

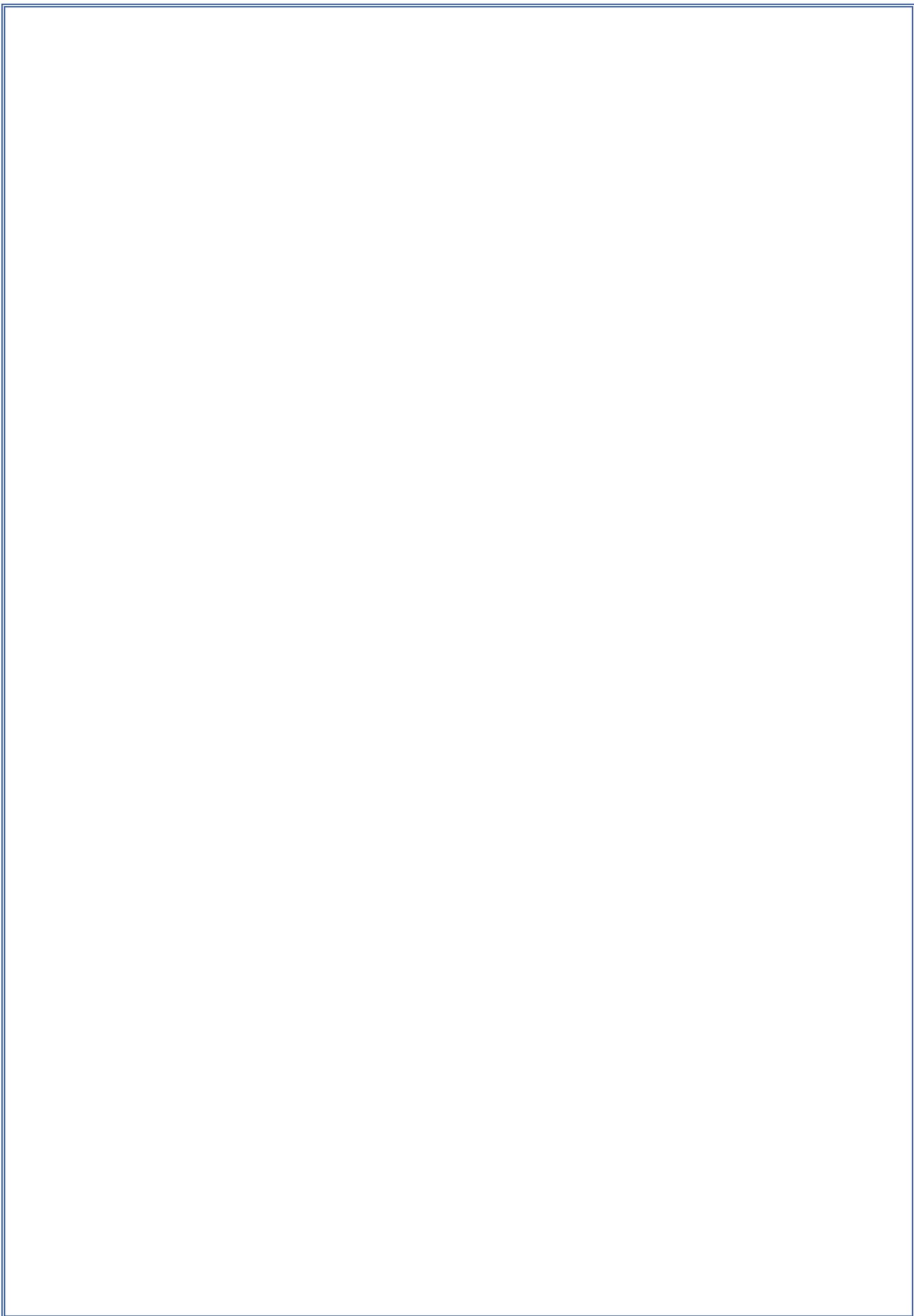


KAUSHAL BHARAT

ERP SYSTEM FOR
DDUGKY



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA



National Institute of Rural Development & Panchayati Raj

Ministry of Rural Development, Govt. of India



User Manual for
‘Kaushal Bharat’

ERP System for DDU-GKY

Inspection Module

(SRLM Logins)

Version V1.3 Dated: 31st Jan, 2020

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SRLM Admin

Module A1 – Inspection Management

Sub Module A1.1 – Create Inspection Plan

Definition: Plan of inspection of a training centre / residential centre as per the timelines prescribed in DDUGKY SOP

Prerequisite/s:

1. Batch creation in ERP System

Process:

1. As per the norms mentioned in SOP, Training centre Inspection has to be carried out by PIA Q Team, SRLM and CTSA as per the timelines
2. SRLM Admin has to plan the inspections of the training centre
3. SRLM Admin has to select the proposed date of inspection and Q team member and type of inspection
4. SRLM Operations members has to conduct the Training centre inspection as per the plan

Inspection Plan Dashboard

S.No.	Scheme Name	PIA Name	Training Centre Name	Training Centre Address	Inspection Date	Inspection Done By	Eligible Ongoing Batches due for inspection	Eligible Completed Batches due for inspection	Action
1	DDU-GKY	Skill Development Programme - Limited	Rajaji Salai-Chennai	test, Salur, KANCHIPURAM	2020-01-23	Athul	1	7	

