

File No. SAK-11/7/2023-SAK-MoMA
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi – 110003

Dated: 4th March, 2024

To

All PIAs under (i) Seekho Aur Kamao (SAK), (ii) Nai Manzil and (iii) USTTAD

Subject: Validation and verification of outcome linked documents under 3 skill development schemes of the MoMA – (i) Seekho Aur Kamao (SAK), (ii) Nai Manzil and (iii) USTTAD.

Sir/Madam,

With reference to earlier communication of this Ministry whereby it has been informed that Ministry of Minority Affairs has on-boarded M/s ADG Online Solutions Pvt. Ltd. for conducting validation and verification of outcome linked documents under all the three skill development schemes of the Ministry of Minority Affairs – (i) Seekho Aur Kamao (SAK), (ii) Nai Manzil and (iii) USTTAD.

2. Scheme guidelines of the aforesaid schemes that indicate criteria to ensure placement objectives are achieved under various projects allocated to PIAs is placed at **Annexure**.

3. As per Common Cost Norms issued by M/o Skill Development & Entrepreneurship, in case the PIAs are not able to meet the criteria for placement, as set by the Ministry, then payment for achievements are to be made to PIAs on pro-rata basis. The criteria indicated under Common Cost Norms (Schedule IV) emphasise the following: "Training Provider will be paid on pro rata basis on achieving 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants".

4. Further, based on the offer letter/salary slips up loaded by PIAs under various projects allocated to them to indicate the placement related objectives achieved, following indicators would be considered during the verification and validation process:

i. **Indicators for identification of parameters on Offer letters:**

Sr. No.	Indicator	Sr. No.	Indicator
1	Company name	6	Phone No.
2	Logo	7	Address
3	Registration No.	8	GST/PAN
4	E-Mail ID	9	Signature
5	Stamp	10	System Generated

The following 3 indicators are chosen as mandatory parameters for treating an offer letter as a valid document of placement submitted by the PIAs:

Handwritten signature
06/03/24

Handwritten signature

Handwritten signature
06/03/24

Handwritten signature
06/03/24

Handwritten signature
06/03/24

- a. Name of Candidate
- b. Name of Employer
- c. Employer Address/ E-Mail / Phone No.

ii. **Identification of parameters on Salary slips:**

Sr. No.	Indicator	Sr. No.	Indicator
1	Bank Account No.	5	PF/ESI component
2	Candidate Name matches with Account Number	6	System generated Salary Slip
3	All Salary Figures	7	Sign and Stamp of Employer
4	Salary Slip matches with the last month salary drawn by the Trainee	8	Employer Name

Similarly, the following 3 indicators are chosen as mandatory parameters for treating a salary slip as a valid document of placement submitted by the PIAs:

- a. Candidate Name Matches with Account Number
- b. All Salary Figures
- c. Employer Name

Based on above 3 mandatory parameters in the Offer letters/salary slip, the verified data shall be divided into 2 categories:

No. of Mandatory Parameters available in Offer letter/salary	Category
0-2	Eliminate
3	Pass for Field verification

5. The aforesaid process of identifying 'Mandatory' indicators would be followed while ensuring the placement objectives are achieved by the PIA for the project, as stipulated in the scheme guidelines. Based on the above and as stipulated in the scheme guidelines, the following would be followed:

- i. If eligible offer letters/salary slips through desk verification are observed to be less than 50% of the certified candidates, then in such cases field verification wouldn't be conducted for the said project. However, for the project prior to 2018-19 or 2020-21 under SAK scheme and for all cases under USTTAD scheme, even if the aforesaid criteria not met, still the additional level candidate verification will be done to process 2nd instalment.
- ii. Placement for job roles relating to construction, agriculture, handicrafts, plumbing, tailoring etc. are exempted from the 50% placement in organised sector criteria. Ministry would identify relating job roles and apply this criteria accordingly.
- iii. If any one of the following indicator are observed on offer letter (a) Registration No. or (b) GST/PAN no. or on salary slip (c) Deduction on account of PF/ESI, then based on the same placement would be treated in organised sector.

- iv. As stipulated in the Scheme guidelines, minimum wages as announced by the Central Government for the corresponding period, are to be checked in case of all placed candidates to ensure compliance.
 - v. Common cost norms for placement linked payments, as stipulated at Para 3 above, would be followed for processing of grant to PIAs subject to scheme specific special conditions (including pro-rata payment for achieving placement of 50-74.99% under SAK scheme). In case of placement achievements below 50% of certified candidates, subject to verification, then PIA would not be eligible for claim of 3rd instalment.
6. This issues with the approval of the competent authority.

