

No.2(13)/2014-CRR(DPE)
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

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Block No.14, CGO Complex,
Lodi Road, New Delhi-110003.
Dated the 7th April, 2014

EXPRESSION OF INTEREST (Eoi)

Subject: Empanelment of Nodal Agencies for implementation of Counselling, Retraining & Redeployment (CRR) Scheme during 2014-15.

Department of Public Enterprises (DPE) is implementing Counselling, Retraining & Redeployment (CRR) Scheme to provide opportunities of redeployment through counselling and retraining to separated employees of Central Public Sector Enterprises (CPSEs) rendered surplus due to manpower restructuring in CPSEs. Basic aim of the Scheme is to re-orient separated employees under Voluntary Retirement Scheme (VRS) / Voluntary Separation Scheme (VSS) through short duration training programmes to enable them to adjust to their new environment and adopt new vocations. The objective is to equip them with skill/expertise enabling them to be deployed mainly in self-employment activities. Detailed guidelines on CRR Scheme are available at www.crr.gov.in

2. DPE is interested in the empanelment of nodal agencies for the implementation of the CRR Scheme during 2014-15. Organisations with excellent credentials having good infrastructure, qualified & experienced faculty, requisite facilities for imparting quality training and with vast experience in Entrepreneurship Development Programmes (EDPs) / Skill Development Programmes (SDPs) in conducting social safety net training programmes, are eligible to apply.

3. The nodal agencies which are already implementing the CRR scheme during the year 2013-14 need not apply. Their continuation as nodal agencies for the year 2014-15 will be decided based on the review of their performance during the year 2013-14 by DPE.

4. Nodal agencies play pivotal role in the implementation of CRR Scheme. Their role, functions, responsibilities and mandate as outlined in the **Annexure** need to be complied with.

5. Financial assistance will be provided to the nodal agencies by the DPE based on approved norms of expenditure which take into account the hiring of space, salary/honorarium of faculty members & support staff, cost of training material, office expenses, follow up services etc. Such financial assistance to the agencies will be provided by DPE out of the budgetary allocation as per specific norms of expenditure.

6. Interested Organisations may submit the Expression of Interest (Eoi) for empanelment of Nodal agencies for implementation of CRR Scheme during 2014-15. Duly filled **Proforma of Profile** (enclosed) may be sent to the undersigned by 21st April, 2014. Nodal agencies will be selected by the Selection Committee and the decision of the Selection Committee for empanelment of nodal agencies under CRR Scheme would be final. DPE reserves the right to reject any or all the Eoi.

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Role, Functions, Responsibilities and Mandate of the Nodal Agencies

- (i) Agencies will carry out comprehensive survey for identification of VSS/VRS optees from CPSEs through structured questionnaire. Survey will also cover isolated and migrated VSS/VRS optees.
- (ii) Nodal agencies will maintain regular contact with the CPSEs concerned for effective implementation of the scheme.
- (iii) They will set up Employee Assistance Centres (EACs) at a clearly indicated place as per need to counsel and train groups of VSS/VRS optees residing in and around that area after their separation from the CPSEs.
- (iv) The employment record and personal details of whom are to be mentioned in the Registration forms maintained by the nodal agencies in order to establish the identity of the candidate and his/her previous employment linkage with the CPSE from where Voluntary Separation / Retirement took place as well as the eligibility for being trained under CRR. A copy of such record is to be always made available at the EAC and to be produced for scrutiny at the time of inspection by officers of DPE or any inspection agency authorised by DPE.
- (v) Agencies will have exclusive and adequate module for counselling in training format. They may hire professional counsellors. Emphasis should be on scientific counselling to facilitate a proper matching of individual skill, aptitude and investment capacity. Individual counselling will be emphasized and family members will be included to facilitate mobilization of entire family in dealing with the trauma of job loss and help choose alternate avocation.
- (vi) Nodal agencies have to equip the trained VSS/VRS optees/dependents with 'Minimum Skill Set/Minimum Entrepreneurship Set' to start their own business/venture or get suitable employment.
- (vii) The selection of trades for training/skill development should be based on the basic qualifications/skill/aptitude and requirement of VSS/VRS optees/dependents as expressed during counselling.
- (viii) Nodal agencies have to follow three modules of 30, 45 and 60 days as per trade/area of training. The day will normally be reckoned as of 5 hours a day. In case of shorter span of training on any day(s), the duration of module shall be proportionately adjusted/increased.
- (ix) Nodal agencies will develop suitable curriculum, teaching material with the help of their faculty members to facilitate the activities under the programme. They will update training design and delivery from time to time so as to maintain focused nexus between entrepreneurship related inputs and vocational training so that redeployment may take place in market oriented trades/areas.