Figure – A1.1 (Inspection Plan Dashboard)

Description:

1. This screen allows the user to create an Inspection plan for the training centres eligible for inspection in the particular selected month
2. To create a new inspection plan, the user has to click 'Create Inspection Plan' option at the top right of the screen, the user will be directed to 'Create Inspection plan' Page

Create Inspection Plan

The screenshot shows the 'Create Inspections Plan' interface. At the top, there are logos for India, Kaushal Bharat, DDU-GKY, and NIRDPR. The main content area features a form with two dropdown menus: 'State' (with a 'Select state' option) and 'Month Name'. Below these are 'Search' and 'Clear' buttons. A 'Show' dropdown is set to '10' entries. A search bar is located on the right. The table below has the following columns: S.No., Scheme Name, PIA Name, Training Centre Name, Training Centre Address, Month, Eligible Ongoing Batches due for inspection, Eligible Completed Batches due for inspection, and Action. Two entries are listed:

S.No.	Scheme Name	PIA Name	Training Centre Name	Training Centre Address	Month	Eligible Ongoing Batches due for inspection	Eligible Completed Batches due for inspection	Action
1	DDU-GKY	PERI SOFTWARE SOLUTIONS PRIVATE LIMITED	Rajaji Salai-Chennai	test, Salur ,KANCHIPURAM,Kancheepuram,452000	2020-01	1	7	[Edit Icon]
2	DDU-GKY	WAZIR ADVISORS PRIVATE LIMITED	RED Pvt. Ltd.	jkl,ATHKOOR,RAICHUR ,Raichur,987654	2020-01	2	1	[Edit Icon]

Showing 1 to 2 of 2 entries. Navigation buttons: Previous, 1, Next.

Figure – A1.2 (Create Inspection Plan)

Description:

1. This screen allows the user to select 'State' and 'Month' from the dropdown.
2. Based the month selection, the list of training centres eligible for inspection for the particular month will be displayed on the screen.
3. The user has to click icon  against the training centre name to create inspection plan.

Inspection Plan

The screenshot shows the 'Inspection Plan' modal form. It has the following fields:

- Inspection By: --select--
- Inspection Date: [Text Input]
- Inspection Plan Type: --select-- (with options: Scheduled, Surprised)

The background shows the same table as Figure A1.2, but with a different set of data:

S.No.	Scheme Name	PIA Name	Training Centre Name	Training Centre Address	Month	Eligible Ongoing Batches due for inspection	Eligible Completed Batches due for inspection	Action
1	DDU-GKY	PERI SOFTWARE SOLUTIONS PRIVATE LIMITED	Rajaji Salai-Chennai	test, Salur ,KANCHIPURAM,Kancheepuram,452000	2020-01	1	7	[Edit Icon]
2	DDU-GKY	WAZIR ADVISORS PRIVATE LIMITED	RED Pvt. Ltd.	jkl,ATHKOOR,RAICHUR ,Raichur,987654	2020-01	2	1	[Edit Icon]

Showing 1 to 2 of 2 entries. Navigation buttons: Previous, 1, Next.

Figure – A1.3 (Create Inspection Plan)

Description:

1. This screen allows the user has to select the Inspecting officer name, Proposed inspection date and type of inspection from the respective dropdowns

Note:

After creating the inspection plan,

1. For Scheduled Inspection, the details of the Inspection date, training centre details will be sent to the inspecting officer via email
2. For Surprise inspection, the details of the inspection date, Training centre State and District will be sent via email to the inspecting officer, whereas the details and address of the training centre will be revealed only on the date of inspection at 07.00 AM and the inspection can be started at 08.00 AM

SRLM Operations

Module A1 – Inspection Management

Sub Module A1.1 – Inspection

Definition: Training centre inspection (Onsite) and verification of the documents for training completed batches and Inspection not done batches on sample basis

Prerequisite/s:

1. Inspection plan in ERP System

Process:

1. SRLM Admin has to generate an inspection plan and assign/map the Q team member to the training centre and date of inspection
2. SRLM Operations member has to conduct the training centre inspection (Onsite) and desk document verification of candidates of the training completed batches and the batches for which inspection is not done

Inspection Dashboard

S.No.	Sanction Order No.	Training Centre Name	Inspection Date	Action
1	MM/GLPC/STP/DDUGKY/11178-79/2018	Rajaji Salai-Chennai	2020-01-07	View Edit Delete

Figure – A1.4 (Inspection Dashboard)

Description:

1. This screen allows the user to conduct inspection of the training Centre
2. To create a new inspection, the user has to click 'Conduct Inspection' option at the top left of the screen and then select the training centre name from the dropdown

Note:

1. The user can edit the inspection details by using  icon against the training centre name within 24 hours from the inspection start time and within 48 hours from inspection start time if the user has requested for “Extend Inspection” option
2. If the user wants to extent the time of Inspection, he/she can use one-time option of “Extend Inspection” option by clicking  icon against the training centre name.
 - a. The user will be allowed to submit the inspection report till 48 hours from the inspection start time.
3. The system will automatically make the inspection in view only mode after 24 hours from the inspection time and 48 hours if the user has selected for “Extend Inspection” option.

