

**No. SAK-17011/20/2020-SAK-MoMA  
Government of India  
Ministry of Minority Affairs  
Seekho Aur Kamao (SAK) Division**

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11th Floor, Pandit Deendayal Antyodaya Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated: 15<sup>th</sup> November 2021

To  
All PIAs  
Implementing Seekho Aur Kamao Scheme

**Subject: Intimation regarding holding Convocation ceremony for awarding certificates to trained candidates under the Seekho Aur Kamao (SAK) Scheme by the 20<sup>th</sup> December 2021**

Madam/ Sir,

Your reference is drawn to the Letter dated 26<sup>th</sup> March 2021 addressed to all PIAs implementing the Seekho Aur Kamao (SAK) Scheme vide which there is a categorical mention of holding convocation ceremony for awarding certificates to trained candidates. A copy of the abovementioned letter is also being enclosed for your ready reference.

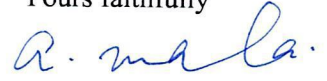
It is once again reiterated through this letter that all PIAs should mandatorily conduct a convocation ceremony, to award the certificates to the trained beneficiaries of the Seekho Aur Kamao Scheme. PIAs should take a concerted effort to plan such events till the 20<sup>th</sup> of December 2021, under intimation to this ministry so that the department may ensure that senior officials of the department are also present during the ceremony. The event should be organised and widely publicised amongst the local MPs, MLAs, members of Standing committee of Social Justice & empowerment and elected representatives of people. **The photographs of this event will be an important document for further claims of grant to be released by the Ministry.**

It is further advised that PIAs should organize essay writing competitions at their training centres on the specific theme of '**Desbhakti and Lives of great patriots of India, involved in**

**our freedom struggle**'. The winners of these competitions can be felicitated by the Chief Guest during the convocation ceremony and names forwarded to MOMA for placing on the SAK Website. These events are on account of India's 75 years of Independence and 'Azadi Ka Amrit Mahotsav (AKAM)'. The logos of AKAM may be downloaded using the link <https://amritmahotsav.nic.in/downloads.htm> and the same may be displayed in the form of banners, posters and hoardings at prominent places during the Convocation ceremony.

In case of any queries related to the above, you are advised to drop an email to [pmu.seekhoaurkamao-mma@gov.in](mailto:pmu.seekhoaurkamao-mma@gov.in).

Yours faithfully



(Mala Rangarajan)

**Deputy Secretary to the Government of India**

Copy to:

1. PS to Chairperson, Standing committee of Social Welfare and Justice, for information please
2. PS to Hon'ble Minister, Ministry of Minority Affairs
3. PS to Secretary, Ministry of Minority Affairs

Enclosed - Copy of the letter dated 26<sup>th</sup> March 2021.

SAK-15011/21/2021-SAK-MoMA

Government of India  
Ministry of Minority Affairs  
Seekho Aur Kamao Division

11<sup>th</sup> Fl, Pt. Deen Dayal Upadhaya Bhavan,  
CGO Complex, Lodhi Road,  
New Delhi-110003  
26<sup>th</sup> March, 2021

To  
All PIAs,  
Implementing Seekho Aur Kamao Scheme

**Sub: Intimation regarding newly introduced measures in the SAK scheme viz. Beneficiary feedback mobile application, Convocation and Portal updating -Reg.**

