as notified by the Ministry of Skill Development & Entrepreneurship, as revised from time to time, the revised Guidelines governing the implementation of the “HUNAR SE ROZGAR TAK” programme of the Ministry of Tourism would be as follows with effect from the 27-12-2016:-

I) **COURSES OFFERED** : To begin with, the following skill development courses will be conducted under the “Hunar Se Rozgar Tak” programme with effect from 27-12-2016 after adopting NSQF approved courses. The QP-NOS(Level-4) prescribed by the Tourism & Hospitality Skill Council (THSC) in respect of the Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate courses and QP-NOS(Level-4) prescribed by the Food Industry Capacity and Skill Initiative (FICSI) in respect of the Craft Baker course have been adopted in full as they presently exist. Complete details of the course content/syllabus etc. and may be downloaded from their respective websites :-

- a) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by Govt. Institutes of Hotel Management/Food Craft Institutes etc. - (Annexure-A)**
- b) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by State/Union Territory Governments - (Annexure-B)**
- c) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by State/Union Territory Tourism Development Corp./Boards; (Annexure-C)**



- d) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by industrial units, associations of industries and professional/skill developing agencies with proven credentials; (Annexure-D)**
- e) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by Classified Hotels; (Annexure-E)**
- f) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by hospitality Institutes approved by the AICTE/National Skill Development Agency/State & Union Territory Govts. (Annexure-F)**
- g) Six-day **Skill Testing & Certification** courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill up-gradation of persons already engaged in hospitality related occupations **to be implemented by Ministry of Tourism sponsored Govt. Institutes of Hotel Management and Food Craft Institutes etc. (Annexure-G)**

The Ministry of Tourism may introduce/revive any other NSQF compliant course(s) in future to meet the Sectoral requirements/expectations, in which case, specific regulatory guidelines will be framed within the scope and width of the Common Norms notified by the Ministry of Skill Development & Entrepreneurship.

**The Common Guidelines applicable uniformly to all the aforesaid skill development courses under the “Hunar Se Rozgar Tak” programme are as under :-**

## **II) Attendance, Assessment & Certification**

The trainees with minimum attendance of 80% will only be permitted to appear in the course-end test. The assessment and certification will be done by the respective Implementing Agencies as is being done now with one internal and one external examiner. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. It has only to be ensured that the assessing Institute/Implementing Agency does not become the self assessor for its own training programmes so as to comply with the spirit of third party assessment. However assessment and certification norms developed by the concerned regulatory bodies, sector skill council / industry would be approved by the NSQC to ensure that the outcomes conform to the appropriate NSQF level. Certificates issued post assessment will mention the level of NSQF at which it lies. Third Party Certification & Assessment Costs to paid is given in SCHEDULE-I.

### III) Funding Norms of the Programme

Based on the nature and characteristics of the trades/job roles, the Multi Cuisine Cook and Craft Baker courses are classified as Category-I courses while the Food and Beverage Service Steward, Room Attendant and Front office Associate listed in Category-II. The classification of all new NSQF compliant courses to be introduced in future will be notified alongwith the guidelines on the respective courses.

The funding norms as given in **SCHEDULE-I (Schedule of Cost)** shall apply to all the "Hunar Se Rozgar Tak" courses listed above, except as otherwise provided in the specific guidelines. The hourly rates (i.e. Base Cost) shown in **SCHEDULE-I** shall be inclusive of cost components such as:

- (i) Mobilization of candidates
- (ii) Post-placement tracking/monitoring
- (iii) Curriculum
- (iv) Placement expenses
- (v) Trainers' training
- (vi) Equipment
- (vii) Amortization of Infrastructure costs/Utilities
- (viii) Teaching Aid (including Course material & Tool Kit)
- (ix) Raw material
- (x) Salary of trainers

The fund flow to the Training Providers shall be based on the outcomes achieved, and shall be released in the manner given in **SCHEDULE-III** to implement the programmes effectively. The formats for rendering detailed accounts will be communicated separately.

### IV) Monitoring & Tracking

The HSRT Implementing Agencies shall have access to an open, common and extensible data standards to ensure that their IT systems can share data and do transactions in a scalable way. Standardized Application Program Interface (APIs) will also be defined for use in the Management Information System (MIS) of various skills training programs. Also, the Ministry of Skill Development and Entrepreneurship shall facilitate the development of an integrated and interactive MIS based on the above standards and APIS which should thereafter be available for use by all Implementing Agencies. This integrated MIS should serve as an aggregator from the ERP/MIS solutions of States and Ministries/Departments of specific programmes.

All the trainees trained under a project will be tracked for a period of one year from the date of completion/certification of training with respect to their career progression, retention and other parameters. An Innovative system for tracking to be developed that

shall use technology (web and mobile based) and has incentives for the trainees to respond to the tracking system.

