File No: SAK-11/2/2020-SAK-MoMA
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003,

Dated: 1st June, 2023

To
All Project Implementing Agencies (as per list)

Subject: Submission of all required documents on SAK Portal for release of 2nd instalment under the Seekho Aur Kamao Scheme (SAK)– reg.

Dear Sir/Madam,

This is with reference to the letter no. SAK-17011/2/2019-SAK-MoMA, dated February 2, 2023, through which all the PIAs were communicated a revised checklist for release of funds under the SAK scheme in accordance with the OM dated March 9, 2022, of the Department of Expenditure (DoE), Ministry of Finance, Govt. of India, and submission of documents for processing of instalments under reimbursement mode. In addition, a letter was also issued by the Ministry on 26 May, 2023 regarding instructions to PIAs for uploading project related documents directly on the SAK portal.

2. A Video Conference (VC) was also held on **30.05.2023 at 11:30 AM** to assist the PIAs in getting familiarized with the process and assist in uploading of the documents. However it was observed that all PIAs could not join the VC due to technical glitches. Hence, another VC is being scheduled by the Ministry on **5 June, 2023 at 3:30 PM** to familiarize the PIAs with the new process and also address any portal related queries. The link for the Video Conference is "https://bharatvc.nic.in/viewer/8165501638" and **Password: 014398**. PIAs who have already attended the last round of VC are not required to join again.

3. It is also requested that the participants add the name of their organization in the 'Display Name' field at the time of joining the weblink.

4. This issue with the approval of Competent Authority.

Enclosed as above

Yours faithfully,

Jagdish Kumar
1/6/2023
(Jagdish Kumar)
Joint Director

i. Reference letter no. SAK-17011/2/2019-SAK- MoMA

SAK-17011/2/2019-SAK-MoMA
Government of India
Ministry of Minority Affairs
Seekho Aur Kamao (SAK) Division

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11th Floor, Pandit Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated: 02/02/2023

To,
All Project Implementing Agencies

Sub: Revised checklists for release of funds under the SAK scheme in accordance with the Office Memorandum (OM) dated 9th March 2022 of Department of Expenditure (DoE), Ministry of Finance, Govt. of India and submission of documents for processing of instalments - reg.

In supersession of all earlier instructions and to comply with the requirements of para 7(i) of the referred OM, it has been decided that all remaining instalments under the SAK scheme will be released only in reimbursement mode.

In this regard, all PIAs are required to submit the following documents for processing their pending grant instalments:

(i) **Utilisation Certificate (UC):** UC in the Form GFR – 12A with the accompanying documents (covering all payments for the period of UC duly certified by a Chartered Accountant with UDIN, which can be verified by the department).

(ii) The instalment-wise proposed documents for submission of UC are as below:

1st Instalment

Particulars	Proposed Documents/ Eligibility Criteria
Mandatory documents **to be uploaded on the SAK portal** (in prescribed format)	• Training Calendar - **Annexure – I** • Summary of Trainee and Job Roles - **Annexure – II** • Skill and Community wise trainee list - **Annexure – III** • Details of dedicated Bank Account - **Annexure – IV** • PIA Information - **Annexure – V** • Advertisement issued - **Annexure – VI**
UC & Audited Statement of Accounts	• Funds should be utilised at least 30% of the total project cost. • UC should be prepared using **Cash Basis** system of accounting. • UC of all previous grants released by Ministry under SAK
Proof of commencement of training	Time stamped photographs/ Videos
Copy of training centre Accreditation Certificate, MoU, Bank Guarantee, Bond	• Scanned copies of Accreditation Certificate • Original copy of MoU, BG and Bond
In case of residential training, following additional documents are also required: a) Pics of residential hostel with infrastructure details b) Undertaking (describing the detail of facilities available in the hostel)	

