

**SOP for Implementation of Skill Development Program under Pramod Mahajan Kaushalya Va Udyojakata  
Vikas Abhiyan (PMKUVA 2022-23)**

1. Selection of TP/TC, Sector Skill Councils (SSC), Industry Partners & MoU Partners.
2. MSSDS will issue of Target in accordance with District Skill Development Plan for year 2022-23 to TP/TC, Sector Skill Councils (SSC), Industry Partners, Special Projects, Upskilling, RPL, Gramvidhut, PWD's, ICA & MoU Partners. And District Skill Development, Employment & Entrepreneurship Guidance Center will issue work orders to Green Channel Government VTI, ITI's and Training Centers setup by Industry in their Districts (Refer Anx 1 for District wise Tentative Target allocation)
3. Work orders will be issued in accordance with District Skill Development Plan for year 2022-23. (Refer Anx 2 for District & Sector wise Skill Development Plan)
4. In case of some of SSC's Industry Partner, Training Partners not able to complete their targets, MSSDS will re-distribute the targets & will issue the work orders as per DSDP Plan.
5. For selection of job-roles respective Sector Skill Councils (SSC), Industry Partners & MoU Partners will coordinate with District Skill Development Guidance Center. In case of any changes in target allocated/change in job role, for that needs to take approval from MSSDS.
6. MSSDS, District Skill Development office, Sector Skill Councils (SSC), Industry Partners & MoU Partners will select Industry Partners, Training Partners & Training Centers based on ranking of TP/TC.
  - TP/TC should be 5/4/3 Star Ranked.
  - TP/TC should not be black listed from any Skill Development Schemes/Departments.
  - TP/TC should have placement tie-ups with maximum Industries/Employers.
  - TP/TC should have valid Accreditation & Affiliation of respective job-role.
  - Target should be allocated as per capacity of TC's (needs to check existing utilized capacity i.e. current running batches)
7. Respective Sector Skill Councils (SSC), Industry Partners & MoU Partners will send details of selected Training Centers to MSSDS. MSSDS will empanel that Training Center on Mahaswayam Portal in Green Channel. (Refer Anx 3 for format)  
(Kindly note most of TC's are already empaneled on MSSDS portal)
8. Selected Training Centers will fill Annual Target under PMKUVA 22 scheme on Mahaswayam Portal. (Refer Anx 4 for SOP)
9. Annual Target will be approved by MSSDS.
10. Selected Training Centers will Mobilize candidates & create Batches on Mahaswayam (Refer Anx 5 for SOP) as well as on SIP under Non – PMKVY : Pramod Mahajan Kaushalya va Udyojakata Abhiyan Scheme for assessment of training batches from SSC (Refer attached link).
11. MSSDS will allocate/approve TBN to the submitted batches.
12. Capturing daily attendance of candidates and Trainer on MSSDS Portal on attendance system recommended by the MSSDS.
13. After successful registration of candidates on attendance system, respective Training Center will change Batch Phase to "In-Progress" on Mahaswayam Portal.
14. After 7 days of attendance of the candidate's respective Training Center will create 1<sup>st</sup> Milestone Invoice on Mahaswayam Portal. (Refer Anx 6 for common cost norms)
15. MSSDS will approve & pay 1<sup>st</sup> Milestone Invoice to respective Sector Skill Councils bank account and to bank account of TC, if Training Centers not selected by the SSC by online mode.

16. Respective Training Centers will pay % admin charges as per guidelines to Sector Skill Councils (SSC), Industry Partners & MoU Partners (If applicable).
17. Similarly remaining Milestone invoices will be paid by MSSDS.
18. Eligibility criteria for Assessment is candidates should attend >75% training sessions as per online attendance system. Assessment fees (As per common cost norms) will be paid by TC to SSC on number of eligible students. Same fees will be reimbursed by MSSDS to TC in 2<sup>nd</sup> Milestone On Assessment invoice.
19. Out of successful/passed candidates minimum 75% Placement/Self-employment is must.
20. In case of any violation during training cycle respective training center will be punished as per defined Penalty Matrix. (Refer Anx 7 for Penalty Matrix)
21. Submission of Project Completion Report

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