

DIRECTORATE OF TEXTILES: ORISSA
BHUBANESWAR – 751 007

No. 1196 /Tex. Dated 09.02.2016
H.II-EV-Trg.-03/15.

To

All the Zonal Deputy Director of Textiles and
Assistant Director of Textiles.

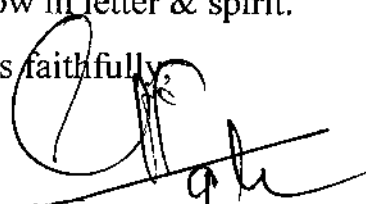
Sub: Forwarding of approved guideline for implementation of Skill up-
gradation training programme for Handloom Sector under the
scheme "Promotion of Handloom Industries" (POHI).

Madam / Sir,

Enclosed please find here with the approved guideline for
implementation of Skill up-gradation training programme for Handloom Sector
under the scheme "Promotion of Handloom Industries" (POHI), which is to be
followed strictly with immediate effect. A copy of the letter of the Govt.
regarding approval of the programme is enclosed to follow in letter & spirit.


Yours faithfully,

Encl: As above.


Director of Textiles & Handloom,
Odisha.

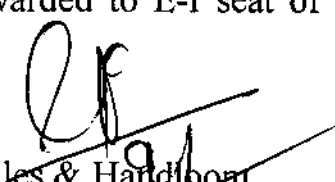
Memo no. 1197 Date 09.02.2016

Copy along with the copy of the guideline is forwarded to all the
Divisional Offices for information and necessary guidance.


Director of Textiles & Handloom,
Odisha.

Memo no. 1198 Date 09.02.2016

Copy along with the copy of the guideline is forwarded to E-I seat of
Handloom Section – I / Guard file for information.


Director of Textiles & Handloom,
Odisha.

**GUIDELINES FOR IMPLEMENTATION OF SKILL UP-GRADATION TRAINING
PROGRAMME UNDER PROMOTION OF HANDLOOM INDUSTRIES.**

**(Approved vide letter no. 231 Dated 16.01.2016 of
Handlooms, Textiles & Handicrafts Department, Government of Odisha)**

1. INTRODUCTION

Handloom is a caste based & tradition oriented cottage industry of our State and plays a vital role in the rural economy. The weaving activities are performed by the weaver families to earn their livelihood with self employment. The industry provides gainful employment to over forty thousand weaver families for generation after generation. The skill of the weavers differs from place to place, men to men and product to product. Due to present advancement in technology, the industry is facing stiff competition in the market for sustenance. To provide regular and sustainable employment for day to day livelihood of the weavers as well as to develop their socio economic status, skill up-gradation training in 1) Weaving with Jalla& Dobby, 2) Weaving with Jacquard, 3) Tie-Dye making & Weaving, 4) Dyeing and 5) Basic Weaving are provided for production of quality and value added market oriented products as per the demands of the consumers and attracting new/young generations to the handloom sector.

2. Financial Pattern:

Details of the approved cost breakup for different type of trainings is enclosed at Annexure-I.

3. Implementation Strategy:

3.1 Implementing Agency:

Zonal Offices shall act as the Implementing Agency (I.A.) for the training programme to be imparted in their respective Zone. They shall be responsible for timely & effective implementation of the training programme and utilisation of training cost in a transparent manner. The I.A. shall identify/select the lead WCS/SHG for execution of different training programmes in the Zone. If the trainees belong to a no. of PWCS / SHG or individual weavers, one particular PWCS / SHG shall be nominated as Lead WCS/SHG by the Implementing Agency (Zonal Office). The name of the Lead WCS/SHG shall be finalised by the DLMC.

3.2 Selection of Trainees:

Wide publicity of the scheme shall be made by I.A. (Zonal Office) in the weaver concentrated areas for better awareness among the weavers and PWCS/SHG. The applications with the details shall be invited/ received from intending trainees and compiled by the lead WCS/SHG. The lead WCS/SHG shall prepare the list of intending trainees in the format (enclosed at Annexure-II) and shall submit the list to the Zonal Officer along with the resolution by the Committee of Management for executing such training. The Zonal Officer shall scrutinise the list through their field functionaries. While scrutinising the list of trainees, their minimum skill requirement shall be considered for different types of trainings. The weavers already trained in a particular trade earlier should not be identified for the same type of training. After necessary scrutiny, the Zonal Officer shall place the lists of trainees for all training programmes to be taken up in a particular year before the District Level Monitoring Committee (DLMC) meeting for finalisation. The proceedings of the DLMC meeting along with the list of trainees shall be submitted by the Zonal Officer to the Directorate of Textiles, Odisha in the format at Annexure-II.