The following shall apply to the Monitoring & Tracking Mechanism:

- (i) If particulars pertaining to 90% of the candidate in any batch are fed into the central MIS, then this would account for successful tracking of the candidates of that particular batch. Completion of this step would entitle the training provider to seek disbursement of one instalment of the training cost from the concerned Ministry, which would be 10% of the training cost, or an amount of Rs.5,000/- per candidate, whichever is less.
- (ii) Each candidate would be tracked once every month for a period of one year in case of fresh entrants after she/he completes her/his training. Parameters to be tracked would be as under:-
  - a) Placement should be within 3 months of completion of training
  - b) Once placed, remuneration/ incremental remuneration per month
  - c) Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
  - d) If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.
- (iii) Till the MIS becomes available, each Implementing Agency will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers, their employer details and salary status is posted on their website after conclusion of training of every batch.

## V) OUTCOME OF THE COURSE

Since **Employment (both wage and self)** is a mandatory outcome of funding under this programme, the outcomes from the "Hunar Se Rozgar Tak" programmes shall be defined to include :-

- (i) **Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment;**
- (ii) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide **wages/CTC at least equal to minimum wages prescribed. In case the employer pays minimum wages in terms of Cost to Company (CTC), atleast 80% of the CTC should be paid as**

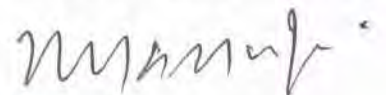
**cash to the candidate. Such candidates should continue to be in jobs a minimum period of three month from the date of placement in the same or a higher level with the same or any other employer.** For this purpose, one-monthly pay slip can be accepted as the evidence to support the wage employment. In addition, enrolment of candidates for apprenticeship and Work Permit (Work Visa) for overseas employment would also be treated as proof of employment;

- (iii) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document. In case of self-employment, securing a relevant enterprise development loan can also considered as proof of evidence under any other suitable and verifiable document.
- (iv) In case of re-skilling or skill-upgradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.

**VI)** Soft skills (which would include computer literacy, language and workplace interpersonal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the "Hunar Se Rozgar Tak" courses. Each course will have a built-in emphasis on improving the trainees' behaviour and attitudes in order to enhance their market acceptability.

**VII)** The detailed guidelines on target group, implementing agencies, intake & selection, annual targets, Publicity, Faculty and Attendance, Assessment & Certification for various courses etc. have been indicated in the course guidelines at Annexures-A to G.

**VIII)** Since the Base Cost (hourly rate per trainee) includes the components of Mobilization of candidates, Post-placement tracking/ monitoring, Curriculum, Placement expenses, Trainers training, Equipment, Amortization of infrastructure costs/utilities, Teaching Aid, Raw material and Salary of trainers, there would be no need for rendering detailed account for each of these components. However, the implementing agencies would render detailed accounts for such components of expenditure like transport cost, Boarding & Lodging, Additional support for Special Areas/Groups, Stipend/Incentive for 80% attendance and passing and Uniforms. The formats for rendering accounts would be communicated separately.



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**IX) Uploading of video Clipping :** Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) ([pmuhsrt@gmail.com](mailto:pmuhsrt@gmail.com)). After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

## **X) INPUT STANDARDS**

While all training programmes funded under this programme need to ensure that the outcomes are achieved as per these guidelines, the following inputs must also be in place to ensure that adequate training infrastructure and capacity exists:

- (i) The overall training infrastructure specially the training aids and equipment should be as per industry benchmarks;
- (ii) Trainers with suitable qualifications/experience should only be hired and each trainer to having undergone Training of Trainers (ToT); (For this purpose, 2 to 3 days of refresher training for the trainers of the Institutes/Implementing Agencies of the Ministry of Tourism to be organised by the Tourism & Hospitality Skill Council should be enough for them to be made acquainted with the modalities of the QP-NOS courses)
- (iii) Industry relevant content, appropriate to the learning groups, and conforming to the requirements of NSQF/SDIS, being used;
- (iii) The students and trainers to be enrolled must be linked to Aadhar in the Implementing Agency's records as well as the individual's Banks account. (The money paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary's Aadhar linked bank account through the PFMS. The Implementing Agency would also render a true account of the expenditure incurred separately on Stipend, Uniforms, transport and lodging & boarding to the Ministry of Tourism in the proforma to be prescribed by the Ministry in due course).

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SCHEDULE OF COST (With Effect from 01-04-2016)**1. BASE COST**

1.1 The Base Cost for different Sectors will be as under:

- (i) Rs.40.50 per hour of training for trades/sectors listed in Category-I.
- (ii) Rs.34.70 per hour of training for trade/sectors listed in Category-II.
- (iii) Rs.28.90 per hour of training for trades/sectors listed in Category-III.

The Common Norms Committee under the Ministry of Skill Development & Entrepreneurship has increased the Base Cost by 5% (five percent) with effect from **01-04-2017** vide Ministry of Skill Development & Entrepreneurship O.M. No. H-22011/2/2014-SDE dated 03-02-2017.

