



**General Guidelines (Version-III)
Preparation of Proposals for Training (PFT)
& Conducting the Program
Dated 24th November, 2009
Benazir Bhutto Shaheed
Youth Development Program**



**Provincial Coordination Unit (PCU)
Benazir Bhutto Shaheed
Youth Development Program
Sindh Technical Education and Vocational Training Authority
Chief Minister's Secretariat
Government of Sindh**

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a. **PROGRAM AIM & CONCEPT:**

The Government of Sindh has launched a major initiative, titled “**Benazir Bhutto Shaheed Youth Development Program**”, for addressing poverty and unemployment through Human Resource Development (HRD) in the province. The Program aims that 50,000-75,000 un-employed semi literate and educated youth of Sindh be provided short-term trainings for a period varying between 2 months and longer duration and pay them stipend during training.

The unemployed youth will be offered various skill development opportunities and job oriented certification courses to cater to local and international job markets. This will help contain poverty and improve the socio-economic conditions of common man and create new jobs. In addition, the public and private sector business efficiency will increase through a well-placed, developed and skilled workforce. Recognizing the fact that HRD is a long term, gradual and slow process, Government of Sindh has decided to continue this Program for another three years i.e. 2009-2012.

B. **OBJECTIVES:**

The broad objectives of the Program are:

1. To develop human resources in Sindh catering to the needs of public and private sector in local and international job markets.
2. To provide stipend to various categories of unemployed educated young trainees during training as a measure to address poverty.
3. To provide quality trainings and certification per year to 50,000 – 75,000 unemployed semi-literate and educated youth through the public and private sector to increase their employability.
4. To provide trained manpower linkage to the local and international job market and encourage self-employment.
5. To facilitate microfinance credit to 10% - 15% graduated trainees of the program.

C. **VISION 2008-2010 (Short-term):**

1. Semi-literate and educated youth provided employable skills to meet the demand of local and international markets and such database maintained;
2. Maximum available training institutes/workshops of Sindh Government activated and equipped to provide required training (where dormant, reactivated in stages);
3. All training material for tutors and trainees translated in either Sindhi, Urdu or English as per requirement;
4. Procedure for conducting and monitoring such training streamlined by institutes, Project Management Unit (PMU) and Provincial Coordination Unit (PCU);
5. Private and public sector coordination procedures and channels established;
6. Public awareness at grass root level of BBSYDP;

D. **VISION 2011-2015 (Long-term):**

1. Quality of human resource improved. (Quality and discipline).
2. Trained manpower export to international markets.
3. Earning capacity of semi-literate and educated youth enhanced.
4. Reward of education recognized by a majority of urban and rural population.
5. Centre of excellence for vocational training established in Sindh.
6. Foreign donors attracted to the program.

7. Stagflation addressed.

E. PROGRAM ORGANISATION, IMPLEMENTATION & MONITORING:

The Steering Committee (SC), BBSYDP headed by a Chairman is the apex policy formulation body. A Provincial Coordination Unit (PCU) headed by Provincial Coordinator (PC) is responsible for coordinating, monitoring and conducting trainings on behalf of SC through Public and Private sector. Each participating department would have a Project Management Unit (PMU) headed by a Project Director (PD) and requisite staff to implement and monitor the trainings. District Coordination Committee (DCC) headed by District Coordination Officer (DCO) and assisted by District Program Coordinator (DPC) is to ensure monitoring of trainings in the district and the Regional Consultants (RCs) will be the liaison between the trainees and the PCU.

1. METHODOLOGY:

The training under this Program will be conducted through three streams i.e. administrative departments of Government of Sindh, Private Sector Institutes and TEVT Institutions.

The Proposal for Training (PFT) (as per PC-1 format) prepared by each stream will be guided by market demand for the skill, post training employment opportunity and capacity to conduct quality training. These will be the main consideration while preparing and evaluating the proposals.

The departmental training will be conducted in its existing institutions, workshops or in some cases other public sector & private institutions specific to that field i.e. basic IT course on behalf of IT Department etc. The Private Sector training will be managed by PCU through Private Sector Training Wing (PSTW). The training at TEVT institutes will be conducted by Technical Education-Wing and Manpower & Training Wing, STEVTA.

Training through Departments, TEVT or Private Training Institutes.

The trainings of individuals shall be carried out from various public and private institutes by means of both in-practice and customized courses for different trades/fields as per market demand. Preferably these trainings will have an OJT portion as an integral part. The OJT will not exceed 1/4th of the training period planned with prospective employers in the private sector and a group of 5 to 6 trainees will be placed in a cluster at one location. A syllabus will be made and followed for OJT with achievable objectives. The PFT shall clearly define the following:-

- a. Total number of trainees.
- b. Number of training courses and their type and duration supported by training plan and Baseline Report of institute/s.
- c. Number of trainees and qualification criteria for each course.
- d. Number of précis/handouts (language) to be issued to each trainee and tutor per course.
- e. Institutes available in the department to conduct this training.
- f. Private Institutes or facilities to be hired / contracted for the purpose.
- g. Estimated market demand of the trained manpower.
- h. The trainers/tutors and trainees required to complete training program syllabus for classrooms and practical.

2. PREPARATION OF PROPOSAL:

All the Training Partners including departments, PCU and TEVT Institutes will be responsible to draw up a Proposal for Training (PFT) in the form of PC-I

(Appendix–1), clearly defining the target group for each trade or field along with duration and cost of the trainings. Simultaneously, they are to identify the training institutes through which these trainings shall be imparted. Proposal for Training must include monthly financial requirement under different heads such as training cost, stipend cost, administrative cost and miscellaneous as per code provided in New Accounting Model (NAM).

- a. **Departments (10,000 to 15,000 trainees):** The departments would prepare a draft PFT, giving number of trainees, courses, training centers, duration, training material, certification and departmental information etc. The scheme would be submitted to PCU for initial screening and the departments would then submit improved version for evaluation before Technical Committee through PCU. The Steering Committee of the Program would review the final proposal of the department prepared in the light of Technical Committee meeting minutes and approve the PFT on the basis of viability and funds availability.

The SC would be a forum on the pattern of PDWP for final approval of PFT as done by P&D Department for PC-I. If approved, the department would enter into a Memorandum of Understanding (MOU) agreement with PCU to undertake the Program as per guidelines. After final approval from SC and signing of MOU, PC-PCU would issue the Administrative Approval (AA) and the department would send head wise requisition for release of funds as per New Accounting Model (NAM). PCU would release funds on monthly or quarterly basis after receipt of requisition from Project Director (PD) and Administrative Secretary of the department as per DRO format.

- b. **Private Sector (15,000 to 20,000 trainees):** Provincial Coordination Unit - Private Sector Training Wing (PCU-PSTW) shall be responsible for this sector and will develop a PFT. The screening, technical evaluation and approval process would be similar as provided in case of administrative department's training schemes given above.

PSTW will launch EOI to invite private institutions and organizations to participate in tendering. After scrutiny of EOI, short listed interested parties shall be issued "Request for Proposal" (RFP) and contract awarded to successful bidders as per standard format with necessary changes to suit the specific training. There will be a clause in the contract that 50% trainees must get employment after the training for the institution to remain a future partner in the program. The criteria for pre-qualification of Institutes, RFP and trainees' selection would be approved by the Technical Committee.

- c. **TEVT Institutions (25,000 to 40,000 trainees):** Both the Wings of Technical Education and Manpower & Training would prepare PFT in the light of Guidelines. These would have to undergo through same procedure of initial screening, technical evaluation and final review & approval as prescribed for departments given above. These institutions have been neglected over the last few years and require up-gradation. The PFT may include a small portion for equipments up gradation with all specific details i.e. institution name, equipment and cost etc.

Note:

All training partners including departments must prepare plan in such a manner that training of 9 months or less duration should finish by 30th June.

3. MANDATORY PROVISION:

All the training partners would submit following mandatory documents with their PFTs for evaluation from Technical Committee and approval of SC:

- a. A District Placement plan;
- b. Operational/Work plan with activities and timelines for implementation.
- c. Constitution of Departmental Monitoring Committee (DMC) headed by Administrative Secretary;
- d. Summary of Expenditures containing detailed bifurcation in three heads i.e. Stipend, Training and Administrative costs;
- e. Class room training and On-Job Training (OJT) / Field training course syllabus with atleast 5 to 6 hours per day of class room and OJT would be planned (30-35 Hrs per week). In case of all girls courses this period could be reduced to 4 to 5 hours per day i.e. 24 to 30 hours per week.
- f. Details of training material for class work and field training to be issued to the trainees and tutors;
- g. All districts, departments and education level have been given a code shown with districts displacement plan Appendix – 2. Each Institute and courses will be given a code by training partner and all trainees will be given a code after he has joined the training, for MIS purpose as per Appendix-2A.
- h. A job / employment survey report of 10% trainees having completed the course/s in the previous session.
- i. Each & every page of the PFT should be signed & duly stamped by the recommending authority / Head of the AD or an officer authorized to do so.
- j. Index page with detail reference should be attached.
- k. In case of revised PFT (in compliance of PCU/TC/SC's observation); a reference sheet should be attached next to the index page showing clear indications that the recommendations / reservations have been compiled.

4. SELECTION OF PUBLIC & PRIVATE TRAINING INSTITUTES / PREMISES:

- a. The selection of training institutes shall be in a manner that all districts in the province are covered as far as possible.
- b. The selection of training institutes should be based on the pre-qualification criteria approved by the Administrative Head in case of Departments and TVET Institutes and Technical Committee in case of PCU.
- c. The selected institutes must fulfill the specific training needs of particular fields in terms of training material, modules, qualified faculty and proper certification.
- d. The selected institutes must have the capacity to process the applications and conduct entry or aptitude tests for selection of trainees, if required.
- e. Institutes are required to monitor the performance of the trainees and submit the Monthly Progress Report (MPR) to the PMU of the respective administrative department and PCU.
- f. Departmental Monitoring Committee (DMC) and PCU officers must physically visit the institutes, for selection to run the program.
- g. Institutes will be hired through contract administration with specific terms of reference, deliverables and payment schedule.

- h. Where required PMU can obtain the premises on rent for training purposes for the period of training not exceeding one year.
- j. The selected institutes would have to give an undertaking that there would be no subletting.

