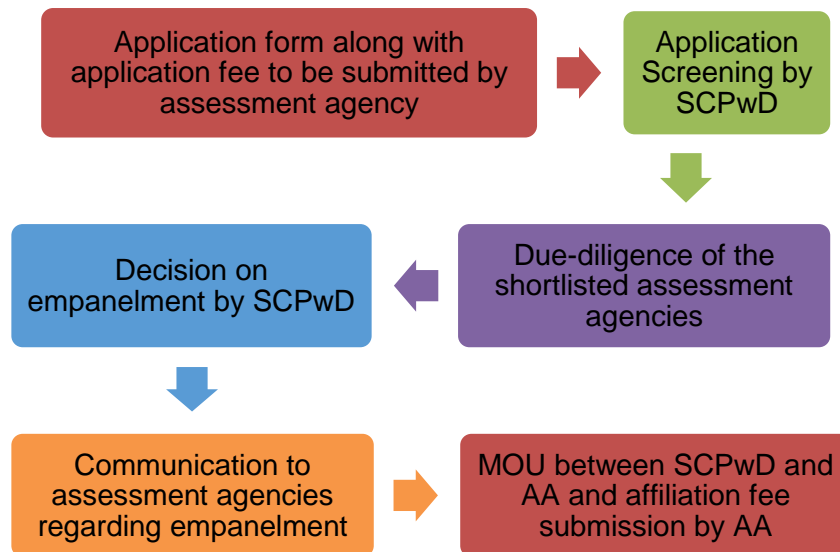


Process Flow for screening and empanelment of AB

(Ver.- D11.02018)

Process Flow



Detailed Process

1. Any Assessment Agency wishing to affiliate with SCPWD will have to apply through email to SCPwD with application form along with application fee (payment details, application form and general instructions can be obtained from SCPwD website – www.scpwd.in)
2. The process of the application, post submission at SCPwD will be as follows: The task of due-diligence will be done by SCPwD directly or through a third party.
 - a. The first level check on completeness of the application form will be done by SCPwD and if a third-party assessor is involved, forward the application to them.
 - b. The due-diligence of the Assessment Agency application will be completed by SCPwD either directly or with the help of appointed third party assessor.
 - e. The Affiliation Sub-Committee members will review the report and will give their acceptance or rejection back to SCPwD.
 - f. SCPwD will communicate the decision to the concerned Assessment Agency.
 - g. MOU get signed by the Assessment Agency and to be submitted to SCPwD, along with empanelment fee.

Below are the fee structure and bank account details:

Application Fee : INR 10,000 (Non-Refundable)

Affiliation Fee : INR 50,000

Below are the account details. (NEFT mode is preferred)

Name of the Account	Skill Council for Persons with Disability
Account No.	9911975506
Bank Name	Kotak Mahindra Bank Ltd.
Bank Branch	16,Pankaj Arcade, Sector-5, Dwarka, New Delhi-110075
IFSC Code	KKBK0000193

This SOP has been prepared with a motive to define a documented process and has been reviewed by the sr. management. It has been approved by the CEO based on the current process (the process as on the date of approval), however If any change in the process would be occurred in the future, the change needs to be processed with the same approval criteria. The amended document's version should also be changed after creating the amended document.