SF 7.1A: Tracking and Related definitions

As per guidelines, tracking is defined as

"Retention tracking for all DDU-GKY interventions is for 365 calendar days (page 11)"

All the candidates should be tracked at least once in a month (12 times in a year) for a period of 1 year i.e. 365 calendar days from the date of completion of training.

During tracking,candidates can be classified into one of the following two groups:

Group A: Candidates whose status has financial implications for the project

Either PIA receives money based on the candidate status or the candidates receive money based on their status. They would include:

    i. All the candidates who are under reckoning to be considered as placed but not completed 3 months
    ii. All placed candidates as in group A(i) above but employed outside the state and did not complete 6 months.
    iii. All placed candidates based on whose employment credentials a PIA would claim different incentives

A PIA is in contact with these candidates or their employers. .

Group B: Candidates whose status has no financial implications for the Project (applies to all the candidates not in Group A)

These would include the candidates:

    i. Who are not employed
    ii. Employed but do not meet the placement criteria
    iii. Dropped out from the employment without fulfilling the requirements of placement
    iv. Those who were in Group 'A' above but overthetimehavecome out of Group A and their status does not influence payment criteria.

A candidate in Group B is not necessarily in contact with the PIA.

The form and methods of tracking will be different for Group 'A' and Group 'B' candidates.

Modes of Tracking

Contacting **a candidate directly**, either through a physical contact or by a phone call, is the most effective means of tracking. However, if this **direct access is not possible** then the following **additional modes of tracking** are suggested:

- through employer
- through a friend/colleague/acquaintance/family
- through VLOs/GPs
- through PIA's employees

While the above are exhaustive and suffice for the purpose, a PIA can adopt additional means of tracking after approval from MoRD.

The above tracking can be either by physical contact or through a telephonic contact. Proofs of tracking vary from situation to situation and are broadly specified here.

Methods and proof of tracking for candidates in Group A:

- Filled in tracking form as per SF 7.1B1: Tracking form for candidates in GroupA (candidates whose status has financial implications for the project) along with proofs specified in the form
- Documentary evidence for all candidates as specified in different sections of the chapter
- Telephonic contact through the call centre: As per samples specified in different sections of the chapter (currently not specified as SOP for call centre is not ready)
- Physical contact: As per samples specified in different sections of the chapter

Methods and proof of tracking for candidates in Group B:

- Filled in tracking form as per SF 7.1B2: Tracking form for candidates in GroupB (candidates whose status does not have financial implications for the project) along with proofs specified in the form
- Physical contact or telephonic contact as per situational exigencies