5. TRAINEES' SELECTION CRITERIA:

- a. The selection of trainees shall be in a manner that all districts in the province are covered. In order to address this issue, the department must submit a District Placement Plan (DPP) with their proposals. **(Appendix-2)**
- b. Age bracket shall be training-specific, preferably between 18-35 years.
- c. Minimum qualification must be met, in accordance to the prescribed course criteria.
- d. Preference will be given to:
 - i. Candidates from households with proven income being less than poverty line, to be determined through "Undertaking Form". **(Appendix-3)**
 - ii. One candidate from each unemployed family.
 - iii. Women candidates.
- e. A candidate will be provided the opportunity for only one training course in the Program. Those that have already availed the training under this program are ineligible to apply.
- f. All candidates will be required to apply for a specific trade/field of training on the prescribed application form.
- g. The selection of applicants will be merit based. A basic intelligence and academic test will be held.

6. APPLICATION AND PROCESSING:

- a. Provincial Coordination Unit has developed a standard Application Form that has been placed on website **(Appendix-3)**.
- b. Application Form may be published in the newspapers along with all advertisements for selection of trainees.
- c. Applicant will be required to apply to the training institutes or departmental offices as specified in the advertisements.
- d. All received applications should be scrutinized and given an ID number. A photocopy, stamped and dated should be returned to applicant which will be his admit card for test.
- e. Documents required with application:
 - i. The applicant must attach his CNIC or Father's CNIC with Form "B" from NADRA.
 - ii. Domicile certificate of province of Sindh (Self or Father)
 - iii. All applicants will be required to attach an "Undertaking", as stated, which is also available with the online Application Form.

Note:

The applicants may be allowed to submit the application without some documents. However, at the time of interview they must bring the original documents. Under no circumstances will any trainee be allowed to join the program with incomplete documents.

- f. Online applications facility will be provided through the program website.
- g. The applicants will be informed about the place, time and date of interview communicated through newspapers, website and posting notice where application is being received.

- h. During the interview / test by the departments, all applicants should be informed of place, time and date where they should look for the list of successful applicants.
- i. PMUs to ensure data entry of all successful applicants after the interview / test. Successful applicants will be required to provide their bank account details for payment of stipend.
- j. All successful candidates will be issued an offer letter to be signed as acceptance before formally undergoing training process.
- k. Offer letters only signed by PD should be available at the training centers for acceptance signatures of all successful candidates. **(Appendix-4).**
- l. All applicants must be asked to provide contact telephone / cell no, in their own interest.

7. JOINING, ATTENDANCE, LEAVES AND DUAL REGISTRATION

7.1 Joining of Trainees:

- i. The selected trainees would be allowed maximum 07 days joining time after publication of list / issuance of offer letters. Those trainees that do not report within the stipulated time would not be allowed to join.
- ii. The list of trainees on waiting list would be published for slots lying vacant due to non-reporting of first list of selected trainees. These trainees would be allowed maximum 7 days joining time or as advertised, whichever is less.
- iii. No trainee will be accepted/ enrolled after commencement of training except in exceptional circumstances. Trainees will be issued ID cards after the commencement of training. The stipend would be calculated from the date of commencement of training/joining.
- iv. Only PDs are authorized to sign the ID cards with photograph issued to successful trainees/tutors. These ID cards are to be worn around the neck by trainees and tutors for easy identification by monitoring team **(Appendix 4A).**

7.2 Attendance and Stipend of Trainees

- i. Trainees having 85% attendance or more would be eligible for full stipend and Dislocation Allowance (DA) as admissible. However in case of attendance varying between 60% to below 85%, trainee would be eligible for 50% stipend and 50% dislocation allowance as admissible. In this case no allowance for leave will be made.
- ii. If attendance is below 60%, the trainee shall be given a written warning advising him to improve attendance. The trainees having attendance below 60% during two consecutive months shall be removed from the program through written order.
- iii. Every institute/organization would have to maintain a daily attendance register duly checked and verified by in charge. No trainee would be marked "Present" after one hour of commencement of training/classes.
- iv. In case of field attachment (OJT), an attendance diary/register would be provided to each trainee to be signed by the person to whom the trainee has been deputed. The training incharge in the district would counter check this diary weekly.
- v. Every Institute must maintain training plan and training diary for proper training monitoring and presence of trainees. Training

Cost will be paid to the Private Sector Institute on the average attendance of three visits noted by POs or DPCs and the same will be communicated to Provincial Coordination Unit (PCU). The stipend and dislocation allowance will be paid as per the attendance reported by the Institute or as noted by monitoring teams.

- vi. In case a trainee is paid through crossed cheque, it must contain CNIC number of the trainee on the cheque and the counter foil.

7.3 Leave to Trainees

- i. Any kind of leave other than serious illness must be discouraged. However, the trainees can be allowed two days leave per month on request and only Institute in-charge is authorized to allow such leave.
- ii. Leave of more than two days can be authorized by the PD-concerned. If such leave request is beyond 10 days for trainings of less than 6 months duration, the trainees would be dropped from the training program.
- iii. In case of Training Programs of more than six months duration leave entitlement may be determined with the approval of PC-PCU to the maximum of 25 days.
- iv. Only sanctioned leave would be considered in calculating the 85% attendance.

7.4 Dual Registration

- i. Any trainee found having registered in more than one training course will be expelled from all training courses.
- ii. An applicant who has applied for more than one training and is selected for more than one course should intimate in writing the course he is joining and ask for his name to be excluded from the other/s.
- iii. Cases detected of dual registration and receiving stipend from more than one training course would be expelled from all courses and recovery of paid stipend made through revenue staff / police. Such candidates will be black listed from the program.
- iv. Trainees that have already received training under the program once and detected to have joined again will also be treated as per para 7.4 (iii) above.

8. PROGRAM IMPLEMENTATION:

There will be a robust program administration in three streams: (i) Public Sector Departments (ii) Private Sector and (iii) TEVT Institutes. Following mechanism will be observed for this purpose:

a. Steering Committee of BBSYDP:

The Steering Committee of BBSYDP would be the apex policy formulation body to provide the leadership and guidance for steering the program activities. STEVTA would implement the Program as per its Ordinance and notification through PCU. The SC and its Terms of References (TORs) are attached as **Appendix 5 and 5A**. The detail procedure for final approval of schemes through SC under this program is given in **Appendix 13**.

b. **Technical Committee of Program:**

The Technical Committee will provide guidance on technical aspects of the program and review the PFT sent by departments, TEVT institutes and PCU-PSTW. The committee will approve the criteria for selection of private sector organization and award of contract. The committee will undertake visits of training institutions and PMUs of the departments and private sector organization and assist SC in evaluation of periodic monitoring reports of the program. The composition and Terms of Reference (TORs) are attached as **Appendix-6**.

c. **Provincial Coordination Unit (PCU):**

The PCU will be the implementation and monitoring arm of the STEVTA. It will act as secretariat of the SC and provide technical assistance to all the training partners in the implementation process. The PCU is to develop a monitoring mechanism for all three streams of Program and maintain an up to date record of all trainees, trades, training institutes and funds. The organogram and TORs of PCU are attached as **Appendixes-7 & 8**. Preference may be given to qualified BBSYDP graduates in employing the new contract staff for PCU.

d. **District Coordination Committee (DCC):**

- i. There shall be a DCC in every district where the program activity is being undertaken. The DCC would be headed by DCO and EDOs of project departments would be its members with District Program Coordinator (DPC) as its Secretary. DCO will nominate a person having background of industrial, prominent social worker or academician etc as Vice Chairman and 2 persons from the civil society as its members. District Program Coordinator (DPC) would be in-charge of District Monitoring Unit (DMU) and responsible for coordinating training related issues in his assigned District(s). The Regional Consultants (RC) are responsible to PC for day to day monitoring of the program within their area of responsibility and feedback from the trainees about the program and will be the liaison between the program managers and trainees.
- ii. District Coordination Officer is head of District Coordination Committee, BBSYDP. He will be paid remuneration amounting Rs. 10,000 per month for his services on account of coordinating, monitoring and heading the activities of BBSYDP in the concerned district for the period training is being conducted within his area.

e. **Project Management Unit (PMU):**

Each training partner department and STEVTA Wings of Technical Education and Manpower & Training will notify a Project Management Unit (PMU) for implementation of PFT. In case trainees' number is below 600, the PMU will have a dedicated team of maximum 6-7 officers / staff. (i) Project Director, (ii) Assistant PD, (iii) Accounts Officer, (iv) two DPAs (one for MIS), (v) one Driver and (vi) one Naib Qasid. The TORs, organogram and salary package are attached at **Appendix-9, 10 & 11**. Project Director, Accounts Officer and Officer / Official assigned with MIS responsibilities will attend two to three days training course to be

organized by Provincial Coordination Unit. Confirmation of their posting / appointment will be subjected to satisfactory completion of their training.

PMU will give preference to BBSYDP graduates on all new contract staff positions through a proper selection process. The PMU staff will be employed 1½ months before start of training and retained one month after completion for completing requisite reports etc.

- i. The overall administrative cost (including PMU expenses) should not exceed 5% of the total project cost except in case of trainees number less than 600.
 - ii. There shall be no creation of posts and purchase of vehicles for PMU. However, temporary staff can be employed from the project funds to meet the project human resource requirements as per PFT.
 - iii. Remuneration package for different positions of PMU has been prepared and placed at **Appendix –11**.
 - iv. Each partner department will indicate separately the budget required for establishing and running the PMU.
 - v. PMUs would provide the final list of selected trainees to PCU before announcement of result to ascertain following:
 - a. to avoid duplication of trainees among departments and repeat training;
 - b. District wise quota is maintained.
 - vi. The PMU will provide district wise data of successful candidates along with their identification number and bank account details to PCU.
 - vii. The PMUs would specify the institutions for conducting the courses / OJT and a list with full address, telephone number of contact persons and name of institutional head would be provided to PCU.
 - viii. In case the training has been completed and the PMU staff is no more required for the intervening period between two programs, the staff may be given leave without pay for this period.
- f. **Role of the Training Partners (i.e. Administrative Departments, TEVT Institutes and PCU-PSTW)**
- i. The Administrative head shall be responsible for the implementation of the program, its monitoring, and performance of PMU and would be accountable to the SC. The Administrative heads of training partners would be Administrative Secretary, MD STEVTA incase of TEVT Institute and Provincial Coordinator in case of PCU-PSTW.
 - ii. The Administrative heads would review the performance of Project on monthly basis and report to the PCU.
 - iii. The Departments and TEVT Wings shall provide logistical support such as office accommodation and transport etc from their existing resources to the PMU.
 - iv. They may hire BBSYDP trainees for various positions in PMU except Project Director for implementation of the program.
 - v. PCU and PMUs shall disburse payments both to the Institutes and the trainees through a well-defined procedure. The release of funds and accounting procedures are given at **Appendix–12** under “Financial Procedure”.
 - vi. PMUs to ensure necessary administrative arrangements for conducting tests/Interviews/Checking documents.

g. **Private Sector Participation**

The private sector is the biggest stakeholder in terms of human resource and employment. In order to build strategic partnership it is essential to evolve synergetic relationship with sector to compliment activities of the program.

