



**Pradhan Mantri  
Kaushal Kendra**



# **Pradhan Mantri Kaushal Kendra- Disbursement & Operational Guidelines**

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## **Disclaimer**

This document outlines the process for various disbursement and operational matters for PMKK which are governed by the document - “Guidelines for Setting up of Pradhan Mantri Kaushal Kendra (PMKK)” National Skill Development Corporation (NSDC) without liability or any obligation, reserves the right to amend, delete or add any information mentioned in this document at any stage.

## **Overview:**

This document defines the loan disbursement and operational process under Pradhan Mantri Kaushal Kendra (PMKK) project.

A standard operating procedure is followed for disbursement of funds, as listed below:

- Training Provider (TP) to send fund disbursement request along with documents for Pre Disbursement Conditions (PDCs) and other requirements as per the terms of Loan Agreement and PMKK guidelines to NSDC PMKK Team.
- Above documents are checked internally in NSDC by the concerned departments.
- Approval note is prepared highlighting achievement status of key milestones etc. for internal review and discussion.
- Upon confirmation and clearance on the compliance of PDCs by the concerned departments, approval of fund request forwarded to NSDC Finance for loan disbursement with intimation to TP.

The TP must, for every fund disbursement, send a request letter to NSDC requesting the disbursement. NSDC reserves the right to reschedule the disbursement in the event of failure by the TP to achieve milestones mentioned in the Loan Agreement.

### **1. Disbursement of Funds**

The TP must comply with the pre disbursement conditions (PDCs) as defined in the Loan Agreement and PMKK guidelines prior to submission of request for fund disbursement for a PMKK to NSDC.

In addition to the PDCs mentioned in the Loan Agreement, following documents are submitted by the TP as part of the fund disbursement request:

<b>S.no.</b>	<b>Tranche</b>	<b>Required Documents/Compliances by the TP in addition to PDCs</b>
1	First Disbursement	1) Request Letter for fund disbursement (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time ) 2) Approval E-mail from PMKK team on the site selected for PMKK (Location Sign off Form) 3) Present and Proposed Layout Plan of the site
2	Second Disbursement	1) Request letter for fund disbursement 2) Approval E-mail from PMKK team on Super Structure Sign off as per PMKK guidelines

- i) It is further clarified that Post Steering Committee's approval, TP can start the setting up of PMKK for the purpose of implementation of the project. Expenditure made by the TP in the PMKK towards set up cost<sup>1</sup>, furniture & fixture, training equipment and machinery, Computer and IT Hardware, pre fab set up or any other miscellaneous costs<sup>2</sup>, may be considered towards promoter contribution for the purpose of the Project. TP is required to submit the Utilization Certificate (UC) with cost heads. (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time). The UC so

<sup>1</sup> Costs for setting up centre interiors in terms of requisite partitions/ remodeling; flooring; external modifications; interior-exterior paint; setting up washrooms; branding, etc. This cost would also cover pre-fabricated structure costs if applicable.

<sup>2</sup> Miscellaneous Costs refer to all other costs - power backup, fire safety, Library, etc

submitted will be accepted as compliance to the Disbursement Condition requirement related to Promoters Contribution, as per the agreement terms.

## 2. Deviation Matrix

This matrix shall be used to determine acceptable deviations and process of approvals for such deviations under the PMKK project.

### A. Financial Parameters

Financial Parameters			
1	<b>Loan Amount less than approved loan in the agreement</b>	<ul style="list-style-type: none"> <li>TP to submit a revised request on the letter head of the organization mentioning the reason for the change in the loan amount (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time). In addition to the request letter, TP to submit an undertaking on a 100 Rupees non-judicial stamp paper to comply with PMKK guidelines and agreement with the revised loan amount (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> </ul>	Approval from Head PMKK shall be required for availing the loan amount lesser than the approved loan amount.
2	<b>Loan Amount higher than approved loan in the agreement</b>	<ul style="list-style-type: none"> <li>TP to submit a revised request mentioning the reason for the change in the loan amount (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time). In addition to the request letter, TP to submit an undertaking on a 100 Rupee non-judicial stamp paper to comply with PMKK guidelines and agreement with the revised loan amount (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> <li>On acceptance of revised request by NSDC, necessary diligence and approval from appropriate authority along with necessary changes in the documentation as per the approved terms shall be required</li> </ul>	Approval from PMKK Steering Committee shall be required for the additional funding requested by TP.
3	<b>Change/addition of sector/job roles (with no financial implication)</b>	TP to submit a request letter mentioning the details of changes/addition in the sector/job roles along with the reason for the proposed changes (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time). In addition to the request letter, TP to submit an undertaking on a 100 Rupee non-judicial stamp paper that the TP has all the required SSC affiliation (or has applied for the SSC affiliation), course content, industry tie-ups and infrastructure support in terms of trainers and machinery for new job role(s) as per SSC requirements (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)	Approval from NSDC MD & CEO shall be required for the change/addition of sector/job roles with no financial implication.