2nd Instalment

UC & Audited Statement of Accounts **(to be uploaded on SAK portal)**	• Funds should be utilised at least 80% of the total project cost. • UC should be prepared using **Cash Basis** system of accounting. • UC of all previous grants released by Ministry under SAK
Stipend payment details in prescribed format **(to be uploaded on SAK portal)**	• Actual stipend paid to the beneficiaries (max. of 12 months depending upon the duration of job role as per NSQF) – **Annexure – VII** • Summary of Stipend paid to beneficiaries – **Annexure – VIII** • Details of Stipend Returned & Repaid – **Annexure – IX** • PFMS Print Payment Advice **(to be uploaded on SAK portal)**
Undertaking for Stipend payment and the remaining stipend payment	In prescribed format – **Annexure - X**
Assessment & Certification of Trained Candidates	• Result Sheet issued by SSCs/ Assessment bodies along with letter/email received from the concerned SSC/Assessment bodies clearly highlighting the name of the scheme (SAK) and PIA name. • Summary of the result sheet in prescribed format – **Annexure - XI** • Assessment Certificates **(to be uploaded on the SAK portal).** • Photographs of convocation ceremony conducted for distribution of assessment certificates
Assessment Invoice	Copy of invoice/bill provided by the SSCs/ Assessment bodies or TPA (for TY 2017-18 and prior years)
Accreditation Certificate of all Training Centres	Scanned copy of Accreditation Certificate(s)
Biometric Attendance Summary (Training centre wise) **(to be uploaded on SAK portal)**	• In prescribed format – **Annexure - XII** • Undertaking that biometric attendance is being captured – **Annexure - X**
Interest Earned (from Savings/FD/Sweep Account) / No Interest Earned	Interest earned (or no interest) certificate issued by the Bank holds the project account
Placement of Trainees	• Documentary proof in support of arrangement/tie up made for placement of trainees who have been assessed. • Placement details & documents **(to be uploaded in the SAK portal)**
Undertaking on Bank Statement	In prescribed format – **Annexure - XIII**
Copy of Bank Guarantee	Submitted for the project
In case of residential training, following additional documents are also required: a) Ownership / Tenancy Agreement of training centre(s) b) Photograph of Hostel(s)	

(iii) In addition to the documents mentioned in para (i) above, following documents are to be submitted for processing of grant request:

a. **Bank Statement:** Bank statement (duly stamped and signed by the Bank Manager, if not a computer-generated statement) highlighting the following transactions:
   i. Instalment amount credited, if any
   ii. Loan taken and/or any amount financed by the PIA for project purposes to cover additional expenses over and above the grant-in-aid received
   iii. Stipend paid including stipend returned & repaid
   iv. Assessment fee paid
   v. Interest amount credited (if applicable)

b. An **Undertaking** on project objectives, beneficiary eligibility criteria, availability of biometric attendance, scope & components of the scheme, declaration on stipend payment and that the funds have been used for the project only and the organisation is not blacklisted by any central/State government/agency of central/state government/PSU or any regulating authorities in India – **Annexure - X**

(iv) This issues with the approval of Competent Authority.

Sincerely,

Syadav

(Suresh Yadav)
Under Secretory to Government of India
Tel - 24364310

ii. **List of Project Implementing Agencies**

S No	PIA Name	Target Year
1	Aadit Systems	2018-19
2	Aarna Foundation	2020-21
3	Academy For Computer Training Pvt. Ltd	2018-19
4	Academy For Computer Training Pvt. Ltd	2019-20
5	Access EdutechPvt. Ltd.	2017-18
6	ACCPL Training Division A Unit Of ACCPL	2016-17
7	Adarsh Mahila Vikas Sewa Samiti	2017-18
8	Adarsh Mahila Vikas Sewa Samiti	2018-19
9	Adarsha Samaj Kalyan Samittee	2019-20
10	AdharshilaSamajikEvamsanskritik Vikas Sansthan	2017-18
11	AgskSamsthe	2017-18
12	AgskSamsthe	2018-19
13	Ahsus Foundation	2017-18
14	Ahsus Foundation	2018-19
15	Ahsus Foundation	2019-20
16	Ajmal Foundation	2016-17
17	Al-Ameen Charitable Fund Trust	2019-20
18	All India Technical And Management Council	2018-19
19	All India Technical And Management Council	2019-20
20	Allama Iqbal Memorial Welfare Society	2020-21
21	Allama Iqbal Memorial Welfare Society	2017-18
22	Ambica Shiksha Samaj Kalyan Samiti	2016-17
23	Ambica Shiksha Samaj Kalyan Samiti	2017-18
24	Ambica Shiksha Samaj Kalyan Samiti	2020-21
25	Apitco Limited	2015-16
26	Apparel Retail Training Job Soloution	2014-15
27	Apparel Retail Training Job Soloution	2015-16
28	Aroma Broadbase	2018-19
29	Arpan Welfare Society	2018-19
30	ArynagarMahila Samiti	2017-18
31	ArynagarMahila Samiti	2020-21
32	Ascensive Educare Private Limited	2019-20
33	Assocom India Private Limited	2017-18
34	Basix Academy For Building Lifelong Employability	2019-20
35	Bhagini Nivedita Shiksha Samiti	2020-21
36	Bharat Mata Welfare Foundation	2018-19
37	Bharat Mata Welfare Foundation	2019-20
38	BHARTIYA PRAODUGIKI EVAM UDYAMI VIKAS SANSTHAN Indian Institute of Technology and Entrepreneur Development	2017-18
39	Bhartiya Samruddhi Investments And Consulting Services	2019-20
40	Bright Future Academy	2018-19
41	Bright Future Academy	2019-20
42	Bright Future.Com	2016-17
43	Bright Future.Com	2018-19
44	Bright Future.Com	2019-20
45	BrittiProsikshanPvt. Ltd.	2016-17
46	BrittiProsikshanPvt. Ltd.	2018-19
47	Cap Foundation	2015-16
48	Care Educational And Welfare Society	2017-18
49	Care Educational Trust	2018-19

