

**(To be printed on stamp paper, signed and stamped on  
each page and duly notarized by an empanelled Notary  
Public)**

**Affidavit for NDLM/DISHA Scheme to be furnished by  
CSCs**

I, \_\_\_\_\_, Aged \_\_\_\_\_ Years, representing  
\_\_\_\_\_ (Name & OMTID of CSC Centre) in  
the official capacity of owner of the above centre and having its address at

\_\_\_\_\_ (Complete address) do hereby state on solemn affirmation as under:

1. I am owner of the CSC bearing Registration No. \_\_\_\_\_ (OMTID), in the state of \_\_\_\_\_ registered under \_\_\_\_\_ (mention whichever is applicable to your organization - Companies Act/ Registered Society/ Private Limited/ Public Limited/ Public Sector Undertaking/ Trust, Proprietorship Firm, Partnership firm/others etc.) in India, having Permanent Income Tax Account Number (PAN) \_\_\_\_\_ and Aadhaar No. \_\_\_\_\_.
  
2. My CSC Centre \_\_\_\_\_ is empanelled as a Training Centre under the National Digital Literacy Mission (NDLM)/ Digital Saksharta Abhiyan (DISHA) Scheme of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India being implemented through CSC eGovernance Services India Limited (in the capacity of NDLM PMU), hereinafter referred as CSC-SPV or NDLM PMU. The scheme is hereinafter referred as **NDLM/ DISHA** scheme. The brief details of the scheme are given in **Annexure-I**.

3. My CSC Centre is responsible to register and train the beneficiaries after duly verifying and entering details of States/ Districts/ Blocks/ Municipalities/ Gram Panchayats, etc
4. I undertake that our CSC centre is fulfilling NDLM/ DISHA infrastructure requirements as prescribed.

#### **4.1 Physical Infrastructure**

- Minimum carpet area of 200 - 500 sq. ft.
- One class room to seat 5 - 20 students
- Located within the concerned Panchayat/Municipal boundaries

#### **4.2 Technical Infrastructure**

- Minimum of 3-5 Operational Computers (Laptop or PC) with genuine/ licensed software
  - Out of 3-5 computers, one shall be a low-end server
  - All computers should have been connected on a local network
- One High Resolution Web Camera in each computer
- Reliable Internet Connectivity with minimum speed of 256 kbps
- One printer and scanner
- One Mobile Phone and Tablet
- Biometric devices prescribed by NDLM PMU in each computer

#### **4.3 Human Infrastructure**

Each training centre shall have a minimum of one teaching faculty, with qualifications as below:

- For Level 1: The faculty should have minimum of NIELIT's BCC or its equivalent
- For Level 2: The faculty should have minimum of NIELIT's CCC or its equivalent

5. I undertake that the centre is working and following major NDLM directions and we shall be held accountable for any violation of NDLM/ DISHA:

5.1 Registering only one person from a digitally illiterate family

5.2 Registered candidates are trained for a minimum of 20 hours for Level 1 course and 40 hours for Level 2 course

5.3 Conducting examination without any malpractices and violation of examination guidelines

#### 5.4 Other guidelines of NDLM/ DISHA.

6. I understand that its our responsibility to monitor the overall functioning of the CSC centre.
7. I shall be liable for accurate and timely reporting of the aforementioned work
8. I understand and agree to abide by the fact that if our CSC centre is involved in any one of the following activities, our CSC ID will be dis-empanelled/ blacklisted from NDLM/ DISHA:
  - 8.1 CSC Centre submitting fake/ wrong documents for getting empanelled under NDLM
  - 8.2 CSC Centre misusing their empanelment and appointing franchisee by collecting money
  - 8.3 Registration of digitally literate – ineligible candidates
  - 8.4 Using any unfair means including registration of same candidate multiple times, fake candidate registration, etc.
  - 8.5 Cheating/ Malpractices during the examination
  - 8.6 Impersonation of candidates during the examination
  - 8.7 Fraud of any nature
  - 8.8 Financial misinformation
  - 8.9 Obstructing/ not providing any information/ cooperation to NDLM PMU officials or any person deputed or authorized for inspection, supervision/ monitoring
  - 8.10 Any other unethical or misleading practices
9. I abide by the condition that accreditation given to our CSC is not transferrable to any other agencies.
10. I undertake to pay all applicable Government taxes accrued from the training fee made by NDLM PMU. Any complaints regarding non-payment will be strictly dealt with.
11. We abide by the condition that accreditation granted to us may be withdrawn, if it fails to adhere to the norms or for other specified reasons of accreditation.
12. We shall allow the observers deputed by NDLM PMU Officials/ State Govt. / District Administration or other Government agency to visit our CSC and submit all documents/ support for inspection/ audit.

13. We abide to the condition that the involvement of my CSC centre in any fraudulent activities such as fake/ duplicate registration of beneficiaries, overstatement of financials, misleading information, malpractices, etc., would lead to blacklisting from working with any government programmes in the future.

14. In case of concealing of facts and violation of any one of NDLM/ DISHA guidelines by cognizance of NDLM PMU officials or surprise visits or complaints received or third party inspection/ audit, we understand that a legal action will be taken against us and we shall be liable to return the payment made us with interest at SBI Prime Lending Rate.

I am executing this affidavit in my official capacity, as it is required by NDLM PMU because I have volunteered to implement Government's NDLM/ DISHA scheme by becoming a Training center under NDLM/ DISHA.

**Signature of Deponent**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**OMTID:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

\_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**e-Mail ID:** \_\_\_\_\_

**Verification:** Verified at \_\_\_\_\_ (Name of Place), this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the affidavit are true & correct to the best of my knowledge and belief and nothing has been concealed therein.

**Signature of Deponent**

(Signature & Stamp)

**Authorized Notary Public**

**Brief Guidelines of National Digital Literacy Mission/ Digital Saksharta Abhiyan**

**A. OVERVIEW OF NDLM:** In line with the objective of the National Policy on IT 2012 to make one person in every household in the country e-literate, a scheme for IT Mass Literacy (now renamed as National Digital Literacy Mission/ Digital Saksharta Abhiyan) has been approved. Making one person in every family digitally literate is one of the integral components of the Prime Minister vision of “Digital India”. The objective is to impart basic ICT skills relevant to the need of the trainees, which would enable the citizens to use IT and related applications and participate actively in the democratic process and further enhance opportunities for their livelihood. The persons shall be able to access information, knowledge and skill through the use of digital devices.

**A1. Scheme for IT Mass Literacy (renamed as National Digital Literacy Mission):**

- a. Objective is to make 10 lakh persons digitally literate at two levels
- b. Duration: 18 months.
- c. 9 lakh candidates by Government & 1 Lakh by Industries/NGOs/others under CSR

**A2. Scheme under ‘Digital India’: ‘Digital Saksharta Abhiyan’ (दिशा):**

- a. Objective is to make 42.5 lakh persons digitally literate at two levels
- b. Duration : 4 years
- c. 38.5 lakh candidates by Government & 4 Lakh by Industries/NGOs/others under CSR
- d. Inclusion of Aanganwadi workers, Accredited Social Health Activists (ASHAs), Authorised Ration Dealers as key beneficiaries

**B. Definition of Digital Literacy:** “Digital Literacy is the ability of individuals and communities to understand and use digital technologies for meaningful actions within life situations”.

**C. Two levels of training under the Scheme:** The two levels of IT training envisaged under the Scheme are Appreciation of Digital Literacy (Level 1) and Basics of Digital Literacy (Level 2).

**D. Implementation Process :** NGOs, Industry, Government authorized centres, Common Services Centres (CSCs) and authorized educational institutions with appropriate infrastructure will be utilised to train and empower citizens on IT literacy in Villages/Gram Panchayat/ Blocks/ Districts of each State/ UT. The training will be held at various training locations including CSCs, Adult Literacy Centres, NIELIT Centres, RSETI, NGOs involved in IT Literacy, etc. A detailed implementation plan is as below:

- Eligible candidate identification – A candidate is “eligible” only if there is no other digitally literate person in his family.
- Enroll in the nearest NDLM Training Centre using their Aadhaar (UIDAI) number
- Unique Username and Password to be provided to the beneficiary
- Learners to study the self learning e-modules through the LMS
- Continuous assessment at the end of each module
- Attendance on a daily-basis using Aadhaar number
- On fulfilling the minimum number of learning hours and successful completion of assessment, the learners will be eligible to appear for national level examination.
- Certificates will be issued to successful candidates.

**E. Training Process:** The beneficiaries fulfilling the eligibility criteria will be selected. PMU shall develop an Online Monitoring Application (OMA) cum Learning Management System (LMS). The identified Training Partners and their Training Centres shall be registered on the OMA. The selected beneficiaries shall be registered on the OMA-cum-LMS by the Training Centres. The trainers will use the LMS to train the beneficiaries and their learning will be tracked centrally.

**F. Assessment Process:** After the completion of training, the trained candidates shall have to undergo a term-end online examination at a centre approved by certifying agency/ NDLM PMU.

**G.** The other details of the process are available at [www.ndlm.in](http://www.ndlm.in)