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User manual for CMA SPOC – RPL Type III PMKVY



Transforming the skill landscape

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1 Introduction

The *User Manual for Continuous Monitoring Agency (CMA) SPOC – RPL Type III PMKVY* is designed to provide information on, how CMA SPOC can view and monitor the defined RPL Type III PMKVY batches. The CMA SPOC can perform the functionalities as listed below.

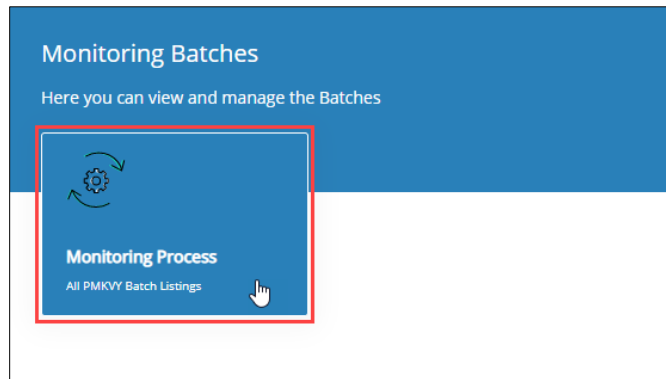
- View All Batches
- View Batch Details
 - Batch Details
- Issue Show cause notice
- Seek Clarification

2 View All Batches

The **View All Batches** screen allows the CMA SPOC to view all the PMKVY batches.

To Navigate

Home - - > Dashboard - - > Monitoring Process



- The **Batches** screen lists all the batches of RPL Type III PMKVY.

Scheme Name	Sub Scheme Name	Training Type	Batch ID	TC Name/Employer Name/Camps Name	TC ID	Batch Start Date	Batch End Date	Tp Id	Tp Spoc Name	Action
State Scheme - ANDHRA PRADESH		SP	5479	CSSM AP TC	TC201960	15 Oct 2019	18 Oct 2019	TP015819	Anurag Kumar	...
State Scheme - ANDHRA PRADESH		SP	5483	CSSM AP TC	TC201960	12 Oct 2019	23 Oct 2019	TP015819	Anurag Kumar	...
PMKVY-CSSM		SP	5510	ML Scheme TC	TC201970	10 Oct 2019	03 Feb 2020	TP015819	Anurag Kumar	...

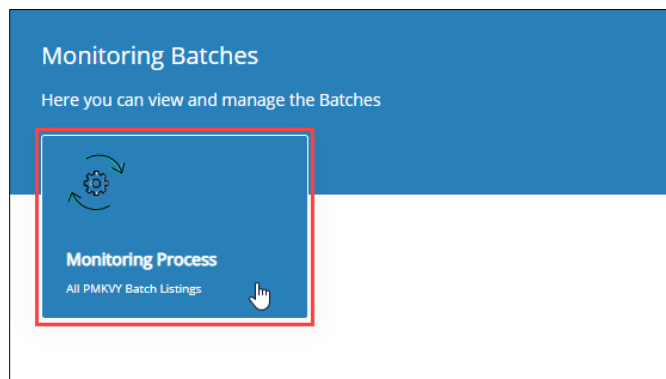
- The **CMA SPOC** can search a particular batch based on Batch Start Date, Batch End Date, Batch ID, TP ID, and TC ID. Click **Apply**, to search for a particular batch.
- The **View All Batches** section displays all the details of the batches such as Scheme Name, Sub Scheme Name, Training Type, Batch ID, TC name/Employer Name/Camps Name, TC ID, Batch Start Date, Batch End Date, TP Id, TP SPOC name and also allows to view details under Action.

3 View Batch Details

The **View Batch Details** screen allows the CMA SPOC to view the details of the RPL Type III PMKVY batches.

To Navigate

Home --> Dashboard --> Monitoring Process --> Batches --> Pending --> View All Batches --> Action --> View Details



- The **Batches** screen lists all the RPL Type III PMKVY batches and also allows CMA SPOC to view the details of the batches under Action.

