

**F. No. 3(28)/2009-CBSP
GOVERNMENT OF INDIA
MINISTRY OF TOURISM**

**New Delhi – 110011
Dated: 26th December, 2014**

Hunar Se Rozgar Tak – An initiative of the Government of India, Ministry of Tourism – Implementation thereof under the aegis of the State Governments / Union Territory Administrations -

Background

1. The Government of India, Ministry of Tourism (MoT in short) had launched a special initiative, called Hunar Se Rozgar Tak (HSRT in short), in the year 2009-10, for creation of employable skills specific to Hospitality and Tourism Sector (Sector in short) 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. While the initiative is in the nature of an umbrella programme to cover training areas and trades in the Sector on a sweep, the actualization so far has been largely relating to four hospitality trades namely food production, food and beverage services, housekeeping and bakery.
4. The implementation of this initiative, as of now, is in the hands of an assorted Institutional base comprising 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. A decision has been taken to also allow the government ITIs, Colleges and Universities which have brought up Sector specific training facilities with MoT's assistance to implement HSRT.
5. The State Governments / Union Territory Administrations were taken on board for implementation of the programme in terms of Guidelines issued in August, 2009. In the meantime, certain modifications in the guidelines were made in the light of implementational experience. Presently, a need is felt to further flex the guidelines for streamlining the implementation. The Guidelines have therefore been revised as under to be effective from the 26th of December, 2014:

THE REVISED GUIDELINES

I) TARGET GROUP

To target those who are minimum eighth pass and in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission in the programme.

II) COURSES OFFERED

The following four courses will be offered:

- a) A six week full time course in Food & Beverage Service.
- b) An eight week full time course in Food Production.
- c) A six week full time course in Housekeeping Utility.
- d) An eight week full time course in Bakery and Patisserie.

Each course will also have a built-in emphasis on improving the trainees in behaviour and attitudes in order to enhance their market acceptability.

III) CONDUCT OF THE PROGRAMME

The programme will be implemented by the Institutes of Hotel Management and Food Craft Institutes running the AICTE approved courses or the Institutes that have the facility, both physical and academic to conduct hospitality courses. However, the State Governments/Union Territory Administrations concerned will be responsible for steering and monitoring the efforts of the Institutes assigned the responsibility of conducting the Programme.

Note1: The State Governments/Union Territory Administrations will also include an autonomous registered society dedicated to Skill Development set-up by and under the jurisdiction of the State Government /Union Territory Administration.

Note2: The Institute implementing the HSRT programme in direct inter-face with the Ministry of Tourism, Government of India will not be eligible to apply under the dispensation herein.

IV) PROJECT SANCTION

The project sanction will be done by the State Level Committee to be constituted by the State Government /Union Territory Administration concerned.

V) SELECTION OF THE INSTITUTES

The State Governments/ Union Territory Administrations concerned will select the Institutes following a transparent system. The following should be the steering/selection committee for the purpose :-

- a) The State Secretary of Tourism - Chairperson
- b) A representative of the District Urban Development Agency.
- c) The Principal of the nearest MoT sponsored IHM in the State.
- d) The concerned Regional Director, Indiatourism Office.
- e) The Director, Technical Education in the State Government Plus need based co-opted members.
- f) The Director, Higher Education in the State Government.

The Commissioner/Secretary (Tourism) in the State Government /Union Territory Administration would act as the Secretariat for the purpose. Secretary, State Tourism can co-opt any other person in this committee. The State Secretary of Tourism will have the discretion to co-opt an additional member in case considered necessary for an objective selection.

The hospitality Institutes approved as such by the AICTE or the designated State authorities will not, however, require to undergo the selection procedure indicated above. The exemption will be available as long as the Institutes in question enjoy the recognition of the AICTE / the designated State authorities.

VI) MINIMUM TARGET

Each implementing Institute will conduct the Programme at least two times in a year and each programme will consist of four courses – Food & Beverage Service, Food Production, Housekeeping Utility and Bakery and Patisserie. However, if the number of eligible applicants is higher, more batches will be taken up.

VII) COURSE CONTENT

The training contents and modules will be the same for all the implementing agencies and will be made available to the State Governments /Union Territory Administrations concerned by the National Council of Hotel Management & Catering Technology.

VIII) APPLICATION FEES

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

IX) FUNDING OF THE PROGRAMME

The programme will be funded under the MoT's Scheme of Capacity Building for Service Providers under *Suo Motu Initiatives* in advance based on the annual target proposed by the State Governments/ Union Territory Administrations. In other words, the funding norm will be specific to the number of persons to be trained and not to the institutes which will train them. Funds to the State Governments /Union Territory Administrations will be released subsequently only upon receipt of Utilization Certificate and consolidated accounts as sustained against the indicated norms.

Training in Food & Beverage Services (6 weeks or 36 training days)

| 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 | Tool Kit | 400.00 |
| 6 | Lunch Charges @ Rs.70 per day X 36days | 2520.00 |
| 7 | Miscellaneous expenses | 250.00 |
| 8 | SUB TOTAL | 8070.00 |
| 9 | Add 5% Administrative Charges | 404.00 |
| 10 | Lump Sum Stipend | 1500.00 |
| 11 | TOTAL PER TRAINEE | 9974.00 |

Training in Food Production (8 weeks or 48 training days)

| 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 X 48 days | 3360.00 |
| 7 | Miscellaneous expenses | 375.00 |
| 8 | SUB TOTAL | 9535.00 |
| 9 | Add 5% Administrative Charges | 477.00 |
| 10 | Lump Sum Stipend | 2000.00 |
| 11 | TOTAL PER TRAINEE | 12012.00 |

Training in Housekeeping Utility (6 weeks or 30 training days)

| S. No | HEAD OF EXPENDITURE | In Rs. |
|--------------|----------------------------------------------------------------|----------------|
| 1 | Training fee (@ Rs 250/- per week) | 1500.00 |
| 2 | Course material | 1000.00 |
| 3 | Certification fee | 500.00 |
| 4 | Uniform | 1900.00 |
| 5 | Tool kit (Glass cloth & various dusters etc.) | 200.00 |
| 6 | Lunch charges @ Rs 70/- per day for 30 days (6 weeks x 5 days) | 2100.00 |
| 7 | Miscellaneous expenses (Rs 50/- per week for six weeks) | 300.00 |
| | SUB TOTAL | 7500.00 |
| 8 | Add 5% administrative charges | 375.00 |
| 9 | Stipend @ Rs 250/- per week | 1500.00 |
| 10 | TOTAL PER TRAINEE | 9375.00 |

Training in Bakery or Patisserie (8 weeks or 40 training days)

| S. No | HEAD OF EXPENDITURE | In Rs. |
|--------------|----------------------------------------------------------------|-----------------|
| 1 | Training fee (@ Rs 250/- per week) | 2000.00 |
| 2 | Course material | 1000.00 |
| 3 | Certification fee | 500.00 |
| 4 | Uniform | 1900.00 |
| 5 | Tool kit (Glass cloth & various dusters etc.) | 400.00 |
| 6 | Lunch charges @ Rs 70/- per day for 40 days (8 weeks x 5 days) | 2800.00 |
| 7 | Miscellaneous expenses (Rs 50/- per week for eight weeks) | 400.00 |
| | SUB TOTAL | 9000.00 |
| 8 | Add 5% administrative charges | 450.00 |
| 9 | Stipend @ Rs 250/- per week | 2000.00 |
| 10 | TOTAL PER TRAINEE | 11450.00 |

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

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X) INTAKE AND SELECTION

A class will have a minimum of 25 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Institute will concurrently or in phases run more batches depending on its institutional capacity with the prior approval of the Ministry of Tourism. In case of phasing, the scheduling of candidates between batches will be on first-cum-first-admitted basis. The Institute will maintain a register of applications which will also indicate the date of receipt of each.

XI) PUBLICITY

The State Governments/ Union Territory Administrations will publicize the Programme by inserting advertisement in the newspapers and also putting it on its respective websites. The Implementing Institute will issue a maximum of two advertisements per annum. The Programme will also be publicized to the trade associations, State tourism corporations and vyapaar mandals through interaction/workshops etc. Talks on TV/audio channels may also be arranged.

XII) FACULTY

The Institutes will use their regular faculty for the Programme to the extent possible. The additional requirement will be met by engaging guest faculty as per the Institutes' guidelines subject to the CBSP ceiling.

XIII) STIPEND

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

XIV) 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 State Government /Union Territory Administration and the Institute 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. The Principal 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.

XV) EMPLOYMENT FACILITATION

The State Governments / Union Territory Administration including the implementing Institutes will make conscious effort to facilitate employment of the pass-outs from this Programme. Efforts will also be made to organize campus recruitments by the stake holders in the Trade.

XVI) Hostel Facility to the Outstation Candidates

The Implementing Institute will accommodate the trainees in the hostels of the Implementing Institute free-of-charge to the extent possible, failing which the Implementing Institute will arrange accommodation outside on rental basis. In either case, the entitlement of the Implementing Institute will not exceed Rs2000/- per trainee lodged and MoT will reimburse the same on furnishing of a certificate to the effect that –

“It is certified that the Implementing Institute..... incurred an expenditure of Rs..... towards lodging of trainees belonging to the following courses conducted by the various implementing Institutes on its behalf 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 Institutes implementing the programme on behalf of the State Government / Union Territory Administration of an amount not exceeding Rs. 2000/-. The reimbursement will be effected by the Implementing Institute on a written certification of relevant facts by the trainee himself / herself. The payment will be effected through cheque. The State Government / Union Territory Administration in turn will be reimbursed by MoT for an equal amount on submission of a claim.

XVII Uploading of Video Clipping

Each Implementing Institute 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).

XVIII After conclusion of training of every batch the Implementing Institute will ensure that each will post on their website 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.