The private sector would help through PCU-PSTW in the following manner:

- i. Identify the demand and skills required for each trade and industry so that training courses and institutes could be articulated in appropriate manner.
- ii. The private sector organizations shall clearly define the requirement of persons to be selected for performing on-job assignments. These persons would also be tested and certified, where required.
- iii. The organization imparting on job training shall clearly give the synopsis of the training process defining the job description of each skill, the stages /levels to be covered by the internee and the expected out puts of the internship or skill development program.
- iv. The demand/need for skill in the job market and future prospects of employment of trainee in the organization imparting on job training.

h. **Nursing and other Long Duration Training**

The nurse training and other long duration diploma or degree course conducted through public or private sector would require budget beyond one year. In such cases the required amount for the trainees would be set aside from the available BBSYDP budget and placed in STEVTA endowment fund. Subsequently, STEVTA would be responsible to make the payment for the remaining period of training provided such amount was made available in its endowment fund.

j. **Program Financing / Stipend & Dislocation Allowance**

- i. The Financial Procedure has been developed for the Program and approved by Finance Department (**Appendix –12**).
- ii. Remuneration for trainers shall be in accordance with their experience, qualification and job assignment.
- iii. All these stream PMU / PCU-PSWT shall be responsible for disbursing per month stipend to the trainees according to the eligibility criteria of the course as under:-
 - Matriculate or below= Rs 4000/
 - Intermediate = Rs 5000/-
 - Graduate = Rs 6000/-
 - Postgraduate = Rs 7000/-
- iv. To facilitate those candidates who will be undertaking trainings and travel more than 70 kilometers, a dislocation allowance will be provided as under:
 - Candidates who are taking training in institutes of Karachi coming from other districts will receive Rs. 3000/month.
 - Candidates travel beyond 70 kilometers will receive Rs.2000/ month.
- v. All payments of trainers, trainees and training institutes would be made as per financial procedure.

- vi. Technical Education Wing, Manpower TRG Wing and PCU-PSTW will submit Monthly Expenditure Statements (MES) to PCU as per FM-IV & V.
- vii. PCU will publish monthly expenditure report as part of monthly performance report.

Note: Where trainees are being provided free boarding and lodging, within or outside their district, they will be paid only Rs. 2,000/- per month in place of stipend and dislocation allowance on 85% attendance. This will be applicable for Nursing & Paramedics trainees in private sector.

k. **Purchase of Equipment, Furniture, Consumables from Program Funds**

Any equipment furniture or any other non perishable consumables items bought from the program funds will be brought in the department or Institutions "Dead Stock" register as the case may be and be properly accounted as per the existing audit rules on the subject. The perishable or consumable items bought from program funds would similarly be brought on books and disposal / use recorded as per rules. The non-consumable items will carry words "Procured from BBSYDP funds".

9. **MICRO FINANCE**

With cooperation of State Bank of Pakistan (SBP), a mechanism will be developed so that the trainees may be micro financed at a maximum of 16% p.a interest through a consortium of Micro Finance Institutions (MFI) and CSOs. The trainee will prepare his business plan and get his financing approved from the MFI's. The PCU will pay 75% of the interest for a maximum loan of Rs. 100,000/- per trainee for maximum one year while the trainee will be responsible for payment of remaining interest and the capital amount.

10. **MONITORING MECHANISM**

In consultation with the stakeholders, the PCU has developed a uniform monitoring mechanism for the program as provided in these Guidelines with the approval of BOD. This mechanism contains structured formats for monitoring reports. Following are the salient features of the monitoring system:

- a. Base line and Inception reports by all training partners and departments submitted to PCU.
- b. Periodic Program review by SC.
- c. Monthly review report by Administrative heads.
- d. PCU will publish quarterly performance report of the program for SC and Government.
- e. DCC would submit a monthly monitoring report duly signed by DCO to PCU on all the project activities being executed in the District.
- f. DMC would also submit monthly report to PCU on training progress of its department.
- g. PCU would communicate the feedback from the stakeholders (press, public representatives and general public etc.) to the departments/PMUs and Private Institutes for taking corrective actions.
- h. 3rd party / independent source validation by PCU.
- i. Central MIS/Database for consolidating periodical reports, tracking progress and monitoring performance.

- j. PCU/Technical Committee will conduct monitoring visits at different levels of program implementation for smooth and qualitative trainings and fill the monitoring report as per **Appendix-14**.

11. GRADUATION CEREMONY, EMPLOYMENT SURVEY AND FEEDBACK:

All trainings will start with a small ceremony and similarly at the end, graduation ceremony will be held. Those trainees that successfully complete the course and pass the exam will be issued certificates that are recognized by the public and private sector employers.

- **Post Training Feedback and Employment Survey:**

All successful trainees' data will be maintained and made available to prospective employers. The courses / training is so designed, where possible, trainees will spend at least 2 to 8 weeks in On Job Training with prospective employers. Trainees will be encouraged to send "Feedback Form" to PCU within 3 months after completion of training (**Appendix-15**). As an incentive the trainees filling the form will have an opportunity to participate in the "Lucky draw". All "Feedback Forms" received will be numbered and a lucky draw held. The winners will be given prizes.

All administrative departments and Private Institutions conducting training under the program will maintain contact details of the trainees. The departments / training institutions are to contact the 10% to 20% successful graduates after 2 to 3 months of course and check about the employment. The information along with the trainee details are to be provided to PCU as a part of employment survey.

12. REPORTING SYSTEM

All reports will have standard format as developed by PCU in consultation with the partner departments.

a) **Following reports will be initiated by departmental Project Management Unit (PMU):**

S. No	Types of Reports	Responsibility	Time line	Reviewed by	At Appendix
1	Base line Report	Each Training Institute.	Within 7 days after approval of PFT in Public Sector and after 7 days of enlistment in case of Private Sector.	PMU	16

S. No	Types of Reports	Responsibility	Time line	Reviewed by	At Appendix
		Consolidated report by PMU	Within 15 days after approval of PFT in Public Sector and after 15 days of enlistment in case of Private Sector.	PCU	
2	Inception Report from department	Implementing departments	15 days after the beginning of training session	PCU	17
3	Monthly Progress Report (MPR)	Each Training Institute	By 5 th of every month	PMU	18
		Consolidated report by PMU	By 10 th of every month	PCU	
4	Monthly Expenditure Statement	PMU	By 10 th of every month.	PCU and FD	FM-V(b)
5	Course Completion Report	PMU	Within 7 days of completion of course.	PCU	19
6	Project Completion Report (PCR)	PMU	30 days after completion of project	SC	20

b) Provincial Coordination Unit will prepare following reports for the SC and Government

Types of Reports	Time line	Reviewed by
Consolidated Analysis of all PMU Base line Reports	Within 30 days of receipt in PCU.	Technical Committee
Analysis of departmental training Inception Reports	15 days after the receipt of Inception Reports	Technical Committee
Monthly Program Report	Third week of every month.	Technical Committee
Annual Report	31 May 2010	SC
Third Party Evaluation	After completion of Phase-II except courses longer than 12 months.	SC
Impact Assessment	October 2010	Through 3 rd Party Validation

13. ADVERTISEMENT:

All program activities related to trainings must be carried out in a transparent manner and through wide publicity in media and website as per following arrangements:

- i. The details containing the district and trade wise bifurcation of seats must be put on the website for facilitation of applicants.

- ii. All the departments must prepare the advertisements for their respective training programs and forward to PCU for vetting and standardization.
- iii. Advertisements related to media coverage, selection of trainees and training institutes shall be published by PMU of the department.
- iv. Program advertisement will be done centrally by PCU on special occasions periodically.

14. WEBSITE DEVELOPMENT PROCESS:

The website of the Program has been developed which consists of two parts. Front view is available for use of general public and all the stakeholders of BBSYDP. It displays the following training related information:

- View / download application form
- View / download program guidelines
- View /download minutes of important meeting and SC, BBSYDP
- View / Download PC-Is of the departments
- View / download all reports format required to PCU, reports are listed below
 - Offer letter format
 - ID card format
 - Base line report
 - Inception report
 - Weekly attendance report
 - MPR of institute
 - Quarterly report for monitoring and evaluation
 - Program status report
 - Situation questionnaire
 - PMU visit Performa
 - Course completion report
 - Post training feedback
 - MPR of DPCs
 - Department, district, institute and trade wise details
 - News updates regarding the program
 - Advertisement regarding program like tender, expression of interest, new training offers, results of the selected candidates, etc
 - The online suggestion/complaint box.
- The second part contains MIS & FMIS. It has following seven access levels and may be approached through logon the member area of the website:
 - Super admin: This level has the overall control on the CMS, MIS & FMIS and can view, edit & add the data and can update the contents of pages, news, MIS & FMIS data and can view the suggestions / complaints logged online.
 - PCU: This level has the control on overall data of the program both public and private sector.
 - PMU: This level has the control on the data pertaining to that department only.
 - Institute: This level has the limited control on the data related to that particular institute.
 - Faculty: This level will gives access to the tutors / trainers to view their profile only.
 - Trainees: This level provides the access to the trainees to view their profile, attendance and stipend details.

- Guest: this level provides the view only access to the MIS & FMIS data.

The access permission is being provided according to the standard program hierarchy and job responsibilities. The system automatically records the addition and updates the data in the account of user who logs on. This part mainly contains the following information:

- Online forms/reports to be filled either by training institutes or PMUs.
- Online application form.
- Registration and updating the status like test/interview conducted and registered candidate/trainee.
- Add, edit and view the information of applicants, trainees, tutors, trades, institutes, departments and districts subject to access rights.
- It may also be used for marking attendance of the trainees and will automatically calculate the eligibility for release of stipend and dislocation allowance as per guidelines.

The FMIS portion will record the financial flow and its details. It records PFT (PC-I format) budget, releases and transactions (head wise) according to New Accounting Model (NAM). The MIS & FMIS carry the various reports based on recorded/stored data in central database.

All MIS & FMIS related staff of PMUs and PCU went under training in three sessions in Phase-I (2008-09). Moreover, the staff of private training institutions, engaged in training in Phase-I also attended the MIS & FMIS training session.

