

CHECKLIST FOR AWARDING BODIES			
S.No	Information Category	Documents to be submitted	Whether Submitted (yes/ No)
1	Basic details of organization as per part A of the Annexure		
i		Information as sought in the template	
2	Supporting Document as evidence		
2.1.	Legal Status, whichever is applicable		
i		Certificate of Registration	
ii		Article of Incorporation	
iii		Society Deed Agreement or NGO Registration Certificate issued by respective State	
iv		In case of consortium, proof of lead partner in the consortium agreement	
v		Permanent Account Number (PAN) & Goods and Services Tax (GST) registration details	
vi		Self-Declaration Affidavit by authorized person that the organization has not been blacklisted by any agencies indicated in the AB guidelines	
		Self-Declaration Affidavit by authorized person that the organization is not-for profit entity	
vii		For international agencies - a. Mutual Agreement copy with Indian partner firm	
		b. Shareholder Agreement with Indian partner firm	
	c. Permission from Ministry of Home Affairs and evidence of separate bank account for foreign funds (FCRA)		
2.2.	Financial Viability		
i		Audited account statement signed by an independent financial auditor for three years	
ii		Cash flow statement	
iii		Annual report of the organization	
iv		Minimum account balance certificate from public/ private sector bank	
v		Copy of liability insurance with clear mention of premiums paid till the accreditation period at least Three Years (3 years)	
2.3	Prior		

i	Experience	Work orders as per the numbers indicated in para 3 of section 3.9 of Guidelines from relevant agencies such as state and/or central government or their agencies, reputed bilateral/multilateral agencies, and/or for large and reputed public limited companies, private companies, large and/or reputed non-profit organizations, scheduled commercial banks etc.	
ii		list of projects/programmes that the organization has done in the format at 3.1 of annexure, supplemented with completion/appointment certificate	
iii		Relevant experience certificates and/or record of experience in skill development industry as per the numbers indicated in para 3 of section 3.9 of Guidelines	
iv		Terms of associations with relevant entities such training partners, assessment agencies for carrying out the activities mentioned in the work orders/experience certificates	
v		Self-Declaration by head of the organization on the training and certification numbers/qualifications created/ assessments carried out	
vi		Batch Details of students as per format at 3.2 of annexure	
vii		Self-Declaration of the number of learners trained, certified, and placed with details of geographical spread of the organization	
2.4	Sectoral Credibility and Industry Linkages		
i		MoUs with industry partners from the relevant sector (large, medium, and small enterprises) with clear terms of reference and tenure of association in building the capacity of the AB	
ii		Proof of a written document wherein industries of either small, medium, and large scales of business from the relevant sector have been engaged as a member in the Governing Council/ Executive Committee of the Organization	
iii		proposed and the already functional industry affiliations that it currently has (table 4.1 of annexure)	
iv		Engagement of members from relevant industry as subject matter expert established through work orders/contracts	
v	Workshop reports/ meeting reports with sectoral industry partners		
2.5	Creation of Qualification		
i	Documented process of qualification creation		

		and review process	
ii		Written plan with identified partners for conducting qualification wise/sector wise relevant demand and supply study supporting qualification creation. E.g. plan for skill gap analysis	
iii		Proof of the consultations with industries and associations to design the qualification with stakeholders such as industry, academia, practitioners' etc. E.g. Minutes	
iv		List of proposed and already aligned NSQF courses (as per table 5.1 of annexure)	
v		evidence of the presence of standard operating procedures for the qualification creation, delivery, and withdrawal (5.2 of annexure)	
2.6	Infrastructure Requirements		
i		Lease agreement of at least 3 years of the premises	
ii		Building plan approved by competent government authority	
iii		Title Deed of the premises	
iv		Google Map snapshot showing location of organization's premise and allied transport connectivity	
v		Copy of internet/telephone bill, not older than 3 months	
vi		Self-declaration of the IT infrastructure as owned/hired by the organization	
vii		URL of functional website with contact details of key functionaries and other stipulations as mentioned in the AB Guidelines section 6	
vii		Self declaration for ensuring Data System & security of ecosystem	
2.7		Governance and Manpower	
i	Copy of Organogram		
ii	Self-attested declaration by directors of their roles and tenure in the Board of the Organization		
iii	MoM of the Board meetings held every fiscal year		
iv	Internal audit reports signed by the Board		
v	Engagement letter of Head/CEO/COO with clear mention of roles & responsibilities, tenure and certificate of character		
vi	Letters of engagement of key staff		
vii	Proof of allowance/allocated budget for CPD and allied proof of membership with online/classroom based CPD courses for each		

		function	
viii		Self-Declaration Affidavit by authorized person stating suitability of Head/CEO/COO or any top management official as defined in point 7(v) of section 4 of AB Guideline.a. Has not been blacklisted by any agencies indicated in the AB guidelines. Organization is not-for profit entity	
ix		Senior Management Details (Includes Board Members and Head) as per table format 7.1 of annexure	
x		Resumes of the senior personnel should be submitted in the format listed at 7.2 of annexure	
2.8	Third Party Arrangement		
I		Affiliation Protocols created for the training partners and assessment agencies, by the Organization	
ii		Sample Agreement / Work Order for the third-party agencies	
iii		SOP for monitoring and evaluating third parties and/or training partners	
iv		Affiliation Details as per table 8.1. of annexure	
2.9	Industry Linkages		
I		Written document wherein industries engagement of has been ensured in key decisions of the organizations either through Membership/MoUs/Meetings/Workshops etc	
2.1	Comprehensive Business Plan		
I		Comprehensive Business Plan document mentioning the following details must be submitted by the Organization: a. Targeted geographies with details of distinct officials and the relevant qualifications to be delivered	
		b. Trainers and Assessors inducted/to be inducted	
		c. Proposed number of learners to be certified and placed	
		d. Prospective employers for placing certified trainees	
		e. Financials allocated for each of the activities	
		f. Documents on market research and models/assumptions justifying projections stated above	
ii		Enlisting of the proposed and the continued measures undertaken for the CPD of the staff as per table 10.1. of annexure	

iii		comprehensive business plan document also mentioning the points in 10.2 of the annexure	
2.11	Grievance Redressal		
i		Documentary proof for establishment of a grievance redressal cell and policy of how grievances are resolved.	
ii		Letter of appointment of third-party arbitrator/legal counsel representative in the grievance redressal council	
iii		Documentary proof for establishment of a POSH committee for the organization's staff and declaration of such committees being present for all its affiliated bodies.	
iv		Details of helpline number	
v		Details of the committee members as per table 11.1. in annexure	
vi		Details of members in sexual harassment committee as per 11.2. in annexure	
3		Statement of authorisation by the organization duly signed by nodal officer as per format	