

SF 7.1B1: Tracking form for candidates in Group A (candidates whose status has financial implications for the project)

a. Basic information

a.	Name of the candidate	To be pre populated
b.	Candidate ID	To be pre populated
c.	Training centre	To be pre populated
d.	Trade details	To be pre populated
e.	Bank Ac. No.	To be pre populated
Note: The data should be provided in advance either from the system automatically or manually.		

b. Employer information (to be repeated for each change in employer)

a.	Name of the organization	To be pre populated
b.	Type of organization	To be pre populated
c.	Place of employment with address details	To be pre populated or collected with first salary slip
d.	Joining Date	To be pre populated
Proof: Offer letter and joining letter and SF 7.1C: Certificate for employment location Note: The data should be provided in advance either from the system automatically or manually.		

c. Monthly information on number of days worked, salary earned and place of employment (to be repeated in a month if there is a change in the middle of the month of a) employer, b) change in salary and c) place of employment)

(Note: The following information is desirable to capture the data, however, it is not mandatory if it is not mentioned in the salary slips/joint certificate)

Sl. No	Item	Details
Details of days worked in a month (Note: The following information should be mandatorily entered if it is provided in the salary slip/joint certificate. However, it is not mandatory if it is not provided in the salary slip/joint certificate)		
a.	Number of calendar days in the month (in no.)	
b.	Number of calendar days in the month for which employee was employed (in no.)	
c.	Number of calendar days for which employee was entitled for salary [this includes rest days and holidays in between end dates of a period] (in no.) (b and c differ if the employee joins in the middle of the month or goes on leave without pay or is absent from duty)	
d.	Number of calendar days an employee is not paid salary [this includes holidays in between end dates of a period] (in no.)	Auto calculated as (row b- row c)
Salary details (usually given for a full month . However, if employee works for less than a month the data should be stated for the period for which the employee is in job)		
e.	Gross salary including allowances but excluding perquisites and employer's statutory contributions (as per salary slip in ₹) Proof: salary slip/joint declaration by the candidate and the employer.	

STANDARD FORM OF SOP

Sl. No	Item	Details										
f.	<p>Value of perquisites, if any(in ₹)</p> <p>Breakup of the total</p> <table border="1"> <thead> <tr> <th>Item</th><th>Value (in ₹)</th></tr> </thead> <tbody> <tr> <td>Food</td><td></td></tr> <tr> <td>Accommodation</td><td></td></tr> <tr> <td>Transport</td><td></td></tr> <tr> <td>Others(please specify, if any)</td><td></td></tr> </tbody> </table> <p>Proof: statement from the candidatethat the employer provided these perquisites as per SF 7.2A</p>	Item	Value (in ₹)	Food		Accommodation		Transport		Others(please specify, if any)		
Item	Value (in ₹)											
Food												
Accommodation												
Transport												
Others(please specify, if any)												
g.	<p>Value of employer's statutory contributions (in ₹)</p> <p>Breakup of the total</p> <table border="1"> <thead> <tr> <th>Item</th><th>Value (in ₹)</th></tr> </thead> <tbody> <tr> <td>PF</td><td></td></tr> <tr> <td>ESI</td><td></td></tr> <tr> <td>Others (please specify, if any)</td><td></td></tr> </tbody> </table> <p>Proof: Statement from the employer along with proof of employer's and employee registration with Employee State Insurance Corporation (ESIC) and Employee Provident Fund Organisation (EPFO).</p>	Item	Value (in ₹)	PF		ESI		Others (please specify, if any)				
Item	Value (in ₹)											
PF												
ESI												
Others (please specify, if any)												
h.	Gross salary (cost to company) including allowances perquisites and employer's statutory contributions (in ₹)	Auto calculated as (row e+ row f+ row g)										
i.	Total deductions from salary Proof: salary slip or joint certificate											
j.	Net salary including allowances (in ₹) Proof: salary slip or joint certificate	Auto calculated as (row e - row i)										

STANDARD FORM OF SOP

Sl. No	Item	Details					
k.	Overtime paid but not with salary (in ₹) (write 0 if paid with salary) Proof: Credible proof, if it is not indicated in the salary slip or joint certificate along with proof of transfer to the bank.						
l.	Incentives paid but not with salary (in ₹) (write 0 if paid with salary) Proof: Credible proof, if it is not indicated in the salary slip or joint certificate along with proof of transfer to the bank.						
m.	Total take home cash (in ₹) Proof: Bank transfer	Auto calculated as (row j + row k + row l)					
Place of employment							
n.	Place working with address	<table border="1"> <tr> <td></td><td>Outsid e countr y</td><td>Outs ide stat e</td><td>Sam e stat e but outs ide dist rict</td><td>In sam e dist rict</td></tr> </table>		Outsid e countr y	Outs ide stat e	Sam e stat e but outs ide dist rict	In sam e dist rict
	Outsid e countr y	Outs ide stat e	Sam e stat e but outs ide dist rict	In sam e dist rict			

Sl. No	Item	Details
	Proofs	
	Salary details	
	<ul style="list-style-type: none"> • Salary slip or Joint Certificate • Proof of bank payment • Letter for location of employment as per SF 7.1C in the first month and for every change in location as long as the candidate is due for PPS • ESIC and EPFO registration numbers of employers. Provision of employee PF and ESIC registration numbers within 30 days of joining of job. • Statement from the candidate that she/he is getting the perquisites mentioned above. • Most of the data is based on the above documents. However, some data such as provision of perquisites may be confirmed through a telephonic call. If the data is collected through a telephone then voice transcript record should be kept as proof. 	

d. Details of person who did the tracking

a.	Date and time of tracking	
b.	Name of the person who tracked the candidate	
c.	Designation of the person who tracked the candidate	
d.	Contact no. of the person who tracked the candidate	