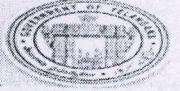


పట్టణ పేదరిక నిర్మూలన సంస్థ
Mission for Elimination of Poverty in Municipal Areas (MEPMA)



Office of the Mission Director,
Mission for Elimination of Poverty
in Municipal Areas, Telangana.,
Hyderabad

CIRCULAR

Cir Roc No. 36/2017/D1

dated 27-01-2017

Sub: MEPMA - EST&P - Comprehensive instructions, guidelines and procedures for implementing Placement Linked Skill Trainings - to implement effectively for achieving the targets - Reg.

Ref:- 1. Action Plan 2016-17 for EST&P
2. E-mail from the GoI dated 04-01-2017 regarding NSQF Compliance.
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With the reference to the subject cited, the detailed guidelines and procedures have been evolved for effective implementation of Employment through Skills Training & Placement programme during the year 2016-17. The following are the guidelines.

1) Identification of the candidates:

- Federations and SHGs must be involved in mobilization of the candidates. The mobilization to be done through door to door visit by field staff, publicity through print and electronic media, pamphlets, city cable scrolling etc., minimum of 50% should be proposed by the SHGs.
- All columns of the EST&P Registration form have to be filled and the documents (photo copies only) such as Aadhar card, Ration/Food security card, SSC memo and residential proofs to be attached to the form for filing purpose.
- Age group is 18-35 years.
- The candidates should have the following documents to consider for selection:
 - Aadhar Card/Voter ID Card/ Food security Card/ Any other ID card of the local town
 - Electricity bill on his/her family name
 - Residence certificate by the concerned authority of the town.

2) Training:

- The concerned DMC is responsible for handing over of entitlements such as Training material, ID Cards, tool kits etc., to the trainees within one week of the commencement of the batch. Delay in this process will be viewed seriously and action would be taken against the concerned DMC and the Skill Training Provider (STP).
- The DMCs should make sudden inspections to check whether the trainees are attending all classes in the scheduled time as there is a chance of trainees only coming at In time & Out time, for registering the attendance in the biometric attendance.
- Candidates may be sent to the On the Job Training (OJT) as per the guidelines of NULM and the MoA signed between MEPMA and STPs.
- The details of the OJT to be submitted to the Head Office for approval by the STP and a copy regarding to the Project Director.
- The Project Director may approve new/additional batches; if the unemployed youth are opting to take up the skill training under EST&P in any ULB, even in case the target given for the year 2016-17 has been completed for the ULB.

3) National Skills Qualifications Framework (NSQF)

- The GoI has mandated to comply with the National Skills Qualifications Framework (NSQF) by all the skill development programs of the country by 27th December, 2016.
- *NSQF is a quality assurance framework which organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning.*
- NSQF fixes the duration, cost and level of the courses which are qualified.
- Accordingly the work orders of the STPs have been updated and the Project Directors approve the batches and training centers immediately without delays.
- The new work orders need not be submitted to the District Collector for approval as they are part of action plan for the year 2016-17.

4) Payment Schedule:

Installment	Training Cost (%)	Documents required
I	30	<ol style="list-style-type: none"> 1) The list of the candidates along with attendance sheet. 2) Original invoice signed by authorized person / District representative. 3) Photographs of the training center and trainees with entitlements. 4) Minutes of Parents meeting 5) Reports of assessment tests (2)
II	20	<ol style="list-style-type: none"> 1) The list of the candidates who completed/qualified the training along with the assessment. 2) Original invoice signed by authorized person / District representative. 3) Photographs of the assessment and training completion. 4) Details of Guest Lectures provided mock interviews conducted, internal assessment report consisting of all candidates, exposure visit organized along with the photographs. 5) Photographs of practical training sessions, class room training, activities performed, soft skills training in soft copy CD to be submitted.
III	30	<ol style="list-style-type: none"> 1) The list of the placed candidates along with the details of placements. 2) Appointment letters by the employers. 3) Success stories of at least 5 trainees of a batch along with work place photographs.
IV	20	<ol style="list-style-type: none"> 1) The list of the placed candidates along with the details of placements. 2) Experience certificate from the existing Employer. 3) Success stories of at least 5 trainees of a batch along with work place photographs.

