

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

1. DPE/Guidelines/X/1
Introduction of Scheme of Counselling, Retraining and Redeployment (CRR) of rationalized employees of central PSUs – reporting by CPSUs regarding rationalized employees.

As per the recent Government decision, the Department of Public Enterprises DPE has been assigned the responsibility of taking over the scheme for counselling, retraining and redeployment of rationalized employees of central PSUs rendered redundant as a result of modernization, technological upgradation and manpower restructuring. The basic objective of such scheme is to reorient the rationalized employees to enable them to take up new avocations through self-employment, if they like to engage themselves in such productive activities.

2. The counselling, retraining etc would be carried out by suitable Nodal Agencies selected by the DPE. These nodal agencies with the support of the concerned CPSU are expected to play significant role in facilitating the process of self-employment for the rehabilitation of the rationalized employees. These agencies will get financial assistance from DPE. However, in order to enable preparation of a cost estimate and to assess the actual requirement of infrastructural facilities, this department is in need of certain data. The required information are to be sent as per the enclosed proforma. Besides these, details of the employees released during 1999-2000 and 2000-01 may be furnished as per the proforma enclosed herewith and subsequently on quarterly basis, starting from end June, 2001.

3. DPE is going to take over this work from April, 2001. Therefore it is necessary to build up a preliminary database based on information received from the PSUs. The inputs in the enclosed proforma in respect of your enterprise would provide us valuable information for an effective and meaningful management of the scheme.

4. I shall be grateful if you could advise your Director (Personnel) to furnish the above information immediately so as to enable us to consolidate the information and take necessary action. I would further request you to nominate your Director (Personnel) or any other officer of the equivalent status as Nodal Officer for your enterprise for the work of rehabilitation of rationalized workforce of your enterprise. Such a nomination of the nodal officer will facilitate interactions and smooth implementation of the scheme.

5. Since the entire exercise is to be finalized shortly, it would be of great assistance if the requisite information is furnished promptly in the annexed proforma either by speed post or/and through e-mail at ad-pk@nic.in

(DPE D.O. No. 14(4)/2000-DPE(WC) dated: 22nd March, 2001)
Proforma for Counselling/Retraining/Redeployment of
rationalized employees to be filled in by the CPSU

Sl. No.	Name, Designation and date of birth of VRS optee.	Scale of pay & last pay drawn.	Amount of compensation given on VRS/ VSS	Date of release/ proposed release and age on that day	Permanent address/ address where employee would settle down	Qualification and experiences	His job description in the CPSU	Whether counseled/ Retrained/ helped by CPSU for redeployment/self employment
1.	2.	3.	4	5.	6.	7.	8.	9.

Is he willing to participate in counseling/ retraining and	If so, the area/trade he would like to take up.	Preference of training center/ location of	Please confirm whether the individual has undertaken VRS	Suggestion for suitability of any particular trade/skill, if any	Remarks
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consequent self-employment?		center.	retraining earlier outside CPSU	for the individual.	
10	11.	12.	13.	14.	15.

Director (Personnel)

(Nodal Officer)

Name of CPSU and its Unit -----

Address -----

Phone -----

Fax -----

E-mail-----

Place:

Date:

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2. DPE/Guidelines/X/2
Counselling, Retraining and Redeployment of rationalized employees of Central PSUs—Role of Director (Personnel) under the scheme.

Please refer to my D.O. letter of even number dated 22.3.2001 for information in the prescribed proforma regarding Counselling, Retraining and Redeployment of rationalized employees of Central PSUs following VRS.

2. Meanwhile, the scheme of Counselling, Retraining and Redeployment of rationalized employees of Central Public Sector Enterprises has been finalized, a copy of which is enclosed here with for ready reference. From the details of the scheme, it may please be noted that the Central PSEs have to assist in meeting the national objectives of rehabilitation of the rationalized employees released under VRS. Consequently, Director (Personnel) of the CPSU has been made responsible to coordinate the activities and be in constant touch with the nodal training agencies during the training programme to provide necessary support in the activities of rehabilitating the separated employees.

3. Considering the urgency of the matter and paucity of time, I shall be grateful if you could nominate the nodal officer in respect of your enterprise for the said programme under intimation to this Department and direct him to furnish the information in the prescribed proforma, if not sent already.

(DPE D.O. No. 14(4)/2000-DPE(WC) dated 7th June 2001)
SCHEME FOR COUNSELLING, RETRAINING AND
REDEPLOYMENT OF RATIONALISED EMPLOYEES OF CENTRAL PUBLIC SECTOR ENTERPRISES

1. OBJECTIVE

The objective and scope of the scheme is to provide opportunities of counselling, retraining and redeployment to the rationalized employees of Central Public Sector Enterprises rendered redundant as a result of modernization, technology upgradation and manpower restructuring in the Central PSEs. The aim of retraining of the employees is to reorient them through short duration training programmes to enable them to adjust to the new environment and adopt new avocations after their separation from the PSEs due to VRS/VSS or retrenchment due to closure of the enterprise. While it will not be possible to commit that the employees so restructured or retrenched would be provided with alternative employment, yet it should be desirable to reorient such employees so that they may engage themselves in income generating activities and take advantage of available opportunities of self-employment. The counselling and training programmes will accordingly be planned in order to equip them with skills and orientation to engage themselves in self-employment activities and rejoin the productive process even after their separation from the CPSUs.

2. SALIENT FEATURES OF THE PROGRAMME

The programme consists of three main elements as follows:—

2.1 Counselling: Counselling is the basic pre-requisite of the rehabilitation programme of the displaced employee. The displaced employee needs psychological counselling to absorb the trauma of loss of assured livelihood and to face the new challenges both for himself and for the members of his family who may continue to depend upon him. He particularly needs support to plan his compensation amount and other financial benefits he receives from the CPSU due to his separation, so that his limited funds are managed prudently and not wasted on immediate consumption or non-productive expenditure. Thirdly he needs to be made aware of the new environment of market opportunities so that he may, depending upon his aptitude and expertise, take up economic activities and continue to be in the production process.

2.2 Retraining: The objective of such training is to help the rationalized employees for rehabilitation. The trainees will be helped to acquire necessary skills/expertise/ orientation to start new avocations and re-enter the productive process after loss of their jobs. These training programmes will be short duration programmes ranging between one month and two months according to the trade or activity as decided.

2.3 Redeployment: It will be the endeavour to redeploy such rationalized employees in the production process through the counselling and retraining efforts. At the end of the programme they should be able to engage themselves in alternate vocations of self-employment. Whereas there cannot be any guarantee that the rationalized employee will be assured of alternate employment, yet possible help from the identified nodal training agencies as well as from the concerned CPSUs would be extended to them for starting new avocations. Depending upon the choice of the trainee the nodal agency/concerned CPSU will also sponsor their applications for seeking financial assistance from commercial banks and other institutions under various schemes of self-employment.

3. IMPLEMENTATION OF THE SCHEME

3.1 Financial assistance to cover the cost of counselling, retraining and redeployment will be provided to the selected nodal agencies, for the rehabilitation of the employees separated from the Central PSUs on VRS/VSS/retrenchment. The aim of retraining of employees is to orient them through short duration training programme to enable them to adopt new vocations after their separation from the PSEs.

3.2 The Department of Public Enterprises (DPE) will select suitable nodal agencies for implementing the scheme of counselling, retraining and redeployment. These agencies may be government/semi government and non-government organization having experience in the field. The existing nodal agencies functioning at present under the supervision of the Department of Industrial Policy and Promotion will also be considered.

3.3 The nodal agencies with the support of the concerned CPSU management are expected to play significant role in facilitating the process of wage or self-employment for the rehabilitation of the separated employees. The nodal agency will conduct survey of the rationalized manpower and identify the employees who are willing to take advantage of the programme. Profile of their age, qualification, experience and preference for wage/self-employment will be prepared and groups for counselling/retraining will be formed depending upon specific activities.

3.4 Financial assistance will be provided to the nodal agencies by the DPE based upon norms of expenditure which will take into account the hiring of space, salary/honorarium of faculty members and supporting staff, cost of training material, preoperative expenses to the trainees, office expenses, and cost of follow up services including tool kit, project profiles, application to banks etc. as per specific norms, fixed by the DPE. Such financial assistance to the agencies will be provided by DPE out of the budgetary allocation as per specific norms of expenditure.

3.5 The nodal agencies shall receive funds from the DPE generally in two instalments in the year subject to utilisation. They will send progress report and utilization certificate at the end of each training programme and a consolidated report once in every year.

3.6 For the purpose of redeployment/self-employment, the nodal agencies shall have continuous interactions with the trainees as well as the DPE, CPSUs and the concerned commercial banks for sponsoring applications for bank loans and for facilitating release of loans by the banks to the separated employees who wish to set up their self-employment activities.

3.7 The CPSUs before as well as after separation of the employee from the enterprise should provide them necessary facility of linkage with banking and other commercial institutions for their credit needs to set up commercial activities in the areas of small business, trade or tiny/small industries for self-employment.

3.8 Identification of employees for rehabilitation.

i) Identification of employees who shall be trained for new trades shall be first done by the concerned public enterprises from where the employee has got separated.

ii) In order to be eligible to be included in the training programmes the employee should have gone on VRS/VSS/ retrenchment in a CPSU, should be below 55 years of age and should be willing to take up activities of self-employment.

iii) After being convinced of the suitability of the trade in which the employees are to be trained, the nodal agencies shall make arrangements in their training programme to suit the specific needs of the trainees.

4. ROLE OF CENTRAL PSEs

4.1 The central PSEs who have introduced VRS/VSS/retrenchment scheme shall identify the employees who are to be relieved on VRS/VSS/ retrenchment. Before their release they would be counselled by the enterprises themselves for the type of available employment/self-employment opportunities, which they may avail of after they sever connection with the enterprise.

4.2 Director, Personnel (or an officer of suitable rank designated by the Board of Directors) of the enterprise shall be in-charge of such counselling programmes and shall be responsible to send a copy of the list of employees who are being released on VRS/VSS/ retrenchment to the DPE as also to the nodal agencies selected for the purpose of counselling, retraining and redeployment. The CPSU will inform DPE about the nodal officer so nominated.

4.3 Each such CPSU will set up Employee Resource Centre (ERC) under the charge of Director (Personnel) (or equivalent officer) to act as the nodal point for keeping records of the surplus/rationalized human resources of the enterprises, and for facilitating rehabilitation of such employees/workers.

4.4 Before the separation of the employees opting out on VRS/VSS, the PSEs shall clear all their dues before relieving them from the organization, so that they can plan their future course of action in earning livelihood in the new environment.

4.5 The Director, Personnel of the CPSU shall be in regular touch with the trainees and maintain records about their deployment in new organizations or in self-employment activities so that in case of necessity these employees may be helped in the process of adjustment. The Director, Personnel of the concerned PSU shall also be in constant touch with the nodal training agencies during the training programme to provide necessary support in the activities of rehabilitating the separated employees. In order to make the post training activities and follow up services to the VRS optees more effective for providing self-employment, Director (Personnel) and the ERC of the concerned Central PSU shall maintain regular liaison with the concerned nodal agency engaged in the training of the rationalized employees.

5. ROLE OF THE NODAL AGENCIES

5.1 The nodal agencies will play significant role in the rehabilitation of the rationalized employees.

5.2 They shall counsel the retrenched/retired employees, impart the necessary orientation/retraining and help them in getting loans/financial assistance from banks for self-employment activities.

5.3 They will set up Employee Assistance Centres (EACs) as per need to counsel and train groups of such people to reorient them after their separation from the CPSU.

5.4 They will develop suitable curriculum, teaching materials with the help of their faculty members to facilitate the activities under the programme.

5.5 Follow up is critical to the success of any programme. The nodal agencies shall effectively follow up all cases till the employee is redeployed or his self-employment activity gets operationalized. They shall maintain all data with regard to counselling, training, redeployment and self-employment of such employees.

5.6 They shall maintain regular contact with the concerned CPSUs for effective implementation of the scheme and also report to DPE regularly about the progress of rehabilitation work.

5.7 The management of the nodal agencies shall be responsible for the prudent use of financial assistance provided by the DPE for the work of counselling, retraining and redeployment/self-employment as per norms of expenditure as approved by the DPE.

5.8 Past experiences of NRF has shown that counselling/retraining is not enough. The key focus of the revised scheme is, therefore, redeployment/ self-employment of the retrenched/retired employees. This will necessarily require much greater attention and effort on the part of nodal agencies. They shall have to sponsor applications of the trainees to the concerned commercial banks/other suitable credit institutions and pursue their cases for financial assistance in the form of loan/credit to set up trade/business/tiny or small scale industries to generate additional income for them. Financial assistance may be availed of particularly under the Rural Employment Generation Programme of the KVIC (Margin money scheme), Prime Minister's Rozgar Yojana (PMRY), various schemes formulated by the SIDBI and other similar schemes of self-employment.

6. MONITORING AND SUPERVISION

6.1 The Department of Public Enterprises in the Ministry of HI&PE would be the coordinating government agency which would arrange for government funds on annual basis, monitor the implementation of the scheme by the nodal agencies and the CPSUs, and provide necessary direction and guidance. Monitoring, supervision and evaluation of the scheme will also be taken up by the DPE from time to time directly or through suitable agencies/ institutions.

6.2 The DPE shall constitute an Apex Review Committee and an Executive Committee to draw Plan of Action from time to time and review the progress of the scheme at periodical intervals.

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3.

DPE/Guidelines/X/3

Encouragement to SC/ST Voluntary Retirement (VR) optees for their rehabilitation under CRR Scheme.

As you are aware, Ministries and Departments are required to prepare a Special Component Plan by earmarking plan funds for development of SC/ST in proportion to their population in the country. Under the NRF, there is a scheme for Counselling, Retraining and Redeployment of employees going out under VRS. Since both are voluntary, no earmarking is possible.

2. However, the Government would like to emphasise that you should encourage VRS optees from SC/ST to take advantage of the programme of Counselling, Retraining and Redeployment so that they can undertake self-employment activities to generate additional incomes after voluntary retirement.

(DPE D.O. No. 6(11)/2001-DPE(CRR) dated 26 July, 2001)

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

4.

DPE/Guidelines/X/4

List of Nodal Agencies and Employees Assistance Centres (EACs) functional under CRR Scheme.

As you are already aware a scheme on Counselling, Retraining and Redeployment of the rationalized employees of central PSUs is under implementation by this Department for the financial year 2001-02. A copy of the Scheme has already been forwarded vide our DO letter of even number dated 7.6.2001.

Meanwhile Nodal Agencies have also been selected to carry out the training activities under the Scheme. We are enclosing herewith list and addresses of the Nodal Agencies for your ready reference along with their Employees Assistance Centres (whichever is available). To some extent this list will enable you and your VRS optees to decide which nodal agency or their EACs will suit them for purpose of retraining and rehabilitation. Department of Public Enterprises have been stressing on the need for more involvement of PSUs in the process of rehabilitation of the rationalized employees. PSUs may please therefore keep in touch with these Nodal Agencies and their EACs, which could be utilized for the rehabilitation of the VRS optees of the respective PSUs under the said scheme.

