

Date: 6th June 2019

Notice for Target Re-allocation and Placement Verification for centres allocated targets in FY 2018-19 through RFP in PMKVY 2016-2020

This is to inform all the training providers/centres under PMKVY 2016-2020 allocated target through RFP (2018-19) that further allocation of target to these centers in FY 2019-20 would be based on placement performance. The parameters will include reported placement as well as performance in Desk and Field verification. The first cut-off date for considering **reported placement** in SDMS would be **31st May 2019** and the second cut-off date for the same would be **30th June 2019**. These dates are tentative, any update in the dates will be communicated.

The TCs allocated with target under RFP PMKVY 2018-19 would only be considered for reallocation of target as mentioned above.

If any discrepancy is found during verification process, there may be strict action(s) on the TP and TC including but not limited to Target revocation, Suspension, Financial recovery and hold, and others.

You are requested to follow placement guidelines for uploading of necessary documents on the placement portal and **complete the TC level verification on the TC-SDMS portal**. The approved list of documents and verification checklist is provided in the annexure.

Note: For placement verification purpose bank statement is a mandatory document for candidates placed under wage employment with Date of Joining post 31st March 2018, along with other relevant placement documents.

Annexure 1: Valid list of documents for candidates employed under – self, wage and apprenticeship in PMKVY 2016-2020

1. **For wage employment:** Three documents are mandatory for the purpose of placement verification- Appointment letter, Salary slip/certificate and bank statement for candidates placed under wage employment with date of joining post 31st March 2018 (or 2 documents – Appointment letter and salary slip/certificate for candidates placed before 31st March 2018)
2. **For Self-Employment:** Two documents are mandatory for the purpose of placement verification – Employment proof and bank statement for candidates placed under self-employment. The list of documents valid under self -employment for is given in the table below (*Refer: Table 1*)
3. **For Apprenticeship:** One document is mandatory for the purpose of placement verification – Apprenticeship contract, generated from the apprenticeship portal – www.apprenticeshipindia.org

Table 1: The list of documents considered as valid proof of employment is given below:

Wage employment		Self employment	Apprenticeship
1st Month of Employment (any one)			
1	Appointment letter issued by the employer	Trade license	Apprenticeship contract (generated from the Apprenticeship portal – www.apprenticeshipindia.org after putting in the relevant information of candidate and the establishment) & Apprenticeship Contract Registration Number (also generated from the apprenticeship portal, to be entered on the placement portal)

Wage employment		Self employment	Apprenticeship
2	A letter issued by the employer with details like the placed candidate name, date of joining and cost to the company (CTC)	Proof of enterprise set up	
3	Others*	Proof authenticating that the candidate is part of the producer group	
4		Proof of Mudra Loan availed	
5		Others*	
Others* 1st Month of Employment (any one)			
1	A candidate's acceptance of offer letter issued by employer with details like the placed candidate name, date of joining and cost to company (CTC)	Proof of any kind of loan availed from bank for Enterprise Setup	
2	A letter issued by employer confirming employment, date of joining, offered salary, candidate names for more than one candidate	Mandi receipts.	
3	Electronic confirmation received from employer with details like the placed candidate name,	Sale of produce to Government Warehousing Corporation/ direct	

Wage employment		Self employment	Apprenticeship
	date of joining and cost to company (CTC)	under Public Distribution System/ direct to private / public enterprises (E.g; Mother Dairy, Patanjali/ similar entities, etc.)	
4	Identity card issued by employer	Sale receipts received through commission agents.	
5		Proof of any Agriculture related loan	
	1st month onwards for three continuous Months from date of First Employment	On completion of three months, from date of First Employment	1st month onwards for three continuous Months from date of First Employment
1	Salary certificate/Salary slips issued by the employer	Quarterly Bank Statement with additional income	
	AND		
1	Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details		

Note:

1. In case of Self-employment the documents are required to be uploaded at the end of quarter against each candidate, from the date of first employment. In case the candidate switches the employment (from self-employment to wage employment) within the time frame of the quarter (three months from first date of employment) then the bank

statement showcasing the additional income, of months as self-employment needs to be uploaded by TP.