Scheme Name	Sub Scheme Name	Training Type	Batch ID	TC Name/Employer Name/Camps Name	TC ID	Batch Start Date	Batch End Date	Tp Id	Tp Spoc Name	Action
PMKVY-CSCM	Special Project	SP	5265	PWD in 60	TC201903	01 Nov 2019	04 Nov 2019	TP200002	Sanjeev chaudhary	...
PMKVY-CSCM	Special Project	SP	5275	New TC For SP	TC201834	31 Oct 2019	01 Nov 2019	TP015819	Anurag Kumar	View Details

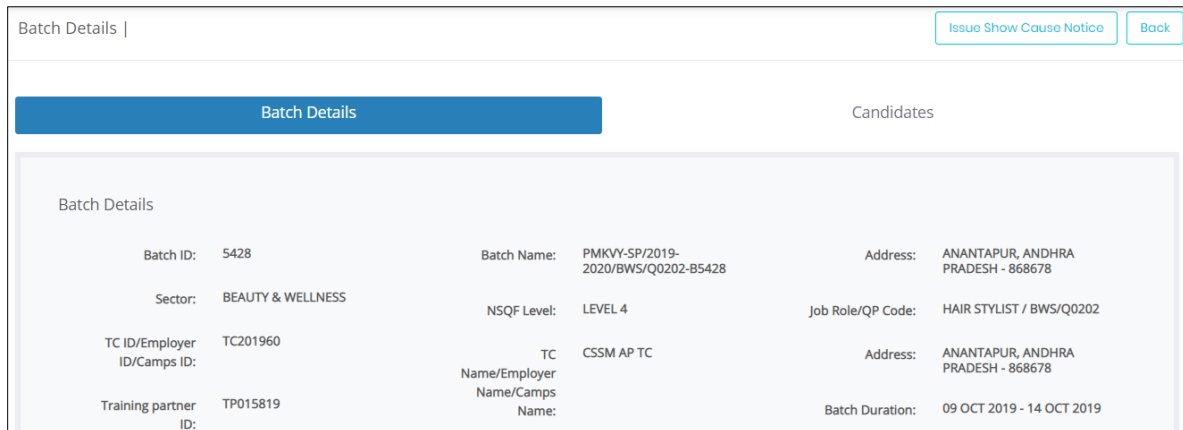
- Click **View Details**, the **Batch Details** screen appears.

3.1 Batch Details

The **Batch Details** screen allows the CMA SPOC to view the batch details.

➤ The **Batch Details** screen displays the details of the batch in **two** tabs as listed below.

- Batch Details
- Candidates



Batch Details | [Issue Show Cause Notice](#) [Back](#)

Batch Details Candidates

Batch Details

Batch ID:	5428	Batch Name:	PMKVY-SP/2019-2020/BWS/Q0202-B5428	Address:	ANANTAPUR, ANDHRA PRADESH - 868678
Sector:	BEAUTY & WELLNESS	NSQF Level:	LEVEL 4	Job Role/QP Code:	HAIR STYLIST / BWS/Q0202
TC ID/Employer ID/Camps ID:	TC201960	TC Name/Employer Name/Camps Name:	CSSM AP TC	Address:	ANANTAPUR, ANDHRA PRADESH - 868678
Training partner ID:	TP015819	Batch Duration:	09 OCT 2019 - 14 OCT 2019		

➤ The **Batch Details** screen hosts **five** sections as mentioned below.

- Batch Details
- Assessment Agency Details
- Assessor Details
- Show cause notice
- History Records

- The **Batch Details** section displays the information about the batch such as Batch ID, Batch Name, Address, Sector, NSQF Level, Job Role/QP Code, TC ID/Employer ID/Camps ID, TC Name/Employer Name/Camps Name, Address, Batch Duration, Training Partner ID, Training Partner Name, Sub - Scheme Name and Scheme Name.

Batch Details		
Batch ID:	2378	Batch Name: PMKVY-SP/2019-2020/AGR/Q7803-B2378
Sector:	AGRICULTURE	Address: BAKSA, ASSAM - 213456
TC ID/Employer ID/Camps ID:	TC001207	NSQF Level: LEVEL 4
Training partner ID:	TP100061	Job Role/QP Code: MUSHROOM GROWER / AGR/Q7803
		TC Name/Employer Name/Camps Name: ASSAMBASKA
		Address: BAKSA, ASSAM - 213456
		Batch Duration: 01 OCT 2019 - 07 JUL 2020
		Training Partner Name: KISHORE MOTUKURI
		Sub-Scheme Name: PMKVY-SP/2019-2020/AGR/Q7803-B2378
		Scheme Name: PMKVY-SP/2019-2020/AGR/Q7803-B2378

- The **Assessment Agency Details** section displays the information about the Assessment Agency such as Assessment Agency ID, Assessment Agency Name and Email.