**2. TRANSPORT COSTS**

2.1 For candidates from Special Areas, as defined in Clause 5.1 of Schedule-I, undergoing training outside district of such Special Areas, to and fro transport cost as per actuals, subject to a maximum of Rs.5000/- per trainee, may be payable for:

- a) Residential trainings, and/or
- (b) In respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or
- c) Training programmes anywhere in the country where women trainees have to travel more than 80 kms. from their homes to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

**3. BOARDING & LODGING COSTS**

The Ministry will reimburse **Boarding & Lodging Costs at actual** subject to a maximum per trainee per day as per table below:

i) X Category Cities/Town per day per Trainee	Rs.300/-
ii) Y Category Cities/Town per day per Trainee	Rs.250/-
iii) Z Category Cities/Town per day per Trainee	Rs.200/-
iv) Rural Areas and any Area not notified as a municipal/town area	Rs.175/-

**(The List of categories of cities is given at SCHEDULE-III)**

The reimbursement of boarding & lodging costs will be payable for:

- a) Residential trainings, and/or
- (b) In respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or
- c) Training programmes anywhere in the country where women trainees have to travel more than 80 kms. from their homes

to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

The boarding & lodging costs is applicable to all Trainees irrespective of Special Areas, Disability and Gender and the payout shall be as defined in various slabs mentioned above.

#### 4. THIRD PARTY CERTIFICATION & ASSESSMENT COSTS

4.1 To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party authorized for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall range from Rs.600/- to Rs.1500/- per candidate, based on actuals.

#### 5. ADDITIONAL SUPPORT FOR SPECIAL AREAS/GROUPS

5.1 **Training in Special Areas:** Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be permitted for programmes conducted in the North Eastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nikobar Islands, Lakshadweep and districts affected by Left Wing Extremism (LWE) as identified by the M/O Home Affairs for the Integrated Action Plan (hereinafter referred to as "Special Areas").

5.2 Upon successful completion of non-residential skill training programmes, and after certification, all Persons Below Poverty Line (BPL), persons with disability and women candidates (hereinafter referred to as "special Groups") will be reimbursed the cost incurred in travelling to and from the training centre at the following rates:

Reimbursement of Conveyance Costs per month	Amount (in Rs.)
1) Training Centre within District of domicile	1000/-
2) Training Centre outside District of domicile	1500/-

5.3 **Post Placement support for Special Areas/Groups for wage employment:** In order to enable the newly skilled persons from Special Areas/Groups to settle into their jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:-

Post Placement Support @ Rs. 1500/- per month	Men	Women
1) Placement within District of domicile	1 month	2 months
2) Placement outside District of domicile	2 months	3 months

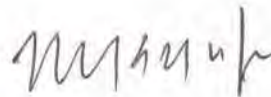
provided the placement is made within three months of certification and after post validation of placement of the candidate.

5.4 **Training for Persons with Disability (PwD):** Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be provided for skill development programmes imparted to Persons with Disability (PwD). Provided that in the case of training of PwD in the Special Areas, the total cost permissible will be 120% of the Base Cost. At least 3% of total training done by every Implementing Agency in each year shall be reserved for persons with disabilities, in trades as decided by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in conjunction with the National Skill Development Agency (NSDA).

5.5 **Upon successful completion and certification,** the certified candidate may be paid a lump-sum **stipend/incentive of Rs.2000/- for the Multi Cuisine Cook and Craft Baker courses and Rs.1500/-for the Food and Beverage Service Steward, Room Attendant and Front office Associate courses,** as the case may be. This amount shall be over and above the Base Cost.

5.6 For **provision of uniforms** for trainees, **an amount of Rs.1900/- will be allowed** and this amount shall be over and above the Base Cost,

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**Categorization of Indian cities for residential training costs**

S. No.	State	Cities classified as "X" as "X"	Cities classified as "y"
1	Andhra Pradesh		Vijayawada (Urban Agglomeration (UA), Visakhapatnam (UA), Guntur
2	Assam		Guwahati (UA)
3	Bihar		Patna(UA)
4	Chandigarh		Chandigarh
5	Chhattisgarh		Durg – Bhilai Nagar (UA) , Raipur (UA)
6	Delhi	<b>Delhi NCR (UA)</b>	
7	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Vadodara
8	Haryana		Faridabad
9	J&K		Srinagar (UA), Jammu(UA)
10	Jharkhand		Jamshedpur(UA), Dhanbad
11	Karnataka	<b>Bengaluru (UA)</b>	Belgaum(UA), Hubli – Dharwar, Mangalore(UA)
12	Kerala		Kozhikode(UA), Kochi(UA), Thiruvananthapuram(UA)
13	Madhya Pradesh		Gwalior(UA), Bhopal (UA), Indore(UA), Jabalpur
14	Maharashtra	<b>Greater Mumbai (UA)</b>	Amravati, Nagpur(UA), Aurangabad (UA), Nasik(UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15	Orissa		Cuttack(UA), Bhubaneswar(UA)
16	Puducherry		Puducherry(UA)
17	Punjab		Amritsar (UA), Jalandhar
18	Rajasthan		Bikaner, Jaipur, Jodhpur(UA), Kota
19	Tamil Nadu	<b>Chennai</b>	Salem(UA), Tiruppur (UA), Coimbatore(UA), Tiruchirapalli (UA), Madurai (UA)
20	Telangana	<b>Hyderabad(UA)</b>	Warangal(UA)
21	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad, Aligarh, Agra(UA), Bareilly (UA), Lucknow(UA), Kanpur (UA)
22	Uttarakhand		Dehradun (UA)
23	West Bengal	<b>Kolkata (UA)</b>	Asansol (UA)

