



## KAUSHAL BHARAT ERP SYSTEM FOR DDUGKY









NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA



### National Institute of Rural Development & Panchayati Raj

Ministry of Rural Development, Govt. of India





## **User Manual for**

# **'Kaushal Bharat'**

## **ERP System for DDU-GKY**

**Revised Sanction Order** 

(PIA Login)

Version V1.0 Dated: 27.02.2020



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## **PIA - Admin Login**

## 'Kaushal Bharat' ERP System for DDU-GKY

### Module A1 – Project Initiation Sub Module A1.1 – Revised Sanction Order

Definition: Revision of Sanction order issued to the PIA.

Option to revise sanctioned training target, proposed Districts, District wise Targets, Trades, Trade wise targets., etc., after the appropriate approval from the competent authorities

#### **Prerequisite/s:**

1. Approval of Sanction order in the ERP System

#### **Process:**

- 1. Based on the requirement, SRLM can provide an option to PIA to revise / modify the details of approved sanction order after the directions and approvals of the competent authorities
- SRLM Operations can send back the approved Sanction order for modification to PIA Admin.
- PIA Admin has to modify the details of the Sanction order like revised sanctioned training target, proposed Districts, District wise, Targets, Trades, Trade wise targets., etc., and submit for approval to the SRLM operations
- 4. SRLM Operations has to take decision as either 'Approved' or 'Send for Modification'
  - a. If the user selects 'Approved', the Sanction order will be forwarded to SRLM Admin for approval
  - b. If the user selects 'Send for Modification', the Sanction order will be made in edit mode to PIA Admin for necessary modifications and resubmission as per the remarks
- 5. SRLM Admin has to take decision as either 'Approved' or 'Send for Modification'
  - a. If the user selects 'Approved', the Sanction order will be approved and SRLM Operations and PIA can view the details of issued Sanction order once in view only mode
  - b. If the user selects 'Send for Modification', the Sanction order will be made in edit mode to PIA Admin for modification and resubmission as per the remarks

#### **Revised Sanction Order Dashboard**

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*									User Manuals 🗮 1	<u>M20090124/51</u> 🔳
							Note: All the P	IAs are requested to	reset their legacy batches on	or before 20th October 2
ACCESS MANAGEMENT				Project	Revise	d Sanc	tion Order			
PROJECT INITIATION				-						
<ul> <li>Create Prospective Project Work Schedule (PPWS)</li> </ul>								Proces	ss Flow Diagram for the Rev	sed Sanction Order
► View MoU	Show 10	entries							Search:	
<ul> <li>View Project Commencement Order (PCO)</li> </ul>	S.No. 🔺	Scheme	PIA Name 🗳	PRN	State	Total Target	Sanction Order No	D.	🕈 Status	\$ Action \$
<ul> <li>Create Project Execution Readiness at Project HQs</li> <li>Create Project Execution Readiness at</li> </ul>	1	DDU-GKY	LIMITED	1120100124704	KARNATAKA	50	sanction_order_123		SRLM Operations - Revise Approved	1 💿
PIA HQs  Revised Sanction Order	2	DDU-GKY	LIMITED	1000000000000	KARNATAKA	1000	gfukdgjioryqijelo		SRLM Operations - Sent fo Revision	
PLACEMENT MANAGEMENT     REPORTS	3	DDU-GKY	PERIFORTWARE SOLUTIONS RRIVATE	PH2010CR24704	KARNATAKA	350	MM/GLPC/STP/DDU/	GKY/11178-79/2018	SRLM ADMIN - Revised Approved	۲
	Showing <sup>1</sup>	1 to 3 of 3 entri	es						Previo	us 1 Next

Figure – A1 (Revised Sanction Order Dashboard)

- 1. This screen allows the user to view the list of Sanction orders issued to the projects.
- Once the respective SRLM initiates the Revised Sanction Order process of the project, the particular Sanction Order will be made in edit mode for modifications suggested by the SRLM
- If the user clicks imes icon against any Sanction Order, he/she will be directed to 'Revised Sanction Order Detail' page, where the user has to update the details of the revised Sanctioned details
- If the user clicks 
   icon against any Sanction order, he/she will be directed to 'Revised Sanction Order View' page, where the user can view the details of Sanction order in View only mode

#### **Revised Sanction Order**

*								User I		
	_								Note: All the PIAs are requested to re	
0				(	<b>Revised Sa</b>	nction Orde	3			
0	Sanction	Order No. :		<del>afuidalian aliai</del> a		Sanction Order Date :		2018-05-10		
0	State :			KARNATAKA		Scheme Name :		DDU-GKY		
	PIA Name	e :		-		Proposal Code :		678yiugyut76		
	PAC/EC M	linutes Date	:	2017-10-30		Total Target :		1000		
	Total Dur (In Month	ation of the ns) :	Project	36		Placement Target :		700		
	Total Pro	ject Cost (In	Rs.) :	129339682		Central Share (In Rs.) :		116405714		
	State Sha	ire (In Rs.) :		12933968	12933968			NZUTOCK24704KA	ROOOD	
	Consortiu	ım :		No		Consortium PRN :		NA		
	Lead Part	tner PRN :			(Inconcentration)			View		
	Revised P	Project Durat	ion (In Months)	Achieved Total Target		Revised Total Target (I	ncluding Achieved No.)	Approved Placem	ent Percentage	
	36			300		700		70.00		
	Revised P	Placement Ta	irget							
	490									
	Cate	gory-w	ise Target							
	sc	ST	Others	Total (SC+ST+Others)	Minority	Women	Special Group	Pwd	Transgender	
	100	100	500	700	200	300	0	0	0	
	100	100	500	2020	© Designed and Develop	ed by NIRDPR HYDERABAD.	U	U		

