

# Process to be followed to Order Induction Kits

## PMKVY (CSCM Component) – Short Term Training

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Under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) scheme (2016-20), each enrolled trainee will get an induction kit comprising of the following items:

1. T-shirt (Male) or Jacket (Female)
2. Diary
3. ID Card holder with Lanyard
4. Backpack

### Delivery Process for Induction Kits:

Currently, NSDC has empaneled the below mentioned two companies to supply induction kits to training centers onboarded under PMKVY (2016-20):

**a. Orchid Corporate Services Pvt. Ltd**

Contact Person: Mr. Danish Sharma

Email Id: [induction.pmkvy@ocsipl.com](mailto:induction.pmkvy@ocsipl.com)

**b. Shiv Naresh Sports Pvt. Ltd**

Contact Person: Mr. Mayank Gupta

Email Id: [pmkvyinduction@gmail.com](mailto:pmkvyinduction@gmail.com)

Training Providers (TPs) will be automatically mapped to their respective vendors when placing orders on the PMKVY “Knowledge Initiation & Trainee Support (KITS) Portal”.

The KITS Portal and User Manual for TPs to access the portal may be found at the URL:

[http://pmkvykits.nsdcindia.org/training\\_partner/static/#/login](http://pmkvykits.nsdcindia.org/training_partner/static/#/login)

- Training Partners (TPs) will place orders for induction kits **online** via the KITS Portal. They must specify information related to sizes of the t-shirt/jacket ordered, along with the quantity requirement at the Training Centre (TC), on the portal. As per the order placed by the TP, vendors will receive orders of induction kits.
- The TP SPOC can place orders on the Portal only for those TCs where target has been allocated in FY 18-19 and the same has been approved over SDMS.
- Currently, the following conditions hold when TP orders the 1<sup>st</sup> lot and 2<sup>nd</sup> lot of induction kits for each TC:

Target	1st Order Eligibility
0-90	90
90-180	90
>180	50% of total target

### 1<sup>st</sup> Order Eligibility:

If the target is between 0-90, the TP may order kits for the total target.

If the target is between 90-180, the TP may order kits for maximum 90 targets.

If the target is more than 180, the TP may order kits for maximum 50% of total targets.

The next order of kits for remaining targets is placed based on continued target allocation by NSDC, and current utilisation of kits by TCs. This order can **only** be placed if 75% of the first order has been assigned to candidates at the TC. If less than 75% of the 1<sup>st</sup> order has been assigned to candidates by the TC, the system will not allow for another order to be placed.




The subsequent order for induction kits is to be placed depending on the remaining target allocated to the TC, and enrollment; whichever is lower.

**However, TPs should procure the number of induction kits from the vendor as per their quarterly demand OR as instructed by NSDC. TPs may also place an additional order for at least 1 future batch for each job role.**

- TPs must ensure that the Training Centre's addresses on the KITS Portal are entered accurately on the Portal to ensure that delivery of the kits is carried out in a smooth manner.
- TPs must place the order for induction kits, along with the requisite details – under the "Order Placement" option; and assign already ordered kits to students under the "Training Centre" option on the KITS Portal. The second step is crucial to placing additional orders for induction kits, as explained above.
- Training Partners do not have to make any payments to the vendors when ordering induction kits as payments are made directly by NSDC. The TP must simply ensure timely ordering of induction kits as per the number of candidates enrolled in each batch at their TCs.
- After receipt of induction kits, TPs need to fill up the Receipt Declaration Form (RDF- Training Centre Form) offline, as attached in **Annexure A**. Kindly ensure the form is filled and stamped with your company stamp. A soft copy of the filled form is to be sent through registered email ID on the day of delivery to the respective vendor's email id (as mentioned above). Also, TPs are requested to handover the hardcopy of receiving challan & RDF-Training Center Form with your sign & stamps to the delivery boy.
- Also, TPs must select the "Mark Delivered" option on the KITS Portal on receipt of induction kits at the Training Centre. They must fill in the "Self-Declaration Form" on the Portal for verification. Here, the TP may raise a query in case there are any problems with the product delivered.

