

**F. No. FM-11/32/2021-FME**

भारत सरकार  
खाद्य प्रसंस्करण उद्योग मंत्रालय  
पंचशील भवन, अगस्त क्रांति मार्ग  
नई दिल्ली-110049

Dated: 20<sup>th</sup> January, 2022

**OFFICE MEMORANDUM**

**Subject: Revised Guidelines for Capacity Building Component under PMFME Scheme**

The undersigned is directed to enclose herewith a copy of the revised Guidelines for Capacity Building Component under PMFME Scheme for information and necessary action

This has the approval of the Competent Authority.

Encl. As above



**(Surendra Singh)**  
Deputy Industrial Adviser

**To:**

All States/UTs

All Private Training Partners empaneled under PMKVY, FSSAI and NSDC

**Copy to:**

1. PSO to Secretary, FPI/Sr.PPS to AS, FPI/PS to JS (AS)/ DS(RS)
2. VC, NIFTEM, Kundli / Director, NIFTEM, Thanjavur

**Revised Guidelines for Training Activities under Capacity Building Component<sup>1</sup>**

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<sup>1</sup> The Revised Guidelines for training activities amends the earlier guidelines issued vide OM dated 19.11.2020 and 03.11.2020. Cost Norms indicated at Annexure 4A and 4B are not applicable for private agencies. For such Agencies undertaking training activities separate guidelines have been issued dated 19.01.2022.

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## **1 Background**

1.1 Capacity building is an important component of PMFME Scheme. Capacity development under the Scheme encompasses a whole range of activities designed to empower institutions, individuals and groups. Training is one of the important set of activities undertaken under the CB component. Under the Scheme, it is envisaged to provide training to Trainers (Master Trainers, District Level Trainers), District Resource Persons, food processing entrepreneurs, various groups (SHGs/ FPOs/ Cooperatives), workers and other stake holders connected with the implementation of the scheme such as government officials, project officials etc.

## **2 Target Group**

2.1 The training for the following categories of persons would be provided under capacity building component of the scheme:

- i. Individual micro-food processing entrepreneurs both new and existing food processing entrepreneurs under the PMFME scheme
- ii. Members of SHGs/ FPOs/ Cooperatives engaged in food processing activities
- iii. Workers of micro-food processing enterprises

## **3 Modes of Delivery**

3.1 The training would be delivered by following modes

- i. Classroom Lecture & Demonstration
- ii. Online Live Classes <sup>2</sup>
- iii. Self-Paced Online Learning

## **4 Training Process**

4.1 There shall be three stage training process. Master Trainers (MT) will be imparted training by the NIFTEM and the Sector Specific National Institutes. There shall be two sets of MTs viz. for EDP and Domain specific.

4.2 District Level Trainers (DLT) and District Resource Persons (DRP) will be trained by the Master Trainers. There shall be two sets of Trainers viz. for EDP and Domain specific. SNA will organize training of the DRP and DLT through their State Level Technical Institutes (SLTI).

4.3 Beneficiaries at the district level will be imparted training by the DLTs. There will be separate trainers for EDP and Product trainings. The SNA shall identify the Training Partners viz. Government and/ or Private Agencies for undertaking training of the trainees at the district level.

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<sup>2</sup> Online Classes including cisco WebEx, Microsoft teams, google meet etc.

## 5 Training of Trainers

### 5.1 Master Trainers (MT)

5.1.1 NIFTEM will organize online training of the Master Trainers. The Nodal Agency of each States/ UTs would nominate Master Trainers (MT) for training by NIFTEM<sup>3</sup> and the Sector Specific National Institutes<sup>4</sup>.

5.1.2 There would be two categories of training to the MTs viz. EDP and Product specific training.

5.1.3 Each of the SNAs would nominate one Master Trainers, (Plus one Stand by) for EDP training and One Master Trainers, (Plus one Stand by) for Domain<sup>5</sup> related to ODOP of the concerned state.

5.1.4 Details of the type of training, duration and cost of training and qualification of Master Trainers are given in **Annexure-1 & 1A**.

### 5.2 District Level Trainers (DLT)

5.2.1 For district level training, the SNA/ SLTI would nominate one DLT (Plus one Stand by), for EDP, and one DLT (Plus one Stand by), for each ODOP of the concerned state. The training would be imparted through “on line” mode or physical mode, as decided by the SNA/ SLTI.