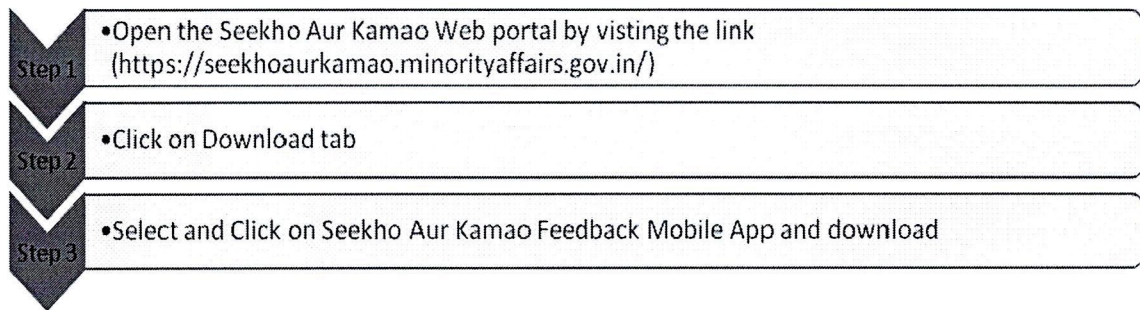
Madam/Sir,

I am directed to state that to enhance accountability and facilitate beneficiary feedback, the Ministry has developed a mobile application to get feedback directly from the beneficiaries of the Seekho Aur Kamao Scheme, while they undergo skilling get assessed and even after getting placements. The data generated using this tool will be used to monitor the quality of training being imparted by the PIA, the efficiency of the methods used to transfer knowledge and the efficiency of the PIA to get the project completed effectively. This information will be used to collect feedback & carry out mid-course correction in the scheme implementation, if required, besides driving the policy visioning.

#### **A. Mobile application for Beneficiary feedback**

This application can be downloaded from the Seekho Aur Kamao portal.

The steps are as follows:



The User Manual for the App can also be downloaded from the same link as per the steps mentioned in the flowchart. This application must be installed on the smart phones of all the beneficiaries. A SMS will be sent to the beneficiaries of Seekho Aur Kamao scheme, for the target year 2019-20 directly in all states wherever the PIAs are implementing the scheme. The PIAs are advised to take extra caution to enter the right mobile details, at the time of registration of trainees, for allocation for target year of 2019-20.

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It may further be noted that the data collected from the beneficiaries of each PIA shall have a direct bearing on the grants to be received, the ranking of the PIA and allocations in future to be carried out by this Ministry.

### **B. Convocation**

It is also decided that all PIAs shall with effect from 1st April 2021, conduct a convocation ceremony, to award the certificates to the successfully trained beneficiaries of Seekho Aur Kamao Scheme. The event should be organised and widely publicised amongst the local MPs, MLAs, Members of Standing Committee of Social Justice and Empowerment, representatives of State, District and Blocks, the Panchayat Raj Institutions, besides officials from the Ministry of Minority Affairs who should be invited for this said convocation. Wide publicity of the event should be ensured and photographs of the same to be shared as a requisite document for claims of grants to be released by the Ministry.

### **C. Updating information on the Portal for Project Monitoring**

The PIAs are further advised to fill/update the data of all pending instalments on the Seekho aur Kamao Portal, for the allocations made in the target years of 2015-16, 2016-17 and 2017-18. The data pertaining to training, assessments and certification, post- placement tracking and data of release of stipend and PPS should be uploaded on priority in order to initiate release of further grants by the Ministry. The monitoring of the PIAs by the third party agency as decided by the Ministry would take place only after all the data is furnished on the portal by the PIAs. The Monitoring Authority will rely on the online data uploaded on the portal, as the basis for monitoring. Hence PIAs are advised to hasten to fill all pertinent data on the portal in their own interest. Requests for release of grants will be entertained only after relevant data is uploaded correctly on the portal. PIAs may note that the Monitoring Authority will check the data available on the portal and verify the factual veracity of the same. Further, the Monitoring Authority shall be verifying the physical and financial records and reports maintained by the PIA as per the provisions of the scheme guidelines. The following details & records should be kept ready in the Registered office of the PIAs for physical verification.

1. Books of Accounts & Audit Reports for the relevant years
2. Stipend release register
3. Student Profile Record
4. Attendance Register
5. Job Counselling Register
6. Documents relating to job offers from employers
7. Placement Register
8. Tracking and follow up record of placed candidates
9. Staff Details (institutional information)
10. Bank statements, rent agreement of TC and any other documentation.
11. Internal MIS

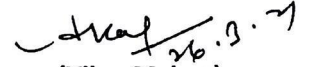
One of the objectives of the exercise is also to attempt the social impact and effectiveness of the SAK scheme, as per the recommendations of the Standing Committee of Social Justice and Empowerment and as a tool to obtain feedback on problems faced by the PIAs, besides getting suggestions to improve and simplify the scheme.



In case of any further queries or clarifications, you may seek the same through e-mail at [pmu.seekhoarkamao-mma@gov.in](mailto:pmu.seekhoarkamao-mma@gov.in)

This issues with the approval of the competent authority.

**Yours faithfully**



**(Vikas Mohan)**

Under Secretary to the Government of India