

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION, A.P.,
MANGALAGIRI, GUNTUR DISTRICT
PRESENT: Dr. POLA BHASKAR, I.A.S.,

Date: 20.10.2023

Procs.No: CCE/OSD-1/Skill Hubs/AC-04/2023

Sub: Collegiate Education - Skill Hubs in Government Degree Colleges across the state -
Guidelines for distribution of funds received - Orders - Issued - Regarding.
Ref: Proceedings issued by APSSDC dated 12/12/2022

In 61 Government Degree Colleges across the state Skill Hubs were established and the short term training in various skill courses have been going on. As per the guidelines of PMKVY 4.0, 30% of total funds has been released as first installment to the Skill Hubs running in GDCs across the state towards the expenditure incurred regarding the Trainer's Honorarium, Honorarium of other Human Resources involved in implementation of project, consumables needed for the training programme and other expenses like electricity, water, maintenance, stationery etc.

In view of the above, the Principals of GDCs having Skill Hub are hereby instructed to distribute the released funds received in following three categories:

- I. For Institutional Development purpose & Maintenance: 30-40%
- II. For the Honorarium of the Staff involved in Skill Hubs: 50-60%

The Principals of GDCs having Skill Hub are instructed to strictly bind to the following guidelines for utilizing the released funds in the above mentioned categories:

I. For the Honorarium of the staff involved in the Skill Hub (20%) :

The amount in this category shall be utilized as honourarium to the staff involved in Skill Hub as follows:

- a. For Freelance Trainers, Rs.25,000/- per moth subject to a maximum of Rs.75,000/- per course on pro-rata basis.
- b. For ITI and Polytechnic Trainers, Rs.20,000/- per moth subject to a maximum of Rs.60,000/- per course on pro-rata basis.
- c. For APSSDC Trainers, Rs.15,000/- per moth subject to a maximum of Rs.45,000/- per course on pro-rata basis.
- d. For the institutional/other outsourcing staff involved:
- e. For the admin staff (Principal, I/c of skill hub, accounts, supporting staff) involved in the programme

II. For maintenance purposes (10-20%):

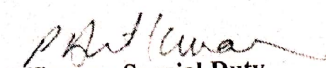
The amount in this category shall strictly be utilized as per Government norms, on repairs/maintenance of lab equipment, consumables, stationery, internet bill, power bill, water bill etc., related with the Skill Hub within the period of run of training course in it.

In this connection, the Principals of GDCs having Skill Hub are here by instructed to open a separate account in any nationalized bank for receiving and utilizing the funds of Skill Hub Courses and maintain a separate cash book for tracking all the financial transactions related to Skill Hub. The principals are further instructed that the accounts of the Skill Hub should be audited annually as per Government norms and disciplinary actions will be initiated if there are any deviations found in complying these guidelines

Sd/- Dr. POLA BHASKAR, I.A.S.
Commissioner of Collegiate Education

Copy to
The Principals of GDCs having Skill Hub.

//ATTESTED//


Officer on Special Duty

Tentative Expenditure for the Skill hub:

(Eg: if 20 students trained @ 6000/- per batch (3 months) Total Rs.1,20,000-00)

Expenditure for recurring and Non recurring per a batch		
Trainers Honararium		
1	Honorarium to the trainer @ Rs.20,000/batch (max of 03 months)	60,000-00
2	Supporting Trainers (@ 500/hr) max Rs.5000	5000-00
HR-Admin and supporting Staff		
3	Honorarium to principal (Rs. 3500/PM/Batch)	3500-00
4	Honorarium to In charge Skill hub (Rs 3500/pm/batch)	3500-00
5	Honorarium to Admin Staff (Rs.2000/pm/batch)	2000-00
6	Honorarium to supporting staff (sweepers /waterman etc)/month/batch	2000-00
Maintenance		
7	Maintenance charges (Cartridges, Printers, laptops, software)	30000-00
8.	Field trips/ workshops to students	14000-00
	Total	1,20,000-00


Officer on Special Duty

Note:- APSSDC and NSDC officials asked the college to submit bank A/c Particulars and cancelled Cheque (Zero copy) for releasing the amount and the same was completed, much earlier than the college received this order from Special Commissioner of Collegiate Education. Hence the college ^{DDO's} sent the existing bank A/c Particulars to the officials of APSSDC and NSDC in urgency.

M. K. S. S. S.

Andhra Pradesh State Skill Development Corporation
Department of Skills Development & Training
Government of Andhra Pradesh

APSSDC/SKILL HUBS/CIR/4/DEC/2022

Date: 12/12/2022

Office Circular

Dear Principal/ In charge,
Skill Hub concerned.

Sub: Release of funds towards the operational expenditure of Skill Hubs
and instructions to be complied while utilizing the funds - Reg.

With reference to subject cited, a request has been submitted by Principals for release of funds to meet the operational expenditure incurred for implementing the trainings in Skill Hubs. Further, as per the instructions of Govt. of AP, it proposed to release the funds to institutes in the following pattern:

- 30% on commencement of training batches
- 40% on successful certification
- 30% on placement verification subject to revisions by Common Cost Norms

In line with the above pattern, as part of 1st instalment, it is planned to release 30% of training cost per candidates duly abiding the norms of PMKVY. Please be noted that the released funds shall be effectively used to meet the following expenses:

- Trainers' honorarium to be paid as mentioned below.
 - For freelance trainers, Rs. 25,000/- per month subject to a maximum of Rs. 75,000/- per course on pro-rata basis
 - For ITI and Polytechnic trainers, Rs. 20,000/- per month subject to a maximum of Rs. 60,000/- per course on pro-rata basis
 - For APSSDC trainers, Rs. 15,000/- per month subject to a maximum of Rs. 45,000/- per course on pro-rata basis
- Other expenses shall be paid to the human resources involved in implementation of project (Viz., in-charges, admin, support staff etc.). It is at the discretion of Principal to decide on the charges/ amount to be reimbursed to the other staff. A standard approval may be obtained from the concerned Directors/ Commissioner in this connection.

- iii. Consumables cost as per the actuals incurred while implementing the trainings.
- iv. Admin expenses which may include all the recurring expenses like electricity, water, maintenance, stationery etc. and non-recurring incurred for training purposes only.

It is mandatory to segregate and utilize the funds in the above pattern duly addressing the requirement for implementation of trainings without any hindrance. It may be noted that, all the expenses shall be met within the funds allotted and no extra funds shall be provided.

Further, release of next instalment of funds shall depend on the achievement of particular institute in complying the minimum standards prescribed under CNN and PMKVY guidelines. This includes training, placements, and submission of utilization certificate for the funds released.

Hence, you are hereby requested to plan further activities duly aligned to the norms of CNN and PMKVY from time to time and ensure the outcomes are met.

Yours Faithfully,


MD&CEO

Copy to:
Director, Technical Education.
Director, Employment and Training.
CGM-Finance, APSSDC.