S No	PIA Name	Target Year
50	Career Point Limited	2018-19
51	Career Point Limited	2019-20
52	Centre for Developmental Initiative	2019-20
53	Centre for Technology and Entrepreneurship Development	2016-17
54	Centre for Technology and Entrepreneurship Development	2018-19
55	Centre for Technology and Entrepreneurship Development	2019-20
56	Chanakya Foundation	2017-18
57	Chanakya Foundation	2018-19
58	Chanakya Foundation	2019-20
59	City Public School Samiti	2019-20
60	CIPET	2015-16
61	CIPET	2016-17
62	Comtech It Educational Trust	2018-19
63	CPIT EdutechPvt. Ltd	2019-20
64	Cradle Life Sciences Pvt Ltd	2018-19
65	DaraganjGramodyog Vikas Sansthan	2017-18
66	DaraganjGramodyog Vikas Sansthan	2018-19
67	Data pro Computers Pvt. Limited	2017-18
68	Data pro Computers Pvt. Limited	2019-20
69	Development Services International	2018-19
70	Development Services International	2019-20
71	Diamond Charitable And Educational Trust	2019-20
72	Divyam Education Trust	2019-20
73	Don Bosco Tech Society,	2014-15
74	Doric Multimedia Pvt. Ltd	2019-20
75	Down Town Charity Trust	2018-19
76	Down Town Charity Trust	2019-20
77	Drakhat Solutions Private Limited	2019-20
78	Dum Dum Nikhil Bangiya Vidyapeeth	2019-20
79	Edujobs Academy Pvt Ltd	2017-18
80	Edujoin Training Foundation	2018-19
81	Edujoin Training Foundation	2019-20
82	Electronics Corporation Of India Limited	2016-17
83	Excel Foundation	2018-19
84	Excel Foundation	2019-20
85	Excellence Academy	2018-19
86	Excellence Academy	2019-20
87	Future Shape Social Educational Society	2019-20
88	Ghousia Industrial And Engineering Trust	2019-20
89	Giit	2019-20
90	Global Education Trust	2018-19
91	Godavari Innovative Training Institute	2019-20
92	Gowthama Buddha Educational Society	2017-18
93	GRAS Education and Training Services Pvt Ltd	2018-19
94	GRAS Education and Training Services Pvt Ltd	2019-20
95	Gurukulgyan Learnings Private Limited	2018-19
96	HARISCHANDRA SEVA SADAN	2017-18
97	Hindustan Latex Family Planning Promotion Trust	2017-18
98	Human Welfare Organization	2015-16
99	Human Welfare Organization	2017-18
100	Human Welfare Organization Bhopal	2015-16