5) 1st Installment:

- The first installment (30% of training cost) will be given to the STP for the number of candidates who have attendance of 10 working days.
- Candidates whose attendance is below 10 will be deleted automatically.
- The Project Director has to confirm the placement bill in the portal (online) and forward the same to the Head office (ED/AMD Log-in)
- The signed proceedings of the Project Director have to be uploaded by scanning the same and forward the same to ED/AMD Log-in along with the bill from the log-in of the Project Director.

The documents to be submitted along with the E-Bill

- List of candidates along with attendance sheet.
- Group photo of the candidate.
- Details of internal assessment/ theory or practical tests.

6) 2nd installment:

- The Second installment (20% of training cost) will be given to the STP for the number of candidates who have the attendance of 75% during the training.
- Candidates whose attendance is below 75% will be deleted automatically.

The documents to be submitted along with the E-Bill

- List of candidates along with attendance sheet.
- Details of final assessment.
- Details of placements to be provided to the trained candidates.

7) Assessment and Certification:

- The Assessment will be done by either Regional Directorate of Apprenticeship Training (RDAT) or concerned Sector Skill Council.
- The STP who is implementing the training programme shall conduct the assessment initially if the RDAT/SSC has not done before completion of the batch. The certificates of the STP will be presented to the trainee before sending for placements and final assessment would be done by the RDAT/SSC and will provide the certificates. This has arranged to support the trained candidate to join placements without delay. STP will not be paid anything in this regard.
- Payments would be given to the RDAT/SSC directly by the Head office.

8) 3rd Installment :

On completion of the training and after the assessment all the trainees to be provided with placements and as per the new guidelines the placements should be 50% minimum for approving the placement bill. The payment would be for the candidates placed and confirmed working by the verification team.

If the placement percentage is 70%, the payment would be released for the entire trainees.

30% of the training cost to be released within 15 days of submission of the bills after completion of the training subject to verification of placed candidates by the district verification team.

In case training partner failed to provide placements of minimum 50% no payment would be released.

The documents to be submitted along with E-bill:

- 1) Placement report along with candidates' appointment letters.
- 2) Original invoice duly signed by authorized person.
- 3) Minimum of 5 work place photographs.

9) 4th Installment :

The post placement and retention of the placed candidates have to be updated by the training partner and submit the bill for payment as 4th Installment i.e., 20% of the training cost.

If the placement percentage is 70%, the payment would be released for the entire trainees.

20% of the training cost to be released within 15 days of submission of the bills after completion of the training subject to verification of placed candidates by the district verification team.

In case training partner failed to provide placements of minimum 50% no payment would be released.

The documents to be submitted:

- 1) Invoice generated online duly signed by authorized person.
- 2) List of retention candidates subject to fulfillment of above conditions.
- 3) Updating on website.

10) **Tracking of placements for one year:**

The training partner has to update the status of placed candidates after the completion of the trainings and placements in a spell of 6 months, 9th month and 12th month.

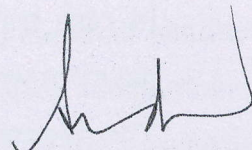
The documents to be submitted:

- 1) Invoice generated online duly signed by authorized person.
- 2) List of placement tracking candidates subject to fulfillment of above conditions.
- 3) Updating on website.

11) **Others:**

- The PDs should organize monthly meeting with representative of the training partners and update the latest guidelines and procedures.
- Status and action plan of the training, mobilization and placements has to be discussed during the meetings.
- Minutes of the meeting to be submitted to the Head office by all the Project Directors, every month.
- The data base of the EST&P programme has to be uploaded and updated regularly in the **DAY-NULM- MIS portal** and serious action would be taken against the DEOs and DMCs if not updated regularly, as it is mandatory and funds will be released based on this progress from the GoI.
- Success stories of the EST&P programme and the photographs of the training , assessment, certification and placements to be submitted to the head office regularly.

Therefore the Project Directors are requested to follow the above instructions and guidelines for effective implementation of EST&P programme. Action has to be taken on the persons who are responsible for deviation of above instructions.



MISSION DIRECTOR

Copy to the Commissioner, GHMC
Copy to Director General of CGG
Copy to all the District Collectors in the State for information.
Copy to all the empanelled training partners for the year 2016-17