Assessment Agency Details		
Assessment Agency ID:	Assessment Agency Name:	Email:

- The **Assessor Details** section displays the information about the details of the Assessor such as Assessor ID, Assessor Name and Email.

Assessor Details		
Assessor ID:	A-001AC2	Assessor Name: SHANTHI V
		Email: PREKSHA.UG@TRANS NEURON.COM

- The **Show Cause notice** section displays the details of the issued show cause notice such as CMA SPOC ID, Date, Visit Date, Following serious discrepancies were observed, Date, Additional series discrepancies that were observed and the uploaded documents.

Show cause notice

CMA SPOC ID: CMA_SPOC_000001	Document: Download File	Date: 07 NOV 2019
Visit Date: 07 NOV 2019	Following serious discrepancies were observed: (ENTER THE DETAILS OF THE DISCREPANCIES OBSERVED)	Additional serious discrepancies that were observed: (ENTER ADDITIONAL DISCREPANCIES OBSERVED)
Notice: Download File		

- Click the **documents** of the show cause notice, to download and view the uploaded supporting documents.
- The **History Records** section displays the Show Cause notice issued details and CMA HEAD details. The **Show cause notice** section displays the details such as TP ID, TC ID, Issued by, Issued to (Batch ID), and Status. The **CMA HEAD Details** section displays the details such as TP ID, TC ID, Action taken by, Action taken to and the status.

History Records

Show cause notice - 07 Nov 2019	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">○</div> <div> <p>TP ID - TP001111 TC ID - TC109676 Issued by - CMA_SPOC_000001</p> <p>Issued to(BatchId) - 16800</p> <p style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 10px;">Status - SCN Issued</p> </div> </div>
CMA HEADDetails - 07 Nov 2019	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">○</div> <div> <p>TP ID - TP001111 TC ID - TC109676</p> <p>Action taken by - CMA_HEAD</p> <p>Action taken to (BatchId) - 16800</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Status - CMA HEAD Taken Action Status - WARN </div> </div> </div>

Click **Back**, to navigate to the **Batches** screen.

➤ The **Candidates** screen hosts **two** sections as mentioned below.

- Batch Details
- Candidate List

➤ The **Batch Details** section displays the basic information about the batch such as Batch ID, Batch Name, Address, Sector, NSQF Level, Job Role/QP Code, Training ID/Employer ID/Camps ID, TC Name/Employer Name/Camps Name, Address, Batch Duration, Training Partner ID, Training Partner Name, Sub - Scheme Name and Scheme Name.

Batch Details		Candidates	
Batch Details			
Batch ID:	2378	Batch Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
Sector:	AGRICULTURE	Address:	BAKSA, ASSAM - 213456
TC ID/Employer ID/Camps ID:	TC001207	NSQF Level:	LEVEL 4
Training partner ID:	TP100061	Job Role/QP Code:	MUSHROOM GROWER / AGR/Q7803
		TC Name/Employer Name/Camps Name:	ASSAMBASKA
		Address:	BAKSA, ASSAM - 213456
		Batch Duration:	01 OCT 2019 - 07 JUL 2020
		Training Partner Name:	KISHORE MOTUKURI
		Sub-Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
		Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378

➤ The **Candidate List** section displays the information about the candidates such as Candidate ID, Candidate Name, Email, Mobile Number, Enrollment Date, Assessment Date, and Gender.

Candidate List						
Candidate ID	Candidate Name	Email	Mobile Number	Enrollement Date	Assessment Date	Gender
CAN_801989	NorthEastCanAAAi	palsTpCandidates1@malinator.com	9720134570	08 Aug 2019	08 Aug 2019	Male
CAN_801990	NorthEastCanAAAj	palsTpCandidates1@malinator.com	9720134570	08 Aug 2019	08 Aug 2019	Transgender
CAN_802110	CanoneNPWNEfour	CanoneNPWNEthree@gmail.com	6587363587	08 Aug 2019	08 Aug 2019	Male

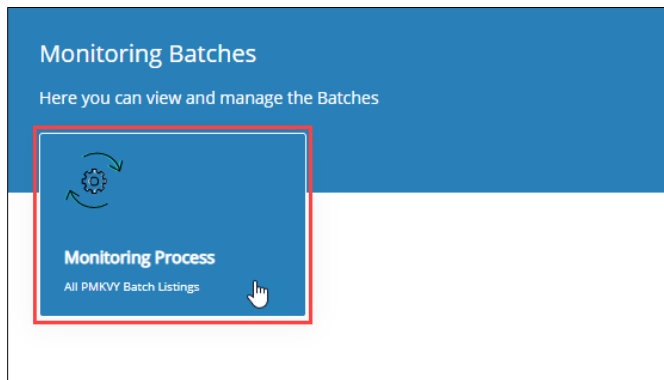
➤ Click **Back**, to navigate to the **Batches** screen.

