



# State Interventions

**PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT**



<b>Version No.</b>	<b>Month</b>	<b>Major Modifications</b>
Version 1.0	October, 2017	
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# Disclaimer

This document outlays the Operation Manual of PBSSD. This document is to be followed along with the terms and conditions laid down in the Utkarsh Bangla Scheme, related amendments, notifications issued by PBSSD from time to time, Memorandum of Understanding, Provisional Sanction Orders, Letters of Counselling and the work/commencement orders related to the trainings under PBSSD. The document may be modified and amended from time to time and the same would be notified to the operating stakeholders.

PBSSD reserves the right to modify this document at any time. All the amendments and modifications must be considered thoroughly during the operation of the training program.

The Operation Manual is a result of consultations and inputs received from a wide range of stakeholders and the lessons learnt during implementation of the on-going projects.

In case of any doubts you can contact [pbssdtet@gmail.com](mailto:pbssdtet@gmail.com) or as directed by PBSSD.

# Websites

For further information regarding Skill Development in West Bengal the following websites may be referred:

1. <http://www.wbtetsd.gov.in/>
2. [http://www.wbtetsd.gov.in/Web\\_links](http://www.wbtetsd.gov.in/Web_links)
3. <http://pbssd.org/>
4. <http://pbssd.org/admin/index.aspx>
5. <http://wbpbssd.gov.in> (will be launched soon)



# 1. Utkarsh Bangla

On 16<sup>th</sup> February, 2016 the Government of West Bengal introduced a Flagship Scheme called “Utkarsh Bangla” in the State of West Bengal for the entire Skill Development interventions to provide wage/ self-employment linked skills training to the residents of the State. Under this scheme all interventions funded by the various State Government Departments/ Bodies/ Agencies from State and other funds leading to Skill Development shall be made by PBSSD on their behalf.

The Utkarsh Bangla Scheme was amended as follows:

- ❶ The scheme would encompass all the skill development activities under the ambit of the Technical Education, Training & Skill Development Department. Various directorates of the department would be responsible for all the institutional skill development interventions. Paschim Banga Society for Skill Development (PBSSD) would be responsible for all the non-institutional skill development interventions in the state. For all the central schemes under both institutional and non-institutional mode the Technical Education, Training & Skill Development Department would be the implementing body only.



*Hon'ble CM unveiling the Utkarsh Bangla Scheme, 16th February, 2016*

- ❷ All the interventions would be aligned to the Common Norms Notification of Ministry of Skill Development & Entrepreneurship subject to approvals of the Finance Department
- ❸ It would bring both Project Mode Interventions and Recognition of Prior Learning (RPL) under the umbrella of the Utkarsh Bangla Scheme for a standardized and substantial approach as the Government of West Bengal has recognized the significance of the abovementioned both the training modes.

Utkarsh Bangla has also incorporated skill development interventions for the beneficiaries of some other state schemes in collaboration with the departments concerned.

## 2. Empanelment of the Training Provider (TP)

- a) All the training providers interested in skill development activities under PBSSD needs to be mandatorily empaneled with PBSSD.
- b) The empanelment of training providers happens through an online form at <http://wbpbssd.gov.in> which will be launched soon or through RFQs at [www.wbtenders.gov.in](http://www.wbtenders.gov.in) or through any other website/medium as notified by PBSSD.
- c) Once the applications are received from the interested training providers, the applications are thoroughly checked and evaluated by the internal team of PBSSD. Once evaluated the successful applications are forwarded to the inspectors for field verification of the training centers. Upon successful verification the centers along with module codes are empaneled.
  - i. All the experienced training providers are categorized into A, B and C category according to their marks out of 100
  - ii. In each category the experienced TPs are arranged in segments according to the offered modules
  - iii. The inter se ranking of the TPs in each segment is done considering the chronological sequence of the submission of the Training Centre applications as mentioned. The proposal submitted earliest would be ranked 1 and so on.
  - iv. The same method is followed for the New Entrants except for the fact that due to non-availability of training and placement credentials, marks have been assigned only out of 40 for Faculty and Trainers. The inter se ranking of the New Entrants also be allocated in the same method as for the experienced ones.
- d) PBSSD also allows the empaneled training providers ongoing provision for addition of centers and modules. The training providers can only get empaneled with the QP-NOS courses of NSDC.
- e) Any private training provider who is operating a Government ITI through PPP (Public Private Partnership) mode is entitled to be empaneled with PBSSD where the ITI is the training center with the short term courses which can be operated through the affiliated trades.