2. In case of Self-employment documents mentioned as "Others" Proof No 1 & 2 will be considered across Sectors while from Proof No: 3 to 6 will be valid only as a proof for Agriculture Sector Skill council Job roles only.
3. For self-employment, quarterly bank statement is to be uploaded at the end of 3rd Month of continuous self-employment
4. For apprenticeship- Apprenticeship training will be considered as placement for PMKVY candidates

Annexure 2: Placement Verification Checklist – For candidates employed under self-wage and apprenticeship in PMKVY 2016-2020

Parameter	applicability	Verified	Not verified
Documents for wage employment: Appointment Letter/ Letter from Employer (Mass Employment/Certificate of Employment) / Acceptance letter from Candidate on offer letter/ Confirmation Letter of Joining from Employer/ Electronic Confirmation from Employer / Employee ID Card from Employer			
Documents for self employment: Trade License/ Proof of Enterprise / Proof authenticating that the candidate is part of the producer group/ Proof of Mudra Loan availed / Proof of any kind of loan availed from bank for Enterprise Setup / Mandi receipts/ Sale of produce to Government Warehousing Corporation/ direct under Public Distribution System/ direct to private / public enterprises / Sale receipts received through commission agents / Proof of any Agriculture related loan, etc - as given in the list.			
Candidate Name	same for wage and self employment	Candidate name mentioned on SDMS is same as candidate name mentioned on the document. Initials accepted on the document. E.g.: Name on SDMS: Arvind Singh Kumar. Name on Document: A.S. Kumar, or Arvind S. Kumar, or Arvind Kumar.	Candidate name mentioned on SDMS is absolutely different from candidate name mentioned on the document.
		Candidate name mentioned on SDMS is same as candidate name mentioned on the document, with slight spelling mismatch	The Surname given on SDMS does not match with the surname mentioned on the document
		candidate 1st name is given on document without surname/ middle name	
Organisation Name	applicable only for wage employment	Organization Name mentioned on SDMS is same as organization name mentioned on the document. Spelling Mismatch of organization name will be accepted.	Organization name mentioned on SDMS is absolutely different from organization name mentioned on the document.
		Organization name is not given on letter head/ body of document, but clearly visible stamp of organization is given	Organization name is not mentioned on the document/Letter head
		Organization Name mentioned on SDMS is reflected on the letter head, but not mentioned on the body of the document	
		In case of big organizations- The organization's name is mentioned at the top of the appointment letter/offer letter provided, or organization stamp is provided.	In case of big organisations-No stamp and the organization's name is mentioned only in the body of the appointment letter/offer letter

Parameter	applicability	Verified	Not verified
Organisation State/ self employment state	same for wage and self employment	Organization state mentioned on SDMS is same as organization state mentioned on the document	Organization state mentioned on SDMS is absolutely different from organization state mentioned on the document.
		Organization state is not mentioned on the document/Letter head for wage and self employment	
		slight spelling mismatch between organization state mentioned on SDMS and organization state mentioned on the document	
Organisation District / self employment district	NOT TO BE CHECKED		
Organisation Address	applicable only for wage employment	Organization address mentioned on SDMS is same as organization address mentioned on the document. The address should be complete, with all relevant details given such as name of building, block/floor, street, area, district/state, pin code etc.	Organization address mentioned on SDMS is absolutely different from organization address mentioned on the document
		Complete address is mentioned either on SDMS, or on letter head	
Income(Above min. wages of state)	applicable only for wage employment	per month earnings/income mentioned on SDMS is same as earning/income mentioned on the document	per month earnings/income mentioned on SDMS is not equal to earning/income mentioned on the document, and, earnings/income (basis per day calculation) is below minimum wages
		per month earnings/income mentioned on SDMS is equal/not equal to earning/income mentioned on the document, however, earnings/income (basis per day calculation) is equal to or above minimum wages	
		Appointment letter provided without having salary details but it is supported with salary slip/certificate and all other parameters are correct.	
		Salary mentioned on portal is less than minimum wages but in salary slip/certificate and employment	