5.2.2 Details of the type of training, duration, cost of training to be organized by the SLTI and qualification of the DLTs are given in **Annexure-2 and 2A**.

5.2.3 For Products, primarily other than Fruit & Vegetable Products), online training would be provided by product specific national institutions, State Level technical institutions or any other Agencies nominated by the State governments based on prescribed training modules.

5.2.4 Details of the duration and cost of training to be imparted by Product Specific National Institutions are given in **Annexure- 2B**.

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<sup>3</sup> NIFTEM will include both the Kundli and Thanjavur (erstwhile IIFPT) constituents.

<sup>4</sup> Sector Specific National Institutes viz. CFTRI, ICAR-CSIR, NDRI, NRCM etc

<sup>5</sup> Domain training means the training on manufacturing and other related topics of specific food product groups. Major domains are Fruits & vegetables, Meat & Poultry, Spices & Plantation Crops, Grain Processing, Bakery & Confectionery, Milk & Dairy, Minor Forest Produce, Fish & Marine and Fats & Oil seed.

### 5.3 District Resource Person (DRP)

5.3.1 The Scheme envisages engaging of District Resources Persons (DRPs) at the district level for providing hand-holding support to the micro food processing entrepreneurs and facilitating their training. To effectively carryout their duties, DRPs would be imparted training by the Master Trainers on EDP, Domain specific training, scheme provisions and MIS.

5.3.2 The training of the DRP will be organized by the SNA/ SLTI. Details of the type of training, duration, cost of training and qualification of the DRPs are given in **Annexure-3**.

## 6 Categorization of Trainees

6.1 The PMFME scheme is being implemented with ODOP theme under which district specific product has been selected for intensive support to the entrepreneurs. Under the scheme, entrepreneurs with existing units manufacturing other food products (non-ODOP for the district) are also extended credit linked Grant.

6.2 Therefore, in terms of training, for a particular district, the entrepreneurs could be either ODOP trainees or non-ODOP trainees. For the state as a whole, apart from EDP training, a number of product specific training (Domain Training) would be imparted.

6.3 All Applicants approved for availing credit linked grant under the Scheme (i.e., Beneficiaries Category 1) are required to undergo training.

6.4 Existing entrepreneurs running food processing units not availing grants under the scheme and workers of food processing enterprises could avail training. This group of trainees are as categorized as Beneficiaries Category 2.

6.5 Trainee Beneficiaries (Category 1 and 2) could be individuals or Groups (SHG/FPO/ Cooperatives).

6.6 Beneficiaries Category 2 includes applicant not able to avail credit linked grant under the Scheme. Such beneficiary's category 2 are groups includes existing micro food processing entrepreneurs and workers of food processing enterprises only. They can avail training in case they so desire.

6.7 Trainee Beneficiaries (Category 1 and 2) could be individuals or Groups (SHG/FPO/ Cooperatives).

## 7 Training Agencies

7.1 NIFTEM<sup>6</sup> would organize EDP and Sector specific Domain training to MTs on online mode. Sector Specific National Institute would be enlisted for Domain training. Training of District Level Trainers and District Resource Persons would be conducted by

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<sup>6</sup> EDP Training by NIFTEM, Kundli and Sector Specific Domain Training by NIFTEM, Thanjavur (Formerly, IIFPT)

SNA/ SLTI through Online/ Offline mode.

7.2 RSETI & RUDSETI under the aegis of Ministry of Rural Development, GOI with the network of training centers could be utilized for imparting training at the district level.

7.3 Training institutes of the State/ UT Govts., NGOs, autonomous and private training institutes/ agencies<sup>7</sup> located at the State/district level could be designated by the SNA/ SLTI for imparting training.

7.4 The SNA/ District Level Committee shall identify the Training Agencies viz. Government Agencies or Government empaneled agencies for undertaking training of the trainees at the district level.

7.5 District level training would be delivered by utilizing the existing classroom training facilities available/ mobilized by the Training Agency. The SNA/ SLTI or the Designated Training Agency would also identify the manufacturing units having such equipment for the practical sessions.

7.6 EDP and Product Specific training will be conducted by the existing District Level Trainer. If required, Product specific DLT could be hired from other districts. If such DLTs in other districts are not available, Master Trainers can be utilized for the same purpose.

