

# 7 TRACKING & PLACEMENT

## 7.1 TRACKING AND DESK VERIFICATION OF DATA

### 7.1.1 Monthly candidate tracking

#### Overview

Item	Description
<b>Purpose</b>	<b>To track a candidate for 12 months after completion of training</b>
<b>Reference to guidelines</b>	Step 11, Table 4, Page 46
<b>Prerequisite/s</b>	All candidates who have completed the training
<b>Time for completion</b>	Continuous process
<b>Resource/s</b>	SF 7.1A: Tracking and Related definitions, SF 7.1B1: Tracking form for candidates in group 'A' , SF 7.1B2: Tracking form for candidates in group'B', SF 7.1C: Certificate for employment location and SF 7.1D: Joint certificate issued by the employer and candidate where salary slip is not issued, SF 7.1E: Declaration of Employer to be given with the offer letter
<b>Process owner</b>	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP team</b>	To provide information on the candidates after completing training for 12 months.	To be updated in the system by 9 <sup>th</sup> of every month	SF 7.1B1: Tracking form for candidates in group 'A', SF 7.1B2: Tracking form for candidates in group'B', SF 7.1C: Certificate for employment location and SF 7.1D: Joint certificate issued by the employer and candidate where salary slip is not issued SF 7.1E: Declaration of Employer to be given with the offer letter
<b>CTSA for</b>	To ensure that the data is	By 10 <sup>th</sup> of every month	

Actor	Action	Time for completion	Relevant Documents
YPS/SRLM for APS	updated and frozen	system will freeze the data. To be done every month.	
No prescriptive steps are indicated on how PIAs should ensure that all candidates are tracked accurately on various parameters. PIAs are free to devise their methods, <b>so that data is captured accurately. They will be held liable for any errors in the report.</b>			

### 7.1.2 Desk verification of documents of candidates in Group A (who are tracked as per SF 7.1B1)

#### Overview

Item	Description
Purpose	To verify the documents of the candidates
Reference to guidelines	Step 11, Table 4, Page 46
Prerequisite/s	All the candidates who are tracked as per SF 7.1B1
Time for completion	Continuous process
Resource/s	SF 7.1B1: Tracking form for candidates in Group 'A' , SF7.1B3: List of items to be verified from different documents to confirm placement, SF 7.1F: Procedure for desk verification of candidates who are tracked as per SF 7.1B1 , SF 8.6A: Amount transferred to a candidate's bank a/c as take home pay and SF 7.1G: List of candidates who are in Group 'A'
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Document verification</b>			
PIA OP team	To finalise and upload the data of candidates	To be submitted by 9 <sup>th</sup> of every month	SF 7.1B1: Tracking form for candidates in group 'A' ,
PIA Q team	Verify candidate documents – sample document verification	To be done between 10 <sup>th</sup> to 14 <sup>th</sup> of month – As per sampling process	SF7.1B3: List of items to be verified from different documents to confirm placement
SRLM for APS and CTSA for YPS	Verify candidate documents - sample document verification	To be done between 15 <sup>th</sup> to 18 <sup>th</sup> of month – As per sampling process	SF7.1B3: List of items to be verified from different documents to confirm placement
<b>Salary payment</b>			
SRLM for APS	Verify take home pay credited to	To be done between	SF 8.6A:

Actor	Action	Time for completion	Relevant Documents
and CTSA for YPS (finance teams)	candidate's bank a/c uploaded in ASDMS	14 <sup>th</sup> to 18 <sup>th</sup> of month – As per sampling process	Amount transferred to a candidate's bank a/c as take home pay (input from Chapter 8)
<b>Combining document verification data and salary verification data</b>			
SRLM for APS and CTSA for YPS	Combine both data. If there are differences in take home pay, system should be programmed to take the lower figure and prepare a list of eligible candidates.	To be submitted by 20 <sup>th</sup> of every month	SF 7.1G: List of candidates who are in Group 'A'

