



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

No. 734-TET(Trg)/ET/0/2E-24/2019

Dated, Kolkata, 29th November 2019.

Notification

Paschim Banga Society for Skill Development, nodal agency responsible for the execution of all short-term training interventions under Utkarsh Bangla Project Mode, feels the need for amendments to the existing guidelines under Utkarsh Bangla Project Mode for an effective implementation and monitoring of the programme performance. In this regard, the Governor of West Bengal is pleased to issue the modification to the said guidelines as given below.

1. Modification in Registration Process of Training Providers

- i. The Training Provider registration will be approved only after a satisfactory in-person interview of the Proprietor, Financial Officer and other operating officials of prospective Training Provider, conducted by the Training Provider Monitoring committee along with documents submitted through online portal www.pbssd.gov.in. Presence of all such officials running the Training Provider is compulsory. In case of absence of anyone the TP Application will be rejected. The interview will be held in the Registered Office of the Dept. of Technical Education, Training, and Skill Development.
- ii. The Training Provider Monitoring committee(s) will be chaired by the Project Director, PBSSD and will include members from the following officials of the PBSSD
 - a. OSDs of PBSSD
 - b. Financial Consultant
 - c. Deputy Financial Advisor

2. Modification in Registration Process of Training Centers

- i. Training Centre registration will be approved only after a satisfactory in-person interview of the Centre-in-charge, Trainers and any other operating officials. The interview will be conducted by the Training Centre Monitoring committee at the district headquarter along with documents submitted through online portal www.pbssd.gov.in.
- ii. The Training Center Monitoring committee(s) will be chaired by the District Nodal Officer (DNO) and include members from the following officials.
 - a. District Project Manager (DPM)
 - b. One Sub-Divisional Project Manager (SDPM) as nominated by the District Magistrate
 - c. Any other official as decided by the District Magistrate

3. Issuance of Work Order for commencement of trainings

- i. Training Providers can start their training programs in the approved Training Centers after they have received a work order issued by PBSSD.
- ii. The work order will be valid for one year from the date of issuance of the same. Work orders will be provided for individual training centers.

4. Payment of Security Deposit

- i. Training Providers must mandatorily submit a Security Deposit, equivalent to 2% of the estimated value of the project, online through the www.pbssd.gov.in portal. Work-orders for conducting trainings at the center will be valid only after the payment of the Security Deposit.

- ii. The Security Deposit is to be returnable after the successful completion of the entire training cycle, and any payment recoverable from the Training Provider will be adjusted against the Security Deposit.

5. New Payment Disbursement Schedule

- i. Training Provider will be eligible to raise request of payment of 30% for the candidates of a batch only upon completion of 30% of total training of the candidates which will be released only upon raising of assessment request for the particular batch.
- ii. Next 50% of the payment will be released only on completion of assessment of the particular batch for successfully assessed candidates.
- iii. The remaining 20% of the total payment will be made depending on placements made by the Training Provider, as given in the table below after they have uploaded their placement details in the www.pbssd.gov.in portal. The Training Providers must have to place at least 20% candidates of a certain batch. However, to get the full payment for placement the TPs must adhere to the following slabs.

Placement Slab	% of release of fund
0% to <20%	0%
20% to <30%	5%
30% to <40%	10%
40% to <50%	15%
50% and Above	20%

The above payment schedule will be effective for all projects under Utkarsh Bangla's training programme awarded from 01st July 2019.

- iv. In case of use of Government Infrastructure in terms of land & buildings, a User Charge Deducted at Source (UCDS) of 10% would be charged on a pro-rata basis. All payment to be made after verification of the authenticity of the candidates of the concerned Training Centre(s).

6. Revised fees of Training Center Registration, Inspection, and Security Deposit

- i. The fees for Training Centre registration, Inspection, and Security Deposit is revised as follows:

	Registration Fee (INR)	Inspection Fee (INR)	Security Deposit (INR)
Primary training center (First training center)	5,000	1,000	20,000
All subsequent training center/ module	5,000	5,000	10,000 (Only for training centers)

7. Penalty Clauses

Due to observations of various violations during inspection conducted by PBSSD officials, the following situations are identified as Clauses of Penalty that will lead to De-empanelment of Training Provider, or revocation of approval of Training Centre, or Financial Penalties.

- i. The Major Penalty Clauses for De-empanelment of Training Providers are:
 - a. Use of any kind of fraudulent means, such as malware software, ghost trainees, prosthetics etc. to achieve targets in any of its affiliated centers.
 - b. Obstructing any staff or representative of PBSSD from inspecting any Training Centre.
 - c. Multiple non-compliances/ violations under Category (ii) in same center or in multiple centers under the same Training Provider.
- ii. The Major Penalty Clauses for revocation of approval of Training Centers are:
 - a. Training center physically doesn't exist at the address provided.
 - b. Students physically present at a center is substantially less than the count of biometric attendance recorded for any given day.