## **8 Training of Beneficiary at the District Level**

### **8.1 Beneficiaries: Category 1**

8.1.1 A total 50 hours of training will be imparted to beneficiaries selected under the PMFME Scheme.

8.1.2 All the beneficiary trainees would be imparted class room training on EDP and Product Training. In addition, they would be imparted demonstration on food processing machinery.

8.1.3 Class room training would include audio-visual aid, both offline & online. The list of equipment to be utilized during practical sessions is indicated in the Capacity Building Hand Book. Link: <https://pmfme.mofpi.gov.in/pmfme/#>

8.1.4 The training hours, mode of training and cost of training is given in **Annexure-4 and 4A**.

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<sup>7</sup> For details about the mode of engaging the private agencies, cost structure and process of releasing funds, please refer to the relevant guidelines dated 19.01.2022.

## 8.2 Beneficiaries: Category 2

8.2.1 A total 24 hours of class room training on EDP and Product Training will be imparted to these trainees.

8.2.2 The details of training hours, mode of training and cost of training is given in **Annexure-4 and 4B.**

## 8.3 Training Portal & MIS

8.3.1 The entire process of training of MTs, Trainers and trainees shall be through a web-based portal. Creation of Batch for training, Approval of batch, record for documents and pictures, raising bill and payments, UCs etc. shall be submitted and processed online.

8.3.2 The portal will sort and filter trainees in terms of batch, product, district, state wise, and forward the same to the concerned SNAs, on real-time basis, to avoid paperwork & possible delay in approval process.

8.3.3 All SNAs, Training Agencies and MoFPI will be enrolled and given access to the Portal to facilitate online work and monitoring on real time basis.

8.3.4 The SNA/SLTI shall prepare the batch for training out of applicants registered in the PMFME portal. The Designated Training Agencies shall also prepare the batch, out of the applicants registered in the PMFME portal and/or those registered in the PMFME Training Portal and seek concurrence of SNA before undertaking the training.

## 9 Minimum permissible cost of Training

9.1 The cost of training is based on minimum participation of 20 trainees (MSDE framework) and maximum participation of 30 trainees in each batch. The fee to be paid to training organization would be based on the aforesaid size of the batch.

## 10 Assessment of Training:

10.1 Formal assessment of the training of Master Trainer, District Level Trainers and District Resource Person would be undertaken by FICSI & Certificate of Training would be issued to qualified trainees. The assessment would be evidence based and could be done in either of two modes Online or Offline and in regional language as decided by SNA. The cost of assessment is @ Rs. 900 per trainee.

10.2 The Training coordinator, SLTI / District Nodal Officer along with DRP shall visit the training programme and certify the attendance of the trainees. They shall visit at least at the day of commencement and conclusion of the training programme.

10.3 They will be paid TA/ DA as applicable in the state concerned and an honorarium

of Rs 1000 per batch of assessment. The training assessor may seek assistance of the DRP. In such case, DRP will also be entitled for honorarium.

10.4 The Training coordinator, SLTI / District Nodal Officer along with DRP shall upload the assessment report on the portal on the day of visit to the training site.

## **11 Certificate of Participation**

11.1 The certificate of qualified MT, DLT and DRP would be issued online by FICSI. The certificate would carry logo of MoFPI and PM FME Scheme on it.

11.2 The certificate of participation for training of beneficiary's would be automatically generated by the PMFME training portal upon uploading the assessment report.

## **12 Payment to Training Agencies:**

12.1 SNA shall make advance payment of 100% of the Training cost to the SLTI or the Designated Government Agencies for undertaking the training programme on creation and approval of batch.

12.2 Such payment shall be made at least a week before the commencement of the training programme. On the conclusion of the training programme, the Beneficiary payout, as applicable, will be disbursed through DBT by SNA/ SLTI.

12.3 Format for claiming of advance payment for training related activities to be submitted as per **Annexure 5**

12.4 The SLTI or the Designated Agency undertaking training shall submit the following documents, online, to SNA within 30 days of the conclusion of the training session:

- i. A brief report on the program conducted including participation of the trainees
- ii. Soft copies of the photographs of the programme
- iii. A statement showing actual expenditure incurred in conducting the training program
- iv. Utilization Certificate in the proforma prescribed as per General Financial Rules

12.5 SNA shall settle the account within 15 days of receipt of complete document.

12.6 On non-submission of utilization certificate for the disbursed funds, the advance payment for conducting subsequent training would not be considered.