All other cities / town in various States / UTs which are not covered by classification as "X" or "Y" are classified as "Z". The above categorization of cities / towns being adopted from the categorization of Indian cities/towns for payment of HRA as per 2008-6<sup>th</sup> Pay Commission

Fund Flow Mechanism

## 1. Schedule of release of payments:

1.1 The release of funds could be batch wise or as per project MoU as per the guidelines of scheme in question. The funds should be released to the Training Providers as per the following schedule:

Instalment	Percentage of Base Cost	Output Parameters
1 <sup>st</sup>	30%	On commencement of Training Batch against validated candidates
2 <sup>nd</sup>	50%	On successful certification of the trainees
3 <sup>rd</sup>	20%	Outcomes based on Placements as under

1.2 The above payment schedule is subject to the following:

- (i) It is applicable only for fresh training.
- (ii) The second tranche of 50 % will be calculated on the basis of total cumulative 80% payment for candidates actually certified.
- (iii) The dropouts will not be considered for 2nd and 3rd tranche. The 1<sup>st</sup> tranche payment of the dropouts is adjusted in next tranche.

2. The 20% of training cost which is linked to outcome (3rd instalment) would be released to the Training Provider subject to compliance with para V of the HSRT guidelines subject to the following:

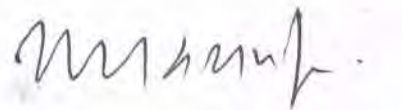
- (i) Training Provider shall be eligible for 100% payment on for outcome achievement under para V.
- (ii) Training Provider will be paid on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- (iii) Training provider will be asked to discontinue the training in that particular trade/centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants/ 14 months in case of reskilling and upskilling, is unsatisfactory as defined under:

- a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- b. 49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of reskilling and up skilling.
- c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure - I in case of self-employment. In the case of such disengagements, the Ministry concerned would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training provider from implementation of the Scheme/project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the concerned Ministry.

3. In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided:

- (i) For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3000/- per candidate.
- (ii) For every candidate where outcome achievement is above 85%, the Training provider should be paid an additional amount of Rs.5000/- per candidate.

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Manoj K. Deyach-122418

**Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Govt. Institutes of Hotel Management/Food Craft Institutes**

**I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours not yet decided)	QP:FIC/Q5002
F&B Service -Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0301 Version 1.0
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0202 Version 1.0
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)	QP:THC/Q0102 Version 1.0

The URL of the courses, containing the syllabus etc., are as follows:

[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q3006\\_Multi-cuisine-Cook.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0202\\_Room-Attendant.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0102\\_Front-Office-Associate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-Office-Associate.pdf)

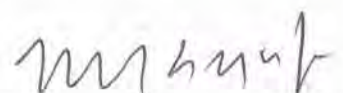
It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

- II) Target Group :** The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding or pursuing Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).

- III) **Conduct of the Programme** : The Programme will be implemented through the Institutes of Hotel Management, Food Craft Institutes sponsored by the Ministry of Tourism and the India Tourism Development Corporation (ITDC).
- IV) **Intake and selection** : A class, to begin with, will have a minimum of 20 trainees and a maximum of 30. In case the number of eligible candidates exceeds the requirement of a batch and there is a requirement of additional batches, the Implementing Agency will concurrently or in phases run more batches depending on its institutional capacity. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each.

Placement/Self-employment being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

- V) **Minimum target** : Each Implementing Agency will conduct the Programme in such a way that the minimum Annual targets set by the Ministry of Tourism is not only achieved but also exceeded to the maximum extent possible.
- VI) **Course contents** : The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).
- VII) **Publicity** : The Implementing Agencies will publicize the programme by inserting advertisement in the newspapers and also putting it on its respective websites. They will also publicize the programme amongst the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV/Radio channels may also be arranged.



**VIII) Faculty :** In order to maintain the quality of regular courses as well as the "Hunar Se Rozgar Tak" initiative, the faculty arrangements for undertaking the courses would be as under :-

