

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education, Training & Skill Development
Karigori Bhawan, Newtown, Kolkata-700160

Dated: **22-06-2023**

MEMORANDUM

Sub: Revised Guidelines for the LOI module of the Utkarsh Bangla

In furtherance and in partial modification to the memo I/169109/2022 dt-05-01-2022 and I/391809/2023 dt- 04-05-2023, following guidelines are put in place for promoting the training activity in the State of West Bengal.

1. For upto first four (4) batches of TC, the existing SOPs shall be observed without any relaxation.
2. For verification of LOI and the continuation of the target assignment, below mentioned guidelines may be followed by the DPMUs.

	Description	Relaxation that is admissible to the TP
Situation I	1. 51% (or above) candidates who are certified to be successful have secured placements (as per preliminary tele-verification).	<p>As to furtherance of the target allocation, there may not be any insistence for physical verification given the track record of the TPs is already ascertained by the DPMUs. Therefore, Tele/ e-verification would be sufficient to ensure the following aspects.</p> <p>A. Entity offering the LOI should have a clear existence.</p> <p>B. Self-Declaration by the TPs against the LOIs furnished by them on their letter pad would be sufficient.</p> <p>C. LOI can be to the tune of 1 times the current HR capacity of the entities making the offers.</p>

Situation II	1. 20% (or above) candidates who are certified to be successful have secured placements, (as per preliminary tele- verification).	As to furtherance of the target allocation, Physical verification of the LOI shall be required. No additional relaxations allowed. A. Districts to closely monitor the TP/ LOI activity before assigning the further targets. B. LOI can be to the tune of 0.5 times their current HR capacity of the entities making the offers. C. DPMUs to verify the quality of the LOIs.
Situation III	1. Less than 20% candidates who are certified to be successful have secured placements, (as per preliminary tele- verification).	As to furtherance of the target allocation, verification of the LOIs by the DPMUs shall be required. No additional relaxations allowed. A. Districts to closely monitor the TP/ LOI activity before assigning the further targets. B. LOI can be to the tune of 0.5 times their current HR capacity of the entities making the offers. C. Performance of TP shall be reviewed periodically and the TPs may be disincentivised/discontinued as per the discretion of the DPMU/PBSSD.

3. Verification as regards LOIs furnished by the Third Parties such as aggregators: As to the LOI obtained from the mediators/employment aggregators, the DPMUs should collect information about the Original Employer before accepting the LOIs unless the LOI is reflecting the onboarding of the

Trainees on the direct payroll of such aggregators.

4. Target Allocation:

Target allocation can be up to 2 times the verified offers furnished through the LOIs.

5. Preliminary tele-verification and Other Definitional Parameters:

DPMUs are to check with the candidates as well as with the employers (where applicable) over the phone calls as regards their securing of placement. Registers reflecting the call records are to be compiled at the DPMUs reflecting the call details, responses of the candidates/employers and the official collecting the details.

6. Maintenance of Registers:

Until the time portal is aligned to capture the verification activity, DPMUs to ensure the maintenance of registers that reflect the details of the authority/official verifying the LOIs and placements. The replies/ responses gathered during the tele/e-verification may also be recorded by the concerned DPMU staff in the said registers.

7. LOI Withdrawal Facility in the Portal:

LOI withdrawal facility (By the TPs prior to the verification) and LOI revert facilities (by the DPMUs) to be provided in the portal to improve the general functioning of the portal.

8. Employment in the establishment that are other than the initial LOI providers would be allowed in case of interim cancelling out of the offers by the LOI providers:

In case of premature expiry/ cancellation of the LOIs after the verification, regardless the nature of reasons, the placement of the trainees if realized with the employers other than those who initially offered the LOIs would be considered as successful wage placements provided the rate of pay is equal to or more than the pay initially reflected in the LOI. The overall responsibility to facilitate such alternative placement arrangements shall lie with the TPs where the LOIs furnished by them are at fail.

9. For Calculating the percentages stated above, following may be noted:

- i. The count of candidates of the batches who are currently undergoing trainings may be discounted while arriving the aforementioned percentages.
- ii. The batches wherein certification had happened within the last 3 months would be excluded under consideration while arriving the aforementioned percentages.
- iii. The calculation is to be based on the batches started after Demand driven Model is put in place. Accordingly, the batches freshly commenced after 02.02.2022, the date of publication of first lot of 159 Nos of Rated graded TPs, may be considered for this calculation.

10. The Empaneled TPs may be connected by the DPMUs with the Industry/ Employer raising demand in the portal but not wanting to conduct the training. The TPs may obtain the LOI from such Industries/ Employers. DPMU may check such LOIs with the approved demand raised in the portal by the same Industry/ Employer and this would be considered to be the verification of those LOIs.

11. Special Provisions:

Specific Sectors/ Trades may be exempted by the PBSSD HQ to keep up the

training activity that is in alignment with the State's Skill Development Goals.

12. In case of repugnancy: the provisions mentioned in the current memorandum shall prevail over any of the previously notified provisions.

Issued with the approval of the Competent Authority. In Public Interest.

Sd/-
Project Director
PBSSD

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