### 7.1.3 Desk verification of documents of candidates in Group 'B' (who are tracked as per SF 7.1B2)

#### Overview

Item	Description
Purpose	To verify the documents of the candidates
Reference to guidelines	No specific provision
Prerequisite/s	All candidates who are tracked as per SF 7.1B2
Time for completion	Continuous process
Resource/s	SF 7.1B2: Tracking form for candidates in group 'B' and SF 7.1H: Procedure for desk verification of candidates who are tracked as per SF 7.1B2 and SF 7.1I: List of candidates who are in Group 'B'
Process owner	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Document verification</b>			
PIA OP team	To finalise and upload the data of candidates	To be submitted by 9 <sup>th</sup> of every month	SF 7.1B2: Tracking form for candidates in group 'B'
PIA Q team	Verify candidate documents - sample document verification	To be done between 10 <sup>th</sup> to 14 <sup>th</sup> of month – As per sampling process	SF 7.1B2: Tracking form for candidates in group 'B'
SRLM for APS and CTSA for YPS	Verify candidate documents - sample document verification	To be done between 15 <sup>th</sup> to 18 <sup>th</sup> of month – As per sampling process	SF 7.1B2: Tracking form for candidates in group 'B'

## 7.2 PHYSICAL VERIFICATION OF PLACEMENT

Placement as defined in the guidelines is operationalized in SF 7.2A: Placement and related definitions. This will be the guiding basis to decide whether a candidate is placed or not. Using these definitions as basis, list of candidates for physical verification will be generated as SF 7.2C1: List of candidates from where samples for physical verification are to be drawn.

### 7.2.1 Generation of samples for physical verification

The sampling process and the decision rules for judging the payment to be released in all three instalments (other than 1st) are given in SF 7.2C: Procedure to draw samples for physical verification and confirmation of placement. The process will be used to draw samples every month and the process of the verification is described in the next Section.

### 7.2.2 Monthly sample physical verification

#### Overview

Item	Description
<b>Purpose</b>	To physically verify a sample of candidates who meet the placement criteria at the end of previous month
<b>Reference to guidelines</b>	Section 4.8 page 51
<b>Prerequisite/s</b>	Submission of list of candidates deemed as placed after document verification
<b>Time for completion</b>	Continuous process
<b>Resource/s</b>	SF7.2D: Items to be checked during on-site visit for placement verification, SF 7.2E: Status of candidates after physical verification of placement, SF 7.2C: Procedure to draw samples for physical verification and confirmation of placement and SF 7.2C1: List of candidates from where samples for physical verification are to be drawn
<b>Process owner</b>	CTSA for YPS/SRLM for APS

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Physical verification</b>			
<b>PIA Q team</b>	Physical verification of placed candidates	To be done between 16 <sup>th</sup> to 20 <sup>th</sup> of the month	SF 7.2C1: List of candidates from where samples for physical verification are to be drawn, SF7.2D: Items to be checked

Actor	Action	Time for completion	Relevant Documents
			during on-site visit for placement verification
<b>SRLM for APS and CTSA for YPS</b>	Physical verification of placement: Primary and recheck	To be done between 21 <sup>st</sup> to 26 <sup>th</sup> of month – As per sampling process	SF 7.2C1: List of candidates from where samples for physical verification are to be drawn, SF7.2D: Items to be checked during on-site visit for placement verification
<b>Finalisation of placement in the month</b>			
<b>SRLM for APS and CTSA for YPS</b>	Analyse document verification and physical verification records of that month and conclude number of candidates placed in that month	27 <sup>th</sup> to last day of the month	SF 7.2E: Status of candidates after physical verification of placement
<b>PIA OPteam</b>	To raise any objections or seek clarifications on the summary	1 <sup>st</sup> to 5 <sup>th</sup> of next month	SF 7.2E: Status of candidates after physical verification of placement
<b>SRLM for APS and CTSA for YPS</b>	To finally decide after considering the Ops team's objections.	6 <sup>th</sup> to 10 <sup>th</sup> of next month	SF 7.2E: Status of candidates after physical verification of placement

### 7.2.2.1 Mechanism for resolving differences over sampling results

If any differences arise during placement verification, the process for resolving them is as follows:

- In case of any difference between two checks, the check which is on the lower side will be accepted. For example, if salary claim is 5000 from document verification and 6000 as per physical visit, then 5000 will be accepted.
- Final decision about the sample will be taken based on this interpretation.
- However, an appeal can be made against the decision with valid proofs, and process of appeal is as follows:

- After decision is communicated, the PIA should give an appeal within a week to SRLM for APS/CTSA for YPS.
- SRLM for APS/CTSA for YPS will consider the appeal and give its decision within ten days of receipt of appeal
- PIA has an option to file a review to MORD for anYPS/ Principal Secretary/RD for APS within 10 days of receipt of decision on the appeal. This has to be decided by the review authority within 15 days. System will activate alert to the review authority and CTSA and SRLM for deciding the issue.
- If no decision is taken in 20 days after the original review request, the PIAs objections are treated as valid and further actions in finalising the placement will be taken accordingly.

### 7.2.3 Finalising placement percentage and release of Instalments

To release an instalment, the following will be followed:

- The placement success rate as derived from the sampling process (see SF 7.2C: Procedure to draw samples for physical verification and confirmation of placement)will be the basis for releasing an instalment.
- No instalment (except the 4<sup>th</sup> instalment) release will be held up, even when an appeal or review request of a PIA is pending until PIA gives a request to hold back the instalment till the review process is over.
- If an appeal/review decision favours a PIA and PIA becomes due for release of such additional money then this should be processed and released within a calendar month.

The process will be repeated for all instalments.

## 7.3 POST PLACEMENT SUPPORT

### Overview

Item	Description
<b>Purpose</b>	To validate the amount to be paid to the candidate, by deciding the place where a candidate is employed
<b>Reference to guidelines</b>	<b>Section 3.2.2.7, page 33;</b>
<b>Prerequisite/s</b>	<b>Employment of candidates</b>
<b>Time for completion</b>	<b>Verification as per placement verification schedule given above and payment as per schedule of payment given in Chapter 8</b>
<b>Resource/s</b>	<b>SF 7.3A: Instructions on post placement location verification and entitlement of post placement support , SF 7.3B: List of candidates for PPS payment and SF7.2D: Items to be checked during on-site visit for placement verification</b>
<b>Process Owner</b>	<b>PIA OP team</b>

### Activities

<b>Actor</b>	<b>Action</b>	<b>Time for completion</b>	<b>Relevant Documents</b>
<b>All the teams</b>	Physical check of a sample of candidates on <ul style="list-style-type: none"> <li>• employment location</li> <li>• receipt of PPS amount</li> </ul>	To be completed as part of physical verification of placed candidates (as per Section 7.2.2)	SF7.2D: Items to be checked during on-site visit for placement verification
<b>PIA op team</b>	List of candidates eligible for PPS	As per placement verification process	SF 7.3A: Instructions on post placement location verification and entitlement of post placement support , SF 7.3B: List of candidates for PPS payment
<b>SRLM for APS/CTSA for anYPS (Finance teams)</b>	To verify the actual amount transferred and cross check with eligible amount	As per audit process of Financial SOP	System generated internal check to cross verify money paid and money eligible.

## **7.4 VERIFICATION OF RETENTION AND CAREER PROGRESSION**

Retention and Career Progression as defined in the guidelines are operationalized in SF 7.4A: Retention and Career Progression and related definitions. This will be the basis to reckon a PIA's entitlement to incentives on these two counts. Using these definitions as basis, list of candidates for physical verification will be generated as SF 7.4B1: List of candidates from where samples are to be drawn for physical verification for payment of retention and career progression incentives.

### **7.4.1 Generation of samples for physical verification**

The sampling process and the decision rules for judging the incentive to be paid in all three instalments (other than 1st) are given in SF 7.4B: Process to draw samples for verifying incentive payment on retention and career progression. The process will be used to draw samples every month and the process of verification is described in the next section.