(DPE D.O. No. 14(4)/2000-DPE(WC) dated 18th October, 2001)

Sl. No.	Nodal Agency	Centres
1.	Shri R.S.Antil Executive Director Institute of Labour Development 6/2, Jamdoli Keshav Vidyapeeth Road Jaipur – 302 003 Mobile- 98290 15589 98290 52061 E-mail: rsa@datainfosys.net	1.Beawar Moti Sagar Building Oppo. Main Post Office Beawar, Dist. Ajmer Phone: 01462-22641 P.P 2. Jaipur A-8, Shastri Nager Road Near Tagore Public School Jaipur Tele: 0141-307236 3. Khetri 46, Subhas Market Near Durga Mandir Khetri Nagar Distt. Jhunjhunu Tele: 01593-34486 4. Udaipur C/o Hotel Anupam Near Bus Stand Inside Udaipole Udaipur Tele: 098290-52061 5. Kota 1-Ka-26, Vigyan Nagar Jhalawar Road Kota, Tele: 0744-436564 6.Chittorgargh (To be set up)
2.	Shri M. Ahmad, CMD, NSIC NSIC Bhavan, Okhala Industrial Estate, New Delhi – 20.	1. Kolkata & 2. Howrah NSIC Ltd. 20-B, Abdul Hamid Street 7th Floor, Kolkata – 700 069 Tele: 33-2487357,7358,4128 Fax: 033-2487359 3.Hooghly

		<p>NSIC Ltd. C/O General Manager, District Industries Centre, Municipal Terminal Building, P.O. Chuchura Distt. Hooghly Tele: 680 2089</p> <p>4. Ranchi Shri Narendra Prasad, Consultant, NSIC Ltd. CD-140, Sector-3, HEC Quarters, Dhurva, Ranchi Phone.(0651-406284)</p>
3.	<p>Shri D.K.Sharma, Director Employment & Training Ministry of Labour Shram Shakti Bhavan New Delhi</p>	<p>1. Hyderabad (i) MIST(NGO), Hyderabad 2-2-7/5, Oppo. Shivam Bus stop, Shivam X RDs, Vidyanagar, Hyderabad (ii) Advanced Training Institute Vidyanagar Hyderabad- 500 007</p> <p>2. Ludhiana 3. Pune 4. Lucknow 5. Cochin 6. Madras 7. Patna 8. Cuttack 9. Jodhpur 10. Ambala Cantt. 11. Jabalpur 12. Bangalore (i) Foreman Training Institute, Bangalore M/S Vikas Industrial Training Institute, Dharwad. (ii) FTI, Bangalore Tele: 35713335 3371209 Fax: 3370641</p>
4.	<p>Shri S.S.Singhanian President Indian Council of Small Industries IA, S.N. Banerjee Road Calcutta – 700001</p>	<p>EAC- Durgapur “Suresh Mansion” Benachity (Opp.Quiser Hotel) Durgapur-723213 West Bengal Tel: 0343 585229</p> <p>2. Dhanbad (EAC, ICSI) Near Barakar Bus Stand, Barakar P.O. Barakar-713324 Tel :0341 522731 Dhanbad</p> <p>3. Visakhapatnam (EAC,Visakhapatnam) 45-58-5/10 Narashimha Nagar Visakhapatnam-530024</p>

		<p>Andhra Pradesh Tel. No. 0891 719535 4. Warangal (EAC-Warangal H.No.2-11-166 Vidyaranyapuri Hanamkonda-506009 Warangal, AP Tel : 08712 43877 5. Bokaro (EAC Bokaro) 6. Jamshedpur (EAC- Jharkhand) 7. North & South 24-Parganas(WB) Proposed to set up 8.Nadia(West Bengal) Proposed to set up 9. Midnapore (West Bengal) Proposed to set up</p>
5.	<p>Shri P.K.Lahiri Madhya Pradesh Consultancy Organisation Post Box No. 339, Gangotri T.T. Nagar Bhopal – 462003 Ph. (0755) 774011,774244 Fax. 773698</p>	<p>1. Bhopal (EAC, MPCON) Gangotri, T.T.Nagar Bhopal- 462003 2. Bhilai (EAC, Bhilai) 190, Samta Colony Raipur, Chattisgarh-49201 3. Korba (EAC, Korba) MIG-89, II Extention, M.P. Nagar Distt. Korba, Chhatisgarh - 495677 Ph. No.(07759) 24801 4. Nepanagar (EAC, Nepa Nagar) Mamtapur Bazar, Nepa Nagar. Distt. Khandwa</p>
6.	<p>Shri R.K.Saxena, Adviser (ASSOCHAM) 11, Community Centre Zamrudpur, New Delhi. 110048</p>	<p>1. Kanpur 2. Lucknow</p>
7.	<p>Shri G.G.Varshney Director National Productivity Council Utpadakta Bhavan Lodi Road, New Delhi</p>	<p>1.Bangalore No.11, Lady Curzon Road Bangalore-560 001 Tele: 080-5592240 5592425 Fax: 080-5592372 2. Mysore Same as above 3. Orgaum Tennents Shafts Complex Champion Reefs P.O Kolar Gold Fields-563 117 Karnataka Tele: 08153-74098(PP)</p>

8.	<p>Shri A.K. B Shri A.K.Bhatnagar Managing Director U.P. Industrial Consultants Ltd. 5th Floor, Handloom Bhavan G.T.Road, Kanpur –208002</p>	<p>1. Saharanpur (EAC Centre) 2/2484, Gill Colony Behind Narain Temple, Saharanpur T.No. 727596 2. Dehradun (EAC Centre) 100, Vasant Vihar Phase-I, Dehradun T.No. 764 097 3. Meerut (EAC Centre) 176, Shiv Shankerpuri, Sharda Road, Meerut 4. Ghaziabad (EAC Centre) 90, Ambedkar Marg Ghaziabad T.No. 4793869 5. Agra (EAC Centre) 240, New Agra Highway Road, Agra T.No. 523790 6. Allahabad (EAC Centre) 36D, Lowther Road Maa Anandmai Colony George Town, Allahabad T. No. 614242 8. Kanpur (EAC Centre) 5th Floor, Kabir Bhavan, G.T. Road, Kanpur-208002 Ph. 216135, 213596,213706 Fax : 0512-219969 E-mail :head Office @ upico.com</p>
9.	<p>Dr. Chukka Kondaih, Director, National Institute of Small Industry Extension Training (NISIET) Yousufguda, Hyderabad-500045 Tele: 040-3608544-46, 3608316-19 Fax: 040-3608547, 3608956</p>	<p>EAC, NISIET Yousufguda Hyderabad-500 045 Te:040-3608544-46 3608316-19 Fax: 040-3608547, 3608956</p>
10.	<p>Dr. D.D.Mali, Director Indian Institute of Entrepreneurship Lalmati, Basistha Chariali, 37, National Highway Bypass Guwahati – 781029</p>	---
11.	<p>Shri G.P.Pathodia Director Small Industries Service Institute 10, Industrial Estate Pologround Indore-452003</p>	----
12.	<p>Shri P.K. Mukherjee</p>	----

	<p>Director Small Industries service Institute Kurula, Andheri Road, Sakinaka, Mumbai – 400072 Tel: 8576090, 8573091 Fax: 857 8092</p>	
13.	<p>Shri A.K.Sarkar Director Small Industries Service Institute 111-112, B.T. Road, Kolkata</p>	----
14.	<p>Shri V.S.Karunakaran, Director Small Industries Service Institute (SISI) 65/1, G.S.T. Road Guindy, Chennai-600052 Tel: 044-234 1011 Fax: 044-234 1014</p>	<p>Director Small Industries Service Institute (SISI) 65/1, G.S.T. Road Guindy Chennai-600052 Tel: 044-234 1011 Fax: 044-234 1014</p>
15.	<p>Shri S. Panikkassery, Deputy Director (Elec.), Small Industries Service Institute 386, Patel Road, Coimbatore-641009 Telefax: 0422- 233956, 230426</p>	----
16.	<p>Mr. M. Mahabala Director Small Industries Service Institute Rajaji Nagar Bangalore – 560044. Tel: 3351581-82, 3351540 Fax: 3351583 3204018</p>	
17.	<p>Director, Central Institute of Plastic Engg. and Technology, Industrial Estate , Guindy, Chennai – 600032 Ph.No. 2342371</p>	<p>1.Chief Manager(Project) CIPET Extension Centre Plot No. 630, Phase IV GIDC Vatva Ahmedabad-382445 Tel No. 079-5832267(D) 5830569 5835219 Fax No. 079- 5835236 Deputy Director CIPET Extension Centre Rayon & Silk Mill Post Amritsar – 143104 Tel No. 0183- 256602(D) 258938 Fax No. 0183- 258671 Dy.Director CIPET Extension Centre Sector “G” Govindpura Indl.Estate Bhopal-462023 Tel No. 0755-684769 (D) 687454 Fax No. 0755-689041</p>

		<p> Dy. Director CIPET Extension Centre Post Bag No. 3, HCL-Post IDA Phase II, Cherlapally Hyderabad-500051 Tel No. 040- 7264040(D) 7263615 Fax No. 040- 7264051 Dy. Director CIPET Extension Centre , B-27, Amausi Indl Area (Nadar Ganj) Lucknow – 226008 Tel No. 0522-437646(D) 436910 Fax No. 0522- 436227 Dy. Director CIEPT Extension Centre, 437/A, Hebbal Indl Estate Hebbal Mysore-570016 Tel No. 0821- 513447(D) 510618 Fax No. 0821-510990 </p>
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COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

5.

DPE/Guidelines/X/5

Circular on CRR Scheme to be circulated to Filed offices/units by CPSUs.

As you are aware the scheme of the Counseling, Retraining and Redeployment of the rationalized employees of CPSUs have already been introduced. For carrying out the activities under the scheme, 17 Nodal Agencies have been selected and a list of these agencies alongwith their addresses was circulated to all the CPSUs vide DPE's letter No. 14(4)/2000-DPE (WC) dated 18.10.2001.

2. From the details of the scheme, which was also circulated to all the CPSUs vide my D.O letter of even number dated 7.6.2001 you might have noted that the central PSUs are to play an active role in implementation of this scheme, particularly their Director (P). The scheme was to be widely circulated to all your units/divisions/offices for information of the employees for its proper implementation.

3. However, instances have come to our notice that some of the units/ field offices are not fully aware of the scheme. This may jeopardize the basic purpose of providing the benefits to the employees released from central PSUs under VRS or through other mode of restructuring. It has to be ensured that all field offices/division/units are fully made aware of the scheme so that the employees of these units can take advantage of the scheme. A list of the selected nodal agencies alongwith their Employees Assistance Centres (EAC) is again enclosed for your ready reference. The CPSUs and their field units should co-operate with the Nodal Agencies selected for the purpose in furnishing the list of the VRS retirees well in time and extend other possible support in implementing the scheme, so that the benefits accruing there from reach the target group.

4. I hope you will take all possible measures to ensure proper implementation of the scheme and keep this Department informed of the action taken in this regard.

(DPE D.O. No. 14(4)/2000-DPE(WC) Dated 8th January, 2002)

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

6.

DPE/Guidelines/X/6

Formation of Coordination Committees at local level under CRR Scheme.

As you are aware the scheme for Counselling, Retraining and Redeployment of rationalized employees of CPSUs have already put into implementation. Consequently, 17 nodal agencies have been selected to impart the training to the rationalized employees. A list of the selected nodal agencies have already been circulated vide DPE's letter No. 14(4)/2002-DPE (WC) dated 18-10-2001.

2. Since the basic thrust of introducing the Scheme is to provide an opportunity to the rationalized employee of CPSUs so that they may engage themselves in income generating activities, as outlined in our Scheme, the central PSUs have to play a pivotal role in implementation of the Scheme in letter and spirit. Hence, besides setting up of Employee Resource Centre (ERC), Director (P) has been made responsible to have liaison with the trainees as well as the nodal agencies.

3. However, with a view to have proper interaction between all the parties involved in implementation of the Scheme viz. the trainees, CPSUs, nodal agencies and the lead bank managers for exploring the financial linkage, it has been decided to set up Coordination Committees under the Chairmanship of Head of the Unit/CPSU, in all the location where the nodal agencies are imparting the training facilities through their various EACs. The head of concerned nodal agency would act as Convenor of the said Committee. To begin with 27 Coordination Committees have been set up details of which are given in the statement enclosed for ready reference. In order to facilitate the functioning of the Coordination Committee, the suggested role of the committee is also enclosed.

4. Considering the fact that Government is taking all possible measures to safeguard the interest of the employees released under VRS or other mode of restructuring, involvement of CPSUs in the process is a key factor. It is, therefore, requested to act upon the formation/functioning of the Coordination Committee. It is expected that these Committees would meet periodically and at least once every quarter to review the Counselling, Retraining and Redeployment programme in the respective location and keep the DPE posted about action taken by the Committees in successful implementation of the said Scheme.

5. It is also requested that the details in regard to the Coordination Committee may please be widely circulated to all field officers/units/divisions of the CPSUs along with list of the selected nodal agencies already circulated.

(DPE D.O. No. 6(23)/2001-DPE(WC) dated 8th January, 2002)

ROLE AND FUNCTION OF THE COORDINATION COMMITTEE

- To identify and prepare on regular basis the list of rationalized employees trade wise and skill wise from each PSU.
- To make full use of resources/records available with PSUs in regard to rationalized employees.
- To facilitate and plan out the entire activities involved in CRR programme.
- To monitor the ongoing training programme as well as post-training activities and follow up services.
- To explore the avenues, market opportunities in the vicinity.
- To facilitate the possible bank/financial linkage so as to support the trainees in their drive for self-employment.
- To meet periodically/quarterly to review the progress of the programme.

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

7.

DPE/Guidelines/X/7

Guidelines on modalities of Sensitization Programme regarding Counselling, retraining & redeployment of rationalised employees of central PSUs.

In continuation to this Department's letter of even number communicating sanction and release of fund for carrying out the activities under the scheme, your attention is drawn to Annexure-I of the said letter. Part-I of Annexure-I, inter alia, provides for 3 days' counselling camp for sensitizing the VRS optees awaiting release from CPSUs.

2. In order to ensure uniformity in organizing the sensitization camp, the nodal agencies are advised to adhere to the following: -

(i) The allocation of Rs. 300/- per head towards the sensitization programme should, inter alia, include expenditure on travel cost of faculty members and other officials of the nodal agency involved, honorarium for the faculty/resource person, teaching aids & appliances, publicity materials & stationary expenses, providing logistics like arrangement for camp, wherever required, etc.

(ii) A list of the VRS optees as prepared by the concerned CPSUs/ units be obtained by the nodal agencies selected for the purpose of sensitization in that particular location.

(iii) Sensitization Camp of three days may be organized by the nodal agencies in association with the CPSUs/units concerned in the premises/vicinity of the PSU. This camp would be attended only by the willing VRS optees. At the end of such camp, depending upon the interest and aptitude of the employees module-wise (20 days/30 days/40 days) list of the willing VRS optees also be prepared and made available to the Nodal Agencies concerned for their further actions after release of such employees under VRS.

(iv) The sensitization camp should have a classroom approach for effective Counselling. For this, based on the list received from the CPSU/units batches of not more than 40 employees should be formed.

(v) In order to have proper involvement of the employees in the camp, a capsule course of three full day programme should be chalked out along with provision of printed materials to the trainees for their further guidance inter-alia giving a brief on post VRS scenario, marketing opportunities/avenues, possible bank/ financial linkages etc. for the use of trainees together with some basic ideas on different areas of self employment opportunities.

(vi) Batch-wise and date-wise attendance sheet of the said camp duly signed by the trainees and endorsed by the representative of PSU and the nodal agency should be maintained by both CPSUs as well as nodal agencies and a copy of the same should be furnished by the nodal agencies along with the progress report to DPE.

3. The nodal training agencies should have close liaison with the concerned CPSU to obtain a list of the VRS optees and to observe the above while organizing the sensitization camp prior to the release of employees on VRS. These guidelines may be strictly adhered to by the nodal agencies.

(DPE No. 6(19)/2001-DPE (CRR) dated 21st January, 2002)

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

8. DPE/Guidelines/X/8
Furnishing information on progress made under Counselling, Retraining and Redeployment scheme for the rationalized employees of Central PSUs.

This has reference to our letter no. A-42011/20/2001-Admn. Dated 7.11.2001 and subsequent communication vide letter No. 6(19)/2001-DPE (CRR) conveying sanction for imparting the training under the said scheme.

2. We request you to furnish batch-wise information, monthly progress report, quarterly report, utilization certificate etc., on the counseling, retraining activities undertaken under the scheme. We are sending herewith prescribed proforma vide report I & II for batch-wise information, Report III for Monthly Progress Report and Report-IV and V for quarterly information. The proforma for the Annual report would be sent shortly.

3. It is requested that progress of the implementation of the scheme at different locations may please be furnished in the prescribed proforma immediately after completion of the batch by 10th day of the subsequent month for monthly progress report and similarly by 10th day of the first month of the next quarter. The utilization certificate should also be furnished in the prescribed format as advised vide our sanction letter dated 7.11.2001.

DPE (No. DPE/6(9)/2001-CRR dated 6th February, 2002)

REPORT - 1

BATCH-WISE INFORMATION

(Rs. in lacs)

Name of the Nodal Agency	
Year	
Physical Targets Sanctioned:	
Amount Sanctioned:	
Amount Received	
Batch No.	*
Expenditure incurred on this Batch	
Location of the Batch	
Training imparted by	
Background of the rationalised employees trained : Skilled (No.) : Unskilled (No.) : Total :	
Details of Batch:	
I] Trade/ Skill imparted(indicating number of participants in each trade)	
II]Duration of Scheme/Batch	
III]Counselled IV]Retained V]Redeployed VI]Self Employed VII]Wage Employed	

* **Note:** 1) Give Batch Number as Batch Number Reporting/ Total Batches for theyear. Generally, one Batch should be for one Trade/Skill in any particular location.

2) Give Details of Trainees as per Annexure-II.