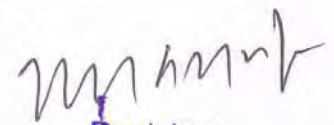
- a) The IHMs will have option of implementing these short duration courses either by using their regular faculty or by hiring additional faculty on contractual basis.
- b) In case the Central IHMs decide to appoint additional contractual Teachers for the short duration courses their additional strength will be reckoned strictly on the basis of the SIU norms on faculty: student ratio (i.e. 1 teacher for every 25 students). Having ascertained the requirement, up to one additional faculty can be deployed after following the due process and taking approval of the Chairperson of the Board of Governors. If more than one additional faculty is required, then the Central IHMs will take prior approval of the Ministry of Tourism. Such Trainer would have to undergo the Training of Trainers programme.
- c) If the IHMs implement the courses through the existing faculty, it will be ensured that the involvement of existing teaching and non-teaching faculty does not compromise the quality of the regular courses or the normal work.
- d) The total honorarium/remuneration payable to the guest faculty/existing teaching and non-teaching staff or any work of arduous and intermittent nature, including classes conducted or assistance rendered for the conduct of "Hunar Se Rozgar" shall be as follows and shall form a part of the Base Cost:-
  - (i) Rs.1000/- for guest faculty- for a class of 60-90 minutes duration.
  - (ii) Rs.500/- for faculty/staff of Implementing Agency- *for a session ( of four hours ) subject to a ceiling of upto 30 days or 60 sessions in a year, whichever is lower.*
  - (iii) Rs.250/- for student-trainer who provide training for a two hour class.
  - (iv) An additional Rs.200/- shall be payable to a guest faculty per day, on self-certification, for meeting the local travel cost. (Senior students of IHMs/FCIs may be used as trainers)
  - (v) Expenses on meals for trainers/trainees - Rs.70/- per person per day.

**The entire expenditure on this account will be met out of the Base Cost.**

**IX) Application fees :** There will be no application or course fees chargeable to the applicant/trainee.

- X) **Uniforms** : For provision of uniforms for trainees, an amount of Rs.1900/- per trainee will be allowed and this amount shall be over and above the Base Cost.
- XII) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para . II (Attendance, Assessment and Certification) of the HSRT guidelines.

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**Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Governments;**

**I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours not yet decided)	QP:FIC/Q5002
F&B Service -Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0301 Version 1.0
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0202 Version 1.0
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)	QP:THC/Q0102 Version 1.0

The URL of the courses, containing the syllabus etc., are as follows:

[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q3006\\_Multi-cuisine-Cook.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0202\\_Room-Attendant.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0102\\_Front-Office-Associate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-Office-Associate.pdf)

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

- II) Target Group :** The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).



### III) Conduct Of The Programme

The Institutes of Hotel Management and Food Craft Institutes running the AICTE approved courses or the Institutes that have the facility, both physical and academic to conduct hospitality courses. However, the State Governments/UT Administrations concerned will be responsible for steering and monitoring the efforts of the Institutes assigned the responsibility of conducting the Programme.

### IV) Project Sanction

The project sanction will be done by the State Level Committee to be constituted by the State Govt./UT Administration concerned.

### V) Selection Of The Institutes

The State Government/UT Admn. concerned will select the Institutes following a transparent system. The following should be the steering/selection committee for the purpose :-

- a) The State Secretary of Tourism - Chairperson
- b) A representative of the District Urban Development Agency.
- c) The Principal of the nearest MoT sponsored IHM in the State.
- d) The concerned Regional Director Indiatourism Office.
- e) The Director, Technical Education in the State Govt. Plus need based co-opted members
- f) The Director, Higher Education in the State Govt.

The Commissioner/Secretary (Tourism) in the State Govt./UT Administration would act as the Secretariat for the purpose. Secretary, State Tourism can co-opt any other person in this committee. The State Secretary of Tourism will have the discretion to co-opt an additional member in case considered necessary for an objective selection.

### VI) Minimum Target

Each implementing Institute will conduct the Programme at least two times in a year and each programme will consist of the five aforesaid courses. However, more batches will be taken up if the number of eligible applicants is higher.

### VII) Course Content

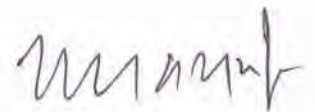
The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).

- VIII) **Intake and selection** : A class, to start with, will have a minimum of 20 trainees and a maximum of 30. In case the number of eligible candidates exceeds the requirement of a batch and there is a requirement of additional batches, the Implementing Agency will concurrently or in phases run more batches depending on its institutional capacity. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each.

Placement/Self-employment being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

- IX) **Application Fees**: There will be no application form fee or course fees chargeable to the applicant eventual trainee.
- X) **Uniforms** :For provision of uniforms for trainees, an amount of Rs.1900/- per trainee will be allowed and this amount shall be over and above the Base Cost.
- XI) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment And Certification) of the HSRT guidelines.

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Registrar  
Amity University Haryana  
Meerut, Gurgaon-122413

**Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Tourism Development Corp./Boards;**

i) **Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours not yet decided)	QP:FIC/Q5002
F&B Service -Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0301 Version 1.0
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0202 Version 1.0
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)	QP:THC/Q0102 Version 1.0

The URL of the courses, containing the syllabus etc., are as follows:

[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q3006\\_Multi-cuisine-Cook.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)  
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It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

ii) **Implementation**

The State Tourism Development Corporations will conduct the training programmes at their respective guest houses, tourists homes or such other establishments (referred to as establishments hereafter). The following will be the minimum training targets :

- a) An establishment with 20 or more rooms will work for a training class of 40 students. However, it will in no circumstances constitute a class of less than 25 students, to begin with;
- b) An establishment with 10 -19 rooms will work for a training class of 20 students. However, it will in no circumstances constitute a class of less than 15 students, to begin with;
- c) An establishment with less than 10 rooms will not be eligible to conduct the training courses.

iii) **Target Group** : The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme.

