**RPL Application development**

**Modules/ Functions**

**1.** **Admin Portal** for NSDC/ SSC for creating users `

* for processing/ review of applications,
* defining proposal parameters/ limiting locations/ limiting job-roles/ restricting PIAs even though they may have submitted proposal/
* closing the project/ extending the term of the projects)/ defining the closure period of the projects like T+30 days
* assign the validation on assignment of trainer in the Project details till the Project End date in format as below:

|  |  |  |
| --- | --- | --- |
| ***Trainer is required for a Batch*** | ***Effective From Date*** | ***Effective Till Date*** |
| Yes | 01-Feb-2018 | 12-Feb-2018 |
| No | 13-Feb-2018 | 15-Feb-2018 |
| Yes | 16-Feb-2018 |  |

* Enable/ disable project parameters for scoring purpose (the scoring parameters can be changed even after the proposals have been submitted, if required by MSDE
* Configure scoring criteria
* Configure checklist for evaluation of proposals (mandatory/ non-mandatory)

**2.** **PIA Registration** – already registered during last phase may be retained and additional PIAs may be required to be registered.

2b. Sector Skills Councils – may be given system generated log-in ids for application submission by themselves

2c. for Review of applications – SSCs are to be given separate ids and so the NSDC PMU. It is suggested that NSDC/ SSC are given Admin ids and they can create multiple users within them for different roles (like SSC may give role for submitting applications and separate role for processing of applications.)

**3.** **Organization profile** – mandatory for all applicants (as deployed in last application)

**4.** **Project Application – two different types of applications with change in work flow**

4a. The applications submitted by PIAs will reach SSC for review

4b. The applications submitted by SSCs will reach NSDC for review

4c. All applications will be SSC-wise. In other words, a PIA can submit multiple applications (one proposal for each SSC) subject to 4 applications including rejected applications.

4d. SSC can submit single application.

4e. The applicant has to define type of RPL (1-3) [in which a PIA can apply] before proceeding for application submission.

RPL Type 1 - RPL Camps

RPL Type 2 - Employer’s Premises

RPL Type 3 - RPL Centres

1. For Project Type 3, PIA shall identify Training Centres (TCs) which have been accredited and affiliated under PMKVY for provision of training
2. For Project Types 1 and 2, whereby the RPL location need not be accredited and affiliated under PMKVY for the provision of training,

4f. Job roles to be selected within the SSC

4g. Location to be selected in case of Type 2/3

4h. Employer consent required in case of Type 2.

4i. Refer section 2.8 for criteria

4j. SSC has to take print of the proposal and sign/ seal and upload (can be done for the PIA as well based on consultation with the NSDC)

4k. SSC has to submit the letter of authority for the person signing the proposal.

4l. SSC, if applying directly have to mention basic details of the facilitators that it has identified for locations/ job-roles

**5. First Level Evaluation – for applications received through SSC (for PIAs)**

5a. Display the documents with evaluation criteria and values for evaluation (L1 and L2 can be developed based on the requirement of NSDC)

5b. take decision on the proposal which can be

* Reject
* Recommend (to NSDC) as submitted/ or after clarification (queries/ modification)
* Seek queries from the PIAs (can be explanation/ text, additional documents or both)
* Send back the proposal for modification for change in location/ job roles within SSC/ targets proposed by the PIA
* Send back the proposal for modification with queries
* Rejection will have the reasons to be stated (remarks/ multiple remarks/ auto generated based on non-acceptance of appraisal criteria)
* Recommendation will have reasons to be stated (remarks/ multiple remarks/ auto generated based on acceptance of appraisal criteria)

5c. SSC to upload the documents like SSC Recommendation Letter (on Targets, States, Sector and Job role proposed for the project), Pre-screening sheet, Information of Assessment Agencies & other documents signed by competent authority of SSC in case of Non-SSC PIA

**6. Desk Evaluation and Due Diligence – by NSDC-PMU for the recommended proposals received from SSC for PIAs or Direct proposals submitted by SSCs**

* Reject
* Recommend to SC (Screening Committee) as submitted/ or after clarification (queries/ modification)
* Seek queries from the PIAs (can be explanation/ text, additional documents or both) or through SSC while processing.
* Send back the proposal for modification for change in location/ job roles within SSC/ targets proposed by the PIA directly to the PIA or through SSC
* Send back the proposal for modification with queries directly to the PIA or through SSC
* Rejection will have the reasons to be stated (remarks/ multiple remarks/ auto generated based on non-acceptance of appraisal criteria)
* Recommendation will have reasons to be stated (remarks/ multiple remarks/ auto generated based on acceptance of appraisal criteria)
* If queries are sent through SSC (for PIA applications), the response has to be routed through SSC only. In such cases, SSC has to conduct evaluation of response/ documents submitted by the PIA and recommend or reject the proposal.
* In case of applications of SSC (SSC as PIA itself), all the decision options can be exercised.

**7. Generate SC Agenda – for presentation to SC (Screening Committee)**

7a. all the recommended proposals will be available for inclusion in the agenda Part A

7b. In case of multiple proposals by a PIA, all the proposals will be clubbed into one proposal for consideration of SC – identifying locations/ SSC/ job roles and target for each job role

7c. All rejected proposals will be available for inclusion in agenda as Part B

**8. Record Decisions of SC – by NSDC-PMU**

8a. The decisions of SC can be

* Reject
* Recommend to EC (Empowered Committee) as submitted/ or after clarification (queries/ modification) – no change in proposal parameters.
* Seek queries from the PIAs (can be explanation/ text, additional documents or both) or SSC routed through NSDC-PMU.
* Recommend with change in proposal parameters (if queries have been raised, after clarification/ explanation of queries through NSDC-PMU)
* Rejection will have the reasons to be stated (remarks/ multiple remarks/ auto generated based on non-acceptance of appraisal criteria)
* Recommendation will have reasons to be stated (remarks/ multiple remarks/ auto generated based on acceptance of appraisal criteria)
* In case of queries, each proposal of a PIA has to be handled independently though it has been clubbed as one for consideration by the SC
* NSDC-PMU may record queries and its responses (may include documents) by itself after receiving the response/ documents from the PIA or SSC or in case of PIA application routed through SSC offline.