## **13 Syllabus for the training**

13.1 The syllabus and course content will be finalized by NIFTEM for all categories of training will be developed by NIFTEM and reviewed by the Expert Committee for adoption as envisaged in the guidelines.

13.2 The training will follow the approved syllabus as per the Capacity Building Hand Book Link: <https://pmfme.mofpi.gov.in/pmfme/#>

13.3 NIFTEM shall review the syllabus and course content for updating to bring in the latest development in the sector.

## **14 Training Material & Modules**

14.1 NIFTEM will develop the training materials consisting of trainer's guide, participant handbook, multimedia tutorials- audio & videos, Power Point Presentations, bankable DPR, etc. MoFPI will come out with the rates, from time to time, as applicable for outsourcing services for preparation of training materials under the capacity building component.

14.2 The content will be reviewed by the resource persons empaneled by the Expert Committee. The honorarium to be paid to the resource persons for review of the content are given in Annexure 8.

14.3 The SNAs/ SLTI will adopt the training material for training with suitable modifications, wherever necessary, and their translation in the local language. SNAs/ SLTI would also supplement the base material prepared by NIFTEM depending upon the state specific requirement.

14.4 The SNA may also undertake preparation of training module based on State/UT/ region specific requirements.

14.5 NIFTEM would engage professional agencies, through open/ limited tender, for preparation of comprehensive & specific learning Modules for online training of different stake holders viz. entrepreneurs, Trainers, DRPs.

14.6 The current cost norms are given in **Annexure-6**

## **15 Expert Committee**

15.1 An Expert Committee has been constituted with representatives from NIFTEM, CFTRI and FICSI to review curriculum, course content prepared by NIFTEM and training materials developed under the capacity building component. Experts from other relevant fields viz. online training etc. could be coopted, to share their expertise, as and when required.

## **16 Translation of the Training Modules**

16.1 NIFTEM will translate the developed training modules viz. participant handbook multimedia tutorials- audio & videos, PowerPoint Presentations, bankable DPR, etc to cater to the needs of different states. However, it shall be the primary responsibility of the SNA of the concerned States/ UTs to undertake translation work of the training material developed by NIFTEM. The content will be reviewed by the resource persons empaneled by the Expert Committee. The honorarium to be paid to the resource persons for review of the content are given in **Annexure 7**.

## **17 Role of Ministry & NPMU**

17.1 Monitoring the capacity building components including training activities of National Institutes, SLTI/ Other Designated Training Agency and SNAs

17.2 Formation of Expert Committee to approve curriculum course content and training materials prepared under the capacity building component.

17.3 NPMU to coordinate with the National Programme Division at MoFPI and the State Nodal Agencies to ensure that training milestones are fully met.

17.4 NPMU will coordinate with NIFTEM and the National institutions in all activities related to capacity building.

## **18 Role of State Nodal Agency**

18.1 State Nodal Agency would play crucial role in implementation of Capacity Building of Food Processing Enterprises. Some of the specific responsibilities are indicated below:

- i. Overall coordination and monitoring of the capacity building component implementation in State/UT along with SLTIs and other supporting private agencies
- ii. Designate District level training Agencies, Nomination of Master Trainers and Trainers
- iii. Organize Training of Trainers (ToT) and Training of Beneficiaries
- iv. Preparation/ customization of State/ UT relevant training modules, dubbing or reproduction of audio video content into the regional languages
- v. Mobilization of beneficiaries and co-ordination with NIFTEM/ SLTI/other Technical Institutes and private agencies for capacity building activities
- vi. Reporting the progress in capacity building activities to NPMU and NIFTEM from time to time and evaluation of the capacity building training programs

## **19 Role of FICSI**

19.1 Food Industry Capacity & Skill Initiative (FICSI) is autonomous industry-led body promoted by FICCI with financial support by NSDC. FICSI would be the Training partner and facilitating agency for Capacity Building under the PM FME scheme. The assessment and certification of Master Trainers, District Level Trainers and District Resource Persons will be undertaken by FICSI.