Figure – A2 (Revised Sanction Order)

#### **Description:**

- 1. This screen allows the user to view the basic details of the Sanction order and to update the details like Revised Project duration, Achieved Total Target, Revised Targets (Including Achieved no.), and Revised category wise targets
- 2. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### **Trade wise Target**

	Note: All the PIAs are req	quested to reset their leg	gacy batches on or before 20th October 201	19. Kindly ensure that the candidates have been enr	olled before resetting the batch.	
•			Revise	d Sanction Order		
Ο						
9 9	Trade-Wise Target	כ				
	Trade/Sector	Tra	ade/Job Role Name	Trade/Job Role Code	Domain Hours	5
	OJT Hours	Ca	tegory	Assesssing Agency	Nature Of Tra	ining
	Original Trade Target	Act	hieved Target	Proposed Total Target	Select Natur	re of Trainii 🔻
	0	Ancillanu Trados (Joh	Peles Duration in Hours	Catagory		
		Select Ancillary Trades/Job	ide			
						Add Trade
			FY W	ise Cost Per Hr. (In Rs.)		
	Category		16-17	17-18	18-19	19-20
	1		40.40	42.40	42.40	46.70

Figure – A3 (Trade wise target)

- 1. This screen allows the user to update the details of Trade wise targets.
- 2. After filling the details, the user has to click 'Add Trade' option to add the trade to the list
- 3. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### District wise Target & Proposed Location of Training Centres

District Name	Original Ta	arget Achieved Target	Proposed Target	
Select Trade District	•	0		
				Add Dis
District	Original Target	Achieved Target	Proposed Target	Action
Chikmagalur	500	100	400	∕ ≜
Shimoga	500	200	300	∠ ≜
			Total	700
4				
Deserved	an of Turining Contact	1		
Proposed Locati	on of Training Centres	J		
	State Name	District Name	Special Area	No.of TC
TC Type	State Name	District Hume		

Figure – A4 (District wise target & Proposed locations of TCs )

#### **Description:**

- 1. This screen allows the user to update the details of District wise targets.
- 2. After filling the details, the user has to click 'Add District' option to add the District to the list
- 3. Also, the user has to update the details of the proposed location of the training centres
- 4. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### **Training Centre Location Trades**

			Note: All the PIAs a	re requested to reset their legacy batches on or befo	re 20th October 2019. Kindly ensu
		Revised Sa	nction Order		
Training Centre	Location Trades				
	Proposed TC State	Proposed TC District	Trade/Job Role Name	Target	
	KARNATAKA	Bangalore 🔻	Agriculture - Group Far 🔻	200	
	Proposed TC State	Proposed TC District	Trade/Job Role Name	Target	
	KARNATAKA	Bangalore Rural 🔻	Healthcare - General D 🛛 🔻	200	
Assessment Brea	akup				
Sector		Primary Trade		Assessment Cost (Per Candidate)	
Banking, Financial Services and	Insurance	Loan Processing Office	er	1500	
Agriculture		Group Farming Practit	ioner	1100	
		2020 © Designed and Develo	ped by NIRDPR HYDERABAD.		

Figure – A5 (Training Centres location trades & Assessment Breakup)

- 1. This screen allows the user to update the details of Training centre location wise trades and Assessment breakup with trade wise assessment cost per candidate.
- 2. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### **Training Target Distribution & Boarding and Lodging Arrangement**

Trade	Residential			Non-Residential			
		Full Time	Part Time		Weekends		
Loan Processing Officer	200	0	0		0		
Group Farming Practitioner	300	0	0		0		
		0	0		0		
General Duty Assistant	zing Arrangement				•		
General Duty Assistant Boarding and Lodg Trade	zuu ging Arrangement	Y- Category City	Z- Category C	ity	Rural/Other Area		
General Duty Assistant Boarding and Lodg Trade Loan Processing Officer	ging Arrangement	Y- Category City	Z: Category C	ity	Rural/Other Area		
General Duty Assistant Boarding and Lodg Trade Loan Processing Officer Group Farming Practitioner	ging Arrangement	Y- Category City 0 0	Z- Category C	ity	Rural/Other Area		

Figure – A6 (Training Target distribution & Boarding and Lodging Arrangement)