REPORT -II**BATCH-WISE INFORMATION: (BWI)**

Details Regarding Trainees for Batch Number

Sl. No.	Name of the Trainee (Pl. indicate if belongs to SC/ST community)	Qualification	Age	Addresses	Name of CPSU from where trainee released	Date of Counselling	Duration of Training From To	Trade/ Skill (pl. indicate if unskilled)	Bank linkages arranged, if any. If so details	If successfully redeployed, give locational details i.e. location address where redeployed and trade in which redeployed.

REPORT -III**MONTHLY PROGRESS REPORT:**

Name of the Nodal Agency:
Physical Target Sanctioned:
Physical Target so far completed or in progress
Amount Sanctioned
Amount Received
Batch completed and in progress (give detail with Batch No., Reference, location , size of the Batch, etc.)
Expenditure incurred during the month
Location of the EAC(s)
Batch wise details:
a) Trade/ Skill imparted
b) Duration of Scheme/Batch
No. of Trainees (Total): q Counsellor: q Sensitization Camps Held (No. of Batches and Persons covered) q Retained: q Redeployed: Self Employed : Wage Employed:

REPORT-IV**QUARTERLY (PERIODIC) INFORMATION ON FUND UTILIZATION**

(Rs. in lacs)

a) Name of the Nodal Agency:
b) Physical Targets Sanctioned:
c) Physical Targets Covered so far;

Counselled:

Through Sensitization Camp:

Retrained;

Redeployed:

d) Background of the rationalized employees trained:

Skilled (No.):

Unskilled (No.):

Total:

e) Amount Sanctioned:
f) Amount Received:
g) Batches Completed (Batch reference need to be indicated) and no. of persons trained so far:
h) Fund Utilized during the quarter on Counselling, Retraining & Redeployment with details on:

- Administration of the scheme
- Stipend paid to the Trainees
- Follow up services
- Others, if any (with details)

i) Total Fund Utilized:

Note: - 1) Quarters are -

- q April to June
- q July to September
- q October to December
- q January to March.

(For the current financial year, as indicated in the sanctioned letter, this period would be ending Dec, 2001 & ending Feb, 2002.)

2) Fund Utilization would be in consonance with the expenditure on Batches.

REPORT-V

[A] FOR COUNSELLING:

Name of the Unit (CPSU)	No. of employees counseled			Outcome of the counselling
	Male	Female	Total	

[B] SENSITIZATION CAMP HELD:

Name of the CPSU:
Location of the Unit:
Period of Sensitization: From To
No. of batches:
Batch size:

Name of the Employee	Designation	Qualification	Age (on the date of release)	Skill/ trade opted

[C] FOR RETRAINING:

Batch _____ No. _____ and _____ reference:
Duration _____ of _____ training:
Location _____ of _____ Training:
Training _____ imparted _____ by:
Background of the rationalized employees trained:

A) Skilled (No.):
B) Unskilled (No.):
C) Total:

Name of the Unit (CPSU)	Trade	Male	Female	Total

Note: Please furnish information for each batch separately also indicating trade-wise information.

[D] FOR CASTE WISE DETAILS OF WORKERS TRAINED:

Caste	Male	Female	Total
General/Others			
OBC			
ST			
SC			
TOTAL:			

- 2 -

[E] EDUCATION WISE DISTRIBUTION OF WORKER'S TRAINED:

Name of the Unit (CPSU)	Location	Qualification	No. of trainees		
			Male	Female	Total

[F] FOR REHABILITATION:

[a] Details of the person redeployed:

Name of the person retrained and address	Name of the CPSU to which he/she belongs	Name of the EAC that imparted training	Period of training From To	Trade/ skill in which self employed/ redeployed	Details of the follow up services extended (date-wise)

[b] Details of self-employment/ redeployment during the year:

No. of follow up services	Date	No. of persons on Self-employment	No. of persons on Wage	No. of persons neither self-employed	Total
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extended			Employment	nor wage employed.	
1st					
2nd					
3rd					

CHAPTER X
COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

9. DPE/Guidelines/X/9
Furnishing yearly progress report under the scheme of Counselling, Retraining and Redeployment for the rationalized employees of Central PSUs.

Further to DPE's letter of even number dated 6.2.2002, proforma for sending Annual Progress Report is enclosed herewith.

1. It is requested that the Annual Progress Report in respect of your agency indicating the performance /progress made thereon in the prescribed proforma may please be sent to us latest by lat week of April, 2002 for the year 2001-02 and accordingly for subsequent years. Besides, a hard copy of the Annual Progress Report, the information may also please by furnished through e-mail at ad-pk@nic.in. Kindly ensure that the information requested on various scores viz., batch-wise information, monthly progress report, quarterly progress report and the annual progress report are sent to DPE well in time.

(DPE No. 6(6)/2001-CRR dated 22nd March 2002)

REPORT – VI

**ANNUAL
PART [A]**

PROGRESS

REPORT

(Rs. in lacs)

Sl.No.	Particulars	Status
(a)	Name of the Nodal Agency	
(b)	Year	
(c)	Physical Targets Sanctioned:	
(d)	Amount Sanctioned:	
(e)	Amount Received	
(f)	Total amount utilised	
(g)	Reasons for variation between (e) & (f), if any:	
(h)	No. of Batches completed	
(i)	Location of Training Centre(s)	
(j)	No. of rationalised employees counselled	

(k)	No. of rationalised employees retrained	
	(i) Background of the rationalised employees trained: Managerial/ Supervisory (No.): Skilled (No.): Unskilled (No.): Total: (ii) Trade/skill-wise break up of trained rationalised employees (No.) and Total No:	
(l)	Reasons for variation between (c) & (k), if any:	
(m)	No. of rationalised employees redeployed, if any	

PART [B]

DETAILS ON SENSITIZATION CAMP HELD:

- (a) Name of the CPSUs covered:
- (b) No. of Batches covered:
- (c) No. of employees counselled during sensitization:

Batch reference	Name of CPSU	Period: From To	Name of the Employees & Designation	Qualification	Age (on the date of release)

PART [C]

DETAILS OF RETRAINING:

I. SUMMARY:

[1] TRADE/ SKILL-WISE INFORMATION:

Batch reference	Name of CPSU/ Unit	Location	Trade/ Skill	Male (No.)	Female (No.)	Total (No.)

[2] CASTE-WISE/GENDER-WISE INFORMATION:

Batch reference	Name of CPSU/	Location	Caste	Male (No.)	Female (No.)	Total (No.)
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Unit						

Note: For Caste please indicate G-General, O-Others, OBC-Other Backward Class, ST-Scheduled Tribe and SC-Scheduled Caste.

[3] EDUCATION-WISE INFORMATION:

Batch reference	Name of CPSU/ Unit	Location	Qualification	Male (No.)	Female (No.)	Total (No.)

II. INDIVIDUAL DETAILS:

Batch reference	Name of the Trainee (Pl. indicate if belongs to SC/ST / OBC community)	Addresses	Qualification	Age (as on date of release)	Name of CPSU from where trainee released	Background of the employee (skilled/ unskilled)	Trade/ Skill Adopted for redeployment

Note: Please indicate Batch reference as T1, T2, ----for retrained personnel.

PART [D]

DETAILS ON REHABILITATION:

[1] REDEPLOYMENT:

[A] SUMMARY:

Batch reference	Self employed (No.)	Wage employed (No.)	Total (No.)

[B] SELF EMPLOYMENT:

Sl.No.	Batch Reference	Name & Address of the	Name of CPSU	Name of the EAC that	Trade/ Activity adopted	Nature of follow-

		rationalised redeployed person	to which he/she belongs	imparted retraining		up services extended

[C] WAGE EMPLOYMENT:

Sl.No.	Batch Reference	Name & Address of the rationalised redeployed person	Name of CPSU to which he/she belongs	Name of the EAC that imparted retraining	Employed in	Nature of follow- up services extended

[2] FOLLOW-UP SERVICES:

Batch reference	No. of follow-up services extended	Date	Outcome of Follow - up Services		
			Self Employed (No.)	Wage Employed (No.)	Total
T1	1ST 2ND 3RD ---				

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

10.

DPE/Guidelines/X/10

List of Additional Employees Assistance Centres (EACs) under CRR Scheme.

As you are aware a Scheme for Counselling, Retraining and Redeployment (CRR) has been introduced by DPE from the year 2001-02. In order to carry out the activities under the Scheme, initially 17 nodal agencies were selected for the year 2001-02 and subsequently eight more nodal agencies have been selected for widening the coverage under the CRR programme.

2. Meanwhile, we have been receiving requests from a number of central PSEs and nodal training agencies to add some more locations for opening up of Employee Assistance Centres (EACs) for catering to the need of the VR Optees. The matter was under consideration and now it has been decided to enhance the number of EACs from 40 of 2001-02 to 80 for the year 2002-03. A list of existing EACs and subsequently added is annexed.

3. Since Government is making all possible endeavors to safeguard the interest of the restructured employees and for their appropriate rehabilitation, management of Central PSEs, particularly the Director (Personnel), may now take appropriate initiative for proper counselling of the employees opting for VRS prior to their release. All units/divisions/officers under the control of CPSEs may be suitably informed about implementation of the CRR programme, number of agencies selected for the purpose and the number of EACs approved for undertaking the CRR programme so that the employees opting for VRS may take maximum advantage of the CRR Scheme of the Government and may suitably be redeployed.

4. In this context, I would once again like to request the CPSEs to actively participate in the Coordination Committee Meeting at local levels so that they may inter-act with nodal agencies, inter-act with the participants during the training programme at the near-by EACs and may suggest some measures for improvement in the CRR programme.

5. I understand that nodal officer have been nominated by now. This Department may please be kept posted about the developments made in this regard for effective implementation of CRR programme. I look forward for cooperation of Chief Executives of PSEs, in particular their Director (Personnel), for bringing the desired impact of the CRR programme.

(DPE D.O. No. 6(20)/2001-DPE(CRR) dated 10th October, 2002)

LIST OF EMPLOYEE ASSISTANCE CENTERS

Sl. No.	Locations	Nodal Agencies with existing EACs	Nodal agencies with additional EACs now aproved
1		2	
1	Bangalore	1. Director General of Employment & Training (DGET), Ministry of Labour. 2. National Productivity Council (NPC), New Delhi 3. SISI, Bangalore 4. RUDSETI	
2	Hyderabad	1. DGET 2. National Institute of Small Industry Extension Training (NISIET)	
3	Adilabad	--	NISIET
4	Paloncha	--	NISIET
5	Ramagundam,	--	NISIET
6	Beawer	Institute of Labour Development (ILD)	
7	Jaipur	ILD	
8	Khetri	ILD	
9	Kota	ILD	
10	Udaipur	ILD	
11	Bhiwadi (Alwar)	--	<i>ILD</i>

12	Jodhpur	--	ILD
13	Ganganagar	--	ILD
14	Surender Nagar	--	ILD
15	Bhopal	Madhya Pradesh Consultancy Organization, Bhopal (MPCON)	
16	Bhilai	MPCON	
17	Korba	MPCON	
18	Nepanagar	MPCON	
19	Katni	--	MPCON
20	Nagpur	--	MPCON
21	Saharanpur	U.P. Industrial Consultants Ltd., Kanpur (UPICO)	
22	Dehradun,	UPICO	
23	Ghaziabad,	UPICO	
24	Kanpur	1. UPICO 2. ASSOCHAM	
25	Agra	1. UPICO 2. RUDSETI	
26	Allahabad	UPICO	
27	Mirzapur	--	UPICO
28	Rai Bareilly	--	UPICO

29	Haridwar	--	UPICO
30	Durgapur	Indian Council of Small Industries, Kolkata (ICSI)	NSIC
31	Dhanbad	ICSI	NSIC
32	Vizag	ICSI	NISIET
33	Warangal	ICSI	NISIET
34	Jamshedpur	ICSI	
35	Bokaro	ICSI	NSIC
36	Sodepur, North 24 Pargana	--	ICSI
37	Behala, South 24 Pargana	--	ICSI
38	Kolkata	1. NSIC 2. SISI, Kolkata	DGE&T
39	Howrah	National Small Industries Corpn Ltd., (NSIC) ,New Delhi	
40	Hooghly	NSIC	
41	Ranchi	NSIC	
42	Burnpur	--	NSIC
43	Chennai	1.Small Industries Service Institute (SISI), Chennai 2.Central Institute of Plastic Engg. and Technology(CIPET), Chennai 3.Central Leather Research	

		Institute (CLRI), Chennai	
44	Indore	Small Industries Service Institute, Indore	
45	Ujjain	SISI,Indore	
46	Lucknow	1. Associated Chamber of Commerce & Industry of India (ASSOCHAM), New Delhi	UPICO
47	Oorgaum	National Productivity Council (NPC), New Delhi	
48	Coimbatore	Small Industries Service Institute, Coimbatore	
49	Mumbai	1.Small Industries Service Institute, Mumbai 2. Confederation of Indian Industry (CII)	
50	Bhubaneswar	1.Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar 2. CIPET Extension, Bhubaneswar	
51	Talcher	--	KIIT
52	Rourkela	--	KIIT
53	Sambalpur	--	KIIT
54	Delhi	Small Industries Service Institute, New Delhi	NPC

55	Mysore	--	NPC
56	Mohali	Centre for Electronics Design and Technology Of India Mohali,(Chandigarh)	
57	Patna	Small Industries Service Institute, Patna.	
58	Mokahma	--	SISI, Patna
59	North Eastern Region, including Sikkim	1. Indian Institute of Entrepreneurship, Guwahati	NPC

CHAPTER X

COUNSELLING, RETRAINING AND REDEPLOYMENT (CRR)

11.

DPE/Guidelines/X/11

Relaxation of age-bar for rationalized employees to avail benefits of CRR scheme.

Please refer to our D.O letter No. 14(4)/2000/DPE (WC) dated 7.6.2001 enclosing therewith a copy of the Scheme for Counselling, Retraining and Redeployment of rationalized employees of central PSEs.

2. Meanwhile, the issue of age-bar for the rationalised employees of central PSEs to avail the benefits of the CRR programme was under consideration. Considering various aspects it has now been decided to raise the present age-limit of 55 years for availing the facilities of the CRR programme to 58 years. Accordingly, para 3.8 (ii) of the Scheme would consequently be modified as:

"In order to be eligible to be included in the training programmes the employee should have gone on VRS/VSS/retranchment in a CPSU, should be below 58 years of age and should be willing to take up activities of self-employment".

3. You may, therefore, inform all your units/ divisions/ offices about this enhancement in the age limit so that the rationalized employees both being released and who have already been released under VRS or other mode of restructuring may avail this benefit. At the same time you may also impress upon your Director (Pers) or Head of the Personnel to actively participate in the Coordination Committee Meetings at the local levels so as to bring the desired impact of the CRR programme.

(DPE D.O. No.6(15)/2002-DPE (CRR) dated 11th February, 2003)

CHAPTER X

COUNSELLING, RETRAINING AND DEDEPLOYMENT (CRR)

12.

DPE/Guidelines/X/12

Employees Assistance Centre (EAC) wise consolidated list of Coordination Committees.

As you are aware, the scheme for Counseling, Retraining and Redeployment of rationalised employees of CPSUs, introduced by this Department, is under implementation since 2001-02. The basic thrust of the Scheme is to provide an opportunity to the rationalised employees of CPSUs to engage themselves in income generating activities, as outlined in the Scheme. The management of the central PSUs have to play a pivotal role in implementation of the Scheme. In this context, necessary circulars have already been issued from time to time.

For carrying out various activities for implementation of the CRR Scheme, 33 nodal training agencies have been associated having about 100 Employees Assistance Centres located all over the country to meet the training needs under the Scheme.

With a view to have proper interaction among all the concerned agencies in implementation of the Scheme, the guidance and monitoring by the Coordination Committees is of immense value. Earlier when the scheme was initiated 27 such Committees were formed and details were circulated vide our D.O. of even number dated 8.1.2002. Subsequent to this, more Coordination Committees have been set up so as to cover all the 33 operational Nodal agencies. A complete list of Coordination Committees arranged in alphabetical order, is enclosed for reference. The composition of such Committees is self-explanatory.

This is to request you and your concerned officers to ensure that these Committees meet periodically and at least once in every quarter to review the Counselling, Retraining and Redeployment Scheme in the respective location and keep the DPE informed about actions taken by the Committee in implementation of the Scheme. It is also requested that the details in regard to the Coordination Committee may please be widely circulated to all field offices/ units/ divisions of the CPSUs.