Following is the schedule of MIS related activities that all PCU and PMU staff must follow for the proper execution of this said program in Phase-II:

Activity Details	Responsible	Deadline
Orientation and First Training Session of IT staff on MIS for Data Entry of applications	All PDs and Program Officers	Before start of Trainings
Submission of Baseline and Inception report, electronically via website module provided for this respect	PDs through the MIS staff at PMUs	Before start of training

Website: www.bbsydpsindh.gov.pk

GOVERNMENT OF SINDH
PCU-BBSYDP IMPLEMENTATION UNDER STEVTA
PROPOSAL FOR TRAINING (PFT)
(PC-1 FORMAT)
SOCIAL SECTOR

1. Name of the Project
2. Location
3. Authority responsible for:
 - i. Sponsoring
 - ii. Execution
 - iii. Operation and maintenance
 - iv. Concerned federal ministry
4. Plan Provision
5. Project objectives and its relationship with Sectoral objectives
6. Description, justification and technical parameters
7. Capital cost estimates
8. Annual operating and maintenance cost after completion of the Project
9. Demand and supply analysis
10. Financial Plan and mode of financing
11. Project benefits and analysis
 - i. Financial
 - ii. Social benefits with indicators
 - iii. Employment generation (direct and indirect)
 - iv. Environmental impact
 - v. Impact of delays on project cost and viability
12.
 - a) Implementation schedule
 - b) Result Based Monitoring (RBM) Indicators.
13. Management structure and manpower requirements including specialized skills during execution and operational phases
14. Additional projects/decisions required to maximize socio-economic benefits from the proposed project.

15. Certified that the project proposal has been prepared on the basis of instructions provided by the Planning Commission for the preparation of PC-I for Social Sector projects.

Prepared by _____
Name, Designation & Phone#

Checked by _____
Name, Designation & Phone#

Approved by _____
Name, Designation & Phone#

Revised 2005

GOVERNMENT OF SINDH PCU-BBSYDP IMPLEMENTATION UNDER STEVTA

Instructions to Fill-in PC-I (PFT) Proforma(Social Sectors)

1. **Name of the Project**
Indicate name of the project.
2. **Location**
 - Provide name of District/Province.
 - Attach a map of the area, clearly indicating the project location.
3. **Authorities responsible for**
Indicate name of the agency responsible for sponsoring, execution, operation and maintenance. For provincial projects, name of the concerned federal ministry be provided.
4. (a) **Plan provision**
 - If the project is included in the medium term/five year plan, specify actual allocation.
 - If not included in the current plan, what warrants its inclusion and how is it now proposed to be accommodated.
 - If the project is proposed to be financed out of block provision, indicate:

Total block provision	Amount already committed	Amount proposed for this project	Balance available
-----------------------	--------------------------	----------------------------------	-------------------

- (b) **Provision in the current year PSDP/ADP**
5. **Project objectives**
 - The objectives of the sector/sub sector as indicated in the medium term/five year plan be reproduced. Indicate objectives of the project and develop a linkage between the proposed project and sectoral objectives.
 - In case of revised Projects, indicate objectives of the project, if different from original PC-I.
6. **Description and justification of project**
 - Describe the project and indicate existing facilities in the area and justify the establishment of the Project.
 - Provide technical parameters and discuss technology aspect of the Project.
 - Provide details of civil works, equipment, machinery and other physical facilities required for the project.
 - Indicate governance issues of the sector relevant to the project and strategy to resolve them.

In addition to above, the following sector specific information be provided

Education, Training and Manpower

- Give student-teacher ratio for the project and the national average for the proposed level of education.
- Year-wise proposed enrolment of the institution for 5 years.
- For scholarship projects, indicate number of scholarships to be awarded each year alongwith selection criteria.
- Provide faculty strength in relevant discipline, in case of expansion of facilities.
- Indicate the extent of library and laboratory facilities available in case of secondary, college and university education.
- Provide details of technical staff required for operation & maintenance of laboratories.

Health, Nutrition, Family Planning and Social Welfare

a) Health Projects

- Indicate whether the proposed facilities are preventive or curative.
- Bifurcate the facilities between indoor, out door and department-wise.

b) Nutrition

- Indicate the infrastructure and mechanism required for the project.
- Measures taken for involvement and participation of the community.
- Net improvement in the nutritional status of target groups in quantitative terms.

c) Family Planning

- Provide information relating to motivation and distribution sub-system.
- Give benchmark data and targets relating to number of couples to be approached and number of contraceptives and other devices to be distributed.
- Mode/mechanism of advocacy and awareness

Water Supply & Sewerage

- Present and projected population and water availability/ demand.
- Indicate source and water availability (mgd) during next 5,10,20 years.
- For waste water/sewerage, provide present and future disposal requirements, gaps if any and proposed treatment methods and capacity.
- Indicate present and proposed per capita water supply in the project area, comparison be made with water supply in similar localities.
- Indicate whether the proposed project is a part of the master plan. If so, provide details.

Culture, Sports, Tourism & Youth

- Existing and projected flow of tourists in the country/project area.
- Capacity of existing departments to maintain archaeological sites/museums.
- Relationship of archaeological projects with internal and foreign tourism.

Mass Media

- Indicate area and population to be covered with proposed project.

Research

- Indicate benefits of the research to the economy.
- Mention number of studies/papers to be produced.

- Indicate whether these studies would result in commercial application of the process developed (if applicable).

Capital Cost Estimates

- Indicate date of estimation of Project cost.
- Basis of determining the capital cost be provided. It includes market survey, schedule rates, estimation on the basis of previous work done etc.
- Provide year-wise estimates of Physical activities by main components as per following:

Component-wise, year-wise physical activities

Items	Unit	Year-I	Year-II	Year-III
A.				
B.				
C.				

- Phasing of Capital cost be worked out on the basis of each item of work as stated above and provide information as per following.

Year-wise/component-wise financial phasing

(Million Rs)

	Item	Year-I			Year-II			Year-III			Total		
		Total	Local	FEC	Total	Local	FEC	Total	Local	FEC	Total	Local	FEC
	A.												
	B.												
	C.												
	Total												

In case of revised Projects, Provide

- Projects approval history, year wise PSDP allocations, releases and expenditure.
- Item-wise, year-wise actual expenditure and Physical progress.
- Justification for revision of PC-I and variation in scope of the project if applicable.
- Item-wise comparison of revised cost with the approved cost and give reasons for variation.
- Indicate exchange rate used to work out FEC in the original and revised PC-I.

8. **Annual Operating Cost**

- Item-wise annual operating cost for 5 years and sources of financing.

9. **Demand supply analysis (excluding science & technology, research, governance & culture, sports & tourism sectors)**

- Existing capacity of services and its supply
- Projected demand for ten years
- Capacity of projects being implemented both in the public & private sector
- Supply – demand gap
- Designed capacity & output of the proposed project

10. **Financial plan**

Sources of Financing

(a) **Equity:**

Indicate the amount of equity to be financed from each source

- Sponsors own resources
- Federal government
- Provincial government
- DFI's/banks
- General public
- Foreign equity (indicate partner agency)
- NGO's/beneficiaries
- Others

b) **Debt**

Indicate the local & foreign debt, interest rate, grace period and repayment period for each loan separately. The loan repayment schedule be also annexed.

c) Grants along with sources

d) Weighted cost of capital

11. (a) **Project benefits and analysis**

- Financial: Income to the project alongwith assumptions.
- Social: Quantify benefit to the target group
- Environmental: Environmental impact assessment negative/ positive.

(b) **Project Analysis**

- Quantifiable output of the project
- Unit cost analysis
- Employment generation (direct and indirect)
- Impact of delays on project cost and viability

12. a) **Implementation of the project**
- Indicate starting and completion date of the project
 - Item-wise/year-wise implementation schedule in line chart co- related with the phasing of physical activities.
- b) **Result Based Monitoring (RBM) Indicators**
- Indicate Result Based Monitoring (RBM) framework indicators in quantifiable terms in the following table.

Sr. #	Input	Output	Outcome		Targeted Impact
			Baseline Indicator	Targets after Completion of Project	
1					
2					
3					
4					
5					
.					
.					
.					
.					
.					

13. **Management structure and manpower requirements**
- Administrative arrangements for implementation of the project.
 - Manpower requirements during execution and operation of the project be provided by skills/profession.
 - Job description, qualification, experience, age and salary of each job be provided.
14. **Additional Projects / Decisions Required**
- Indicate additional projects/decisions required to optimize the investment being undertaken on the project.
15. **Certificate**
- The name, designation and phone # of the officer responsible for preparing and checking be provided. It may also be confirmed that PC-I has been prepared as per instructions for the preparation of PC-I for social sector projects.
 - The PC-I alongwith certificate must be signed by the Principal Accounting Officer to ensure its ownership.

District Placement Plan & Codes

Population and Backwardness weights taken as per SDSSP Shares distribution for the year 2004-05

Sr. #	District	Code	Weightage of Indicators		Distribution of 100 Seats		
			Population 1998 Census	Backwardness SPDC Data	40% Population & 60% Backwardness		
					Population (40 Seats)	Backwardness (60 Seats)	Total Shares
1	Badin	01	0.0379	0.051	1.52	3.06	4.58
2	Benazirabad	14	0.0357	0.031	1.43	1.86	3.29
3	Dadu	02	0.03675	0.0727	1.47	2.18	3.65
4	Ghotki	03	0.0324	0.0552	1.3	3.31	4.61
5	Hyderabad	04	0.04766	0.0601	1.91	0.9	2.81
6	Jacobabad	05	0.02475	0.0561	0.99	1.68	2.67
7	Jamshoro	06	0.01955	0.0727	0.78	2.18	2.96
8	Kambar Shahdadt	15	0.03077	0.0698	1.23	2.09	3.32
9	Karachi	08	0.313513	0.0569	12.54	3.41	15.95
10	Kashmore	09	0.02285	0.0561	0.91	1.68	2.6
11	Khairpur	07	0.0516	0.0882	2.06	5.29	7.36
12	Larkana	10	0.03353	0.0698	1.34	2.09	3.44
13	Matiyari	11	0.01671	0.0601	0.67	0.9	1.57
14	Mirpurkhas	12	0.03003	0.0859	1.2	2.58	3.78
15	Naushero Feroze	13	0.0363	0.0538	1.45	3.23	4.68
16	Sanghar	16	0.0485	0.0659	1.94	3.95	5.89
17	Shikarpur	17	0.0294	0.0407	1.18	2.44	3.62
18	Sukkur	18	0.0303	0.0433	1.21	2.6	3.81
19	Tando Allahyar	19	0.01568	0.0601	0.63	0.9	1.53
20	Tando Muhammad Khan	20	0.01645	0.0601	0.66	0.9	1.56
21	Tharparkar	21	0.0304	0.0379	1.22	2.27	3.49
22	Thatta	22	0.036987	0.1315	1.48	7.89	9.37
23	Umerkot	23	0.02227	0.0859	0.89	2.58	3.47
Total			1.0	1.0	40.0	60.0	100.0

In case of Hyderabad, Dadu, Larkana, Jacobabad and Mirpurkhas the share of Placements obtained under Backwardness Index is divided equally among new carved out Districts.

