



राष्ट्रीय सौर ऊर्जा संस्थान
(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)
National Institute of Solar Energy
(An Autonomous Institution of Ministry of New and Renewable Energy)
गुरुग्राम – फरीदाबाद मार्ग, ग्वाल पहाड़ी, गुरुग्राम – 122 003, हरियाणा, भारत
Gurugram–Faridabad Road, Gurugram – 122 003, Haryana, India
वेबसाइट/ Website : www.nise.res.in

File No. SDD-31011/3/2024-SDD

Dated: 09/09/2024

OFFICE MEMORANDUM

Subject: Guidelines for conducting the Suryamitra Skill Development Programme, reg.

Guidelines for conducting the Suryamitra Skill Development Programme for the FY 2023-24 and FY 2024-25 is attached herewith.

This is issued with the approval of the Competent Authority of NISE.

Sincerely

-Sd-

Suryamitra Skill Development Division
National Institute of Solar Energy

GUIDELINES FOR CONDUCTING SURYAMITRA SKILL DEVELOPMENT PROGRAMME



**GUIDELINES FOR SURYAMITRA SKILL
DEVELOPMENT PROGRAMME**

Programme allocation

1. NISE Suryamitra Skill Development Division (SDD) will issue the allocation letter to the shortlisted Training Centre (TC). In case TC has started the programme without an allocation letter, TC itself shall bear the cost of that programme, and NISE will not be liable to release funds for any such programme.
2. After receipt of the allocation letter, TC must share the consent letter for acceptance of the allocation for corresponding TC(s) through e-mail at suryamitra@nise.res.in. The format of the consent letter is attached at Annexure I.
3. TC must fill out the organisation on boarding form at https://central.nise.res.in/org_onboarding after sharing the consent letter with NISE SDD.
4. After receipt of the consent letter from the TC and registration on the portal mentioned at point 3, NISE SDD will share the login credentials of the Suryamitra portal and the Aadhaar Enabled Biometric Attendance System (AEBAS) portal.
5. TC must ensure the fulfilment of relevant norms/guidelines issued by central, state and local administration. In case of violation, the entire liability lies with TC, and NISE will not be liable for violating such norms/guidelines. TC will not be eligible for any claim against the training conducted by violating the norms/guidelines issued by central, state and local administration.
6. TC must mention the actual batch starting date at the NISE Suryamitra portal. During the programme, if a batch is halted/delayed due to unpredicted situations, e.g., pandemic etc. TC must inform NISE SDD at the earliest of halt/delay and shall seek the necessary approval from the NISE SDD for restarting the batch after completion of halt/delay.
7. TC will ensure that the centre is equipped with Aadhaar enabled biometric attendance system with RD (registered device) compliance.
8. TC must ensure internet service is available for the proper functioning of the AEBAS device and IP cameras.
9. TC must follow QP SGJ/Q0101 of the Skill Council for Green Jobs (SCGJ) for the Suryamitra skill development programme. TC shall provide the SCGJ Handbook of QP SGJ/Q0101 to each participant.
10. TC must ensure the availability of the tools listed in Annexure II.
11. TC whose centre affiliation certificate expired before the starting date of the programme or before the batch completion date must renew their centre affiliation for the smooth conduct of the programme:
 - i. Suppose centre affiliation is expired before starting date of the programme: In that case, NISE SDD will not approve the batch (as without valid centre affiliation certification, TC will not be able to register participants on the SIP portal).
 - ii. TC shall start the renewal procedure of centre affiliation at the earliest if it expires before the batch completion date (as without this, TC will not be able to apply for batch assessment).