## Process to be followed at Training Center for Induction Kits:

- Under the Scheme, each ENROLLED candidate shall receive an induction kit. Each induction kit contains the following items:

SN.	Induction Kit Item	Image
1.	Backpack	
2.	<p>Identification Card Holder with Lanyard</p> <ul style="list-style-type: none"> <li>- Each enrolled candidate shall be issued a standardized ID card. Open files of ID card are available under “PMKVY Induction Kit” section of the “Branding and Collateral” page on the PMKVY website (<a href="http://pmkvyofficial.org/Marketing-Guidelines.aspx">http://pmkvyofficial.org/Marketing-Guidelines.aspx</a>). The given format is to be followed.</li> <li>- <u>PVC ID card</u> is to be <u>digitally printed</u> with candidate details and <u>stuck firmly with strong adhesive onto ID card holder</u> provided in the induction kit.</li> <li>- <b>Candidates are to wear ID cards at all times on centre premises.</b></li> </ul>	
3.	Diary	

4. T-shirt (for males) or Jacket (for females)

- Candidates are to use the PMKVY T-shirts and Jackets on special occasions and celebrations, including during the visits of key officials and graduation.

T-Shirt (Male)



OR

Jacket (Female)



2. TPs shall be responsible for the distribution and assignment of induction kits to ENROLLED candidates. Each candidate must receive ONE Induction Kit.
3. Male candidates shall be given induction kits containing t-shirts and female candidates shall be given induction kits containing jackets.
4. Each individually packed induction kit has an attached tag, detailing whether the kit contains a t-shirt/jacket along with its size. Please find below images of the tags:

Tag for Induction Kit with Jacket



Tag for Induction Kit with T-Shirt



6. Sizing Chart (for reference):

**FEMALE'S JACKET SIZE CHART**

Size (in inches)	S	M	L	XL
Chest	38	40	42	44
Shoulder	14.5	15	15.5	16
Waist	33	35	37	40

**MEN'S T-SHIRT SIZE CHART**

Size (in inches)	S	M	L	XL
Chest	38	40	42	44
Neck Circumference	15	15.5	16	16.5

7. Candidates are to sign the “**RDF-Candidate Form**” as attached in **Annexure B** against their name on receipt of the induction kit. Sheets are to be kept batch wise with batch and candidate details. Monitoring team can check these documents during surprise visit of Training Centers. Also, assessors will verify these documents at the time of assessment.
8. **Social Media Promotion:** TPs shall take images of each batch of candidates receiving their induction kits. The images are to be shared on social media and with NSDC. Image can be shared with **Mr. Imtiyaz Ahmed** at email id [imtiyaz.ahmed@nsdcindia.org](mailto:imtiyaz.ahmed@nsdcindia.org) mentioning name of the Training Center and batch details.
9. If TPs need more kits due to increase in enrollment numbers, then TPs can place subsequent orders on the KITS Portal in advance, for their requirements.
10. TPs/TCs must bear responsibility in storing and distributing of the induction kits to the enrolled candidates. NSDC shall not provide more induction kits than targets allocated to the center. And if the TP/TC doesn't accomplish targets, induction kits not distributed are to be returned to NSDC in their original condition. Failing to do so, the TP shall incur the cost of the kits not distributed.

# Annexure A: RDF-Training Center

## Receipt Declaration Form (RDF)

### Pradhan Mantri Kaushal Vikas Yojana Induction Kit

I, \_\_\_\_\_ (name of recipient) hereby acknowledge that I have received \_\_\_\_\_ number of Induction Kits on \_\_\_\_\_ (dd/mm/yyyy) from \_\_\_\_\_ (vendor name) out of which \_\_\_\_\_ are for males (with T-shirts) and \_\_\_\_\_ for females (with Jackets).

a. Name of Training Centre:	b. Training Center ID: - SDMS TC ID: - SMART TC ID:
c. Contact number (Mobile & email):	d. Address of Training Centre:
e. Date and Time of Collection:	f. Designation of Recipient:
g. Condition of Induction Kits:	h. Signature of Recipient with Company/Organisation Stamp:

## Annexure B: RDF-Candidates

### Receipt Declaration Form (RDF)

#### Pradhan Mantri Kaushal Vikas Yojana Induction Kit

I \_\_\_\_\_ (name of candidate) hereby declare that I have received on \_\_\_\_\_ (dd/mm/yyyy) the PMKVY Induction Kit which includes the following:

- a. 1 Back Pack (Bag),
- b. 1 Identification Card Holder with Lanyard,
- c. 1 Diary,
- d. 1 T-shirt/Jacket (Specify Size: \_\_\_\_\_)

Name of Training Center:	Training Center ID:
Candidate ID:	Batch ID:
Condition of Induction Kit:	Signature of Candidate:

**Signed Copy of Candidate PMKVY ID Card to be Enclosed.**

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**Signature & Stamp of Training Centre SPOC**

**Name:**

**Designation:**