

F.No. FM-11/32/2021-FME
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi- 110049

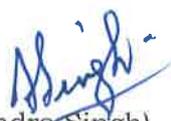
Dated: 02/09/2022

OFFICE MEMORANDUM

Subject: Modification in the Training component of the Capacity Building Guidelines under PMFME Scheme

In supersession to this Ministry's O.M. dated 03.11.2020, 19.11.2020 and 20.01.2022 issued under PMFME scheme, the undersigned is directed to enclose further modified guidelines of the training component of the Capacity Building under PMFME Scheme for information and implementation of same with immediate effect.

This has the approval of the component authority.


(Surendra Singh)
Deputy Industrial Adviser

To

1. VC, NIFTEM (Kundli)/ Director, NIFTEM (Thanjavur)
2. All SNAs/ SLTIs/Training Agencies
3. PMU, NIFTEM (K&T)
4. NPMU (PMFME)
5. Director, NIC for uploading on the website

Copy to:

PPS to Secretary, FPI/ Ps to AS(MA)/ Director (DP)/ Sr Consultant (GB)

Modification in the Training component of the Capacity Building Guidelines¹ under PMFME Scheme

1. Training Process
2. Training Details
3. Training Agencies
4. Training Portal & MIS
5. Annexures

1 Training Process

1.1 There shall be three stage training process under the scheme. Master Trainers (MT) will be imparted training by the NIFTEM (Kundli & Thanjavur) and the Sector Specific National Institutes. There shall be two sets of MTs viz. for EDP and Food Processing specific training. Master Trainers shall impart training to the District Level Trainers (DLT). There shall be two sets of DLT viz. for EDP and Food Processing. District Level Trainers (DLT), both EDP and Food Processing, will impart training to the Beneficiaries at the district level.

1.2 The MTs will also impart training to the District Resource Persons (DRPs) who are enlisted to give handholding services under the scheme.

1.3 Nomination and training of MT, DLT, DRP and the beneficiary shall be the responsibility of the respective State Nodal Agencies (SNA).

1.4 The training of MT shall be organized by NIFTEM (Kundli & Thanjavur). The training of DLT, DRP & beneficiaries, including SHG members, shall be organized by the respective SNA in co-ordination with State Level Training Institutes (SLTI).

2 Training Details

2.1 The details of eligibility, coverage/ nomination, syllabus, mode of training, duration, assessment and cost structure for training of DLT, DRP and beneficiaries of credit linked capital subsidy are given in Annexure I, II & III respectively.

2.2 The details of training of Seed Capital SHG Beneficiaries are given in Annexure IV.

¹ The instant Guidelines undertakes modification of details of training activities under Capacity Building component issued vide OM dated 03.11.2020, 19.11.2020 and 20.01.2022.

3 Training Agencies

3.1 The SNA shall identify the Training Agencies viz. Government and/ or Private Training Partners for undertaking training of beneficiaries under the scheme at the district level.

3.2 Training institutes of the State/ UT Govts., RSETI/ RUDSETI, autonomous and empaneled training institutes/ private training partners² located at the State/ district level could be designated by the SNA for imparting training.

3.3 Training of beneficiaries will be conducted by the existing District Level Trainers. If required, DLTs could be hired from other districts. If such DLTs in other districts are not available, Master Trainers can be utilized for the same purpose.

3.4 Training Agencies including SLTI undertaking training shall upload a brief report of programme conducted and soft copies of the photographs of the programme on the conclusion of the training session.

3.5 Format for claiming payment for training related activities to be submitted as per Annexure V.

4 Training Portal & MIS

4.1 The entire process of training of MTs, Trainers, DRPs and beneficiaries including Seed Capital SHG beneficiaries shall be through a web-based portal. Creation of Batch for training, Approval of batch, record for documents and pictures, particulars of bill shall be submitted online.

4.2 All SNAs, SLTIs, Training Agencies will be enrolled and given access to the Portal to facilitate online work and monitoring on real time basis.