Create Inspection

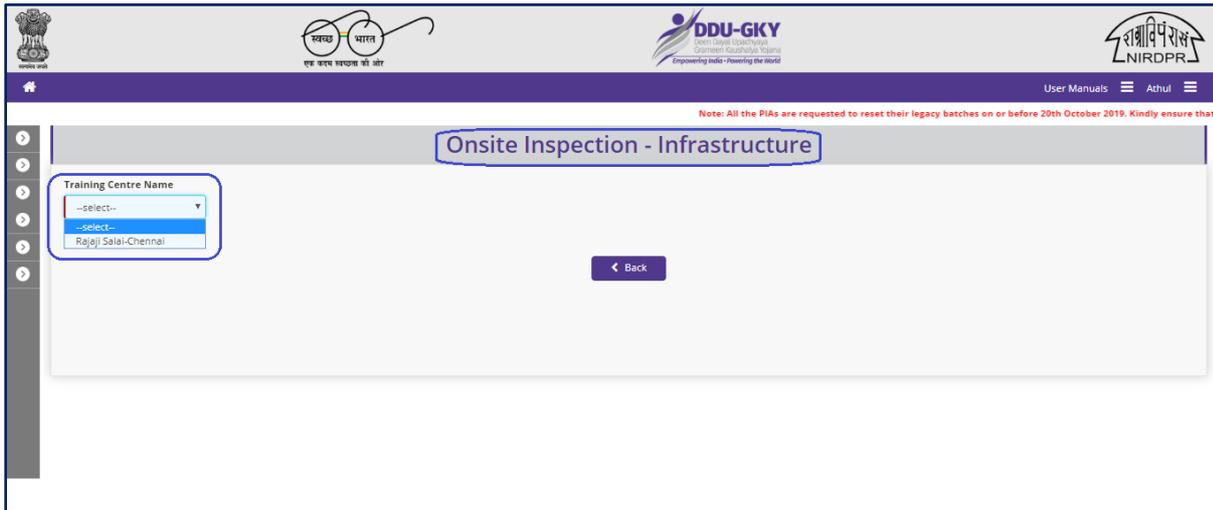
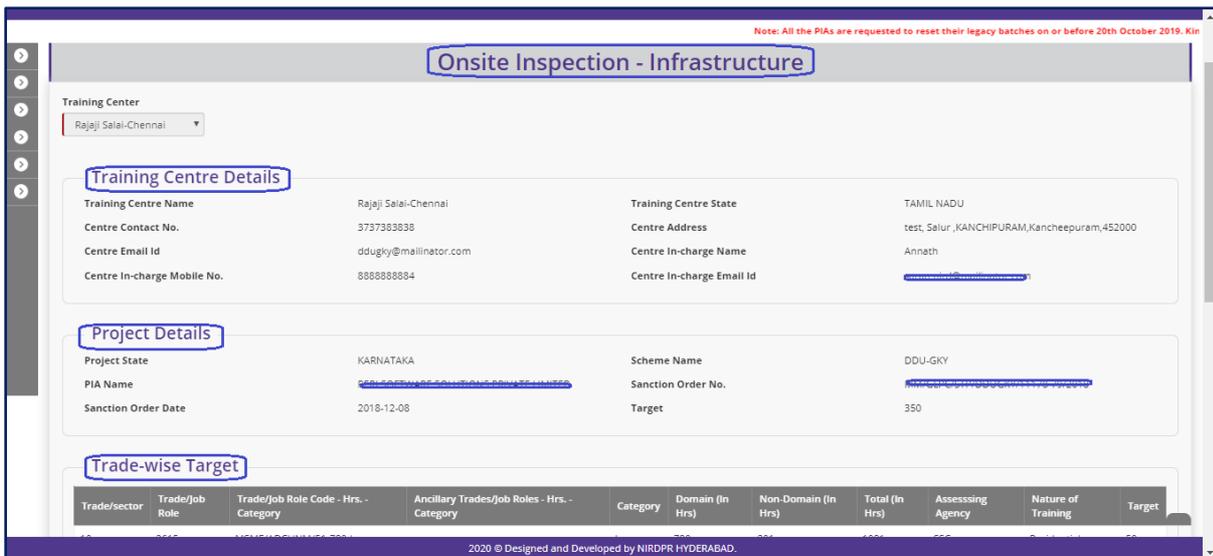


Figure – A1.5 (Onsite Inspection)

Description:

1. This screen allows the user to select the name of the Training Centre for inspection from the dropdown
2. After selection of the training centre, the user will be directed to 'Onsite Inspection – Infrastructure' page where the basic details of the training centre will be displayed and the user can start the inspection process

Onsite Inspection - Infrastructure



10	5292	MSME/RACHA/68-610-II	GAR702-S20-I	II	1130	436	1566	MSME	Residential	0
2	122	AGR/Q1002-I		I	483	277	760	SSC	Residential	150
10	2615	MSME/ADCHNM/51-780-I		I	780	301	1081	SSC	Residential	100

Total Target: 350

District-wise Target

District	Target
Anantnag	300
Anantnag	50

Total Target: 350

NOTE: File size should be less than 5MB

[Start Inspection](#)

Verification of Physical Infrastructure and Equipment

Any major or minor modifications made? [View-Duediligence](#)

[Back](#)

Figure – A1.6 (Onsite Inspection-Infrastructure)

Description:

1. This screen allows the user to view the basic details of the Training Centre like Training Centre details, Project details, Trade wise targets, District wise targets
2. To start an inspection, the user has to click 'Start Inspection' option.