## 7.4.2 Monthly sample verification

### Overview

Item	Description
<b>Purpose</b>	To verify a sample of candidates who meet the retention and career progression criteria at the end of previous month
<b>Reference to guidelines</b>	Section 3.2.2.9 page 34
<b>Prerequisite/s</b>	Submission of list of candidates eligible for incentives in the month
<b>Time for completion</b>	Continuous process
<b>Resource/s</b>	SF7.4C: List of items to be verified from different documents to confirm retention and career progression, SF7.4D: Items to be checked during on-site visit to confirm retention and career progression and SF 7.4E: List of candidates for career progression and retention and SF 7.4F: Post verification summary of candidates eligible for retention and career progression incentives
<b>Process owner</b>	CTSA for YPS/SRLM for APS

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Physical verification</b>			
<b>PIA Q team</b>	Physical verification of placement	To be done between 16 <sup>th</sup> to 20 <sup>th</sup> of the month	SF7.4D: Items to be checked during on-site visit to confirm retention and career progression SF 7.4E: List of candidates for career progression and retention
<b>SRLM for APS and CTSA for YPS</b>	Physical verification of placement	To be done between 21 <sup>st</sup> to 26 <sup>th</sup> of month – As per sampling process	SF7.4D: Items to be checked during on-site visit to confirm retention and career progression SF 7.4E: List of candidates for career progression and retention
<b>Finalisation of candidates for incentive payment in the month</b>			
<b>SRLM for APS and CTSA for YPS</b>	Analyse document verification and physical verification records of that month and conclude number of candidates placed in that	27 <sup>th</sup> to last day of the month	SF 7.4F: Post verification summary of candidates eligible for

Actor	Action	Time for completion	Relevant Documents
	month		retention and career progression incentives
<b>PIA op team</b>	To raise any objections or seek clarifications on the summary	1 <sup>st</sup> to 5 <sup>th</sup> of next month	SF 7.4F: Post verification summary of candidates eligible for retention and career progression incentives
<b>SRLM for APS and CTSA for YPS</b>	To finally decide after considering the Ops team's objections.	6 <sup>th</sup> to 10 <sup>th</sup> of next month	SF 7.4F: Post verification summary of candidates eligible for retention and career progression incentives

#### **7.4.2.1 Mechanism for resolving differences over sampling results**

The procedure followed will be same as that provided for placement verification Section 7.2.2.1.

#### **7.4.3 Finalising eligibility of incentives for retention and career progression and its release with instalments**

To release an instalment, the following will be followed:

- Data for each month will be collated till the samples for incentive claim are completed
- Based on the actual number for whom incentive was claimed and actual eligible for incentive payment, CTSA for YPS /SRLM for APS will decide the total number of candidates eligible for incentive payment.
- The amount will be released with the instalment.
- 2<sup>nd</sup> and 3<sup>rd</sup> instalment release will not be held up even when an appeal or review request of a PIA is pending, until PIA gives a request to hold back the instalment till the review process is over.
- If an appeal/review decision favours a PIA and a PIA becomes due for release of such additional money, this should be processed and released in 15 days. If PIA has to return money owing to an unfavourable decision it should be paid back in 15 days.

The process will be repeated for all instalments.

## 7.5 FOREIGN PLACEMENTS: COUNSELLING AND VERIFICATION

Foreign placements, as defined in the guidelines are operationalized in SF 7.5A: Foreign placements and their tracking. This will be the basis to reckon a PIA's entitlement to incentives on account of foreign placements.

### 7.5.1 Counselling for the candidates to be placed in foreign countries

#### Overview

Item	Description
<b>Purpose</b>	To provide basic information to ease their transition into countries of destination
<b>Reference to Guidelines</b>	Section 3.2.2.12, page 34
<b>Prerequisite/s</b>	Furnishing of SF 7.5B1: List of candidates who were offered and accepted the offers for foreign placement
<b>Time for completion</b>	All counselling sessions to be completed before 10 days of scheduled departure from India.
<b>Resource/s</b>	SF7.5F: Counselling schedule for candidates who accepted foreign postings in the month of _____
<b>Process owner</b>	PIA OP team

#### Activities

Actor	Action	Time for completion	Relevant Documents
<b>PIA OP team</b>	Counsel the candidates and provide transition assistance	OP team can make a schedule and inform Q team, SRLM and CTSA as per schedule.	SF7.5F: Counselling schedule for candidates who accepted foreign placement in the month of _____
<b>PIA Q team</b>	Monitor physical (at least 25 % of randomly selected sessions) and rest video recorded sessions of counselling sessions	Not later than 5 days of completion of sessions but all should be completed 7 days before departure date.	SF7.5F: Counselling schedule for candidates who accepted foreign placement in the month of _____
<b>CTSA (for YPS) / SRLM (for APS)</b>	1. Monitor 25 % of the sessions either through a physical visit or by viewing video scripts.	At least 5 days before departure	SF7.5F: Counselling schedule for candidates who