(DPE D.O.No. 6(23)/2001-DPE (CRR) dated 18th June, 2004)
EAC WISE COORDINATION COMMITTEE FOR CRR SCHEME

SI No.	Location of EAC	Nodal Agency	PSUs/ units covered	Coord. Committee
1.	Allahabad	UPICO, Kanpur	---	Already Formed
2.	Asansol	CIPET, Bhubaneswar	1. IISCO 2. ECL 3. BSCL 4. H. Cables	CMD, major PSU - Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs/Units – Members Representative of Lead Bank - Member EAC Incharge, CIPET - Convenor
	Aurangabad	NIESBUD, Delhi	PSUs not mentioned.	To be covered by the Committee formed at Pune.
3.	Bangalore	DGET, Delhi	1. HMT (Tumkur & Bangalore) – (150) 2. ITI	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs -Members
		NPC, Delhi	1. Antrix Corp. 2. BEML 3. HAL 4. HMT (I) 5. KAPL 6. NTC 7. Spices	Representative of Lead Bank - Member
		SISI, Bangalore	PSUs not identified.	EAC, Incharge, DGET - Member
		CMC, New Delhi	1. BEL 2. BEML 3. HAL 4. HMT 5. ITI 6. NTC (Number restricted to	EAC Incharge, NPC - Convenor EAC Incharge, CMC -

			50 from each PSU)	Member EAC Incharge, NISIET - Member Director, SISI, Bangalore - Convenor
		NISIET, Hyderabad	1. HMT (300) 2. NTC 3. BEL(50) 4. KIOC.	
4.	Beawer	ILD, Jaipur	---	Already Formed
5.	Bhilai	MPCON, Bhopal	---	Already Formed (EAC Incharge, KIIT will be member)
		KIIT, Bhubaneswar	BSP	
6.	Bhiwadi	ILD, Jaipur	1. NTPC 2. HIL 3. IDPL 4. NFL 5. CCI 6. NHPC 7. ET&T	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, Other PSUs /Units - Members Representative of Lead Bank - Member EAC Incharge, ILD - Convenor
7.	Bhopal	MPCON, Bhopal	---	Already Formed
8.	Bhubaneshwar	KIIT, Bhubaneshwar	1. FCI 2. RSP 3. HFC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member
		CIPET, Bhubaneshwar	1. FCI 2. ODCL 3. Utkal Ashok 4. H. Aeronautics	Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member Head of Nodal agency, CIPET - Member Head of Nodal Agency, KIIT - Convenor
9.	Bokaro	NSIC, Delhi	HSCL	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member
		ICSI, Kolkata	1. BSP 2. BRL	Head of Personnel, Other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, NSIC - Member EAC Incharge, ICSI - Convenor
10.	Burnpur	NSIC, Delhi	1. IISCO 2. BSCL 3. CCIL (cycle) 4. MAMC 5. H. Cables	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, Other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, NSIC - Convenor
11.	Chennai	SISI, Chennai	---	Committee already formed
		CIPET, Chennai	PSUs not identified	Training Incharge, CIPET and

		CLRI, Chennai	PSUs not identified	CLRI would be members.
12.	Coimbatore	SISI, Coimbatore	1. NTC 2. HPF	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member Director, SISI - Convenor
	Chandrapur	MITCON	1. NTC 2. WCL 3. MEL	To be covered by the Committee at Nagpur. (Head of EAC, Chandrapur will be a member.)
13.	Dehradun	UPICON, Kanpur	---	Already formed
14.	Delhi	CMC, Delhi	1. BYN 2. EIL 3. GAIL 4. H. Antibiotics 5. H. Fert 6. HPF 7. HPL 8. HVOC 9. HZL 10. HUDCO 11. ITDC 12. ITPO 13. IA 15. IOC 16. MECON 17. NHDC 18. NFL. 19. ONGC 20. PEC 21. P&D 22. PPCL 23. SFC 24. THDC 25. TCIL. 26.	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member Incharge, NITRA - Member Incharge, CMC - Member Incharge, NPC - Member Head of Agency, NEISBUD - Convenor
		NEISBUD, Delhi	PSUs not identified	
15.		NITRA, Delhi	1. BHEL 2. CCI 3. CWC 4. IRCON 5. NBCC 6. NTC (H) 7. SAIL.	
		SISI, Delhi	PSUs not identified	
		NPC	PSUs not identified	
16.	Dhanbad	ICSI, Kolkata	---	Already formed
		NSIC, Delhi	---	(EAC Incharge, NSIC will be a member)

17.	Durgapur	ICSI, Kolkata	---	Already formed (EAC Incharge, NSIC will be a member)
		NSIC, Delhi	1. DSP 2. BSCL 3. HFC (400) 4. BOGL 5. ECL.	
	Ganga Nagar	ILD, Jaipur	SFC	EAC Incharge, Ganga Nagar will be a member of the Committee formed at Jaipur
18.	Ghatshila	ISCI, Kolkata	1. HCL 2. UCIL	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, ICSI - Member EAC Incharge, KIIT - Convenor
		KIIT, Bhubaneswar	HCL (400)	
19.	Ghaziabad	UPICO, Kanpur	---	Committee already formed. (Incharge, NITRA will be a member)
		NITRA	1. BEL 2. CEL	
	Goa	MITCON, Pune	GSL	EAC Incharge, Goa will be a member of the Committee formed at Pune)
20.	Guwahati	IIE, Guwahati	1. ONGC 2. HFC 3. HPC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, NPC - Member Director, IIE - Convenor
		NPC, Delhi	PSUs not identified	
21.	Hajipur	CIPET (Hajipur)	1. FCI 2. BWE 3. HFC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, Mokameh - Member Director, SISI, Patna - Member Head of Nodal Agency, (CIPET, Hajipur) - Convenor
	Haridwar	UPICO, Kanpur	BHEL	To be covered by the Committee at Dehradun
	Hooghly	NSIC, Delhi	NTC	To be covered by the Committee at Howrah.

22.	Howrah	NSIC, Delhi	1. HDPE 2. BSCL 3. Balmer 4. B&R 5. NTC 6. BBVL 7. Biecco 8. Braithwaite	Already formed. (EAC incharge, DGET will be a member.)
		DGET, Delhi		
23.	Hyderabad	NISIT, Hyderabad	---	Already formed. (EAC Incharge, Ramagundam will be a member). (EAC Incharge, DGE&T will be a Member).
		DGET, Delhi		
24.	Indore	SISI, Indore	NTC Mills	CMD, NTC (MP) - Chairman Head of Personnel of NTC (MP) - Member Representative of Lead Bank – Member EAC Incharge, Ujjain - Member Director, SISI, Indore - Convenor
25.	Jaipur	ILD, Jaipur	---	Already formed.
	Jodhpur	ILD, Jaipur	1. FCI 2. NDMC	To be covered by the Committee at Beawar
26.	Kanpur	UPICO, Kanpur	---	Already formed. (Head of Agency, ASSOCHAM will be a member of the Committee.)
		ASSOCHAM, Delhi	1. CTL 2. NTC Mills (100) 4. TAFCO 5. ALIMCO	
	Katni	MPCON, Bhopal	BSCL	To be covered by the Committee at Bhopal
27.	KGF, Oorgaum	NPC, Delhi	1. BGML 2. BEML	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, NPC - Convenor EAC Incharge, DGET- Member
		DGET, Delhi	1. BGML 2. BEML (Target not mentioned)	
28.	Khetri	ILD, Jaipur	---	Already formed.
29.	Kolkata	NSIC, Delhi	---	Already formed (EAC Incharge, CIPET will be a member of Committee)
30.	Korba	MPCON, Bhopal	---	Already formed
31.	Kota	ILD, Jaipur	---	Already formed

32.	Lucknow	UPICO, Kanpur	1. HAL 2. SIL	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC incharge, Rai Bareilly - Member EAC Incharge, ASSOCHAM- Member EAC Incharge, UPICO, Lucknow - Convenor
		ASSOCHAM	NTC Mill	
33.	Mirzapur	UPICO, Kanpur	1. NTC 2. ITI 3. HSCL 4. BHEL 5. NBCC 6. NTPC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, UPICO - Convenor
34.	Mohali	CDAC, Mohali	1. HMT 2. NFL 3. CCI 4. NJPC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member Head of Nodal Agency - Convenor
	Mokahma	SISI, Patna	PSUs not identified	To be covered by the Committee at Hajipur.
35.	Mumbai	SISI, Mumbai	---	Already formed
		MITCON, Pune	1. RCFL 2. BPCL	(EAC Incharge, MITCON & CMC will be members of the Committee)
		CMC, Delhi	PSUs not identified.	
36.	Mysore	1. NPC, Delhi	BEML	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, CIPET - Member EAC Incharge, NPC - Convenor
		2. CIPET, Chennai	1. HAL 2. ITI 3. BHEL 4. BGML 5. HMT	
37.	Nagpur	MITCON, Pune	1. WCL 2. NTC 3. MEC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead

				Banker - Member EAC Incharge, Chandrapur - Member EAC Incharge, Nagpur- Convenor
38.	Nepanagar	MPCON, Bhopal	---	Already formed
39.	NOIDA	CMC, Delhi	1. PPCL 2. NFL 3. PDIL 4. THDC	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, CMC - Member EAC Incharge, NITRA - Convenor
		NITRA, Delhi	1. EDCIL 2. HSCCL 3. PDIL 4. PPCL 5. THDC	
40.	North 24 Pargana	ICSI, Kolkata	1. AY 2. BCPL 3. Jessop 4. NTC 5. RIC.	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, South 24 Pargana - Member EAC Incharge, North 24 Pargana - Convenor
	Patna	SISI, Patna	PSUs not identified	To be covered by the Committee at Hajipur.
41.	Pune	MITCON, Pune	PSUs not identified	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, Aurangabad - Member Head of Nodal Agency - Convenor
	Rai Bareilly	UPICO, Kanpur	1. ITI 2. SIL 3. HAL	To be covered by the Committee at Lucknow.
42.	Raipur	SISI, Raipur	PSUs not identified.	Head of major PSU/Unit - Chairman Head of Personnel of other units - Members Representative of Lead Bank- Member Director, SISI, Raipur - Convenor
43.	Ramagundam	NISIET, Hyderabad	Fert. Corpn.	To be covered by the Committee at Hyderabad.

	Rajnandgaon	SISI, Raipur	PSUs not identified.	To be covered by the Committee at Raipur.
44.	Ranchi	NSIC, Delhi	---	Already formed (EAC Incharge, CMC & CIPET will be members of the Committee)
		CMC	1. CCL 2. MECON	
		CIPET (Bhubaneswar)	1. BCCL 2. CMPDI 3. EPIL	
45.	Rourkela	KIIT, Bhubaneswar	RSP	Head of Unit - Chairman Head of Personnel of the unit - Member Representative of Lead Bank- Member EAC Incharge- Convenor
	Saharanpur	UOICON, Kanpur	NTC Mill	To be covered by the Committee at Dehradun
	South 24 Pargana	ICSI, Kolkata	1. NJMC 2. BEML 3. R&C 4. GRSE .	To be covered by the Committee at North 24 Pargana
	Surender Nagar	ILD, Jaipur	HSL (120).	To be covered by the Committee at Jaipur.
46.	Thrissur	SISI, Thrissur	FACT	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member Head of Nodal Agency, CMD - Member Director, SISI - Convenor
	Trivendrum	CMD, Trivendrum	PSUs not mentioned.	
47.	Udaipur	ILD, Jaipur	---	Already formed.
48.	Ujjain	SISI, Indore	NTC Mill	Head of Unit - Chairman Head of Personnel of the unit - Member Representative of Lead Bank- Member EAC Incharge, Ujjain - Member Director, SISI - Convenor
49.	Varodara	MPCON, Bhopal	1. ONGC 2. IOC 3. IPCL	CMD, Major PSU – Chairman Head of Personnel, major PSU - Member Head of Personnel, other PSUs /Units - Members Representative of Lead Banker - Member EAC Incharge, MPCON - Convenor

50.	Vizag	ICSI, Kolkata	---	Already formed (EAC Incharge, NISIET will be a member)
		NISIET, Hyderabad	1. BHPV 2. HZL 3. NMDC 4. Others	
51.	Warrangal	ICSI, Kolkata	---	Already formed (EAC Incharge, NISIET will be a member)

No.9 (6)/2012-(CRR)-DPE
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Block 14, CGO Complex,
Lodi Road, New Delhi - 110003.
Dated: the 2nd December, 2013

To,

All Nodal Agencies.

Subject: Evaluation of the Scheme of Counselling, Retraining & Redeployment (CRR) for separated employees of Central Public Sector Enterprises (CPSEs).

Sir,

The Scheme of Counselling, Retraining and Redeployment for separated employees of Central Public Sector Enterprises (CPSEs) is being implemented by this Department since 2001-02. The scheme aims at redeployment of the separated employees through short duration trainings. The strategy is to equip them with skills and enabling them to be deployed, mainly in self-employment activities. The scheme is implemented through selected implementing nodal agencies at Employees Assistance Centres (EACs) all over the country.

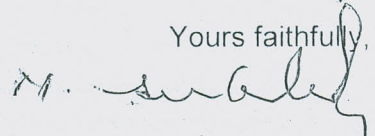
2. As the thrust of the Scheme is redeployment of their separated employees, CPSEs have the foremost role in successful implementation of scheme in the form of publicity of the CRR Scheme amongst their employees and the VRS optees; greater accountability; liaising and cooperating with implementing nodal agencies. CPSEs need to be proactive in implementation of Scheme by way of disseminating data of VRS optees to nodal agencies, arranging for counselling before separation, preparation of release schedule for separated employees and inform nodal agencies to reduce time gap between survey and separation. CPSEs need to maintain a regular contact with the trainees and maintain records about their deployment in new organizations or their self-employment. They should also be in constant touch with the nodal training agencies during the training programme to provide necessary support in rehabilitation of the separated employees. The role, mandate and responsibility of CPSEs are well elaborated in the recently revised guidelines, a copy of which is enclosed.

3. The CRR scheme has completed eleven years of its operation and to know the efficacy and impact of the scheme, evaluation is undertaken from time to time. Recently an evaluation has been undertaken by National Institute of Entrepreneurship and Small Business Development (NIESBUD), an autonomous body under the Ministry of Micro, Small & Medium Enterprises. Their major findings and key recommendations are annexed.

4. For meaningful implementation of the Scheme, it would be of immense significance if the Scheme Guidelines and major findings and key recommendations of NIESBUD are circulated to all field offices / units / divisions of the CPSEs for wide publicity.

5. Kindly acknowledge receipt of this letter.

Yours faithfully,


(Dr. M. Subbarayan)
Director

Encl: As above

**Scheme for Counselling, Retraining and Redeployment of
Separated Employees of Central Public Sector Enterprises**

*Scheme for
Counselling, Retraining & Redeployment
of Separated employees*

Central Public Sector Enterprises (CPSEs)



**Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises**

July 2013

(For details, visit <http://www.cpe.gov.in>)

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Scheme for Counselling, Retraining and Redeployment of Separated Employees of Central Public Sector Enterprises

1. Objective

1.1 The objective and scope of the Counselling, Retraining and Redeployment Scheme (CRR) is to provide opportunities of counselling, retraining and redeployment to the separated employees of Central Public Sector Enterprises (CPSEs) rendered surplus as a result of modernization, technology upgradation and manpower restructuring in the PSEs. The aim of retraining of the employees is to reorient them through short duration training programmes to enable them to adjust to the new environment and adopt new avocations after their separation from the PSEs due to VRS/VSS or retrenchment due to closure / restructuring of the enterprise. While it will not be possible to commit that the employees so restructured or retrenched would be provided with alternative employment, yet it should be desirable to reorient such employees so that they may engage themselves in income generating activities and take advantage of available opportunities of self-employment.

1.2 The counselling and training programmes will accordingly be planned in order to equip them with skills and orientation to engage themselves in self-employment activities and rejoin the productive process even after their separation from the CPSEs. Redeployment of rationalized employees in gainful activities implies that they have been brought into the mainstream of economy. This also implies that they are contributing to national income. Self-employment of VRS optees results in multiplier effect as it provides avenues for additional employment generation.

2. Background

2.1 Government had setup a National Renewal Fund (NRF) in February, 1992 as a safety net for workers affected by re-structuring arising out of the new industrial policy. The objective was to provide funds, where necessary, for continuation of employees affected by restructuring or closure of industrial units both in the public and private sector and to provide funds for employment generation schemes both in the organized and unorganized sectors to provide social safety net. Counselling, Retraining and Redeployment of rationalized employees formed a part of NRF, which had been meeting expenses towards voluntary retirement of CPSE employees as also for rehabilitation of employees of the organized sector consisting of CPSEs, State PSEs and private sector.