² The relevant provisions regarding training of beneficiaries as given in OM dated 19.01.2022, on engagement of private training partners, shall stand amended as per current Guidelines.

Training of District Level Trainers (DLT)**Eligibility:**

EDP Trainers: EDP trainers of RSETI/ RUDSETI/NIRD/Designated Agencies/District level training institutes or candidates with Diploma/ Degree in Management with minimum 2 years of experience

Food Processing Trainers: UG degree/ Diploma in Food Technology/ Food Eng. / Food Science or any related subject in Food processing with minimum 2 years of experience

Nomination:

SNA/ SLTI shall nominate one DLT (Plus one Stand By) for EDP and one DLT (Plus one Stand by) for Food Processing

Syllabus & Duration**A. DLT- Entrepreneurship Development Programme Training**

Duration- 16 Hrs/ 2 days

S.no.	Heads	Duration (Hrs)	Topics
1	Introduction	3	Learning outcome of the Programme Introduction to Indian Food Industry – Status and Market Size Understanding and Managing the supply chain in food processing industries Opportunities in food processing sector PMFME Overview – Scheme Guidelines and Deliverables Brief mention of other government of India Schemes supporting food processing enterprises
2	Entrepreneurial Risks	1	Introduction: Need & Objective of EDP, Development of Entrepreneurship Skills Basic Characteristics of Entrepreneur:

			Entrepreneurial Mind, Developing Self-confidence, Attitude Building, Goal Setting and Risk Taking, Managerial Skill Sets; Success & Failures of Business: Common Business Risk, Insurable Risks, how to run business to make it successful, Why some Business fail, How to overcome Failures,
3	Establishing an Enterprise	2	Opportunity Identification, Sources of New Idea, Conducting market survey, Idea Validation, Business Plan, Strategic Partnerships or Tie ups for a New Venture Registration of organization, Procurement of Machinery & Raw Material, Storage, Transportation, Recruitment & Staff Training and Motivation, Management Information System, IT in Business –ERP and Accounting System
4	Financial Management	2	Financial Management: Introduction, Concept of Book Keeping and Accounting, Production Management: Purchasing Techniques, Inventory/ Material Management, Cost Control, Budgeting
5	Understanding Banking & Funding	3	General bank system: Type of Bank Accounts and Bank Deposits, Investment and Funding options Understanding Bank Loans: Term Loan/ Working Capital, their Assessment & Management; Specific facilities for Small Borrowers: Mudra Yojana etc; Credit Guarantee/Collateral Free loan; Venture Capital, Banking Compliance, Creditworthiness & how to increase it, Banking Ombudsman (Banking Lokpal)

6	Marketing & branding	2	Basics of Marketing, Elements of Marketing, Marketing Technique and Digital Marketing, Distribution Channel, How to Sell – Techniques, Export opportunities, Effective and Long-Term Customer Relationship; Digital Marketing, Logistics and supply Chain Management Linkage with market chain/players, Branding: Importance of Branding, Brand Creation & registration
7	Business Registration and Other Legal Compliances	2	Regulatory requirements for setting up of factory: Pollution related compliances - Consent to establish & consent to operate, Effluent Treatment Plant (ETP), Labor Laws, Udyam Registration & Portal, GST Registration, IPR- Trademark Registered, Income Tax/PAN, Export-Import License
8	Assessment	1	Assessment and Feedback by FICSI
	Total	16	

B. DLT-Food Processing Training: Duration- 16 Hrs/ 2 days

S.no.	Heads	Duration (Hrs)	Topics
1	Introduction	3	Learning outcome of the Programme Introduction to Indian Food Industry – Status and Market Size Understanding and managing the supply chain in food processing industries Opportunities in food processing sector PMFME Overview – Scheme Guidelines and Deliverables Brief mention of other government of India Schemes supporting food processing enterprises