Registration details

12. The sequence of registration of the participants for the Suryamitra skill development programme by the TC will be as follows:
 - i. Skill India Portal (SIP) portal (<https://www.skillindia.gov.in/>): Self-registration
 - ii. AEBAS portal (<https://central.nise.res.in/auth/login>): Registration using credentials shared by NISE SDD
 - iii. NISE Suryamitra portal (<https://suryamitra.nise.res.in/u/auth/login>): Registration using credentials shared by NISE SDD
13. TC need to submit the following documents on the NISE Suryamitra portal to create a batch:
 - i. Valid centre affiliation certificate issued by SCGJ for QP SGJ/Q0101
 - ii. Valid Training of Trainers (TOT) certificate(s) for QP SGJ/Q0101 along with a consent letter from the trainer
 - iii. URL of IP camera installed at classroom, laboratory and hostel mess
 - iv. SIP registration details of the participants
 - v. AEBAS portal registration details of the participants
 - vi. Tentative Suryamitra batch start date
 - vii. Participant details (restricted to 30 numbers maximum)
 - viii. Aadhaar card of the participants as photo ID proof (for the states where an Aadhaar card is not available, may submit a Driving license/Voter ID/ any other photo ID issued by the government)
 - ix. Proof of the highest educational qualification of the participant
 - x. Valid certificate issued by the government for SC/ST category participant(s)
 - xi. Proof of advertisement for mobilisation of participant
14. TC shall provide the participant's database sheet at the commencement of the programme as per the format attached in Annexure III.

Attendance

15. NISE SDD will only consider the attendance from the AEBAS portal except for states where the Aadhaar card is not available. For such states, TC will share the manual attendance sheet signed by both participants and trainer (s) as participants and trainer(s) attendance; the format for the same is attached in Annexure IV.
16. The manual attendance summary shall be uploaded at the Suryamitra portal at the time of batch completion in the format attached in Annexure V for states where the Aadhaar card is not available.
17. If participants cannot mark attendance on the AEBAS portal, TC must raise the issue/complaint at the AEBAS helpdesk on the same date. TC shall share the record of such attendance at the time of batch completion in the format attached to Annexure IV, along with the correspondence of the complaint raised at the AEBAS helpdesk.
18. A maximum of four (4) days of leave per participant is allowed during the batch duration, excluding on-job training (OJT).
- 19. Minimum 70% of biometric attendance is required for each candidate to appear in the assessment.**

Mobilisation and Selection Criteria of Participants

20. TC shall undertake mobilisation of participants through advertisement in print or electronic media such as newspapers etc.
21. TC shall adopt a transparent mechanism for selecting participants, and TC must share the details of the adopted selection criteria along with the participant's educational qualification proof(s). TC should encourage the participation of rural youth, participants from the scheduled cast, scheduled tribe and women candidates.
22. The qualification of participants shall be 10th + ITI / Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation, Welder). However, preference should be given to 10th with ITI or equivalent.
23. TC may collect Rs.1000/- from participants as a security fee to reduce the dropout of the participants. The same shall be refunded to the participants after completing the programme.
24. TC is encouraged to upload the details of Suryamitra participants on their web pages.

Batch Monitoring

25. TC will ensure that the centre is equipped with IP based camera in the training room, laboratory and hostel mess. The TC will provide the URL of the IP camera so that the training programme may be monitored from NISE at any point in time. The TC will keep the video recording and images of the IP camera for the entire batch(es) till the release of the final payment.
26. NISE staff may visit the TC at any time during the batch duration
27. TC shall maintain the feedback/complaint register at the centre and ensure timely corrective measures.

Batch Assessment

- 28. On-job training (OJT) at least 15 days after Completion of Course Module.**
- 29. On-job training (OJT) should be in Solar EPC /Rooftop solar/ Manufacturing/ Maintenance related work.**
- 30. The final assessment of the candidates will be carried out after completion of OJT.**
31. TC must share the information regarding the batch assessment date with NISE (at least one week before the assessment date)
32. TC must ensure the working of the IP cameras on the day of assessment. NISE may monitor the assessment through the IP cameras or ask to share the video recording of the assessment.
33. Assessment must be completed on/before the date of batch completion. However, in case of circumstances beyond control must be done within 15 days of batch completion.
34. If the assessment is not completed within the timelines allocated in point 30 but completed within a maximum duration of two (2) months. In that case, assessment charges of the participants shall be borne by TC (deducted from the fund payable by NISE against the batch completion).
35. If TC fails to complete the assessment within two (2) months of the batch completion date, NISE will be eligible to take financial action against the payable amount for batch completion.

