

## NOTICE

### Instructions to Training Centres Allocated Targets on 23<sup>rd</sup> August 2017

This notice is to inform all the 1,703 Training Centres (TCs) that have been allocated targets by National Skill Development Corporation (NSDC) on 23<sup>rd</sup> August 2017, which includes 1,452 Franchise Centres and 251 TP Owned Centres. These TCs are distributed across 25 states and 364 districts. The list of these centres is available on SMART (<https://smart.nsdcindia.org/>) as well as PMKVY ([http://www.pmkvyofficial.org/Notices and Media.aspx](http://www.pmkvyofficial.org/Notices_and_Media.aspx)) websites.

For the 251 TP owned centres, the registration process will remain as per the existing norms. They will be allowed to log onto SDMS system through the link provided to them in the target allocation email which has been sent to them already. These 251 TP owned centres are requested to follow the existing process of registration on SDMS which will enable them to enroll candidates and proceed with the training.

### Process to be followed by 1,452 franchise centres allocated targets on 23<sup>rd</sup> August 2017.

As per the office memorandum received from Ministry of Skill Development and Entrepreneurship, Government of India on 22<sup>nd</sup> August 2017 by NSDC, the Franchise Training Centres need to be converted to Training Partners (TPs). This process will be conducted on SMART portal as well as SDMS Portal. The detailed process flow is stated below:

S. No.	Activity	Timeline
1	<ul style="list-style-type: none"><li>TC will have to log into SMART Portal with the existing TC-Login.</li><li>TC will be redirected to TP registration form to fill additional information to establish its existence as a legal entity. The TC owner entity will not be allowed to change the name of the centre against which targets have been allocated.</li><li>TC uploads documents establishing legal entity (Annex-1).</li><li>TC owned entity must upload legal documents that could establish the Individual/ entity's legal ownership over the TC</li><li>Desktop assessment of these additional documents submitted by the TCs will be undertaken by NSDC.</li></ul>	SMART Portal will be opened for registration on 06-09-2017
2	<p>PMKVY Facilitation Camps will be conducted by NSDC for verification of the TC's entity and ownership of the franchise centres</p> <ul style="list-style-type: none"><li>During these camps, authorized representatives of these TCs must bring original legal documents (as uploaded earlier in SMART) along with 2 self-attested photocopies of each, that could establish the Individual/ entity's legal ownership of respective TCs.</li><li>The camps will also entail training for these TCs on PMKVY processes.</li><li>All TCs are requested to bring the SMART Inspection Report for their centres, without which the entry to these camps will not be permitted.</li></ul>	<p>Camps to be conducted 14-09-2017 onwards</p> <p>Dates and venues will be uploaded on PMKVY website by 10-09-2017</p>
3	<ul style="list-style-type: none"><li>While the documents will be verified at the camps, the decision establishing the legal identity of TCs will be made by NSDC after all due diligence and physical inspection.</li></ul>	Post reception of documents in Facilitation Camps

4	<p>Physical Inspection of the TCs who meet the requisite criteria for establishing the legal identity would be done by NSDC-appointed Inspection Agency.</p> <ul style="list-style-type: none"> <li>• The inspector shall visit TC location to verify centre against document provided.</li> <li>• During the inspection, validity of centre and the documents submitted will be verified.</li> <li>• The 're-inspection' will be done for all centres for which suitable documents have been received through SMART and Camps.</li> <li>• Cost of inspection will be borne by NSDC</li> <li>• No rescheduling of inspections will be allowed during this process.</li> </ul>	21-09-2017 onwards
5	<ul style="list-style-type: none"> <li>• The centres which will be verified positively, will be eligible for all payments basis their activity on SDMS (please refer to points below).</li> </ul>	24-09-2017 onwards
6.	<p>Public information will be released about the Owner entity of the training centres who have submitted the document on SMART and camps.</p> <p>In case there are multiple claimants for the same training centre (with substantial proof), the centre would be treated as disputed and would be suspended after completion of the current batch (if the training has already commenced). Such a centre will not receive any financial disbursements from NSDC.</p>	30-09-2017
7.	<p>Each of these training centres is mandated to register as a unique Training Partner in SDMS. The registration would only be processed and approved if the TP details filled in SDMS match the details entered in SMART portal.</p> <p>Once registered as a TP, training centre shall be entitled to enroll candidates and form batches on SDMS.</p>	Centre may register on SDMS starting 07-09-2017 subject to completion of additional requirements of SMART portal
8.	<p>Once a batch is enrolled and approved and training is commenced, the centre will be entitled for the financial disbursement from NSDC as per existing norms. However, no payment will be made to any centre unless its legal entity is verified following the process laid down in points 1-5 above.</p>	

Post verification of documents for establishment of the legal identity and physical inspection, few unique scenarios may emerge. Following actions would be initiated in such scenarios.

Scenario 1: Legal ownership established and four/five-star status also retained:

- Candidates are assessed and certified as per norms
- Centre gets paid as per norms.

Scenario 2: Legal ownership established however four/five-star status not retained

- Candidates will be assessed and certified as per PMKVY norms;
- Centre gets paid for the trained batches as per PMKVY norms.
- Centre's accreditation and affiliation will be revoked, making centre ineligible to take up new batches under PMKVY Central component.

Scenario 3: Legal ownership not established however four/five-star status retained

- Candidates are assessed and certified as per norms.
- No payments to be made to the centre.
- NSDC will pay the assessment fees for candidates to SSCs from scheme funds.
- Centre's accreditation and affiliation is revoked, making it ineligible to undertake new batches under PMKVY or any other schemes
- FIR may be lodged against the claimant of the centre for cheating and fraud.

Scenario 4: Legal ownership not established and four/five-star status not retained

- Candidates are assessed and certified as per norms
- No payments to be made to the centre.
- NSDC will pay the assessment fees for candidates to SSCs from scheme funds.
- Centre's accreditation and affiliation is revoked, making it ineligible to take in new batches under PMKVY or any other schemes;
- FIR may be lodged against the claimant of the centre for cheating and fraud.

Scenario 5: Building / Infrastructure of the Training Centre not found on-ground during a physical inspection.

- In such a scenario, the Training Centre will be deactivated from SMART and SDMS. Legal proceedings could be initiated against the claimant of such a centre.

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### **Annexure 1- Documents Required for a Franchise Centre to convert to a TP-Owned Centre**

For a franchise centre to convert to self-owned Training Centre, following documents will be required depending on the legal entity of the centre owner.

<b>Type of Entity</b>					
<b>Company</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	CIN number	Certificate of Incorporation
<b>Partnership firm</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	Partnership deed/ agreement	
<b>Society</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	Society registration certificate	By laws
<b>Trust</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	Trust Deed	
<b>LLP</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	LLP registration Certificate	
<b>Proprietorship</b>	Bank Account Details in the name of the Entity	PAN Card	Registration with any competent authority for conducting trade/services	Aadhaar Card of the promoter	ITR proof where name of the entity is mentioned
<b>Government</b>	Bank Account Details in the name of the Entity				

Note:

- The authorized representative of the entity should submit their Aadhar card copy along with their authority letter as proof of identity.
- TC to submit relevant proof of relationship with the current TP as per NSDC records.

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