8b. If changes are suggested by the SC, the modification has to be carried by the NSDC PMU in the proposal and the proposal will not be sent back to the PIA.

8c. Upload MoM by NSDC-PMU

8d. There can be L1 and L2 ir required by NSDC-PMU

**9. Generate EC Agenda – for presentation to EC (Empowered Committee)**

9a. all the recommended proposals will be available for inclusion in the agenda Part A

9b. In case of multiple proposals by a PIA, all the proposals will be clubbed into one proposal for consideration of EC – identifying locations/ SSC/ job roles and target for each job role

9c. All rejected proposals at First Evaluation level or Desk Evaluation or SC will be available for inclusion in agenda as Part B, C and D

**10. Record Decisions of EC – by NSDC-PMU**

10a. The decisions of EC can be

* Reject
* Sanction as submitted/ or after clarification (queries/ modification) – no change in proposal parameters.
* Seek queries from the PIAs (can be explanation/ text, additional documents or both) or SSC routed through NSDC-PMU.
* Sanction with change in proposal parameters (if queries have been raised, after clarification/ explanation of queries through NSDC-PMU)
* Rejection will have the reasons to be stated (remarks/ multiple remarks/ auto generated based on non-acceptance of appraisal criteria)
* In case of queries, each proposal of a PIA has to be handled independently though it has been clubbed as one for consideration by the EC
* NSDC-PMU may record queries and its responses (may include documents) by itself after receiving the response/ documents from the PIA or SSC or in case of PIA application routed through SSC offline.

10b. If changes are suggested by the EC, the modification has to be carried by the NSDC PMU in the proposal and the proposal will not be sent back to the PIA.

10c. Upload MoM by NSDC-PMU

10d. There can be L1 and L2 ir required by NSDC-PMU

**11. Generate Term Sheet/ Agreement**

11a. Standard document will be provided by NSDC-PMU and the dynamic parameters will be derived from the sanctioned proposals

11b. In case of multiple proposals submitted by PIA and sanctioned by EC, all be clubbed, and single terms sheet will be generated. (One term sheet for one PIA/ SSC)

11c. Similar to Term Sheet, agreement will also be generated

11d. both the document should be viewable and printable (pdf) with the authorized signatory names/ address etc

**12. Acceptance of Term Sheet/ Agreement by PIA/ SSC**

12a PIA/SSC will take print of the Term Sheet and agreement sign/seal and upload on the portal

**13. Approval of Term Sheet/ Agreement by NADC-PMU**

13a. The acceptance submitted by PIA/ SSC is to be approved by NSDC-PMU

13b. The acceptance by NSDC-PMU may have L1 and L2 function.

13c. The signed copy of the term sheet and agreement by NSDC authorized signatory is uploaded against each PIA (which may have multiple proposals)

13d. The NSDC-PMU may send back the term-sheet/ agreement to the PIA for re-upload (which may be after changes in the project parameters or in case of errors in the term sheet/ agreement)

13e. In case it is sent back to the PIA, it has to be printed by the PIA as per changed parameters/ directions given by the NSDC-PMU and re-upload the same

**14. Update project – by NSDC – the approval process is repeated**

14a. NSDC-PMU can update the sanctioned parameters by itself.

14b. In case of update in project, an Agenda is generated for approval by EC

14c. The decision of EC on the agenda is recorded for updates.

14d. After recording the decision of the EC for update of the project, addendum to term sheet and agreement will be generated

14e. The addendum to the term sheet and agreement has to be accepted by the PIA/ SSC

14f. The signed addendum (term sheet and agreement) uploaded by the PIA/ SSC is approved by NSDC-PMU

14g. The signed copy of the addendum term sheet and addendum agreement by NSDC authorized signatory is uploaded against each PIA (which may have multiple proposals)

14h. The change in parameters may include – extension of project duration/ change in job roles/ reduction in target affecting target against each job roles/ change in location of training centers

**15. Versioning of Proposals submitted**

15a. If changes are made in the proposal by the PIA and recommended by SSC/ NSDC-PMU/ SC/ EC, a new version is created. Each time it is approved for changes, a new version is created

15b. A new version is created if the sanctioned project is updated by NSDC-PMU and approved by SC/EC

15c. For each new version, addendum term sheet and agreement should be available for printing

**16. Printing Requirements**

16a. Proposal print with all versions including query sheet

16b. First evaluation results with check-list by SSC

16c. Desk evaluation and Due-Diligence by NSDC-PMU and check-list

16d. Query sheet for each proposal and responses at all stages

16e. Agenda for SC

16f. recommendation of SC

16g. Agenda for EC

16h. Approval of EC

16i. Term Sheet

16j. Agreement

16k. Addendum to Term Sheet

16l. Addendum to Agreement

Masters Required

1. RPL component of the Scheme shall be applicable for NSQF level 3 and above job roles. NSQF level 2 may be permitted in special cases whereby adequate justification is provided by SSC.