(The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).

iv) **Intake and selection**

a) The programmes will have an inclusive nature. Each STDC will invite applications through newspaper advertisement atleast once in a year. The advertisement will cover all the implementing establishments under it. Additional advertisements may be issued based on needs. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the implementing establishment / STDC will concurrently or in phases run more batches depending on its institutional capacity. In case of phasing, the scheduling of candidates between batches will be on first-cum-first -admitted basis. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each.

**Placement/Self-employment** being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire

training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

- iv) **Minimum target** : Each Implementing establishment will conduct a minimum of 6 courses during the year. The class strength will be as per the norms indicated in (ii) above..
- v) **Course contents** : The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).
- vi) **Faculty** : Each STDC will use its regular faculty for the Programmes, if available. Alternatively, the STDC will engage contractual faculty at the rate indicated by the MoT from time to time. The norm in this regard will be : one teacher for every 25 students. The STDC will also ensure that contract faculty engaged is fully utilized. Such Trainers would have to undergo the Training of Trainers (TOT) programme.
- vii) **Application fees** : There will be no application or course fees chargeable to the applicant / eventual trainee.
- viii) **Record of trainees** : After conclusion of the training of a batch, the list of pass-outs shall be uploaded on the Institute's website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that, at the concluding/valedictory session of each batch of the training programme, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute's website as well.
- ix) **Mentor Institute** : The MoT will designate atleast one Institute of Hotel Management affiliated to the NCHMCT to serve as a Mentor Institute to a STDC and the implementing establishments under it.
- x) **Uniforms** : For provision of uniforms for trainees, an amount of Rs.1900/- per trainee will be allowed and this amount shall be over and above the Base Cost,

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by industrial units, associations of industries and professional/skill developing agencies with proven credentials:

I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
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[https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)  
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It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

- II) **Target Group** : The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).

- xi) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.

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### III) **Conduct of the Programme**

The Programme will be implemented by the industrial units associations of industries and professional / skill developing agencies with proven credentials. Each organisation will be considered by the MoT in terms of an application in the prescribed form subject to the following amongst others:

- a) It possesses the required training facilities as certified by a team (deputed by MoT) on the basis of an inspection prior to the project sanction;
- b) It will ensure at least 70% placement of the pass-outs (including 20% self-) as per the Common Norms;
- c) It may conduct the training courses at centres with facilities, not necessarily its own, but without entering into an institutional arrangement entailing delegation of financial and administrative responsibilities. However, each training centre will be inspected by a team (deputed by MoT) to assess and certify the adequacy of training facilities prior to the project sanction;
- d) It will be paid assistance as per the programme norms and no additional payment will be made for engaging the training centres and the required facilities; and
- e) It is not in receipt of funds for HSRT implementation from an intermediate authority, for instance the State governments.

### IV) **Programme Authorities**

The Ministry of Tourism will be competent authority for : (a)The selection of the implementing organisations; (b) Matters of policy, strategy & size of the programme and the matters connected therewith; (c) The processing of project and financial sanctions including issuing clarifications on connected aspects; and (d) The programme monitoring and inspections.

### V) **Intake and Selection**

A class will start with a minimum of 20 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Implementing organisation will concurrently or in phases run more batches depending on its institutional capacity with the prior approval of MoT. The Implementing organisation will maintain a register of applications which will also indicate the date of receipt of each.



Placement/Self-employment being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

**VI) Training Target**

Each Implementing organisation will pursue such targets as may be fixed by the Ministry of Tourism (MoT) annually. The MoT will, however, have the discretion to revise the targets mid-stream reckoning the organisation's performance.

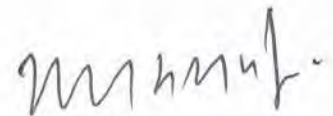
**VII) Application fees :** There will be no application or course fees chargeable to the applicant / eventual trainee.

**VIII) Publicity :** The Implementing organisation will publicize the programme by inserting advertisement - not more than two in a year - in the newspapers and also putting it on its website. The Implementing organisation will also publicize the programme through the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV / Radio channels may also be arranged.

**IX) Uploading of video Clipping :** Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) ([pmuhsrt@gmail.com](mailto:pmuhsrt@gmail.com)). After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

- X) **Inspection & monitoring** : MoT may, at its discretion, have the programme inspected by its own team or by a third party. Based on the inspection reports, MoT may issue, if necessary, directions as to corrections in programme implementation, and may cancel, if the facts of the inspection so warrant, the project itself with consequential liability on the implementing organisation.
- XI) **Uniforms** : For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost.
- XII) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.

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Registrar  
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**Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Classified Hotels;**

In order to give boost to the HSRT initiative, the Ministry of Tourism (MoT) has established partnership with Hotel Association of India and Federation of Hotel Restaurants Association of India for training in classified hotels. Besides, developing skilled labour has been made mandatory for hotels from the date of Classification and the guidelines for Classification/Re-classification of hotels have been amended. The main goal of this strategy is to synergize the efforts of MoT and the Hotel Industry to skill persons in trades specific to hospitality trades through the following Guidelines.