Qualification: Formal qualification to read and write the local language. Preference should be given to higher qualification first over the age. However, within the same age group, higher qualification shall be considered on priority basis.

Experience: Fresher for Basic Weaving Training; 3 years for Weaving with Jacquard, Jalla & Dobby, Tie & Dye Making and Dyeing Training.

Age: Should be between 20 to 50 years
(18 to 30 years for Basic Weaving Training).

3.3 Selection of MCM:

The name of the MCM shall be selected from the empanelled list, circulated by the Director of Textiles, Odisha from time to time. However, if the I.A wishes to incorporate new MCM in the empanelled list, may submit a fresh proposal to the Directorate of Textiles, Odisha for necessary consideration. The new MCM should possess with the requisite qualification and experience as detailed below.

Qualification: The MCM should be a Diploma / Post Diploma in Handloom/Textile, or a National / State Awardees, or a National / State merit certificate holder, or a Skilled Master Weaver/Dyer, or a Dyer worked in any reputed textile industry in the field of Dyeing & other wet processing of textiles.

Experience: Must have minimum 5 years practical experiences in the relevant field; should be well conversant with installation of Jacquard, Dobby, Jalla and well conversant with Dyeing procedure (concerned field of imparting training).

3.4 Venue and Period of Training:

The venue and period of the training shall be decided by the Implementing Agency for timely implementation of the training programme.

3.5 Purchases:

3.5.1 Purchase of Raw Materials for training: The Raw Materials like yarn, Dyes & Chemicals required for training shall be purchased by the lead WCS/SHG from nearby Raw Material Bank or NHDC or BOYANIKA only.

3.5.2 Purchase of Training Kits:

- i. Purchase of Training Kits for different trainings shall be finalized by the Purchase Committee. Normally, the purchase Committee shall meet for finalizing purchase of the Training Kits relating to all the trainings to be taken up during a particular year.
- ii. The Implementing Agency shall ensure holding of the Purchase Committee meeting well in advance so that the Purchase of training kits must be completed in time which can be distributed to the trainees before completion of the training.
- iii. Before execution of the purchase of training kits, the proceedings of the Purchase Committee must be submitted to the Director of Textiles & Handloom, Odisha for approval.
- iv. All purchases should be made through open tender / calling Quotations from reputed registered suppliers having TIN.
- v. The lead WCS/SHG shall purchase the required Training Kits for the training programme from the suppliers approved by the Purchase Committee adhering to the approved price and other terms & conditions.

3.6 Mode of utilisation of funds:

- i. On receipt of funds from the Directorate of Textiles, Zonal Officer shall transfer the same to the Bank Account of the concerned lead WCS/SHG immediately.
- ii. Bank Account no. of all the trainees & MCM must be obtained prior to commencement of training programme.
- iii. The Implementing Agency shall ensure the payments like stipend of trainees / Remuneration of MCM / cost of Raw Material / cost of training kits etc., by the lead WCS/SHG through NEFT / RTGS only. Care should be taken for payment of stipend & remuneration on monthly basis.
- iv. The training products shall be disposed off by the lead WCS/SHG on the recommended price of the Valuation committee. The sale proceeds must be deposited in the Govt. Treasury in proper Heads of Account within one month of completion of the Training Programme.
- v. Any unutilised fund must be deposited in the Govt. Treasury in proper Heads of Account within one month of completion of the Training Programme.
- vi. The Implementing Agency shall obtain necessary UC from the lead WCS/SHG in OGFR 7A with physical report, beneficiaries list, copy of all vouchers and documentation and shall submit the consolidated UC in OGFR 7A with physical report, beneficiaries list & documentation to the concerned Divisional Officer. The Divisional Officer shall submit the UC in OGFR 7A with his counter signature along with necessary physical report, beneficiary lists and documentation to the Director of Textiles & Handloom, Odisha.

4. Credit Linkage:

Since employment generation is a part & parcel of the skill up-gradation training, the bank linkage is a vital part. The trainees intending to be self employed must be facilitated with bank linkage through Weavers' Credit Card and other schemes.

5. Monitoring & Evaluation:

Monitoring of the training programme is highly essential for successful implementation of the programme. Inaugural & closing day of every training programme should be attended by the Zonal Officer and concerned staff of the lead WCS/SHG. The Divisional Officer, District Employment Officer and Local Public Representatives should also be invited to attend the programme. The Zonal Officer should review the progress at regular intervals.