36. Concerning points 33 to 35, in the circumstances beyond control based on reasonable justification from TC, the appropriate decision may be taken by the competent authority of NISE.

Batch completion

37. TC must share the batch completion report (part A) and placement details of participants (part B) via the Suryamitra portal within **60 days** and **180 days**, respectively, from the batch assessment date. The Suryamitra portal will be closed after that, and NISE SDD will accept no documents after the due date. TC must submit the following document (Part A and Part B) on the Suryamitra portal as a part of the batch completion report:
- i. Part A: Batch completion report
 - Utilisation certificate and Statement of expenditure (CA certified): Original (ink signed) to be submitted by post at NISE SDD (format attached at Annexure VI)
 - Documentary proof of security fee (Rs 1000) refund to participants (CA certified): Original (ink signed) to be submitted by post at NISE SDD (format attached at Annexure VII)
 - Attendance record of the participants (Annexure IV)
 - Attendance summary of the participants (Annexure V)
 - Documentary proof for On Job Training [to be given on letterhead of the organisation providing OJT]
 - Certificates issued by SCGJ to participants
 - **Classroom photograph of students and Group photograph**
 - ii. Part B: Placement details of participants (**preferably in Solar related work**)
 - Offer letter
 - Joining report
 - Salary slip (3 months)
38. NISE will accept the certificates of re-assessment submitted within 60 days from the batch assessment date.

Placement Verification

39. The following document(s) shall be provided as proof of employment-
- i. Offer letter to the participant with joining date, Salary / Cost to Company (CTC)
 - ii. Salary slip of three months or NEFT transaction, bank account statement, passbook entry etc.
40. Salary may be as per state/UT government labour laws regarding the minimum wages for similar categories of employment where the candidate is placed. TC shall also provide a self-certified copy of the relevant order of the respective state regarding the minimum wages for similar categories of employment.
41. The following document(s) shall be provided as proof of self-employment relevant to the training programme (anyone)-
- i. Trade license
 - ii. Firm establishment certificate
 - iii. Any relevant certificate issued by Ministry/ Department
 - iv. Document related to loan taken for business from financing institutes
 - v. Any other evidence to support the revenue generated through self-employment

Fund Flow Mechanism

42. The funding breakup for the NISE SSD programme is based on Ministry of Skill Development and Entrepreneurship (MSDE) norms and as per the sanction letter received from the Ministry of New and Renewable Energy (MNRE). However, it may vary from time to time as per notification received from MSDE / MNRE. The details of the course fee, assessment charges and boarding & lodging cost per participant are given below:

S.No	Particulars	Description	Amount (Rs)
1	Course fee to the institute (TC)	Rs 49 per hour [#] × 600 hours × 30 participants	8,82,000
2	Assessment charges to SCGJ	Rs 800 per participant (Maximum: Rs 800 × 30 participants)	24,000
3	Boarding and Lodging to TC (as per Classification provided at Annexure VIII)	X cities: Rs 375 × 30 × 90 days	10,12,500
		Y cities: Rs 315 × 30 × 90 days	8,50,500
		Z cities: Rs 250 × 30 × 90 days	6,75,000
	Rural Areas and any Area not notified as a municipal/town area	Rs 220 × 30 × 90 days	5,94,000

#The course fee shall be Rs. 53.90 (10% increase of base cost @ Rs 49) per hour per participant as per details provided in MSDE Gazette notification 11th November 2020 for batches conducted in the Northeastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nicobar Island, Lakshadweep, and the districts affected by Left Wing Extremism (LWE) as identified by M/o Home Affairs.