Actor	Action	Time for completion	Relevant Documents
	2. Counsel the candidates through a physical visit or through a video chat		accepted foreign placement in the month of

## 7.5.2 Desk verification of candidate's documents

### Overview

Item	Description
<b>Purpose</b>	<b>To verify the documents of the candidates who are placed in foreign countries</b>
<b>Reference to guidelines</b>	No specific provision
<b>Prerequisite/s</b>	All candidates who are tracked as per SF 7.1B1
<b>Time for completion</b>	Continuous process
<b>Resource/s</b>	SF 7.1B1: Tracking form for candidates in group 'A', SF7.5C: List of documents and items to be verified from different sources to confirm foreign placements , SF 7.5B1: List of candidates who were offered and accepted the offers for foreign employment SF 7.5B2: List of people who joined the foreign employment
<b>Process owner</b>	PIA OP team

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Document verification</b>			
<b>PIA OP team</b>	To finalise and upload the list of candidates who were offered and accepted foreign placement, and those who joined foreign placement	To be submitted by 10 <sup>th</sup> of every month	SF 7.5B1: List of candidates who were offered and accepted the offer for foreign placement SF 7.5B2: List of people who joined the foreign placement
<b>PIA Q team</b>	Verify documents of placed candidates – 100 % verification	To be done between 11 <sup>th</sup> to 15 <sup>th</sup> of month	SF7.5C: List of items to be verified from different documents to confirm foreign placements
<b>SRLM for APS</b>	Verify documents of placed	To be done between	SF7.5C: List of

Actor	Action	Time for completion	Relevant Documents
and CTSA for YPS	candidates - 100 % verification	16 <sup>th</sup> to 20 <sup>th</sup> of month	items to be verified from different documents to confirm foreign placements
<b>Salary payment</b>			
SRLM for APS and CTSA for YPS (finance teams)	Verify take home pay credited to candidate's bank a/c/uploaded in ASDMS	To be done between 14 <sup>th</sup> to 18 <sup>th</sup> of month	SF 8.6A: Amount transferred to candidate bank a/c as take home pay
<b>Combining document verification data and salary verification data</b>			
SRLM for APS and CTSA for YPS	Combine both data. If there are differences in salary, system should be programmed to take the lower figure and prepare a list of eligible candidates.	To be submitted by 20 <sup>th</sup> of every month	SF 7.1G: List of candidates who are in Group 'A'

### 7.5.3 Generation of samples for physical verification

The sampling process and the decision rules for judging the incentive to be paid in all three instalments (other than 1st) are given in SF 7.5B: Process to draw samples for verifying incentives on foreign placement. The process will be used to draw samples every month and the process of the verification is described in the next Section.

### 7.5.4 Sample Verification

#### Overview

Item	Description
<b>Purpose</b>	<b>To verify a sample of candidates reckoned to be considered as placed for foreign placements at the end of previous month</b>
<b>Reference to guidelines</b>	Section 4.1.1 page 37
<b>Prerequisite/s</b>	SF 7.5B1: List of candidates who were offered and accepted the offers for foreign employment SF 7.5B2: List of people who joined the foreign employment
<b>Time for completion</b>	Continuous process
<b>Resource/s</b>	SF7.5C: List of items to be verified from different documents to confirm foreign placements SF7.5D: Items to be checked during on-site visit to confirm foreign placements SF 7.5E: Post verification summary of candidates eligible for foreign placements
<b>Process owner</b>	CTSA for YPS/SRLM for APS

