

**PROFORMA FOR ORGANISING WORKSHOPS ON PREVENTION OF HAZARDOUS CLEANING
OF SEWERS AND SEPTIC TANKS FOR THE YEAR 2025-26.**

Media & Entertainment Skills Council

1. Name of SSC: Media & Entertainment Skills Council

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Institution	
4.	Whether The firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies /Autonomous? If yes, details Thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
8.	Contact Person name of MD/CEO/Head of project with mobile no. & e-mail ID	
9.	SPOC name with mobile no. & e-mail ID	
10.	Whether Training Partner have ever conducted NSKFDC workshops? (YES/NO)	

Preferred Location to Conduct the Workshops:

S. No.	Agency Name	District	State	SPOC Contact No.	SPOC Email	SPOC WhatsApp No.
1						
2						
3						
4						
5						
6						

Details of Authorized Signatory

(Sign & Stamp)

Name

Designation

Email

Date: DD-MM-YYYY

NOTE: Please ensure that Annexure-A is printed on the organization's letterhead, signed, and stamped by an authorized signatory.

Expression of Interest

For

PRE-QUALIFICATION AND SHORTLISTING OF AGENCIES FOR ORGANISING WORKSHOPS ON PREVENTION OF HAZARDOUS CLEANING OF SEWERS AND SEPTIC TANKS FOR THE YEAR 2025-26.

**"Uttar Pradesh, Maharashtra, Gujarat, MP, Haryana, Punjab and
Rajasthan"**

- **Last Date & Time to submit the Action Plan: 23rd August 2025 by 03:00 PM**
- **An Amount of Rs. 15,000/- Is Admissible Per Workshop**
- **Additional rate of ₹50 per beneficiary plus applicable GST for eKYC**

Eligibility Criteria: The Training Partners who are affiliated with Media & Entertainment Skill Council on Skill India Portal.

These workshops would primarily be held with the following categories of participants: -

- (i) Sewer and septic tank workers (SSWS) identified/listed by the ULBS for implementation of National Action for Mechanized cleaning Ecosystem (NAMASTE)
- (ii) Officers, Engineers, Sanitary Inspectors, Supervisors and other staff of ULB parastatal bodies like Public Health & Engineering department, Jal Board, Cantonment board Railways etc, concerned with cleaning of sewers and septic tanks.
- (iii) Private sanitation service organizations (PSSOs) and other independent operators working in urban and rural areas for cleaning of sewers and septic tanks.

(iv) Officers and staff of Emergency Response Sanitation Unit (ERSU).

(v) Representatives of Hotels, Malls, Hospitals, Restaurants, Cinemas and other big commercial complexes, Resident Welfare Associations (RWAs).

(vi) Public representatives and representatives of non-government organizations working for the welfare of sanitation workers.

(vii) Officers staff of social welfare department, urban development department, rural development department etc concerned with the work of sanitation and/or sanitation workers welfare

2.27 The agency would contact the ULBS in the allotted States/UTS for organizing the Workshop. Thus, agency would make effort to ensure that all the ULBS of the States/UTS allotted to them have filled the requisite information in the Google Form (The link for the Google form will be provided separately).

2.28 The concerned agency would intimate to NSKFDC at least one week in advance, and the prospective participants, the details of the workshops including details of the coordinator, venue and time of the workshop and request them to attend the workshop. In case of any change in programme, NSKFDC and all concerned should be intimated well in advance.

2.29 **There should be at least 40 participants in each workshop and mandatorily include identified SSW is profiling has been conducted in the said location.** In case the requisite number of participants are not available in any ULB, workshops will be held by clubbing other adjacent ULBs/areas. In case of municipalities with more than 1 Lakh population, more than one workshop can be organized due to larger number of participants while confirming to the norms.

2.30 An all-inclusive amount of Rs. 15,000/- is admissible per workshop. An amount of Rs. 250/- would be deducted for each less number of participation. During the workshop, for projection of video and PPT, use of screen of at least 32-inch size should be ensured. In case it is found that projection of video and PPT was not proper, an amount of Rs. 1,000/- would be deducted from the admissible amount. **No funds would be released if identified SSWs are not present in the workshop, however relaxation from same with deduction of 10% of workshop amount may be given by competent authority at NSKFDC if reasons of non participation submitted by agency are deemed valid.**

2.7 During the workshops, the Organizations are required to display common safety gears/equipment's which are generally used during cleaning of sewers/septic tanks and impress upon importance of mechanized cleaning, proper design of septic tank as per IS 2470.

2.8 The workshop will be delivered in local language.

2.9 NSKFDC would provide the templates of necessary workshop material to the organizations. The organizations are required to well acquaint their Training Partners/officials about the content and delivery of the workshop. In this regard, NSKFDC would provide necessary support wherever required.

2.10 A Whatsapp group would be created with the concerned training partners/Officials and NSKFDC Officers, by each organization, on which day-to-day activities and status would be relayed Geo-tagged Photographs preferably including **some photographs of participating SSWs with ID**, short videos and full details of the workshop held should be uploaded on this Whatsapp Group on the day of workshop. Name of Whatsapp Group of your organization would be "**MESC NSKFDC Workshops**".

2.11 Organization would ensure that soft copies of Geo-tagged Photographs covering all activities of each workshop are sent to NSKFDC by E-mail.

2.12 During the workshop, the organisation will arrange video conference with the officers of NSKFDC/Ministry through an appropriate VC application.

2.13 In case, the organization is organizing the workshop for the first time, NSKFDC would organize a training session with your officers/training partners. In such case, it is also requested that one workshop may be planned and conducted to start with so that NSKFDC may assess the quality of the workshop and the deficiencies, if any, during the conduct of the workshops and corrective action could be taken at the initial stage itself

2.14 Organizations would provide bills and reports of workshops conducted on monthly basis. Reports along with attendance of participants to be sent in the prescribed Proforma (attached)

2.15 Common branding guidelines issued by the Ministry of Skill Development and Entrepreneurship, Govt. of India may please be adhered to. Suitable banners, backdrop and standees should be placed at the site of the Workshops (sample would be provided).

2.16 The workshops being allotted to your organization are required to be conducted by **05th September 2025**. In case, the workshops are not conducted by this date, the sanction of the remaining no. of workshops would be cancelled by MESC and would be allotted to other organization which would have completed its allotted workshops. Keeping in view the requirement of organizing the total no. of workshops on account of any other reason, NSKFDC may, at its discretion, prevent the selected agency from organizing workshops further, at any time.

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