

To,
The Director,
Pt. Ravishankar Shukla University
Raipur, Chhattisgarh – 492010

Date: 28th February 2019

Sub: Sanction Letter for delivery of training program under the SUPRABHA TA program

In continuation to the MoU signed under the SUPRABHA TA program, you are hereby allocated the delivery of Utility officers training program, aligned to SGJ/Q0106: Rooftop Solar Grid Engineer under the Recognition of Prior Learning (RPL) category for experienced professionals.

Further to the conditions of the MoU:

1. The training program should not be conducted for less than 20 participants
2. The average number of candidates for any program should be 30 and details of the budget for 30 participants are as follows for **Utility officers' training programs, SGJ/Q0106: Rooftop Solar Grid Engineer (2 days training program)**

Sl. No.	Description	Amount (in INR)
1	Manpower cost (Trainer and Training management)	40,000
2	Venue (including audio visual) and travel Cost	30,000
3	Food and refreshments	36,000
4	Outreach, Reference guidebooks, Pen drive, Stationary and Printing	50,000
	Grand total	1,56,000

Note: No training program will be eligible to claim more than the above-mentioned amount for 30 participants. For any additional participants, INR 5200 will be provided per participant upto a maximum of 50 participants.

3. The overall cost of the program will be calculated based on completing the program. Cost would be governed on pro-rate basis.

The terms and conditions for each category of the training program have already been included as part of the MoU. The above training program will be delivered before 27th April 2019. Prior intimation of program with date and venue is required to be sent to SCGJ, atleast 10 days before the start of the program, so that SCGJ may arrange to depute the Master Trainer for handholding and monitoring of the training programs (cost to be borne by SUPRABHA TA program).



Payment release and settlement conditions:

1. 30% of the total budget per training program, against the confirmation of dates and submitting the details given below, against the proforma invoice (PI), atleast 10 days before the start of the program. The bank details to be included in the PI. In case the program is not being delivered, the advance payment of 30% must be returned to SCGJ within 7 days of cancellation of the program.

Training institution to provide the following documents along with the Performa Invoice for release of advance payment.

- i. List of final participants
 - ii. Trainer profiles of training institution
 - iii. Provide 2 sessions per day where support is required from the Master Trainer
 - iv. Provide the final agenda for the training programs
2. For the balance 70%, an invoice to be raised to PMC-SCGJ. Training institution to provide the following documents along with the Final Invoice for release of balance payment after completion of the training program –
 - I. Training completion report of the program with the complete list of participants and the faculty details, the actual program followed and the participants' feedback. (A sample format for the Training completion report is enclosed for ready reference.)
 - II. Final Invoice for release of balance payment
 - III. Audited statement of expenditure signed by CA
 - IV. Audited utilisation certificate signed by CA
 - V. Scanned Sign-in Sheets.
 - VI. Photographs for each session including a group photograph and of site visit as a separate folder.
 3. The above budget is excluding GST. GST should be paid as applicable and should be reflected in the audited statements for the final release of payment by SCGJ.

Kindly send an acceptance to the sanction letter to start the delivery of training programs. Thank you for partnering under the SUPRABHA Technical Assistance program.



Regards,
Praveen Saxena
Dr. Praveen Saxena, CEO

A. Responsibility of the host Institute

- Contact the DISCOMs for nomination of utility officials to participate in the training and ensure circulars are issued for such nominations by the DISCOM Head Office as appropriate.
- Required Qualification of Participants
 - The training programs are for utility officers
 - The eligibility of the participants will be as per the Qualification Pack SGJ/Q0106, with experience, to categorize them for RPL training and certification.
- Training institution to mandatorily provide min. 2 certified trainers to deliver 8 sessions in 2 days i.e. 4 sessions per day.
- Training institution to provide lunch and refreshments to all the participants, trainers and their admin staff
- Training institution to provide the required documents along with the Performa Invoice for release of advance payment. Refer **Payment release and settlement conditions mentioned above.**
- Minimum 90% attendance in the Program is a pre-requisite for certification under the National Standards
- Training Institution to coordinate with SCGJ Assessment division for carrying out the assessments and intimate the assessment date atleast 7 days prior to the assessment to carry out the assessment in a timely manner.
- Training institution to mandatorily buy the prescribed participant handbooks for the training programs being delivered with respect to the relevant Qualification Pack. The costing for each copy of the book is INR 595 and is available directly from the publisher, Taylor & Francis and amazon.com
- Training institution to ensure atleast 1 site visit outside of their own campus for effective learning. Identify a suitable Rooftop Solar System installed on the rooftop of a nearby building, and planning (including transport, if necessary) for site visit of the participants to the system as per the program schedule.
- Training institution to mandatorily arrange for a photographer to click pictures of every session throughout the delivery of training program.
- Outreach, Stationary and Printing budget includes, but not limited to, photographer, banner, folder, pen, pads, pen drives, training manuals, amongst others.
- Training institution to provide the following documents along with the Final Invoice for release of balance payment after completion of the training program

Note to all: In case the venue is finalized at the stakeholders' premises (Discoms' premise or Discoms' Training Institute in this case), the training institution may reimburse the venue charges as applicable and as charged by the Discoms and can also use that budget for the travel and accommodation of trainers who would have to travel to the said location.



B: Responsibility of PMC – SCGJ

- PMC – SCGJ to provide one Master Trainer per program
 - to support the training institution for effective delivery
 - to deliver 2 sessions per day
 - for effective monitoring and evaluation of the trainer and the training program
- Provide the draft agenda for the training programs
- Provide soft copies of the Session Presentations and study materials to the Institute well before the event for copies to be made for distribution to the participants.
- Provide the list of a few expert trainers (on need basis).
- Provide its standard design for backdrops and stationery to be used during the events.
- A standard operating manual will be provided for the implementation of the training programs covering all terms and conditions including formats to be followed.
- Assessment and certification of the participants to be carried out by SCGJ as per standard norms.