### Activities

Actor	Action	Time for completion	Relevant Documents
<b>Physical verification</b>			
<b>PIA Q team</b>	Physical verification of placement	To be done as per procedure prescribed for drawing samples.	SF7.5D: Items to be checked during on-site visit to confirm foreign placements
<b>SRLM for APS and CTSA for YPS</b>	Physical verification of placement	To be done as per procedure prescribed for drawing samples.	SF7.5D: Items to be checked during on-site visit to confirm foreign placements
<b>Finalisation of placement in the month</b>			
<b>SRLM for APS and CTSA for YPS</b>	Analyse document verification to conclude number of candidates placed. To be corroborated later with physical verification.	27 <sup>th</sup> to last day of the month	SF 7.5E: Post verification summary of candidates eligible for foreign placements
<b>PIA op team</b>	To raise any objections or seek clarifications on the summary	5 <sup>th</sup> of next month	SF 7.5E: Post verification summary of candidates eligible for foreign placements
<b>SRLM for APS and CTSA for YPS</b>	To finally decide after considering the op team's objections.	10 <sup>th</sup> of next month	SF 7.5E: Post verification summary of candidates eligible for foreign placements

#### 7.5.4.1 Mechanism for resolving differences over sampling results

The procedure followed will be same as provided for placement verification.

#### 7.5.5 Finalising eligibility for incentives for foreign placement and its release with instalments

To release of instalment, the following will be followed:

- Data for each month will be collated till the samples for incentive claim are completed

- Based on the actual number for whom incentive was claimed and actual eligible for incentive payment, CTSA for YPS /SRLM for APS will decide the total number of candidates eligible for incentive payment.
- The amount will be released with the instalment.
- 2<sup>nd</sup> and 3<sup>rd</sup> instalment release will not be held up even when an appeal or review request of a PIA is pending until PIA gives a request to hold back the instalment till the review process is over.
- If an appeal/review decision favours a PIA and a PIA becomes due for release of such additional money, it should be processed and released in 15 days. If PIA has to return money owing to an unfavourable decision it should be paid back in 15 days.

The process will be repeated for all instalments.

## **7.6 PLACEMENT OUTSIDE THE STATE**

Placement is a pan Indian phenomenon and very often candidates are placed outside the state they belong to. Verification of placement for these candidates will be as follows:

- PIA should give the list of candidates employed outside the state and address of employer to SRLM and MoRD for APS and CTSA, SRLM and MORD for YPS as per SF 7.1B1: Tracking form for candidates who are in Group 'A' by at least 10<sup>th</sup> of every month.
- Document verification will be done as per the process in the Chapter
- For physical verification, agency to monitor the placement of the candidates would be as follows:
  - If the employment of the candidates is within 100 km of state boundary to which the project is assigned: In this scenario, monitoring agency will not change – i.e. it will be SRLM of that state for APS and CTSA in case of YPS.
  - In all other cases: CTSA of the state where the employment is located will be the monitoring agency whether the state is an APS or otherwise. For every candidate physically verified at site ₹ 1000 will be paid as the monitoring fee. The fee will be deducted from the monitoring fee paid to the SRLM of the states in case of APS and in case of YPS this will be deducted from the monitoring fee of the CTSA of the state candidate hailed from.
- The fee to be transferred will be generated from the ASDMS and MoRD will adjust amount while releasing the monitoring fee for states and CTSA's.

## **7.7 LIST OF STANDARD FORMS IN CHAPTER 7**

SF 7.1A: TRACKING AND RELATED DEFINITIONS

SF 7.1B1: TRACKING FORM FOR CANDIDATES IN GROUP A (CANDIDATES WHOSE STATUS HAS FINANCIAL IMPLICATIONS FOR THE PROJECT)

SF 7.1B2: TRACKING FORM FOR CANDIDATES IN GROUP B (CANDIDATES WHOSE STATUS DOES NOT HAVE FINANCIAL IMPLICATIONS FOR THE PROJECT)

SF 7.1B3: LIST OF ITEMS TO BE VERIFIED FROM DIFFERENT DOCUMENTS TO CONFIRM PLACEMENT

SF 7.1C: CERTIFICATE FOR EMPLOYMENT LOCATION

SF 7.1D: JOINT SALARY CERTIFICATE ISSUED BY THE EMPLOYER AND THE CANDIDATE IN ORGANISATIONS WHERE SALARY SLIP IS NOT ISSUED

SF 7.1D1: SELF-CERTIFICATION ON PERQUISITES

SF 7.1E: DECLARATION OF EMPLOYER TO BE GIVEN WITH THE OFFER LETTER

SF 7.1F: PROCEDURE FOR DESK VERIFICATION OF CANDIDATES WHO ARE TRACKED AS PER SF 7.1B1

SF 7.1G: LIST OF CANDIDATES WHO ARE IN GROUP 'A'