2	Food Domain: Knowledge Base	4	<p>Basics of Food Processing and Preservation.</p> <p>Introduction to the different domains of food industry</p> <p>Food Products relevant as per market potential of the area and interest of the microentrepreneurs,</p> <p>Range of technology solutions relevant to product;</p> <p>Showcase of existing training material specific to processing and packaging aspects as per the interest of the microentrepreneurs available on PMFME/NIFTEM portals</p> <p>Walk through other relevant website & portals to gather product specific information</p> <p>Value Addition of different domains with special focus on Processing & Packaging</p>
3	Food safety & Standards	6	<p>Introduction to Food Quality and Safety</p> <p>FSSAI Act: Important provisions, Rules and Regulations, Duties & Obligations of Food Business Operators (FBOs), Dos & Don'ts for FBOs</p> <p>Schedule 4 - GMP, GHP and other key points</p> <p>FSSAI License/Registration and Renewal Process, FOSCOS, Food Recall and Traceability</p> <p>Packaging & Labelling requirements, Labelling declarations,</p> <p>Nutritional information, Exemptions</p> <p>Introduction to HACCP FSMS certification</p> <p>FSSAI initiatives for promoting Safe and wholesome food</p> <p>Food Safety Mitras</p> <p>Plant Layout and Maintenance:</p>

			Introduction to food plant design - plant location - location factors, site selection- layout Waste disposal – Sewage treatment. Cleaning & Sanitization. GLP practices including need for testing and existing NABL labs, FSSAI notified labs FSSAI & International Standards, Food Standards (Product & Additive) along with basics of adulteration
4	Business Registration and Other Legal Compliances	2	Regulatory requirements for setting up of factory: Pollution related compliances - Consent to establish & consent to operate, Effluent Treatment Plant (ETP), Labor Laws, Udyam Registration & Portal, GST Registration, IPR- Trademark Registered, Income Tax/PAN, Export-Import License
5	Assessment	1	Assessment and Feedback by FICSI
	Total	16	

Mode of Training: Class room/ Online through VC

Assessment & Certification:

- i. Formal assessment would be undertaken by the designated Agency viz. FICSI. The assessment mode could be either online or offline and in regional language as decided by SNA.
- ii. The assessment for DLTs to be limited to maximum two attempts. After that participant will bear the assessment cost.
- iii. The certificate of qualified DLT would be issued online by FICSI. The certificate would carry logo of MoFPI and PM FME Scheme on it.

Cost Norms for 2 days Classroom Training: (for Batch size of 15 trainees)

S. No.	Heads	Cost (Amount in Rs)
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1	Honorarium for MTs/ Experts (Rs. 3000 per session of 2hrs, for total 8 session) 2*8=16 Hours in 2 Days	24,000
2	Refreshment & Lunch (Rs 100 per person per day)	5000
3	Institutional charges (Rs 3000/ day)	6000
4	Miscellaneous charges Includes printing material, stationary etc. (Rs 3000/ day)	6000
5	Trainee's TA/ DA (Rs 500/day)	15,000
6	Assessment cost (Rs 450/candidate)	6750
Total cost of Training for a Batch of 15 Candidates		62,750
Training Cost Per trainee		4,183
<ul style="list-style-type: none"> i. Batch Size (Minimum-Maximum): 15-20 ii. In case of Online Training via VC: Refreshment Cost would not be applicable and Miscellaneous cost would be as per actuals with maximum capping of Rs 3000 per day per batch iii. TA/ DA for MT/ Expert (if travelling from other district): <ul style="list-style-type: none"> a. Travel (To & Fro) up to Rs 1500 b. Per diem allowance up to: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities iv. All the payments will be met by the SNA from the funds released under PMFME Scheme 		

Training of District Resource Persons (DRP)**Eligibility³:**

Any suitable person(s) like Retired Govt/ Bank official, Insurance agents, Bank Mitra's, Consultancy firms, Individual professional (s) etc. facilitating/handholding the individual micro food processing enterprises applicants may be recognized as DRP by SNA.