## **20 Role of National Institutes**

20.1 NIFTEM would play pivotal role in the implementation of capacity building component of PMFME and would be eligible for financial assistance for undertaking such activities: NIFTEM will play the following role:

- i. Training of trainers and training for MoFPI, project officials, State and

- District officials;
- ii. Partner with State Level Technical Institutes for trainings to micro enterprises and groups;
  - iii. Engagement with ICAR/ CSIR, SLTI training/ extension departments of SAU, agencies for development of training modules and impart product specific training;
  - iv. Strengthening State Level Technical Institutions for delivery of the Scheme requirements.
  - v. Prepare curriculum, course content as well as training materials for all levels of training
  - vi. Development of online modules for training;
  - vii. Preparation of standard Detailed Project Reports (DPRs) for typical products for micro units.

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## 21 Annexures

<b>Annexure-1: Training of Master Trainer (Product Domain/ EDP)</b>		
<b>Sub Category</b>	<b>Training Duration (Hours)</b>	<b>Cost Norms</b>
<b>Product Domain/ EDP Training for MT</b>	20	Payment to Experts: <ul style="list-style-type: none"> <li>(i) Honorarium @ Rs. 3000 per session of 2.0 hrs.</li> <li>(ii) Onetime payment of Rs 2000 to Experts for preparation of PPT per session.</li> <li>(iii) Onetime payment Rs 1500 for preparation of Study material/ Handouts per session.</li> <li>(iv) Soft copy of all materials retained by NIFTEM</li> </ul>
<b>Platform Training for both categories of MTs</b>	16	Payment to Experts: <ul style="list-style-type: none"> <li>(i) Honorarium @ Rs. 3000 per session of 2.0 hrs.</li> </ul>
<b>Assessment</b>	4	Payment to FICSI: @Rs 900 per Trainees
<b>Training Institutes</b>		Training Institute will be paid training fee @ Rs 10,000/trainees subject to a minimum of Rs 2 lakh per training session (based of participation of 20 trainees)
<b>Participants</b>		Payment to Participants: <ul style="list-style-type: none"> <li>(i) Online Training: No remuneration for Government officials; Rs. 500 per diem for Private and Non- Government participant</li> <li>(ii) Offline/ Classroom Training: Rs. 500 per diem for all participants.</li> </ul>

		(iii) Honorarium Rs.5000 to all participants on successful completion of the training and assessment.
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Note:  
 Expenditure for training of Master Trainers would be met by NIFTEM from the fund allocated to them under PM FME scheme.

The total span of 40 hours training and assessment (36 hrs training & 4 hours of Assessment) shall be completed in 5 days. Typically, 36 hours training would consist of 23 hrs of live classes, 13 hrs self-learning.

<b>Annexure-1A: Eligibility of Master Trainer:</b>		
<b>Educational Qualification</b>	<b>Teaching/ training Experience</b>	<b>Relevant Industrial/ Sectoral Experience</b>
<b>Food Product MT:</b> UG/ PG degree in Food Technology/ Food Engg/ Food Science or any subject related to Food processing	Minimum 5 years	Desirable
<b>EDP MT:</b> Diploma/ Degree in Management / Trainers in EDP Institutes of the State/ UT govt, private Institutions, RSETI/ RUDSETI	Minimum 2 years of EDP training experience	Desirable

<b>Annexure- 2: Training of District Level Trainers (DLT)</b>		
<b>Category</b>	<b>Duration of Training (Hours/ Days)</b>	<b>Cost Norms</b>
<b>(i) New Trainers</b>	<b>64 hrs./ 8 Days</b>	Payment to Experts:  (i) Honorarium to MT @ Rs. 2500 per session of 2 hrs. (ii) Onetime payment of Rs 1500 for preparation of PPT per session. (iii) Onetime payment Rs 1000 for preparation of Study material/ Handouts per session. (iv) Soft copy of all materials to be retained by SLTI/NIFTEM. (v) Cost of Travel payable to Experts to experts for conducting Training in physical mode: a. Travel (To & Fro) up to Rs 1500 b. Per diem Allowance: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities
(a) Product Domain/ EDP Training	28 hours	
(b) Platform Training	32 hours.	
<b>(ii) Existing trainers#</b>	<b>16 hrs. / 2 days</b>	
(a) Product Domain/ EDP Training	8 hours.	
<b>(iii) Platform Training</b>	<b>4hours.</b>	
<b>(iv) Assessment</b>	<b>4 hours</b>	
<b>Assessment</b>	4 hrs.	Payment to FICSI: @Rs 900 per Trainees
<b>Training Institutes</b>		State/ UT Level Technical Institute or any other designated Agency will be paid the training fee @ Rs 10,000/trainees subject to a minimum of Rs 1 lakh <sup>8</sup> per training session (based on participation of 10 trainees). Maximum 15 participants are permitted per session.