4 Issue Show Cause Notice

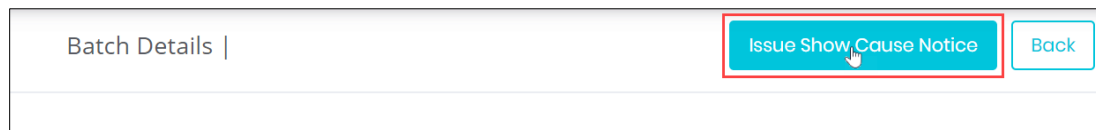
The **Issue Show Cause Notice** screen allows the CMA SPOC to issue a notice for the particular RPL Type III PMKVY batches.

To Navigate

Home --> Dashboard --> Monitoring Process --> Batches --> Pending --> View All Batches --> Action --> View Details --> Issue Show cause Notice



- The **Issue Show Cause Notice** screen allows the CMA SPOC to upload the appropriate supporting documents to issue show cause notice.



- Click **Issue Show Cause Notice**, the **Show Cause notice** screen appears.

- The **Show Cause Notice** screen displays the observations of the PMKVY Team and also allows the CMA SPOC to enter the details such as Visit Date, serious discrepancies observed and Additional discrepancies observed.

Show Cause Notice
✕

Dear Avinash Kumar Roy

As part of Monitoring Activity PMKVY Team has observed some discrepancies as mentioned below against one of your training center/location with **“Training Center/Location ID: TC109676, Training Center/Location Name: AP TC 29th”** at the **listed address: “, ANANTAPUR, ANDHRA PRADESH - 767775”** based on Observation/Complain/Surprise Visit dated.

Select Visit Date
📅

Following serious discrepancies were observed:*

(Enter the details of the discrepancies observed)

Additional serious discrepancies that were observed:

Enter reason for serious discrepancies were observed

Considering the seriousness of the findings, you are requested to provide suitable explanation for the same within 5 days of the receipt of mail and advise why strict action should not be taken against you, **‘Avinash Kumar Roy(TP001111)’,** for failing to notice and rectify the discrepancies at your end. Please revert with all requisite inputs/evidence from your side in support of your claims only in digital format as attachments with a covering note for all discrepancies listed in this communication in the first instance of your response otherwise your case will be taken up for penal action without awaiting any further response from your side. **Kindly note that no further batch formation will be allowed till the receipt of satisfactory reply from you and further decision on this matter.**

Upload Document:

Choose file
Browse

File size upto 5 mb
(only pdf, jpeg, jpg, png, xlsx)

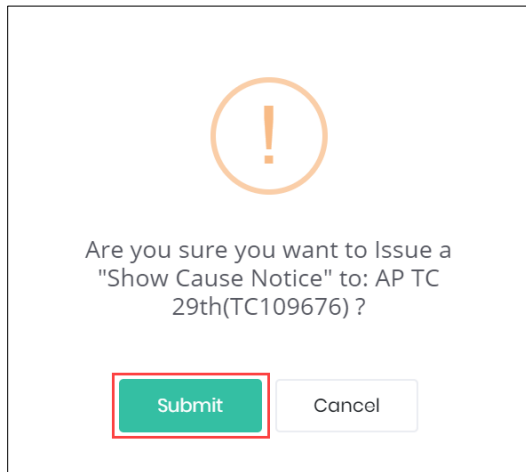
Upload

Regards,
PMKVY Monitoring Team

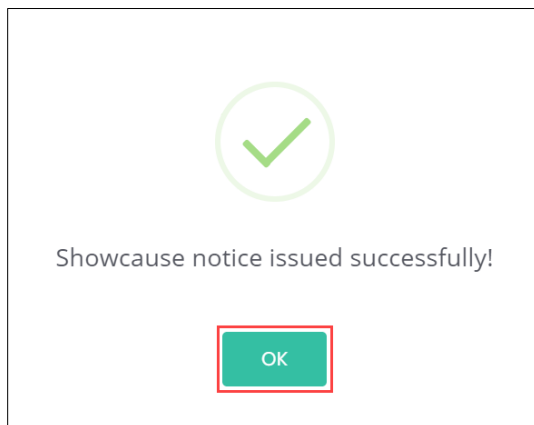
Close
Submit

- Click **Browse** to upload the supporting documents. The CMA SPOC can upload only the pdf, jpeg, png, jpg, png, xls, and the maximum file size is **five MB**. Click **Upload**.