Syllabus & Duration**District Resource Person Training****Total Hrs: 16Hrs/2 days**

S.no.	Heads	Duration (Hrs)	Topics	Trainer
1	Scheme Related Details	2.5	PMFME Components; Identification & mobilization of Beneficiaries, Walk through of relevant websites and portal; Organization Support under the Scheme, PMFME Portal/MIS	MT- EDP/Food Processing * (Arranged by NIFTEM/SNA/SLTI)
2	Credit Related Details	3	DPR essentials & DPR preparation Model DPRs/ Project profiles Appraisal of proposal and selection criteria by banks for sanction of Loan Banking aspects- General Banking System, Term Loan, Project Loan and its Assessment, Type of Bank Accounts and Bank Deposit, Investments Technique	MT- EDP/ Banking Experts (Arranged by NIFTEM or SNA/SLTI)

³ For details about selection of District Resource Person (DRP) refer to OM dated 18.05.2022

			and Resources, How to Increase Your Creditworthiness, CIBIL Understanding and Dispute Resolution, Various Digital Banking Platform and its applicability to Business, Working Capital: Assessment & Management, Mortgage Loan or LAP, Specific scheme for Small Borrowers, Banking Ombudsman (Banking Lokpal) A Grievances Cell	
3	Registration & Licensing	2.5	Food Safety and Standard Act and Regulations Roles & Responsibilities of Food Business Operator FSSAI - Registration & Licensing	MT- Food Processing /FSSAI Trainer/Experts (FSSAI Trainer to be arranged by NIFTEM)
4	Food Safety & Standards Regulations	2.5	Packaging & Labeling Regulation Plant layout, design & maintenance GMP & GHP including water analysis	MT- Food Processing (Arranged by SNA/SLTI)
5	Business Registration and Other Legal Compliances	2	GST Registration, MSME Registration (Udyog Adhar/Udyam Registration), PAN Registration and other regulatory requirement with respect to establishment and operation of manufacturing unit	MT- EDP (Arranged by SNA/SLTI)

			(Fire safety license, Pollution control, trade license - Municipal/Corporation Licensing, IEC License etc.)	
6	Marketing & Branding	2.5	Marketing Technique and Digital Marketing, Distribution Channel, How to Sell – Techniques, Export opportunities, Effective and Long-Term Customer Relationship; Digital Marketing, Logistics and supply Chain Management, Linkage with market chain/players, Branding: Importance of Branding, Brand Creation & registration	MT- EDP (Arranged by SNA/SLTI)
7	Assessment & Certification	1	Assessment / Feedback by FICSI	FICSI
	Total	16		

- i. The training of DRP will be organized by the SNA/SLTI in coordination with NLTIs using Master Trainers.
- ii. In case of Government officials including SNA/SPMU and resource person of government department collaborating with the implementation of the Scheme limited to two person each per district may be nominated by SNA for the training.

* Resource persons of NIFTEM would be imparted training on MIS. Resource Persons would in turn impart training to the existing MT.

Mode of Training: Online via VC

Assessment & Certification:

- i. Formal assessment would be undertaken by the designated Agency viz. FICSI. The assessment mode would be online and in regional language as decided by SNA.

The assessment for DRPs to be limited to maximum two attempts. After that participant will bear the assessment cost.

- ii. The certificate of qualified DRP would be issued online by FICSI. The certificate would carry logo of MoFPI and PM FME Scheme on it.

Cost Norms for 2 days Online Training (for Batch size of 15 trainees)

S. No.	Heads	Cost (Amount in Rupees)
1	Honorarium for MTs/Experts (Rs. 3000 per session of 2hrs, for total 8 session) 2*8=16 Hours in 2 Days	24,000
2	Institutional charges (Rs 3000/day)	6000
3	Miscellaneous charges Includes printing material, stationary etc. (Rs 3000/day)	6000
4	Trainee's TA/DA (Rs 500/day)	15,000
5	Assessment cost (Rs 450/ person)	6750
Total cost of Training for a Batch of 15 Trainees		57,750
Cost per Trainee		3,850
<ul style="list-style-type: none"> i. Batch Size (Minimum-Maximum): 15-50 ii. Miscellaneous cost would be as per actuals with maximum capping of Rs 3000 per day per batch iii. All the payments will be met by the SNA from the funds released under PMFME Scheme 		

