

Office of the Mission Director,
MEPMA, A.C. Guards, Hyd.

CIRCULAR

Cir. Roc. No.75 / 11 / C,

Dated: 19-07-2013

Sub: - MEPMA-STEP-UP/RYSK- Regional meetings conducted on 5-7-2013 to 11-7-2013 in MEPMA, Hyderabad- Certain instructions and clarifications on issues raised during the meeting - Issued- Regarding.

Ref: - This office Lr.Roc.No.2096/2011/D1,dated:6-7-2013.

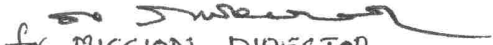
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During the Regional review meetings held from 5th to 11th July, 2013 with the Project Directors, District Specialists & AOs regarding physical and financial achievements for the year 2013-14, the Project Directors have raised certain issues for which clarification is given below with instructions to follow them strictly.

1. **Placement Verification:** - The placement verification to be completed by weekend of allotment by the respective officers. The Project Directors are instructed to monitor the progress of placement verification and its updation online every week and action to be initiated on the persons unable to complete the verification.
2. **Placements:** - The batches which have completed and assessment done should be given placements within 15 days of assessment by the respective training partner. The Project Directors and District Livelihood Specialists should monitor batch wise placements and its verification. It is found in every district there are batches which are with zero placements. The number of batches with zero placements to be reduced in each district.
3. **Trainings:** - It is found that the training partners allotted to the districts are not starting training. As a result ^{or} very a few trainings are being conducted in almost all the districts. The Project Directors are instructed to convene a meeting with the training partners and list out the partners who are not showing interest and communicate to head office for further action. The Project Directors may continue the trainings with the training partners who are already conducting the trainings and additional target to these training partners can ^{be} proposed for the purpose of achieving the targets.

4. **TDS:** - It is found that for the TDS being deducted from the payments of the training partners. TDS certificates are not released to the training partners. The Project Directors and Accounts Officers are instructed to release the TDS certificates without any delay. The amount collected towards TDS to be credited to IT department within 15 days of the deduction and process of E-filing to be completed.
5. **Mobilization Charges:** - It is found that the mobilization charges being collected from the training partners is not being credited to SLF accounts. The Project Directors and Accounts Officers are instructed to transfer the amounts to the SLF accounts immediately. Any delay will be viewed seriously.
6. **Payments:** - Payments in respect of the year 2013-14 should be released as per the timeline and the payments for the year 2012-13 for all eligible cases to be completed by Sep, 2013 without fail.

Sd/- Anita Ramachandran
MISSION DIRECTOR


for MISSION DIRECTOR

