STANDARD FORM OF SOP



SF 7.5E1: Post verification summary of candidates eligible for foreign placements

This should be prepared for the month in which candidates actually join the job

Number of candidates for whom incentive was claimed in the instalment =

Number of candidates for whom documents were verified =

Number of candidates for whom the verified documents were not proper =

Number of candidates for whom salary was verified =

Number of candidates for whom the salary was not as per criteria =

Number of candidates for whom incentive is to be released in the instalment (candidates who clear document and salary verification criteria)=

On site verification

Number of candidates sampled for onsite verification =

Number of candidates not meeting the criteria as per onsite verification =

Number of candidates who do not meet the criteria in all three checks =