

## GUIDELINES FOR IMPLEMENTATION OF CHIEF MINISTER'S DIGITAL LITERACY PROGRAM IN ASSAM

To enable the benefit of e-governance and e-commerce to percolate down to the grassroots level, the Digital Saksharta Abhiyan (DISHA) or the National Digital Literacy Mission (NDLM) was formulated by the Government of India. To enable the project to have far reaching impact, and to provide support to the mission, the Government of Assam has initiated the Chief Minister's Digital Literacy Programme, Assam in the State, in line with the NDLM and DISHA.

The brief guidelines of the Program are as follows:

1. **Objective:** Making one person in every family digitally literate. **"Digital Literacy"** is the ability of individuals and communities to understand and use digital technologies for meaningful actions within life situations"- so that he/she can operate digital devices, like mobile phones, tablets, etc., send and receive emails and search Internet for information, etc  
The project is in line with the NDLM and DISHA project of the Government of India.
2. **Implementing Partners:**
  - a. Administrative Department- IT Department, Govt. of Assam
  - b. State Implementing Agency: Assam Electronics Development Corporation Ltd. (AMTRON)
  - c. Project Management Unit: CSC-SPV, a special purpose vehicle promoted by Govt. of India for implementation of NDLM scheme of Govt. of India
3. **Mode of operation:** Beneficiaries to be selected by the Block and village level officials, training to be provided in registered training centres, certification to be provided by NDLM approved certifying agency.
4. **Identification of beneficiaries of the Scheme:**
  - a. BDOs and Gram Panchayat Secretaries to identify the beneficiaries by holding selection meetings, camps, melas etc. Orientation of Gaonburahs will be conducted to assist in the selection process. AMTRON and CSC-SPV will from time to time assist the district administration in holding such camps.
  - b. The Training centres will register the beneficiaries in the NDLM portal
  - c. The list of beneficiaries and the training centre assigned will be available on the portal of NDLM
5. **Selection Criteria:**
  - a. Candidate should be in the age group of 14-60 years, and should be IT illiterate
  - b. Households where none of the members is IT literate has to be taken up on priority
  - c. One member from a household shall be selected, as decided by the family. Preference would be given to women beneficiary

**6. Authentication of beneficiary**

Since authentication of beneficiaries through AADHAR is not possible in Assam, identification of beneficiaries will be done by verification of attendance sheet by the BDOs and Gram Panchayat Secretaries.

**7. Training Centres:**

Training in the first phase will be provided through the following:

- a. Common Services Centre through the CSC-SPV
- b. AMTRON Franchisees
- c. Schools under ICT@school scheme
- d. Other Department Infrastructure like SIRD

However, it will be strived to enroll more training centres to train 5 lac candidates per annum, by tying up with private institutes, NGOs etc to be selected through needful paper advertisement and standard selection procedure.

**8. Curriculum:**

- a. The name of the course is Appreciation of Digital Literacy
- b. The duration of the course is 20 hours spread across minimum 10 days and maximum 30 days
- c. The medium of instruction will be Assamese, Bengali and English
- d. The modules that will be covered are:
  - i. Introduction to digital devices- 2 hours
  - ii. Operating Digital devices- 4 hours
  - iii. Introduction to Internet- 2 hours
  - iv. Communication using internet- 6 hours
  - v. Application of Internet – 6 hours

**9. Assessment:**

- a. Assessment will be carried out by NIELIT
- b. The beneficiary will have to appear for the exam at the training centre or any alternate centre arranged for this purpose either by NIELIT or any other agency.
- c. Offline examination with proper invigilation will be allowed.

**10. Certification:**

- a. Appreciation certificate from IT Department, Govt. Of Assam after completion of training
- b. Certificate for “Digitally Literate” issued by NDLM on successful completion of assessment conducted by NIELIT

**11. Cost Involvement:**

- a. **Govt. of India through NDLM Scheme of:**
  - i. Assistance towards course fees- 75% of Rs 500/- for general category and 100% of Rs. 500/- for SC/ST and BPL, to be provided on completion of training and successful assessment to the training centres, i.e. Rs. 375/- for general candidates and Rs. 500/- for SC/ST/ BPL candidates
  - ii. 100% of certification cost to certifying agencies like NIELIT
  - iii. 5% of the training cost to State Implementing Agency for monitoring support, for every candidate successfully passing the assessment

b. **Govt. of Assam through Digital Literacy Program:**

- i. Assistance to training centres @ Rs. 100 for every beneficiary completing 20 hours of training
- ii. Candidates required to travel to places outside the village/municipal locations in which their training centre is situated, for appearing in the exam, will be compensated @ Rs. 40/- or actual whichever is lower.
- iii. Examination Centres will be supported @ Rs. 3000/- per day of venue hiring charges for conduct of examination, and Invigilation Cost @ Rs. 1000/- for every day of exam, in case the training centres are not able to hold the examination, and alternate venue for examination centres is arranged either by NIELIT or another agency.
- iv. The cost of printing of certificates for completion of training will be met through the State fund
- v. Other project related expenses like expenses take expenses on launch, advertisement and publicity, training of trainers, travelling expenses, printing and stationery, third party verification charges for release of payments etc. will be met through the State fund.

c. **Beneficiaries:**

- i. General candidates may have to pay Rs. 125/- to the training centre (25% of Rs. 500/) as per the NDLM Scheme. Govt. of Assam may waive this clause to attract more participation of beneficiaries in this program.
- ii. No cost to be incurred by the SC/ ST/BPL candidate
- iii. Conveyance charges for attending examination, in case located outside the municipal limit/village in which the training centre is situated, will be reimbursed by State through AMTRON, @ Rs. 40 per candidate, or actual whichever is lower.

