

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education Training and
Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New
Town, Kolkata, 700160

Memo:

Date: 04/05/2023.

MEMORANDUM

Sub: SOP for Verification of Offer of Placements (Letter of Intents) given out by the prospective employers situated outside West Bengal.

The LOI module of the UTKARSH BANGLA insists from the Training Providers to provide for the submission of prospective-placement-agreements between the Training Providers and Recruiting agencies/Prospective Employers. This is in view of improving the placement percentage after the completion of the Training.

In this connection, following guideline are being put in place to verify the LOI (Letter of Intents reflecting the offer of employment) offered by the employers whose presence is situated outside the geographical extent of the West Bengal.

1. Declaration provided by the Training Provider shall be relied upon and considered as the basis for causing e-verification. The Declaration submitted by the TPs shall be jointly signed by the SPOC (TP Employee) as well as the authorized signatory (Secretary or above) of the TP Organization.
2. Preliminary Scrutiny and tele-verification shall be done by the concerned Districts where the training is intended to take place (TC location). The applications/documents prima facie cleared by the DPMUs shall be referred to the PBSSD HQ for causing further e-verification.
3. e-verification team shall be deployed at PBSSD HQ under the administrative control of an officer not below the rank of OSD and it shall use a dedicated WhatsApp account to capture the records. The details received would also be maintained in the form of back-ups (downloaded information) at appropriate place by the e-verification team. One designated SPM, shall be responsible for the day to day functioning of the team.
4. **e-Confirmation from the Employer on WhatsApp:** Upon receiving the documentation stated above, the respective employer shall have to confirm their authenticity and other credentials of their LOI in the form of declaration.
5. **Confirmation of the credentials:** The credentials as furnished and vouched by the concerned TPs shall have to be confirmed

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by the prospective employers (not from the intermediary organizations) confirming their personal as well as Organizational identity. In addition to such confirmation, based on the context, the e-verification team may seek any of the following indicative list of documents based on the merits involved;

- i. Registration of Establishment / Trade License / CIN etc.
- ii. PAN/TAN/TIN/GST etc.

6. e-verification of Location: For the confirmation of location, the e-verification team would request for sharing of their 'current location' as well as the 'live location' on the WhatsApp.

7. Live interview and e-inspection of the premises: This will be done on the basis of videoconferencing using the dedicated WhatsApp.

8. Following schedules may be observed to reduce the scope for potential foul play.

Offer Size	T&C
5 to 99	1. Qualified in e-verification. 2. LOI to Placement turn up ratio against the previous affirmations shall be more than 50%
100, above & upto 499	1. Qualified in e-verification/ Physical verification 2. At least 50 previous placements offered by the employer are realized. 3. LOI to Placement turn up ratio against the previous affirmations shall be more than 50%
500 & above	1. Qualified in e-verification/ Physical verification 2. At least 250 previous placements offered by the employer are realized. 3. LOI to Placement turn up ratio against the previous affirmations shall be more than 50%

9. **Physical Verification:** For larger demands such as the offer of more than 100 placements or for clustered demands, physical verification may be preferred by the PBSSD.
10. For the purpose of this guideline, the applicant TPs are considered as the local validators for the credibility of the prospective employers.

The information to be vouched by the TPs along with the declaration (to be provided by the TP intending to avail this option) is enclosed as annexure to this memorandum.

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Project Director, taking prior approval of Vice Chairperson may relax the stipulations on case to case basis based on the recommendation of the District Magistrates of the concerned DPMUs.

Sd/-
Project Director
PBSSD

Copy forwarded for the information to:

1. The Sr. Special Commissioner, TET&SD Department
2. The Additional Secretary, TET&SD Department
3. The Sr. P.S. to the HMoS(IC), TETSD Department for the kind perusal of the Authority
4. The Sr. P.S. to the Principal Secretary, TETSD Department
5. The CAO, WBSCTVE&SD
6. The District Magistrate (Skill) – All Districts
7. The District Nodal Officer – All Districts
8. The OSDs, PBSSD – All Concerned
9. The SPMU, PBSSD
10. The DPMU, PBSSD
11. Office Copy


OSD
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