Yours sincerely,


5/3/2024
(Jagdish Kumar)
Joint Director

Copy to:

- i. PPS to Secretary, MoMA
- ii. PPS to JS (Skills), MoMA
- iii. Joint Director (Skills)
- iv. ASO (Skills) – for compliance of aforesaid instructions
- v. All PMU Consultants of under (i) Seekho Aur Kamao (SAK), (ii) Nai Manzil and (iii) USTTAD – for compliance of aforesaid instructions

Scheme-wise criteria as defined in Scheme Guidelines

Annexure

i. **Seekho aur Kamao:**

- a. PIA to ensure 75% overall placement percentage and out of that at least 50% placement should be in organized sector.
- b. Placement as far as possible should be made with minimum dislocation.
- c. Preferably, placement should be in organized sector with associated benefits like PF, ESI etc.
- d. But as some sectors like construction are not very organized but payments mostly exceed the organized sector; hence informal sector jobs would be considered subject to the following stipulations:
 - o A particular job recognizes skills acquired by the candidate.
 - o Offers a valid future progression.
- e. Placement in informal sector to be considered only if the following conditions are met:
 - o An offer letter assuring the minimum wages of the state.
 - o Certificate from employer that wages have been paid as per minimum wages.
 - o The jobs should not be purely temporary and must have stability.
- f. The candidate would be treated as placed if he/she continues to be in job for at least 3 continuous months after training. One of the following documents would be treated as a proof of placement:
 - o Salary slips issued by employer.
 - o Account statement of bank account of candidate with credits of salary.
 - o Letter with name of candidate and salary details.
- g. PIA has to ensure post placement tracking and monitoring to the extent of retention in the new jobs for a period of one year.
- h. The PIA would maintain tracking data for one year after completion of training and would maintain the same on real - time web based system to monitor the progress of trainees.

ii. **Nai Manzil:**

- a. Placement assistance and counselling (including self-employment and / or admission for higher studies and at least 50% in organized sector) will be offered to all candidates and placement must be ensured for minimum of 70% of certified candidates within 3 months of completion of training.
- b. The term "organized sector" for the purposes of this scheme will imply occupations that are covered under Employee State Insurance (ESI) Scheme and have Provident Fund (PF) benefits.
- c. Placement, as far as possible, should be made with minimum dislocation.

- d. On account of the fact that some sectors like construction are not very organized but payment mostly exceed the organized sector; informal sector jobs would be considered subject to the following stipulations:
 - o Acquisition of a particular job recognized skill by the candidate; and
 - o Valid future progression offered by the job.
- e. The placement in the informal sector should be considered only if the following conditions are met:
 - o An offer letter assuring the minimum wages of the state.
 - o Certificate from the employer that wages have been paid as per the minimum wages; and
 - o The job should not be purely temporary and must have stability that which means termination of job will be done with proper notice period.
- f. One of the following documents would be treated as proof of placement.
 - Salary slips issued by employer.
 - Statement of bank account of candidate with credits of salary.
 - Letter with name of candidate and salary details.

iii. **USTTAD:**

- a. Identification and Collectivization of the minority youths interested in traditional trades into Self Help Groups (SHGs)/ Producer companies. One SHG would have an average of 20 members.
- b. Provide SHG forward (customer access) and backward linkages (vendor access).
- c. Assist SHG in development of business plan proposal for submission to various financial institutions including National Minorities Development and Finance Corporation (NMDFC). Raise funds for the SHG through these efforts.
- d. Assist SHG in hiring of management team for the SHG/ producer company.
- e. The project would include formation of SHGs/ Producer Companies.
- f. In case of placement in organized sector, following are some general placement conditions which must be met by PIAs:
 - o Placement assistance and counseling should be offered to all candidates.
 - o Placement as far as possible should be made with minimum dislocation.
 - o Preferably, placement should be in organized sector with associated benefits like PF, ESI etc.
- g. The placement in the informal sector should be considered only if the following conditions are met:
 - o An offer letter assuring the minimum wages of the state.

- Certificate from the employer that wages have been paid as per the minimum wages.
- The jobs should not be purely temporary and must have stability.
- h. The candidate would be treated as placed if he/she continues to be in job for at least 3 continuous months after training. One of the following documents would be treated as proof of placement:
 - Salary slips issued by employer.
 - Account statement of bank account of candidate salary.
 - Letter with name of candidate and salary details