- c. Use of same biometric device for registering attendances of multiple Training Centers of the same and/or other Training Provider(s)
- d. Closing of Training Centre without prior approval/intimation to PBSSD.
- e. No rent/tenancy agreement is available with the Training Centre in the name of the Training Provider
- f. Non-availability of mandatory equipment as per SSC guidelines.
- g. Training centers being run on franchise mode.
- h. The Training Provider is conducting any other training programs under any other Government Schemes, Government Departments or paid courses within the same premise as that of the Utkarsh Bangla center
- i. The Training Provider does not follow guidelines as issued by PBSSD with respect to enrollment of students of current/ passed out batches of ITIs, Polytechnics, and any other higher educational institutions
- iii. The Minor Penalty Clauses for Financial Penalties to be levied are:
 - a. Breach of batch closing date (permissible up to one month from the registered batch closing date)
 - b. Breach in raising request for assessment (permissible up to one month from the registered batch closing date)
 - c. Breach in terms of Qualitative attributes
 - d. Breach in placement terms and conditions
 - e. The Centre-in-Charge being the same person as the owner of the building taken in rent/ tenancy for the Training Centre
 - f. The number of Trainers and/ or Trainer Qualifications and Experience not being as per SSC and PBSSD Guidelines

The above list of non-compliances/ violations and penal provisions is an indicative list and against any other non-compliances/ violations as observed/ reported, the training provider shall be punishable, as deemed fit by the competent authority or under any other Law of the Land for the time being in force.

PBSSD will set up a disciplinary committee for overseeing the entire inspection, show-cause, hearing, and imposition of penal action against the Training Provider, either in the entirety or for the concerned Training Centers. The committee will be chaired by the Project Director, PBSSD, and convened by the Deputy Director Finance, PBSSD, and will additionally comprise the below mentioned members.

- i. OSDs, PBSSD, as nominated by VC PBSSD
- ii. Financial Consultant, PBSSD
- iii. Law Officer(s), WBSCT&VE&SD

The committee will submit its recommendations to the Principal Secretary, TET&SD and Vice-Chairperson, PBSSD for final approval and disposal.

8. Assessment guidelines

- i. Training Providers may request for a maximum of one change of date for assessment on unavoidable circumstances which may be approved by the Project Director, PBSSD.
- ii. The date of assessment must be informed to PBSSD by the Training Provider as soon as the Assessment Date is fixed.
- iii. Assessment must be video recorded by the Training Providers at their cost and sent to the district teams for verification.
- iv. Any dispute with the Assessor needs to be brought to the notice of PBSSD by the EOD along with proofs.
- v. Assessment Bodies must ascertain that only genuine candidates are present during assessment.
- vi. Biometric attendance on the day of assessment in the portal is mandatory.
- vii. Batch approval process will be automated resulting in less intervention and less time lag for completion of each batch
- viii. Assessment approval process will be automated resulting in less intervention and less time lag for completion of each batch assessment
- ix. Project Assistant Cum Data Entry Operators (PADEOs) at the concerned districts will assist in the process of Batch Uploading in SDMS portal for conducting of assessments of PBSSD Batches.
- x. District level staff will mandatorily be present during the time of Biometric Registration of Candidates as well as during Assessment of Candidates.

9. Decentralization and Modification in inspection module

The following modifications in the Inspection module has been made

- i. Inspections will be allotted automatically.
- ii. Inspection reports will go to Districts.
- iii. Approval from Districts will come after Interview of the TC-in-charge and Trainers.
- iv. District Project Management Unit (DPMU) will execute and State Project Management Unit (SPMU) will monitor and oversee the entire process.
- v. All inspections will be conducted by designated officials using a mobile app that will be logged in only at the registered address of the training center. In case of necessity, manual inspection (without the mobile app) may also be conducted with prior approval of the Project Director, PBSSD.

10. Conduct of trainings in ITIs, Polytechnics, Universities/ Colleges

- i. Short-term trainings may also be conducted in Govt. ITIs, Polytechnics, and VTCs etc. subject to appropriate approval by the competent authority.
- ii. Students from the current/ passed-out batches of ITIs/ Polytechnics and any other higher educational institutions can undergo short-term trainings only in courses with a higher NSQF level than their respective trade/ courses.
- iii. Short-term trainings under Utkarsh Bangla Project Mode interventions may also be conducted in state Universities and colleges subject to appropriate approval by the competent authority of PBSSD and availability of adequate infrastructure. In case of Universities, students from the current batches may also undergo short-term trainings in a sector/ trade in a stream/ discipline which is different from the one in which he/ she is currently undergoing. The Training Center must mandatorily be located within the premise of the University/ college.

11. Conduct of Recognition of Prior Learning (RPL)

- i. Proposals for RPL can be received either from the concerned Sector Skill council (SSC) or from a Department or an entity in the Govt. of West Bengal
- ii. Proposals will be evaluated by the Project Approval and Sanctioning Committee (PASC) chaired by Principal Secretary, Department of Technical Education, Training & Skill Development and Vice Chairperson, PBSSD and comprising the following members:
 - a. Project Director, Paschim Banga Society for Skill Development (PBSSD) – Convener
 - b. OSDs, PBSSD – Member
 - c. Financial Consultant, PBSSD - Member
 - d. Deputy Director Finance, PBSSD – Member
 - e. Law Officer, WBSCT&VE&SD – Member
- iii. The overall training duration of the RPL program will be of 12 hours and will be completed within 3 (three) consecutive days including assessment.
- iv. The Payouts to the Training Providers and Assessment fee to the SSCs will be as given below.

