SF 7.1F: Procedure for desk verification of candidates who are tracked as per SF 7.1B1

All candidates who are tracked as per SF 7.1B1 will undergo a two-step document verification:

- Verification of the documents
- Verification of the money transferred to candidate's bank accounts

These two steps are used to prepare a database of list of candidates which form basis to other activities like physical verification, PPS payment and incentive payment. The verification process is repeated till, either project is closed or no monetary outflow is envisaged.

Details of each process are given below:

A. Procedure for document verification

Op team will verify 100 % of the documents for all the candidates. Q team will verify all the documents for 20 % of the candidates. SRLM for APS and CTSA for YPSwill cross verify all the documents for 5 % of the candidates.

Note: All numbers will be rounded up to the next higher number

The procedure for document verification will be as follows:

- Checks will be done every month
- All the samples will be chosen randomly through a system generated process.
- PIA op team will verify the documents of candidates employed, short list those candidates who are eligible to be in Group A (candidates whose status has financial implications for the project – refer SF 7.1B and SF 7.1B1), and categorise them as the following:
    - Candidates who completed more than 1 month of employment but less than 2 months of employment
    - Candidates who completed more than 2 month of employment but less than 3 months of employment
    - Candidates who completed more than 3 months of employment but less than 4 months of employment

- Candidates who completed more than 4 months of employment but less than 5 months of employment
- Candidates who completed more than 5 months of employment but less than 6 months of employment
- All placed candidates but employed outside the state and did not complete 6 months
- All candidates eligible for placement related incentives.

- PIA Q team will verify 20 % of the candidates in each category
- SRLM in APS and CTSA for YPS will verify 5 % of the candidates in each category. The verification in each category will be such that 50 % of the sample will be from PIA Q team samples and the rest 50 % will be from PIA OP team verified data (but excluding the PIA Q team verified samples).

Process for actual data verification

PIA OP Team

As per internal processes developed by the PIA. PIA OP team will freeze the data and this will form the basis for sample verification.

Q team and SRLM/CTSA procedure for verification

Steps for verification of data is as follows:

- Before verifying the data, genuineness of the document (salary slip/joint certificate) should be verified. If it is felt that the documents are not genuine then the team should cross verify either by telephonic means or by physical visit.
- Verify the data from the document and with what is entered in the system and confirm the data.
- Highlight all errors while cross checking data as per processes specified in the system.

Procedure for correction of errors

Errors are of two types:

- Errors are such that the status of the candidate is changed. For example, a candidate's status changes from deemed to be placed to deem to be not placed and vice versa.

- Errors do not change the status of the candidate. For example, salary is recorded as ₹ 8000 instead of ₹ 7000, while the minimum salary is ₹ 6000. .

The system will be programmed to correct the errors and also change the status.

There will be two rounds of data verification and error correction.

Round 1

In round 1 the following steps will be taken:

- Errors found by PIA Q team: If an error is identified by PIA Q team then the PIAOP team will verify all the records and confirm accuracy. No penalty is levied.
- Errors found by SRLM in case of an APS and CTSA in case of anYPS: Two cases arise:
    - Samples checked by PIA op team and Q team: If any error is found at this stage, PIA OP team should verify all the records again. Moreover,a penalty of ₹ 5,000 per month will be levied on the PIA and it will be adjusted in future instalment releases.
    - Samples checked by PIA OP team but not by Q team: If an error is identified at this stage, then the OP team will verify all the records and confirm accuracy. No penalty is levied.
- Round 1 verified data will form the basis for round 2 data.
- PIA has an option of dropping from round 2 verification if he agrees about the errors and agrees for a reduced number of candidates to be considered as placed. For example, if 1 % of records are found to be erroneous then only 99 % will be eligible candidates to be considered for placement.

Round 2

In round 2 the following steps will be taken:

- Round 2 verification will happen in the next month as per the schedules and procedures prescribed for monthly data verification.
- If errors are reported in data verification in round 2 then the actual set of eligible people to be considered for placement will be reduced proportionately. For example, 1 % of records are found to be erroneous then only 99 % will be considered as placed.

- As data verified is only on sample basis, a PIA will get the option to choose the people to be considered for final physical verification. Thus, if error is 1 % then choice of 99 % candidates to be considered for placement will be left to the PIA.
- The candidates, however, will be entitled to all the benefits,provided they fulfil the other conditions as they were left out because of the PIAs mistakes.
- No further penalty will be levied.
- If the data in the category of candidates who have completed 3rd month but not 4th month goes for 2nd verification, then physical verification of placement will be delayed by one month for the sample.

The data verification process is summarised in a flow chart in Fig 7.1.