Training Centre Due-Diligence

Note: All the PIAs are requested to reset their legacy batches on or b

Training Centre Due-Diligence

State Name : KARNATAKA
Scheme Name : DDU-GKY
PIA Name :
Sanction Order No :
79/2018

Sanction Order Date : 2018-12-08

Training Centre
Rajaji Salai-Chennai

NOTE: Please click on Upload icon otherwise Document will not save

S.No.	Description	As per ERP	Document	Yes/No?	Comments	Upload File	Preview Document	Uploaded File	Upload
1	What is the Distance from the training centre to the residential facilities for Girls?	30		Yes	<input type="text" value="y"/>	Choose File No fi...hosen			
2	Did the Q team conduct inspection around 40 days of batch inception?	No		Yes	<input type="text" value="y"/>	Choose File No fi...hosen			
48	Is Safe drinking water available?	RO/Ozonized Treated Water	view	Yes	<input type="text" value="y"/>	Choose File No fi...hosen			
49	How many Digital cameras are available?	0		Yes	<input type="text" value="y"/>	Choose File No fi...hosen			
50	Is storage facility for securing documents available?	no		Yes	<input type="text" value="yy"/>	Choose File No fi...hosen			
51	Are biometric devices installed as per SOP?			Yes	<input type="text" value="y"/>	Choose File No fi...hosen			

← Back
Previous
Save & Continue
Next →

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Figure – A1.7 (Training Centre Due Diligence)

Description:

1. This screen allows the user to view the Training centre Due diligence details as per ERP and allows the user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
2. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
3. After answering all the questions, the user has to click 'Save & Continue' option

Inspection – Ongoing Batches

Figure – A1.8 (Inspection – Ongoing Batches)

Description:

1. This screen allows the user to conduct the inspection of the ongoing batches
2. User has to select the training centre name from the 'Training Centre' dropdown
3. After selecting the training centre name, the user has to click 'Generate Samples' option
4. System will auto generate the samples as 5 candidates per batch for all the ongoing batches as on date of the inspection
5. The user has to select the 'Batch ID' from the 'Batch' dropdown and then select the candidate name from the 'Candidate' dropdown
6. After selecting the candidate name, the user has to furnish the details related to the candidate in the respective fields.
7. This information has to be furnished to all the candidates generated as samples in all the batches

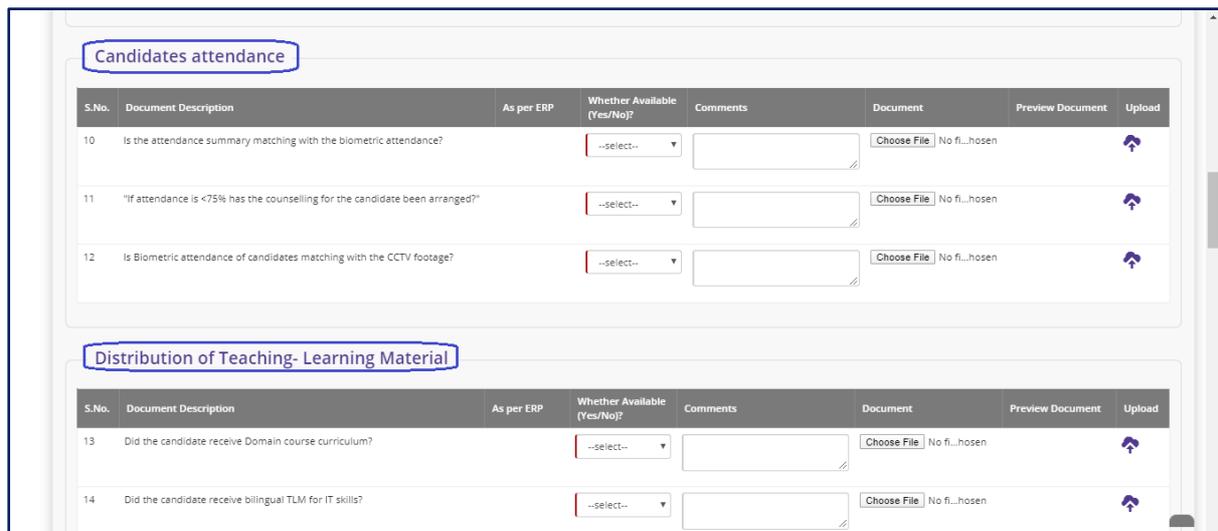
Basic Records

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
1	Admission form		--select--		Choose File No file chosen		
2	Photo Id proof		--select--		Choose File No file chosen		
3	Age proof		--select--		Choose File No file chosen		
4	Proof of poor		--select--		Choose File No file chosen		
5	Proof for category (SC/ST)		--select--		Choose File No file chosen		
6	Proof for minority		--select--		Choose File No file chosen		