The breakup of expenditure out of course fee shall be as follows:

- i. Mobilisation of participants
- ii. Post-placement tracking/monitoring
- iii. Curriculum
- iv. Placement Expenses
- v. Training of Trainer
- vi. Equipment
- vii. Teaching aid
- viii. Raw material
- ix. Salary of trainers and support staff
- x. Uniforms for each participant
- xi. Suryamitra Handbook/ study material for each participant
- xii. Any other expenditure for imparting the training programme.

*Base cost of rupees 49.00/per hour of training is taken as per the MSDE notification dated 1st January 2021

** Boarding charges will be adjusted as per actual expenditure on city classification as per details provided in MSDE Gazette notification 1st January 2021 may refer Annexure 5.

43. Each programme has a maximum of 30 participants. Any revision of fee structure shall be based on MNRE approval, which shall be communicated accordingly.

44. The payment release schedule will be based on MSDE Gazette notification dated 11 November 2020. The funds should be released to the TCs as per the following schedule:

Instalment	Percentage of Total Cost	Output Parameter
1 st	30%	On Training Commencement (against Bank Guarantee, format attached at Annexure IX).
2 nd	40%	On completion of successful certification (Payment made for the number of candidates certified after adjusting the advance payments)
3 rd	30%	On 70% verified employment(Continuous employment of 3 months- desk and verified placement as per standard norms).

First Installment: NISE will release 30% of the total cost of the programme against the Bank Guarantee (BG) of a matching amount with the validity of 1 year (government agencies are exempted from submitting BG). The TC shall provide the participant's database sheet and copy of Aadhaar cards and upload data on the Suryamitra portal. The format of BG is enclosed in Annexure IX.

Second Installment: The TC may claim 40% of the total cost after the batch completion. The payment of dropout candidates shall be adjusted in the 2nd instalment. If TC has not requested the first instalment as an advance, TC will be liable to claim for the payment of 70%. The funds shall be released for successfully certified participants. No funds will be released for dropouts and failed participants. The documents required to support the claim are provided in point 37(i).

Third Installment: The 30% of training cost is linked with the placement of the participants, which would be released to the TC subject to the following:

Payment (3rd Installment)	Placement percentage (only certified participants)
100 %	>= 70%
Pro-rata	>=40 % and < 70%
No payment	<40%

Penalty

45. Penalty will be imposed based on the level of non-compliance

Internal Monitoring Committee (IMC) consisting of three Directors (Tech/Admin) to decide on the action to be taken on the TPs/TCs based on the penalty matrix. Any request/appeal (1 appeal application per case only) against the decision of the IMC will be examined by the Appeal Committee (AC) of NISE consisting of three DDGs for a decision. Inquiry will be conducted, and notice shall be given to the parties concerned to present their cases including facts and figures to the AC. The Committees will submit its report to DG NISE for approval and the decision of the DG of NISE shall be final.

Non-Compliance Standard and Level of Penalty Matrix

S.No.	Compliance Standards	Level of Penalty*
1	Non-Existence of Suryamitra Center/ Subletting of Training Programme/ Sharing of the Suryamitra Center Infrastructure among the TPs/TCs	High
2	Fake Enrolments / Ghost candidates	High
3	Non-Availability of hostel facility at the time of visit	High
4	Non-Availability of required infrastructure/tools and equipment for Suryamitra QP in inspection while batch is in progress	High
5	Training Center was closed at the time of visit/Training not being conducted at the time of visit as per Suryamitra guidelines	High
6	Training Center found indulging in unethical practices such as offering/demanding undue favours in cash, (or) with any other malafide intention affecting the outcome of the training	High
7	Deviation in Consent or false reporting of the document	Medium
8	Partial Availability of required infrastructure /tools and equipment for Suryamitra QP in inspection	Medium
9	Non-Availability of SCGJ Certified Trainers at the time of visit.	Medium
10	Non-Distribution of Handbook/ Induction Kits to the trainees (including t-shirt etc.)	Medium
11	Non Compliance of minimum 70% of biometric attendance candidate appear in the assessment.	Low
12	Any other offence not listed above	High/ Medium/ Low to be decided by IMC

- * **High** - Termination, Blacklisting and or penalty
Medium - Penalty and warning letter
Low - Warning letter and no payment of the concerned candidate's Expenditure.