<sup>8</sup> The training fee of the training institute includes onetime fee for meeting expenditure connected with organizing virtual conference platform, faculty/ coordinator cost engaged in the coordination of training program (those not directly taking sessions), per day cost of usage of infrastructural facilities of institute (e.g. training room/ studio with OHP and sound proofing etc.) and promotional activities etc.

<p><b>Participants</b></p>		<p>Payment to Participants:</p> <p>(i) Online: No remuneration for Government officials; Rs. 500 per diem for Private and Non-Government participants.</p> <p>(ii) Offline: Rs. 500 per diem for all participants.</p> <p>(iii) Honorarium: Rs.3000 to all the Participants on successful completion of the training and assessment.</p>
<p>(a) All the Payments will be made by the SNA from the funds released under PM FME Scheme</p> <p>(b) Both existing &amp; new Trainers will have common component of Platform Training and Assessment</p> <p>#Existing Trainers shall have the following minimum qualification &amp; experience:</p> <ul style="list-style-type: none"> <li>- Qualification - bachelor's degree or diploma in food processing and allied sectors</li> <li>- Experience of one year of working in food processing sector</li> <li>- Training experience of 500 Hrs in food processing or related domain</li> </ul>		

<b>Annexure-2A: Eligibility of District Level Trainers (DLT)</b>		
<b>Educational Qualification</b>	<b>Teaching/Industrial Experience</b>	<b>Relevant Industrial/Sectoral Experience</b>
<b>Food Product Trainers:</b> UG degree/ Diploma in Food Technology/ Food Eng. / Food Science or any related subject in Food processing	Minimum 2 years	Desirable
<b>EDP Trainers:</b> EDP trainers of RSETI/ RUDSETI/ NIRD/Designated Agencies/District level training institutes or candidates with Diploma/ Degree in Management with minimum 2 years of experience		

<b>Annexure-2B: Training of DLTs by National Level Sector Specific Institutes</b>	
Duration of Training	3 – 5 days
No of hours per day	5 hrs.
Cost per session of 2.0 Hrs	Payment to Experts: (i) Experts: Honorarium @ Rs. 3000 per session of 2.0 hrs. (ii) Onetime payment of Rs 2000 to Experts for preparation of PPT per session. (iii) Onetime payment Rs 1500 for preparation of Study material/ Handouts per session. (iv) Soft copy of all materials retained by NIFTEM
Note: In addition to DLTs, NIFTEM may engage Sector Specific National Institutes to impart training for the Master Trainers.	

**Annexure-3: Training of District Resource Person (DRP)**

**Eligibility of DRPs**

<b>Categories</b>	<b>Qualification &amp; Experience</b>
Food Domain DRP	Diploma/ Degree in food technology
Non-Food Domain DRP	Degree in agriculture and experience in food technology, preparation of DPRs etc or Bachelor's or equivalent degree in any field with relevant knowledge /experience in DPR preparation

**Training of DRPs**

<b>Categories</b>	<b>Duration (Hours)</b>	<b>Cost Norm for Training</b>
Food Domain DRP	16	Similar cost norms will be applicable as that for Training of District Level Trainers as indicated in <b>Annexure 2</b> .
Non-Food Domain DRP	24	
Assessment	4	Rs 900/ trainees
i. Mode of Training: Online/ offline ii. Syllabus for the training of DRP as per the Capacity Building Handbook iii. Expenditure on training would be met by SNA.		

