

F.No. FM-11/32/2021-FME-Part (1)
भारत सरकार
खाद्य प्रसंस्करण उद्योग मंत्रालय
पंचशील भवन, अगस्त क्रांति मार्ग
नई दिल्ली-110049

Dated 19th January, 2022

OFFICE MEMORANDUM

Subject: Guidelines for the Engagement of Private Training Partners for Capacity Building component under PMFME Scheme

The undersigned is directed to enclose herewith a copy of the Guidelines for the Engagement of Private Training Partner for Capacity Building component under PMFME Scheme for information and necessary action.

This has the approval of the Competent Authority.

Encl. As above

(Surendra Singh)
Dy. Industrial Adviser

To:

All Private Training Partners empaneled under PMKVY, FSSAI and NSDC
All States/UTs/SLTI

Copy to:

1. PSO to Secretary, FPI/Sr.PPS to SS, FPI/PS to JS (MA)/ DS(RS)
2. VC, NIFTEM-Kundli/Director, NIFTEM-Thanjavur

Guidelines on the Engagement of Agencies for undertaking training under Capacity Building Component of PMFME

Contents

1.	Background.....	2
2.	Training Process	2
3.	Training of Beneficiaries	2
4.	Private Training Partners (TP).....	3
5.	Responsibility of Training Partner.....	3
6.	Roles & Responsibilities of SNA	4
7.	Engagement of the Training Partner with SNA.....	5
8.	Assessment and Certification of DLT & Trainees:.....	6
9.	Payment to Training Agencies:.....	6
10.	Grievance Handling	6
	Annexure- 1: Duration of Training	7
	Annexure 1A: Cost Norms for Training of Beneficiaries Category 1-50hrs	7
	Annexure 1B: Cost Norms for Training of Beneficiaries Category 2- 24hrs	8
	Annexure-2: Form for Registration and Documents to be submitted for undertaking Training under PMFME	9
	Annexure 3: Infrastructure for Training.....	11
	Annexure-4: Format for claiming payment for Training undertaken by the TP.....	12

Engagement of Agencies for undertaking training under Capacity Building Component of PMFME

1. Background:

The PMFME scheme is being implemented with ODOP theme under which entrepreneur choosing to expand or set up units for manufacture of specific product are selected for credit linked grant. Under the scheme, existing units manufacturing other products (non-ODOP for the district) are also extended support. Therefore, in terms of training, for a particular district, the entrepreneurs could be either ODOP trainees or non-ODOP trainees. For the state as a whole, apart from EDP training, a number of product specific training (ODOP Training) would be imparted.

Under PMFME training activities for individual and group trainees are undertaken by various training partners including RSETI & RUDSETI, Training institutes of the State/ UT Govts., NGOs, autonomous and private training institutes/ agencies located at the State/district level could be designated by the SNA/ SLTI for imparting training. Cost norms and other fees payable for undertaking training by government institutions has been covered in the latest Capacity Building Guidelines.

The Ministry of Food Processing intends to enlist participation of training partners, in the private sector, engaged in different schemes of GOI and State governments as per the norms detailed in the following paragraphs.

2. Training Process

- 2.1 There shall be three stage training process. Master Trainers (MT) will be imparted training by the NIFTEM¹ and the Sector Specific National Institutes. There shall be two sets of MTs viz. for EDP and Domain specific.
- 2.2 District Level Trainers (DLT) and District Resource Persons (DRP) will be trained by the Master Trainers. There shall be two sets of Trainers viz. for EDP and Domain specific. SNA will organize training of the DRP and DLT through their State Level Technical Institutes (SLTI).
- 2.3 Beneficiaries Category 1 and Beneficiaries Category 2 at the district level will be imparted training by the DLTs. There will be separate trainers for EDP and Product trainings. The SNA shall identify the Training Partners viz. Government and/ or Private Agencies for undertaking training of the beneficiary at the district level.

3. Training of Beneficiaries

- 3.1 **Beneficiaries-Category 1:** Applicants approved for availing credit linked grant under the Scheme (i.e.) are required to undergo training.
 - a. A total 50 hours of training on EDP and Product Training will be imparted. The product training shall include practical training on demonstration of food processing machinery.

¹ Includes both constituents viz NIFTEM, Kundli and NIFTEM, Thanjavur (erstwhile IIFPT)

- b. The Training Partner shall identify the facility for practical training or manufacturing unit having equipment for such practical training. .

3.2 **Beneficiaries- Category 2** includes applicants not able to avail credit linked grant under the Scheme, existing micro food processing entrepreneurs and workers of food processing enterprises. They can avail training in case they so desire.

- a. A total 24 hours of class room training on EDP and Product Training will be imparted to the group.

