DIRECTORATE OF PMEGP
KHADI AND VILLAGE INDUSTRIES COMMISSION
3, IRLA ROAD, VILE-PARLE (WEST), MUMBAI-56.

NO.PMEGP/BFL/CIR Guidelines/2020-21   Date: 16.10.2020

CIRCULAR

Sub.: Modification in EDP training guidelines-regarding.

1. As per the PMEGP scheme guidelines, EDP training for 10 days is compulsory for all the PMEGP beneficiaries before release of funds by banks. The objective of EDP is to provide orientation and awareness pertaining to various managerial and operational functions like finance, production, marketing, enterprise management, banking formalities, book keeping, taxation, Insurance etc.

2. Earlier, KVIC has signed MOU with NACER (National Centre for Excellence of RSETIs) for conducting EDP through RUDSETI/RSETI in the country, which has expired on 31.03.2020. Further, the EDP training was exempted up to 30.09.2020 for claiming Margin money subsidy due to covid19 pandemic situation. Meanwhile, online EDP training has also been introduced from October,2019 through Samadhan portal.

3. In view of the above and in order to provide more options for EDP training, it is now proposed to conduct offline EDP training through the departmental training centres of KVIC, KVIB, DIC, MSMEDI, NSIC, Tool rooms of MSME, IDEMI, RSETI/RUDSETI, Non-departmental training centres of KVIC(selected) and other training centres of Central/State Govt.

4. Selection of beneficiaries:

The candidates desirous of availing benefits under PMEGP submit application online on PMEGP e-portal. Provision for selection of training modes and training centres has been given in the online application for beneficiary. The user ID and password provided to the applicants at the time of submission of their application and tracking of its status. The State/District level implementing agencies viz. KVIC, KVIB and DICs after receiving the applications will scrutinize the applications preliminary, examining the personal and factual details mentioned in the applications/ project reports and the

corrected and complete applications alongwith the detailed project report shall be forwarded by the implementing agencies directly to the Banks for taking credit decision based on the evaluation through score card.

Banks are presently examining the applications both technically and financially and sanction the applications for loans as per their rules and norms.

5. Procedure for opting the offline/online training:-

a. The applicants can select the mode of EDP training either for online or offline EDP training at the time of final submission of their application on PMEGP portal.

b. After selecting the mode of training, the applicant can opt for either pre-sanction EDP or post-sanction EDP and subsequently select the nearby training centre of his/her choice.

c. Pre-sanction EDP will be conducted by the training centres with the same course content and periodicity on payment basis as per the pattern of assistance specified in the training guidelines at para no.17. In other words, the prospective beneficiary can undergo EDP training prior to bank sanction on his own cost.

d. The beneficiaries those who have already registered and undergoing the online EDP training programme cannot change the mode of training.

e. All the applicant details who selected for pre-sanction & post-sanction EDP in the offline mode of training will be available under the log-in of training centres, State offices, Banks and Central office for organising and monitoring the training programme.

f. Nodal Officer, PMEGP has to monitor the EDP training programme conducted by the training centres in the State, as tracking of EDP has become operational in the PMEGP portal.

However, the applicants, who have already undergone training of at least 2 weeks under Entrepreneurship Development Programme (EDP)/ Skill Development Programme (SDP) / Entrepreneurship cum Skill Development Programme (ESDP) or Vocational Training (VT), need not undergo EDP again.

6. Training Centres for EDP:

    i.   Departmental Training Centres of KVIC/KVIB/DIC/Coir Board.
    ii.   MSME DIs and Tool rooms(as per the list available on portal).
    iii.   IIE, NIMSME,NISBUD etc.
    iv.   Incubation centres and LBIs of NSIC.
    v.   Selected Non departmental training centres of KVIC.
    vi.   Training Centres of Central and State Government.
    vii.   RSETI/RUDSETI.
    viii.   Any other training centres identified by KVIC.

7. EDP Duration:

For manufacturing sector projects upto Rs.25.00 lakhs and in service sector projects up to Rs.10.00 lakhs under PMEGP, the EDP with duration of 10 working days is mandatory.

8. Course Content of EDP:

The course content for the EDP is already approved by KVIC. The training modules and course contents are to be strictly followed by the training centres. Soft and hard copy of the training module and contents shall be made available to the approved training centres.

9. Batch size:

The normal batch size for EDP should be minimum of 25 and a maximum of 35 candidates. However, it may be difficult to mobilize 25-35 candidates at a time and hence the minimum number of candidates in a batch would be 10 and maximum would be 35. If the batch size falls below 10, in such a situation, the training centres available nearby shall impart the training by clubbing together the batches with the nearby training centres in consultation with KVIC. However, the batch size should not fall below the minimum size of 10 candidates prescribed to organize the training. The Nodal Officer, PMEGP has to coordinate with the training centres for clubbing together of such small batches with the nearby training centres by monitoring regularly in the PMEGP portal, as now provision has been made for online tracking of EDP programmes.

10.   Peripatetic Training(PPT):

Training centres may not be available in some areas, where more trainees belonging to that location might have registered for the training. In such contexts, Peripatetic Training can be conducted outside the campus of training centres on PPT mode by departmental training centres of KVIC only. EDP training can be arranged on PPT mode at places(preferably District Head quarters), where training centres are not available nearby, in consultation with the State office, KVIC or KVIB or DIC depending upon the need for conducting such EDP training.

