

Rajasthan Skill and Livelihoods Development Corporation

EMI Campus, J-8-B, Jhalana Institutional Area, Jaipur-302004 (Rajasthan)

S.No. : RSLDC/Admin/Skills/2018-19/14337-14343

Date: 16-01-2019

Sudden/Physical Inspection

: Standards of Procedures (SoP):

This SoP (Standards of Procedures) is designed to set procedures of actions on sudden/ Physical inspections conducted on skill development centers under any scheme of RSLDC.


1. Sudden inspection will be conducted at any SDC as and when required with aim to ensure quality implementation of schemes. Sudden inspection will be conducted by any govt. official (not below than assistant manager) or any PMCA staff (not below than District Skill Coordinator) by using prescribed sudden visit format and/or mobile app of RSLDC.
2. Inspection report /observation report should be sent to PIA & during inspection, center head should sign the report. Visiting officer will share the observation visit report within 02 working days to concerning OIC and same will be submitted by OIC to MD, RSLDC for further action as following:
 - A. In case of deficiency observed, an advisory to PIA with direction to submit correction compliance report within 15 days. Further concerning scheme coordinator will take follow-up and ensure timely reply from PIA and put up with compliance status. If required concerning scheme coordinator may ask respective DSC (District Skill Coordinator) to visit and confirm. In case of no response from PIA, scheme coordinator will propose for no further batch approval at the SDC along with cancellation of running batch.
 - B. In case of major discrepancy/irregularity observed, a show cause notice for penal action to PIA with mentioning discrepancies/irregularities observed for clarification in maximum 07 working days to be issued, personal hearing at MD,RSLDC level may be requested within this period. Concerning scheme coordinator will take follow-up and ensure timely reply from PIA and put up with factual status with opinion on reply. Scheme OIC will share his/her recommendation based on clarification given by PIA. In case of no response from PIA, scheme coordinator will propose for no further batch approval at the SDC along with cancellation of running batch within 03 working days of given timeline. MD RSLDC will reserve the rights to take decision on further action.
3. In case of any batch/SDC cancellation, respective batch will be cancelled on ISMS, and accordingly scheme OIC and FA RSLDC will ensure to cancel payment of respective batches along with recovery of advance if any.

The first level of hearing authority in any case, will be MD, RSLDC (within 07 days of show cause notice/advisory), and in any further such situation, if penal action is done, then final appellate authority will be chairman, RSLDC (PIA may apply within 15 days of decision of first appeal).


16/1/19
(Ngikya Gohain)
MD, RSLD

Copy for information:

1. PS to Chairman, RSLDC
2. GM- II,III, RSLDC
3. FA, RSLDC
4. DGM-I,II,III
5. All Managers
6. Project Manager, PMCA
7. Scheme Task Leads


GM-I, RSLDC