Department Codes

Code	Department
HEA	Health
POP	Population Welfare
LOC	Local Government
LIV	Livestock & Fisheries
CUL	Culture & Tourism
SOC	Social Welfare
INF	Information Technology
FOR	Forest & Wild Life
EDU	Education & Literacy
AGR	Agriculture
LAB	Labour
WOR	Works & Services
ANT	Antiquities
MIN	Mines & Minerals Development
WOM	Women Development
IPD	Irrigation & Power
HOM	Home
TVT	TEVT Institutes (Technical)
TVM	TEVT Institutes (Manpower & Trainings)
PST	Private Sector Trainings

Education Level Codes

Educational Level	Code
Matriculation	01
Diploma	02
Intermediate	03
Graduation	04
Post Graduation or above	05

Coding for Training Institution, Course and Trainee**Training Institute ID**

Deptt (alpha)	Distt	Institute Code (Auto at the time of online registration)
xxx	04	010

Example # 1: TVT04001 (TEVT Institutes “Technical”, Hyderabad, Institute Number)
2: EDU04010 (Education, Hyderabad, Institute Number)

Training Course ID

Deptt (alpha)	Course Code (Auto at the time of online registration)
xxx	0123

Example # 1: TVM0123 (TEVT Institutes “Manpower & Training”, Course Number)
2: AGR0123 (Agriculture, Course Number)

Trainee ID

Deptt (alpha)	Trainee Code (Auto at the time of online registration)
xxx	023456

Example # 1: PST023456 (Private Sector Training Wing, Trainee Number)
2: IPD023457 (Irrigation & Power, Trainee Number)

Note: First three letters are departmental code e.g. EDU for Education Department, for details see Appendix-2



OFFER LETTER
Benazir Bhutto Shaheed
 Youth Development Program
 ----- Department
 Government of Sindh



OFFICE OF THE PROJECT DIRECTOR
 PROJECT MANAGEMENT UNIT

----- DEPARTMENT GOVERNMENT OF SINDH.

PD(PMU)/

Phone: -----

Dated:
 To,

Fax: -----

Mr./Ms.

Subject: BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM (BBSYDP)

This is in reference to your application for the subject Program and it is to inform that you have been successfully selected and as such you are offered ----- trainee position on following terms and conditions:

1. The training period is for ----- months starting from – date ---.
2. You will be paid Rs.----- / - (Rupees -----) only, in each month.
3. The payment of monthly stipend depends upon your regularity and punctuality and your absence without any plausible reason will make you ineligible for payment. Stipend will only be paid to those trainees who have 90% attendance.
4. The stipend will be paid to successful candidates in assessment test, to be conducted in the last week of every month.
5. In case of any misconduct, in any form, with the Trainers, Officers and Staff of the Directorate, your training will be terminated.
6. During training you will be required to attend various Lectures, Seminars, Laboratory testing, site visits, and any other official gathering.
7. Part of your training is that you will be posted at ----- site to supervise the work.
8. A certificate of training will be issued to you after successful completion of training.
9. You will start training and will receive stipulated stipend only when a valid ID card from the Department will be issued in your name.
10. This offer letter is valid till the starting date of the particular trade/skill at the prescribed center. Late comers will not entertain.
11. This offer of training is not an offer of appointment in ----- department;



If you agree with the above terms & conditions, please sign this letter, as token of acceptance, and return it along with two passport size photographs, duly attested, so that internship ID card can be issued, making you eligible to participate in your training, commencing from -----, at ----- Training Center, Address:-----
 -, City-----.

PROJECT DIRECTOR
 PROJECT MANAGEMENT UNIT
 -----DEPARTMENT

Signature of Candidate: _____

NIC No. _____

(Sample)

 <p>(Works & Services Department) Sindh Technical Education & Vocational Training Authority (STEVA) Government of Sindh</p>	 <p>BBSYDP</p>
Reg. No. _____	
Name: _____	<div style="border: 1px solid black; width: 60px; height: 60px; margin: auto;"></div>
Father's Name: _____	
Training Course: _____	
Location: _____	
_____ Signature of Issuing Authority	

Benazir Bhutto Shaheed Youth Development Program														
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					-						-			
Address:	_____													

Valid Upto:	_____													
3 rd Floor State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi Telephone: 92-21-920 1005-7 Fax: 92-21-920 1004 Website: www.bbsydpindh.gov.pk														

Employment through Skill

**Sindh Technical Education &
Vocational Training Authority (STEVTA)**

9th Floor, Shaheen Complex, M. R. Kiyani Road, Karachi.
Phone No. 99213331-6 Fax No. 99213337
Website: <http://www.stevta.gos.pk>

NOTIFICATION

NO.AO/STEVTA /09:- In pursuance of the Notification No.SO(C-IV)SGA &CD/4-5-B/2007 dated 18th October, 2008 issued by Services, General Administration & Coordination Department Govt. of Sindh, the Steering Committee for Benazir Bhutto Shaheed Youth Development Program is constituted. The composition and terms of Reference are as under:-

1.	Air Marshal (R) Riazuddin Shaikh	Chairman
2.	Mr. Sohail Wajahat, MD, Siemens Pakistan	Member
3.	Mr. Tahir Jawed, GM Human Resource and Corporate Affairs, Engro Chemicals Pakistan	Member
4.	Vice Chancellor, NED University, Karachi	Member
5.	Additional Chief Secretary P&D Department	Member
6.	Secretary, Finance Department	Member
7.	Secretary, Education & Literacy Department	Member
8.	Secretary Labour Department	Member
9.	MD, STEVTA	Member
10.	Provincial Coordinator, PCU BBSYDP	Member / Secretary

Terms of Reference

- i) To provide leadership, guidance and operational level support for the program.
- ii) Take policy decisions to remove bottlenecks in the implementations process.
- iii) To approve the Proposal for Training submitted by departments, PCU-PSTW and TEVT Institutions.
- iv) To Co-opt any public or private sector person(s) as may be required in the interest of the program.
- v) Committee will meet at least once in a quarter to review the program and Provincial Coordinator PCU will submit progress report to the Board of Directors, STEVTA accordingly.

(Abdul Wahid Uqaily)
Managing Director

No.AO/STEVTA/2716-34 /09

Karachi, dated 2nd September, 2009

A copy is forwarded for information to:

1. The Principal Secretary to Governor, Sindh Karachi
2. The Principal Secretary to the Chief Minister, Sindh Karachi
3. The Administrative Secretaries (all) in Sindh
4. The Chairman / Member of the Committee
5. The Managing Director, STEVTA, Karachi
6. The Deputy Secretary (Staff) to the Chief Secretary, Sindh, Karachi
7. The P. S. to Secretary (Services) / (GA/C), SGA&CD, Govt. of Sindh, Karachi
8. The PS to the Chairman, STEVTA, Karachi
9. Master File

(Nazir Ahmed Channa)
Administrative Officer

02.9.2009



**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
COORDINATION DEPARTMENT**

NOTIFICATION

NO.SO(C-IV)SGA&CD/4-5-B/2007: In partial modification of Government Sindh's notification of even number dated October 3, 2007, the Board of Sindh Technical Education and Vocational Training (S.TEVTA) is also empowered to under implementation of Benazir Bhutto Shaheed Youth Development Program (BBSYDP) as of TORs.

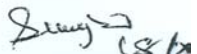
**FAZAL-UR-REHMAN
CHIEF SECRETARY SINDH**

NO.SO(C-IV)SGA&CD/4-5-B/2007:

Karachi, dated the October 18, 2007

A copy is forwarded for information and necessary action to:-

- The Sr. Member Board of Revenue (including Secretary LU/Members)
- The Chairman / Members (all) of the Committee.
- The Secretary to Governor Sindh.
- The Secretary to Chief Minister Sindh.
- Administrative Secretaries (all), Govt. of Sindh, Karachi
- The Additional Secretary (Staff) to Chief Secretary Sindh.
- The P.S. to Secretary (G/A/C), SGA&CD.
- Master file


(Abdul Wajid Khan)
SECTION OFFICER (C-I)

FROM : STEVTA

FAX NO. : 02199213337

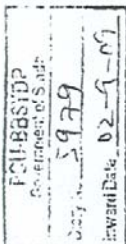
02 Sep. 2009 15:38 P 1

Employment through Skill

Sindh Technical Education & Vocational Training Authority (STEVTA)

9th Floor, Shaheen Complex, M. R. Kiyani Road, Karachi.

Phone No. 02199213337 Fax No. 02199213337

Website: <http://www.stevta.gos.pk>NOTIFICATION

NO.AO/STEVTA/

/09:- In pursuance of the Notification No.SO(C-IV)SCA &CD/4-5-B/2007 dated 18th October, 2008 issued by Services, General Administration & Coordination Department Govt. of Sindh, the Technical Committee of Benazir Bhutto Shaheed Youth Development Program (BBSYDP) is reconstituted. The composition and terms of reference are as under:-

- | | | |
|----|--|--------------------|
| 1. | Dr. Islam Hameed, Member Board, STEVTA | Chairman |
| 2. | Abdul Wahid Uqaily, MD, STEVTA | Member |
| 3. | Special Secretary (B&R) Finance Department | Member |
| 4. | Representative of P&D (Not Below BPS-19) | Member |
| 5. | Dr. Zubair Shaikh (Academia) | Member |
| 6. | Provincial Coordinator, PCU, BBSYDP | Member / Secretary |

Terms of Reference

- i) To provide guidance on technical aspects of the program.
- ii) To review Departmental, TEVTA Institutions and Private Organizations, Proposal for Training (PFT).
- iii) To approve Private Sector training proposals criteria, evaluation, and award of contracts.
- iv) To undertake visits of Training Institutions and Program Monitoring Units of the Departmental, TEVTA Institutions and Private Sector Institutes / Organizations.
- v) To assist Steering Committee BBSYDP in evaluation of periodic monitoring reports of the Program.

