



పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ
Mission for Elimination of Poverty in Municipal Areas
Department of Municipal Administration and Urban Development, Govt of Telangana



Office of the Misison Director (FAC),
Missionfor Elimination of Poverty
in Municpal Areas, Telangana.,
Hyderabad

CIRCULAR

Cir Roc No. 408/2014/D1

dated: 19-12-2014

Sub: -MEPMA – EST&P – Comprehensive instructions, guidelines and procedures for implementing Placement Linked Skill Trainings for the year 2014-15 - Directions for implementing effectively to achieving the targets - Reg.

Ref: - 1) This office Letter Roc. No. 507/EST&P/D/2014 date: 14-10-2014

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The EST&P program has to be implemented effectively in the State during the year 2014-15, duly following the guidelines and procedures given below:

1) Mobilization of the candidates:-

Mobilization of the candidates for the EST&P program is a continuous process and the DPMU should involve the field staff and SLFs in the process of identification of genuine persons.

For non-NULM Towns, the District staff should identify potential courses in each ULB by assessing the market demand by conducting the 'Skill Gap Analysis' and submit the list to this office before commencing the EST&P programme. Mobilization can be taken up after the approval of the courses proposed by the DPMU in each non-NULM town.

Mobilization charges to the Livelihood – CRPs is allowed @ Rs.35/- per candidate and they should identify at least 5 candidates per day whenever there is mobilization drive. The online updation of these applications may be done by hiring one Data Entry Operator temporarily and remuneration may be given @ Rs.5/- for application. These CRPs and Data Entry Operators should be given one day orientation on the registration and uploading process.

The applications for the NULM & non-NULM towns may be printed by DPMU and distribute to the staff/CRPs/Candidates. The filled in applications may be collected by DMC concerned for further processing.

Do collect important credentials like copies of SSC Memo, Aadhar card, Voter ID, Driving License etc.,

Parents meeting:

The DPMU/ MCs should conduct the parents meeting along with the trainees two times during the training tenure. The first meeting (pre- training) to be conducted at the time of Counseling of the candidates to educate the parents as well the candidates on the course of training and employment opportunities, second meeting during the first week of 2nd month Training and 3rd meeting at the time of providing placements. The photographs of the parents meeting should be uploaded into TSSM Portal within 2 days of each meeting.

The Expenditure for the mobilization of candidates can be met from EST&P component of NULM.

2) Identification of Potential Employers (Industry wise) :

The DPMU shall conduct sector wise survey of 'Skill Gap Analysis' in the ULB for assessing the market/industry needs with regards to manpower and skills requirement in the market/ industry. The willingness of Industry for giving placement to the trained candidates may be obtained and submit to this office before mobilization of candidates.

Proforma for conducting the survey is enclosed.

3) Creating Awareness of the Programme :

The following activities to be taken up for creation of awareness about the program and skill training demand from the target community.

- i) Conduct mass media campaigns through news papers, Radio, television, posters, wall paintings, SHG meetings, etc. on regular basis to provide information on skill training opportunities and invite applications from the prospective candidates.
- ii) The information regarding the courses, duration, location of training center, name and details of skill training providers should be available at all the Urban Local Bodies, City Livelihood Centers and any other urban centers set-up by the government.
- iii) Door to door survey to be taken up by the field staff and Livelihoods – CRPs, DMC –EST&P should coordinate the whole process.
- iv) The expenditure in this regard may be met from the IEC components of NULM.

4) Registration of candidates:

- i) The identified candidates are to be registered in the TSSM Portal with the following procedure.

- Open - <http://tssm.cgg.gov.in/>
- Log into DMC (DLHS changed)
- Master forms
- Candidate registration

ii) The earlier screen should not be used for the purpose.

5) Instructions to the DPMU staff:

- Automatic approval system introduced to avoid delays.
- Verification process to be completed as per timelines, delay in this regard would cause action against the concerned.
- The TMCs of the ULBs should be involved regularly on all activities related to the EST&P. The PDs are directed to allot targets to the TMCs for training and placement. TMCs will also be reviewed periodically about the progress of EST&P.

6) Inception payment:

First Tranche equivalent to 30% of training fee to be released, upon submission of inception report to the satisfaction of the First Party. The payment will be released based on the attendance of the candidates i.e., each candidate should attend 10 working days out of first 15 working days.

Documents require to release payments:

1. List of candidates with self attested passport size photos, 2.attendance sheet, 3.Photographs of the center, class rooms and Lab duly signed by the Second Party. 4. Invoice/ Bill

The PD,MEPMA should visit the Training Center and should certify the attendance of each candidate with bio-metric and manual attendance procedures.

7) 2nd installment after certification:

Second Tranche equivalent to 20% of training fee upon satisfactory submission of training completion and assessment reports and uploaded within 12 days of batch completion, checked and approved by First Party. The Second tranche Payment will be made upon submission of details of the number of qualified trainees of the batch in the assessment.

