

**Punjab Skill Development Mission**  
**SCO No. 149-152, 2<sup>nd</sup> Floor, Sector 17-C, Chandigarh 160017**  
**0172-2720152**

To

All the Deputy Commissioners  
of the State of Punjab

Memo No. PSDM/2016/2078-2100

Chandigarh, the 2<sup>nd</sup> June, 2016

**Sub: Procedure for Opening of Training Centre by Training Partner**

1. Please refer to Letter No. PSDM/537-558 dated 23-3-2016, regarding Implementation of Skill Training Centres being setup by Empanelled Training Partners.

2. In this connection, step by step procedure for opening of Training Centre is given below:

**(i). Identification of building and approval of the same**

- (a). The training partner will identify the building meeting the norms of DDU-GKY Scheme.
- (b). The training partner will submit the details in the office of DC/ADC (D), who will inspect the location/building.
- (c). During the inspection by District Administration that, it may be ascertained location of training centre is easily approachable, adequate parking space is available other locational factors and good condition of the building.
- (d). While visiting the centre/location, it may be ensured that training partner has not outsourced/sub-let or made any such arrangements with an existing training agency. The training centre has to be setup and run by Training Partner only.
- (e). On satisfactory inspection, a report will be sent to PSDM and training partner.

**(ii). Preparation of Training Centre**

- (a). After the location and building is approved the training partner will furnish the same as per the requirement of DDU-GKY.
- (b). The signage would be as per the design supplied by the Mission.

**(iii). Inspection of a Training Centre by Internal Quality Team (Q-Team) of Training Partner:**

- (c). Once the Training Centre is furnished, Internal Quality Team (Q-Team) of Training Partner will inspect the training centre to ensure that the training centre conforms to DDUGKY standards and submit the duly filled and signed due-diligence form to ADC (D) office.
- (d). The report of the Q-team will be scrutinized by DEC and forwarded by the training partner along with their consent on training centre to the PSDM.

(iv). **Inspection of Training Centre by NIRD**

- (a). PSDM will invite NIRD for inspection of training centre by supplying the due-diligence forms of training centres of the training partners submitted by respective DEC/ADC (D)



for Member Secretary,  
PSDM

Endst. No. PSDM/2016/2101-2120

Chandigarh, the 2<sup>nd</sup> June, 2016

A copy of the above is forwarded to the following for information and necessary action please.

- (i) All the Training Partners



for Member Secretary,  
PSDM

Endst. No. PSDM/2016/2121-2125

Chandigarh, the 2<sup>nd</sup> June, 2016

A copy of the above is forwarded to the following for information and necessary action please.

- (i) Project Co-ordinator (C)  
(ii) Project Co-ordinator (H)  
(iii) DGM(Finance)  
(iv) PA to MS, PSDM  
(v) SPMU, Manager



For Member Secretary,  
PSDM