2.2 The Voluntary Retirement Scheme (VRS) for employees of central PSEs was revised in May, 2000. With the revision of VRS Scheme, the NRF being administered by the Department of Industrial Policy & Promotion ceased to exist and the activities of counseling, retraining and redeployment provided to separated employees from CPSEs and the organized sector under NRF converged under the Scheme of Counselling, Retraining and Redeployment

(CRR) for the rationalized employees of Central Public Sector Enterprises under implementation by Department of Public Enterprises (DPE) since 2001-02.

3. Salient Features of the Scheme

3.1 The three main elements of the CRR Scheme and the eligibility criteria are as follows:-

3.2 **Counselling:** Counselling is the basic pre-requisite of the rehabilitation programme of the separated employee. The separated employee needs psychological counselling to absorb the trauma of loss of assured livelihood and to face the new challenges both for himself and for the members of his family who may continue to depend upon him. He particularly needs support to plan his compensation amount and other financial benefits he receives from the CPSE due to his separation, so that his limited funds are managed prudently and not wasted on immediate consumption or non-productive expenditure. Thirdly, he needs to be made aware of the new environment of market opportunities so that he may, depending upon his aptitude and expertise, take up economic activities and continue to be in the production process.

3.3 **Retraining:** The objective of such training is to help the separated employees for rehabilitation. The trainees will be helped to acquire necessary skills/expertise/orientation to start new avocations and re-enter the productive process after loss of their jobs. These training programmes will be short duration programmes of 30/45/60 days according to the trade or activity as decided.

3.4 **Redeployment:** It will be the endeavor to redeploy such rationalized employees in the production process through the counselling and retraining efforts. At the end of the programme, VRS optees should be able to engage themselves in alternate vocations of self-employment. Although there cannot be any guarantee that the rationalized employee will be assured of alternate employment, yet possible help from the identified nodal training agencies as well as from the CPSEs concerned would be extended to them for starting new avocations. Depending upon the choice of the trainee, the nodal agency / CPSE will also sponsor their applications for seeking financial assistance from commercial banks and other institutions under various schemes of self-employment.

3.5 **Eligibility:** In order to be eligible to be included in the Scheme, the VRS optee should be below 58 years of age. Although the focus of the Scheme would be to extend the benefit to VRS optees, one person per family of a VRS optee could also be considered in lieu of eligible VRS optee, if the optee himself is not coming forward. However, VRS optees would be given priority over the family members. Following eligibility criteria will apply for including the dependents of VRS optees under CRR Scheme:

- Minimum age – 18 years.
- Maximum age – 58 years.
- Only one dependant, that too who is unemployed, will be considered from each family.

4. Implementation of the Scheme

4.1 Selection of Nodal Agencies: Under CRR Scheme, training programmes under various modules will be imparted by the selected Nodal Agencies through their Employees Assistance Centres (EACs) located in various States. The policy frame work of CRR Scheme is conducive for implementing the Scheme in Public Private Partnership (PPP) mode, as different types of agencies viz. semi government organizations, autonomous bodies, NGOs / private bodies can be associated with its implementation. In order to have transparency, advertisement for inviting Expression of Interest (Eoi) along with terms and conditions and profile proforma will be uploaded on DPE's website. With an aim to have wider coverage and to engage new organisations, it will also be uploaded on Directorate General of Employment & Training (DGE&T)'s website, which is associated with training on various skill development training programmes.

4.2 The criteria for selection of nodal agencies include infrastructure, faculty, and training facilities available with the agency, its past experience in the field of training under social safety net or similar programmes catering to various CPSEs under its network, etc.

4.3 Selection Committee: There will be a multi-functional Selection Committee under the Scheme entrusted with the task of selecting – (a) nodal agencies / new EACs; (b) Institute / Organisation for undertaking evaluation / concurrent monitoring of the Scheme; and (c) trades / areas of training requiring longer duration, and related issues under the Scheme including periodical review of progress. The Selection Committee will be headed by Joint Secretary, DPE, Ministry of Heavy Industry and Public Enterprises. The representatives from Planning Commission, Ministry of Labour and Employment, Ministry of Finance and Ministry of Micro, Small and Medium Enterprises will be members of the Committee.

4.4 Annual Action Plan: Before commencement of the training programme, nodal agencies will submit Annual Action Plan for the particular financial year based on identified number of VRS optees - Trade wise, EAC wise and CPSE wise. The Action Plan will contain various activities proposed during the year. Based on Action Plan and past performance of nodal agencies, DPE will assign physical target. Nodal agencies will prepare gender / weaker section responsive Action Plan so as to achieve the objectives of gender equality and human development. With a view to extend the benefit of CRR Scheme to rationalized women employees / SC & ST members, preference would be given to these sections. Preference will also be given to junior level functionaries who have opted for VRS i.e. workmen as well as supervisory staff. On the basis of Annual Action Plan, DPE will assign physical target to the nodal agencies.

4.5 Assigning Physical Target: EAC-wise sanction of physical and financial targets to nodal agencies would be linked with reference to providing more professional post-training services to individual VRS optees, achievement of

redeployment, providing support for sanction of loans and successful start/operation of units. Following procedure needs to be strictly adhered:

- (i) 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 will 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.
- (ii) Once EAC-wise physical targets are allocated, it is to be achieved at the specified EAC as per schedule. Neither any shortfall in achievement of individual target for EAC nor shifting of target from one EAC to another is permissible.
- (iii) 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.

4.6 Financial Assistance to Agencies: Financial assistance will be provided to the nodal agencies by the DPE out of the budgetary allocation after taking into account factors such as, hiring of space, salary/honorarium of faculty members and supporting staff, cost of training material, pre-operative expenses to the trainees, office expenses, and cost of follow up services including, project profiles, application to banks etc. and as per specific norms of expenditure fixed by the DPE.

4.7 Expenditure Norms: To incur expenditure for undertaking various activities by the nodal agencies, following expenditure norms will be applicable:

Sl. No.	Particulars	Training Programme of		
		30 days	45 days	60 days
1.	Preparatory Works (Awareness-cum-motivation, survey and publicity, counseling process etc.)	700	700	700
2.	Office Expenses (on infrastructure, office equipment, salary, stationary magazines etc. and inclusive of expenses on project profiles, support for bank loans and field visits etc.)	500	750	1000
3.	Training Expenses	3000	3850	4700
4.	Stipend	1800	2700	3600
5.	Follow-up	1000	1000	1000
	Total	7000	9000	11000

4.8 Release of Funds: For implementation of the CRR Scheme, nodal agencies will be paid advance in two installments in the ratio of 50:50 in order to meet various expenses as mentioned in the expenditure norm. Average norm per

candidate for release of funds will be Rs.8600 (considering ratio of 40:40:20 for 30, 45, and 60 days module, respectively).

4.9 Second installment will be considered only after satisfactory progress and receipt of Utilisation Certificate and Statement of Expenditure for past release. Advance will be released as per the provisions of GFR. In order to bring transparency in the Scheme, possibilities shall be explored by nodal agencies to (i) enroll the VRS optees under the Scheme by capturing Aadhar Number, and (ii) pay stipend to the trainees through banking system. Funds under the component of 'Follow-up' will be released only after ensuring the online data entry in respect of follow-up and redeployment of trained VRS optees.

4.10 **Submission of Returns:** Nodal agencies will be required to send progress report periodically in the prescribed proforma. Time bound submission of returns should be ensured by the nodal agencies. 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 like name, age, date of VRS, VRS number, photograph, details of training under CRR as per progress report proforma (to be prescribed by DPE) is done. Second installment of 50% of funds will be released by DPE as per expenditure norm only after completion of batch-wise data entry.

5. Role of Central PSEs

5.1 Role of CPSEs in implementation of CRR Scheme requires greater accountability and task in implementation of the Scheme. CPSEs, particularly profit earning CPSEs, have to be more accountable on their part in implementation of the Scheme. Before the separation of the employees opting out on VRS/VSS, the PSEs should ensure that all their dues are cleared before relieving them from the organization, so that they can plan their future course of action in earning livelihood in the new environment. However, a large number of VRS / VSS optees are expected from CPSEs / Units which are to be closed or under liquidation. In such cases, the role of CPSEs / respective units will be limited to furnish the list of VRS/VSS optees to the nodal agencies.

5.2 **Dissemination of data of VRS optees:** CPSEs have larger role and responsibility particularly in dissemination of data of VRS optees to nodal agencies and arranging for counseling before separation. CPSEs who have introduced VRS/VSS/retrenchment Scheme shall identify the employees who are to be relieved, prepare release schedule for separated employees and inform nodal agencies to reduce time gap between survey and separation. Basic data of VRS optees will be entered in the CRR website by CPSEs for use of all nodal agencies. Each VRS optee will be given a unique VRS number in the VRS letter indicating the VRS key generated through the CRR website for maintaining the identity of the optees and avoid duplication.

5.3 **Pre-counselling and Counselling Activity:** Before release, VRS optees would be counselled by the enterprises themselves for the type of employment

available/self-employment opportunities, which they can avail of after they sever connection with the enterprise. Pre-VRS sensitization by the CPSEs before releasing the VRS employees should be mandatory and needs to be organized with intent. Nearby nodal agencies may participate in such motivational/ counseling sessions. CPSEs are supposed to build up an elaborate system of handling the disengagement process. Financial dues to VRS optees may be disbursed in group meeting in presence of officials from various banks, state finance corporations, etc.

5.4 Role of HR Department: Human Resource (H.R.) Department of the enterprise will be in-charge of such counselling programmes and will furnish a copy of the list of employees who are being released on VRS/VSS/ retrenchment to the nodal agencies selected for the purpose of counselling, retraining and redeployment. CRR Website is already operational. List of VRS optees has to be posted on the website and it updated on monthly basis. H.R. Department shall maintain a regular contact with the trainees and maintain records about their deployment in new organizations or their self-employment. They should also be in constant touch with the nodal training agencies during the training programme to provide necessary support in the activities of rehabilitating the separated employees. In order to make the post training activities and follow up services to the VRS optees more effective for providing self-employment, Director (Personnel) of the CPSE concerned shall maintain regular liaison with the nodal agency engaged in the training of the rationalised employees.

5.5 Employee Resource Centre (ERC): Each CPSE will set up Employee Resource Centre (ERC) under H.R. Department to act as the nodal point for keeping records of the surplus/rationalized human resources of the enterprise, and for facilitating rehabilitation of such employees/workers.

5.6 Circulars / Guidelines to field offices / Units: For meaningful implementation of the Scheme, CPSEs must ensure that Circulars / Guidelines pertaining to CRR Scheme are circulated to all field offices / units / divisions of the CPSEs.

6. Role of the Nodal Agencies

6.1 Nodal agencies will maintain regular contact with the CPSEs concerned for effective implementation of the Scheme. The management of the nodal agencies will be responsible for the prudent use of financial assistance provided by the DPE for the work of counselling, retraining and redeployment/self-employment of VRS optees as per norms of expenditure approved by the DPE. 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 around that area after their separation from the CPSEs.

6.2 The employment record and personal details 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 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 produced for scrutiny at the time of inspection by officers of DPE and any inspection agency authorised by DPE.

6.3 Complete record is to be maintained/made available at EAC with regard to trainers/resource persons engaged by the agencies, showing their qualifications and experience 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 and any agency authorised by DPE.

6.4 **Survey:** Agencies will carry out comprehensive survey through structured questionnaire. Survey will also cover isolated and migrated VRS optees. Standardized survey tools may be developed with help of select nodal agencies / specialized Institutes.

6.5 **Counselling:** Agencies will have exclusive and adequate module for counselling in training format. In view of approved expenditure norm, they may hire professional counselors. Emphasis should be on scientific counselling to facilitate a proper matching of viable projects with 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. Class room approach of counseling will be discouraged. For training the women candidates, Nodal agencies have to engage women counsellors to the extent possible.

6.6 **Training Design and Delivery:** 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. In order to have an effective and meaningful Training Design and Delivery mechanism, nodal agencies will ensure the following:

- (i) The selection of trades for training/skill development will be based on the basic qualifications/skill/aptitude and requirement of VSS/VRS optees/dependents as expressed during counselling.
- (ii) For best practices, nodal agencies will design course contents trade-wise as contemplated by DGE&T for skill development programmes.
- (iii) Information, Education and Communication (IEC) intervention has to be properly addressed. Agencies will bring out brochure, hand bills etc. in local languages and widely distributed.
- (iv) Nodal agencies have to follow three modules of 30, 45 and 60 working days as per trade/area of training. The day will normally be reckoned as of 5 hours of training. In case of shorter span of training on any day(s), the duration of module shall be proportionately adjusted/increased.
- (v) 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.

- (vi) Nodal agencies must 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.
- (vii) 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).
- (viii) Sufficient time is to be devoted for the practical training under Skill Development Programmes. Trade-wise printed material showing/ explaining pictorial diagrams etc. needs to be provided to the trainees. Training is of no value without integrating practical sessions in the course curriculum.
- (ix) Practical training must contain provision of demonstrations, doing empirical exercises by the trainees, hands-on sessions, visits to units/ factories/industrial sites etc. Nodal agencies have to devise ways and means to make practical training purposeful.
- (x) Local bodies, marketing associations/federations, and civil society organizations should be involved by agencies in the pretext of certificate distribution to involve local stakeholders in implementation of the Scheme.

6.7 Coordination Committees: It is very important to have regular interaction among nodal agencies, CPSEs and others for implementation of the Scheme. For this purpose, the nodal agency should strive to form local level Coordination Committees comprising of representatives from the unit of major/other CPSEs in the vicinity, officials from lead bank/state financial institutions etc. These Committees can meet periodically to review and discuss the pertinent issues for the successful implementation of the Scheme. DPE may be informed from time to time about the efforts to widen the representation in Coordination Committee, meetings and actions of the Committee.

7. Follow up & Redeployment Strategies

7.1 Follow up is the key factor in the success of the Scheme. 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 has to be 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 maintained at each

EAC and sent to DPE. CPSEs have to actively participate in monitoring and follow-up in respect of retrained VRS optees.

7.2 Assistance to Beneficiaries in getting loans/micro credit: Nodal agencies will explore options with regard to placement for trained VRS optees/dependents. For the purpose of redeployment / self-employment, the nodal agencies will have continuous interactions with the trainees as well as DPE, CPSEs concerned and the commercial 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. They will be in constant touch with KVIC / SIDBI / public sector banks, etc. to provide inputs on micro financing and redeployment of VRS optees. Details of such efforts have to be sent to DPE.

7.3 Formation of Self Help Groups (SHGs): Nodal agencies should actively assist in formation of Self Help Groups, a common platform to share experiences and lessons from each other. CRR Scheme should take advantage of Women Bank Scheme dedicated to provide financial services to women in general and SHGs in particular. Ministry of MSME has a scheme namely, "Trade Related Entrepreneurship Assistance and Development" (TREAD) exclusively for women under which NGOs as promoting institutions can avail bank loan for women SHGs from nationalised banks. This scheme can be pursued by nodal agencies. Agencies like District Rural Development Agency (DRDA) and State Urban Development Agency (SUDA) should be networked with SHGs for micro credit linking.

8. Monitoring and Supervision

8.1 Department of Public Enterprises would be the coordinating agency to arrange for funds on annual basis, monitor the implementation of the Scheme by the nodal agencies and the CPSEs, and provide necessary direction and guidance. DPE would select nodal agencies / new EACs through laid down procedure or de-list in view of poor performance as found by Selection Committee in its periodical review of the progress of the Scheme. Monitoring, supervision and evaluation of the Scheme will also be taken up by the DPE from time to time directly or through suitable agencies/institutions. In addition, a concurrent monitoring mechanism will also be put in place.

8.2 Apart from inspection by officers of DPE from time to time, the nodal agencies are liable to be subjected to monitoring and field inspections by Third Party Assessing Agencies (TPAA). 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 shall be debarred for empanelment in future.