(Abdul Wahid Uqaily)
Managing Director

No AO/STEVTA/2702-15 /09

Karachi dated 2nd September, 2009A copy is forwarded for information to:

1. The Principal Secretary to Governor, Sindh Karachi
2. The Principal Secretary to the Chief Minister, Sindh Karachi
3. The Administrative Secretaries (all) in Sindh
4. The Chairman / Member of the Committee
5. The Managing Director, STEVTA, Karachi
6. The Deputy Secretary (Staff) to the Chief Secretary, Sindh, Karachi
7. The PS to the Chairman, STEVTA, Karachi
8. Master File

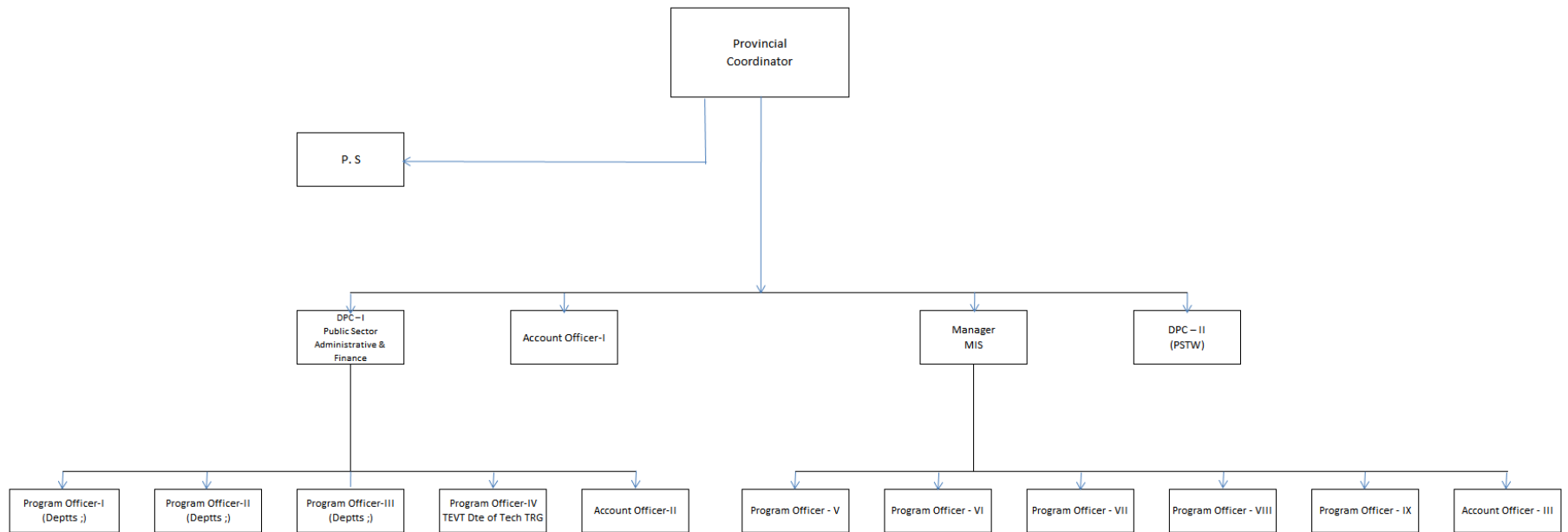
(Nazir Ahmed Channa)
Administrative Officer

02-9-2009

Terms of References of Provincial Coordination Unit

- a. To implement policy, guidance, procedure and leadership etc from Steering Committee-BBSYDP for implementation of program.
- b. To launch training program under BBSYDP through Public and Private Sectors.
- c. To monitor the overall implementation of youth development programs under BBSYDP and maintain an up to date record of all trainings.
- d. To receive, release and disburse funds under BBSYDP to all stakeholders engaged as per approved PFT in training programs through Fund Flow Mechanism approved by BOD and Finance Department.
- e. To facilitate all the departments and TEVTs' institutions in preparation of proposals.
- f. To initiate a centralized media campaign for the program.
- g. To maintain a centralized data pool for Provincial Government.
- h. To coordinate with Program Management Units on implementation, sharing of data and two way transfer of knowledge.
- i. To maintain a website for the Program carrying data about training programs and information on employment opportunities etc.
- j. To conduct surveys of all existing Public / Private Sector training Institutions (viz – TNA and Trainers) and analyze for discrimination.
- k. To arrange and conduct stakeholder's seminars for disseminating the idea and getting a proper buy in.
- l. To prepare and present periodical and annual report for Steering Committee, BBSYDP and the Government of Sindh.

**PROVINCIAL COORDINATION UNIT (PCU)
Benazir Bhutto Shaheed Youth Development Program (BBSYDP)
ORGANIZATION CHART OF**

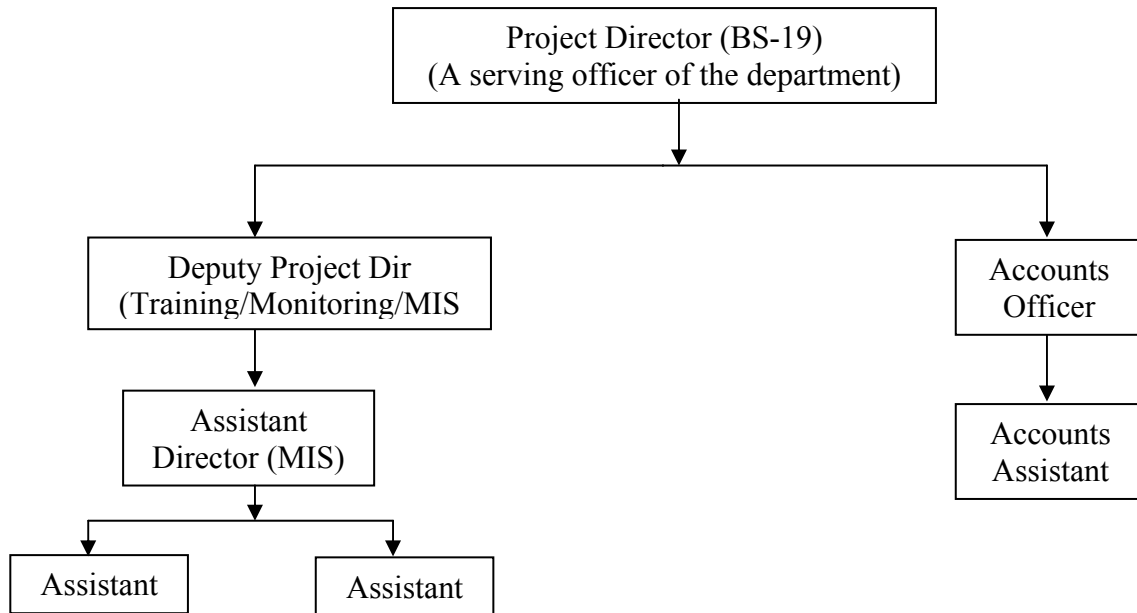


Terms of References of Project Management Unit

1. Based on employment prospects in public and private sector, plan, prepare, implement and monitor the Proposal for Training (PFT) as per program guidelines.
2. To maintain accounts as per NAM and make payments as per program guidelines.
3. To prepare the training institutes as per the proposed training and number of trainees.
4. To invite trainees application as per approved PFT.
5. To conduct test and select trainees. Inform the selected trainees the place, time and date of reporting for training.
6. To maintain a database of trainings, trainees and training institutes.
7. To submit reports to the PCU as required and mentioned in the program guidelines.
8. To maintain program website and provide updated information regarding ongoing activities/ training programs.

BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM

ORGANOGRAM OF PROGRAM MANAGEMENT UNIT



SALARY PACKAGE OF CONTRACTUAL STAFF FOR PMU

Sr. #	Post	Salary Per Month (Rs.)
1	Deputy Project Director	40,000
2	Assistant Project Director	30,000
3	Accounts Officer	30,000
4	Program Assistant	12,000
5	Data Processing Assistant	10,000
6	Driver	8,500
7	Office Boy	6,000
8	Sanitary Workers	6,000

ALLOWANCES FOR REGULAR STAFF OF PMU DRAWN FROM PUBLIC SECTOR

The Other Officers / Officials of PMU on Deputation from Department shall be entitled to Project Allowance at the following rates;

Designation	Allowance PM
Project Director of BPS 18/19	Rs: 30,000/-
Deputy Project Director	Rs: 25,000/-
Head of the Training Institution	Rs: 7,000/-
Officers in BPS – 17	Rs: 20,000/-
Officials BPS 14 – 16	Rs. 5,000/-
Officials BPS 13 and Below	Rs. 3,000/-

- The PMU staff would not be more than 6-7 in case of PFT is for less than 600 trainees
- In case of more than 600 trainees, the PMU staff salary should be within the 5% of the total administrative cost.

FINANCIAL PROCEDURE FOR BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM ACTION PERTAINING TO PCU AND FINANCE DEPARTMENT

1. The Finance Department will release the funds earmarked under BBSYDP and transfer fund to Treasury Office, Karachi.
2. PCU to draw funds from SDA for immediate disbursement as per monthly requirement.
3. PCU to withdraw funds equal to expected one month's expenditure in advance.
4. The PCU will examine RO to be furnished by PMU on quarterly basis and PCU will release the funds on monthly basis.
5. The Finance Department will grant approval for opening of designated Bank Account (DDO Account) in NBP for transaction of funds under BBSYDP when ever request is made by PCU.
6. Board of Directors/Steering Committee, STEVTA is authorized to develop further fund flow mechanism for disbursement to PMUs

ACTION PERTAINING TO PCU AND PMUs.

7. Proposal For Training (PFT) must contain costing sheet on New Accounting Model (NAM) and monthly tranches of funds required. (As per Appendix 20)
8. The PMUs of Departments and TEVT heads under BBSYDP will apply to PCU for opening of designated Accounts (DA) in, preferably online, branch of National Bank of Pakistan.
9. The PO, PMU will ensure that no transaction will be carried out through DDO bank account other than BBSYDP.
10. The concerned DDO shall not use BBSYDP account for any other receipts.
11. In pursuance of Notification No.AO/STEVTA/2735-42/09 dated 2nd September, 2009 and approval of competent forum PCU will issue Administrative Approval (A.A.) of PFT to PMU for implementation of the scheme.
12. The allocation made, based on Administrative Approval, to each PMU will be reflected under the main head of training partner's account and debited from BBSYDP Fund.

13. The PD of PMU and an officer designated by Secretary will be the joint signatories of a cheque to draw money from DA.
14. The PMU will maintain all registers, ledgers and record of payments in accordance with Sindh Financial Rules and as prescribed by PCU from time to time. The PMU will be responsible to get the accounts audited by the concerned quarter.
15. PMU will submit the head wise requirement on quarterly basis based on the approved tranche in PFT.
16. PCU will release funds on monthly basis to PMU.
17. The funds will be transferred to DDO of PMU from SDA Account by way of issuing cheque as per monthly requirements and after justification of utilization of previous releases through monthly/cumulative expenditure statement, cheque wise details of payment, bank statement and Bank Reconciliation Statement.
18. PMU may utilize the fund as per approved parameters/ limits. The disbursement report of expenditure incurred up to 21st of current month will be submitted to PCU by 25th of the month.
19. The expenditure shall be evaluated by PCU and either admitted or objected. In case of objection it will be communicated to PMU for rectification as per FM-III.
20. The admitted expenditure shall be posted in the accounts ledgers and FMIS of the respective PMU.
21. The PCU shall only release the amount of next tranche by withholding the expenditures objected till the rectification is submitted.
22. The PCU will release the amount to be incurred on stipend and dislocation allowance initially for one month.
23. In the following month PMU will submit demand for release of stipend and dislocation allowance for next month, by 5th. The demand will be supported by:
 - i. Complete list of trainees joined.
 - ii. List of trainees displaced from their districts.
 - iii. Monthly attendance (hard and soft copies to be sent to PCU).
24. The PCU shall evaluate the demand of stipend and dislocation allowance as per program guidelines. In case of objection same will be communicated to PMU, within one day of receipt of demand for rectification and resubmission to PCU within next 24 hours.
25. The PCU will post the payment of stipend and dislocation allowance to the ledgers of the respective department PMUs.