- Click **Submit**, the following screen appears.



- Click **Submit**, the **Show Cause Notice Issued successfully!** screen appears.



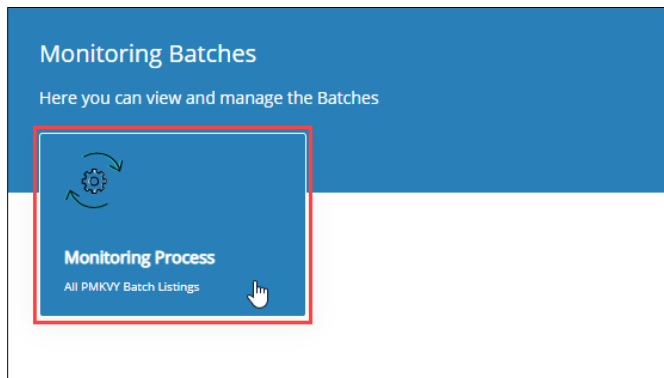
- Click **OK**, to navigate to the **Batch Details** screen.

5 Seek Clarification

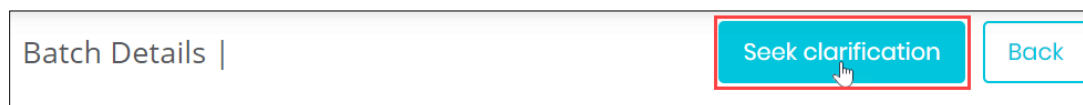
The **Seek Clarification** screen allows the CMA SPOC to seek clarification for the particular RPL Type III PMKVY batches.

To Navigate

Home --> Dashboard --> Monitoring Process --> Batches --> In Progress --> Action --> View Details --> Seek Clarification



- The **Seek Clarification** screen allows the CMA SPOC to upload the supporting documents.



- Click **Seek Clarification**, the **Upload Document** screen appears.

Upload Document

Comment: * Enter reason for Issue Notice

Upload Document: Choose file Browse

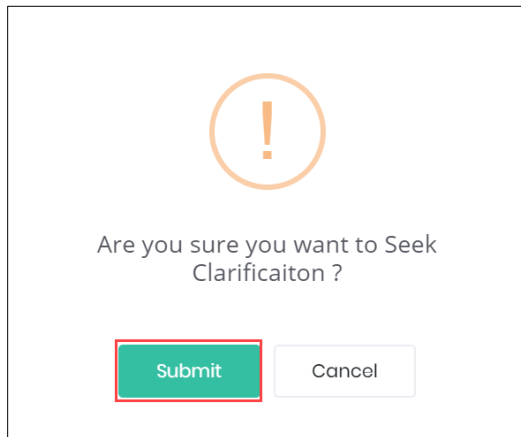
File size upto 5 mb
(only pdf, jpeg, jpg, png, xlsx)

Upload

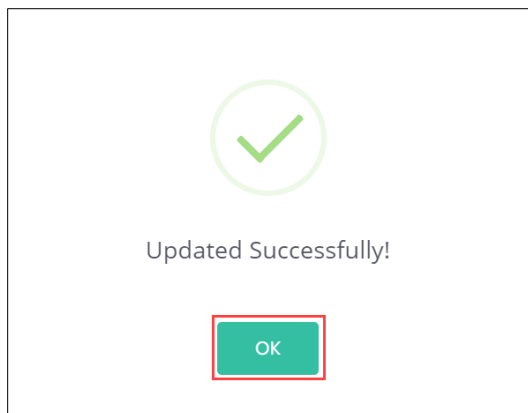
Close Submit

- The **Upload Document** screen allows the CMA SPOC to upload the supporting documents and allows the CMA SPOC to provide the appropriate comments as clarification.

- Click **Submit**, the following screen appears.



- Click **Submit**, the **Updated Successfully!** screen appears.



- Click **OK**, to navigate to the **Batch Details** screen.