(On Institute's Letter Head)

Consent letter for Batch Allocation

I, (Name of the Authorized Person), (Designation, i.e., Head of Training Centre) (Name and address of Training Centre), do hereby accept the allocation of the Suryamitra programme for the FY 2023-24. I also hereby accept the guidelines of the Suryamitra programme shared along with the allocation letter. I will strictly follow the guidelines of the Suryamitra programme and will share the requisite documents to claim the utilisation of funds against the batch completion. The training centre will ensure the safety and security of the Suryamitra participants and provide necessary safety equipment during laboratory activities. The information and supporting documents provided for the batch will be true and correct to my knowledge and belief, and nothing will be falsely stated or concealed. I hereby accept that if the submitted information shared through the Suryamitra portal/ at NISE Suryamitra Skill Development Division is found false, NISE may take any financial and/or legal action against the Training Centre/ Training Partner; the same shall be acceptable thereof.

Place:

Date:

Signature with Stamp
(Name of the Authorized Person)
(Designation)

Annexure II

List of Tools& Equipment for a batch of 30 trainees

Sr.No.	Name of Tools & Instruments	Quantity (Nos.)
1.	Tool kit	As per requirements
2.	Double-ended flat spanner	2 set
3.	Double-ended ring spanner	2 set
4.	Combination pliers	4
5.	Side cutting pliers	4
6.	Nose pliers	4
7.	Wire stripper	4
8.	Electrician knife	10
9.	Hack saw frame with blade	4
10.	Hand crimping tools	2
11.	Cable cutter	1
12.	Screwdriver	4
13.	Water level	5
14.	Measuring tape	1
15.	Centre punch	1
16.	Standard wire gauge	1
17.	Vanier caliper	1
18.	Line dori	2
19.	Chisel	1
20.	Drill m/c	2
21.	Plumb bob	2
22.	Spirit level	2
23.	Flat file	2
24.	Round file	2
25.	Triangle file	2
26.	Hand saw	2
27.	PVC mallet	2
28.	Ball pin hammer	4
29.	Fuse puller	1
30.	Safety helmet	As per requirement
31.	Safety souse	4
32.	Safety belt	As per requirement
33.	Nose mask	5
34.	Safety goggles	As per requirement
35.	Earplug	2
36.	PVC hand glove	10
37.	Cotton hand glove	10
38.	Reflective jacket	5
39.	First Aid Kit	As per requirement
40.	Gumboots	As per requirement
41.	Tong tester AC/DC	2
42.	Multimeter	2
43.	Megger	2
44.	Earth tester	2
45.	Earthing Rod	1
46.	Soldering Iron & Flux	5
47.	Phase Sequence Meter	2
48.	Pyraonmeter	1

Format for Participants Details

Batch ID:				TC name:										
TC name:				TC address:										
City:				District:										
State:				Contact:										
Tentative Batch start date:				Tentative Batch end date:										
Name of participant	Gender	Father/ Mother Name	Date of birth	Participant address	Category (Gen/SC /ST/OBC)	City	District	State	Physically Handicapped (if any)	Aadhaar No.	Mobile No.	E-mail Id	Qualification	Photograph

Place:

Date:

Signature with Stamp
 (Name of the Authorized Person)
 (Designation)

Format for Manual Attendance
(Signature of the participant is mandatory)

Attendance Sheet																	
S.No.	Institute																
	SCGJ Batch ID																
	Commencing Date																
	Ending Date																
	Month																
	Name of Participant/ Trainer	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day	Date and Day
1	xyz	sign	sign	sign	sign	sign	sign	sign	...	sign	sign	sign	sign	sign	sign	sign	sign
2																	
3																	
...																	
29																	
30																	

