

Guidelines w. r. t. Trainings Admissible and In-admissible under Skill Development Allowance Scheme-2013.

Skill Development is training offered by a training institute or organization which results in acquisition of proficiency and leads to increase in employability in the job market. Skill Training usually takes place through: **(i). Vocational Education, (ii). Technical Training and (iii) Other Skill Training offered by institutes/organizations and is certified through a Diploma or a Certificate.**

For the purpose of Skill Development Allowance (SDA) Scheme, 2013, valid trainings are diploma or certificate trainings offered by registered/recognized institutes/organizations and **only Information Technology Diploma/Certificate Trainings offered by Universities** (all other trainings of Universities are barred except, one year Diploma/ certificate course in “Fruit and Vegetable Processing and Bakery Products” imparted by Dr. Y.S. Parmar Universities of Horticulture and Forestry, Department of Food Science and Technology, Nauni, Solan, under National Mission on Food Processing, GOI, Scheme w. e. f. July, 2016). The institutes/organizations imparting training should be registered/recognized by any State or Central Government or be empanelled by the District Committee constituted vide Notification No.- Shram(F)1-2/2013, dated 13/12/2013 for this purpose. All trainings given by Central/State Government Ministries/Departments/Boards/Corporations are valid.

Only beneficiaries who are pursuing skill development training **exclusively** will be eligible for Skill Development Allowance. Students who are pursuing Degree/Teaching/other higher education training and are simultaneously enrolled in a Skill Development Training will not be eligible. However, Degree Course in

Nursing and B.Voc. Education in Retail Management and Tourism & Hospitality is covered under the Scheme.

Skill Development Trainings includes the following:

(I). Trainings in Government/Government Recognized Sector:

(a). Trainings offered by institutes/organizations under Government recognized Craftsmen Training Scheme frameworks like State Council for Vocational Training (SCVT) and National Council for Vocational Training (NCVT). **All Government and Private Industrial Training Institutes (ITIs)** fall under SCVT/NCVT and trainings offered by them are valid under the Scheme.

(b). Trainings offered by institutes/organizations under Government recognized Technical Education framework like All India Council for Technical Education (AICTE). **All Government and Private Polytechnics** affiliated to respective State Board of Technical Education and trainings offered by them are valid under the Scheme.

(c). Certificate and diploma trainings offered by institutes/organizations (barring Universities) under **National Skill Qualification Framework (NSQF)**.

(d). Trainings offered by **institutes/organizations registered as Vocational Training Providers (VTPs)** which impart trainings in Modular Employable Skills (MES) developed under the Skill Development Initiative Scheme (SDIS) by Directorate General of Employment & Training (DGE&T), Government of India (GOI). Therefore, all such trainings are valid under the Scheme. The details of MES can be accessed at dget.nic.in

(e). Trainings offered by **National Council for Hotel Management and Catering Technology** (such as Post Graduate Diploma in Accommodation Operation and Management, Post Graduate Diploma in Dietetics and Hospital Food Service, Craftsmanship Course in Food Production, Craftsmanship Course in Food and Beverage Services, Certificate Course in Hotel and Catering Management etc).

(f).Trainings offered by any Government Departments, any Government Corporations or Government Agencies are valid under the Scheme, for example:

(i). Trainings organized by Departments like Industries Department {such as Long Term Product Specific Entrepreneur Development Programme (EDP)}, Department/ Ministry of Tourism, Government of India (such as 3 months Personality Development and English and German Language Courses, courses in Food Production, Basic Food and Beverages Services (Steward), House Keeping, Front Office Assistant, Bakery and Confectionary etc.),

(ii).Trainings offered by Department of Health and Medical Education (Diploma Courses of Dental Hygienist, Dental Mechanic, Laboratory Technician, X-ray Technician, Optometrist, Operation Theatre Technician, Pharmacist, Nursing, Midwifery, Auxiliary Nurse Midwife (ANM) etc. recognized/affiliated by the Department of Medical Education and Research, H.P./Other States/Central Government).

B.Sc. Nursing/any graduate degree course in Nursing (from Government/Government affiliated Training Institute) is also valid w. e. f. April, 2015.

