

संख्या- BSDM/Domain-166 / 2022 - 3584

बिहार सरकार
श्रम संसाधन विभाग
बिहार कौशल विकास मिशन

प्रेषक,

मिशन निदेशक,
बिहार कौशल विकास मिशन,
बिहार, पटना।

सेवा में,

सभी संचालक/निदेशक,
Domain Skilling Center, बिहार।

पटना, दिनांक:- 18/11/2024

विषय:-OJT Guideline का अनुपालन करने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में सूचित करते हुए कहना है कि इस पत्र के साथ OJT Guideline आपको आवश्यक कार्यार्थ भेजी जा रही है।

साथ ही उक्त के आलोक में यह निदेश दिया जाता है कि इस OJT Guideline का पूर्णतः पालन किया जाये।

अनुलग्नक:-यथोक्त।

विश्वासभाजन



मिशन निदेशक
बिहार कौशल विकास मिशन
बिहार, पटना।

Government of Bihar
Department of Labour Resources
Bihar Skill Development Mission

Letter No: BSDM/SDM-13/2018 (R005-1)-815

Date: 15/06/2023

From:

Rajeev Ranjan, I.T.S.
Additional Chief Executive Officer,
Bihar Skill Development Mission,
Labour Resources Department,
Patna, Bihar.

To,

1. Additional Chief Secretary, Education Department,
2. Additional Chief Secretary, Health Department,
3. Additional Chief Secretary, Urban Development and Housing Department.
4. Additional Chief Secretary, Department of Industries.
5. Principal Secretary, Animal & Fisheries Resources Department
6. Principal Secretary, Department of Information Technology.
7. Principal Secretary, Backward Class & Extremely Backward Class Welfare Department.
8. Principal Secretary, Minority Welfare Department.
9. Secretary, Agriculture Department.
10. Managing Director, Women Development Corporation, Social Welfare Department.
11. Secretary, Science & Technology Department.
12. Secretary, Tourism Department.
13. Secretary, SC and ST Welfare Department
14. I.G. Prisons & Correctional Services, Home Department.

Sub.: Regarding guidelines for On Job Training (OJT) under Domain Skilling.

Sir/Madam,

Please find below the Guidelines for On Job Training: -

Sl.	For SDCs	For Funding Entity (Department)
1	SDCs shall ensure to deploy its trainees registered in a specific batch in the relevant industry for the OJT.	Funding Entity (Department) will have the overall responsibility to monitor the deployment of trainees for OJT. Department will be judging the relevance of the industry shortlisted for the deployment on the basis of job role of trainees and core business of industry.
2	SDCs may deploy its trainees in small groups with multiple industries.	Funding Entity (Department) will have the right to approve/reject the industries and it can also fix maximum count of industries to be allowed for the deployment of trainees for OJT from 1 batch.
3	SDCs will submit trainee wise deployment details for the OJT to the funding entity (concerned department). The details will include and not limited to the industry name, registered address, name of the representative, designation, contact number, email id, start date of OJT, expected end date of OJT, stipend.	Funding entity (Department) will be the approving authority of the submitted details of industries. Funding entity (Department) can seek more clarification from the SDCs regarding the submitted details and can verify and validate the details of industries.

Sl.	For SDCs	For Funding Entity (Department)
4	SDCs will be primarily responsible to ensure physical presence of the trainees during OJT period at industry premise. SDCs shall also ensure that biometric attendance of its trainees is being captured on daily basis for both "IN" and "OUT" time at industry premise. Wherever the biometric system is not available, manual attendance shall be captured against each trainee deployed. SDCs will have to get the attendance duly approved by the industry and will have to submit it to the department on a daily basis. SDCs shall also upload the approved (by the concerned industry) attendance of the trainees on the same day or the very next day of the training date using "Manual Attendance" option	Funding entity (Department) will monitor the OJT of the trainees and will have the right to approve/reject the submitted attendance being submitted by the SDCs. Funding entity (Department) shall be responsible for approving / rejecting the "Manual Attendance" on BSDM portal within 3 days from the date of uploading the attendance. For any dispute in this regard, funding entity (concerned department) will have the final say in it, which shall be binding to all SDCs.
5	SDCs shall also share norms and rules (If any) fixed by the industry for the trainees deployed for OJT with the funding entity (concerned department).	Funding Entity (Department) will evaluate the norms and rules (If any) and can direct SDCs for the course correction if department is not convinced with the set norms and rules of the industry.
6	SDCs shall be primarily responsible to ensure all trainees deployed for OJT complete their training and OJT duration is fully covered in their deployment with the industry. A completion certificate from the concerned industry will have to be submitted to the funding entity (concerned department) at the end of the OJT.	Funding Entity (Department) can verify and validate the completion certificate submitted by the SDCs against the trainees deployed for the OJT and accordingly can decide whether a trainee has completed his / her OJT successfully or not. Decision of the department in this matter shall be final and binding to the SDCs.
7	SDCs shall ensure that all attendance and work-related records are preserved at Industry premise for at least 6 months from the date of OJT completion.	Funding entity (Department) official or BSDM official may seek attendance and work-related records from the industry directly in case of any dispute arising for validation. In case it is found that records have not been preserved at industry premises for the said period, Funding entity (Department) may take appropriate decision / action against the SDCs.

Thanking you.

Yours faithfully,


(Rajeev Ranjan)

Additional Chief Executive Officer,
Bihar Skill Development Mission,
Labour Resources Department,
Patna, Bihar