3.3 Both beneficiary trainees could be individuals or Groups (SHG/FPO/ Cooperatives). These trainees could be engaged in manufacture of ODOP specific products in a District or they could be existing entrepreneurs of a non-ODOP product in that district.

3.4 The training will follow the approved syllabus and list of equipment for practical session as per the Capacity Building Hand Book Link: <https://pmfme.mofpi.gov.in/pmfme/#>

3.5 The training hours, mode of training and cost of training is given in **Annexure-1.**

4. Private Training Partners (TP)

The following Private Training partners are eligible for conducting beneficiary training at the district level:

- (i) Training Partners empaneled under PMKVY²
- (ii) Training Partner empaneled by FSSAI³
- (iii) Training Partners empaneled by NSDC⁴,

² List of MSDE-PMKVY empaneled Training Partners may be referred from <http://www.pmkvyofficial.org/find-a-training-centre.php>

³ List of FSSAI empaneled Training Partners may be referred from: <https://fostac.fssai.gov.in/fostac/tpdashboarddata>

⁴ List of NSDC empaneled Training Partners may be referred from <https://www.nsdcindia.org/tphub>

5. Responsibility of Training Partner

- 5.1 Shall submit all required documents to SNA/ SNAs for registration as a Training Partner.
- 5.2 Shall identify and engage DLTs, both EDP and Product, trained through SNA/ SLTI.
- 5.3 In order to augment DLT, Training Partners may identify the DLT (EDP/Product) and organize training of DLT in co-ordination with the SNAs/SLTI as per the Annexure 2A and Annexure 2 of the Revised Capacity Building Guidelines dated 20th Jan'2022.
- 5.4 TP shall ensure that the equipment's to be utilized during practical sessions are available at the training venue. The TP may identify the manufacturing units having such equipment for the practical sessions.
- 5.5 TP shall identify & mobilize the trainees (both beneficiary category 1 and 2) and shall ensure the trainee registration in the PMFME/ Training portal (in case the trainees are not registered) prior to training.
- 5.6 TP shall create batch for training indicating domain, product, particulars of trainees, training schedule, name of DLTs etc and submit to SNA for approval.
- 5.7 TPs shall create training batch and conduct training as per the batch approved by SNA. In case of cancellation or postponement of any training batch, it is the responsibility of the TP to inform trainees and SNA about rescheduling the programme.
- 5.8 TP will ensure that minimum and maximum batch size is 20 and 30 trainees respectively.
- 5.9 Submission of documents, raising of bill and pictures, etc. online on the training portal.
- 5.10 Training Partner will adopt the training content prescribed in Capacity Building Handbook for the district level training.
- 5.11 Training Partner shall not reduce the minimum prescribed duration for each course.
- 5.12 Training Partner will nominate a Single Point of Contact (with email, landline, mobile number) with whom the interaction can be done on all matters related to training including training schedule, attending complaints, coordinates with SNA/MoFPI etc.
- 5.13 Any further amendments/ revisions in the guidelines will be updated by MoFPI or SNA from time to time

6. Roles & Responsibilities of SNA

- 6.1 SNA shall register the eligible Training Partners for training of beneficiaries after assessing availability of resources, training infrastructure for training including practical training,
- 6.2 SNA shall brief the TP about the implementation of the program and their role & responsibilities after the completion of the registration process. The training infrastructure & equipment's submitted by TP shall be approved by SNA/DNO⁵.
- 6.3 SNA shall organize training of DLT to facilitate training of beneficiary at the district level either on their own or in collaboration with the TP.
- 6.4 On the event of non-availability of DLTs, SNA may permit engagement of DLT/MT from other districts and allow payment of TA/DA to the DLT.
- 6.5 SNA shall create training batch at the district level.
- 6.6 SNA shall approve the batch if created by the Training Partners
- 6.7 SNA shall upload the list of approved TPs selected for undertaking training under PMFME.
- 6.8 SNA shall monitor the trainings regularly.
- 6.9 SNA shall settle the account within 15 days of the receipt of the required documents.

7. Engagement of the Training Partner with SNA

- 7.1 The training providers (TP) shall be registered for training of beneficiaries through a transparent selection process. SNA may invite the proposals for registration by the TP through open advertisement on continuous basis.
- 7.2 The Private Training Partners shall submit the form for registration and documents as mentioned in Annexure 2 and self-certified checklist as per Annexure 3 in offline/online mode stating that they fulfil the eligibility condition to the SNA.
- 7.3 SNA shall review the application and relevant documents submitted by TP. After approval, TP shall be registered by SNA for undertaking training of beneficiary.

⁵ Training venue/infrastructure shall be approved by SNA/DNO before commencement of any training

8. Assessment and Certification of DLT & Trainees:

- 8.1 Training coordinator (SLTI) / District Nodal Officer (DNO) along with DRP shall visit the training (first and last day of the training) and certify the attendance of the trainees on last day of the training.
- 8.2 They will be paid TA/ DA as applicable in the state concerned and an honorarium of Rs 1000 per batch of assessment. The training assessor may seek assistance of DRP. In such case, DRP will also be entitled for honorarium.
- 8.3 The Training coordinator, SLTI/ District Nodal Officer along with DRP shall upload the assessment report (participation, number of hours, observation on participants and trainers' interaction) on the portal on the day of visit to the training site.
- 8.4 The certificate of participation for training of beneficiaries would be automatically generated by the PMFME training portal upon uploading the assessment report by the Training coordinator, SLTI / District Nodal Officer along with DRP on the portal.
- 8.5 Post training an internal evaluation of the trainee may be done by the TP and records of the evaluation to be submitted to the DNO/SNA.

9. Payment to Training Agencies:

- 9.1 SNA shall make 100% payment to the Training Partner for undertaking the training programme on the submission of information as per Format at Annexure 4 attested by District Nodal Officer or its representative.
- 9.2 TP shall submit the documents to the SNA within 15 days of the conclusion of the training session.
- 9.3 SNA shall settle the account within 15 days of the receipt of the required documents.

10. Grievance Handling

- 10.1 All grievances of the Training Partner and trainees will be addressed by the concerned SNA.
- 10.2 SNA will be solely responsible for the smooth conduction of training in districts under the jurisdiction of the concerned SNA.
- 10.3 Matters related to changes in the policy/implementation strategy of the project will be based on the PMFME scheme guideline only.

Annexure- 1: Duration of Training		
Category of Trainees	Details	Duration (Hours)
Beneficiaries Category 1 i.e., Individual micro-food processing entrepreneurs availing credit linked grant under the Scheme	<ul style="list-style-type: none"> Existing & New Food Processing Entrepreneurs Groups (SHG/FPO/ Cooperatives) 	50
Beneficiaries Category 2 i.e., those not taking grant under the Scheme	<ul style="list-style-type: none"> Individual existing micro food processing enterprises Members of SHG/FPO/Cooperatives engaged in food processing activities Workers of micro- food processing enterprises 	24
<ul style="list-style-type: none"> ✓ Mode of training: Offline ✓ One trainee can take part in only one training programme. A trainee who has already attended a training programme will not be permitted to take part in another training programme. ✓ The trainee shall be minimum 8th pass educational qualification with the ability to speak, read and write in Regional Language. 		

Annexure 1A: Cost Norms for Training of Beneficiaries Category 1-50hrs		
S. No.	Particulars	Cost per trainee
1	Honorarium to DLT/ expert	1610
2	Infrastructure facility	950
3	Mobilization Expenses	200
4	Study material and other expenses like notepad and pen	150
5	Drinking-Water/ Tea/ Snacks/ Lunch etc.	952
6	Beneficiary Pay-out	500
	Grand Total	4362
<ul style="list-style-type: none"> i. Mode of Training: Offline ii. TA/ DA for beneficiary trainee- Rs. 250 per day iii. SNA to permit TA/DA payable to DLT/MT conducting training of beneficiary at the district level: <ul style="list-style-type: none"> o Travel (To & Fro) up to Rs 1500 o Per diem allowance: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities iv. The minimum and maximum batch size shall be 20 and 30 participants respectively 		

- v. This cost of training will be met by the SNA after successful completion of training and sub-
mission of required supporting documents

Annexure 1B: Cost Norms for Training of Beneficiaries Category 2- 24hrs

S. No.	Particulars	Cost per trainee
1	Honorarium to DLT/ expert	700
2	Infrastructure facility	700
3	Mobilization Expenses	200
4	Study material and other expenses like notepad and pen	150
5	Drinking-Water/ Tea/ Snacks/ Lunch etc.	474
6	Beneficiary Pay-out	500
	Grand Total	2224

- vi. Mode of Training: Offline
- vii. TA/ DA for beneficiary trainee- Rs. 250 per day
- viii. SNA to permit TA/DA payable to DLT/MT conducting training of beneficiary at the district level:
- o Travel (To & Fro) up to Rs 1500
 - o Per diem allowance: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200for Tier III cities
- ix. The minimum and maximum batch size shall be 20 and 30 participants respectively.
- x. This cost of training will be met by the SNA after successful completion of training and sub-
mission of required supporting documents.