#### **Description:**

- 1. This screen allows the user to update the trade wise training target distribution (Residential and Non- Residential) and trade wise boarding and lodging arrangements for X, Y, Z category cities and rural/ other areas
- 2. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### Proposed details (Placement, PPS and Welfare Cost)

travel cost(Max 4,500) would be paid	700	
490	Is Captive Placement Proposed?	Yes 🔻
300	Min. Salary Offered for Captive Placement (Rs.)	15000
Yes 🔻		
100	Min. salary offered for Overseas Placement (in INR)	30000
port (No.of Candidates)		
90	Within the State	300
0	Outside Country	100
of Candidator)		
5.01 Candidates)		
190	Career Progression	200
	490 500 Yes V 100 port (No.of Candidates) 50 0 0 0 0 0 0 0 0 0 0 0 0 0	490       Is Captive Placement Proposed?         300       Min. Salary Offered for Captive Placement (Rs.)         Yes       Min. salary offered for Overseas Placement (In INR)         port (No.of Candidates)       Within the State         90       Outside Country         coof Candidates)       Carreer Progression

Figure – A7 (Proposed Placement, PPS and Welfare Support)

#### **Description:**

 This screen allows the user to update the details of certification of candidates by any international agency approved by MoRD, Proposed number of candidates for whom One time travel cost(Max 4,500) would be paid under others tab.

- 2. The user has to update the details of proposed placement details, proposed numbers for post placement support and welfare support
- 3. After entering the details, the user has to click 'Save and Continue' to save the information and to move to next screen

#### **Project Budget**

••• Revised Sanction	e: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensi Order
Project Budget	
Project Cost Component (A)	
Standard Training Cost	16,664,200
Additional Training Cost for Special Area	1,247,092
Assessment Cost	901,200
One time travel cost (maximum limit of @Rs. 4500/-)	3,150,000
Food and To @ Fro charges @Rs. 15.625 per hour for Non-Residential Candidates	0
Uniform cost (cost of one pair is Rs. 1000/- 2 pairs provided in case of 9 months and 12 months course)	700,000
Boarding and Lodging Expenses	
X category Cities/Town @Rs. 300 per day per Candidate	0
Y category Cities/Town @Rs. 250 per day per Candidate	0
Z category Cities/Town @Rs. 200 per day per Candidate	0
Rural Areas and Any Area not Notified as a Municipal/Town area @Rs. 175 per day per Candidate	13,000,586
Post Placement Support	
Placement outside Country (Rs. 1000/- per month for 6 months)	600,000
Total (A) in Rs.	37,343,078
Welfare Cost (B)	
Placement Incentive	0
Retention Support @Rs. 3000/- per Candidate	570,000
Career Progression @Rs. 5000/- per Candidate	1,000,000
Foriegn Placement @Rs. 10000/- per Candidate	1,000,000
Mobile Tracking Support for Candidate @Rs. 50 per month for 12 months	420,000
Total (8) in Rs.	2,990,000
Total Project Budget (A+B) in Rs.	40,333,078
Central Share In Rs.	24,199,847
State Share in Rs.	16,133,231
Submit Submit	<b>り</b>



- 1. This screen allows the user to view the project budget details generated by the system based on the information provided in the previous screens.
- 2. After viewing the details, if the user wants to submit the revised sanction order details, he/she has to click 'Submit' option.
- 3. The revised sanction order will be forwarded to SRLM operations for approval

#### **View Revised Sanction Order Details**

	स्वच्छ एक करम स्वयन	भारत मा की ओर					DDD Doen Da Commen Empowering India	U-GKY vel Upachydyn I Kaushatya Yojana • Powering the World				2111111	•
*												=	
0		(	Revised Sanction Order Detail View								Ľ		
	Sanction Order No. :	sanction_order_123			Sanctio	on Order Date			2019-03	3-12			
	State :	KARNATAKA			Schem	e Name :			DDU-GI	(Y			
	PIA Name :	. <u></u>			Propos	al Code :			Propos	al_code_123			
	PAC/EC Minutes Date :	2018-12-01			Total T	arget :			50				
	Total Duration of the Project (In Months) :	12	12			Placement Target :			35	35			
	Total Project Cost (In Rs.) :	1905313	1905313			Central Share (In Rs.) : 11			114318	1143188			
	State Share (In Rs.) :	762125	762125			Project Id :			10.000	Reality end and according			
	Consortium?:	No	No			Consortium PRN : N			NA				
	Lead Partner PRN :	N /118 R /4 /											
	Revised Project Duration (In Months) :	12			Revise	d Total Target			50				
	Revised Placement Target :	35			Revise	d Achieved Ta	rget :		20				
	Last Revised Order Date :	2019-03-15											
	Trade-wise Target												
	Trade/sector Trade/Job Role Cod	de/Job Role Ancillary Trades/Job le Roles	Category	Domain (In Hrs)	Non-Domain (In Hrs)	Total (In Hrs)	OJT (In Hrs)	Assesssing Agency	Nature of Training	Original Target	Achieved Target	Revised Target	
	Healthcare General Duty HSS/ Assistant	/Q5101 PLT129	0	520	200	720	0	SSC	NonResidential	100	20	50	
			2019	D Designed and	Developed by NIRD	R HYDERABAD	).						



#### **Description:**

1. This screen allows the user to view the basic details of the Revised Sanction order in view only mode