Figure – A1.9 (Inspection – Ongoing Batches-Basic Records)

Description:

1. This screen allows the user to answer the question related to basic records of the candidate of the ongoing batches
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document

Candidates attendance and Distribution of Teaching- Learning Material


Candidates attendance

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
10	Is the attendance summary matching with the biometric attendance?		--select--		Choose File No fi...hosen		
11	"If attendance is <75% has the counselling for the candidate been arranged?"		--select--		Choose File No fi...hosen		
12	Is Biometric attendance of candidates matching with the CCTV footage?		--select--		Choose File No fi...hosen		

Distribution of Teaching- Learning Material

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
13	Did the candidate receive Domain course curriculum?		--select--		Choose File No fi...hosen		
14	Did the candidate receive bilingual TLM for IT skills?		--select--		Choose File No fi...hosen		

Figure – A1.10 (Inspection – Ongoing Batches-Candidate Attendance & Distribution of Teaching – Learning Material)

Description:

1. This screen allows the user to answer the questions related to candidate attendance and Distribution of Teaching – Learning Material
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document

Assessments

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
23	Was the candidate present on the day of assessment	--select--			Choose File No fi...hosen		
24	Review the CCTV footage and state whether candidate was present in the test	--select--			Choose File No fi...hosen		
25	Were candidates seriously writing the test	--select--			Choose File No fi...hosen		

Figure – A1.11 (Inspection – Ongoing Batches-Assessments)

Description:

1. This screen allows the user to answer the questions related to candidate Assessment
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Note: For the below mentioned questions in Assessment section, if the user selects 'Yes' as answer, then the remarks are made mandatory

- i. Was there any malpractices noticed during the test
- ii. Did the actual marks and revaluation marks (using model answer papers) differ by more than 10%
- iii. Were the marks obtained in retest less by more than 20%

Entitlements Distribution

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
29	Receiving training free of cost		--select--		Choose File No fi...hosen		
30	Is the bank account opened as per chapter 8 ?		--select--		Choose File No fi...hosen		
31	Are the residential facilities provided ? or Are the candidates paid to and fro entitlement in their bank account as per their eligibility ?		--select--		Choose File No fi...hosen		
32	Did the candidate receive training material free of cost including work books, note books and other study materials?		--select--		Choose File No fi...hosen		

Figure – A1.12 (Inspection – Ongoing Batches-Entitlements Distribution)

Description:

1. This screen allows the user to answer the question related to Candidates Entitlements distribution
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Residential Facilities

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
35	Are separate hostels being provided for male and female candidates?		--select--		Choose File No fi...hosen		
36	Is the grievances register being maintained?		--select--		Choose File No fi...hosen		
37	Is the grievances register kept in a prominent place which is easily accessible by the candidates?		--select--		Choose File No fi...hosen		
38	Are grievances being addressed properly?		--select--		Choose File No fi...hosen		

Figure – A1.13 (Inspection – Ongoing Batches- Residential Facilities)

Candidate Documents Verification

Candidate Documents Verification (on sample basis)

S.No.	Description	As per ERP	Yes/No?	Comments	Document	Preview Document
1	Is On The Job Training (OJT) Confirmation Letter for the candidate (SF 4.6B) available?	VIEW	--select		Choose File No file chosen	
2	Is OJT Completion Certificate (SF 4.6C) available for the candidate?	VIEW	--select		Choose File No file chosen	
3	Has OJT of the candidate been verified (SF 4.6D)?	Yes	--select		Choose File No file chosen	
4	Is the External Assessment Certificate (SF 4.7C) available for the candidate?	VIEW	--select		Choose File No file chosen	
13	Was the candidate provided boarding & lodging facilities (or) TA/DA during OJT?		--select		Choose File No file chosen	📁
14	Is the candidate currently employed?		--select		Choose File No file chosen	📁
15	Is the Candidate getting minimum remuneration as per SOP norms?		--select		Choose File No file chosen	📁

Figure – A1.15 (Inspection – Ongoing Batches- Candidates Document Verification)

Description:

1. This screen allows the user to answer the question related to Candidates document verification of completed batches
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click 📁 icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Completed Batches SF verification

Inspection - Completed Batches SF verification

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : LIMITED Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Pending Batch Details

Status of the Training centre (as per standard forms)

Batch Id

- Select Batch
- Select Batch
- SC149B94S8769
- SC17705163C05
- SC17706729C6B
- SC17854EB3611
- SC1B9CE35B34C
- SC20C80FE7CE4
- SC41B6EBE8E83

Batch Id	Yes/No?	Comments	Document	Preview Document
the feedback given by the candidates on completion of training	--select--		Choose File No file chosen	
2 SF 5.1M Summary of evaluation and assessment done	--select--		Choose File No file chosen	

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Figure – A1.16 (Inspection – Completed Batches – SF Verification)

Description:

1. This screen allows the user to answer the question related to Standard Form verification of Completed batches
2. The user has to select the batch from 'Batch' dropdown to conduct the inspection
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection - Verification