संख्या 9(6)/2012- (सीआरआर)- लोउवि

भारत सरकार

भारी उद्योग और लोक उद्यम मंत्रालय

लोक उद्यम विभाग

लोक उद्योग भवन,

ब्लॉक नं. 14, सी. जी. ओ. काम्प्लेक्स,

लोधी रोड, नई दिल्ली - 110 003

दिनांक : 2 दिसम्बर, 2013

सेवा में,

सभी नोडल एजेंसी

विषय :- केन्द्रीय सरकारी उद्यमों (सीपीएसई) के पृथक किए गए कर्मचारियों के लिए काउंसिलिंग, पुनः प्रशिक्षण एवं पुनः नियोजन (सीआरआर) स्कीम का मूल्यांकन।

महोदय,

जैसा कि आप जानते हैं कि इस विभाग में 2001-02 से केन्द्रीय सरकारी उद्यमों (सीपीएसई) के पृथक किए गए कर्मचारियों के लिए काउंसिलिंग, पुनः प्रशिक्षण एवं पुनः नियोजन (सीआरआर) स्कीम का कार्यान्वयन किया जा रहा है। इस स्कीम का लक्ष्य पृथक किए गए कर्मचारियों को लघु अवधि प्रशिक्षण के जरिए पुनः नियोजित करना है। कार्यनीति यह है कि उन्हें दक्ष बनाया जाए तथा उन्हें मुख्य रूप से स्व-रोजगार कार्यकलापों में नियोजित करने के लिए सक्षम बनाया जाए। देश भर में इस स्कीम का कार्यान्वयन कर्मचारी सहायता केन्द्रों (ई ए सी) में चुनिंदा कार्यान्वयन नोडल एजेंसियों के जरिए किया जाता है।

2. सी आर आर स्कीम के कार्यान्वयन में नोडल एजेंसियों की भूमिका महत्वपूर्ण है क्योंकि सारे कार्य जैसे की (i) स्वैच्छिक सेवानिवृत्ति विकल्पधारियों के अभिनिर्धारण और उन्हें प्रेरणा देने हेतु परामर्श देने के लिए प्राथमिक सर्वेक्षण करना (ii) प्रशिक्षण डिजाइन और डिलीवरी के लिए ढांचा तैयार करना (iii) उद्यमी विकास और कौशल को अद्यतन बनाने के लिए पुनः प्रशिक्षण (iv) बाजार सर्वेक्षण करना, मुख्य बैंकों और वित्तीय संस्थानों से संबंध स्थापित करना और प्रशिक्षण के बाद सूक्ष्म ऋण/वित्त प्राप्त करने हेतु समर्थन/सहायता करना (v) लाभदायक कार्यों में स्वैच्छिक सेवानिवृत्ति विकल्पधारियों के पुनःनियोजन हेतु अनुवर्ती कार्रवाई, उनके द्वारा पूरे किए जाने हैं। उपर्युक्त के अलावा नोडल एजेंसियों को स्वैच्छिक सेवा-निवृत्ति विकल्पधारियों में मुख्य स्कीम को लोकप्रिय बनाने में मुख्य भूमिका निभानी होती है और स्कीम के सफल क्रियान्वयन हेतु उन्हें सक्रिय रहना होता है। हाल में संशोधित दिशा-निर्देशों में केन्द्रीय सरकारी उद्यमों की भूमिका, अधिदेश और दायित्व का विस्तृत उल्लेख किया गया है, जिसकी प्रति संलग्न है।

3. सी आर आर स्कीम के प्रचालन के ग्यारह वर्ष पूरे हो चुके हैं और स्कीम की प्रभावकारिता जानने के लिए समय-समय पर मूल्यांकन किया जाता है। हाल में, सूक्ष्म, लघु एवं मध्यम उद्योग

मंत्रालय के अंतर्गत स्वायत्त निकाय, राष्ट्रीय उद्यमिता एवं लघु व्यवसाय विकास संस्थान (एनआईआईएसबीयूडी) द्वारा मूल्यांकन किया गया है। उनके प्रमुख निष्कर्ष और मुख्य सिफारिशें संलग्न हैं।

4. स्कीम के प्रभावी कार्यान्वयन के लिए यह अत्यधिक महत्वपूर्ण होगा कि स्कीम के दिशानिर्देश और एनआईआईएसबीयूडी के प्रमुख निष्कर्ष एवं मुख्य सिफारिशें स्पष्ट रूप से समझी जाएं और कार्यान्वयनकर्ता नोडल एजेंसियों और उनके इएसी द्वारा अपनाई जाएं।

5. कृपया पत्र की पावती सूचित करें।

भवदीय,

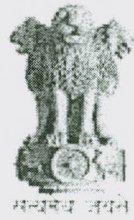
-म. 21/12/2018

(डा० एम. सुब्बारायन)

निदेशक

संलग्नक : यथोक्त।

केन्द्रीय सरकारी उद्यमों के पृथक किए गए कर्मचारियों के
परामर्श, पुनर्प्रशिक्षण एवं पुनर्नियोजन हेतु स्कीम



भारत सरकार
भारी उद्योग और लोक उद्यम मंत्रालय
लोक उद्यम विभाग

जुलाई, 2013

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केन्द्रीय सरकारी उद्यमों के पृथक किए गए कर्मचारियों के परामर्श, पुनर्प्रशिक्षण एवं पुनर्नियोजन हेतु स्कीम

1. उद्देश्य

1.1 योजना का उद्देश्य और कार्य केन्द्रीय सरकारी उद्यमों में आधुनिकीकरण, प्रौद्योगिकीय उन्नयन और श्रम शक्ति पुनर्गठन के परिणामस्वरूप पृथक किए गए केन्द्रीय सरकारी उद्यमों के अतिरिक्त कर्मचारियों को परामर्श, पुनः प्रशिक्षण और पुनर्नियोजन का अवसर प्रदान करना है। कर्मचारियों के पुनः प्रशिक्षण का लक्ष्य स्वै.से.यो./स्वै.पू.यो. अथवा उद्यम के बंद/पुनर्संरचना के कारण छंटनी की वजह से सरकारी उद्यमों से उनके पृथक्करण के बाद नए वातावरण में समायोजित होने तथा नए व्यवसाय अपनाने में समर्थ बनाने के लिए अत्यावधिक प्रशिक्षण कार्यक्रमों के माध्यम से उन्हें तैयार करना है। जबकि यह प्रतिबद्धता करना संभव नहीं होगा कि इस प्रकार पुनर्गठित अथवा छंटनीग्रस्त कर्मचारियों को वैकल्पिक रोजगार प्रदान किया जाएगा, फिर भी ऐसे कर्मचारियों को तैयार करना वांछनीय होगा ताकि वे स्वयं को आमसृजन के कार्य में लगा सकें और उपलब्ध स्व-रोजगार अवसरों का लाभ ले सकें।

1.2 उन्हें स्व-रोजगार कार्यकलापों में लगाने और यहां तक कि केन्द्रीय सरकारी उद्यमों से उनके पृथक्करण के बाद भी उत्पाद प्रक्रिया में पुनः शामिल होने के लिए उन्हें और कौशल प्रदान करके तैयार करने के लिए तदनुसार परामर्श और प्रशिक्षण के कार्यक्रमों की योजना बनाई जाएगी। युक्तिसंगत कर्मचारियों को लाभकारी कार्यों में लगाने से यह तात्पर्य निकलता है कि उन्हें आर्थिकता की मुख्यधारा में लाया जा चुका है। इसका यह भी तात्पर्य है कि वे राष्ट्रीय आय में भी अपना योगदान दे रहे हैं। स्वैच्छिक सेवानिवृत्ति विकल्पधारियों के द्वारा स्वयं रोजगार से कई प्रभाव पड़ते हैं क्योंकि इससे अतिरिक्त रोजगार सृजन के अवसर उपलब्ध होते हैं।

2. पृष्ठभूमि

2.1 सरकार ने नई औद्योगिक नीति के कारण होने वाली पुनर्संरचना से प्रभावित कर्मचारियों हेतु एक सुरक्षा कवच के रूप में फरवरी, 1992 में राष्ट्रीय नवीकरणीय कोष की स्थापना की थी। इसका उद्देश्य सरकारी और निजी क्षेत्र दोनों में औद्योगिक इकाईयों की पुनर्संरचना और बंद होने के कारण प्रभावित कर्मचारियों के लिए और संगठित एवं असंगठित क्षेत्रों दोनों में रोजगार सृजन स्कीमों के लिए यथा आवश्यक राशियां उपलब्ध कराना था। युक्तिसंगत कर्मचारियों का परामर्श, पुनर्प्रशिक्षण एवं पुनर्नियोजन राष्ट्रीय नवीकरणीय कोष का एक भाग है जो केन्द्रीय सरकारी उद्यमों के कर्मचारियों की स्वैच्छिक सेवानिवृत्ति के लिए और केन्द्रीय सरकारी उद्यमों, राज्य स्तरीय लोक उद्यमों और निजी क्षेत्र के संगठित क्षेत्रों के कर्मचारियों के पुनर्वास के लिए भी व्यय सहन कर रहा था।

2.2 केन्द्रीय सरकारी उद्यमों के कर्मचारियों के लिए स्वैच्छिक सेवानिवृत्ति स्कीम को मई, 2000 में संशोधित किया गया था। स्वैच्छिक सेवानिवृत्ति स्कीम के संशोधन के कारण औद्योगिक नीति एवं प्रसार विभाग द्वारा प्रबंधकीय राष्ट्रीय नवीकरणीय कोष को बंद कर दिया गया था और राष्ट्रीय नवीकरणीय कोष के अंतर्गत केन्द्रीय सरकारी उद्यमों और संगठित क्षेत्र से पृथक किए गए कर्मचारियों को परामर्श, पुनर्प्रशिक्षण कार्य और पुनर्नियोजन मुहैया करवाने संबंधी कार्यों को वर्ष 2001-02 से लोक उद्यम विभाग

द्वारा क्रियान्वित की जा रही केन्द्रीय सरकारी उद्यम के युक्तिसंगत कर्मचारियों हेतु परामर्श, पुनर्प्रशिक्षण और पुनर्नियोजन की स्कीम के तहत जोड़ दिया गया है।

3. स्कीम की मुख्य विशेषताएं

3.1 सीआरआर स्कीम के तीन मुख्य घटक और योग्यता मानदंड इस प्रकार से हैं:-

3.2 परामर्श: परामर्श देना विस्थापित कर्मचारियों के पुनर्वास कार्यक्रम की बुनियादी पूर्वपेक्षा है। विस्थापित कर्मचारी को आश्वस्त आजीविका खोने के आघात को आत्मसात करने और स्वयं अपने तथा अपने परिवार के सदस्यों, जो उन पर निर्भर रहते हैं, दोनों के लिए नई चुनौतियों का सामना करने हेतु मनोवैज्ञानिक परामर्श की आवश्यकता होती है। उसे विशेष रूप से अपने पृथक्करण के कारण केन्द्रीय सरकारी उद्यम से प्राप्त होने वाली प्रतिपूर्ति राशि और अन्य लाभ की योजना बनाने के लिए सहायता की आवश्यकता होती है ताकि उनकी निधियों का विवेकपूर्ण ढंग से इस्तेमाल किया जा सके और तात्कालिक खपत अथवा गैर-उत्पादक व्यय में उसे बर्बाद न किया जा सके। तीसरे, उसे बाजार के अवसरों के नए वातावरण से अवगत कराने की आवश्यकता होती है ताकि वह अपनी प्रवृत्ति और विशेषज्ञता के आधार पर आर्थिक कार्यकलाप कर सके और उत्पादन प्रक्रिया में बना रह सके।

3.3 पुनःप्रशिक्षण: ऐसे प्रशिक्षण का उद्देश्य युक्तिसंगत कर्मचारियों को पुनर्वास के लिए सहायता देना है। प्रशिक्षणार्थियों को नया व्यवसाय प्रारंभ करने और अपनी नौकरियां खोने के बाद उत्पादक प्रक्रिया में पुनः प्रवेश करने के लिए आवश्यक कौशल/विशेषज्ञता/तैयारी करने में सहायता की जाएगी। ये प्रशिक्षण कार्यक्रम यथानिर्णीत ट्रेड अथवा कार्यकलाप के अनुसार 30/45/60 दिनों वाले अल्प अवधि के कार्यक्रम होंगे।

3.4 पुनर्नियोजन: परामर्श और पुनःप्रशिक्षण प्रयासों के माध्यम से उत्पादन प्रक्रिया में युक्तिसंगत कर्मचारियों को पुनर्नियोजित करने का प्रयास किया जाएगा। कार्यक्रम के अंत में स्वैच्छिक सेवा विकल्पधारी स्व-रोजगार के वैकल्पिक व्यवसाय में स्वयं को लगाने में समर्थ होने चाहिए। जबकि इस बात की कोई गारंटी नहीं दी जा सकती कि युक्तिसंगत कर्मचारियों को वैकल्पिक रोजगार मिल ही जाएगा, फिर भी केन्द्रीय प्रशिक्षण एजेंसियों तथा साथ ही केन्द्रीय सरकारी उद्यम भी विभिन्न स्व-रोजगार योजनाओं के अधीन वाणिज्यिक बैंकों और अन्य संस्थाओं से वित्तीय सहायता मांगने के लिए उनके आवेदनों का समर्थन करेंगे।

3.5 योग्यता: स्कीम में शामिल होने के योग्य होने के लिए स्वैच्छिक सेवानिवृत्ति विकल्पधारी की आयु 58 वर्ष से कम होनी चाहिए यद्यपि स्कीम का मुख्य केन्द्र स्वैच्छिक सेवानिवृत्ति विकल्पधारी, स्वैच्छिक सेवानिवृत्ति विकल्पधारी के परिवार के एक सदस्य को लाभ देने पर विचार किया जा सकता है यदि विकल्पधारी स्वयं आगे नहीं आता। फिर भी स्वैच्छिक सेवानिवृत्ति विकल्पधारी को पारिवारिक सदस्यों से अधिक प्राथमिकता दी जाएगी। सीआरआर स्कीम के अंतर्गत स्वैच्छिक सेवानिवृत्ति विकल्पधारी के आश्रितों को शामिल करने हेतु निम्नलिखित मानदंड लागू होंगे:-

- न्यूनतम आयु - 18 वर्ष
- अधिकतम आयु- 58 वर्ष
- प्रत्येक परिवार में से केवल एक बेरोजगार आश्रित पर विचार किया जाएगा।

4. स्कीम का कार्यान्वयन

4.1 नोडल एजेन्सियों का चयन: सीआरआर स्कीम के अंतर्गत विभिन्न राज्यों में स्थित कर्मचारी सहायता केन्द्रों (ईएसी) के माध्यम से चयनित नोडल एजेन्सियों द्वारा विभिन्न मोड्यूल्स के अंतर्गत प्रशिक्षण कार्यक्रम दिए जाएंगे। सरकारी-निजी भागीदारी (पीपीपी) में स्कीम के क्रियान्वयन हेतु सीआरआर स्कीम का नीतिगत फ्रेमवर्क स्पष्ट है क्योंकि विभिन्न प्रकार की एजेन्सियों अर्थात् अर्धसरकारी संगठनों, स्वायत्त निकायों, गैर-सरकारी संगठनों/निजी निकायों को इसके साथ जोड़ा जा सकता है। पारदर्शिता के उद्देश्य से नियम एवं शर्तों और प्रोफाइल प्रोफार्मा सहित रुचि की अभिव्यक्ति के लिए विज्ञापन को लोक उद्यम विभाग की वेबसाइट पर अपलोड किया जाएगा। व्यापक स्तर और नए संगठनों को जोड़ने के उद्देश्य से इसे रोजगार एवं प्रशिक्षण महानिदेशालय, जो कि विभिन्न कौशल विकास प्रशिक्षण कार्यक्रमों पर प्रशिक्षण से जुड़ा हुआ है, की वेबसाइट पर भी अपलोड किया जाएगा।

4.2 नोडल एजेन्सियों के चयन हेतु मानदण्डों में एजेन्सी की अवसंरचना, विभाग और प्रशिक्षण सुविधाएं, अपने नेटवर्क में विभिन्न केन्द्रीय सरकारी उद्यमों को सामाजिक सुरक्षा नेट या इसी प्रकार के कार्यक्रम मुहैया कराने के क्षेत्र में पुराना अनुभव आदि शामिल हैं।

4.3 चयन समिति: स्कीम के अंतर्गत बहुमुखी चयन समिति होगी जिसको चयन के निम्न कार्य सौंपे जाएंगे- (क) नोडल एजेन्सी/ नए कर्मचारी सहायता केन्द्र; (ख) स्कीम का आकलन/निरंतर मॉनिटरिंग के लिए संस्थान/संगठन; और (ग) दीर्घावधिक प्रशिक्षण के ट्रेड/विषयों और प्रगति की आवधिक समीक्षा सहित स्कीम के अंतर्गत संबंधित मामले। चयन समिति के अध्यक्ष, संयुक्त सचिव, लोक उद्यम विभाग, भारी उद्योग और लोक उद्यम मंत्रालय होंगे। योजना आयोग, श्रम एवं रोजगार मंत्रालय, वित्त मंत्रालय और सूक्ष्म लघु और मध्यम उद्यम मंत्रालय के प्रतिनिधि समिति के सदस्य होंगे।