SF 7.1H: PROCEDURE FOR DESK VERIFICATION OF CANDIDATES WHO ARE TRACKED AS PER SF 7.1B2

SF 7.1I: LIST OF CANDIDATES WHO ARE IN GROUP 'B'

SF 7.2A: PLACEMENT AND RELATED DEFINITIONS

SF 7.2B: LIST OF CANDIDATES TO BE CONSIDERED FOR PLACEMENT IN THE MONTH OF

SF 7.2C: PROCEDURE TO DRAW SAMPLES FOR PHYSICAL VERIFICATION AND CONFIRMATION OF PLACEMENT

SF 7.2C1: LIST OF CANDIDATES FROM WHERE SAMPLES FOR PHYSICAL VERIFICATION ARE TO BE DRAWN

SF7.2D: ITEMS TO BE CHECKED DURING ON-SITE VISIT FOR PLACEMENT VERIFICATION

SF 7.2E: STATUS OF CANDIDATES AFTER PHYSICAL VERIFICATION OF PLACEMENT

SF 7.3A: INSTRUCTIONS ON POST PLACEMENT LOCATION VERIFICATION AND ENTITLEMENT OF POST PLACEMENT SUPPORT

SF 7.3B: LIST OF CANDIDATES FOR PPS PAYMENT

SF 7.4A: RETENTION AND CAREER PROGRESSION AND RELATED DEFINITIONS

SF 7.4B: PROCESS TO DRAW SAMPLES FOR VERIFYING INCENTIVE PAYMENT ON RETENTION AND CAREER PROGRESSION

SF 7.4B1: LIST OF CANDIDATES FROM WHERE SAMPLES ARE TO BE DRAWN FOR PHYSICAL VERIFICATION FOR PAYMENT OF RETENTION AND CAREER PROGRESSION INCENTIVES

SF7.4C: LIST OF ITEMS TO BE VERIFIED FROM DIFFERENT DOCUMENTS TO CONFIRM RETENTION AND CAREER PROGRESSION

SF7.4D: ITEMS TO BE CHECKED DURING ON-SITE VISIT TO CONFIRM ONE YEAR RETENTION AND CAREER PROGRESSION

SF 7.4E: LIST OF CANDIDATES FOR CAREER PROGRESSION AND ONE YEAR RETENTION

SF 7.4F: POST VERIFICATION SUMMARY OF CANDIDATES ELIGIBLE FOR RETENTION AND CAREER PROGRESSION INCENTIVES

SF 7.5A: FOREIGN PLACEMENTS: DEFINITION, ASSISTANCE TO BE PROVIDED AND THEIR TRACKING

SF 7.5B: PROCESS TO DRAW SAMPLES FOR VERIFYING INCENTIVES ON FOREIGN PLACEMENT

SF 7.5B2: LIST OF PEOPLE WHO JOINED THE FOREIGN EMPLOYMENT

SF 7.5B1: LIST OF CANDIDATES WHO WERE OFFERED AND ACCEPTED THE OFFERS FOR FOREIGN EMPLOYMENT

**SF 7.5B2: LIST OF PEOPLE WHO JOINED THE FOREIGN EMPLOYMENT**

**SF7.5C: LIST OF DOCUMENTS AND ITEMS TO BE VERIFIED FROM DIFFERENT SOURCES TO CONFIRM FOREIGN PLACEMENTS**

**SF7.5D: ITEMS TO BE CHECKED DURING ON-SITE VISIT TO CONFIRM FOREIGN PLACEMENTS**

**SF 7.5E: LIST OF CANDIDATES ELIGIBLE FOR FOREIGN PLACEMENT INCENTIVE BASED ON DOCUMENT AND SALARY VERIFICATION**

**SF 7.5E1: POST VERIFICATION SUMMARY OF CANDIDATES ELIGIBLE FOR FOREIGN PLACEMENTS**

**SF7.5F: COUNSELLING SCHEDULE FOR CANDIDATES WHO ACCEPTED FOREIGN POSTINGS IN EACH MONTH**