NATIONAL APPERENTICE AND INDUSTRIAL TRAINING AUTHORITY

Criteria for incentive performance allowance for all inspectors

EPF No : **…….** **Month :** **Year:**

Name : ……

Designation : ……. (Permanent / Contract)

No		Criterion	Monthly Target	Achievement	Maximum Amount Rs.	Request Amount Rs.	Recommended Amount Rs.
1		Conducting/Coordinating/ Participating promotional program/Gap filling/ Awareness/ Seminar/ Workshop and allied duties					
		Completing above task 100%			1000		
		Completing above task 75%			750		
2		Collecting Application/Registration for providing NAITA services					
		Completing above task 100%			1000		
		Completing above task 75%			750		
3		Finding new training vacancies, Employment opportunities, establishment / Resources / assessment centers					
		Completing above task 100%			1000		
		Completing above task 75%			750		
4		Recruiting /Placing /Directing for training or job					
		Completing above task 100%			1000		
		Completing above task 75%			750		
5		Conducting/ Participating / Coordinating training related activities/ workshop (Prison / 13th/RPL/CIDA/Staff development/Special Project)					
		Completing above task 100%			1000		
		Completing above task 75%			750		
6		Monitoring of trainees /raining process					
		Completing above task 100%			1000		
		Completing above task 75%			750		
7		Facilitating or organizing assessment					
	7.1	Conducting continues assessment			250		
	7.2	Certificate level (RPL/EBT/CBT/Non NVQ…)			250		
	7.3	Monitoring the assessment			250		
	7.4	Developing assessments resources			250		
8		Maintaining and reporting data					
	8.1	Recruiting/ Registered applicant / Assuagement			200		
	8.2	Issuing certificate			200		
	8.3	List of past out trainees			200		
	8.4	Employability of certificate holders			200		
	8.5	Drop outs/ Absentees			200		

9		Preparation report & related document (Annual report, Action plan, etc)					
		Completing above task 100%			1000		
		Completing above task 75%			750		
10		Other activities for training development					
	10.1	Conducting more than 5 days program for trainees			1000		
	10.2	Conducting 3 days program for trainees					
	10.3	Preparing /updating promotional material (leaflet/ CD/Post; printing)					
	10.4	Planning or conducting research /survey					
	10.5	Introducing new NSS/curriculum/OTG and lesson printing, question paper					
	10.6	Maintaining MIS /other relevant database /records					
	10.7	Maintain QMS					
11		Participating career development training program					
		Minimum 3 days program 100%			1000		
		Minimum 2 days program 75%			750		
12		Attendance					
	12.1	No.of leave taken =0			1000		
	12.2	No of leave taken less than 3 days			900		
		Total Payable			12000		

Requested By :

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Recommended By :

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Approved By :

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