Place:

Date:

Signature with Stamp
(Name of the Authorized Person)
(Designation)

Format for Attendance Summary

Attendance Summary														
Institute														
SCGJ Batch ID														
Commencing Date														
Ending Date														
S.No.	Month	Month Name			Month Name			Month Name			Total			
	Participant	Assessment Result (Pass/Fail)	Present	Absent	On Job/Industrial Training	Present	Absent	On Job/Industrial Training	Present	Absent	On Job/Industrial Training	Present	Absent	On Job/Industrial Training
1														
2														
3														
...														
29														
30														
Total														

Place:

Date:

Signature with Stamp
(Name of the Authorized Person)
(Designation)

(On Institute's Letter Head)
GFR 12 – A [(See Rule 238 (1))]
FORM OF UTILISATION CERTIFICATE
UTILISATION CERTIFICATE FOR THE YEAR
 in respect of recurring/non-recurring GRANTS-IN-AID FOR
SURYAMITRA SKILL DEVELOPMENT PROGRAMME

1. Name of the Scheme: _____
2. Whether recurring or non-recurring grants: _____
3. Grants position at the beginning of the financial year
 - i. Cash in Hand/Bank
 - ii. Unadjusted advances
 - iii. Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			4	5	6			
1	2	3	Sanction No .(i)	Date (ii)	Amount (iii)	7	8	9

Component wise utilisation of grants:

Grant-in-aid– General	Grant-in-aid–Salary	Grant-in-aid–creation of capitalassets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- ii. There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- iii. To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- iv. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- v. The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- vi. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- vii. It has been ensured that the physical and financial performance under _____ (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- viii. The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- ix. Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name:

Chief Finance Officer
(Head of the Finance)

Signature

Name:

Head of the Organisation

Statement of Expenditure (SOE)

Name of City & State	
Programme of the implementation Organisation	
Programme Reference	
Batch Starting Date	
Batch Ending Date	
Expenditure claim	(No. of participants)

Funds Details of NISE

SI. No.	Sanction No.	Date of Sanction	Sanctioned Amount (Rs.)	Amount Released (Rs.)

Expenses Details of (Institute Name)

SI. No.	Particulars	Expenditure incurred
1.	Course fees for the training centre	
2.	Boarding and Lodging	
Total		
Total CFA release from NISE-30% of		
Interest accrued of CFA released by NISE as		
Balance to be released from NISE- 40% of		

Certified that we have satisfied ourselves that the conditions on which the grants-in-aid was sanctioned are being fulfilled and that we have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kind of Checks exercised.

1. Verification of Payments Vouchers.
2. Verification of Payments release advises (PRA) register/ledger.
3. Verification of Bank Passbook/Bank Certificates.

Chartered Accountant

Signature

(Head of Institute)
Training Programme Seal &

Annexure VII

The details of deposit and refund of the security amount of Rs. 1,000/- have been tabulated below:-

S.No.	Name of Participant	Father's Name	Deposit Amount	Deposit Mode (Cash/Online)	Programme Completion (Dropout/Completed)	Refund Amount	Refund Mode
1							
2							
3							
....							
4							
5							

Place:

Date:

Signature with Stamp
(Name of the Authorized Person)
(Designation)

