

बिहार सरकार

सूचना प्रावैधिकी विभाग

प्रेषक,

विशाल आनन्द,

विशेष कार्य पदाधिकारी।

सेवा में,

सभी कौशल विकास केन्द्र,

सूचना प्रावैधिकी विभाग।

दिनांक : 31-03-2023

विषय :- विभाग अधीन कार्यरत कौशल विकास केन्द्रों हेतु संशोधित दिशा-निर्देश अधिसूचित करने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में सूचित करना है कि सूचना प्रावैधिकी विभाग के अधीन कार्यरत कौशल विकास केन्द्रों के द्वारा BSDM द्वारा विहित किये गए Process एवं Cost Norms के अनुपालन नहीं करने की स्थिति में अनुशासनिक कार्यवाई किये जाने हेतु संशोधित मार्गदर्शन विभागीय ज्ञापांक-711, दिनांक 31-03-2023 के द्वारा निर्गत किया गया है (छायाप्रति संलग्न)।

अतः सूचित किया जाता है कि Process एवं Cost Norms से विचलन अथवा उल्लंघन की स्थिति में विभाग के द्वारा उक्त दिशा निर्देश के अधीन कार्यवाई की जाएगी।

अनु०:- यथोक्त।

विश्वासभाजन,

ह०/-

(विशाल आनन्द)

विशेष कार्य पदाधिकारी

ज्ञापांक: 07/सू०प्रा०/2014 (खण्ड-2)- 713

पटना, दिनांक: 31-03-2023

प्रतिलिपि: आई०टी० प्रबंधक, सूचना प्रावैधिकी विभाग को विभागीय वेबसाइट पर अपलोड करने हेतु सूचनार्थ।



(विशाल आनन्द)

विशेष कार्य पदाधिकारी

Department of Information Technology, Government of Bihar
ORDER
Penalty Guidelines for non-compliant Skill Development Centres

Department of Information Technology (DIT) has been conducting Skill Development Programs through Skill Development Centres allocated by BSDM to the Department as per their Process and Cost Norms. However, the Process and Cost Norms does not explain administrative action to be taken in case of non-compliances by Domain Skill Development Centres.

DIT issued the Order No. 07-IT-08/2017(Part-02) 400 dated March 31, 2020 regarding Guidelines for Disciplinary Action against Skill Development Centres allocated to it by BSDM. Inspections of DIT's SDCs were being conducted by District Skill Managers (DSMs) of Bihar Skill Development Mission and vide this order penalties are being imposed on the non-compliance reported on inspections conducted by DSMs.

To ensure compliance with respect to the required infrastructure for SDC as per the guidelines issued by BSDM, monitoring training quality of IT-ITeS Courses under Domain Skilling and tracking placement records etc. of the SDCs conducting Skill Development Program, the representatives of DIT are now conducting inspections of the SDCs allocated to DIT by BSDM. Therefore, the need arises for revising the above-mentioned guidelines issued vide the above referred order of DIT.

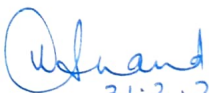
According to revised guidelines issued hereby, penalty will be imposed on the SDCs for non-compliances found on inspection as detailed below:

Sl No.	Non-Compliance found during inspection	Penalty to be imposed in case of non-compliance found on 1 st Inspection	Penalty to be imposed in case of non-compliance found on 2 nd Inspection	Penalty to be imposed in case of non-compliance found on 3 rd Inspection
1.	CCTV camera not installed or found non-functional for more than a week.	30% deduction from the invoices of the SDC.	CCTV Camera found non-functional or not installed after a week, another 30% of the invoices shall be deducted.	CCTV Camera found non-functional or not installed after another week, batch approval will be suspended till the issue is resolved by the SDC.
2.	CCTV footage/Recording for the last 90 days is not found.	30% deduction from the invoices of the SDC.	Any discontinuity in the CCTV footage between the first and second inspection, another 30% of the invoices shall be deducted.	CCTV of 90 days is found non-functional or not installed after another week, batch approval will be suspended till the issue is resolved by the SDC.
3.	Two or more computer systems as required in the Lab room are found	30% deduction from the invoices of the SDC.	If computers are found non-functional, another 30% of the invoices	Approval of batches shall be suspended till the time computers get repaired and are found functional during