26. The PMU will submit demand for release of PMU cost category wise and expenditure as per PPRA rules. The pay and allowances as the case shall be released subject to provision of all reports/returns to PCU.
27. The PMU will submit Monthly Expenditure Statement (FM-V a/b) on prescribed format by 5th of every month (having object wise details as per NAM). It will also include bank statement of the reporting month.

Benazir Bhutto Shaheed Youth Development Program
PMU _____ Department
Requisition for Quarterly Release (_____ Quarter)

Title of Account(s)		Approved Cost as per PFT	Released Amount	Total Expenditure	Balance Funds Available	Requisition of Funds for the Current Quarter
A Expenditure						
A01	Employee Related Expenses					
	A011	Pay of Officers (A01101-50)				
	A01101	Basic Pay				
	A01105	Qualification Pay				
	A01106	Pay of contract Officers				
	A01150	Others(Pay of Officers)				
		Pay of other staff (A01151-99)				
	A01151	Basic Pay				
	A01156	Pay of Contract Staff				
	A01170	Others(Pay of Staff)				
	A012	Regular Allowances (A01201-70)				
	A01201	Senior post Allowance				
	A01202	House Rent Allowance				
	A01203	Conveyance Allowance				
	A01205	Dearness Allowance				
	A01209	Special Additional Allowance				
	A01217	Medical allowance				
	A01224	Entertainment allowance				
	A01226	Computer allowance				
	A01227	Project allowance/Head Quarter All:				
	A01228	Orderly allowance				
	A01236	Deputation allowance				
	A01244	Adhoc relief Allowance				
		Adhoc Relief-2009				
	A01262	Special Relief Allowance				
	A01270	Other (Integrated Allowance etc.)				
		Other Allowances (Excluding TA) (A01271-99)				
	A01271	Overtime allowance(For Drivers & Dispatch Riders)				
	A01274	Medical charges				
	A01277	Contingent paid staff				
A03	Operating Expenses					
	A032	Communications				
	A03201	Postage & Telegraph				
	A03202	Telephone and Trunk Call				
	A03205	Courier and pilot service				
	A033	Utilities				
	A03302	Water				
	A03303	Electricity				
	A03370	Others(Utilities)				
	A034	Occupancy Costs				
	A03402	Rent for Office Building				

Title of Account(s)				Approved Cost as per PFT	Released Amount	Total Expenditure	Balance Funds Available	Requisition of Funds for the Current Quarter
	A038	Travel & Transportation Govt. Servants (A03801-20)						
		A03805	Travelling allowance					
		A03807	P.O.L Charges, (Staff Cars & Motor Cycles)					
		Other than Govt. Servants (A03821-40)						
		A03821	Training-Domestic					
	A039	General						
		A03901	Stationery					
		A03902	Printing and publication					
		A03905	Newspapers periodicals and books					
		A03906	Uniforms and protective clothing					
		A03907	Advertising & Publicity					
		A03919	Payments to other for service rendered					
		A03959	Stipend, Incentives, Awards and Allied Expenditure					
		A03970	Others					
A06	Transfers							
	A063	Entertainment & Gifts						
		A06301	Entertainment and Gifts					
A09	Physical Assets							
	A091	A09105	Transport					
		A09106	Plant & Machinery					
		A09107	Furniture & Fixture					
	A092	Computer Equipment						
		A09201	Hardware (Purchase)					
A13	Repairs & Maintenance							
	A130	A13001	Transport					
	A131	A13101	Machinery & Equipment					
	A132	A13201	Furniture & Fixture					
		Total						

**Provincial Coordination Unit
Benazir Bhutto Shaheed Youth Development Program**

Release Order for the month of _____ in respect of PMU _____ Department

Title of Accounts		Previous Release(s)	Current Release	Total Amount Released
A Expenditure				
A01	Employee Related Expenses			
	A011	Pay of Officers (A01101-50)		
	A01101	Basic Pay		
	A01105	Qualification Pay		
	A01106	Pay of contract Officers		
	A01150	Others(Pay of Officers)		
		Pay of other staff (A01151-99)		
	A01151	Basic Pay		
	A01156	Pay of Contract Staff		
	A01170	Others(Pay of Staff)		
	A012	Regular Allowances (A01201-70)		
	A01201	Senior post Allowance		
	A01202	House Rent Allowance		
	A01203	Conveyance Allowance		
	A01205	Dearness Allowance		
	A01209	Special Additional Allowance		
	A01217	Medical allowance		
	A01224	Entertainment allowance		
	A01226	Computer allowance		
	A01227	Project allowance/Head Quarter All:		
	A01228	Orderly allowance		
	A01236	Deputation allowance		
	A01244	Adhoc relief Allowance		
		Adhoc Relief-2009		
	A01262	Special Relief Allowance		
	A01270	Other (Integrated Allowance etc.)		
		Other Allowances (Excluding TA) (A01271-99)		
	A01271	Overtime allowance(For Drivers & Dispatch Riders)		
	A01274	Medical charges		
	A01277	Contingent paid staff		
A03	Operating Expenses			
	A032	Communications		
	A03201	Postage & Telegraph		
	A03202	Telephone and Trunk Call		
	A03205	Courier and pilot service		
	A033	Utilities		
	A03302	Water		
	A03303	Electricity		
	A03370	Others(Utilities)		
	A034	Occupancy Costs		
	A03402	Rent for Office Building		

Title of Accounts			Previous Release(s)	Current Release	Total Amount Released
A038	Travel & Transportation Govt. Servants (A03801-20)				
	A03805	Travelling allowance			
	A03807	P.O.L Carges, (Staff Cars & Motor Cycles)			
	Other than Govt. Servants (A03821-40)				
	A03821	Training-Domestic			
A039	General				
	A03901	Stationery			
	A03902	Printing and publication			
	A03905	Newspapers periodicals and books			
	A03906	Uniforms and protective clothing			
	A03907	Advertising & Publicity			
	A03919	Payments to other for service rendered			
	A03959	Stipend, Incentives, Awards and Allied Expenditure			
	A03970	Others			
A06	Transfers				
	A063	Entertainment & Gifts			
	A06301	Entertainment and Gits			
A09	Physical Assets				
	A091	A09105 Transport			
	A09106	Plant & Machinery			
	A09107	Furniture & Fixture			
	A092	Computer Equipment			
	A09201	Hardware (Purchase)			
A13	Repairs & Maintenance				
	A130	A13001 Transport			
	A131	A13101 Machinery & Equipment			
	A132	A13201 Furniture & Fixture			
Total					

To,

The Project Director
Project Monitoring Unit (PMU)
Benazir Bhutto Shaheed Youth Development Program
_____ Dept.

Subject: CONVEY OF OBJECTIONS FOR RECTIFICATION

Following objections on your demand submitted vide letter No: _____
Dated _____ are conveyed:

	Title of Account	Amount	Objections

You are requested to justify the above mentioned objections and furnish rectified statement to this office for necessary action.

Accounts Officer

To,

The Project Director
 Project Monitoring Unit (PMU)
 Benazir Bhutto Shaheed Youth Development Program
 _____ Dept.

Subject: Communication of Monthly Expenditure till 21st of _____, 2009.

In pursuance of release order bearing No: _____ dated _____ following expenditure incurred in respect of training under BBSYDP shown head wise.

Sr. #	Account Title as per NAM	Expenditure
1		Rs.....
2		
3		
4		
5		
6		
	Total Expenditure	

Enclosed:

- (i) Attendance sheet of trainees
- (ii) Bank statement
- (iii) Invoice of training Institutes (Wherever applicable)

PD, PMU

Benazir Bhutto Shaheed Youth Development Program
PMU _____ Department
Statement of Expenditure (Salary Expenses) for the month of _____

Sr. #	Name of Officers / Officials	Pay of Officers	Pay of Staff	House Rent Allow	Convy Allow	Dearness Allow.	Special Add. Allow.	Medical Allow.	Senior Post Allow.	Entt. Allow	Adhoc Relief Allow.	Adhoc Relief 2009	Special Releif Allow.	Other Allow.	Gross Salary	Contg . Staff Salary	Medical Reimbur sment	Total Deduct ions	Net Salary	Che que #	Date
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
Total																					

Enclosed: Transfer / Posting Order and LPC of Recently Posted Officer / Officials

Benazir Bhutto Shaheed Youth Development Program
PMU _____ Department
Statement of Expenditure for the month of _____

Title of Accounts	Approved Cost as per PFT for 2009-10	Released Amount upto _____	Expenditure of Current Month	Cumulative Expdt.	Balance against		Expenditure (%)	
					Approved Cost of PFT	Released Amount	Against Approved Cost of PFT	Against Released Amount
A Expenditure								
A01 Employee Related Expenses								
A011	Pay of Officers (A01101-50)							
	A01101	Basic Pay						
	A01105	Qualification Pay						
	A01106	Pay of contract Officers						
	A01150	Others(Pay of Officers)						
	Pay of other staff (A01151-99)							
	A01151	Basic Pay						
	A01156	Pay of Contract Staff						
	A01170	Others(Pay of Staff)						
A012	Regular Allowances (A01201-70)							
	A01201	Senior post Allowance						
	A01202	House Rent Allowance						
	A01203	Conveyance Allowance						
	A01205	Dearness Allowance						
	A01209	Special Additional Allowance						
	A01217	Medical allowance						
	A01224	Entertainment allowance						
	A01226	Computer allowance						
	A01227	Project allowance/Head Quarter All:						
	A01228	Orderly allowance						
	A01236	Deputation allowance						
	A01244	Adhoc relief Allowance						
		Adhoc Relief-2009						
	A01262	Special Relief Allowance						
	A01270	Other (Integrated Allowance etc.)						