Annexure VIII

List of the Categorisation of Indian cities for Residential Training Costs

Sr. No.	State	Cities classified as - X	Cities classified as -Y
1	Andhra Pradesh/ Telangana	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corp.), Guntur (UA), Nellore (UA)
2	Assam	-	Guwahati (UA)
3	Bihar	-	Patna (UA)
4	Chandigarh	-	Chandigarh (UA)
5	Chhattisgarh	-	- Durg-Bhilai Nagar (UA), Raipur (UA)
6	Delhi	Delhi (UA)	-
7	Gujarat	Ahmadabad(UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
8	Haryana	-	Faridabad (M.Corp.), Gurgaon (UA)
9	Jammu & Kashmir	-	Srinagar (UA), Jammu (UA)
10	Jharkhand	-	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
11	Karnataka	Bengaluru/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corp.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
12	Kerala	-	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
13	Madhya Pradesh	-	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M.Corp.)
14	Maharashtra	Greater Mumbai (UA), Pune (UA)	Amravati (M.Corp.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corp.), Kolhapur (UA), Vasai-Virar City (M.Corp.), Malegaon (UA), Nanded- Waghala (M.Corp.), Sangli (UA)
15	Meghalaya	-	Shillong
16	Odisha	-	Cuttack (UA), Bhubaneswar (UA), Raurkela(UA)
17	Puducherry (Pondicherry)	-	Puducherry/Pondicherry (UA)
18	Punjab	-	Amritsar (UA), Jalandhar (UA), Ludhiana(M.Corp.)
19	Rajasthan	-	Bikaner (M.Corp.), Jaipur (M. Corp), Jodhpur (UA), Kota (M. Corp.), Ajmer (UA)
20	Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
21	Uttar Pradesh	-	Moradabad (M.Corp.), Meerut (UA), Ghaziabad (UA), Aligarh(UA), Agra(UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corp.), Noida (CT), Firozabad (NPP), Jhansi(UA)
22	Uttarakhand	-	Dehradun (UA)
23	West Bengal	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

All other cities/towns in various States /UTs which are not covered by classification as "X" or "Y" are classified as "Z".

**Bank Guarantee to be submitted by Training Centre under Suryamitra Skill
Development Programme**

(To be issued on non-Judicial Stamp paper)

The Director General
National Institute Solar Energy (NISE)
Gwal Pahari, Gurgaon,
Haryana

Whereas “**Name and address of the Training Centre**” (herein after called TC) has allocation letterNo. _____ dated _____ for conducting Suryamitra Skill Development Programme.

Know all people by these presents that We, "**Name of Bank**" having their registered office at ----- ("full address") and Branch at-----("full address") (herein after called "the Bank") are bound unto National Institute of Solar Energy (NISE) herein after called (NISE) in the sum of Rs. _____/- (Rupees) for which will and truly to be made to NISE, the bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this ----- day of----- 202_. The conditions of the obligation are:

- i. The bank guarantee is in force for a period of 12 months from the date of issue, subject to subsequent renewals.
- ii. If the TC withdraws from conducting Suryamitra Skill Development Programme without prior notice to NISE.
- iii. If the TC discontinues the ongoing Training programme and misuse the scheme funds released in advance by NISE.
- iv. If the TC does not produce the utilisation certificate and Statement of expenditure as required under the scheme.
- v. Does not act or carryout the instructions of NISE in respect of conducting Suryamitra Skill Development programme or violate the conditions of allotment letter issued.
- vi. False reporting of Data or information on Suryamitra Skill Development Programme.
- vii. Non-renewal of Bank Guarantee when demanded by NISE.
- viii. The TC should abide by all the rules & regulations put forward by NISE in the given allotment letter.
- ix. Any other act(s) against the interest of Suryamitra Skill Development programmes as per the judgment of NISE (which shall not be called upon to question under any circumstances).

We undertake to pay to NISE without demur up to the above amount (**Rs. _____/-**) upon receipt of its firstwritten demand from NISE, without the NISE having to substantiate its demand, provided that in its demand NISE will note that the amount claimed by it is due to it, owing to the occurrence of one or all of the above mentioned conditions specifying the occurred condition or conditions.

The guarantee will remain in force for a period of 12 months or up to the subsequent renewal periods if any and any demand in respect thereof should reach the Bank not later than 30 days after expiry date of the Guarantee. The Bank Guarantee shall be extended for such period as may be required by NISE 30 days before expiry of Bank Guarantee.

Date:
Place:

Signature of the Authorised Official of
the Bank with seal