Nature of the Job Role	Payout to Training Provider per candidate
Manufacturing Sector	INR 1,700
Service Sector	INR 1400

Upon the validation and approval of final assessments results, the SSCs will be paid the following assessment fees directly by PBSSD:

Nature of the Job Role	Payout to SSCs per candidate
Manufacturing Sector	INR 800
Service Sector	INR 600

- v. A sum of 500 INR will be transferred to the candidates who have successfully passed the exam through Direct Benefit Transfer through the PBSSD portal itself, post verification of the bank account details of the candidates by the concerned line department.

12. Conduct of trainings under Special Interventions

- i. Proposals of training programs under Special Interventions will be received for short term skilling for inmates/ orphans etc. from the line department of correctional homes /social welfare homes etc.
- ii. Proposals will be evaluated by Project Approval and Sanctioning Committee (PASC) chaired by Principal Secretary, Department of Technical Education, Training & Skill Development and Vice Chairman, Paschim Banga Society for Skill Development and will comprise the following members:
 - a. Project Director, Paschim Banga Society for Skill Development (PBSSD) – Convener
 - b. OSDs, PBSSD – Member
 - c. Financial Consultant, PBSSD - Member
 - d. Deputy Director Finance, PBSSD – Member
 - e. Law Officer, WBSCT&VE&SD – Member

13. Mandatory availability of Rent/ Tenancy Agreements in Training Centers

Rent/Tenancy agreement for a training center is to be mandatorily available in the training center. The Rent/ Tenancy agreement must meet the following criteria:

- i. The agreement is in the name of the Training Provider concerned.
- ii. The agreement must contain the complete address along with some landmark for which agreement has been executed along with the time period.
- iii. The agreement should contain the Latitude and Longitude Coordinates of the training center.
- iv. The address mentioned in the agreement shall match with the address the Training Provider has applied for during Training Centre Registration.
- v. The period of rent agreement must cover the entire validity period of the work order issued, failing which the work order will be nullified without any further clarification.

14. ToT Certification

By the closure of the current Financial Year, all trainers need to be mandatorily TOT certified and should be in possession of Identity Cards and Certificates. Training Providers are required to provide TOT Certification number during application in the www.pbssd.gov.in portal.

15. Rating and grading of Training Providers and Training Centers

Training Providers and Training Centers would be rated and graded based on their performances through desktop evaluation and on-field inspections using mobile app.

16. Committee for PMKVY CSSM 2.0

The committee for PMKVY CSSM 2.0 will consist of the following members:

Member	Designation
Chairman	Vice-Chairperson – PBSSD
Convener	Project Director, PBSSD
Member 1	OSD, PBSSD
Member 2	Finance Director, PBSSD
Member 3	NSDC Nominee
Member 4	Any Other Member invited or nominated by the committee

17. Executive Council Meetings of PBSSD is to be chaired by Vice Chairperson, PBSSD.

18. Chief Administrative Officer, West Bengal State Council of Technical & Vocational Education and Skill Development is to be included in the Executive Council of PBSSD as an expert in the area of Skill Development.

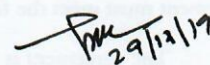
19. Shri Chinmay Sengupta, Ex. COO & CSR Advisor, ICICI Foundation for Inclusive Growth is to be included in the Executive Council of PBSSD as an expert in the area of Skill Development.

20. A Nominated member from CREDAI is to be included in the Executive Council of PBSSD as an expert in the area of Skill Development.

21. Identity Card is to be mandatorily given to the trainees

The above guidelines are in amendment to the earlier notifications issued with Memo No. ET/0/PBSSD-01/2016/1434 dated 29.05.2019 and Memo No. 435-TET(Trg)/2E-24/2019 dated 28.06.2019.

The above notification is issued with the concurrence of the Department of Finance, Govt. of West Bengal vide their U.O. No. Group-B/2019-2020/0043 dated 08/11/2019.


29/11/19

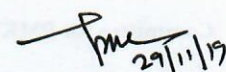
Joint Secretary,
Department of Technical Education, Training and Skill Development,
Government of West Bengal

No. 734-TET(Trg)/ET/0/2E-24/2019 (10)

Dated, Kolkata, 29th November 2019.

Copy forwarded for information to:

1. The Chief Secretary & Chairman, PBSSD
2. Principal Secretary, TET&SD & Vice Chairman, PBSSD
3. Project Director, PBSSD
4. PS to HMIC, TET&SD
5. OSD, (JB), PBSSD
6. OSD, (SM), PBSSD
7. OSD, (DC), PBSSD
8. FC, PBSSD
9. DDF, PBSSD
10. PBSSD, SPMU Team.


29/11/19

Joint Secretary,
Department of Technical Education, Training and Skill Development,
Government of West Bengal