S No	PIA Name	Target Year
101	Human Welfare Organization Bhopal	2016-17
102	Hunar Foundation	2019-20
103	ICA Edu Skills Pvt Ltd	2017-18
104	ICA Edu Skills Pvt Ltd	2020-21
105	IL and FS Skill Development Corporation Ltd.	2015-16
106	IL and FS Skill Development Corporation Ltd.	2017-18
107	IL and FS Skill Development Corporation Ltd.	2018-19
108	IMS ProschoolPvt. Ltd	2017-18
109	Inderprastha College Of Engineering And Management	2019-20
110	Indian Institute Of Natural Resource Management	2014-15
111	Indian Institute of Skill Development	2015-16
112	Indian Institute of Skill Development	2017-18
113	Indian Institute of Skill Development	2018-19
114	Indira Gandhi Computer Shakshrta Mission	2018-19
115	Indira Gandhi Computer Shakshrta Mission	2019-20
116	Indus Integrated Information Management Limited	2015-16
117	Institute Of Computer Technology And Engineering Run By Takniki Shiksha Vikas Evam Jankalyan Sansthan	2017-18
118	Integrated Rural Development and Educational Organ	2016-17
119	ITRC Technologies Private Limited	2017-18
120	Jaganath Training Center	2019-20
121	JAGRUTI EDUCATIONAL SOCIETY	2017-18
122	Jahanvi	2019-20
123	Janhit Sewa Sansthan	2019-20
124	JFOUNDATION	2017-18
125	JPS Foundation	2018-19
126	Kamla Nehru SewaSadan	2016-17
127	Kamla Nehru SewaSadan	2017-18
128	Kanha Rural Skill	2019-20
129	KAUTILYA CHANDRA GUPT EDUCATION SOCEITY	2017-18
130	Keertika Academy Pvt. Ltd	2017-18
131	Lakshya Forum For Competitions Pvt Ltd	2018-19
132	Lala Kundan Lal Memorial Society	2019-20
133	Leelas Foundation For Education And Health	2017-18
134	Lichhwi	2016-17
135	Life Foundation	2019-20
136	Life Skills Training Centre	2018-19
137	Life Skills Training Centre	2019-20
138	Madeeha Educational Welfare Society	2019-20
139	Manav Samman Sewa Samiti	2018-19
140	Manav Samman Sewa Samiti	2019-20
141	Marg	2017-18
142	Marg	2018-19
143	MARG ERP LIMITED	2017-18
144	Maulana Azad National Academy For Skills	2015-16
145	Meher Software Solutions	2014-15
146	Meher Software Solutions	2015-16
147	Meher Software Solutions	2016-17
148	Mehmuda Shikshan & Mahila Gramin Vikas Bahuddeshiy	2016-17
149	Mehmuda Shikshan & Mahila Gramin Vikas Bahuddeshiy	2017-18
150	Mentor Skills India LLP	2018-19
151	MGlobal Institute	2016-17

S No	PIA Name	Target Year
152	MGlobal Institute	2017-18
153	Microchip Solutions	2017-18
154	Modern Computers Doda	2018-19
155	Modern Computers Doda	2019-20
156	Mosaic Network India Pvt. Ltd.	2017-18
157	Mother Teresa Jan Kalyan Samiti	2019-20
158	Mother Teressa MahilaMandali	2017-18
159	MSE Solutions Pvt. Ltd.	2018-19
160	Nai Disha	2017-18
161	Navchetna Vikas Kendra	2017-18
162	NESSWO	2017-18
163	NESSWO	2018-19
164	NESSWO	2019-20
165	New Tech Educational Society	2018-19
166	New Tech Educational Society	2019-20
167	NIC Institute Of Technology	2015-16
168	NIC Institute Of Technology	2016-17
169	Nice Computer Education Society	2014-15
170	Nice Computer Education Society	2018-19
171	Nice Computer Education Society	2019-20
172	Nidan Technologies Pvt. Ltd.	2018-19
173	Nidan Technologies Pvt. Ltd.	2019-20
174	NIESBUD	2014-15
175	NIESBUD	2015-16
176	NIESBUD	2016-17
177	Nilachal Seva Pratisthan	2014-15
178	Nilachal Seva Pratisthan	2015-16
179	Nodel Society Of Human Resources And Development	2018-19
180	Nodel Society Of Human Resources And Development	2019-20
181	Ogawa Society	2018-19
182	Olive Eventz	2019-20
183	Om Metal Infra Projects Limited	2015-16
184	Om Vijay Charitable Trust	2018-19
185	Om Vijay Charitable Trust	2019-20
186	Orion Edutech,	2015-16
187	Padmawati Institute	2019-20
188	Pan India World Association Of Universities	2017-18
189	Panchmadi Technical	2018-19
190	Paras Sports And Educational Society	2019-20
191	Peace Development Society	2018-19
192	PHK Training Centre	2019-20
193	Pipal Tree Ventures Pvt. Ltd	2016-17
194	Pipal Tree Ventures Pvt. Ltd	2017-18
195	Pipal Tree Ventures Pvt. Ltd	2018-19
196	Possit Skill Organisation	2018-19
197	Power To Empower Skills Pvt. Ltd.	2019-20
198	Pragmatic Educational Society	2014-15
199	Puri Skill Training Institute	2019-20
200	Pushpam Munshi Shiksha Avam Samaj Kalyan Samiti	2020-21
201	Ravi Shiksha Evam Samaj Kalyan Samiti	2018-19
202	Ravi Shiksha Evam Samaj Kalyan Samiti	2019-20