11.   Test for EDP trainees:

At the conclusion of training programme, EDP trainees will have to appear for an aptitude test to be administered by training Centres. The trainees will have to attend the test to be eligible to receive the EDP training certificate. This will enthuse the PMEGP beneficiaries for taking up training programme with all the seriousness.

12.   Common Certificate of EDP:

The EDP Certificate will be jointly signed by Principal, training centre and State Director (KVIC) or his representative only. In the absence of State Director, his official representative will sign the certificate and also as far as possible, will attend such valedictory programs where the EDP certificate is issued to the trainees. The EDP Certificate format should be in Bilingual (in Hindi and English) to maintain the uniformity, while issuing the EDP certificate Application ID of the trainee should be invariably mentioned in the EDP certificate. The standard format of certificate shall be made available to all training centres. Necessary provision has been made in the online portal to upload the EDP certificates by the training centres.

13.   Handholding:

Training Centers conducting EDP training, will provide handholding services to the trainees beyond three years lock-in period, as and when required by the trainee. The details of handholding support provided to such trainees need to be maintained by the training centres. This is to address teething problems if any, and to facilitate in sanction of loan and to ensure that the units are properly grounded. The compilation report of such details of handholding should be sent on quarterly basis to Directorate of PMEGP for evaluation and report to the Ministry.

14.   Non-availability of Hostel facility:

In case hostel facility is not available for the candidates at empanelled/registered training centers, then, accommodation should be arranged by the respective training centers to trainee by outsourcing, for which expenditure will be reimbursed by KVIC as per existing pattern / norms.

15. Simplified procedure for submission of the Claims:

EDP training Centres will prepare the claim immediately after completion of the training programme and will prefer claims with respective field offices of KVIC within 15 days. Headwise expenditure statement alongwith copies of Bills/Vouchers shall be submitted to KVIC for reimbursing the training expenses. The list of trainees along with their addresses, ID no etc may also be sent along with the statement of expenditure.

16. Time Frame for reimbursement of expenses:

Time taken for reimbursement of expenditure from the KVIC to training centres shall normally not exceed a period of 30 working days from the date of receipt of Post Programme Report (PPR) on the availability of funds for reimbursement by SO/DO, KVIC .

17. Pattern of Assistance of EDP programmes :-

As per Common norms and guidelines of Ministry of Skill Development and Entrepreneurship (MSDE), reimbursement of cost of training varies depending upon factors such as location of the training centres, type of beneficiary, category of training etc. The calculations for arriving at the eligible amount are cumbersome and time consuming. To simplify the process, an average cost is taken which works out to be Rs.550/-per candidate per day as shown below. KVIC shall pay an amount of Rs.550/- (Rupees Five hundred and fifty only) per candidate per day for 10 days' training programme. The amount to be claimed by the training centres will be arrived at based on the number of training days and actual number of candidates trained. The details of permitted total expenditure per batch of 25 trainees are as shown below:

(Amount in Rupees).

Sl. No.	Head of expenditure	Amt. for 10 days' batch
1	Lodging of Participants	34,000/-
2	Boarding	48,000/-
3	Guest faculty	27,500/-
4	Study material	11,000/-
5	Stationery/Printing etc.,	5,500/-
6	Misc. expenditure	4,000/-
7	Incentive to Institute	7,500/-
	Total	1,37,500/-

Note: Interchange of expenditure from one head to another is permitted within overall allocation of per head expenditure at Training Centres which is Rs.550/- per day.

The actual cost of training subject to a ceiling of Rs.550/- per candidate per day will be reimbursed to the training centres.

18. Role and responsibilities of KVIC:

(a) Issue policy and operational guidelines on implementation of PMEGP to all implementing agencies including Banks, training centres and other stakeholders.

(b) KVIC shall reimburse the training expenses of EDP to the training centre within 30 working days of receipt of Claim Statement alongwith copies of bills/vouchers on availability of funds with concerned SO/DO, KVIC.

(c) KVIC shall designate a Nodal Officer of the State to coordinate with training centres, Banks and other stakeholders.

(d) KVIC shall make available the provision for capturing the training schedule with all details on PMEGP portal to generate MIS periodically.

(e) KVIC through the Nodal officers/State/Divisional Directors shall monitor the progress in imparting training by training centres under PMEGP.

(f) Nodal officers through the State/Divisional offices of KVIC shall bring to notice of head office any gaps, limitation, issues while imparting EDP training to PMEGP entrepreneurs and sort out these shortcomings with the concerned.

This may please be brought to the notice of all concerned.

This is issued with the approval of Chief Executive Officer.

DY.CEO (PMEGP)

To

1. All State/Divisional Directors, KVIC.
2. All Chairman/CEO, State/UT, KVI Board.
3. The Heads of All State/UT DIC.
4. All Principal Secretary, MSME/Industries , all State/UT.
5. All Zonal Dy. CEO's in and outside Mumbai-for information.

Copy for information to:

6. Chairman Cell, KVIC
7. All Commission Members of KVIC.
8. OSD to CEO, KVIC.
9. OSD to FA, KVIC.
10. OSD, CVO, KVIC.
11. Directorate of Capacity Building and All Industry/Programme Directors of KVIC.
12. Director (IT) -with a request to place the above circular on KVIC/PMEGP website.
13. Director (Pub.) with a request to publish the above circular in ensuing issue of 'Jagriti'.
14. Director(HindiCell),KVIC—with a request to translate in Hindi.
15. Master file.

DY.CEO (PMEGP)