

3rd Tranche Payment Guideline Proposal (Placement Linked)

Currently Haryana Skill Development Mission is implementing 3 flagship Schemes namely:

1. SURYA (State Sponsored State Managed Scheme)
2. PMKVY-2.0 (Central Sponsored State Managed Scheme)
3. Saksham Yuva (State Sponsored State Managed Scheme)

The reimbursement of training cost to the training partners is partially aligned with Common Norms Notification (CNN) notified by MSDE, Government of India. The 3rd Tranche payments under all the schemes are linked with the placement records submitted and verified by Training Partners.

Back Ground:

The training partners empanelled by Haryana Skill Development Mission have the mandate to place at least 70% trainees who have been successfully certified in all batches with at least 50% of the successfully certified candidates being placed in wage employment.

In case of any deviation in the percentage of Self and Wage employment in any Job role, Training Partner need to take permission from the competent authority of Haryana Skill Development Mission and the same may be approved based on the nature of the job role. However, it is suggested that Training Partner working under Agriculture Sector can have flexibility in wage and self-employment ratio.

The definition of Placement for Wage Employment and Self Employment is enumerated below:

- i. *Placement may be defined as process by which a candidate finds a job or alternately a company finds an employee.*
- ii. *Apprenticeship will also be considered as similar to employment for the purpose of the schemes implemented by HSDM.*
- iii. *In case of **Wage Employment** and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to **minimum wages prescribed in the Haryana Labour Department** notification and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.*
- iv. *In case of **Self-Employment**, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by HSDM.*

Guideline:

The 3rd Tranche payment of training cost which is linked to outcome (3rd instalment) would be released to the Training Provider subject to the following conditions:

- (i) Training Provider shall be eligible for 100% payment for outcome achievement if 70% or more certified trainees are placed against respective batches as mentioned above.
- (ii) Training Partner must submit minimum 50% of the placement record against the number of candidates certified within 3 months of completion of training, with atleast 50% of total placed candidates in wage employment. Less than 50% placement will not be considered for release of payment for 3rd tranche.

- (iii) The entitlement of final payment would be only after successful placement of the certified trainees and 3-month retention with valid documentary evidences as indicated in the check list below.
- (iv) Training partner have to make provision for post-placement support/tracking for candidates placed. Candidates should continue to be in jobs for a minimum period of 3 months from the date of placement in the same or a higher level with the same or any other employer.
- (v) The terms for 3rd tranche payment are mentioned below:

Placement Achievement	Terms of Payment (3 rd Tranche)
If Placement is 70% or more	100% payment to be made subject to verification of placement data (as per PMKVY common norms)
If Placement is less than 50%	No payment will be made and target may be revoked from Training Centre with show cause notice (as per PMKVY common norms)
If Placement is between 50% - 69%	Payment to be made on pro-rata basis defined as per following example(s).

Example 1:

Total number of trainees in a batch: 30

Total number of certified trainees in a batch: 25

Total number of placed trainees in a batch: 18

Total 3rd tranche payment amount per trainee: Rs.4500/-

Since in this case, 18 trainees have been placed out of 25 certified trainees which is above 70%, complete 100% 3rd tranche payment can be made i.e.

Payment for all 25 certified trainees = Rs.4500X25 = Rs.112500/- subject to verification of the placement data.

Example 2:

Total number of trainees in a batch: 30

Total number of certified trainees in a batch: 25

Total number of placed trainees in a batch: 15

Total 3rd tranche payment amount per trainee: Rs.4500/-

Since in this case, 15 trainees have been placed out of 25 certified trainees which is below 70%, payment is to be made on pro rata basis which is explained below:

Total number of placed trainees in a batch: 15

Total 3rd tranche payment amount per trainee: Rs.4500/-

Payment for 15 placed trainees = Rs.4500 X 15=Rs.67500/- subject to verification of the placement data.

- **Note: In case of any training partner fails to submit atleast 50% placement records of a centre for 2 consecutive batches, 20% of the total target will be revoked.**

Check List of Document for verification

Wage-Employment:

1. Appointment letter issued by the employer **or** a letter issued by employer with details like placed candidates name, date of joining and cost to company.
2. Salary Certificate issued by employer **or** 3 Month Salary Slip issued by employer with seal and signature.
3. Bank Statement proof of salary that is deposited/ credited on monthly basis.
4. Self-Declaration of Candidate

Self-Employment

1. Self-Declaration by the Candidate on Stamp paper of Rs10/- .
2. Trade License/GSTN/PAN in the name of Firm/Udyog Aadhar Number issued by MSME.
or
Registered under Department of Industries & Commerce, Government of Haryana
The registration can be done online at <https://haryanaindustries.gov.in/msme/site/login>.
3. Photographs of entrepreneurial set up, e.g shops, workshops etc.
4. Bank statement for 3 months showing earnings.
5. Proof of Mudra Loan availed
or
Loan sanction letter in case the candidate has availed loan from any bank for setting up enterprise, if any.
6. Proof of machinery/tools etc. purchased, if any.
7. Kisan Credit Card (KCC) issued by any nationalize or regional cooperative banks. This is a mandate condition for agriculture job roles only.

Note: HSDM will validate the placement percentage based on the physical, telephonic and documentary verification report submitted by various officials. Strict disciplinary actions will be taken if it is observed at any stage that the training partner have engaged itself in submission of documents which are not authentic or forged.

Verification of placement:

- The placement verification cell will verify all the documents judiciously submitted by training partner as proof of placement.
- The tele-calling/physical verification of placement will be done to at least 50% of the candidates, whose placement report is duly submitted by training partner.
- The final placement number or percentage will be considered only after the verification/ authentication report submitted by placement Department.

The competent authority of HSDM may release addendum/corrigendum, if any future modification or edification required for the 3rd Payment guideline.

XXXX

Annexures:

1. Sample covering letter for the submission of placement record and 3rd Tranche Payment request (Annexure 1)

Annexure 1
Cover Letter from the Training Centre

To,
The Mission Director
Haryana Skill Development Mission
IP-2, Sector 3
Panchkula.

Date:

Subject: Submission of Placement Details for 3rd Tranche Payment.

Sir,

This is to inform you that we have successfully placed the certified candidates, trained under PMKVY/SURYA/SAKSHAM YUVA schemes as per following details:

S.No.	Batch Id	Batch Code	TC District	Total Candidates Certified in the batch	Total Candidates Placed in the batch	Total candidates in Wage Employment	Total candidates in Self Employment

Accordingly, we are providing the following documents as documentary evidences for your perusal.

1. All valid proofs of placement for each placed candidate reported to placement department.
2. Invoice in favour of HSDM with the details of
 - a. Invoice number
 - b. Invoice date
 - c. Bank account details – where disbursement needs to be made
 - Account Name:
 - Bank Name:
 - Account No.:
 - IFSC Code:
 - Branch:
 - d. TDS related details

Upon validation of placements, kindly credit the placement incentives to the bank account. We, hereby certify that the above mentioned information and the documentary evidences of the placed candidates provided by (TP Name) are correct to the best of our knowledge. In case any discrepancy is found, the Haryana Skill Development Mission reserves the right to withhold placement related payments and take appropriate action against us.

Yours faithfully

(TP Name)

Signed by Authorized Signatory with stamp.