4.4 वार्षिक कार्य योजना: प्रशिक्षण कार्यक्रम आरंभ होने से पहले नोडल एजेन्सियां ट्रेडवार, कर्मचारी सहायता केन्द्रवार और केन्द्रीय सरकारी उद्यमवार स्वैच्छिक सेवानिवृत्ति विकल्पधारियों की संख्या के आधार पर एक विशेष वित्तीय वर्ष के लिए वार्षिक कार्य योजना प्रस्तुत करेंगी। कार्य योजना में वर्ष के दौरान प्रस्तावित विभिन्न कार्य शामिल होंगे। नोडल एजेन्सियों की कार्य योजना और पिछले कार्य निष्पादन के आधार पर लोक उद्यम विभाग इन्हें वास्तविक लक्ष्य प्रदान करेगा। नोडल एजेन्सियां लिंग/कमजोर वर्ग आधारित कार्य योजना तैयार करेंगी ताकि लिंग समानता और मानव विकास के उद्देश्यों को प्राप्त किया जा सके। युक्तिसंगत महिला कर्मचारियों/अनुसूचित जाति और अनुसूचित जनजाति सदस्यों को सीआरआर स्कीम के लाभ प्रदान करने के उद्देश्य से प्राथमिता इन वर्गों को दी जाएगी। निचले स्तर के स्वैच्छिक सेवानिवृत्ति विकल्पधारियों अर्थात् कामगार और पर्यवेक्षक स्टाफ को भी प्राथमिकता दी जाएगी। वार्षिक कार्य योजना के आधार पर लोक उद्यम विभाग वास्तविक लक्ष्य प्रदान करेगा।

4.5 वास्तविक लक्ष्य का निर्धारण: नोडल एजेन्सियों को वास्तविक एवं वित्तीय लक्ष्यों की ईएसी-वार स्वीकृति वीआरएस का विकल्प लेने वाले कर्मचारियों को व्यक्तिगत रूप से अधिक व्यावसायिक प्रशिक्षणोत्तर सेवाएं प्रदान किए जाने, पुनः नियोजन की उपलब्धि, ऋणों की स्वीकृति एवं इकाइयों की

सफलतापूर्वक शुरूआत/प्रचालन हेतु सहायता प्रदान किए जाने के संदर्भ से जुड़ी होगी। निम्नलिखित प्रक्रिया का कड़ाई से पालन किया जाएगा:

- (i) नोडल एजेंसी द्वारा स्वयं ईएसी की अवस्थिति में परिवर्तन किए जाने की अनुमति नहीं है। केवल विशेष परिस्थितियों में, यदि कोई नोडल एजेंसी काफी पहले से लिखित में अनुरोध प्रस्तुत करती है, तो लोक उद्यम विभाग ऐसे अनुरोध पर विचार करेगा। ईएसी की अवस्थिति में किसी परिवर्तन के लिए लोक उद्यम विभाग की पूर्व लिखित अनुमति अनिवार्य होगी। ईएसी की अवस्थिति में स्वयं परिवर्तन करने का दोषी पाई गई किसी एजेंसी को सीआरआर से बहिष्कृत कर दिया जाएगा और उसे स्वीकृत राशि वापस करनी होगी।
- (ii) ईएसी-वार वास्तविक लक्ष्यों का आबंटन किए जाने के बाद उसे विनिर्दिष्ट ईएसी में समय-सीमा के अनुसार पूरा किया जाना होगा। न तो ईएसी हेतु व्यक्तिगत लक्ष्य की उपलब्धि में कोई कमी और न ही लक्ष्य को एक ईएसी से दूसरे ईएसी को अंतरित किया जाना अनुमेय है।
- (iii) यदि नोडल एजेंसी किसी विशेष कर्मचारी सहायता केंद्र (ईएसी) के लिए विनिर्दिष्ट वास्तविक लक्ष्य को प्राप्त करने में असफल रहती है तो स्वीकृत राशि वापस की जानी होगी और इस संबंध में विस्तृत नोट प्रस्तुत किया जाना आवश्यक होगा।

4.6 एजेंसियों को वित्तीय सहायता: लोक उद्यम विभाग द्वारा स्थान को किराए पर लेने, संकाय सदस्यों एवं सहायक स्टाफ के वेतन/मानदेय, प्रशिक्षण सामग्री की लागत, प्रशिक्षुओं के प्रचालन-पूर्व व्यय, कार्यालय व्यय तथा परियोजना रूपरेखाओं, बैंकों को आवेदन आदि सहित अनुवर्ती सेवाओं की लागत पर विचार किए जाने के बाद और लोक उद्यम विभाग द्वारा निर्धारित व्यय संबंधी विशिष्ट मानदंडों के अनुसार बजटीय आबंटन से नोडल एजेंसियों को वित्तीय सहायता प्रदान की जाएगी।

4.7 व्यय संबंधी मानदंड: नोडल एजेंसियों द्वारा विभिन्न कार्यक्रमों के लिए व्यय हेतु निम्नलिखित व्यय संबंधी मानदंड लागू होंगे:-

क्र. सं.	विवरण	प्रशिक्षण कार्यक्रम		
		30 दिन	45 दिन	60 दिन
1.	तैयारी संबंधी कार्य (जागरूकता-सह-प्रेरणा, सर्वेक्षण एवं प्रचार, काउंसिलिंग प्रक्रिया आदि)	700	700	700
2.	कार्यालय व्यय (अवसंरचना, कार्यालय उपकरण, वेतन, लेखन-सामग्री, पत्रिकाओं आदि पर और परियोजना रूपरेखाओं, बैंक ऋणों हेतु सहायता एवं फील्ड दौरों आदि पर व्यय सहित)	500	750	1000
3.	प्रशिक्षण व्यय	3000	3850	4700
4.	वृत्तिका (स्टाइपेंड)	1800	2700	3600
5.	अनुवर्ती कार्रवाई	1000	1000	1000
	कुल	7000	9000	11000

4.8 निधि की रिलीज: सीआरआर स्कीम के कार्यान्वयन के लिए व्यय संबंधी मानदंड में किए गए उल्लेखानुसार विभिन्न व्यय किए जाने के लिए नोडल एजेंसियों को 50:50 के अनुपात में दो किश्तों में अग्रिम का भुगतान किया जाएगा। निधि जारी किए जाने के लिए प्रति अभ्यर्थी औसत मानदंड 8600 रु. होगा (30, 45 एवं 60 दिनों के मॉड्यूल के लिए क्रमशः 40:40:20 के अनुपात पर विचार करते हुए)।

4.9 केवल संतोषजनक प्रगति और उपयोग प्रमाण पत्र एवं पिछली रिलीज हेतु व्यय विवरण की प्राप्ति के बाद ही दूसरी किस्त पर विचार किया जाएगा। जीएफआर के प्रावधानों के अनुसार अग्रिम जारी किया जाएगा। स्कीम में पारदर्शिता लाने के लिए नोडल एजेंसियों द्वारा (i) आधार संख्या प्राप्त करके वीआरएस का विकल्प लेने वाले कर्मचारियों का स्कीम के अंतर्गत नामांकन, और (ii) बैंकिंग प्रणाली के जरिए प्रशिक्षुओं को वजीफे के वृत्तिका की संभावनाओं का पता लगाया जाएगा। अनुवर्ती कार्रवाई और वीआरएस का विकल्प लेने वाले प्रशिक्षित कर्मचारियों के पुनः नियोजन के संबंध में ऑनलाइन डाटा सुनिश्चित करने के बाद ही “अनुवर्ती कार्रवाई” घटक के अंतर्गत निधि जारी की जाएगी।

4.10 विवरणियां प्रस्तुत करना: नोडल एजेंसियां आवधिक रूप से निर्धारित प्रपत्र में प्रगति रिपोर्ट प्रेषित करेंगी। नोडल एजेंसियां समय पर विवरणियों की प्रस्तुति सुनिश्चित करेंगी। नोडल एजेंसियों को यह सुनिश्चित करना होगा कि किसी बैच का प्रशिक्षण पूरा होते ही प्रगति रिपोर्ट प्रपत्र (लोक उद्यम विभाग द्वारा निर्धारित किया जाएगा) के अनुसार सीआरआर पोर्टल के डाटाबेस में प्रशिक्षुओं का नाम, आयु, वीआरएस की तारीख, वीआरएस संख्या, फोटोग्राफ, सीआरआर के अंतर्गत प्रशिक्षण के विवरण जैसे प्रशिक्षुओं के व्यापक विवरण शामिल करते हुए ऑनलाइन डाटा प्रविष्टि की जाए। बैच-वार डाटा प्रविष्टि पूरी होने के बाद ही लोक उद्यम विभाग व्यय संबंधी मानदंडों के अनुसार निधि के 50% की दूसरी किस्त जारी करेगा।

5. केन्द्रीय सरकारी उद्यमों की भूमिका

5.1 सीआरआर स्कीम के कार्यान्वयन में केन्द्रीय सरकारी उद्यमों की भूमिका को अधिक उत्तरदायी बनाना और स्कीम के कार्यान्वयन में उनका अधिक योगदान अपेक्षित है। विशेष रूप से, लाभ कमा रहे केन्द्रीय सरकारी उद्यमों को स्कीम के कार्यान्वयन में अपने योगदान के संबंध में अधिक जवाबदेह बनना होगा। वीआरएस/वीएसएस का विकल्प लेने वाले कर्मचारियों को अलग किए जाने से पहले केन्द्रीय सरकारी उद्यम यह सुनिश्चित करेंगे कि उन्हें संगठन से कार्यमुक्त किए जाने से पूर्व उनके सभी लंबित दावों का भुगतान कर दिया जाए ताकि वे नए माहौल में आजीविका कमाने की अपनी भावी प्रक्रिया की योजना बना सकें। तथापि, ऐसे केन्द्रीय सरकारी उद्यमों/इकाइयों से अधिक संख्या में कर्मचारियों के वीआरएस/वीएसएस का विकल्प लेने की उम्मीद है जो बंद होने वाली हैं या जिनका परिसमापन किया जा रहा है। ऐसे मामलों में केन्द्रीय सरकारी उद्यमों/संबंधित इकाइयों की भूमिका नोडल एजेंसियों को वीआरएस/वीएसएस का विकल्प लेने वाले कर्मचारियों की सूची सौंपने तक सीमित होगी।

5.2 वीआरएस का विकल्प लेने वाले कर्मचारियों की जानकारी का प्रसार: विशेष रूप से वीआरएस का विकल्प लेने वाले कर्मचारियों की जानकारी नोडल एजेंसियों तक पहुंचाने और अलग होने से पूर्व उनकी काउंसिलिंग की व्यवस्था करने में केन्द्रीय सरकारी उद्यमों की भूमिका एवं दायित्व अधिक हैं। वीआरएस/वीएसएस/ छंटनी स्कीम शुरू करने वाले केन्द्रीय सरकारी उद्यमों को ऐसे कर्मचारियों की पहचान

करनी होगी जिन्हें कार्यमुक्त किया जाना है, अलग किए गए कर्मचारियों के लिए रिलीज अनुसूची तैयार करनी होगी और नोडल एजेंसियों को सर्वेक्षण एवं अलग होने के बीच का समयांतराल कम किए जाने की सूचना देनी होगी। सभी नोडल एजेंसियों द्वारा उपयोग किए जाने के लिए केंद्रीय सरकारी उद्यमों द्वारा सीआरआर वेबसाइट में वीआरएस का विकल्प लेने वाले कर्मचारियों की बुनियादी जानकारी डाली जाएगी। विकल्प लेने वाले कर्मचारियों की पहचान बनाए रखने एवं दोहराव से बचने के लिए वीआरएस का विकल्प लेने वाले प्रत्येक कर्मचारी को वीआरएस पत्र में अनन्य वीआरएस संख्या दी जाएगी जो सीआरआर वेबसाइट के जरिए सृजित वीआरएस कुंजी को दर्शाएगी।

5.3 काउंसिलिंग-पूर्व एवं काउंसिलिंग संबंधी कार्यकलाप: रिलीज के पूर्व उद्यमों द्वारा वीआरएस का विकल्प लेने वाले कर्मचारियों को उद्यम से निकलने के बाद उनके लिए उपलब्ध रोजगार/स्व-रोजगार अवसरों की जानकारी देने के लिए काउंसिलिंग की जाएगी। वीआरएस लेने वाले कर्मचारियों को रिलीज किए जाने से पूर्व केंद्रीय सरकारी उद्यमों द्वारा वीआरएस पूर्व सुग्राहीकरण अनिवार्य होना चाहिए और उसका आयोजन साभिप्राय किए जाने की जरूरत है। पास में अवस्थित नोडल एजेंसियां ऐसे प्रेरणा/काउंसिलिंग सत्रों में भाग लेंगी। केंद्रीय सरकारी उद्यमों द्वारा विनियोजन प्रक्रिया पर कार्रवाई करने के लिए व्यापक प्रणाली तैयार किया जाना अपेक्षित है। वीआरएस लेने वाले कर्मचारियों के वित्तीय बकायों का वितरण विभिन्न बैंकों, राज्य वित्त निगमों आदि के अधिकारियों की उपस्थिति में सामूहिक बैठकों में किया जाए।

5.4 मानव संसाधन विभाग की भूमिका: उद्यम का मानव संसाधन विभाग ऐसे काउंसिलिंग कार्यक्रमों का प्रभारी होगा और वह काउंसिलिंग, पुनः प्रशिक्षण एवं पुनःनियोजन के प्रयोजनार्थ चुनी गई नोडल एजेंसियों को वीआरएस/वीएसएस/छंटनी पर रिलीज किए जा रहे कर्मचारियों की सूची की प्रति प्रस्तुत करेगा। सीआरआर वेबसाइट प्रचालनरत है। वीआरएस का विकल्प लेने वाले कर्मचारियों की सूची वेबसाइट पर डाली जाएगी और उसे मासिक आधार पर अद्यतन किया जाएगा। मानव संसाधन विभाग प्रशिक्षुओं के लगातार संपर्क में रहेगा और नए संगठनों में उनके नियोजन या उनके स्व-रोजगार के संबंध में रिकॉर्ड रखेगा। उन्हें अलग किए गए कर्मचारियों के पुनर्वास संबंधी कार्यकलापों में आवश्यक सहायता प्रदान करने के लिए प्रशिक्षण कार्यक्रम के दौरान नोडल प्रशिक्षण एजेंसियों के साथ लगातार संपर्क में भी रहना चाहिए। वीआरएस का विकल्प लेने वाले कर्मचारियों को स्व-रोजगार उपलब्ध कराने में प्रशिक्षण पश्चात कार्यकलापों एवं अनुवर्ती सेवाओं को अधिक कारगर बनाने के लिए संबंधित केंद्रीय सरकारी उद्यम का निदेशक(कार्मिक) युक्तिसंगत बनाए गए कर्मचारियों के प्रशिक्षण में सलग्न नोडल एजेंसी के लगातार संपर्क में रहेगा।

5.5 कर्मचारी संसाधन केंद्र(ईआरसी): प्रत्येक केंद्रीय सरकारी उद्यम अपने मानव संसाधन विभाग के अंतर्गत कर्मचारी संसाधन केंद्र(ईआरसी) गठित करेगा जो उद्यम के आवश्यकता से अधिक/युक्तिसंगत बनाए गए मानव संसाधनों का रिकॉर्ड रखने और ऐसे कर्मचारियों/कामगारों के पुनर्वास को सुविधाजनक बनाने के लिए केंद्र बिंदु के रूप में कार्य करेगा।

5.6 फील्ड अधिकारियों/इकाइयों हेतु परिपत्र/दिशानिर्देश: स्कीम के सार्थक कार्यान्वयन के लिए केंद्रीय सरकारी उद्यम यह सुनिश्चित करेंगे कि सीआरआर स्कीम से संबंधित परिपत्र/दिशा-निर्देश केंद्रीय सरकारी उद्यमों के सभी फील्ड अधिकारियों/इकाइयों/डिविजनों को परिचालित किए जाएं।

6. नोडल एजेंसियों की भूमिका

6.1 स्कीम के कारगर कार्यान्वयन के लिए नोडल एजेंसियां संबंधित केंद्रीय सरकारी उद्यमों के साथ लगातार संपर्क बनाए रखेंगी। नोडल एजेंसियों का प्रबंधन दल लोक उद्यम विभाग द्वारा अनुमोदित व्यय संबंधी मानदंडों के अनुसार, वीआरएस का विकल्प लेने वाले कर्मचारियों की काउंसिलिंग, पुनःप्रशिक्षण तथा पुनःनियोजन/स्व-रोजगार के कार्य के लिए लोक उद्यम विभाग द्वारा प्रदत्त वित्तीय सहायता के विवेकपूर्ण उपयोग के लिए उत्तरदायी होगा। प्रबंधन दल केन्द्रीय सरकारी उद्यमों से अलग होने के बाद किसी क्षेत्र के आस-पास रहने वाले, वीआरएस का विकल्प लेने वाले कर्मचारियों के समूहों की काउंसिलिंग एवं उन्हें प्रशिक्षण देने की आवश्यकतानुसार उस स्पष्ट रूप से विनिर्दिष्ट क्षेत्र में कर्मचारी सहायता केन्द्रों (ईएसी) की स्थापना करेंगे।