Parameter	applicability	Verified	Not verified
		proof complied with all parameters. (Basis typing error)	
		If the salary mentioned on the portal and the appointment letter is above minimum wage but the salary mentioned on the salary slip and bank statement is below minimum wage, then check if the appointment letter mentions the reasons of extra amount provided to the candidate (like food allowance, travel allowance etc), if yes, then it is considered valid	
Joining Date (Within 90 days of certification)	applicable only for wage employment	Date of joining mentioned on SDMS - as employment 'from date' is same as date of joining mentioned on the document. The system will check the clause of 'placed within 90 days of certification'	date of joining mentioned on SDMS - as employment 'from date' is not same as date of joining mentioned on the document, and is more than 90 days of certification or is less than the batch end date
		Mismatch in date of joining in appointment letter/offer letter, check the clause that the candidate should be placed post the batch end date and the date must fall within 90 days of certification. If the candidate is placed after the batch end date and there is mismatch then date of joining mentioned on the SDMS is to be considered and the salary slip and bank statement should as per the date mentioned on the SDMS	No date mentioned on the appointment letter
		If only date of issue is mentioned on the appointment letter/offer letter and is post the batch-end date then the document is considered valid. However in this case date of joining mentioned on the SDMS is to be considered and The salary slip/certificate and the bank statement should be according to that date	
Gender	same for wage and self employment	gender mentioned on SDMS is same as gender mentioned on the document	
		Gender is not mentioned on placement documents	

Parameter	applicability	Verified	Not verified
Authorization / Stamp/ Sign	applicable only for self employment	Available	Not available
Employment Proof	Applicable only for self employment	Documents provided as per the checklist are valid if they are provided against the same candidate name as mentioned on the SDMS	
		In case of Self-affidavit/declaration signed by Panchayat Committee/Sarpanch or any other government official at village/panchayat level provided- to be considered valid only when the name and contact details of the government official is mentioned on the document	Self-affidavit/declaration signed by Panchayat Committee/Sarpanch or any other government official at village/panchayat level provided without the name/contact details
Employment Proof	Valid for candidates in GST AA job role	The documents provided for the candidate enrolled in GST AA Job role mentions both ARN & TRN number and is against the same candidate as mentioned on the SDMS	The document provided do not mention ARN & TRN number
Employment proof	Valid for candidates in Apprenticeship	Contract provide generated from the Apprenticeship portal with the same candidate name and organisation name as mentioned on the SDMS	
<p>1. Offer letter without candidate's acceptance. However, supported with the same months' salary slip. All parameters under salary slip to be verified as per checklist</p> <p>2. In case of multiple offer letters/appointment letters - case to be matched with SDMS and approved if all parameters are verified.</p>			
document for wage employment: Salary Slip/ salary certificate			
Candidate Name	applicable only for wage employment	Candidate name mentioned on SDMS is same as candidate name mentioned on the document. Initials accepted on the document. E.g.: Name on SDMS: Arvind Singh Kumar. Name on Document: A.S. Kumar, or Arvind S. Kumar, or Arvind Kumar.	Candidate name mentioned on SDMS is absolutely different from candidate name mentioned on the document.
		Candidate name mentioned on SDMS is same as candidate name mentioned on the document, with slight spelling mismatch	The Surname given on SDMS does not match with the surname mentioned on the document
		candidate 1st name is given on document without surname/ middle name	

Parameter	applicability	Verified	Not verified
Organisation Name		Organization Name mentioned on SDMS is same as organization name mentioned on the document. Spelling Mismatch of organization name will be accepted.	Organization name mentioned on SDMS is absolutely different from organization name mentioned on the document.
		Organization name is not given on letter head/ body of document, but clearly visible stamp of organization is given	Organization name is not mentioned on the document/Letter head
		Organization Name mentioned on SDMS is reflected on the letter head, but not mentioned on the body of the document	
CTC / income/ earnings (Above min. wages of state)		per month earnings/income mentioned on SDMS is same as earning/income mentioned on the document	per month earnings/income mentioned on SDMS is not same as earning/income mentioned on the document , and is less than minimum wages (calculated as: per day minimum wage of state * number of days worked which is given on document)
		per month earnings/income mentioned on SDMS is not equal to earning/income mentioned on the document, however, earnings/income (calculated as: per day minimum wage of state * number of days worked which is given on document) is equal to or above minimum wages	per month earnings/income mentioned on salary slip/certificate is not same as earning/income mentioned on the bank statement (as applicable)
		one salary slip reflecting multiple candidates' names/multiple months on the document	Per month earnings/income is mentioned on SDMS, but not given on the document.
		If the salary mentioned on the portal and the appointment letter is above minimum wage but the salary mentioned on the salary slip and bank statement is below minimum wage, then check if the appointment letter mentions the reasons of extra amount provided to the candidate (like food allowance, travel allowance etc) then the it is considered valid	If the salary mentioned on the portal is above minimum wage but the salary mentioned on the appointment letter and salary slip and bank statement is below minimum wage