- (x) Nodal agencies have to undertake market surveys to identify new areas/skills for training. The market oriented trades/areas of training should be included in the skill development and entrepreneurial development training programmes. This would induce readiness among the beneficiaries to start their own venture in the prevailing market scenario.
- (xi) Various programmes need to be customized by nodal agencies for genuine requirements of recipients keeping in view their enthusiasm and motivation for entrepreneurial pursuits and the demand in the market, of the skills sought to be acquired. Mismatch between trade of training and area of redeployment needs to be avoided and recommendations to be given on Training Need Assessment (TNA).
- (xii) Complete record is to be maintained/made available at EAC with regard to engagement of trainers/resource persons showing their qualifications and experience engaged by the agencies for imparting training in different skills/trades. In-charge of the EAC is accountable for maintaining such records to be produced at the time of inspection by officers of DPE or any agency authorised by DPE.
- (xiii) Agencies have to ensure sufficient time has to be devoted for the practical training under Skill Development Programmes. Trade wise printed material showing/explaining pictorial diagrams etc. have to be provided by the agency to the trainees as training is of no value without integrating practical sessions in the course curriculum.
- (xiv) Nodal agencies have to devise ways and means to make practical training purposeful. Practical training must contain provision of demonstrations, doing empirical exercises by the trainees, hands-on sessions, visits to units/factories/industrial sites etc.
- (xv) The nodal agencies will have to effectively follow-up all cases till the VSS/VRS optees trained under the scheme are redeployed/self-employed. Emphasis is to be laid on systematic and enduring follow up. Record of efforts made to keep a track of the trained candidates upto their redeployment will have to be sent to DPE and have to be maintained at each EAC.
- (xvi) For the purpose of redeployment/self-employment, the nodal agencies will have continuous interactions with the trainees and Financial Institutions/Banks for sponsoring applications for bank loans and for facilitating release of loans by the banks to the trainees who wish to set up self-employment activities. Details of such efforts have to be sent to DPE.
- (xvii) Nodal agencies will facilitate interaction of VSS/VRS optees with public sector banks, state agencies, Khadi & Village Industries Commission (KVIC), Small Industries Development Bank of India (SIDBI), etc. to provide them with useful information on micro financing and various Government Schemes to help redeployment of VRS optees.
- (xviii) Nodal agencies should actively assist in formation of Self Help Groups of VRS/VSS optees, to provide them with a common platform to share experiences/lessons from each other.

- (xix) Change in location of EAC by the nodal agency on its own is not permitted. Only in special circumstances, if a nodal agency submits a request in writing well in advance, DPE may consider such request. DPE's prior written permission is mandatory for any change in location of EAC. Any agency found guilty of changing EAC on its own will be liable to be debarred from CRR and will have to refund the sanctioned money.
- (xx) Once EAC-wise physical targets are allocated, it has to be achieved at the specified EAC as per schedule. Neither any shortfall in achievement of target nor shifting of target from one EAC to other is permissible.
- (xxi) If the nodal agency fails to achieve the assigned physical target at a particular Employee Assistance Centre (EAC), the sanctioned money has to be refunded and detailed note in this regard needs to be furnished.
- (xxii) Nodal agencies have to ensure that immediately after completion of a particular batch, on line data entry incorporating comprehensive details of trainees in data base of CRR Portal (www.crr.gov.in) like name, age, date of VRS, VRS number, photograph, details of training under CRR as per progress report proforma (to be prescribed by DPE) has been done. Second instalment of 50% of funds will be released by DPE as per expenditure norm only after completion of batch wise data entry in CRR Portal.
- (xxiii) The component of 'Follow-up' under expenditure norm will be released only after ensuring the online data entry in respect of follow-up and redeployment of trained VRS optees.
- (xxiv) Apart from inspection by officers of DPE from time to time, the nodal agencies may be subjected to third party field inspections by Third Party Assessing Agencies (TPAA).
- (xxv) If any irregularity /discrepancy is reported by the TTPA while conducting evaluation of nodal agencies or noticed during inspection by officers of DPE, the contract with such defaulting nodal agencies under CRR scheme is liable to be terminated with immediate effect and the agency may be debarred for empanelment in future.
- (xxvi) DPE reserves right of oversight / supervision of implementation of CRR Scheme.

PROFILE PROFORMA

1.	Name of Agency/Organisation	
2.	Legal Status (Registered Society / Govt./Semi-Govt./Public Sector/ Autonomous Body/NGO etc.)	
3.	Details of Registration	
4.	Area of operation/Business activities	
5.	Year of Establishment	
6.	Complete address (Contact details inc. website, email, telephone /Fax)	
7.	Total area of the premises	
8.	Owned Premises/Hired Premises (Give details)	
9.	Details of Facilities available:	
	(i) Office	
	(ii) Class Rooms	
	(iii) Computer Labs	
	(iv) Workshop/seminar halls/rooms	
	(v) Others	
10.	If above facilities are not owned, details of tie-ups made by the organisation with others	
11.	Detail of facilities for providing practical training	
12.	Detail of Faculties (in-house & outsourced separately) including age, qualification, experience etc. Please also enclose CV etc. in respect of in-house and outsourced faculty.	
13.	Detail of experience in field of training provided under Social Safety Net / Other similar Fields.	
14.	Trades / Area of Training	
15.	Detail of Training Centres /Field Offices run by the Organisation	
16.	Detail of Tie- ups with: (i) Public Sector Enterprises (ii) Financial Institutions / Banks/SIDBI/KVIC/DIC etc.	
17.	Detail of arrangements with State Government, if any	
18.	Detail of Follow up / Post Training Strategies being adopted	
19.	Abstract of statistical inputs on beneficiaries during last five years	
20.	Institutional capacity to train candidates under CRR Scheme (in Numbers)	
21.	Whether the Agency/Organisation empanelled earlier by DPE for the CRR Scheme. If so, give details of – (i) the programmes conducted; (ii) whether failed to achieve assigned physical target and hence money refunded to DPE.	