



# FICSI Training Provider and NGO Affiliation Process

## May 2024

### (Non-PMKVY Affiliations)

Finalization and effectiveness of the previous policy document – 2nd August,2023

Revised Document drafted on – 22<sup>nd</sup> May,2024

Revised Policy Approved on – 29<sup>th</sup> May,2024

**Revised Policy effective Date: 1<sup>st</sup> June,2024**

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 /Onboarding Package (INR)	Affiliation Fee Breakup	Re-Affiliation Fee (INR)	Duration of Re-affiliation
1	<b>Full Affiliation of Private Institute/Skill Training Provider</b>  (PAN India – Affiliation)	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	<b>Affiliation of Govt Agencies/Departments /Institutions</b>	2 Years	PAN India	Nil	Nil	Nil	2 Years
3	<b>State Specific Affiliation</b>	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
4	<b>Affiliation of State Level NGOs</b>	2 Years	Specific State/UT of India	Rs. 10,000 plus applicable GST	1.) Affiliation Fee – 10,000 2.) Applicable GST	Rs. 10,000 plus applicable GST for 1 State/UT of India	2 Years
5	<b>Affiliation of National NGOs</b>	2 Years	PAN India	Rs. 50,000 plus applicable GST	1.) Affiliation Fee – 50,000 2.) Applicable GST	Rs. 50,000 plus applicable GST	2 Years

## 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)	Process for Affiliation Category 4 (State Level NGO)	Process for Affiliation Category 5 (National NGO)
Step 1	Sign-up on the online portal <a href="https://affiliation.ficsi.in/">https://affiliation.ficsi.in/</a> to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal <a href="https://affiliation.ficsi.in/">https://affiliation.ficsi.in/</a> to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal <a href="https://affiliation.ficsi.in/">https://affiliation.ficsi.in</a> to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal <a href="https://affiliation.ficsi.in/">https://affiliation.ficsi.in</a> to create login (Should use the existing login credentials if already registered on the FICSI portal)	Sign-up on the online portal <a href="https://affiliation.ficsi.in/">https://affiliation.ficsi.in</a> to create login (Should use the existing login credentials if already registered on the FICSI portal)
Step 2	Make the payment of Fee of INR 5900 (non-refundable documentation fee) through online payment gateway inbuilt under FICSI portal	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	Make the payment of Fee of INR 5900 (non-refundable documentation fee) through online payment gateway inbuilt under FICSI portal	Make the payment of Fee of INR 5900 (non-refundable documentation fee) through online payment gateway inbuilt under FICSI portal	Make the payment of Fee of INR 5900 (non-refundable documentation fee) through online payment gateway inbuilt under FICSI portal
Step 3	Fill online Application Form and submit	Not Applicable	Fill online Application Form and submit	Fill online Application Form and submit	Fill online Application Form and submit
Step 4	Approval from Affiliation Manager	Approval from Affiliation Manager	Approval from Affiliation Manager	Approval from Affiliation Manager	Approval from Affiliation Manager
Step 5	Approval from Affiliation Committee's End	Not Applicable	Approval from Affiliation Committee's End	Approval from Affiliation Committee's End	Approval from Affiliation Committee's End
Step 6	Approval from CEO	Approval from CEO	Approval from CEO	Approval from CEO	Approval from CEO

Step 7	After CEO approval:  Make the remaining payment through online payment gateway (portal will show the remaining amount to be paid after deducting the documentation fee of INR 5900)	Not Applicable	After CEO approval:  Make the remaining payment through online payment gateway (portal will show the remaining amount to be paid after deducting the documentation fee of INR 5900)	After CEO approval:  Make the remaining payment through online payment gateway (portal will show the remaining amount to be paid after deducting the documentation fee of INR 5900)	After CEO approval:  Make the remaining payment through online payment gateway (portal will show the remaining amount to be paid after deducting the documentation fee of INR 5900)
STEP 2	Approval from Finance Department (FICSI)	Not Applicable	Approval from Finance Department (FICSI)	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	Download the FICSI certificate after approval of the FICSI accounts department

**Kindly note that for re-affiliation, the TP/NGO will have to select the correct category as mentioned under:**

- 1.) Re-affiliation for PAN India – Please select the category – “RA-PAN India” (for TP) and “RA-PAN India NGO” (for NGO)
- 2.) Re-affiliation for State Specific affiliation – Please select the category – “RA NGO-<State’s Name>” and “RA NGO-<State’s Name>” (for NGO)

**Incorrect selection of the affiliation category may be a reason for rejection of the application for affiliation/re-affiliation**

**A.) Eligibility Criteria for Private Training Providers and NGOs:**

- 1.) Valid Registration Certificate as per the application category – Pvt Training Provider/ Govt Institution/State Level NGO/National NGO
- 2.) Average Annual Turnover of the organization:
  - a) For PAN India affiliation, it shouldn’t be less than INR 1 Crore
  - b) For State Specific affiliation, it shouldn’t less than INR 50 Lakh
  - c) For State Level NGO, it shouldn’t be less than INR 25 Lakh
  - d) For National NGO, it shouldn’t be less than INR 70 Lakh
- 3.) Industry Tie-Ups:

For all of the affiliation categories, it’s mandatory for the applicant organizations to have tie-ups with Food Processing industries. To support this, applicant organization must obtain LoIs from At least 5 employers from Food Processing sector on their letterhead

## **B.) Additional Eligibility Criteria for NGOs**

Experience in one or more of the following is mandatory for the NGOs applying for the affiliation with FICSI :

- a) Skill Development Projects
- b) Social Impact Project (including Women Empowerment, Livelihood Generation, Entrepreneurship Enhancement, Education, Rural Development, Community Development etc.)
- c) Projects related to Food Safety & hygiene and/or awareness
- d) Actively engaged in programs for Farmers Producers Organisations (FPOs)
- e) Actively engaged in programs for Self Help Groups (SHGs)
- f) Actively engaging in Agricultural activities

### **Mandatory Documents to be uploaded during the online application process:**

- 1) Visible copy of your company's Registration Certificate
- 2) PAN Card with stamp/seal and signature of authorized signatory.
- 3) 3 years balance sheet,
- 4) 3 years ITR,
- 5) LoIs from At least 5 employers from Food Processing sector on their letterhead
- 6) Experience in Skilling/Social Impact Projects

### **Payment Options**

**Both the payments [1.) Non-refundable application Fee of Rs, 5900 and 2.) Full affiliation/Re-affiliation Fee] must be paid mandatorily through the payment gateway inbuilt in the FICSI affiliation portal ( <https://affiliation.ficsi.in> ). No manual payments will be entertained.**