6.2 नियोजन रिकार्ड तथा व्यक्तिगत विवरण का नोडल एजेंसियों द्वारा रखा जा रहे रजिस्ट्रेशन फार्मों में उल्लेख किया जाना है ताकि अभ्यर्थी का उस केन्द्रीय सरकारी उद्यम, जहां से वह स्वैच्छिक रूप से अलग हुआ/सेवानिवृत्त हुआ, से उसके नियोजन सम्पर्क तथा सी आर आर के लिए उसकी पात्रता का पता चल सके। ऐसे रिकार्ड ईएसी पर हमेशा उपलब्ध होना चाहिए तथा लोक उद्यम विभाग के द्वारा किए जाने निरीक्षण अथवा लोक उद्यम विभाग द्वारा अधिकृत किसी एजेंसी द्वारा किए जाने वाले निरीक्षण के समय प्रस्तुत किया जाना चाहिए।

6.3 एजेंसियों द्वारा लगाए गए प्रशिक्षकों/स्रोत व्यक्तियों के संबंध में ईएसी पर पूरा रिकार्ड रखा जाना चाहिए/उपलब्ध कराया जाना चाहिए जिसमें विभिन्न कौशल/कार्यों में प्रशिक्षण देने के लिए उनकी योग्यता एवं अनुभव को दिखाया गया हो। ईएसी का प्रभारी ऐसे रिकार्डों को रखने तथा लोक उद्यम विभाग के अधिकारियों द्वारा निरीक्षण के समय उपलब्ध कराने के लिए उत्तरदायी होगा।

6.4 सर्वेक्षण : एजेंसियां व्यापक प्रश्नावली के माध्यम से सर्वेक्षण करेंगी। सर्वेक्षण में अलग हुए तथा माइग्रेटेड वी आर एस विकल्पधारियों को शामिल किया जाएगा। चयनित नोडल एजेंसियों/विशेषज्ञों संस्थाओं की सहायता से मानकीकृत सर्वेक्षण घटकों का विकास किया जाएगा।

6.5 परामर्श : प्रशिक्षण के स्वरूप (ट्रेनिंग फॉर्मेट) में परामर्श के लिए एजेंसियों के पास विशेष एवं पर्याप्त माझूल होंगे। अनुमोदित व्यय मानदण्ड की दृष्टि से वे व्यवसायिक परामर्शदाताओं की सेवाएं ले सकते हैं। व्यक्तिगत कौशल, अभिवृत्ति तथा निवेश क्षमता के साथ सक्षम परियोजनाओं के ठीक अनुरूप उसे सुगम बनाने के लिए वैज्ञानिक परामर्श पर ध्यान दिया जाना चाहिए। व्यक्तिगत परामर्श पर बल दिया जाएगा तथा परिवार के सदस्यों को शामिल किया जाएगा ताकि नौकरी चले जाने के दर्द के समाधान में पूरा परिवार सक्रिय रूप से जुड़ा महसूस कर सके तथा वैकल्पिक व्यवसाय के चयन में सहायता कर सके। शिक्षण कक्ष में परामर्श देने के दृष्टिकोण को हतोत्साहित किया जाएगा। महिला अभ्यर्थियों को प्रशिक्षण देने के लिए जहां तक संभव हो, महिला परामर्शदाताओं को लगाया जाएगा।

6.6 प्रशिक्षण डिजाइन तथा डिलीवरी : नोडल एजेंसियों द्वारा प्रशिक्षित वीएसएस/वीआरएस विकल्पधारियों/आश्रितों को 'न्यूनतम कौशल सेट/न्यूनतम उद्यमशीलता सेट' उपलब्ध कराना होगा ताकि वे

स्वयं का व्यवसाय/उद्यम शुरू कर सकें या उपयुक्त रोजगार प्राप्त कर सकें। प्रभावशाली एवं सार्थक प्रशिक्षण डिजाइन तथा डिलीवरी देने की दृष्टि से नोडल एजेंसियों को निम्नलिखित सुनिश्चित करना होगा:

- (i) प्रशिक्षण/कौशल विकास के लिए ट्रेड का चयन परामर्श के दौरान व्यक्त की गई इच्छा के अनुसार वीएसएस/वीआरएस विकल्पधारियों/आश्रितों की मूल योग्यताओं/कौशल/अभिवृत्ति तथा जरूरतों के आधार पर किया जाएगा।
- (ii) सर्वोत्तम प्रक्रियाओं के लिए नोडल एजेंसियां पाठ्यक्रम विषय-वस्तुओं की डिजाइन कौशल विकास कार्यक्रमों के लिए डीजीई एण्ड टी द्वारा ट्रेड-वार तैयार करेंगी।
- (iii) सूचना, शिक्षा तथा संचार (आईईसी) पहलुओं पर समुचित ध्यान दिया जाए। एजेंसियां ब्रोशर तथा हैंडबिल आदि स्थानीय भाषाओं में प्रकाशित करेंगी तथा इन्हें व्यापक रूप से वितरित करेंगी।
- (iv) नोडल एजेंसियों को ट्रेड/प्रशिक्षण विषय के अनुसार 30, 40 तथा 60 कार्य दिवस के तीन माड्यूलों का अनुपालन करना होगा। सामान्य रूप से 5 घण्टे के प्रशिक्षण को एक दिन के रूप में गिना जाएगा। किसी दिन (दिनों) के अपेक्षाकृत कम अवधि के प्रशिक्षण के मामले में माड्यूल की अवधि को समुचित ढंग से समायोजित किया/बढ़ाया जा सकता है।
- (v) नोडल एजेंसियों को कार्यक्रम के अन्तर्गत गतिविधियों को सुगम बनाने के लिए अपने संकाय सदस्यों की सहायता से उपयुक्त पाठ्यक्रम, प्रशिक्षण सामग्री तैयार करनी होगी। संबंधी घटकों एवं व्यवसायिक प्रशिक्षण के बीच सम्यक संबंध बनाए रखने के लिए उन्हें प्रशिक्षण डिजाइन तथा डिलीवरी को समय-समय पर अद्यतन करना होगा ताकि बाजारोन्मुख ट्रेडों/क्षेत्रों में पुनर्नियोजन संभव हो सके।
- (vi) नोडल एजेंसियों को प्रशिक्षण के लिए नए क्षेत्रों/कौशल की पहचान करने के लिए मार्केट सर्वेक्षण कार्य करना चाहिए। प्रशिक्षण की बाजारोन्मुख ट्रेड/क्षेत्रों को कौशल विकास तथा उद्यमशीलता विकास कार्यक्रमों में शामिल किया जाना चाहिए। इसमें प्रचलित बाजार परिदृश्य में अपना स्वयं का उद्यम शुरू करने के लाभार्थियों में अपना उद्यम शुरू करने के लिए तैयारी शामिल होगी।
- (vii) नोडल एजेंसियों द्वारा उद्यमशीलता जरूरतों तथा बाजार में मांग के अनुसार प्राप्त किए जाने वाले कौशल के लिए लाभार्थियों के उत्साह तथा प्रेरणा को दृष्टिगत रखते हुए विभिन्न कार्यक्रमों को तैयार किया जाना चाहिए। प्रशिक्षण विषय (ट्रेड) तथा पुनर्नियोजन जरूरतों के क्षेत्र के बीच तालमेल न होने की स्थिति से बचना चाहिए तथा इस बारे में प्रशिक्षण जरूरत मूल्यांकन (टीएनए) की सिफारिश को जानी चाहिए।
- (viii) कौशल विकास कार्यक्रमों के अन्तर्गत व्यावहारिक प्रशिक्षण के लिए पर्याप्त समय दिया जाना चाहिए। प्रशिक्षणार्थियों को चित्रात्मक डायग्राम आदि प्रदर्शित करने वाले/स्पष्ट करने वाली ट्रेड-

वार प्रकाशित सामग्री दी जानी चाहिए। पाठ्यक्रम विषय-वस्तु में व्यवहारिक सत्र शामिल किए बिना प्रशिक्षण का कोई मायने नहीं है।

- (ix) व्यवहारिक प्रशिक्षण में प्रस्तुतिकरण, प्रशिक्षणार्थियों द्वारा क्रिया करना, सत्र, यूनिटों/फैक्टरियों/औद्योगिक स्थलों आदि का दौरा शामिल होना चाहिए। नोडल एजेंसियों को व्यवहारिक प्रशिक्षण को प्रयोजनमूलक बनाने के लिए तरीके और साधन तैयार करने चाहिए।
- (x) स्कीम के कार्यान्वयन में स्थानिय स्टेकहोल्डरों को शामिल करने के लिए सर्टिफिकेट वितरण के कार्यक्रम में एजेंसियों द्वारा स्थानिय निकायों, मार्केटिंग एसोसिएशनों/फेडरेशनों, तथा सिविल सोसायटी संगठनों को शामिल किया जाना चाहिए।

6.7 समन्वय समितियाँ : स्कीम के कार्यान्वयन के लिए नोडल एजेंसियों, केन्द्रीय सरकारी उद्यमों और अन्यो के बीच नियमित रूप से बातचीत होना बहुत महत्वपूर्ण है। इस प्रयोजन हेतु, नोडल एजेंसी को स्थानीय स्तर की समन्वय समितियाँ बनाने का प्रयास करना चाहिए जिसमें आस-पास की मुख्य/अन्य केन्द्रीय सरकारी उद्यमों की इकाइयों से प्रतिनिधि, मुख्य बैंकों/राज्य वित्तीय संस्थानों आदि से अधिकारी शामिल हों। ये समितियाँ, इस स्कीम के सफल कार्यान्वयन के लिए महत्वपूर्ण मुद्दों की समीक्षा और उस पर विचार-विमर्श करने के लिए आवधिक रूप से बैठक कर सकती हैं। लोक उद्यम विभाग को समन्वय समिति में प्रतिनिधित्व को बढ़ाने का प्रयास करने के संबंध में और बैठकों और समिति द्वारा की गई कार्रवाई के विषय में समय-समय पर सूचित किया जाता रहेगा।

7. अनुवर्ती कार्रवाई एवं पुनःनियोजन रणनीतियाँ

7.1 स्कीम के सफल होने में अनुवर्ती कार्रवाई एक मुख्य कारक है। नोडल एजेंसियों को सभी मामलों में तब तक प्रभावी ढंग से उस पर अनुवर्ती कार्रवाई करनी होगी जब तक इस स्कीम के अंतर्गत प्रशिक्षित वीएसएस/वीआरएस विकल्पी पुनःनियोजित/स्वनियोजित नहीं हो जाते। एक सुनियोजित एवं क्रमिक अनुवर्ती कार्रवाई पर अधिक बल दिया जाना चाहिए। प्रशिक्षित अभ्यर्थियों को उनके पुनःनियोजित होने तक उनकी जानकारी रखने के प्रयासों का रिकार्ड, प्रत्येक ईएसी में रखा जाएगा और उसे लोक उद्यम विभाग में भेजा जाएगा। केन्द्रीय सरकारी उद्यमों को पुनःप्रशिक्षित वीआरएस विकल्पियों की मॉनीटरिंग करने और उन के संबंध में अनुवर्ती कार्रवाई करने के लिए सक्रिय रूप से भाग लेना होगा।

7.2 ऋण/लघु क्रेडिट लेने में लाभ प्राप्त करने वालों को सहायता – नोडल एजेंसियाँ प्रशिक्षित वीआरएस विकल्पियों/आश्रितों को नियोजित करने के संबंध में विकल्प ढूँढेगी। पुनःनियोजन/स्वनियोजन के प्रयोजनार्थ, नोडल एजेंसियाँ प्रशिक्षणार्थियों, डीपीई, संबंधित केन्द्रीय सरकारी उद्यमों और वाणिज्यिक बैंकों के साथ निरन्तर संपर्क बना कर रखेगी ताकि उन प्रशिक्षणार्थियों के लिए बैंक ऋण हेतु आवेदनों को प्रायोजित कर सकें और बैंकों द्वारा उन्हें ऋण देने के कार्य को सुकर बना सकें जो स्वःनियोजन संबंधी गतिविधियों को स्थापित करना चाहते हैं। वे स्वैच्छिक सेवानिवृत्ति के विकल्पियों के पुनःनियोजन और माइक्रो फाइनेंसिंग पर इनपुट्स प्रदान आदि करने के लिए के वीआईसी/एसआईडीबीआर/सार्वजनिक क्षेत्र के

बैंकों आदि के साथ निरन्तर संपर्क में रहेंगे। ऐसे प्रयासों से संबंधित व्यौरे लोक उद्यम विभाग को भेजने होंगे।

7.3 स्व सहायता समूह बनाना: नोडल एजेन्सियों को स्व सहायता समूह बनाने में सक्रिय रूप से सहायता करनी चाहिए जो कि एक दूसरे के अनुभवों को बांटने और उससे सीख लेने के लिए एक सामान्य प्लेटफार्म है। सीआरआर योजना के अंतर्गत महिला बैंक योजना का लाभ उठाया जाना चाहिए जो कि सामान्य रूप में महिलाओं को और विशेष रूप से स्व सहायता समूहों को वित्तीय सेवाएँ प्रदान करने हेतु समर्पित हैं। सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय की एक स्कीम है, नामतः "व्यापार संबंधी एंटरप्रेन्योरशिप सहायता एवं विकास (ट्रेड) जो कि पूरी तरह से महिलाओं के लिए है जिसके अंतर्गत संबद्ध संस्थानों के रूप में गैर सरकारी संगठन राष्ट्रीयकृत बैंकों से महिला एवं सहायता समूहों के लिए बैंक ऋण का लाभ ले सकते हैं। नोडल एजेन्सियों द्वारा इस योजना को लागू किया जा सकता है। जिला ग्रामीण विकास एजेन्सी (डीआरडीए) और राज्य शहरी विकास एजेन्सी (एसयूडीए) जैसी एजेन्सियों का माइक्रो क्रेडिट लिंकिंग के लिए स्व सहायता समूह के साथ नेटवर्क होना चाहिए।

8. मॉनीटरिंग और पर्यवेक्षण

8.1 लोक उद्यम विभाग, वार्षिक आधार पर फण्ड की व्यवस्था करने, नोडल एजेन्सियों और केन्द्रीय सरकारी उद्यमों द्वारा स्कीम के कार्यान्वयन को मॉनीटर करने और आवश्यक निदेश एवं दिशानिर्देश प्रदान करने के लिए समन्वय एजेन्सी होगा। लोक उद्यम विभाग निर्धारित प्रक्रिया के जरिए नोडल एजेन्सियों/नए इएसी का चयन करेंगे अथवा स्कीम की प्रगति की आवधिक समीक्षा करने पर चयन समिति द्वारा उनकी खराब कार्यनिष्पादन को देखते हुए उसे सूची से हटाएंगे। लोक उद्यम विभाग द्वारा प्रत्यक्ष रूप से अथवा उचित एजेन्सियों/संस्थानों के जरिए समय-समय पर स्कीम की मॉनीटरिंग, पर्यवेक्षण और मूल्यांकन किया जाता रहेगा। इसके अलावा एक समवर्ती मॉनीटरिंग प्रणाली भी बनाई जाएगी।

8.2 समय-समय पर लोक उद्यम विभाग के अधिकारियों द्वारा नोडल एजेन्सियों का निरीक्षण किए जाने के अलावा उनकी तीसरा पक्ष निर्धारण एजेन्सियों (टीपीएए) द्वारा मॉनीटरिंग और क्षेत्रीय निरीक्षण भी किया जा सकता है। नोडल एजेन्सियों का मूल्यांकन करते समय यदि टीपीएए द्वारा कोई अनियमितता/कमी की सूचना दी जाती है अथवा लोक उद्यम के अधिकारियों द्वारा निरीक्षण करते समय कोई अनियमितता/कमी देखने में आती है तो सीआरआर योजना के तहत ऐसी चूककर्ता नोडल एजेन्सियों के साथ किए गए अनुबंध को तत्काल प्रभाव से समाप्त किया जा सकता है और भविष्य में ऐसी एजेन्सी को सूचीबद्ध किए जाने पर रोक लगा दी जाएगी।