Training of Credit Linked Subsidy Beneficiaries

Coverage			
All applicants viz individuals and Groups ⁴ (SHGs/ FPOs/ Cooperatives) recommended for availing credit linked grant by District Level Committee (DLC)			
. Syllabus & Duration			
Food Processing EDP Training for Credit Linked Subsidy Beneficiaries			
Duration- 24 Hours/ 3 Days			
S.no.	Heads	Duration (Hrs)	Topics
1	Introduction	2	Learning outcome of the Programme Introduction to Indian Food Industry, Status, market size; understanding supply chain in food processing industries; opportunities in food processing sector; PMFME Overview and brief mention of other government of India Schemes supporting food processing enterprises
2	Establishing an Enterprise	3	Opportunity Identification, Sources of New Idea, Conducting market survey, Idea Validation, Business Plan, Strategic Partnerships or Tie ups for a New Venture Registration of organization, Procurement of Machinery & Raw Material, Storage, Transportation, Recruitment & Staff Training and Motivation, Management Information

⁴ SNA shall nominate only two persons per group for training.

			System, IT in Business –ERP and Accounting System
3	Entrepreneurial Risks	2	Objective of EDP, Basic Characteristics of Entrepreneur: Entrepreneurial Mind, Developing Self-confidence, Attitude Building, Goal Setting and Risk Taking, Managerial Skill Sets; Common Business Risk, Insurable Risks, Why some Business fail, How to overcome Failures
4	Financial Management	2	Financial Management: Concept of Book Keeping and Accounting, Production Management: Purchasing Techniques, Inventory/ Material Management, Cost Control, Budgeting
5	Understanding Banking & Funding	2	General bank system: Type of Bank Accounts and Bank Deposits, Investment and Funding options Understanding Bank Loans: Term Loan/ Working Capital, their Assessment & Management; Specific facilities for Small Borrowers: Mudra Yojana etc; Credit Guarantee/Collateral Free loan; Venture Capital, Banking Compliance, Creditworthiness & how to increase it, Banking Ombudsman (Banking Lokpal)
6	Marketing & branding	3.5	Marketing Technique and Digital Marketing, Distribution Channel, How to Sell –

			<p>Techniques, Export opportunities, Effective and Long-Term Customer Relationship;</p> <p>Digital Marketing</p> <p>Logistics and supply Chain Management Linkage with market chain/players,</p> <p>Branding: Importance of Branding, Brand Creation & registration</p>
7	Food Domain: Knowledge Base	2	<p>Introduction to the different domains of food industry; Food Products relevant as per market potential of the area and interest of the microentrepreneurs, Range of technology solutions relevant to product; showcase of existing training material specific to processing and packaging aspects as per the interest of the microentrepreneurs available on PMFME/NIFTEM portals; Walk through other relevant website & portals to gather product specific information</p>
8	Food safety & Standards	4.5	<p>Food Regulatory Compliances : Important provisions, Duties & Obligations of Food Business Operators (FBO), Dos & Don'ts for FBOs, Schedule 4 - GMP, GHP and other key points, FSSAI License/ registration and renewal, FOSCOS, Food recall and traceability</p> <p>Packaging & Labeling requirements, Labelling</p>

			<p>declarations, nutritional information, exemptions</p> <p>Introduction to HACCP FSMS certification</p> <p>FSSAI initiatives for promoting Safe and wholesome food; Food quality Testing, GLP, Food Safety Mitras,</p> <p>Plant layout and maintenance: Introduction to food plant design - plant location - location factors, site selection-layout</p>
9	Business Registration and Other Legal Compliances	2.5	Regulatory requirements for setting up of factory: Pollution related compliances-Consent to establish & consent to operate, Effluent Treatment Plant (ETP), Labor Laws, Udyam Registration & Portal, GST Registration, IPR-Trademark Registered, Income Tax/ PAN, Export-Import License
10	Internal Assessment & Feedback	0.5	Internal Assessment and Beneficiary Feedback
	Total Duration (Hours)	24	
Mode of Training: Classroom/ Offline			

