This presentation deals with the following topics:

- Due-Diligence
- Inspections,
- Defaults/Show Cause/Alerts
### Main points about Due Diligence

**What is due diligence?**
- Facilitates verification of availability of minimum infrastructure before a training center is opened

**Main areas of due diligence**
- Physical infrastructure
- Conformance of center to standards
- Equipment: common equipment and domain specific equipment, IT equipment
- TLM and availability of trainers

**When does it happen?**
- It happens before a training center becomes operational
- When capacity of a TC is proposed to be increased
- When new trade/domain is added
- When DDU-GKY center is converted into a hybrid center
Who is responsible?
• CTSA (YP)/SRLM(AP)

What happens
• Either the TC is rejected; or
• The TC is given approval for rolling out training

Common issues in due-diligence
• Approval of Center with the timelines as per SOP
• Domain Lab Equipment as per NCVT/SSC
• Machinery hiring form Market at the time of Due-diligence
• Modification in Infrastructure after Due-diligence
• Repair & Maintenance of TC - equipment
<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
<th>Time for completion</th>
<th>Relevant documents</th>
</tr>
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</table>
| PIA OP Team   | To ensure availability of particulars of SF 5.1 D1 and SF 5.1 D2 at training center | Ready at-least 7 days before due diligence                         | SF 5.1 C2: Welcome Kit to trainees  
SF 5.1 D1: Due diligence of training center (excluding residential facilities)  
SF 5.1 D2: (residential facilities) |
| PIA Q Team    | • To Check and certify particular of SF 5.1 D1 and SF 5.1 D2 at training center  
• Upload results from the due diligence | At least 10 days before start of training center                    | SF 5.1 C2, SF 5.1 D1 and SF 5.1 D2                                               |
### Main actors and the important roles – Contd.

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<td><strong>For AAP states</strong></td>
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<td>SRLM</td>
<td>• Check on Q team’s report</td>
<td>Verify preferably before the center opens but not later than 20 days of opening of</td>
<td>SF 5.1 C2, SF 5.1 D1, and SF 5.1 D2</td>
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<td>• To upload results from this inspection onto website</td>
<td>the center</td>
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<td><strong>CTSA</strong></td>
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<td>• Check on Q team and SRLM reports</td>
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<td><strong>For Non AAP states</strong></td>
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<td></td>
<td>• Follow up compliance of SRLM observation</td>
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What is inspection?

• facilitates in ensuring compliance with earlier inspection reports; review of the documents; assess the quality of training and overall performance of the TC

Main areas

• compliance with previous inspections, and advisories,
• compliance with due-diligence,
• verification of modifications,
• verification of training infrastructure and physical equipment,
• verification of candidates and trainers details, training quality and entitlements

Who does it?

• PIA Q Team: 6 times in a year of which at least 4 will be planned and remaining will be surprised
• CTSA/SRLM carries out 4 inspections per year out of which two inspections are scheduled and two inspections will be non-scheduled (surprise)
• CTSA along with PIA Q team carries out 3 inspections out of which two inspections are scheduled and one inspections will be non-scheduled (surprise)

What happens after inspection

• In cases in which deviations are minor in nature, advisories/notices are issued to PIAs by CTSA
Common issues:

- Internet and e-mail access of prescribed speed on all IT equipment
- First aid kit, hygiene, drinking, canteen and washroom facility as per guidelines
- Protocol for CCTV
- Bio-metric device for recording attendance
- Domain Lab Equipment
- Training schedule and activity planner is not followed by trainers
- Assessment of Candidates
- Standard forms/reports (previous batch data, attendance records, placement report etc.) are not available at the training Centre

Standard forms:

SF 5.2A – Training center Inspection

Prerequisite forms

- SF 5.1 D1 – Due diligence of training center (ex. residential facilities)
- SF 5.1 D2 – Due diligence of Training center (residential)
- SF 5.1 H1 – Batch summery as on day of batch freezing
- SF 5.1 H2 – Candidates wise details
- SF 5.1 I – Attendance registers for candidates (as per biometric)
- SF 5.1 J – Attendance registers for trainer (as per biometric)
- SF 5.1P – List of equipment in the training center
- SF 5.1 Q – List of equipment in trainees accommodation facilities (for residential)
- SF 5.1 R- Daily failure items report
- SF 5.1 S - 15 day summary of center status
What constitutes as defaults?

- Shortfall in achievement of targets
- Non-compliance with SOP norms
- Fraudulent practices

Alert types & when are they issued

- Advisories: Issued to PIAs through the system; If PIA does not perform/take remedial action, CTSA/SRLM
- Yellow alert: Issued in cases in which serious defaults are committed by the PIA – CTSA/SRLM
- Red alert: Issued when either response given for yellow alert is not satisfactory or response not given in prescribed or PIA does not perform the remedial action – CTSA/SRLM
- Show-Cause notice – Issued when either response given for yellow and red alert is not satisfactory or response not given in prescribed or PIA does not perform the remedial action - MoRD

Penalties for defaults

- **Minor**: Fine up to INR 25,000 per occasion; re-training candidates without any additional payment to PIA; closing of training centre; reduction of targets
- **Major**: Closure of project; black listing of PIA in the state or country
### Powers of officers to impose penalty for AP States

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<tr>
<th>Category</th>
<th>Imposing Authority</th>
<th>Appellate Authority</th>
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<tbody>
<tr>
<td>Minor</td>
<td>COO/Skills, SRLM</td>
<td>Head, SRLM</td>
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| Major    | Head, SRLM         | • Principal Secretary, RD, State Government  
|          |                     | • However to blacklist PIA across the country, prior approval of MoRD will be required |

**Note:** In case of YP states, the competent authority to impose penalty will be Joint Secretary (Skills), MoRD and appellate authority is Additional Secretary in charge of Skill in MoRD.
Procedure to Impose the penalty

A show cause should be served by the nominated officer and PIA should be given 15 working days to submit the explanation, the imposing authority will impose punishment and communicate the same to the PIA.

PIA can file an appeal in 30 days to the Appellate Authority. The Appellate Authority can dispose the case in 30 days.
Areas of Major Defaults under Inspection

- Aptitude test as per SoP
- Counselling
- Welcome Kit
- Uniform
- Bi-lingual Training material
- Domain lab equipment
- Academic equipment
- Course content, training kit, assessment material as per NCVT/SSC
- Training plan facilitate completion of mandatory 8 hours of training
- Minimum 576 hours covered by the training plan
- Training schedule and activity planner
- OJT Plan
- Candidates Entitlement
- Facilities (first aid kit, hygiene, drinking water, etc.)
- Look and Feel
- CCTV protocol
- Trainers profile – Conform relevant domain
- Grievance register
- Bio-metric device for recording attendance
- Assessment
Thank You