B. Procedure for verification of money transferred

The process for verification of money transferred is discussed in Chapter 8. Based on the verification results money paid to each candidate is prepared for each month.

Combining document verification data and money transferred data

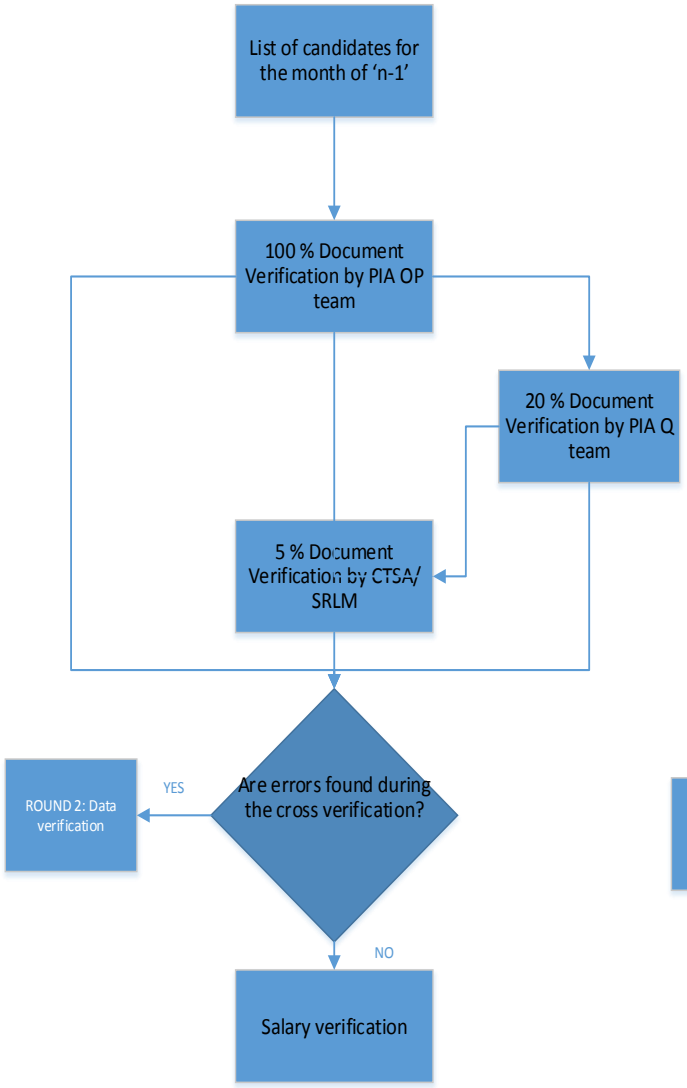
Combine data from document verification and money transferred into one data base. If there are differences in salary, system should be programmed to take the lower figure and prepare a list of eligible candidates.

Take home pay verification process is given in Fig 7.2.

Fig-7.1 Verification of data from the documents, say in month 'n'

Checking of data of month 'n-1'

(Round-1)



Re-checking of data of month 'n-2'

(Round-2)