#### Annexure- 4: Duration of Training

Category of Trainees	Details	Duration (Hours)
<b>Beneficiaries-Category 1 i.e.,</b> Individual micro-food processing entrepreneurs availing credit linked grant under the Scheme	<ul style="list-style-type: none"> <li>• Existing &amp; New Food Processing Entrepreneurs</li> <li>• Groups (SHG/ FPO/ Cooperatives)</li> </ul>	50
<b>Beneficiaries-Category 2 i.e.,</b> those not taking grant under the Scheme	<ul style="list-style-type: none"> <li>• Individual existing micro food processing enterprises</li> <li>• Members of SHG/ FPO/ Cooperatives engaged in food processing activities</li> <li>• Workers of micro-food processing enterprises</li> </ul>	24
<p>i. Mode of training: Offline</p> <p>ii. In case of Government officials and Resource Person of other department collaborating with the implementation of the Scheme, a 3-hours online or offline awareness program will be conducted by SNA, comprising of 1-hour session on PMFME scheme and 2-hour session on MIS.</p> <p>iii. One trainee can take part in only one training programme. A trainee who has already attended a training programme will not be permitted to take part in another training programme.</p> <p>iv. The trainee shall be minimum 8<sup>th</sup> pass educational qualification with the ability to speak, read and write in Regional Language.</p>		

**Annexure4.A: Cost Norms for Training of Beneficiaries-Category 1: 50hrs**

<b>S. No.</b>	<b>Particulars</b>	<b>Cost per trainee (In Rupees)</b>
<b>Fixed Cost</b>		<b>2560</b>
1	Honorarium to DLT/ expert (Rs. 1288/ session of 2 hrs)	1610
2	Infrastructure facility	950
<b>Variable Cost</b>		<b>1802</b>
1	Mobilization Expenses	200
2	Study material and other expenses like notepad and pen	150
3	Drinking Water/ Tea/ Snacks/ Lunch etc.	952
4	Beneficiary pay-out	500
<b>Grand Total</b>		<b>4362</b>
<p>i. Mode of Training: Offline</p> <p>ii. TA/ DA for beneficiary trainee- Rs. 250 per day</p> <p>iii. Cost norm is for the participation of 20 trainees. If the participation is less than 20 trainees, the amount provided would be for 20 trainees except for variable cost.</p> <p>iv. TA/DA payable to DLT/MT conducting training of beneficiary at the district level:</p> <ul style="list-style-type: none"> <li>o Travel (To &amp; Fro) up to Rs 1500</li> <li>o Per diem allowance: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities</li> </ul> <p>v. The maximum batch size shall be of 30 participants.</p> <p>vi. This training cost will be met by SNA to the designated Government Agencies.</p>		

**Annexure 4.B Cost Norms for Training of Beneficiaries Category 2: 24hrs**

<b>S. No.</b>	<b>Particulars</b>	<b>Cost per trainee (In Rupees)</b>
<b>Fixed Cost</b>		<b>1400</b>
1	Honorarium to DLT/ expert (Rs. 1166/ session of 2 hrs)	700
2	Infrastructure facility	700
<b>Variable Cost</b>		<b>1324</b>
1	Mobilization Expenses	200
2	Study material and other expenses like notepad and pen	150
3	Drinking Water/ Tea/ Snacks/ Lunch etc.	474
4	Beneficiary pay-out	500
<b>Grand Total</b>		<b>2724</b>
<ul style="list-style-type: none"> <li>i. Mode of Training: Offline</li> <li>ii. TA/ DA for beneficiary trainee- Rs. 250 per day</li> <li>iii. TA/DA payable to DLT/MT conducting training of beneficiary at the district level: <ul style="list-style-type: none"> <li>o Travel (To &amp; Fro) up to Rs 1500</li> <li>o Per diem allowance: Rs 2000 for Tier I cities, Rs 1500 for Tier II cities and Rs 1200 for Tier III cities</li> </ul> </li> <li>iv. Cost norm is for the participation of 20 trainees. If the participation is less than 20 trainees, the amount provided would be for 20 trainees except for variable cost.</li> <li>v. The maximum batch size shall be of 30 participants.</li> <li>vi. This cost of training will be met by the SNA to the designated Government Agencies.</li> </ul>		

## Annexure-5: Format for claiming of advance payment for Training related activities

(On Institute/ Agency Letterhead)

To  
The State Nodal Agency, PMFME  
State of .....