Figure – A1.17 (Inspection – Verification)

Description:

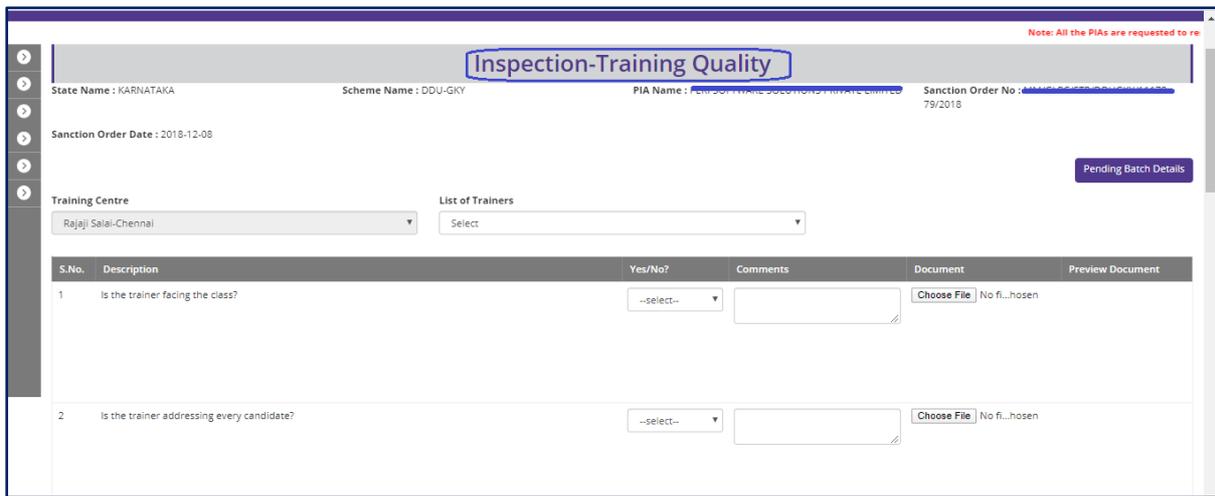
1. This screen allows the user to answer the question related to Status of Training Centre as per the Standard Forms
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Trainers Attendance

Figure – A1.18 (Inspection – Trainers Attendance)

Description:

1. This screen allows the user to answer the questions related to attendance of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Training quality


Note: All the PIAs are requested to re

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Personnel Management and Training Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Training Centre: Rajaji Salai-Chennai List of Trainers: Select

S.No.	Description	Yes/No?	Comments	Document	Preview Document
1	Is the trainer facing the class?	--Select--		Choose File No fi...hosen	
2	Is the trainer addressing every candidate?	--Select--		Choose File No fi...hosen	

Figure – A1.19 (Inspection – Training Quality)

Description:

1. This screen allows the user to answer the questions related to training quality of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – List of items verified (Annexure – II)

Note: All the PIAs are requested to reset their legacy

Inspection-List of Items Verified (Annexure-II)

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Training Centre
Rajaji Salai-Chennai

S.No.	Item Description	Yes/No?	Comments	Document	Preview Document
1	Is SF 4.3A: English skills content available?	Yes	y	Choose File No fi...hosen	
2	Is SF 4.3B: Computer skill content available?	Yes	y	Choose File No fi...hosen	

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Figure – A1.20 (Inspection – List of Items Verified)

Description:

1. This screen allows the user to answer the questions related to verification of list of items available at Training Centre
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Residential Centre Infrastructure (If training centre has residential facility)

Note: All the PIAs are requested to reset their legacy

Inspection-Residential Centre Infrastructure

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Training Centre
Rajaji Salai-Chennai

Facility Name: BOSS VILLA Facility For: male

Mobile No.: 9986765111 Email Id: arpan.banerjee@gmail.com

Address: chadri basti, Salur, KANCHIPURAM, Kancheepuram, Attapur, mehfil biryani and kebab, TAMIL NADU, 500030

S.No.	Description	As per ERP	Document	Yes/No?	Comments	Document	Preview Document
1	Are pick up and drop facilities provided?	no		--select--		Choose File No fi...hosen	

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Figure – A1.21 (Inspection – Residential Centre Infrastructure)

Description:

1. This screen allows the user to answer the questions related to Residential Centre Infrastructure (If training centre has residential facility)
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question.
4. After answering all the questions with the user has to click 'Save and Continue' option

Advisories

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure that the candidates have been enrolled before

Advisories

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : XXXXXXXXXXXXXXXXXXXX Sanction Order No : XXXXXXXXXXXXXXXXXXXX
79/2018