Title of Accounts		Approved Cost as per PFT for 2009-10	Released Amount upto _____	Expenditure of Current Month	Cumulative Expdt.	Balance against		Expenditure (%)	
		Other Allowances (Excluding TA) (A01271-99)							
	A01271	Overtime allowance(For Drivers & Dispatch Riders)							
	A01274	Medical charges							
	A01277	Contingent paid staff							
A03	Operating Expenses								
	A032	Communications							
	A03201	Postage & Telegraph							
	A03202	Telephone and Trunk Call							
	A03205	Courier and pilot service							
	A033	Utilities							
	A03302	Water							
	A03303	Electricity							
	A03370	Others(Utilities)							
	A034	Occupancy Costs							
	A03402	Rent for Office Building							
	A038	Travel & Transportation Govt. Servants (A03801-20)							
	A03805	Travelling allowance							
	A03807	P.O.L Carges, (Staff Cars & Motor Cycles)							
		Other than Govt. Servants (A03821-40)							
	A03821	Training-Domestic							
A039	General								
	A03901	Stationery							
	A03902	Printing and publication							
	A03905	Newspapers periodicals and books							
	A03906	Uniforms and protective clothing							
	A03907	Advertising & Publicity							
	A03919	Payments to other for service rendered							
	A03959	Stipend, Incentives, Awards and Allied Expenditure							
	A03970	Others							

Title of Accounts				Approved Cost as per PFT for 2009-10	Released Amount upto _____	Expenditure of Current Month	Cumulative Expdt.	Balance against		Expenditure (%)
A06	Transfers									
	A063	Entertainment & Gifts								
		A06301	Entertainment and Gifts							
A09	Physical Assets									
	A091	A09105	Transport							
		A09106	Plant & Machinery							
		A09107	Furniture & Fixture							
	A092	Computer Equipment								
		A09201	Hardware (Purchase)							
A13	Repairs & Maintenance									
	A130	A13001	Transport							
	A131	A13101	Machinery & Equipment							
	A132	A13201	Furniture & Fixture							
Total										

- Enclosed: (1) Bank Statement along with Bank Reconciliation Statement
(2) Statement showing cheque wise payment for exceeding Rs. 5000/- in each case
(3) Copy of paid invoices along with supporting documents in case of payment exceeding Rs.100,000/- in each case

STEVTA

FAX NO. : 02199213337

02 Sep. 2009 10:31 P.M.

Employment through Skill

Sindh Technical Education & Vocational Training Authority (STEVT A)

9th Floor, Shaheen Complex, M. R. Kiyani Road, Karachi
Phone No. 99213331-6 Fax No. 99213337
Website: <http://www.stevta.gos.pk>

NOTIFICATION

NO.AO/STEVT A /09:- In pursuance of the Notification No.SO(C-IV)SGA &CD/4-5-B/2007 dated 18th October, 2008 issued by Services, General Administration & Coordination Department Govt. of Sindh and subsection (a) of section 7 of Sindh Technical Education and Vocational Training Authority Ordinance, 2007 following procedure will be adopted for approval of schemes under BBSYDP.

- i) Administrative Departments, TEVT's Institutions through Directors or Regional Heads and Provincial Coordination Unit (PCU), BBSYDP will submit their respective schemes under BBSYDP to PCU.
- ii) The PCU will submit the scheme with its suggestions / comments to the Technical Committee, BBSYDP for consideration and evaluation.
- iii) The Technical Committee after consideration and evaluation of proposal of scheme will frame up recommendations, if required.
- iv) The PCU will prepare minutes of the meeting of Technical Committee and after approval of the Chairman of Committee same will be communicated to the concerned quarter.
- v) In case the Technical Committee suggest any changes or recommendations to be made in scheme, respective A. D. TEVT's Institutions or PCU will make amendment in the scheme accordingly and will submit 5 copies of the scheme to PCU.
- vi) The PCU will submit scheme alongwith minutes of meeting of Technical Committee to the Steering Committee BBSYDP for consideration and approval.
- vii) After approval of scheme by the Steering Committee BBSYDP, the PCU will issue Administrative Approval (AA) to the concerned quarter for implementation of the scheme.
- viii) In case any stakeholder desires to make some changes in the scheme, already approved by the Steering Committee BBSYDP, the concerned quarter will submit revised scheme to PCU. It will be submitted to the Technical Committee for consideration if any, will be submitted to the Steering Committee BBSYDP for approval. After such approval, the PCU will communicate the approval to the concerned quarter and amend "AA" accordingly.

(Abdul Wahid Uqaily)
Managing Director

No.AO/STEVT A/2735-42 /09

Karachi, dated 2nd September, 2009A copy is forwarded for information to:

1. The Principal Secretary to Governor Sindh Karachi.
2. The Principal Secretary to the Chief Minister Sindh Karachi.
3. The Administrative Secretaries (all) in Sindh.
4. The Chairman / Member of the Committee.
5. The Deputy Secretary (Staff) to the Chief Secretary, Sindh, Karachi.
6. The P. S. to Secretary (Services) / (G.V.C), SGA&CD, Govt. of Sindh, Karachi.
7. The PS to the Chairman, STEVTA, Karachi.
8. Master File.

(Nazir Ahmed Channa)
Administrative Officer 02.9.2009



**Benazir Bhutto Shaheed
Youth Development Program**



PROGRAM MONITORING REPORT
(To be filled in by Monitoring Officers)

Name of Department: _____ Date of visit: _____

Name & Address of Institution/Facility: -----

Name & address of Facility Incharge: _____

Trade/Training Wise Information

S.No	Name of Trades Imparted	No of Tutors	No: of Tutors present	No. of Trainees selected	Trainees present	Training Manual Status (Available/Not Available)	Training Facilities/ Equipments
1	2	3	4	5	6	7	8

Remarks: -----

Signature of Monitoring Officer
charge

Signature of PD/Institute In
On behalf of PMU-BBSYDP



**Benazir Bhutto Shaheed Youth Development Program
POST TRAINING FEEDBACK FORM**



Dated: - -

1. Basic Information

- a. Name of Trainee:
- b. Father's Name:
- c. Trainee's CNIC:
- d. Trainee's Reg. No:
- e. Name of Training Course:
- f. Course Code:
- g. Duration of Training:
- h. Address:
- i. District / City:
- j. Phone No:
- k. Fax No:
- l. Cell No:
- m. E-mail:

2. Have you acquired a job? Yes No (if yes please mention the following)

- a. Name of Company:
- b. Place of Posting:
- c. Pay Package:
 - i. Basic Pay:
 - ii. Allowances:
- d. Fringe Benefits:
- e. Company Contact Person Name:
- Company Contact Person Cell No:

3. Has the training helped you in acquisition of job? Yes No

How: Briefly _____

4. Has the training helped you in starting your own business? Yes No

How: Briefly _____

5. Suggestion to Improve Training:

Briefly _____

Signature: _____

Page 1



Benazir Bhutto Shaheed **Youth Development Program**

BASELINE REPORT

(to be filled in by Institute)

Concept:

The concept of baseline report should be in terms of available physical infra-structure and capacity (Building & its conditions available facilities, Nos. of Persons to be trained, and availability of H. R. & Material Resource).

Project Title: _____ Reporting Period: _____

Prepared by (Designation): _____ Date of submission: _____

Facility Wise Information of Training Institutes

Name of Institute: _____ ID: _____ District: _____

Institute Information		Training Aids (available at the center)					Miscellaneous			Trainer/Instructor	
No of Courses offered*	Capacity of Training Institute (No of Trainees/Batch)	1	2	3	4	5	Drinking Water	Building Condition	Hostel Availability	Sanctioned	Working

Please attach list of courses on separate sheet as per above format.

Institute Wise Information

No. of Sanctioned Staff: _____

No. of Physically Working Staff: _____

Name Of Principal / Head (CAPS):			
Residential Address:	Ph:	Cell:	Email:
Name of Master Trainer		Subject	Status
1.			
2.			
3.			

(please attach a separate list in case of exceeding nos)



Benazir Bhutto Shaheed **Youth Development Program**

INCEPTION REPORT

(to be filled in by PMU)

Concept:

This report should focus on the training venues, duration commencement and completion date. The department will summarize venue wise approved training programs showing date of approval.

Project Title: _____ *Reporting Period:*

Prepared by (Designation): _____ *Date of Submission:*

Detail of Project Activities:

Sr. #	Name of Trade and ID	Duration of course	Name of Institute and ID	Prescribed Qualification for Trade	Date of Start	Trainees		Trainers Available	Trainers Required	Remarks
						Selected	Joined			
1	2	2	3	4	5	6	7	8	9	10
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

(Please attach a separate list in case of exceeding nos)



Benazir Bhutto Shaheed ***Youth Development Program***

MONTHLY PROGRESS REPORT (INSTITUTE)

(To be compiled by PMU for PCU)

Project Title: _____ Reporting Month: _____

Prepared by: _____ Date of Submission of Form: _____

Name of Institute: _____ Institute ID: _____

Monthly Progress report from Institute

Sr. No	Name of Course	Duration of course	Lecture/ Practical		Trainer/ Instructor		Expenditure Statement			Remarks
			Scheduled	Conducted	Required	Available	Stipend	Training cost	Admn	
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

COURSE COMPLETION REPORT

1. Project Title: _____
2. Prepared By: _____
3. Date of Submission of Report: _____
4. Course Name: _____
5. Course ID: _____
6. Duration: from _____ to _____
7. Shift: (Morning/Evening)
8. Total trainees allocated: _____
9. Total trainees joined: _____
10. Total trainees Dropout: _____
11. Total trainees Graduated: _____
12. Problems:

13. List of Graduated Trainees with CNIC and Contact Nos.

Government of Sindh
PCU-BBSYDP Implementation under STEVTA

Instruction to Fill-in Project Completion Report

From PC-IV

Revised 2005

To be furnished immediately after completion of Project regardless of whether or not the accounts of the Project have been closed.

1. **Name of the Project:**

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2. **Implementation period:**

Commencement

Completion

a) **As per PFT:**

b) **As per actual:**

3. **Capital cost:
Million Rs.**

Planned

Actual

4. **PFT phasing/allocations, releases & expenditure: (Million Rs)**

Year	Phasing as per PFT	Allocations	Releases	Expenditure
Total :-				

5. **Trade-wise Trainees Targets and Achievements:**

S. No	Trade	PFT Estimates	Actual Achievements

6. **Planned & Actual Expenditure: (Million Rs)**

Sr. No	Trade	Budget PFT	Actual Expenditure

7. **Quantifiable Benefits of the Project:**

- a) Financial :-
- b) Economic :-
- c) Social :-
- d) Employment Generated :-

8. **Financial / Economic Results Based on Actual Cost:**

- a) **Financial / Economic**

9. Whether the Project has been implemented as per approved scope of the project. If not provide details justification of variation.

10. **Impact of the Project on Target Group:**

11. **Lessons Learned In:**

12. **Suggestions for Planning & Implementation of similar Projects:**