Subject: Request for advance payment for Training related activities under PMFME

Dear sir/ Madam,

..... (Name of the Agency) intends to undertake training under PMFME Scheme as per the following particulars:

- (i) Type of training: DLT& DRP/ Beneficiary Category 1 & 2/ others (Tick as Applicable)
- (ii) Name of the State:
- (iii) Name of the District/s:
- (iv) ODOP of the District/s:
- (v) Particulars of the Batch:
- (vi) No. of Trainees:
- (vii) Proposed Dates: From --/--/---- to --/--/----

S. No.	Particulars	Rate (as per guidelines)	Number of Trainees	Total Amount (Rs)
<b>Training: DLT/DRP</b> <b>No of Trainees: ----</b>				
1.	Honorarium to MT	2500 per session of 2 hrs.	--	
2.	Onetime payment for the preparation of PPT	Rs 1500	--	
3.	Onetime payment for the preparation of training material	Rs 1000	--	
4.	Trainee's Stipend	Rs 500/ day		
5.	Honorarium to Trainee's on successful completion	Rs 3000		
6.	Training Institute	Rs 10,000/ trainee or Rs 1 lakh per training		
7.	Assessment	Rs 900/ trainee		

	<b>Total Cost of Training</b>			
<b>Training of Beneficiaries Category 1 &amp; 2-Training<sup>9</sup> (Tick as Applicable)</b>				
<b>No of Trainees: ----</b>				
1.	Honorarium to DLT/ Expert			
2.	Infrastructure facility			
3.	Mobilization Expenses			
4.	Study material and other expenses like notepad and pen			
5.	Drinking Water/ Tea/ Snacks/ Lunch etc.			
6.	Beneficiary pay-out			
7.	TA/DA per day			
	<b>Total</b>			

It is requested that an estimated expenditure of Rs \_\_\_\_\_ as detailed above may be transmitted to as per the provisions in clause 12 of the guidelines<sup>10</sup>.

Signature & Stamp of the Authorised signatory of the State Level Training Institute  
or the Designated Training Agency

Name of the Institute:

Contact Number:

Email:

<sup>9</sup> The rates to be applicable as per the Capacity Building Guidelines for the type of training which is different for Beneficiary Category 1 & 2 (See Annexure 4A &B)

<sup>10</sup> Note: On the event of non-submission of utilization certificate, ~~23~~ request for advance payment for the subsequent training will not be entertained. The settlement of Account shall be completed by the stipulated timeline (see clause 12 of the guidelines).

<b>Annexure-6: Rates for the Training Modules &amp; Content</b>		
S. No	Content	Per Unit Cost Capping (Rs)
1	Entire module of EDP/ Product Including Video for 10 mins duration: Rs. 50,000, DPR: Rs.5000, Power Point presentation, packaging, food safety (Min 25 slides of each): Rs.7000, Audio voice over per language: Rs.5000 and Reading manuals: Rs.5000)	72,000*/-
2	One video with English language (duration: 5-10 min, Rs. 25,000/- for up to 5 mins and Rs. 50,000/- for up to 10 mins)	50,000/-
	For audio voice over per language for up to 5 mins (Rs.2500) and above 5 mins to 10 mins (Rs. 5000)	5,000/-
	Reading manuals related to the training modules (in English/Hindi) (min pages 25 to 100)	5,000/-
	DPR for bankable project	5,000/-
	PowerPoint presentation on product development, packaging, and food safety (min 25 slides of each)	7,000/-
3	<b>Translation:</b> For conversion of reading material from English into other languages (Rs 1.50 to 1.75 per word; About 1700 to 2000 words)	3000/-
	For conversion of PowerPoint presentation on product development, packaging, and food safety into other languages (min 25 slides of each)	1500
	For audio voice over per language for up to 5 mins (Rs.2500) and above 5 mins to 10 mins (Rs. 5000)	5000
4	Process / product technology	As per Institute norms
<p>* For Entire Module in English, the applicable capping of total cost will be Rs. 72,000</p> <p>Contents of each item of the Modules will be prescribed by NIFTEM and approved by Expert Committee.</p>		

<b>Annexure-7: Honorarium to the resource persons for review of the content</b>			
<b>S. No</b>	<b>Content</b>	<b>Review Cost (Rs.)</b>	<b>Capping per unit (Rs.)</b>
1	Handbook/ Trainer guide	Rs. 600/ 4000 words. Up to maximum of Rs. 1000 per handbook.	1000
2	PPT (Product/ Process/ FSSAI)	Rs. 300/- per PPT (min 25 - max 50 slides)	900/- for 3 PPTs
3	Video	Rs. 500/- (up to 5 mins) Rs. 1000/- (5 - 10 mins) -for up to 30 mins max	3000/

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