12. **Operation modality:**

a. **Formation of batches:**

- i. The list of beneficiaries will be registered in the Portal by the training centres
- ii. AMTRON has arranged for training for master trainers at AMTRON, who in turn will train the training centre trainers at District Computer Centres (DCC) of District Headquarters
- iii. Training batches will be formed by the CSC SPV and AMTRON jointly, from the approved list of beneficiary. The same will be communicated to the training centres
- iv. The training centres will inform the beneficiaries about the training schedule and batches, and make all possible effort to ensure that the beneficiaries attend the training
- v. On commencement of training, daily attendance shall be maintained by the training centre for every batch, with signature of the beneficiary and the training centre in-charge.

b. **Completion of training:**

- i. After completion of training, the GramPanchayat Secretary/ Block development officer will employ all possible means to check the authenticity of the attendance sheet and certify that the attendance sheet is correct
- ii. On completion of the batch, the attendance sheet has to be forwarded by the training centre to AMTRON
- iii. AMTRON shall get the attendance sheet verified by an outside agency, for cross checking, arithmetical accuracy etc.
- iv. The training completion certificate will be prepared for beneficiaries, who have completed the 20 hours training. The procurement and preparation of certificates will be responsibility of AMTRON
- v. The training completion certificates will be sent to the training centres for further distribution amongst the beneficiaries who have completed the training.
- vi. Meanwhile AMTRON shall prepare for online delivery of training completion certificates from the next phase.

c. **Examination**

- i. AMTRON and CSC-SPV will form examination batches and forward to NIELIT
- ii. The schedule of exams will be prepared by NIELIT and publish in the portal
- iii. The training centres will accordingly inform the beneficiaries about the examination and make their best effort to ensure that the beneficiaries appear for the exams.
- iv. The examination will be held at the training centres. In case this is not possible, an alternate venue may be arranged by Nielit or any other agency
- v. The result of assessment will be published by NIELIT online through the NDLM portal
- vi. Conveyance charges claimed for appearing in examination, in case examination is held at a centre other than the training centre, will be authenticated by the Training Centre and the Gram Panchayat Secretary/BDO, based on the requirement of the travel. A statement for the same will be submitted to AMTRON.

d. **Successful completion of assessment:**

- i. NIEIT will distribute online certificate to the beneficiaries on successful completion of assessment by a beneficiary, by uploading on the portal.

13. **Mechanism for distribution of fund support from Govt. of India and Govt. of Assam:**

a. **Distribution of Govt. of India fund under NDLM:**

- i. The amount payable to the training centres will be payable as follows:
  - Amount to CSCs training centres will be paid directly by the CSC-SPV
  - Amount payable to the centres under ICT@schools and AMTRON franchisees will be paid to AMTRON for further distribution to the training centres
  - Out of the amount payable to franchisees, 20% will be retained by AMTRON and 80% will be disbursed to the centres as per agreement with AMTRON franchisees.
  - Out of the amount payable to centres under ICT@school, 75% will be paid to the respective teacher and 25% to the school

ii. The amount payable to NIELIT and State Implementing Agency will be paid directly by the CSC-SPV to the respective recipient

**b. Distribution of Govt. of Assam fund under Digital Literacy Program:**

The amount will be drawn by AMTRON and distributed as follows:

- Amount to CSCs will be paid to the CSC-SPV
- Out of the amount payable to franchisees, 20% will be retained by AMTRON and 80% will be disbursed to the centres as per agreement with AMTRON franchisees
- Out of the amount payable to centres under ICT@school, 75% will be paid to the respective teacher and 25% to the school
- A record of all other expenses on travelling, publicity, verification, certificate etc. will be maintained with proper vouchers.
- The conveyance charges will be paid to the training centres on receipt of the authenticated statement from the Training Centres, after the same is verified by the third party agency. The training centre will further distribute it to the beneficiaries. A receipt will be taken from the beneficiary by the training centre in-charge and a detailed statement of disbursement made authenticated by the Gram Panchayat Secretary/BDO will be forwarded to AMTRON.

All the payments will be made after due verification by a Third Party auditor appointed for this purpose. The audited statement of funds will be submitted to the Government with the UC.

  
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Commissioner & Secretary to the Government of Assam  
Information Technology Department

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