

**Punjab Skill Development Mission,  
S.C.O. No. 149-152, 2nd Floor, Sector 17-C,  
Chandigarh**



No. PSDM/2021/2190

Date 04-08-2021

**Minutes of the virtual meeting held on 03.08.2021 regarding implementation of various skill schemes**

1. It has been noticed that Training Partners (TPs) are enrolling the candidates without informing them about the job roles, placements and mapping of their interests, aptitudes etc. Each TP should send their mobilization and counselling modules along with the psychometric test which they are using for counselling of candidates to the PC of concerned scheme by 9<sup>th</sup> August, 2021 through email.
2. Candidates from adjoining/other states should not be enrolled in the batches.
3. Enrolment of candidates in batches without fulfilling the eligibility criteria of scheme guidelines is non excusable. In addition to this, if candidates enrolled in one skill scheme is found sitting in the batch of other skill scheme, whole batch will be cancelled and appropriate penalty proceedings will be initiated.
4. Candidates shall be mobilised for PwD, women and other categories such as SC/ST as defined in the scheme guidelines.
5. Verification and Approval of batches should be done by DPMU only. No other agency of the district will do verification of candidates in batches on the behalf of PSDM.
6. TPs will take a receiving from the DPMU staff as and when they submit the file of payment under NULM, PMKVY or Punjab Heritage Tourism Promotion Board scheme etc. to the ADC office for release of payments.
7. No assessment should be conducted on Saturdays or Sundays except for the crash programs of Health sector under PMKVY CSCM component as presence of DPMU is mandatory during the assessments.
8. Fraudulent practices in the form of bribe to DPMU, Head Quarter staff, NSDC and Sector Skill Council for approval of batches, accreditation of TCs and assessments etc. will not be tolerated. TPs need to submit undertaking as well in this regard as per the format of PSDM.

9. Enrolment of candidates in Mera Kaam Mera Maan Scheme, enrolment of widows of farmers and victims of drug abuse should be taken on priority under various upcoming batches under various skill schemes.
10. Cash payments to candidates from the employer will not be accepted as a valid document at the time of release of placement related tranches. TP has to submit documents as per SOP of the concerned scheme only in order to avail the placement related tranches. Forged/fake document will be taken seriously and all administrative, financial and criminal action as per orders of the competent authority will be initiated.
11. CCTV set up with DVR and live static IP is mandatory under all schemes so that state can monitor the training centres. If any TC does not fulfil the criteria, non compliance may initiate penalty proceedings.
12. Change in mobilization district under DDUGKY scheme will be entertained only if LoIs of the concerned district are shared and verified by PSDM HQ.
13. No compromise on quality of trainers should be done. ToT certified trainers should be hired in training centres as per the qualification and experience defined by the concerned Sector Skill Council.
14. Outsourcing of the training centres will be not be allowed, if any deviation is found, action in the form of closure of projects, withdrawal of targets, blacklisting of TP etc. will be done as per orders of competent authority. TPs need to submit undertaking as well in this regard as per the format of PSDM. Financial, administrative and criminal action will be taken for defaulters.
15. Attendance of the candidates needs to be ensured in the batches. Without 70% attendance, candidates will not be allowed to appear in the assessments.
16. Response to the alerts/notices of PSDM should be given as per timelines.