Developing skilled labour through training is mandatory for 1 to 5 Star Deluxe hotels and Heritage properties for which funding will be provided by the Ministry of Tourism. Target of persons to be trained annually by hotels will be based on rooms per hotel as follows:

Rooms Per Hotel	No. of Persons to be Trained in				
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
100+	20	20	25	25	30
50 to 100	10	10	15	15	20
20 to 50	5	5	5	5	5

Hotels with number of rooms less than 20 have been exempted from this requirement.

**I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours not yet decided)	QP:FIC/Q5002
F&B Service -Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0301 Version 1.0
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)	QP:THC/Q0202 Version 1.0
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)	QP:THC/Q0102 Version 1.0

The URL of the courses, containing the syllabus etc., are as follows:

[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q3006\\_Multi-cuisine-Cook.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0202\\_Room-Attendant.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0102\\_Front-Office-Associate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-Office-Associate.pdf)

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

- II) **Target Group** : The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).
- III) Advertisement for the courses are to be released by the nearest Institute of Hotel Management for the five trades in English/ Hindi and vernacular language.
- IV) The candidates will be called for an 'orientation programme' followed by interview at a hotel to be identified by the local hotel, restaurant association. The prospective trainees will be educated about the objectives of the HSRT programme and its prospects, thereafter.
- V) Candidates will be Interviewed and screened for suitability. The screening committee will have representative of local Hotel Association, Principal/staff of local IHM. No TA/DA would be paid to candidates for attending the interview. The list of suitable candidates will be made available to the Hotel Association for deployment at their member hotels.
- VI) Hotels can conduct training for sponsored candidates from NGOs, Voluntary Organizations and Local Municipality etc. Names of such candidates must be registered with the local IHM prior to commencement of programme.
- VII) Candidates selected will join only after undergoing basic medical test and police verification.
- VIII) Hotels should take in 50% more candidates than the number of seats to accommodate for drop-outs during the training period.

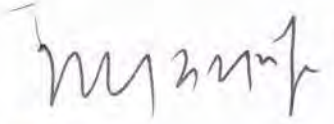
- IX) A minimum of ten persons will constitute a training class to begin with. Since a hotel with rooms between 20 to 50 will not be expected to have facilities / infrastructure necessary for the conduct of trainings, an arrangement can be worked out between 2 to 5 hotels to conduct this obligatory training (only the theory part) in one cluster and the practical part is carried out in the respective hotels.
- X) For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost. Uniforms for the different trades will be supplied by The Handicrafts & Handlooms Exports Corporation of India Ltd. (HHEC). These will be ordered as per requirement by the local IHM to be collected by hotels of the region, based on their demand. Hotels must issue only one set of uniform during the first week of training of candidates and only after ensuring their continuity, issue the second uniform to prevent misuse. (Cost of uniform will be reimbursed to IHM by the Ministry of Tourism). Hotels, if required, can issue their own uniform during the training period.
- XI) Tool-kits to be provided by the local IHM and issued to the hotels based on their requirement. Cost of tool kit will be reimbursed to IHM by Ministry of Tourism as part of the Base Cost.
- XII) The Incentive/Stipend for 80% attendance to the certified pass-outs will be paid by the local IHM at the end of the training (the Ministry of Tourism will reimburse the amount). Attendance will be monitored by the hotel and verified by the local IHM before release of Incentive/Stipend.
- XIII) Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.
- XIV) Data base will be maintained by IHM for all successful candidates with their photograph, address and contact details. This data will be utilized for uploading on MoT/NCHMCT website.
- XV) Employment (both Wage and Self) of successful trainees is mandatory for the Hotels conducting the HSRT programme as per the Common Norms.

**Placement/Self-employment** being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT

courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

- XVI) Where hotels, of different star categories, do not have training facilities, the Hotel Association may conduct combined training at different units.
- XVII) In addition to the costs on Uniform, Assessment & Certification and stipend/incentive, the mentor Institute of Hotel Management will be paid only 20% of the current Base Cost towards the two components of (i) Mobilization of candidates and (ii) Teaching Aids (including Course material & Tool Kit).

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Manesar, Gurgaon-122413

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by hospitality Institutes approved by the AICTE/National Skill Development Agency/State & Union Territory Govts.

I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)	QP:THC/Q3006 Version 1.0
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[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0202\\_Room-Attendant.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)  
[https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0102\\_Front-Office-Associate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-Office-Associate.pdf)

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II) **Target Group** : The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).

III) **Conduct of the Programme** : The Programme will be implemented through the hospitality institutes that have the approval as such of the AICTE/National Skill Development Authority/State Governments/Union Territory Administrations. Each organisation will be considered by the Ministry of Tourism (MoT) in terms of an application in the prescribed form subject to the following amongst others:

a) It possesses the required training facilities as certified by a team (deputed by MoT) on the basis of an inspection prior to the project sanction;

b) It is not in receipt of funds from MoT through the State Government for HSRT implementation.

IV) **Programme Authorities**

The Ministry of Tourism will be competent authority for (a) The selection of the implementing organisations; (b) The matters of policy, strategy and size of the programme and the matters connected therewith; (c) The processing of project and financial sanctions including issuing clarifications on connected aspects; and (d) The programme monitoring and inspections.

V) **Intake and Selection**

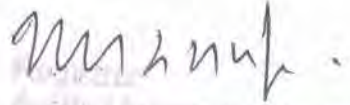
A class will start with a minimum of 20 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Implementing organisation will concurrently or in phases run more batches depending on its institutional capacity with the prior approval of MoT. The Implementing organisation will maintain a register of applications which will also indicate the date of receipt of each.

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- VI) **Training Target** : Each Implementing organisation will pursue such targets as may be fixed by the Ministry of Tourism (MoT) annually. The MoT will, however, have the discretion to revise the targets mid-stream reckoning the organisation's performance.
- VII) **Application fees** : There will be no application or course fees chargeable to the applicant / eventual trainee.
- VIII) **Publicity** : The Implementing organisation will publicize the programme by inserting advertisement - not more than two in a year - in the newspapers and also putting it on its website. The Implementing organisation will also publicize the programme through the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV / Radio channels may also be arranged.
- IX) **Uploading of video Clipping** : Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) ([pmuhsrt@gmail.com](mailto:pmuhsrt@gmail.com)). After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.
- X) **Inspection & Monitoring** : MoT may, at its discretion, have the programme inspected by its own team or by a third party. Based on the inspection reports, MoT may issue, if necessary, directions as to corrections in programme implementation, and may cancel, if the facts of the inspection so warrant, the project itself with consequential liability on the implementing organisation.
- XI) **Uniforms** : For provision of uniforms for trainees, an amount of Rs.1900/- per trainee will be allowed and this amount shall be over and above the Base Cost.
- XII) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.

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Project Director  
Skill Development  
Ministry of Tourism  
New Delhi

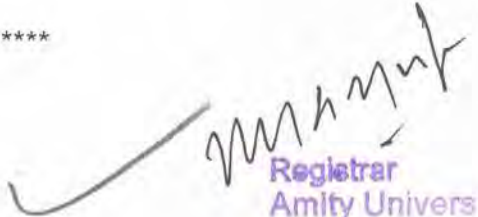
Specific Guidelines for the Six-day (48 Hours) Skill Testing & Certification courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation of persons already engaged in hospitality related occupations to be implemented by Ministry of Tourism sponsored Govt. Institutes of Hotel Management and Food Craft Institutes.

As part of its *suo-motu* initiatives under the Scheme of "Capacity Building for Service Providers", the Ministry of Tourism will provide Central Financial Assistance to its' sponsored Institutes of Hotel Management and Food Craft Institutes to conduct Six-day Skill Testing & Certification training courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation of persons already engaged in hospitality related occupations subject to the following specific conditions:-

- (a) The IHMs concerned will publicize the dispensation by issuing advertisements, particularly in vernacular newspapers. The text thereof will be supplied by the NCHMCT.
- (b) The course duration shall be of 06 days of eight hours per day from 9.00 AM to 5.00 PM.
- (c) The NCHMCT will indicate the levels for which the testing and certification will be available and also supply the test modules for each. The details regarding the levels will be part of the advertisement.
- (d) Presently, the testing and certification will be conducted at least four times in a year. However, a test will be considered feasible only if there are at-least 25 applicants.
- (e) The trainees with minimum attendance of 80% will only be permitted to appear in the course-end test. The assessment and certification will be done by the respective Implementing Agencies as is being done now with one internal and two external examiners. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. It has only to be ensured that the assessing Institute/Implementing Agency does not become the self assessor for its own training programmes so as to comply with the spirit of third party assessment.

- (e) A person eventually passing the test will be awarded the certificate as of the Ministry of Tourism, signed by Director (Studies) in the NCHMCT and the Principal concerned.
- (f) The NCHMCT will monitor and coordinate the efforts and Director (Studies) in the Council will be the nodal officer.
- (g) After conclusion of the training of a batch, the list of pass-outs shall be uploaded on the Institute's website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that, at the concluding/valedictory session of each batch of the training programme, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute's website as well.
- (h) Each grantee Institute will furnish a Utilization Certificate as also the consolidated accounts in respect of the financial assistance received from the Ministry of Tourism and the expenditure incurred in the format to be prescribed separately.
- (i) There will be an orientation of the trainees for a period of five days in the respective trades followed by the skill testing on the sixth day. Thus the orientation can start on a Monday, conclude on Friday followed by the test on Saturday.
- (j) Upon completion of the course with at least 80% attendance and successful certification, the certified candidate may be paid a lump-sum incentive/stipend of Rs.1,800/- towards wage loss. This amount shall be over and above the Base Cost. The Incentive to the certified pass-outs will be paid by the local IHM at the end of the training and the Ministry of Tourism will reimburse the amount.
- (k) The schedule of release of payments to the Implementing Agency will be done in a lump sum by the Ministry of Tourism after conclusion of the course and posting of the list of pass-outs on the Institute's website.

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