S No	PIA Name	Target Year
203	Rewa Training Institute	2018-19
204	Rewa Training Institute	2019-20
205	Rooman Technologies Pvt Ltd	2017-18
206	S E Biz Infotech Pvt. Ltd.	2017-18
207	S E Biz Infotech Pvt. Ltd.	2018-19
208	S E Biz Infotech Pvt. Ltd.	2019-20
209	SAARC Multipurpose Society	2018-19
210	Sacha Industrial Training Centre	2019-20
211	Samarpan Samaj Kalyan Samiti	2018-19
212	Samarpan Samaj Kalyan Samiti	2019-20
213	Sarvshresth Times	2019-20
214	Satyabhama DantabyaChikitsa Kendra	2017-18
215	SEVABHARATI	2017-18
216	Shabri Samaj Sewa Samiti	2018-19
217	Shabri Samaj Sewa Samiti	2019-20
218	Shikhar Social Welfare Organisation	2018-19
219	Shiksha Bharti	2018-19
220	Shiksha Bharti	2019-20
221	Shiv Education Society	2019-20
222	Shree Gujarat Education Trust	2015-16
223	SHRI KRISHNA GRAMOUTHAN SAMITI	2018-19
224	Shri Narayan Babuni Foundation	2017-18
225	Shri Vinayak Creative Fashions Pvt. Ltd.	2017-18
226	Skill Horizon	2019-20
227	Skill Tree Consulting Pvt. Ltd	2020-21
228	Skills Development Society	2019-20
229	Smart Jobs	2019-20
230	Smartbrains	2018-19
231	Smd Technologies	2018-19
232	Social And Rural Development Society	2018-19
233	Society for Development and Training	2017-18
234	Society for Development and Training	2018-19
235	Society for Development and Training	2019-20
236	Society For Education And Technical Training	2018-19
237	Society For The School Of Medical Technology	2019-20
238	Society For Training And Employment Promotion	2016-17
239	Spice Skills India LLP	2017-18
240	SrijanSansthan	2018-19
241	SrijanSansthan	2019-20
242	Sum Drishti Education Society	2016-17
243	Sunrise Education And Welfare Society	2018-19
244	Sunrise Education And Welfare Society	2019-20
245	Super Computer College	2019-20
246	Support Charity Organisation	2017-18
247	Surbhi India Technology Private Limited	2017-18
248	Surbhi India Technology Private Limited	2018-19
249	Sure Foundations Samiti	2015-16
250	Taori Trust	2017-18
251	Taori Trust	2019-20
252	TBL Education I Pt Ltd	2019-20
253	Tendril Institute of Information Technology	2018-19

S No	PIA Name	Target Year
254	Tendril Institute of Information Technology	2019-20
255	The Awareness	2017-18
256	The Institution of Civil Engineers Society	2019-20
257	The Manav Kalyan Avam Vikas Sanstha	2019-20
258	The Peoples Humane Society	2019-20
259	Thredz Information Technology Pvt Ltd	2015-16
260	Uddipan	2019-20
261	Ultimate Energy Resource Private Limited	2018-19
262	Ultimate Energy Resource Private Limited	2019-20
263	Utopian Outsourcing Solutions Private Limited	2018-19
264	Valeur Fabtex Private Limited	2017-18
265	Valeur Fabtex Private Limited	2018-19
266	Vishal Vikas Samaj Sansthan	2018-19
267	Vivekanand Paryavaran Evam Arogya Mission	2014-15
268	Vivekanand Paryavaran Evam Arogya Mission	2015-16
269	Vivekanand Paryavaran Evam Arogya Mission	2017-18
270	vkms private limited	2018-19
271	vkms private limited	2019-20
272	YAMINI SOFTECH PRIVATE LIMITED	2017-18
273	Yashi Films Pvt. Ltd.	2018-19
274	Youth Upliftment & Welfare Association, Asma Hussain Institute Of Fashon Technology	2015-16
275	Youth Upliftment & Welfare Association, Asma Hussain Institute Of Fashon Technology	2016-17
276	Yug Shakti Shaikshanik Evam Samajik Vikas Sanstha	2018-19
277	Zaidi Gramodyog Samiti	2018-19