

SAK-17011/3/2020-SAK-MoMA
Government of India
Ministry of Minority Affairs

11th Floor, Pt Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodi Road,
New Delhi-110003
12th April, 2021

To

PIAs implementing Seekho Aur Kamao
Scheme Project 2018-19

**Subject: Release of 2nd installment for Project Year 2018-19 under
Seekho Aur Kamao -Seeking information**

Sir/Madam,

I am directed to draw attention to this Ministry's letter No.SAK-17011/5/2020-SAK-MOMA dated 1st February, 2021 and SAK-17011/2/2020-SAK-MOMA dated 1st April, 2021 requesting furnishing of information/documents to enable the Ministry to process the 2nd installment for Project Year 2018-19 under Seekho Aur Kamao Scheme. It is seen that the releases for the Project Year 2018-19 could not be affected for want of data from the PIAs. The PIAs are once again advised in their interest to upload the following data on SAK Portal to ensure smooth release of funds by the Ministry:-

- (i) List of trained trainees & their assessment certificates to be uploaded on the SAK Portal
- (ii) Bank Statement from the date of receipt of grant till finalization of Utilization Certificate in Format 12-A of GFR
- (iii) Accreditation Certificate/Approval given on the basis of LOR/CAAF in respect of all Training Centers for the period of training
- (iv) Invoice/Bill for assessment along with proof of payment with highlighted entries of the same in the Bank Statement,

(v) If Grant has been kept in Fixed Deposit/Term Deposit or Saving Account, PIA may submit the statement of interest accrued as indicated in the Utilization Certificate

(vi) Screenshot of latest updated EAT Module

(vii) Details of stipend paid to trainees in Format as below:-

Format

STIPEND DETAILS PAID TO TRAINEES FOR THE TARGET YEAR 2018-19

							Payment of 1st month Stipend			Payment of 2nd month Stipend		
							Transaction Date....	PFMS Advice No	Transaction Date....	PFMS Advice No		
							Cheque No.	Total Amount	Cheque No.	Total Amount		
Sl.No	Name of Trainee	Son/Daughter/Wife of	Aadhar/I.D.* No.	Mobil e No.	Bank Account No.	Name of Bank	Stipend amount Paid @	Date of Transaction	Transaction id of stipend transferred to the trainees account	Stipend amount Paid@	Date of Transaction	Transaction id of stipend transferred to the trainees account
1	2	3	4	5	6	7	8	9	10	11	12	13

* In case of state/UT where Aadhar Card is exempted

@ If amount of stipend paid to trainee is returned back by bank/transaction failed, please fill the Format below also

Details of stipend returned back/transaction failed

Sl.No.	Name of Trainee	Amount of stipend returned back/transaction failed	Repaid amount	Date of Transaction	Transaction id of stipend transferred to the trainees account
1	2	3	4	5	6

(viii) List of the arrangements/tie ups made with the companies

(ix) A confirmation for entering Placement data on SAK Portal. PIA may ensure that the placement data of trainees who have been placed/self employed is updated without waiting for release of funds.

(x) In case of residential training, please upload photograph of Hostel and ownership/tenancy agreement on SAK Portal

(xi) Bio metric attendance in PDF Format along with Center wise summary sheet.

(xii) Utilization Certificate & Audited Accounts Statement in Format 12-A

(xiii) Placements of Trainees made to be uploaded on the SAK Portal on regular basis

2. It may also be ensured that Inspection of all Training Centers for Seekho Aur Kamao Project 2018-19 has been carried out by the concerned State Government Officer. In case your centre/Centers have not been inspected so far, the details of such Centers be intimated for follow up with the State govt.

3. This issues with the approval of competent authority

Yours faithfully,



(Moina Benazir)
Director (Skills)