4	<b>Change/addition of sector/job roles (with financial implication)</b>	<ul style="list-style-type: none"> <li>• TP to submit a request letter mentioning the details of changes/addition in the sector/job roles along with financial implication and reason for the proposed changes (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time In addition to the request letter, TP to submit an undertaking on a 100 Rupee non-judicial stamp paper that the TP has all the required SSC affiliation (or has applied for the SSC affiliation), course content, industry tie-ups and infrastructure support in terms of trainers and machinery for new job role(s) as per SSC requirements (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> <li>• On acceptance of revised request by NSDC, necessary diligence and approval from appropriate authority along with necessary changes in the documentation as per the approved terms shall be required</li> </ul>	If TP requires any additional financial support along with change / addition of new sectors/job roles proposed, approval from PMKK Steering Committee shall be required.
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### ***B. Operational Parameters***

<b>Operational Parameters</b>			
1	Relaxation in area requirement for a PMKK in a district	<ul style="list-style-type: none"> <li>• TP to submit a request mentioning the reason for relaxation in area requirement (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> <li>• In addition to the request, TP to submit an undertaking on a 100 Rupee non-judicial stamp paper to comply with PMKK guidelines and agreement as well as infrastructure requirements in terms of total number/area of classrooms and laboratories (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> </ul>	Approval shall be required from the PMKK Steering Committee
2	Deviation from the proposed layout plan for PMKK submitted by TP at the time of Location Sign Off	<ul style="list-style-type: none"> <li>• TP to submit a request mentioning the reason for the deviation from the proposed layout plan along with a copy of the new layout plan. (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)</li> <li>• In addition to the request, TP to submit an undertaking on a 100 Rupee non-judicial stamp paper to comply with PMKK guidelines</li> </ul>	Approval shall be required from NSDC MD & CEO / ED & COO

		and agreement (Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time)	
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### 3. Regular Reporting

Once the centre is operational, TP shall submit quarterly UC(s) along with Quarterly Bank statements till the loan repayment is completed. Details are to be provided in the template as shared by NSDC PMKK Team and updated from time to time. TP to also provide audited financial statements.

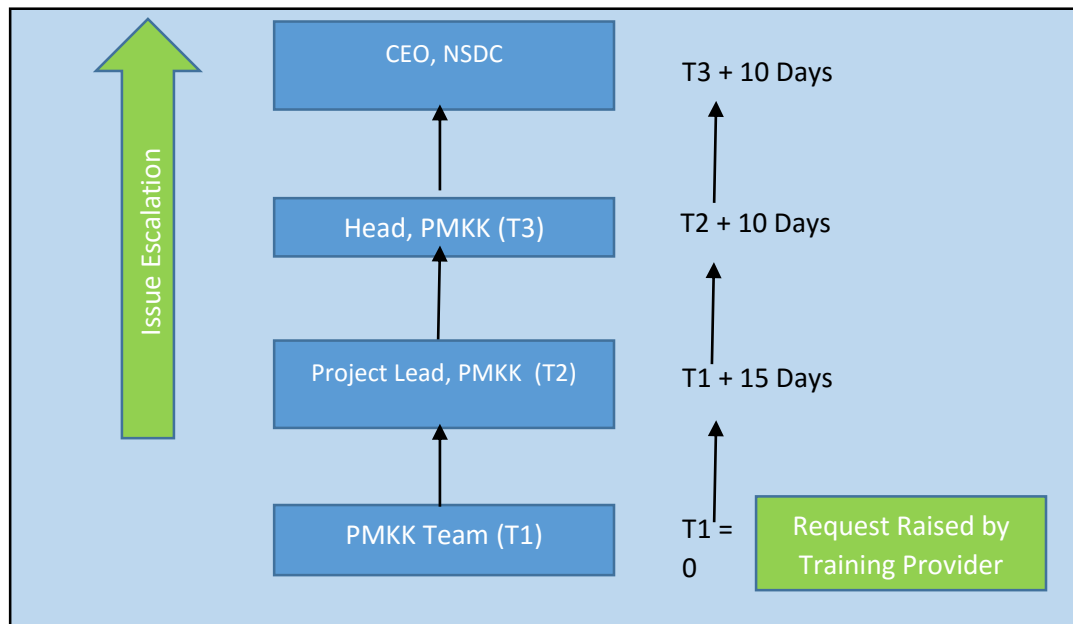
### 4. Suggestive Timelines for Approval of the Requests

S. no.	Type of Request	Time for Approval
1	Requests for <ul style="list-style-type: none"> <li>Change in loan amount</li> <li>Change/addition of sector/job roles</li> <li>Relaxation in area requirement</li> <li>Deviation from the proposed layout plan</li> </ul>	10 working days

The above timelines are subject to receiving the requisite clarifications from the TPs on time.

### 5. Escalation Structure

In order to facilitate and ensure the timely resolution of the requests raised by the TP, NSDC has laid down the following escalation structure:



TPs have to raise the request in the prescribed format as issued by NSDC from time to time. The hard and the soft copies of the request letters (along with required undertakings on non-judicial stamp paper) need to be sent to PMKK team.

Once the PMKK team receives the request, the same will be put for review and subsequent approval from the concerned authorities in NSDC. Standard resolution duration for a request is 15 working days.

In case of non-resolution of issues by PMKK Team within 15 working days of submission of the Request alongwith all required supporting documents, TP can escalate the issue to the Project Lead, PMKK. Further escalation can be made to the Head, PMKK in case the issues are not resolved within 10 working days of escalation to Project Lead, PMKK. In case of non-resolution of issues within 10 working days from the date of escalation to Head, PMKK, the TP may reach out to NSDC MD & CEO.