## 3. Project Mode

### 3.1. Objectives

The guidelines for Projects under Utkarsh Bangla have been formulated to accomplish the following objectives:

- a) To encourage training providers to operate training activities with a prefixed target for a financial year
- b) To encourage trainings in remote and uncovered areas to overcome the obstacles in mobilization

### 3.2. Target Beneficiaries

This Scheme is applicable to any resident of West Bengal who:

- a) Is an unemployed youth, school/college dropouts
- b) Any other criteria, as defined by PBSSD from time to time

### 3.3. Project Submission and Appraisal

The PBSSD empaneled training providers are only eligible to submit the project applications under Utkarsh Bangla. PBSSD would ask the empaneled training providers to submit their targets for 1 year for the courses empaneled with PBSSD after successful inspection process. Applications would be taken for QP-NOS courses only or as directed by the Project Director, PBSSD.

The projects are appraised, evaluated and validated by the project appraisal team of the SPMU.

Once the projects are appraised, the appraised projects are placed in front of the Project Appraisal Committee (PAC) for their approval through circulation.

### **3.4. Sanction Orders, Due-Diligence and MoU**

After the PAC meeting, the target for a certain training provider is finalized along with the funding required. Once the target is finalized PBSSD releases Provisional Sanction Orders (PSOs) and Memorandum of Understanding (MoU) to the respective Training Providers. The training providers would be required to submit a bank guarantee of 2% of the total project value. Once the Bank Guarantees are submitted the Training Providers would be required to sign the Memorandum of Understanding (MoU). The TPs would require to print the MoU in legal papers and the first page on a stamp paper of the value of INR 100 and bring to PBSSD for signing within 2 working days.

The training providers are required to start registering candidates in the PBSSD portal upon receipt of the Sanction orders. During the registration of the candidates the training providers would have to capture the biometrics of the trainees and trainers along with documents.

### **3.5. Mobilization of Candidates**

- a. The TP should immediately start the first phase of mobilization process as per the below steps:
- b. Step 1: The TP would be required to login to the <http://pbssd.org/admin/index.aspx> portal for the center ids as mentioned in the Provisional Sanction Order. The credentials can be received from PBSSD, if not already shared.
- c. Step 2: In the left panel there would be a tab named as “Project Mode”. Click the link and select the course for which the target has been sanctioned. As soon as the course is selected the target would be shown on the same page. Please note, TPs cannot register additional students exceeding the target sanctioned.

Note: TPs can only fill up those no. of trainees who would be able to undergo training in the certain phase. As it is an ongoing process, register rest of the trainees only when an existing batch gets over or due to get over.

- d. Step 3: TPs are required to register each trainee with all necessary details and documentations as required and to submit the registration forms. TPs may check the already registered trainee details, if required.
- e. Step 4: Once the registration process is over TPs are required to follow the “Download Links” and “Counselling Process” steps of the “Counselling and Attendance Guidelines” Document which is available under the “PBSSD-Downloads” at <http://pbssd.org/admin/index.aspx>



- f. For assistance in Mobilization process the Training Providers may contact the Karmadhyakshas and Gram Panchayats for sourcing of candidates. Also, the TPs may seek assistance of the respective BDO, SDO or District authorities for issues related to mobilization process.

### **3.6. Award of Work**

Once the required registrations are completed and the respective MoUs are signed. The TPs would be required to create batches in the portal and accordingly, PBSSD would release the commencement orders for those batches.

### **3.7. Daily Operation & Attendance**

- a. The classes would be operational for 4/5/6 days a week (i.e. Monday to Saturday) and 2/4/6 hours per batch per day on case to case basis as approved by PBSSD. TPs would be required to mention the same to PBSSD before commencement of the batches. Otherwise, the default timings would be set i.e. 6 days a week and 4 hrs a day.
- b. The overall training infrastructure, especially the training aids and equipment, would be as per National norms as prevalent from time to time.
- c. Soft Skill training has been made compulsory as an add-on to the core skill and therefore a Soft Skill training would be mandatory in addition to the core skill course.
- d. Training providers are not allowed to charge any fee / amount under any pretext from the trainee, unless specifically mentioned in the Commencement Order, and in context of some Government directive.**
- e. The classes in each center would be operated in either first or second shift.
- f. The Training Providers will be required to put in biometric attendance of the trainers and trainees as a necessity for claiming training fees, in which case the necessary infrastructure will be setup by them at their own cost and liability. The attendance of the trainees and trainers will be biometrically captured twice a day-at the beginning of the class and at the end of the class.
- g. The classes should commence and finish on the date as mentioned in the Commencement Orders. In case of any delay the TP must produce proper documentation showing cause of delay to the Project Director, PBSSD, else it would

