DDU-GKY
Deen Dayal Upadhyaya
Grameen Kaushalya Yojana
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SF 7.1B2: Tracking form for candidates in group B (candidates whose status does not have financial implications for the project)

1. **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.		

The candidates could be employed for a wage, self-employed or unemployed. For employed (both wage and self) candidates Number 2 below is to be filled and for those unemployed Number 3 needs to be filled.

2. **Employment information (if candidate is employed on the day of tracking)**

a.	Name of the organization (if self-employed write self)	
b.	Joining Date (if self-employed write start date of employment)	
c.	Gross monthly salary including the value of all perquisites and statutory contributions made by the employer (cost to company)	
Proofs: Any one of the following: • Offer letter or joining letter and monthly pay slip • A statement from either the candidate or employer. The statement could be in any one of the following forms: i) a written statement, ii) voice transcript, and iii) photographic or video evidence		

3. Status information (if candidate is not employed on the day of tracking)

Sl. No	Item	Details
a.	Current status of the candidate (what he/she is doing now)	
b.	Why he did not join the employment (if he/she did not join any job till the date of tracking)	
c.	Reason for quitting the job (if employed initially)	
Proofs: It could be one of the following: i)written statement from any of the tracking agencies mentioned above, ii) voice transcript, and iii) photographic or video evidence.		

4. 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.	To which organisation does the person belong: (choose one of these PIA/SHG or VLOs/D MMU/GP)	
e.	Contact no. of the person who tracked the candidate	
f.	Name of the respondent, if he/she is not the candidate	
g.	Relationship to the candidate	
h.	Contact number of the respondent	
i.	Alternate number of the candidate (if any)	