

File No. SAK-17011/5/2020-SAK-MoMA
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deen Dayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
07th October, 2020

Subject: Seekho Aur Kamao Scheme – regarding.

The policy of minimum government maximum governance seeks to make public services faceless, cashless and paperless, which is sought to be implemented through the Seekho aur Kamao portal (SAK portal) ver.2, which is being launched shortly. All documents and data required for processing claims shall be henceforth furnished only on the SAK2 portal w.e.f. issue of this circular.

2. The procedure for using the portal for seeking sanction of 1st, 2nd and 3rd installments is placed at **Annexure – A** attached. It may be noted that the priority for grant of claims would be decided by the system on first in first out basis, thereby incentivising early compliance and completion of training by the PIA's.
3. It may be noted that all entries made in the SAK 2 portal for target year 2019–20 shall be automatically Aadhaar authenticated from the UIDAI portal. After filling the Aadhaar details, data of each candidate along with his photograph and other particulars need to be entered in the format. Data once entered on the portal cannot be edited, hence this exercise must be carried out with extreme caution and carefully.
4. Payment of stipend to the trainees of the PIAs shall be made directly by DBT, for the target year 2019-20 onwards. To ensure smooth transfer of government funds into the trainees account, **it must be ensured that the bank account details mentioned are correct and the account is active.**
5. It is felt that the steps mentioned above shall lead to a drastic reduction in human interface with the Ministry and obliterate the need to visit the Ministry or send representatives/agents to pursue cases and submit various documents.
6. In case any technical query, change request on the Portal, clarification or information is required from the Ministry, the same should be sought only on **pmu.seekhoaurkamao-mma@gov.in** . **To get any grievance addressed or matter clarified, in case the PIA desires to meet officers from the Ministry in person, a request seeking an appointment shall be sent on the pmu mail id mentioned above. The request shall be processed and appointment shall be given by mail to meet the officer at the level deemed appropriate.**

Except for procedure mentioned herewith, no officer/staff of the Division is authorised to meet any PIA/representative. PIA's should also refrain from visiting the office without prior appointment.

7. Representatives of the PIAs are requested to bring this communication to the notice of their respective Chairperson/Secretary/ President/ Managing Director/Partner, as the case may be and ensure compliance.



(C.P.S. Bakshi)
Joint Secretary

To

All PIAs through registered mail id and SAK portal

Copy to for information to:

Secretary/Addl. Secy/ All JS

Copy for strict compliance to:

Director (Skills)/ Under Secretary (Skills)/ASO/All staff of SAK
Sr Director (NIC)

Annexure A

For applying for the 1st installment :

1. Upload relevant Annexures by going on (**Menu: Payment > Add Annexure for 1st Installment**).
2. The details of each training centre of the PIA to be entered, in the format attached, along with the accreditation certificates of each training centre, which should be uploaded one by one by going on (**Menu->Setup->Centre Details**)
3. The PIAs are further required to make the batches of trainees before starting the training by clicking on(**Batch Details >Batch information about trainee**). **The batches shall get frozen after 15 days of start of training.**
4. As a proof of training having started, the PIA shall attach a photograph and upload the same on Annexure 6 - Refer point No 1 above)

For applying for the 2nd installment:

1. The assessment details need to be filled against each trainee and assessment certificates uploaded on the portal. PIAs, who are able to complete their training and upload the assessment certificates and all other documents first, would be able to receive the second installment early. The assessment details can be entered by going on (**Batch Details > Add Certification**)
2. Upload relevant Annexures by going on (**Menu: Payment > Add Annexure for 2nd Installment**).

NOTE : Only PIAs uploading all assessment certificates on the portal shall be given a priority by the system

For applying for the 3rd installment :

1. The placement details of the trainees need to be filled, duly accompanied by the required documents, which may be uploaded on the portal by clicking on (**Menu: Payment > Add Annexure for 3rd Installment**).
2. The Placement details need to be filled against each trainee and placement Detail along with prescribed certificates/salary slip/offer letter uploaded on the portal. PIAs, who are able to complete the training and upload the prescribed certificates and all other documents first, would be able to receive the third installment on priority.

The placement details can be entered by going on (**Batch Details > Add Placement Detail**)

Only those PIAs uploading all placement certificates on the portal shall be given a priority by the system.

NOTE : THE PIAs MUST UPLOAD ALL THE ANNEXURES TOGETHER AND NOT IN INSTALLMENTS. UPLOADING OF DOCUMENTS IS ALLOWED AS A ONE TIME MEASURE. ONCE UPLOADED, ADDITION DOCUMENTS CANNOT BE ADDED ON THE PORTAL.