be considered as breach of contract. The final decision regarding the same would be at the discretion of the Project Director, PBSSD.

- h. Franchising would not be allowed for training process. If found otherwise it would be considered as a breach of contract.**

### **3.8. Assessment & Certification**

- a. For ensuring that national/ state level certification is awarded to the trainee on completion of their training, third party assessment/ certification of the trainee shall be done by PBSSD through appropriate interventions / mechanisms.
- b. At least 80% attendance would be mandatory for trainees for appearing in the assessments.
- c. On completion of training, the TPs would be responsible for taking steps to facilitate a National/ state Level assessment and certification such as NCVT/SSC/ WBSCTVE & SD certificate as may be conveyed to them by PBSSD. The process of application for assessments would be online and accordingly, the process would be intimated to the TPs from time to time.
- d. For the purpose TPs will inform the PBSSD at least a month in advance of the completion of the training or as per schedule laid down by the PBSSD, ensuring that the requisite information is filed in the appropriate quarters.

### **3.9. Role of the Training Providers**

- A. To make the necessary investments in terms of procuring equipment as per the courses to be conducted and other furnishings that are required to smoothly run the courses.
- B. To operate the courses and take the responsibility of the daily functioning of the institutions by incurring the recurring costs.
- C. To hire high quality trainers and ensure quality training being imparted.
- D. To adhere to the KPIs of this document for the smooth functioning of the batches.
- E. To raise invoice in a timely manner and with transparency. Any fraudulent data would lead to breach of contract and would be dealt with severity.

### 3.10. Key Performance Indicators & Funding Norms

The Key Performance Indicators would be as follows:

- a) **Placement:** The training providers must have to place at least 20% candidates of a certain batch. However, to get the full payment for placement the TPs must be adhered to the following slabs:

Placement Slab	% of release of fund
0% to <20%	0%
20% to <30%	5%
30% to <40%	10%
40% to <50%	15%
Above 50%	20%

- b) **Tracking:** Training providers shall track candidates for a period of 12 months or directed otherwise after completion of training. The duration of training may be modified as per direction of PBSSD for specific interventions. Candidate wise records are to be maintained digitally in the specified format, regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working / not working, satisfied / unsatisfied with job, wants new job etc.) and remedial measures to be taken (if required). The format would be shared to the Training Providers by PBSSD.
- c) **Presentation and payment of bill:** The process of invoice generation would be notified to the Training Providers by PBSSD.

The penal provisions would be as per the following:

- a) **Assessment Success Rate:** If subsequent to the completion of training of a particular batch, the successfully assessed trainees are less than 25% of the batch size, than the entire training fees payable for that batch shall be deducted as a penalty.

### 3.11. Placement of Candidates

To facilitate placements, job fairs at the state, district, sub-division and block level may be held. Also there may be permanent placement cell at State and all District levels. Regular contact with industry and other employers may be established for need assessments and placements.

### **3.12. Performance Bank Guarantee**

According to Utkarsh Bangla Scheme, the TP would be required to submit a performance bank guarantee of 2% of the estimated value of the project to PBSSD at the below address with a forwarding letter in the letterhead of the Training Provider within 7 working days of issuance of MoU.

UTKARSH BANGLA PROJECT MODE

Room No. 227, PBSSD, Karigari Bhawan,

B/7, Action Area – III, New Town, Rajarhat, Kolkata – 160

The security bank guarantee shall be from a scheduled commercial bank drawn in favor of Project Director, Paschim Banga Society for Skill Development, West Bengal payable at Kolkata.

This Guarantee shall be irrevocable and remain in full force for a period of 1 year and 6 months year from the date of issuing commencement order and shall continue to be enforceable till all obligations under the commencement order and this document have been full filled.

Security Bank Guarantee shall be forfeited in the following cases unless decided otherwise by Project Director, PBSSD.

- a) When any terms and conditions of the Commencement Order and this agreement are breached.
- b) When the Training Provider doesn't adhere to the guidelines of the Commencement Order.
- c) Notice will be given to the Training Provides with reasonable time before Security Bank Guarantee is forfeited.

### **3.13. Funding**

Funding for the training would be adhered to the existing Utkarsh Bangla Scheme and may be amended from time to time as per the approvals of the Finance Department, GoWB.

The Funding Norms would be as per the following:

- a) PBSSD would follow the rates as mentioned below:

a. For all the QP-NOS courses:

Category	Rate (INR/Trainee/Hour)
Category - I	44.55
Category - II	38.17
Category - III	31.79

b. For all MES courses:

Category	Rate (INR/Trainee/Hour)
Category - A	30
Category - B	25

The rates would be modified from time to time with the approval of appropriate authority and would be notified to the training providers accordingly.

- b) For the entirely state funded non-institutional interventions under the Utkarsh Bangla Scheme, the payment to TPs may be disbursed as per the milestones achieved. Again the 20% fund for placement may be disbursed as per different slabs of achievement. A suggestive break –up is given below:

Sr. No	Stage	Percentage of Fund Release
1.	After the candidates having covered at least 15% of the course hours	15%
2.	After the candidates having covered at least 30% of the course hours	15%
3.	After Assessment & Certification	50%
4.	Depending on Placement	20%

- c) The disbursement of the funds would be only after verification of data and continuity of the batches. PBSSD would have its own mechanism to verify the eligibility of disbursement of funds.
- d) **The trainees will be reimbursed a conveyance and tiffin allowance on successful completion of training, assessment & certification. The amount may be limited to INR 50 per day per trainee. For any course, the trainees would be paid for the actual no. of the days attended or no. of days as per the following calculation, whichever is lower:**

Days to be considered for payments = (Total hours of course attended)/4

**The amount would be directly credited to the account of the beneficiary.**

### **3.14. Monitoring Process**

The DPMUs/ SPMUs shall ensure regular inspection and monitoring during the training interventions to ensure quality training. The PBSSD will be liable for bearing all the expenditure for the purpose.

The Training Providers would be responsible for fulfilling all the scheme specific guidelines for candidate mobilizing & screening (as and when required to do so), training, placement and post placement tracking.

The TPs would allow the representatives of PBSSD or the inspectors authorized by PBSSD to perform their routine activities regarding monitoring and evaluation without any obstruction during their visits. *An indicative inspection form is enclosed in the mail in excel format.*

The inspection fees for the inspectors would be borne by PBSSD. The inspection fee would be based on per training center inspected.

Disbursement of grant to the TP would be based on the performance report of the particular batch. The final decision regarding disbursement of the funds will be with Project Director, PBSSD. According to the reports received the training providers and centers would be graded which would have an impact on the allocation of the further projects.

### **3.15. General Terms and Conditions**

A Training Provider can't stop a continuing batch without prior notification to Project Director, PBSSD. To discontinue a batch the Training Provider would be required to take prior written permission from Project Director, PBSSD. The final decision regarding the same would rest with the Project Director, PBSSD.

### **3.16. Breach of Contract and Termination of Agreement**

Project Director, PBSSD would consider the agreement to be breached in case of any of the following. This list is an indicative list and not exhaustive in nature. The final judgment for a breach of agreement shall lie with the Project Director, PBSSD.

- a) When any terms and conditions of the Commencement Order and this SOP are breached.

- b)** TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training, invoice or any other aspect related to program.
- c)** If the TP, in the judgment of the PD, PBSSD is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Commencement Order.
- d)** If the TP is unable to commence and finish classes for a particular batch within the date as specified by PBSSD.
- e)** In absence of biometric attendance. The decision of the PD, PBSSD would be binding in these cases.
- f)** Unsatisfactory report of Inspection during the operation of a certain batch.
- g)** If the TP allows franchising.

In case a breach of agreement is established then Project Director, PBSSD may, without prejudice to any other remedy for Breach of Agreement, by a written notice send to the TP intimating to terminate the Agreement in whole or in part. A cure period of not more than 10 days would be given to the TP to rectify the breach.

PD, PBSSD would suspend all payments to the TP hereunder if the TP shall be in a breach of agreement.