(iii).Trainings offered by Corporations such as Himachal Roadways Transport Corporation (such as Course of Driving Training).

(iv).H.P. Handicrafts and Handloom Corporation Limited (such as course of Training in Weaving, Knitting, Thanka Painting and Wood Carving, Chamba Rumal Embroidery and Chamba & Kangra Painting etc), **H. P. Scheduled Castes & Scheduled Tribes Development Corporation** (such as Handloom Khadi, Motor Driving, Motor Mechanic/Auto Scooter Repair, Shoe Making, Electronics, Plumber, Electrician/Motor Binding, Welding/Steel Fabrication/Black smith, Carpentry, Foam making, Beautician, Bamboo Work, Barber, Cutting Tailoring, Computers Trainings etc.) **In these cases, if the trainees are getting stipend from these organizations, option shall be granted to them to choose either allowance under the SDA Scheme or the stipend.**

(v). Trainings offered by District Rural Development Agencies (DRDA) (such as cutting and Tailoring) and **trainings offered by Rural Self Employment Training Institutes (RSETIs)** (such as Dairy Farming, Beauty Parlour Management, Domestic Electric Appliances Repair & Servicing of TV/DVD and other Digital Electronics Appliances etc).

(vi). Trainings offered by Project Implementing Agencies (PIAs) under Aajeevika Scheme recognized by the Ministry Of Rural Development (MORD). The website can be accessed at aajeevika.gov.in

(II). Skill Development also cover trainings by Private Institutes/Organizations as given under:

(1). For IT/Computer Trainings in Himachal Pradesh:

(i). Private reputed institutes i.e. (a) National Institute of Information Technology(NIIT) (b) Aptech (c) Jetking (d) AISECT (e) Hindustan Computers Ltd.(HCL) (f) Computer Maintenance Corporation Ltd. (CMCL) which offer various computer trainings. Diplomas/certificates issued by these institutes are recognized by Private Sector.

Franchisees of the above mentioned private institutes will also be eligible provided that the evaluation and certification is done by the above mentioned private institutes (parent organization) and subject to the recommendation of the District Level Committee of the concerned District.

(ii). Some Private and Government institutes are affiliated to various recognized Universities and diploma/certificate of computer trainings being offered by these institutes are recognized in Government as well as Private Sector. The list of Government recognized Universities is available at University Grants Commission (UGC) site (www.ugc.ac.in) and private recognized Universities may be accessed at <http://himachal.nic.in/perc/>

(iii). Diploma/certificate of computer trainings being offered by Government Institutes i.e. National Institute of Electronics &

Information Technology (NIELIT) and Centre for Development of Advanced Computing (C-DAC) are recognized in the Government Sector as well as in Private Sector, as these are Government Organizations working under the control of Department of Information Technology, Government of India. However, training offered by the franchisees private training centres of these organizations are subject to the recommendation of the District Level Committee of the concerned District.

(2). For IT/Computer Trainings outside Himachal Pradesh:

(i). As mentioned at point number **(1)** above. **However, their Franchisees will not be eligible for the purpose of SDA Scheme, 2013.**

(ii). Some Private and Government institutes are affiliated to various recognized Universities and diploma/certificate of computer trainings being offered by these institutes are recognized in Government as well as Private Sector. The list of Government recognized Universities is available at University Grants Commission (UGC) site (www.ugc.ac.in) and private recognized Universities may be accessed at <http://himachal.nic.in/perc/>

(iii). Diploma/certificate of computer trainings being offered by Government Institutes i.e. National Institute of Electronics & Information Technology (NIELIT), Centre for Development of Advanced Computing (C-DAC) are recognized in the Government Sector as well as in Private Sector, as these are Government Organizations working under the control of Department of Information Technology, Government of India.

- 3.** Diploma/certificate Trainings in Tally imparted by Tally Education Private Limited/its authorized training centres in Himachal is also valid for Skill Development Allowance, subject to the recommendation of the District Level Committee of the concerned District.

