

Process to be followed for Induction Kits

Under PMKVY (2016-20), each enrolled trainee will get induction kits comprised of following items:

1. T-shirt (Male) or Jacket (Female)
2. Diary
3. ID Card holder with Lanyard
4. Back Pack (Bag)

Delivery Process for Induction Kits:




- Currently, NSDC has empaneled below mentioned two companies to supply Induction kits to training centers onboarded under PMKVY (2016-20):
 - a. **Shiv Naresh Sports Pvt. Ltd**
Contact Person: Mr. Mayank Gupta Email Id: pmkvyinduction@gmail.com
 - b. **Orchid Corporate Services Pvt. Ltd**
Contact Person: Mr. Danish Sharma Email Id: induction.pmkvy@ocsipl.com

Training Providers (TPs) can check name of vendor who is responsible for supplying induction kits at their centers in “Center wise _ Induction Kits Vendor List” available under PMKVY Induction Kit head of branding and collateral page in PMKVY website (<http://pmkvyofficial.org/Marketing-Guidelines.aspx>). This list will be updated on regular basis because of target allocation to additional centers.

- Vendor will contact Training Providers (TPs) either on email or call for the information related to sizes of T-shirt/Jacket and quantity requirement at your training center. Currently, we are providing induction kits equal to half of allocated target for PMKVY Centers and 1/3rd of allocated target for PMKK centers.
- **If there is delay in communication by vendors, then TPs can contact their respective vendor in above mentioned email Id. All communication should be done through email Id registered with SDMS/NSDC.**
- TPs need to update the vendor with requisite information for Induction kits, after that vendor will dispatch induction kits to respective training center’s address. Individually packed Induction Kits shall be sent to TCs. Accurate TC addresses are to be provided on SDMS and to vendors.
- TPs don’t have to pay for the induction kits.
- After receipt of Induction Kits, TPs need to fill up the **Receipt Declaration Form (RDF- Training Centre)** as **attached in Annexure A**. Kindly ensure the form is **filled and stamped** with your company stamp. **A soft copy of the filled form is to be sent through registered email ID on the day of delivery to the respective vendor’s email id (Email Id Mentioned above)**. Also, TPs are requested to handover the hardcopy of receiving challan & RDF- Training Center form with your sign & stamps to the delivery boy.

Process to be followed at Training center for Induction Kits:

1. Under the Scheme, each ENROLLED candidate shall receive an Induction Kit. Each Induction Kit contains the following items:

SN.	Induction Kit Items	Images
1.	Back Pack	 A photograph of a person wearing a blue jacket and a yellow drawstring backpack. The backpack features the 'Skill India' logo and the 'PMKVY' logo.
2.	<p>Identification Card Holder with Lanyard</p> <p>Candidates to wear ID cards at all times on center premises. The PVC digitally printed id cards to be provided by Training centres in format given.</p>	 A photograph of a white identification card holder attached to a yellow lanyard, hanging from a door handle.
3.	Diary	 A photograph of a spiral-bound diary with a white cover. The cover features a large yellow diamond shape with the 'PMKVY' logo inside.

4. T-shirt (For Males) or Jacket (For Females)

Candidates are to use the PMKVY T-shirts and Jackets on special occasions and celebrations including during the visits of key officials and graduation.

Candidates shall be informed on how to care for their T-shirt and Jackets.

T-Shirt (Male)



OR

Jacket (Female)



2. TPs shall be responsible for the distribution of Induction Kits to ENROLLED candidates. Each candidate to receive ONE Induction Kit.
3. Male candidates shall be given Induction Kits with T-shirts and Female candidates shall be given Induction Kits with Jackets.
4. Individually packed Induction Kits each have a tag. The tag depicts if the Kit has a T-shirt or Jacket and the size. Please find below images of the tags.

10. TP/TC has to bear responsibility in storing and distributing of the Induction Kits to Enrolled candidates. NSDC shall not provide more Induction Kits than targets allocated to center. And if TP/TC doesn't accomplish targets, Induction Kits not distributed are to be returned to NSDC in their original condition. Failing to do so, the TP/TC shall incur the cost of the Kits not distributed.

Instructions for I-card

- a. Each enrolled candidate shall be issued a standardized I-card. Open files of I-card are available under PMKVY Induction Kit head of branding and collateral page in PMKVY website (<http://pmkvyofficial.org/Marketing-Guidelines.aspx>). The given format is to be followed.
- b. **PVC I-card is to be digitally printed with candidates details and stuck firmly with strong adhesive onto I-card holder provided in the induction kit.**
- c. Candidates to wear I-card at all times on premises of the training centers.

Annexure A: RDF-Training Center

Receipt Declaration Form (RDF)

(Pradhan Mantri Kaushal Vikas Yojana Induction Kit)

I _____ (name of recipient) hereby acknowledge that I have received _____ number of Induction Kits on _____ (dd/mm/yyyy) from _____ (vendor name) out of which _____ are for males (with T-shirts) and _____ for females (with Jackets).

a. Name of Training Center :	b. Training Center id :
c. Contact number (mobile & email):	d. Address of Training Centre:
e. Date and Time of Collection:	f. Designation of Recipient:
g. Condition of induction kits :	h. Signature of Recipient with Company/Organisation Stamp:

Annexure B: RDF-Candidates

Receipt Declaration Form (RDF)

(Pradhan Mantri Kaushal Vikas Yojana Induction Kit)

I _____ (name of candidate) hereby declare that I have received on _____
(dd/mm/yyyy) the PMKVY Induction Kit which includes the following:

- a. 1 Back Pack (Bag) ,
- b. 1 Identification Card Holder with Lanyard,
- c. 1 Diary,
- d. 1 T-shirt/Jacket (Specify Size: _____)

Name of Training Center :	Training Center ID :
Candidate ID:	Batch ID:
Condition of Induction Kits :	Signature of Candidate

Signed Copy of Candidate PMKVY ID Card to be Enclosed.

Signature & Stamp of Training Centre SPOC

Name:

Designation: