

Government of West Bengal
Paschim Banga Society for Skill Development
Technical Education, Training & Skill Development Department
Karigori Bhawan B/7, Action Area-III, New Town, Rajarhat,
Kolkata-160

Date: 17/10/2023

Sub: Comprehensive Placement Verification guidelines for
Utkarsh Bangla.

Utkarsh Bangla, the flagship scheme of the Government of West Bengal was launched in the year of 2016 under Paschim Banga Society for Skill Development (PBSSD) to skill individuals to empower them to engage in Wage-Employment or Self-Employment leading to improved livelihoods.

Verification guidelines for Settlement (Wage-Employment/Self-Employment) under Utkarsh Bangla project mode was issued vide Memo No- PBSSD-28/1/2020/3155 dated 15/12/2020. In supersession of the same, following placement verification guidelines are being notified herewith.

1. **Placement Definition:** Placement is employment and/or self-employment based settlement and is assessed on the basis of the following parameters.
 - 1.1. **Engagement:** Trainee has to be employed / self-employed within 3 months from the date of certification.
 - 1.2. **Retention:** The Trainee has to continue to work at least 90 days in the bracket of 120 days after their engagement as detailed above.
 - 1.3. **Rate of Earning:** Rate of earning for wage-based remuneration must be more than the prescribed minimum wages and rates for self-employment are as detailed below.
2. **Milestones:** These would be as per the extant orders. Currently payment milestones are attached in **Annexure-I** for ready reference.
3. **Description of payment slabs linked against the installment:** Given the 3rd pay-out is conditional in nature, the slabs as applicable would be considered. Current slabs are mentioned in **Annexure-II**. The placement achievement in the total tenure of up to 210 days from the date of Certification shall be assessed and final settlement shall be as per the slabs mentioned therein.
4. **Prescribed timeline for submitting the final claim:** The Training Providers to furnish their claims within 300 days from the date of the first certification. For the legacy-batches, a window of 90 days is made applicable from the date of issuance of this order and all the claims are therefore requested to be furnished within the period admissible.

In case of any failure / default on behalf of TPs in furnishing their claim within the time stipulated above, summary proceedings may be given effect by the DPMU/PBSSD.

5. Conditions to be followed:

5.1. Wage- Employment

5.1.1. In case of Wage-Employment, the trainees are to be placed in a job that provides for wages at least the one which is equal to the prescribed minimum wages at the concerned location.

5.1.2. Trainees should continue to be in employment for a minimum period of 90 days from the date of joining with the same or higher wages with the same or any other employer within a total period of 120 days (Retention Assessment Period).

5.1.3. Change in employer is permitted. 90 days engagement/retention is required within 120 days (from the date of engagement) whether under the same or multiple employers.

5.1.4. In the event of borderline cases that require interpretation, DNO, Skills to act as the competent authority to decide the cases unless the District Administration decides otherwise. In all cases disposed of by the DNO, the final appeal lies with ADM (Skills), and in all cases which are disposed of (as first course of action, and not as appeal) by the ADM (Skills) the appeal lies with the DM/Chairman of the DPMU.

5.2. Suggestive Checklist for wage employment verification Wage Employment: Following may be considered for wage placement verification:

5.2.1. Letter/Appointment Letter issued by employer to the trainee. There may not be any specific format for the purpose. However, the details like the name of the candidate, date of joining, name of post offered and the rate of monthly payment must be reflected.

5.2.2. In absence of above the documents reflecting the credit of payment into the accounts (or hands) of the placed candidate. (Such as their bank statement/ Salary Slip jointly signed by the Employer and Trainee Candidate/ or self-declaration signed by the trainee candidate in front of the DPMU staff (including through Video Conferencing).

5.2.3. For borderline cases, the decision of DNO

skills/ ADM skills shall be conclusive as per the delegation prevailing in the district. However, a clear declaration of the candidate as stated above reflecting all essential particulars is to be obtained before admitting the benefit to the Training Provider. 5(d) above be seen for this purpose.

6. Livelihood settlement under Self-Employment:

6.1. Conditions to be followed:

6.1.1. Gainful employment secured by the trainee candidates under self-employment route would be considered as placement provided their realization happened within the assessment period. (i.e. The Assessment Period for Engagement & Retention Assessment Period that is 210 days as mentioned above).

6.1.2. However, to allow the benefit of third installment in favour of Training Provider, the earnings shall be more than that of minimum wages and candidates declares that his self-employment is directly resultant of the Training he has undertaken.

6.2. Suggested Checklist for Self-Employment verification:

6.2.1. For Trainees trained through Line Department/Parastatal (For Suo-moto Demand of the Line Dept):

6.2.1.1. The placement linked installment shall not be applicable in this case and the reporting is necessitated to understand the physical progress and outcomes of the scheme.

6.2.1.2. Competent authority's certificate (not below the rank of a group B employee) of concerned Line Department/Parastatal certifying their employment.

-OR-

Any proof detailing the credit linkage prior to the closure of the 210 days from the date of assessment – wherever applicable.

6.2.1.3. An action photograph or photographs of entrepreneurial set up or self declaration by the

candidate (not mandatory if already certified by the authorities as mentioned above).

6.2.2. For Trainees trained through Industries/TPs:

6.2.2.1. Self-declaration by the Trainees that they have settled under self-employment and the earnings are above the rate of minimum wages. Documents proving the earnings by the candidate to be furnished with self -attestation (by the candidate).

6.2.2.2. Alternatively, proof of credit linkage either from Government or from bank - during the 210 days period.

6.2.2.3. Where applicable, one of the documents from among the Trade license/GSTN/PAN/ FPO license/Udyog Aadhar number issued by MSME Department in the name of a firm/ enterprise/company set up by the trainee would be collected for the purpose of record.

6.2.2.4. An action photograph or photographs of entrepreneurial set up along with the trainee (not mandatory if self-declaration is signed and provided by the candidate before the DPMU staff).

7. The newly emerging forms of Self-Employment : Livelihood settlement under the online aggregator's platform /gig-work/the piece- price rate work or freelancing (outsourcing basis) are considered to be placement-equivalent.

7.1. Document verification process for the above is as follows:

7.1.1. Documents proving the on-boarding of trainees as a partner on the aggregator platform and remaining active during the assessment period with an average monthly earning that is equal or more than prevailing minimum wages of the states/UT's where trainee is working.

7.1.2. Self-declaration by the Trainees that they have gained livelihood and the earnings are above the rate of minimum wages. Documents proving the earnings by the candidate to be furnished at least with the self -attestation (by the candidate).

7.1.3. Where applicable one of the documents from

among the Trade license /GSTN /PAN / FPO license / Udyog Aadhar number issued by MSME Department in the name of a firm/enterprise/ company set up by the trainee would be collected for the purpose of record.

8. Sample Verification for final confirmation of the Placement/Livelihood settlements: _Following Principles are to be observed:

8.1. Desktop Verification: 100% desktop verification of documents.

8.2. Physical Verification cum Validation of Desktop Verification:

8.2.1. At least 7% physical verification by the DPMU Staff.

8.2.2. Candidate count, if arrived in decimals, to be rounded up to next integer. For removal of doubt, the 2.1 to be rounded up to 3).

8.2.3. Regardless, at least 3 candidates to be physically verified against each batch for the purpose of physical validation.

8.2.4. Sample to be drawn on random selection basis in the presence of an officer not below the level of DNO until the time system generated random sampling is put in place.

8.3. Borderline Cases: In borderline cases, the authorities prescribed above are to decide the cases on the basis of overall merits.

8.4. Sample failure: In the event sample is failed, the same is to be informed to TP giving them an opportunity to establish their position. A timeline of maximum 30 days will be allowed, later which such cases will be decided summarily by the DPMUs considering the merits. Such summary proceedings to be held under the officer not below the rank of ADM (Skills).

8.5. Responsibility of the TP to furnish the updated contact details and other relevant information: The contact details of the candidates/ employers to be furnished by the Training Provider who is claiming the payment.

9. Power of interpretation: Power of interpretation lies with the officer not below the rank of PD, PBSSD of the

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organization.


10. A cross verification may be done by PBSSD state level any time as per the discretion of the PBSSD HQ to monitor and improve the overall quality.

This has the approval of the Competent Authority and shall come with immediate effect.

 17/10/23
Project Director
PBSSD

Copy forwarded for information to:

1. OSD to HMOS(IC), TETSD Department
2. The Sr. Special Commissioner, TET&SD Department
3. The District Magistrates/Chairman DPMU, All Districts.
4. The CAO, WBSCTVESD.
5. The DTET/DIT/DVET, TET&SD Department with request to send this order among all the Principals /Principal-in-charge under their control.
6. The Additional District Magistrate (Skill)-All Districts – with request to circulate this among all the PBSSD staff down the line.
7. Sr. P.S to Principal Secretary, TET&SD Department
8. The District Nodal Officer -All Districts
9. The DPMs, all Districts
10. The OSDs, PBSSD- All concerned
11. The SPMU, PBSSD
12. The DPMU, PBSSD
13. Office Copy

 17.10.2023
Officer on Special Duty
PBSSD

Annexure -I

Sl. No.	Installment No.	Stage	% of Payment Release
1	1 st	After completion of 30% of Training (as advance, subject to recovery)	25%
2	2 nd	Payment against successfully assessed trainees (Pro rata settlement)	50%

3	3 rd	Placement of successfully assessed trainees (Conditional final Payout)	25%
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Annexure- II

Sl No	Placement Slab	% eligible payout
1	0% to <20%	0%
2	20% to <30%	4%
3	30% to <40%	8%
4	40% to <50%	12%
5	50% to <60%	16%
6	60% to <70%	20%
7	70% and above	25%

*Placement slab in above table indicates the percentage of *verified to be 'successfully placed' candidates* against the total commenced strength of the said batch.

** % of eligible payout indicates the % of project cost adjusted to the actual commencement strength of the batch that is under consideration.

*** The wage based placement component shall determine the final admissibility on pro-rata basis as regards the financial payout.