Parameter	applicability	Verified	Not verified
Period		If the record of a particular month has a salary slip/certificate mentioning the subsequent month without date, or date mentioned is within 1st week of subsequent month	If the record of a particular month has a salary slip/certificate mentioning the month more than 1 subsequent month. Eg: employment month as per SDMS is Jan 2018, and salary slip/certificate is for March/April
		If the employment start date is post 21st of a month and the salary slip/certificate is given along the subsequent month. Eg: date of joining is 21st January 2018, and salary slip/certificate mentions February/march - in case it shows additional 10 days salary of January 2018	Date/Month/Year of issue is not mentioned
		If the salary is of exact 1 month. Eg: candidate joined on 25th Jan 2018 and the salary slip has been uploaded till 25th February mentioning date (+ 5 days)	
		If the record is of particular month and the salary is given of subsequent month but additional salary of previous month is not mentioned Eg- If the DOJ of the candidate is 15th Jan 2018 and salary is given of february month without paying additional salary.	
document for wage employment: Bank detail (NEFT/Passbook/IMPS/Bank A/C details) compulsory for candidates with date of joining post 31st March 2018			
document for self employment: Quarterly Bank Statement with additional income			
Candidate Name	same for wage and self employment	Candidate name mentioned on SDMS is same as candidate name mentioned on the document. Initials accepted on the document. E.g.: Name on SDMS: Arvind Singh Kumar. Name on Document: A.S. Kumar, or Arvind S. Kumar, or Arvind Kumar.	Candidate name mentioned on SDMS is absolutely different from candidate name mentioned on the document.
		Candidate name mentioned on SDMS is same as candidate name mentioned on the document, with slight spelling mismatch	The Surname given on SDMS does not match with the surname mentioned on the document
		candidate 1st name is given on document without surname/ middle name	

Parameter	applicability	Verified	Not verified
Bank Credit	wage employment	per month earnings/income mentioned on SDMS = Salary Slip/Certificate = bank statement (for wage employment)	per month earnings/income mentioned on SDMS is not same as earning/income mentioned on the document, and is less than minimum wages (calculated as: per day minimum wage of state * number of days worked which is given on document)
		per month earning/income amount is not reflecting on the statement/ another month's entry reflecting on the document	per month earnings/income mentioned on salary slip/certificate is not same as earning/income mentioned on the bank statement (as applicable)
		The amount credited should be as per the record month or the subsequent month	The amount credited is not as per the recorded or the subsequent month
		If the bank statement provided is handwritten, i.e the bank statement/passbook entry is handwritten or the name of the candidates is handwritten on the bank statement/passbook, then the employment district is to be checked. If the candidate is employed in a rural district then it is to be considered valid	
	self employment (required quarterly)	quarterly/ monthly bank statement available and reflecting earnings (for self-employment)	quarterly bank statement not available
			quarterly bank statement available, but not reflecting earnings for the said period

Note:

1. The appointment letter and salary certificate mentioned on the same document (For wage employment)

The employment proof provided is rejected if it mentions both the appointment letter and salary certificate/slip in one document. Both the appointment letter and salary certificate/slip should be considered as separate documents and should be of different formats.

2. Salary document for candidates with date of joining before 31st March 2018 (For wage employment)

- In case of salary credited in bank account (i.e. salary slip provided)- For candidates with date of joining before 31st March 2018, either salary slip or bank statement should be provided
- In case of salary provided in cash- For candidates with date of joining before 31st March 2018, salary certificate is a mandatory document

3. Minimum wage: For placements verification for PMKVY candidates, the minimum wage for the respective candidates depends on the employer location which is already mentioned on the placement portal and can be referred to when the respective documents of the candidates are uploaded by the placement officer on the placement portal. For any further query regarding minimum wage kindly refer to the 2016-2017 Annual Report of Ministry of Labour and Employment (link- <https://labour.gov.in/annual-reports>)