(III). Trainings other than Information Technology in Himachal Pradesh:

For trainings other than Information Technology, Government of Himachal Pradesh has issued Notification No.-Shram(F)1-2/2013, dated 13/12/2013 where by a District Level Committee under Chairmanship of Deputy Commissioner with following members has been constituted:

- Deputy Commissioner -Chairman
- ADC/ADM -Vice Chairman
- District Employment Officer-Member Secretary
- G.M., D.I.C. -Member
- P.O., D.R.D.A. -Member
- Principal, Polytechnic/ITI -Member

The Committee has been authorized to empanel/approve private institutes/organizations/NGOs for the purpose of Skill Development Allowance Scheme.

The Committee will examine the credentials of all such Private Institutes/Organizations/NGOs offering training whose trainees are to be covered under the Skill Development Allowance Scheme, 2013.

The parameters to select/empanel the institutes/organizations by the District Level Committee are as under:

Infrastructure capacity like availability of building/ number of rooms/ laboratories/ machinery/ equipment for training etc.

Teaching proficiency like qualification and experience of faculty, number of faculty members, etc.

Quality of training offered i. e., content, duration of training, whether certificate given at the end of training etc.

Whether the training content is based on any recognized frame work or module like State Council for Vocational Training (SCVT), National Council for Vocational Training (NCVT), All India Council for Technical Education (AICTE), National Skill Qualification Framework (NSQF) and Modular Employable Skills (MES) etc.

Whether the institute/ organization is accredited by State or Central Government agency to offer training course.

Whether NGO are registered under any existing State or Central Act, like (i) Societies Registration Act, 1860 (ii) H.P.Societies registration Act, 2006 (iii). Companies Act, 1956 etc.

Experience of the Organization in imparting training in Government, PSUs, Private Organization.

Whether the skills imparted are certified by any reputed/National level organization etc.

The above criteria are indicative and not exhaustive. The District Level Committee can also satisfy itself about the credentials of the private institution/organization on basis of other parameters considered important by the Committee.

The above exercise will not be necessary in case of trainings offered by institutes/organizations authorized under Government recognized frame works like SCVT, NCVT, AICTE, NSQF, Vocational Training Providers under MES developed under the Skill Development Initiative Scheme (SDIS) by Directorate General of Employment & Training (DGE&T), Government of India (GOI), trainings offered by Project Implementing Agencies (PIAs) under Aajeevika Scheme recognized by the Ministry of Rural Development (MORD).

Vide notifications dated 2nd July, 2018 and 12 July, 2018, the District Level Committees have been authorized to conduct the inspection and recommendation of authorized Private Training

Centers of IT (covered under these Guidelines) in context of the Scheme by the GOHP.

Further vide letter No.-Shram(F)4-3/2017-1, dated 07.12.2018 from the Additional Chief Secretary(Labour & Employment) to the Government of Himachal Pradesh, trainings by all the private training centres (except such Private Institutes imparting training as per NCVT/SCVT/AICTE norms or duly affiliated to the respective State Technical Education Board/Regulatory Body such Medical Education and Research etc.) will not be valid for SDA if not empanelled/recommended/renewed by the District Level Committee.

(IV). Trainings in other than Information Technology outside Himachal Pradesh:

- Trainings given by Government Institutes/Government Departments/Boards/Corporations.
- Private Institutes imparting training as per NCVT/SCVT/AICTE norms or duly affiliated to the respective State Technical Education Board.

(V). Training Courses not admissible for the purpose of SDA Scheme: Higher education like degree course (whether full time, part time or through correspondence), except in B.Sc. Degree (Nursing)& B.Voc. Education (Retail Management and Tourism & Hospitality) in Universities, like B.A., B.Sc., B.Com, B. Tech., B.E, M.B.B.S., B.A.M.S., B.D.S., B.B.A., M.B.A., M.T.A., C.A., Company Secretary, I.C.W.A. , M.A., M.Sc., M.Com, M Phil, Ph.D. etc. and Teaching courses (like JBT, Drawing Teacher, B.Ed. etc). Also, informal apprenticeships with persons/organization not authorized to offer a training course such as attachment with Lawyers/Bar Associations etc. and such informal arrangements with unregistered persons/organizations not authorized to offer a training course are barred under the Scheme.