Sanction Order Date : 2018-12-08

S.No.	Module	Sub Module	Description	Response	Remarks	View
1	Training quality	Trainers	Is the trainer covering the entire session as per activity cum lesson planner?	No	test	
2	Training quality	Trainers	Is the trainer addressing every candidate?	No	test	
3	Training quality	Trainers	Were the number of internal assessments conducted as per ALCP?	No	y	
4	Training quality	Trainers	Do all the trainers(domain) meet the specifications as given under Notification 28/2017 of DDU-GKY?	No	n	
5	Training quality	Trainers	Is trainer using stories,pictures,role plays and examples?	No	nn	
6	Training quality	Trainers	Is the trainer answering the queries clearly?	No	n	
7	Training quality	Trainers	Is the trainer allowing candidates to ask questions?	No	n	
8	Training quality	Trainers	Is the trainer making the session interactive/ participatory?	No	nn	
9	Training quality	Trainers	Is the trainer using audio- visual aids?	No	n	
10	Training quality	Trainers	Is the trainer teaching without referring to the teaching material every time?	No	nn	
11	Trainers attendance	Trainers	Have arrangements for replacement been made if sanctioned leave was more than 2 days?	No	n	
12	Trainers attendance	Trainers	Is the attendance summary of trainers matching with the biometric attendance?	No	n	
12	Trainers attendance	Trainers	Is the attendance summary of trainers matching with the biometric attendance?	No	n	
13	Annexure II	Training Center	Is SF 5.1E2: Trainers' profile available?	No	nn	
14	Annexure II	Training Center	Is SF 6.2A1: Overview of aptitude test available?	No	nn	
15	Annexure II	Training Center	Is SF 5.1T: Daily failure items report available?	No	n	
16	Annexure II	Training Center	Is SF 5.1A3: Hostel centre name board available?	No	nn	

Infrastructure Advisories

S.No.	Item Name	Quantity	Modification Type	Does It Conform to ASP standards (Yes/No)?	Comments of Centre In-charge	Comments of Inspecting Officer
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Additional Advisories, if any

Module: --Select-- Advisory Description: No file chosen

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Figure – A1.22 (Inspection – Advisories)

Description:

1. This screen allows the user to view the system generated list of advisories
2. If the user wants to add any additional advisory, the he/she has to module name from the 'Module' dropdown and enter the description of the advisory. Also, user can upload the related document and then click 'Add' option

Previous inspection Advisories

Previous Inspection Advisories

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

[Preview Inspection Report](#)

Previous Inspection Details

S.No.	Inspection Proposed Date	Inspection Completed Date	Inspected By	Role	Inspection Device	Action
There are no pending advisories to be closed.						

Legacy Inspection Details

S.No	Inspection Date	Inspected By	Role	No. of Ongoing Batches	No. Of Completed Batches	Total Advisories	No. Of Completed Advisories	No. Of Pending Advisories	Action
There are no pending advisories to be closed.									

[Back](#) [Previous](#) [Submit](#)

Figure – A1.23 (Inspection – Previous Advisories)

Description:

1. This screen allows the user to view list of advisories raised in the previous inspection.
2. After viewing the list, the user has to click 'Submit' option to submit the inspection details

Sub Module A1.2 – Inspection Advisories

Definition: Issuance of Advisories by the Inspecting officer if any deviations found during training center / residential center inspection.

Prerequisite/s:

1. Training Centre inspection in ERP System

Process:

1. SRLM Operations has to conduct the inspection of the centre
2. During the inspection, the inspecting officer may raise the advisories for any deviations found
3. PIA operations has to comply the advisories raised, and update the status in ERP System
4. PIA QTeam has to verify the advisories closed by the PIA Operations and has to either 'Approve' or 'Send for Modification' against the advisory
5. SRLM Operations has to verify the advisories closed by PIA Q Team and has to either 'Approve' or 'Send for Modification' against the advisory

Inspection PIA Advisories Dashboard

S.No.	Training Centre Name	Inspecting Officer Name	Inspection Date	Inspected By	Total No. of Advisories	No. of Advisories Submitted By PIA Operations	No. of Advisories Approved By Q-Team	No. of Advisories Approved By SRLM	No. of Advisories Pending	Action
1	Rajaji Selai-Chennai	Athul	2020-01-21	PIA QTeam	51	3	2	0	2	

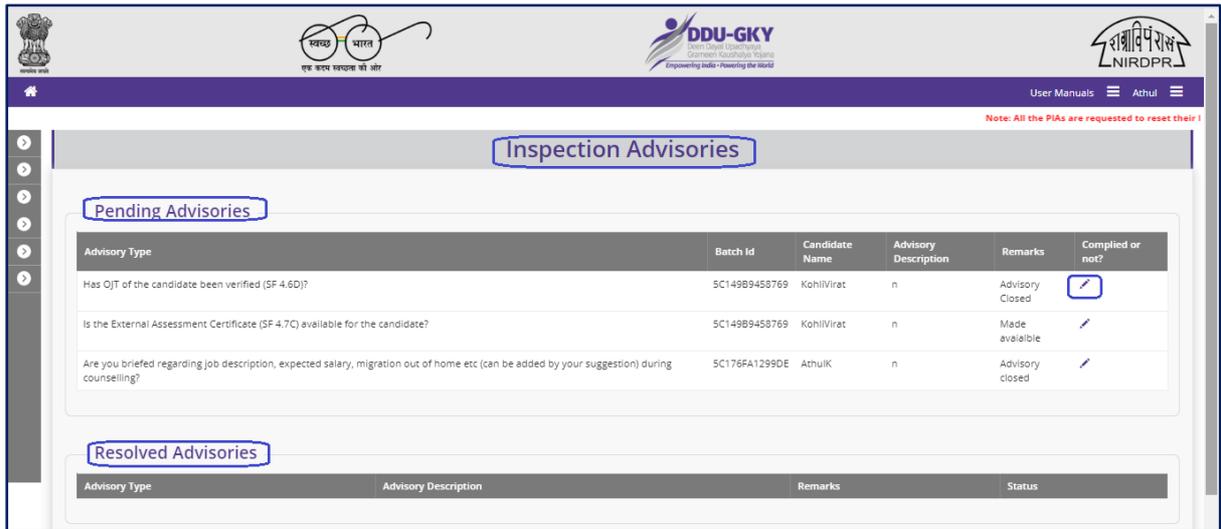
Figure – A1.24 (Inspection Advisories Dashboard)