Assessment & Certification

- i. The Training coordinator, SLTI / District Nodal Officer along with DRP shall visit the training programme and certify the attendance of the trainees. They shall visit at least on the day of commencement and conclusion of the training programme.
- ii. TA/ DA, as applicable in the state concerned, and an honorarium of Rs 1000 per batch of assessment is payable. The training assessor may seek assistance of the DRP. In such case, DRP will also be entitled for honorarium.
- iii. The Training coordinator, SLTI / District Nodal Officer along with DRP shall upload the attendance on the portal on the day of visit to the training site
- iv. The certificate of participation for training of beneficiary's would be automatically generated by the PMFME training portal upon marking attendance at the training portal.

Cost Norms for Training

S. No.	Particulars	Cost per trainee
1	Honorarium to DLT/ expert (Rs. 1166/ session of 2 hrs)	700
2	Infrastructure facility	700
3	Mobilization Expenses	200
4	Study material and other expenses like notepad and pen	150
5	Drinking Water/ Tea/ Snacks/ Lunch etc.	474
6	Beneficiary pay-out	500
Cost of Training (per Trainee)		2,724

- i. TA/ DA for beneficiary trainee- Rs. 250 per day
- ii. TA/DA for MT/DLT (if travelling from another district):
 - a. Travel (To & Fro) up to Rs 1500
 - b. Per diem allowance up to: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities
- iii. Division of Cost above are indicative subject to no change in beneficiary pay out and overall cost per trainee of Rs 2724

- iv. The maximum batch size shall be of 30 participants.
- v. This cost of training will be met by the SNA to the Training Agencies
- vi. A person can take part in training programme only once; repetition not permitted.

Training of Seed Capital SHG Beneficiaries

Coverage			
SHG beneficiaries of Seed Capital under PMFME scheme engaged in micro food processing			
Syllabus & Duration			
Food Processing Orientation training for Seed Capital SHG Beneficiary			
Duration- 8 hours/1 day			
S.no.	Heads	Duration (Hrs)	Topics
1	Introduction	0.5	PM FME Overview, understanding supply chain in food processing industries, Brief mention of other government of India Schemes supporting food processing enterprises
2	Food Domain: Knowledge Base	2	Food Domains, Value addition, Raw material, Tools/ Equipment's/Machineries as per Capacity
3	Demonstration (As per target audience)	2	Using home-based equipment
4	Establishing an Enterprise	0.5	Procurement of Machinery & Raw Material, Storage, Transportation, Recruitment & Staff Training and Motivation, Inventory Management: Record keeping of daily transactions, Maintain Purchase register, Sales register etc; Working Capital Management: working capital decisions, cash in hand for emergency etc.
5	Food safety & Standards, Udyami Registration,	1	Basics and benefits: FSSAI Registration & Licensing, Schedule IV – FSSAI (GMP, GHP, GLP practices including

	GST registrations and its returns		requirement for testing of food products) Udyami registration, <i>GST & PAN</i>
6	Packaging Technology & FSSAI packaging and labelling requirement	1	Brief of Packaging, Types of Packaging materials, methods and machineries involved (Primary, Secondary and tertiary) Selection of packaging materials, FSSAI Labeling norms: Labelling declarations, nutritional information, exemptions from labeling requirement. (As per target audience)
7	Marketing, branding, sales & distribution	1	Marketing and branding techniques: Basics, Importance of Branding, Fixation of price, methods of price fixation, Product Placement, Sales and Distribution- linkage with market chain/players
	Total	8	
<p>The syllabus may be modified by the Trainers /Experts as per the needs of target group In addition to DLTs/ MTs, SNA may engage SRLM/ SULM Experts to impart training</p>			
Mode of Training: Classroom/ Offline			

Assessment & Certification

- i. The Training coordinator, SLTI / District Nodal Officer along with DRP shall visit the training programme and certify the attendance of the trainees.
- ii. TA/ DA, as applicable in the state concerned, and an honorarium of Rs 1000 per batch of assessment is payable. The training assessor may seek assistance of the DRP. In such case, DRP will also be entitled for honorarium.
- iii. The Training coordinator, SLTI / District Nodal Officer along with DRP shall upload the attendance on the portal on the day of visit to the training site
- iv. The certificate of participation for training of beneficiary's would be automatically generated by the PMFME training portal upon marking attendance at the training portal.

