



FICSI Training Provider Affiliation Revised Process – w.e.f. 16th August,2023 (Non-PMKVY Affiliations)

Finalization and effectiveness of the previous policy document – 23rd November,2022

Revised Document drafted on – 2nd August,2023

Revised Policy Approved on – 2nd August,2023

Revised Policy effective Date: 2nd August,2023

Affiliation Process – Through FICSI's Online Portal (<https://affiliation.ficsi.in>)

1.) Affiliation Categories:

Affiliation Category No.	Affiliation Category Type	Duration of Affiliation	Geographic Consideration for TP Affiliation	Affiliation Fee as per the "Onboarding Package" (INR)	Affiliation Fee Breakup	Re-Affiliation Fee (INR)	Duration of Re-affiliation
1	Full Affiliation of Private Institute/Skill Training Provider	2 Years	PAN India	Rs 1,53,000 plus applicable GST	1.) Affiliation Fee -30,000 2.) ToTs (3 Trainers) – 33,000 3.) Assessment Advance (200 Candidates) – 90,000 4.) Applicable GST	A.) 10,000 + applicable GST (if affiliation done within 60 days) B.) If affiliation is due beyond 60 days of due date full affiliation fee is chargeable	2 Years
2	Affiliation of Govt Agencies/Department s/Institutions	2 Years	PAN India	Nil	Nil	Nil	2 Years
3	State Specific Affiliation	2 Years	Specific State/UT of India	Rs 42,000 plus applicable GST	1.) Affiliation Fee – 20,000 2.) 2 ToTs – 22,000 3.) Applicable GST	Full affiliation fee on PAN India (30,000+applicable GST) or State Specific affiliation (20,000+applicable GST)	2 Years
	Project Specific Affiliation	2 Years (Limited to the project completion)	Limited State/District as per the location of the project to be executed				

2.) Affiliation Process:

Process Steps	Process for Affiliation Category 1 (PAN INDIA Affiliation for Pvt Institutions)	Process for Affiliation Category 2 (Govt Institution)	Process for Affiliation Category 3 (State Specific Affiliation)	Proposed Process amendment for Affiliation Category 4 (Project Specific Affiliation)
Step 1	Sign-up on the online portal https://affiliation.ficsi.in to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal https://affiliation.ficsi.in to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal https://affiliation.ficsi.in to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal https://affiliation.ficsi.in to create login (Should use the existing login credentials if already registered on the FICSI portal)
Step 2	Upload JPEG file of Payment Receipt (Documentation Fee of INR 5900)	Need to upload: 1.) Application on their letterhead indicating that they are desired to affiliate with FICSI as a TP 2.) The undertaking on organization's letterhead proving it's a Govt Organization	Upload JPEG file of Payment Receipt (Documentation Fee of INR 5900)	Upload JPEG file of Payment Receipt (Documentation Fee of INR 5900)
Step 3	Wait for Approval from Affiliation Manager	Wait for Approval from Affiliation Manager	Wait for Approval from Affiliation Manager	Wait for Approval from Affiliation Manager
Step 4	Fill online Application Form for Affiliation/Re-Affiliation	Not Applicable	Fill online Application Form for Affiliation/Re-Affiliation	Fill online Application Form for Affiliation/Re-Affiliation