Description:

1. This screen allows the user to view the status of inspections conducted, inspection wise no. of advisories raised, closed and pending status

2. The user can update the status of advisories raised during centre inspection
3. To update the status of advisories, the user has to click  icon against the inspection record.
4. He/she will be directed 'Inspection Advisories' page, where the user can update the status of the advisories for the particular inspection record

Inspection PIA Advisories



The screenshot displays the 'Inspection Advisories' page. At the top, there are logos for the Government of India, Kaushal Bharat, DDU-GKY, and NIRDPR. A navigation menu includes 'User Manuals' and 'Athul'. A red note at the top right states: 'Note: All the PIAs are requested to reset their!'. The main content area is titled 'Inspection Advisories' and is divided into two sections: 'Pending Advisories' and 'Resolved Advisories'.

Pending Advisories Table:

Advisory Type	Batch Id	Candidate Name	Advisory Description	Remarks	Complied or not?
Has OJT of the candidate been verified (SF 4.6D)?	5C149B9458769	KohliViret	n	Advisory Closed	
Is the External Assessment Certificate (SF 4.7C) available for the candidate?	5C149B9458769	KohliViret	n	Made available	
Are you briefed regarding job description, expected salary, migration out of home etc (can be added by your suggestion) during counselling?	5C176FA1299DE	AthulK	n	Advisory closed	

Resolved Advisories Table:

Advisory Type	Advisory Description	Remarks	Status
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Figure – A1.25 (Inspection PIA Advisories)

Description:

1. This screen allows the user to view the list of pending and approved advisories
2. To update the status of the pending advisory, the user has to click  icon against the advisory, he/she will be directed to next page where the can update the status of the particular advisory

Inspection Advisories (Decision)

The screenshot displays the 'Inspection Pia Advisories' interface, which is divided into several sections for data entry and review. The top section, 'Training Center Details', includes fields for Training Center Name (Rajaji Salai-Chennai), Center Address (TAMIL NADU,Kancheepuram,KANCHIPURAM, Salur ,rest.452000), Inspection Date (2020-01-21), Inspection Conducted By (QTeam), and Inspection Type (DESC). The 'Batch Details' section contains Batch Id (5C14989458769), Start Date (2019-01-15), Expected End Date (2019-01-23), Batch Size (18), and Batch Freeze Date (2019-01-18). The 'Candidate Details' section lists Candidate Name (Kohli Virat), Gender (male), DOB (1996-02-07), Mobile No. (9912272255), and Email Address (kohli.virat@mailinator.com). The 'Advisory Details' section shows Advisory Type (Has OJT of the candidate been verified (SF 4.6D)?), Advisory (n), PIA Operations Remarks (Advisory Closed), and Advisory Proof. A 'Decision' dropdown menu is open, showing options: '-SELECT-', '-SELECT-', Accepted, and Send For Modification. Below the dropdown are 'Back', 'Previous', and 'Submit' buttons.

Figure – A1.26 (Inspection Advisories (Decision))

Description:

1. This screen allows the user the view the details of the advisory raised and the action taken by the PIA operations team to comply the advisory
2. The user has to take decision on the advisory as either 'Approved' of 'Send for Modification'
3. If the user selects 'Approved', the particular advisory will be closed, if the user selects 'Send for modification', the advisory will be pending and made in edit mode to PIA operations for re compilation and resubmission
4. After giving the decision, the user has to enter the appropriate remarks and click 'Save' option to save and submit the information

Sub Module A1.3 – Legacy Inspection

Legacy Inspection Dashboard

Figure – A1.27 (Legacy Inspection Dashboard)

Description:

1. This screen allows the user the view and create legacy inspections of the training centres
2. The user has to select 'Scheme Name' 'State Name' and 'Sanction Order No' from the respective dropdowns and click search option to get the details of training centre wise inspection details.
3. To create a new legacy inspection details, the user has to click 'Create Legacy Inspection' option

Create Legacy Inspection

Figure – A.28 (Create Legacy Inspection)

Description:

1. This screen allows the user the create / upload the details of the legacy inspection
2. The user has to select the basic details of the training centre like Scheme, State, Sanction Order No., Training Centre State, Training Centre District, Inspection Date, Total Advisories raised, closed, pending, etc.,
3. To upload the inspection document, the user has to click 'Choose File' option under Inspection Report field and then click 'Submit' option to create the legacy inspection.