**Annexure-2: Format for Registration for undertaking Training under PMFME (On
Institute/ Agency Letterhead)**

1. Details of Agency:

- 1.1. Name of the organization:
- 1.2. Year of Establishment:
- 1.3. Registration /License Number (Attach Document):
- 1.4. Phone(Landline):
- 1.5. Email:
- 1.6. Address (Registered):
- 1.7. Address (Operational):
- 1.8. Name of the Single point of contact (SPOC):
- 1.9. Contact of SPOC: Email, Landline phone No, Mobile No.
- 1.10. Geographical Presence (Specify State/s & District/s)
- 1.11. Logo of the organization (CDR file)
- 1.12. Letter of Empanelment from NSDC/ FSSAI/ MSDE-PMKVY indicating period of Validity
- 1.13. Brief on the role and function the organization (Details in a separate Sheet)

2. Details of the trainings conducted:

S.n o.	Name of the Scheme & Sponsored Organisation	No. of training conducted	No. of trainees trained	Implementation Period (Years)	Sector

3. Districts for which you would like to undertake training:

4. Facilities available for Classroom Training⁶:

5. Infrastructure⁷ available for Practical training

Domain	Food Products	Machineries Available	Location/ Manufacturing Unit Address
Fruits & vegetables			
Meat & Poultry			
Spices & Plantation Crops			

⁶ Refer to Annexure-2

⁷ For details on the equipment's for practical training, refer to the Capacity Building Handbook

Grain Processing			
Bakery & Confectionery			
Milk & Dairy			
Minor Forest Produce			
Fish & Marine			
Fats & Oil seed			

6. Number of Resources with the Agency for undertaking Training Activities at the District level⁸

7. Estimated number of trainees that can be trained (quarterly)

I hereby confirm that the above-mentioned details are correct. If Registered for undertaking training under PMFME, I shall abide by the Guidelines on the Engagement of Agencies for undertaking training under Capacity Building Component of PMFME.

Signature & Seal:

Name:

Designation:

⁸ No. of resources engaged with the organization in implementation of the training at district level

Annexure 3: Infrastructure for Training

S. No.	Facility	Status (Yes/No/Remarks)
1	Classroom area: The minimum space requirement for each Class- room is 200 square feet (20 Participants, minimum). The minimumspace requirement per trainee in each Classroom is 10 Square Feet.	
2	Whiteboard with Projectors/Big Screen in Classrooms	
3	Venue for theory and practical/ demonstration session to be either atsame or nearby place	
4	Arrangement of equipment to be utilized during practical sessions asgiven in the Capacity Building Hand Book	
5	Separate Washroom facility for male and female trainees	
6	Availability of safe/clean drinking water facility	
7	Health and Safety Facilities: First-Aid Kit	
8	Capacity/ willingness to follow COVID Protocols during training	
9	CCTV cameras (with CCTV recording facility)	
10.	Internet Connectivity	

Annexure-4: Format for claiming payment for Training undertaken by the TP (On

Institute/ Agency Letterhead)

To

The State Nodal Agency, PMFME State of

Subject: Request for payment for Training related activities under PMFME

Dear Sir/ Madam,

..... (Name of the Agency) has undertaken training programme of beneficiaries under PMFME Scheme as per the following particulars:

- (i) Type of training: Beneficiary Category 1 - / Beneficiary-Category 2 (Tick as Applicable)
- (ii) Name of the State:
- (iii) Name of the District/s:
- (iv) ODOP of the District/s:
- (v) Training Batch No:
- (vi) No. of Trainees:
- (vii) Training Dates: From --/--/---- to --/--/----
- (viii) Venue of training (provide detailed address with available space in sq.ft):
- (ix) Name of the trainers conducted the training (Qualified trainers/DLT under PMFME):
- (x) Names of the experts invited to deliver sessions with designation and organization:
- (xi) Photographs of the training (minimum one photo of each day) (*Kindly paste the photos with date and name of training program in a word file and submit with this format as a separate pdf file for the entire training program*):

S. No.	Particulars	Rate (as per guidelines)	Number of Trainees	Total Amount (Rs)
Training of Beneficiaries- Category 1 / Beneficiaries Category 2-⁹ (Tick as Applicable) No of Trainees: ----				
1.	Honorarium to DLT/ expert			
2.	Infrastructure facility			
3.	Mobilization Expenses			
4.	Study material and other expenses like notepad and pen			

⁹ The rates to be applicable as per the Capacity Building Guidelines for the type of training which is different for Beneficiary & Non-beneficiary training (See Annexure 4A & B)

5.	Drinking Water/ Tea/ Snacks/Lunch etc.			
7.	TA/DA per day			
	Total			

It is requested that an estimated expenditure of Rs _____ as detailed above may be transmitted to as per the provisions in clause 9 of the guidelines.

Signature & Stamp of the Authorised signatory of the Training PartnerName of the Agency:
Contact Number:Email: