

F. No. 3(28)/2009/CBSP Vol III
GOVERNMENT OF INDIA
MINISTRY OF TOURISM
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Dated the 17th June, 2015

Hunar Se Rozgar Tak – An initiative of the Government of India, Ministry of Tourism – Implementation by private bodies / industrial units -

1. The Government of India, Ministry of Tourism (MoT) had launched a special initiative, called Hunar Se Rozgar Tak (HSRT), in the year 2009-10, for creation of employable skills specific to Hospitality and Tourism Sector amongst youth. This initiative has since grown manifold in magnitude and size.
2. The objectives underlying this initiative are two-fold primarily : (i) to reduce the skill gap that afflicts the Sector, and (ii) to work towards the accrual to the poor the economic benefit of growing tourism.
3. The implementation of this initiative has been in the hands of an assorted Institutional base, comprising, amongst others, the MoT sponsored Institutes of Hotel Management and Food Craft Institutes, the Institutes under the aegis of the State Governments and the Union Territory Administrations, the State Tourism Development Corporations and the Star-Classified hotels.
4. Keeping in view the fact that this initiative allows convergence of two important thrust areas of the Government – skilling India and the promotion of tourism – the MoT expanded the programme out-reach and likely output by also allowing its implementation by certain private bodies / industrial units. However, training effort specific to only four hospitality trades, namely food production, food & beverage service, bakery and house-keeping, was opened up for implementation by private bodies. The enabling dispensation is detailed in the MoT's communication of even number dated 26/12/2014.
5. In order to carry forward the momentum, the MoT has decided to further open up the HSRT Initiative to certain private bodies for its implementation in non-hospitality trades, subject to the following guidelines :

THE GUIDELINES

I Programme

The Programme will be known as HSRT – Badhate Kadam (II).

II Implementation

It will be open to implementation by :

- (i) Industrial units, associations of industries and professional / skill developing agencies with proven credentials; and
- (ii) Private Institutes approved by the AICTE / National Skill Development Authority / relevant Sector Skill Councils / State Governments / Union Territory Administrations.

III Training areas / trades

The following programmes will be offered :

- i) Programme of training to bring up event facilitators (course duration 6 weeks, 30 working days, 8 hours a day),
- ii) Programme to bring up Tour Assistants, Transfer Assistants and Office Assistants (course duration 6 weeks, 30 working days, 8 hours a day),
- iii) Programme of training to bring up security guards for the travel / tourism / hospitality industry (course duration – 42 working days, 8 hours a day), and
- iv) Programme of training to impart skin care & spa therapy (course duration 35 working days 7 hours a day of training and 5 days of internship)

IV Eligibility

- (i) Those who are in the age group of 18 to 28 years will be eligible.. The age will be reckoned on the first of January of the year in which the training programme is advertised.
- (ii) The applicant should be minimum 8th pass specific to courses for event facilitators and skin care & spa therapy and minimum 10th pass specific to course for security guards. However, those holding graduate level degree or diploma or still higher qualifications will not be eligible for admission to the three courses mentioned.

- (iii) For the courses for Tour Assistants, Transfer Assistants and Office Assistants, the applicant should be graduate in any stream.

V Conditions

- i) The applicant private body must have a standing, as a training body, of at least three years and an experience of conducting at least five courses in the relevant field.
- ii) The private body must possess the required training facilities. This will be assessed by a team (deputed by the MoT) on the basis of an inspection prior to the project sanction.
- iii) Only for the Industrial units, associations of industries and professional / skill developing agencies with proven credentials

The implementing body will conduct the training courses at centers with facilities, not necessarily its own, but without entering into an institutional arrangement entailing delegation of financial and administrative responsibilities. However, each training centre will be inspected by a team (deputed by MoT) to assess the adequacy of training facilities prior to the project sanction.

The implementing body will be paid assistance as per the programme norms and no additional payment will be made for engaging the training centres and the required facilities.

- iv) The implementing body will ensure that the persons who have previously received similar skill training are not allowed admission.
- v) The implementing body will ensure at-least 75% placement of the pass-outs (including those self-employed and also those pursuing higher programmes of training / education). This will be a pre-requisite for further release of funds.
- vi) The implementing body will certify that it is not in receipt of funds for HSRT implementation from an intermediate authority, for instance the State Government.

VI Programme Authorities

- i) The Ministry of Tourism for :
 - a) The selection of the implementing bodies;
 - b) The matters of policy, strategy and size of the programme and the matters connected therewith;
 - c) The processing of project and financial sanctions including issuing clarifications on connected aspects; and
 - d) The programme monitoring and inspections.
- ii) The National Council for Hotel Management & Catering Technology for :
 - a) Communication of course contents in respect of programme indicated at III (i) here-above to the implementing bodies;
 - b) Taking a view on proposals from the implementing bodies seeking customization of course contents responsive to local / regional aspirations;
 - c) Clarifying doubts specific to course contents;
 - d) Firming up a panel of experts for being used for drawing the external examiners for testing the trainees at the end-of-the-course ; and
 - e) Authenticating the certificates of the successful trainees as one of the joint signatories.

The Indian Institute of Tourism & Travel Management will be similarly responsible and concerned with the other three programmes of training. The two Institutes will upload the course contents, as firmed up, on their own respective websites as also of the website of the Ministry of Tourism.

VII Intake and selection

- i) A class will start with a minimum of 25 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case of phasing, the scheduling of candidates between batches will be on first-cum-first-admitted basis. The Implementing body will maintain a register of application which will also indicate the date of receipt of each.
- ii) Specific to the training programme to bring up security guards, the implementing bodies will shortlist the candidates based on their fitness. This flexibility is necessary since security guards must have acceptable physical standards.

VIII Training target

Each Implementing body will pursue such targets as may be fixed by the MoT annually. The MoT will, however, have the discretion to revise the targets mid-stream reckoning the interim performance.

IX Publicity

The Implementing body will publicize the programme by inserting advertisements - not more than two in a year - in the newspapers and also putting it on its website. The Implementing body will also publicize the programme through the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction / workshops etc. Talks on TV / Radio channels may also be arranged.

X Faculty

The Implementing body will conduct the courses using its own faculty to the extent possible but will have the enabling option of hiring competent faculty for the purpose.

XI Application fees

There will be no application or course fees chargeable to the applicant / eventual trainee.

XII Stipend

A trainee with a minimum attendance of 90% will be paid a lump sum stipend of Rs.1500/- in respect of the 6 weeks course and Rs.2000/- in respect of the 8 weeks course. The stipend will be paid by cheque at the conclusion of the course.

XIII Uniform

Each trainee will be entitled to two sets of uniform, costing Rs.1900/- which the Implementing body will procure from the Handicrafts and Handloom Export Corporation.

XIV Lunch

The Implementing body will arrange lunch at a rate not exceeding Rs. 70/- per trainee per day.

XV Tool Kit

The Implementing body will provide a tool kit to each trainee as per the provision made for each course.

XVI Certification

The trainees with minimum attendance of 90 % will be required to appear in an end of the course test and those who pass it successfully will be awarded joint certificate of the NCHMCT / IITTM and the Implementing body concerned. For the purpose of this test, there will be one internal and one external examiner – the latter will be drawn from a panel firmed up by the NCHMCT/ IITTM. The training manager will have the discretion for the reasons to be recorded in writing to relax the attendance norm by 10% for the purpose of stipend and appearance in test.

XVII Funding of the Programme

The Programme will be funded under the MoT's Scheme of Capacity Building for Service Providers under Suo Motu Initiatives. Funds will be extended to the Implementing body based on the annual target fixed. The first instalment amounting to 40 % of the sanctioned amount will be released in advance. The second instalment amounting to 40 % of the sanctioned amount will be released after the first instalment has been utilized. The release of the last instalment will be on receipt of final audited statement of expenditure including UC, as sustained against the indicated expenditure norms. This will be further subject to the condition relating to minimum post training placement of the pass-outs.

Training of Security Guards

S. No	HEAD OF EXPENDITURE	In Rs.
1	Training fee	2000.00
2	Course material	1000.00
3	Certification fee	500.00
4	Uniform	1900.00
5	Tool kit	400.00
6	Lunch charges @ Rs 70/- per day	2940.00
7	Miscellaneous expenses	375.00
	SUB TOTAL	9115.00
8	Add 5% administrative charges	456.00
9	Stipend	2000.00
10	TOTAL PER TRAINEE	11571.00

Training of Event Facilitator

S. No	Head of Expenditure	In Rs.
1	Training Fee	1500.00
2	Course Material	1000.00
3	Certification fee	500.00
4	Uniform	1900.00
5	Course Kit	200.00
6	Lunch Charges @ Rs.70 per day	2100.00
7	Miscellaneous expenses (Rs. 50 per week for 6 weeks)	300.00
8	SUB TOTAL	7500.00
9	Add 5% Administrative Charges	375.00
10	Lump Sum Stipend	1500.00
11	TOTAL PER TRAINEE	9375.00

Training of Skin Care and Spa Therapy

S. No	Head of Expenditure	In Rs.
1	Cost of certification	500.00
2	Cost of lunch @ Rs. 70 /- per day	2450.00
3	Stipend	2000.00
4	Cost of uniforms	1900.00
5	Tool Kit	400.00
6	Training fee	2000.00
7	Course material	1000.00
8	Misc. expenses	400.00
9	TOTAL PER TRAINEE	10650.00

Tour Assistants, Transfer Assistants and Office Assistants

For a course of 30 training days

i)	Training cost @ ` 500 per trainee per day	- ` 15000.00
ii)	Certification @ ` 500 per trainee	- ` 500.00
	Sub-total	- ` 15500.00
iii)	Administrative charges per trainee @ 5 % of the Sub-total	- ` 775.00
iv)	Stipend @ ` 1500 per trainee	- ` 1500.00
	Total	- ` 17775

The expenditure on advertisements in the local newspapers subject to a maximum of two per annum will be reimbursed on actual subject to lowest / DAVP rates will also be reimbursed.

XVIII Employment facilitation

The Implementing organisation will ensure employment (including self employed) of atleast 75% of the pass-outs. This will be one of the pre-requisites for further programme sanction and release of funds.

XIX Hostel Facility to the Outstation Candidates

The Implementing body will accommodate the trainees in its hostels free-of-charge to the extent possible, failing which the body will arrange accommodation outside on rental basis. In either case, the entitlement of the organisation will not exceed Rs. 2000/- per trainee lodged and MoT will reimburse the same on furnishing of a certificate to the effect that –

‘ It is certified that the Implementing body incurred an expenditure of Rs..... towards lodging of trainees belonging to the following courses conducted and that the amount is worked out @ Rs. per trainee; and that the names of the beneficiary trainees are duly indicated in the relevant register.’

Course	Trade	From	To	No. of out-station trainees provided accommodation

If, however, an out-station trainee makes his /her own lodge arrangement, he / she will be entitled to reimbursement from the organisation of an amount not exceeding Rs. 2000/-. The reimbursement will be effected by the organisation on a written certification of relevant facts by the trainee himself / herself. The payment will be effected through cheque. The organisation in turn will be reimbursed by MoT for an equal amount on submission of a claim.

XX Uploading of Video Clipping

Each Implementing body will upload, on the 10th day and concluding day of the training course, a video clipping / a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the PMUSD (pmuhsrt@gmail.com) & stmhnds@gmail.com).

XXI After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc and their employment and salary status is posted on their website.

XXII Inspection & Monitoring

MoT may, at its discretion, have the programme inspected by its own team or by a third party. Based on the inspection reports, MoT may issue, if necessary, directions as to corrections in programme implementation, and may cancel, if the facts of the inspection so warrant, the project itself with consequential liability on the Implementing organisation.
