



PaschimBanga Society for Skill Development  
Dept. of Technical Education Training and Skill Development, WB  
KarigoriBhaban, Action Area III, Rajarhat, New Town  
Kolkata 700160

Date: 05<sup>th</sup> January, 2022

**LETTER OF INTENT (LOI) VERIFICATION GUIDELINES**

The Utkarsh Bangla scheme, launched in Feb, 2016, is a flagship scheme of the State Government for skilling related intervention implemented through PBSSD. The scheme has been recently reoriented to make it employment aligned to the emerging needs of the Society, Industry and the Service Sector.

As per the recent order submission of LOI to resume the training is already implemented. Those and other LOIs which are likely to be raised are to be verified before the training can resume/start. Certain instructions were given regarding LOI verification in different review meetings. Now those are being documented as an SOP and shared for information and implementation also.

**SOP**

1. LOIs are being raised by existing TPs which have running batches. Similar LOIs may also be raised by good performing TPs for fresh training.
2. The LOI will be checked electronically, through telephonic communication and through physical verification. The profile of the Organization offering verification should be judged meticulously giving thought to the size, financial strength, history of employment given etc. to form an opinion about the credibility of the LOIs.
3. The verification may be done involving the personnel authorized by local administration like BDOs/SDOs / ADMs etc.
4. LOIs to be entered in the portal giving the name of the Organisation offering employment, number of placement offered against job role and name & designation of the official verified the LoIs and whether accepted and rejected.
5. If the address of the Employer mentioned in the given LOI is from another District then verification of the same may be done by the concerned District personnel.
6. The photocopies of the following documents of the Employer ( which are uploaded in the portal) may be collected during verification:
  - a) Registration of Establishment/Trade License/CIN
  - b) PAN/TAN/ TIN/GST.

*Sdy.*

Project Director

PaschimBanga Society for Skill Development

Copy to:

1. District Magistrates (All)
2. The P.S. to HMOS (IC), TET&SD Department

I/169109/2022



3. The Sr. PS to Principal Secretary, TET&SD Department
4. All DPMs
5. OSD, PBSSD(All)

A handwritten signature in blue ink, appearing to be 'K. Paul', is written over the printed name 'Project Director'.

Project Director

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