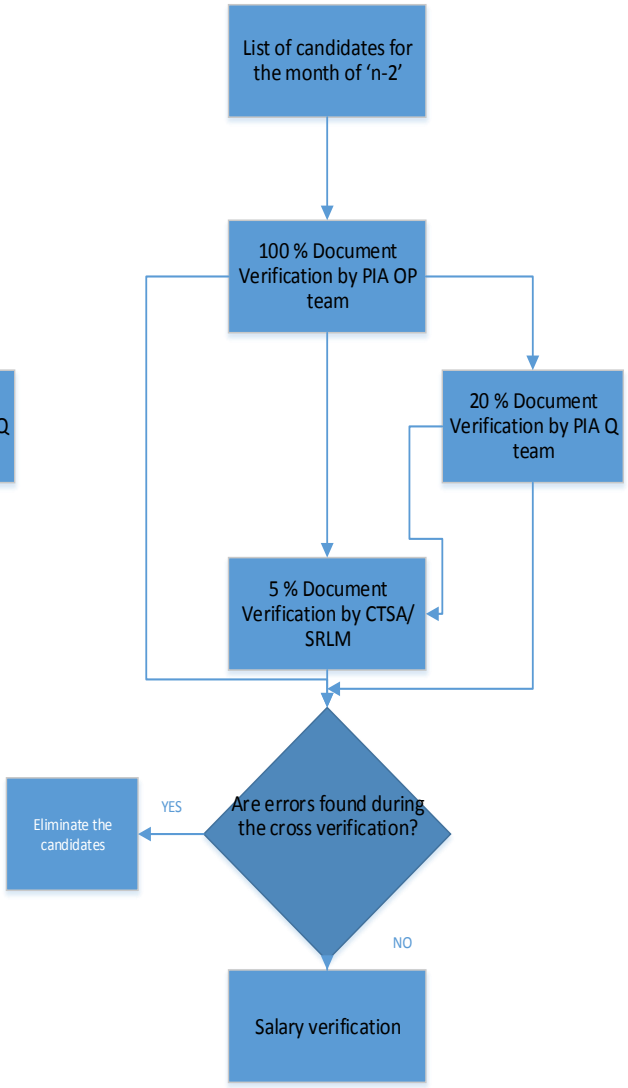
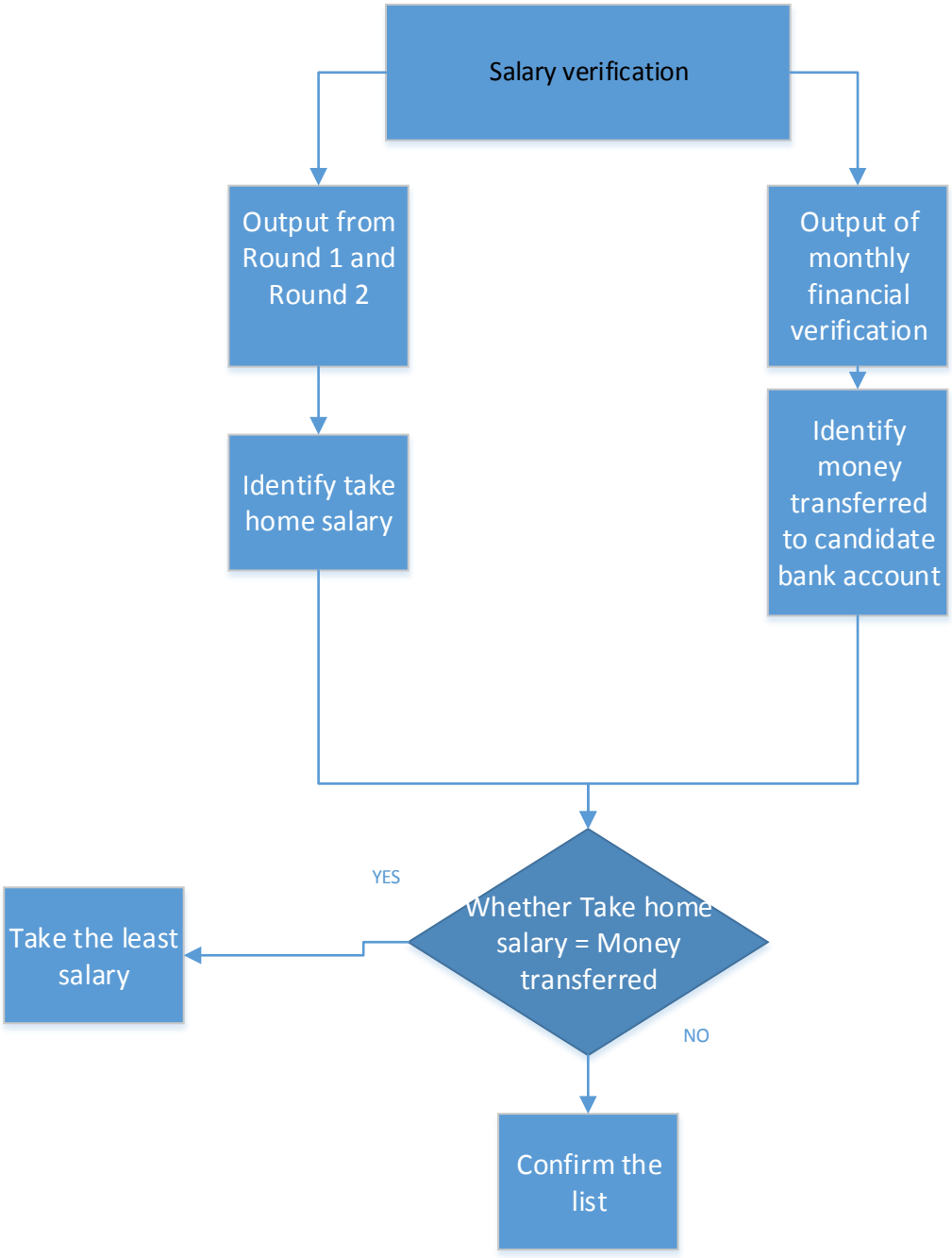



Fig 7.2: Verification of monthly salary transferred to candidate bank account