<p>Step 5</p>	<p>1. Upload following documents under the separate tabs/buttons provided:</p> <ul style="list-style-type: none"> • Visible copy of your company's Registration Certificate • PAN Card with stamp/seal and signature of authorized signatory. • 3 years balance sheet, • 3 years ITR, • Lols from At least 5 employers from Food Processing sector on their letterhead <p><u>Kindly note that:</u></p> <p>A.) Average Annual Turnover of the organization should not be less than INR 1 Crore)</p> <p>B.) An undertaking should be given that at least 1 Fully Accredited Training Centre will be made available on Skill India Portal (SIP) within the period of 3 months after the affiliation</p>	<p>Not Applicable</p>	<p>1.) Upload following documents under the separate tabs/buttons provided:</p> <ul style="list-style-type: none"> • Visible copy of your company's Registration Certificate • PAN Card with stamp/seal and signature of authorized signatory. • 3 years balance sheet, • 3 years ITR, • Lols from At least 5 employers from Food Processing sector on their letterhead <p><u>Kindly note that:</u></p> <p>A.) At least 1 Fully Accredited Training Centre should be available on Skill India Portal (SIP) or an undertaking should be given that at least 1 Fully Accredited Training Centre will be made available on Skill India Portal (SIP) within the period of 2 months after the affiliation. This Training Centre on an average may be capable to train 240 candidates in a year. It is taken that the minimum turnover should be equal to the total earning possible under the existing Common Cost Norms for 240 candidates (This is to establish their bonafide as an established TP)</p> <p>B.) Average Annual Turnover of the organization should not be less than INR 70 Lakh) and/or the organization will have to present the documents ensuring financial viability of the organization</p>	<p>1.) Upload following documents under the separate tabs/buttons provided:</p> <ul style="list-style-type: none"> • Visible copy of your company's Registration Certificate • PAN Card with stamp/seal and signature of authorized signatory. • 3 years balance sheet, • 3 years ITR, • Lols from At least 5 employers from Food Processing sector on their letterhead <p><u>Kindly note that:</u></p> <p>A.) At least 1 Fully Accredited Training Centre should be available on Skill India Portal (SIP) or an undertaking should be given that at least 1 Fully Accredited Training Centre will be made available on Skill India Portal (SIP) within the period of 2 months after the affiliation . This Training Centre on an average may be capable to train 240 candidates in a year. It is taken that the minimum turnover should be equal to the total</p> <p>B.) Average Annual Turnover of the organization should not be less than INR 70 Lakh) and/or the organization will have to present the documents ensuring financial viability of the organization</p>
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Step 6	Submit the Application	Not Applicable	Submit the Application	Submit the Application
Step 7	Monitor Status of approval of your Login Dashboard	Monitor Status of approval of your Login Dashboard	Monitor Status of approval of your Login Dashboard	Monitor Status of approval of your Login Dashboard
Step 8	Approval from the Affiliation Manager's End	Not Applicable	Approval from the Affiliation Manager's End	Approval from the Affiliation Manager's End
Step 9	Approval from Affiliation Committee's End	Not Applicable	Approval from Affiliation Committee's End	Approval from Affiliation Committee's End
Step 10	Approval from CEO	Approval from CEO	Approval from CEO	Approval from CEO
Step 11	After CEO approval: i.) Make the remaining payment (after deducting the documentation fee of INR 5900) for affiliation as per the prescribed "onboarding package" ii) upload the payment receipt in JPEJ format, to be approved by FICSI accounts	Not Applicable	After CEO approval: i.) Make the remaining payment (after deducting the documentation fee of INR 5900) for affiliation as per the prescribed "onboarding package" ii) upload the payment receipt in JPEJ format, to be approved by FICSI accounts	After CEO approval: i.) Make the remaining payment (after deducting the documentation fee of INR 5900) for affiliation as per the prescribed "onboarding package" ii) upload the payment receipt in JPEJ format, to be approved by FICSI accounts
STEP 12	Approval from Finance Department (FICSI)	Not Applicable	Approval from Finance Department (FICSI)	Approval from Finance Department (FICSI)
STEP 13	Download the FICSI certificate after approval of the FICSI accounts department	Download the FICSI certificate after approval of the FICSI accounts department	Download the FICSI certificate after approval of the FICSI accounts department	Download the FICSI certificate after approval of the FICSI accounts department

Payment Options

Both the payments [1.) Application Fee of Rs, 5900 and 2.) Full affiliation/Re-affiliation Fee] must be paid mandatorily through the payment gateway available on FICSI affiliation portal (<https://affiliation.ficsi.in>)

No manual payments will be entertained.