Cost Norms for Training

S. No.	Heads	Cost (Amount in Rupees)
1	Per Trainee	Rs 892

- i. Batch Size (Minimum-Maximum): 20-30
- ii. The cost of training ⁵includes mobilization expenses, cost of training material, stationary, beneficiary pay out, trainer cost, infrastructure, food and refreshment provided to trainees.
- iii. This training amount is payable by SNA to Training Agency for offering the training.
- iv. TA/ DA for seed capital beneficiary trainee: Rs. 250 per day
- v. TA/ DA for DLT/ MT/ SRLM/ SULM expert (if travelling from other districts)
 - a. Travel (To & Fro) upto Rs. 1500
 - b. Per diem allowance up to Rs. 2000 for Tier I cities, Rs. 1500 for Tier II cities and Rs. 1200 for Tier III cities
- vi. A person can take part in training programme only once; repetition not permitted.

⁵ Duplication of payment to be restricted for the facilitation for Training of Seed Capital Beneficiaries with reference to OM dated 18.07.2022 regarding instructions for handhold cost and monitoring for seed capital under PMFME

**Format for claiming of payment for Training related activities
(On Institute/ Agency Letterhead)**

To
The State Nodal Agency, PMFME
State of

Subject: Request for payment for Training related activities under PMFME
Dear sir/ Madam,

..... (Name of the Agency) intends to undertake training under PMFME Scheme as per the following particulars:

- (i) Type of training: DLT& DRP/ Credit Linked Subsidy Beneficiary / Seed Capital SHG Beneficiaries (Tick as Applicable)
- (ii) Name of the State:
- (iii) Name of the District/s:
- (iv) ODOP of the District/s:
- (v) Particulars of the Batch:
- (vi) No. of Trainees:
- (vii) Proposed Dates: From --/--/---- to --/--/----

S. No.	Particulars	Rate (as per guidelines)	Number of Trainees	Total Amount (Rs)
Training: DLT/DRP⁶ No of Trainees: ----				
1.	Honorarium to MT /Experts			
2.	Refreshment & Lunch (per person per day)			
3.	Institutional charges per day			
4.	Miscellaneous charges Includes printing material, stationery etc. per day			
5.	Trainee's TA/ DA per day			

⁶ The rates to be applicable as per the Annexure I & Annexure II of the Training of DLT & DRP

6.	Assessment cost/ candidate			
	Total Cost of Training			
Training of Beneficiaries⁷				
No of Trainees: ----				
1.	Honorarium to DLT/ Expert			
2.	Infrastructure facility			
3.	Mobilization Expenses			
4.	Study material and other expenses like notepad and pen			
5.	Drinking Water/ Tea/ Snacks/ Lunch etc.			
6.	Beneficiary Pay-out and TA/DA			
	Total			
Training of Seed Capital SHG Beneficiaries⁸				
No of Trainees: ----				
1	Per Trainee			
	Total			

It is requested that an estimated expenditure of Rs _____ as detailed above may be transmitted to as per the provisions in the guidelines⁹.

Signature & Stamp of the Authorised signatory of the State Level Training Institute
or the Designated Training Agency

Name of the Institute:

Contact Number:

Email:

⁷ The rates to be applicable as per the Annexure III of the Training of Beneficiaries

⁸ The rates to be applicable as per the Annexure IV of the Training of Seed Capital SHG Beneficiaries

⁹ As per the relevant clauses; refer clause 12 of the Guidelines dated 20.01.2022 and clause 9 of the Guidelines dated 19.01.2022.