Documents to require releasing payments:

1. List of candidates, 2. Batch completion photo, 3. Assessment photo, 4. Attendance sheet of training & assessment 5. Certificate from Assessment agency. 6. Invoice/ Bill.

8) Assessment and Certification:

The documents to be submitted along with the online Invoice.

- 1) The E-Bill generated towards examination fees duly signed by authorized person
- 2) List of candidates appeared for the examination
- 3) Photograph of examination conducted by the certifying agency.
- 4) Presence certificate by the DLHS/PRP or any authorized representative from the PD.

9) Placement payments:

Third tranche equivalent to 30% of Training fee to be released, upon completion of successful placement to the eligible candidates. To qualify for the 3rd tranche the Second Party should provide minimum of 50% placements of the inception batch. (a) The Second Party shall be eligible for the full amount of Third Tranche of the training fees only if it has achieved a placement of 60% or more of the trainees of the inception batch. (b) The Second Party shall be eligible for pro rata amount of 3rd Tranche payment only if it has achieved a placement of 50-59% of trainees in the inception batch. (c) If the placements are below 50% then no payment will be released.

Documents required to release payments:

1. List of placed candidates 2. Confirmation letter/ Appointment letter, 3. work place photographs of all placed candidates, 4. Salary details from the employer. These documents should duly countersigned by the Second Party.

10) Post placement payments:

Fourth tranche equivalent to 20% of training fee upon submission of post placement report for 6 months to the satisfaction of the First Party. To qualify for the 4th tranche the Second Party should provide minimum of 50% retention of the inception batch. (a) The Second Party shall be eligible for the full amount of 4th tranche of the training fees only if it has achieved retention in placements of 60% or more of the inception batch size. (b) The Second Party shall be eligible for pro rata amount of 4th tranche payment only if it has achieved retention in placements of 50-59% of inception batch. (c) If the retention on placements is below 50% then no payment will be released.

Documents required to release payments:

1. Pay slips for 6 months, 2. work place photograph, 3. Service Certificate from the employer duly countersigned by the Second Party.

11) Tracking of placements for Six months:

The STP shall continue to track and counsel the placed trainees for at least 6 months from the date of placement.

12) Inspection of training centers:

The PD, MCs and DLHS/JLHS/PRPs/TPROs/COs have to make inspections in the format communicated. The three inspections are mandatory by the DPMU staff i.e., 1st visit at the time of registration of the candidates in bio-metric and starting the batch. The photograph of the inspecting staff along with Trainees while registering the bio-metric attendance should be submitted through online for approving the batch at head office. 2nd visit at the end of 20th day of training, 3rd visit at the time of Assessment of trainees. Reports of each visit should be uploaded in the Portal. At each stage photographs have to be taken and send to MEPMA office. The inspection format has to be uploaded in the TSSM portal. In case any training center not visited 3 times and their inspection report not uploaded, the payment to the training center will be blocked until the upload of the inspection report.

13) Documents to be collected and procedure of approval by the District Collector:

The MoA entered with the training partners for conducting of placement Linked Skill Trainings for 1 year. The PDs can download the MoA and course details of each Skill Training Provider.

The training partner wise/ ULB wise targets will be communicated the PDs. The PDs have to submit a file for approval of all the trainings and STPs allotted to the districts at one stretch by the District Collector. The PDs have to take adequate care for releasing the payments within the prescribed timelines (Timelines enclosed).

14) Coordination with Training Partners and facilitation to the training partners for effective functioning and implementation of training.

The training partner will nominate one representative on behalf of the organizations who will be in regular contact with PD and DLHS. He has to be

involved in the meetings organized at the district level with reference to Placement Linked Skill Trainings.

15) Regular meetings with training partners:

The PD should hold monthly meeting with representative of the training partners and update the latest guidelines and procedures. The review of the trainings and status of the payments should be discussed during the meetings. The meeting should be for healthy and better coordination between DPMU and training providers. The issues concern for the both the ends to be sorted out without any dispute.

16) Role of the Project Directors and Project Officers of Mission Cities:

The procedures and guidelines issued from this office have to be strictly followed without any deviations. The common procedures have to be followed by all the districts without any deviations. The MoA entered at MEPMA Head Office have to be honored and no further documents to be demanded from the training partners. The documents and details are already kept in MEPMA website and also it is available in TSSM portal.

The documents prescribed for each stage only have to be collected and the training partners have to submit the above documents as per the time line given in the MoA. No additional documents need to be collected for any purpose without instructions from this office.

Therefore the Project Directors are requested to follow the above instructions and guidelines for effective implementation of EST&P Program. Necessary action will be taken on the persons who are responsible for deviation of above instructions. The training partners were also requested to cooperate with DPMU staff for furnishing the required documents indicated in this circular.


MISSION DIRECTOR (FAC)

To
All the Project Directors,
The Project Officer of WMC.
All the Municipal Commissioners
Copy to all the empanelled training partners for the year 2014-15
Copy to all the District Collectors in the State for information.