Examples of Institutes valid for Skill Development Allowance Scheme, 2013

- (1). All ITIs (Government & Private)

(2). All Polytechnics (Government & Private)

(3). All Vocational Training Providers (VTPs) registered with Technical Education Department and covered under Skill Development Initiative Scheme based on Modular Employable Skills (including training for sectors like Masonary, Carpentry, Black smithy and Plumbing) .

(4). Other Trainings in Government Sector like:

(i). Institutes of Hotel Management (IHMs), Kufri/Hamirpur.

(ii). Rural Self Employment Training Institutes (RSETIs) in each District.

(iii). Cutting & Tailoring courses certified by Block Development Officer.

(iv). Department of Health and Medical Education (Diploma Trainings of Dental Hygienist, Dental Mechanic, Laboratory Technician, X-ray Technician, Optometrist, Operation Theatre Technician, Pharmacist, Nursing, Midwifery, Auxiliary Nurse Midwife (ANM) etc and such trainings recognized/affiliated by the Department of Medical Education and Research, H.P. /Other States/Central Government).

B.Sc. Nursing/any graduate degree course in Nursing (from Government/Government affiliated Training Institute) is also valid w. e. f. April, 2015.

B.Voc. Education (in Retail Management and Tourism & Hospitality) imparted by specified Collages in Himachal Pradesh has also been included under the Scheme w. e. f. Feb. 2017.

(v). Himachal Roadways Transport Corporation Driving Training Schools.

(vi). H.P. Handicrafts and Handloom Corporation Limited (Training in Weaving, Knitting, Thanka Painting and Wood Carving, Chamba Rimal Embroidery and Chamba & Kangra Painting etc).

(vii). H. P. Scheduled Castes & Scheduled Tribes Development Corporation (Handloom Khadi, Motor Driving, Motor Mechanic/Auto Scooter Repair, Shoe Making, Electronics, Plumber, Electrician/Motor Binding, Welding/Steel

Fabrication/Black smith, Carpentry, Foam making, Beautician, Bamboo Work, Barber, Cutting Tailoring, Computers Trainings etc.)

(viii). National Institute of Electronics & Information Technology (NIELIT) and Centre for Development of Advanced Computing (C-DAC)

(5). Private Information Technology Institutes (franchisees eligible in H.P.):

(i). National Institute of Information Technology (NIIT)

(ii). Aptech,

(iii) Jetking

(iv). AISECT

(v) Hindustan Computers Ltd.(HCL)

(vi) Computer Maintenance Corporation Ltd. (CMCL)

(6). Baddi Technical Training Institute (run by BBNIA).

(7). B.Sc. Nursing/any graduate degree course in Nursing /Diploma/certificate trainings in Health and Medical Education offered by private institutes recognized/affiliated by Department of Medical Education & Research, H.P. or any other State/Central Government (like Shivalik Institute of Nursing, Shimla, H.P., Mata Padmawati Educational Society Nahan, District Sirmour, H.P., Lord Mahavira Institute of General Nursing and Midwifery, Nalagarh Solan, H.P. etc.)

(8). Other institutes/organizations empanelled or approved or by District Level Committees constituted vide Notification No.-Shram(F)1-2/2013 dated 13/12/2013 under the Chairpersonship of Deputy Commissioners. These Committees have been authorized to empanel/approve private institutes/organizations/NGOs for the purpose of Skill Development Allowance Scheme.

The above list is only for purpose of giving examples of the kind of trainings admissible under SDA Scheme, 2013. The Department of Employment has not authorized any institute/organization to impart training for the purpose

of granting Skill Development Allowance. As per the Scheme, the beneficiary has been given the choice to select any training of his/her choice.

The above mentioned list is illustrative and not exhaustive.

In case of clarification, please refer to the Directorate of Labour & Employment on telephone number-0177-2624209, 2624305 or on email ID: dde-lep-hp@nic.in, svgohp@nic.in, oip-hp@nic.

**For Commissioner Labour-cum-
Director of Employment, H.P.**