STANDARD FORM OF SOP



SF 7.5B: Process to draw samples for verifying incentives on foreign placement

A PIA will submit two lists every month:

SF 7.5B1: List of candidates who were offered and accepted the offers for foreign employment

SF 7.5B2: List of people who joined the foreign employment

In the default condition, PIAs need not submit this list. They are required to submit the list if they have candidates to be placed abroad.

Document verification

Documents will be verified for all the candidates by the Q team of PIA and CTSA for YPS/SRLM for APS.

Physical verification

Physical verification will be done on a sample basis. The procedure for drawing samples and sample size will be as follows:

- Verification of samples will be centralised in NIRD&PR for both APS and YPS. NIRD&PR will work under the overall direction of MoRD.
- For the time being the countries are grouped into three categories:
 - Countries around Persian gulf and Africa
 - o Countries around Indo-China, Koreas, Japan and Australian continent
 - Other countries
- Candidates placed in these regions will be grouped for sampling process
- The sample check will be conducted after around 200 candidates are placed in each of these regions by all the PIAs. Thus, sample verification is not based on specific periodicity but on completion of a target number.
- Around 5 candidates will be checked in each visit.
- Instalment release will be based on document verification.

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• However, if major discrepancies are found after physical visit then it will lead to a condition of default. Action to be taken will be decided depending on the gravity of the situation.