	unavailable/non-functional.		shall be deducted.	inspection.
4.	Mandatory equipment (Projector/Whiteboard/Printer/Scanner etc.) is not available as per the norms of job role in domain lab.	30% deduction from the invoices of the SDC.	If the mandatory equipment is not found, another 30% of the invoices shall be deducted.	Batch shall remain suspended till the required equipment has been installed at the Centre.
5.	Power backup i.e., UPS at the Centre is not found.	15% deduction from the invoices of the SDC.	If power backup is unavailable, another 20% of the invoices shall be deducted.	The batch will be suspended till the power backup is found at the Centre.
6.	Centre found closed without 3 days prior information in writing to DIT.	30% deduction from the invoices of the SDC.	Centre remains closed for more than a week, another 30% of the invoices shall be deducted.	Centre remains closed for more than 15 days, DIT's Agreement with the SDC will be terminated.
7.	SDC found at different address instead of what is mentioned on the portal	10% deduction from the invoices of the SDC.	Changed address is not reflecting on the portal, another 15% of the invoices shall be deducted.	15% of the generated invoice raised by the SDC shall be deducted.
8.	The registered ToT certified Trainer found absent	20% deduction from the invoices of the SDC.	If the ToT certified Trainer is found absent, another 20% of the invoices shall be deducted.	If non-compliance is observed again, batches uploaded by the SDC shall not be approved till the ToT Certified Trainer is deployed at the SDC.
9.	AEBAS Device not captured by the CCTV installed for covering it at the SDC.	10% deduction from the invoices of the SDC	Another 15% of the invoices shall be deducted.	If non-compliance is observed again, batches uploaded will not be approved for 3 months.
10.	AEBAS attendance of the batch will be matched with CCTV Footage of random 7 days.	10% deduction from the invoices of the SDC in case of mismatch between AEBAS attendance and headcount found in CCTV Footage.	Another 15 % shall be deducted from the invoices in case mismatch found again.	If non-compliance is observed again, batches uploaded will not be approved for 3 months.
11.	Proper branding of DIT is not available at the Centre.	5% deduction from the invoices of the SDC.	Another 5% deduction from the invoices of the SDCs shall be done.	The batch will be suspended till the issue is resolved.
12.	Impersonation/false attendance observed at the SDC shall be treated as a serious offence.	30% deduction from the invoices raised by the SDC.	Agreement with the SDC will be terminated.	--
13.	Students' feedback regarding training quality – SDC scoring less than 50% (average of whole batch as per Feedback Form)	10% from the SDC's invoices will be deducted	Another 15% deduction from the SDC's invoices.	20% deduction from the SDC's invoices

14.	Non availability of First Aid Kit, Fire-fighting Equipment and cleanliness of separate Male & Female Washrooms at the SDC	5% deduction from the invoices of the SDC.	Another 5% deduction from the invoices of the SDC, if non-compliance found again.	5% deduction from the SDC's invoices will be deducted for non-compliance
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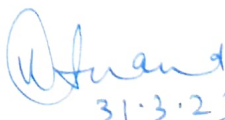
- In case of more than 2 non compliances, aggregation of 2 maximum amounting penalties will be imposed on the non-compliant SDC.
- All penalty deductions would be made from invoices raised for that period during which inspection will be carried out.
- There would be a gap of 30 days between two inspections.
- This guideline shall be applicable to all the existing SDCs and the SDCs which will be allocated to DIT in future for conducting Skill Development Program.
- The above penalties will be imposed for the non-compliance reported in Inspection Report submitted by the representatives of DIT after inspection of the SDC.
- With respect to noncompliance at serial No. 09 SDCs are given time upto April 30, 2023 to make required arrangement. Hence, this penalty will come into effect from May 01,2023.
- This guideline is issued in supersession of the earlier guidelines issued vide Order No. 07-IT-08/2017(Part-02) 400 dated March 31, 2020 in this regard.
- This issues with the approval of Principal Secretary, DIT.


 (Vishal Anand)
 OSD

Memo No. :- 07-IT-08/2014(Part-02) - 711

Patna, Dated :- 31-03-2023

Copy to :- All Skill Development Centers/Mr. Navin Kumar, Senior Consultant/IT Manager,
Department of Information Technology for necessary action.


 OSD