6. Constitution of Committees for effective implementation:

- i. Selection Committee:** There shall be a selection committee at District level i.e. District Level Monitoring Committee (DLMC) to finalize the selection of trainees under the chairmanship of District Collector. Other members of the DLMC are District Employment Officer, concerned Divisional Officer and representative of concerned lead WCS/SHG. The Zonal Officer will be the member convener.
- ii. Purchase Committee:** A purchase committee comprising of the Technical persons and Elected Board of Management / Representatives of lead WCS/SHG shall be constituted under the Chairmanship of concerned Divisional Officer to finalize all the purchases required for the Training Programmes. The Zonal Officer shall act as the member convener for the Purchase Committee meeting.
- iii. Valuation Committee:** A Valuation committee, comprising of the Technical persons, Elected Board of Management and Representatives of lead WCS/SHG under the Chairmanship of concerned Zonal Officer shall finalize the cost of the training products immediately after completion of the training programme.

7. Documentation & Database of Trainees:

There shall be a documentation of the training at every stage of the programme. This shall be prepared both in hard & soft form for record. The documentation shall be included with following aspects.

- i. Aim & Objective of training.
 - ii. Bio data of MCM (Annexure –IV)
 - iii. List of trainees.
 - iv. Period & venue of training.
 - v. Activities of training imparted in brief.
 - vi. Details of the training with item wise financial sanction & expenditure.
 - vii. Database of trainees (Annexure – III).
 - viii. Photograph of inaugural day, closing day, during the training, distribution of training kits, product of training, exposure visit in case of training for Basic Weaving, assessment process of training etc.
 - ix. Shade cards in case of training for Dyeing.
 - x. Feedback of trainees.
- 8.** Apart from the above, the instructions of the Government in Handlooms, Textiles and Handicrafts Department, as noted below, are to be observed while implementation of the Training Programme.
- a. Directorate should engage one or two persons from the Institute of Excellence to visit these training Centres compulsory and the cost would be borne by the Directorate.
 - b. Parameters of evaluation to be decided and a panel to be formed.
 - c. All financial transactions should be through RTGS or NEFT only.
 - d. All Finance Department norms to be followed.

FINANCIAL OUT LAY OF THE TRAINING PROGRAMMES

Sl. No.	Name of the Trade	Name of the component	Unit / Unit cost	Training cost (In Rupees)	Remarks
1	Basic Weaving	Training Duration	6 Months		
		Batch capacity	20		
		Monthly Stipend for trainees	3,000.00	3,60,000.00	
		Remuneration of MCM P.M.	10,000.00	60,000.00	
		Raw material per trainee	4,000.00	80,000.00	
		Rent for Training Centre & hiring of 10 Looms with Access. P.M.	15,000.00	90,000.00	
		Local exposure visit of trainees	10,000.00	10,000.00	
		Documentation & Other contingencies	20,000.00	20,000.00	
		Total		6,20,000.00	
2	Weaving with Jacquard	Training Duration	4 Months		
		Batch capacity	10		
		Monthly Stipend for trainees	3,000.00	1,20,000.00	
		Remuneration of MCM P.M.	15,000.00	60,000.00	
		Raw material per trainee	5,000.00	50,000.00	
		Rent for Training Centre P.M.	5,000.00	20,000.00	
		Cost of per loom & Jacquard	25,000.00	2,50,000.00	
		Documentation & Other contingencies	20,000.00	20,000.00	
		Total		5,20,000.00	
3	Weaving with Jalla & Dobby	Training Duration	2 Months		
		Batch capacity	20		
		Monthly Stipend for trainees	3,000.00	1,20,000.00	
		Remuneration of MCM P.M.	15,000.00	30,000.00	
		Raw material per trainee	4,000.00	80,000.00	
		Cost of Jalla Dobby	10,000.00	2,00,000.00	
		Rent for Training Centre P.M.	5,000.00	10,000.00	
		Documentation & Other contingencies	20,000.00	20,000.00	
		Total		4,60,000.00	
4	Tie & Dye Making and Weaving	Training Duration	4 Months		
		Batch capacity	20		
		Monthly Stipend for trainees	3,000.00	2,40,000.00	
		Remuneration of MCM P.M.	10,000.00	40,000.00	
		Raw material per trainee	5,000.00	1,00,000.00	
		Cost of equipment for Tie & Dye making	5,000.00	1,00,000.00	
		Rent for Training Centre P.M.	5,000.00	20,000.00	
		Documentation & Other contingencies	20,000.00	20,000.00	
		Total		5,20,000.00	
5	Dyeing	Training Duration	2 Months		
		Batch capacity	20		
		Monthly Stipend for trainees	3,000.00	1,20,000.00	
		Remuneration of MCM P.M.	15,000.00	30,000.00	
		Raw material per trainee	2,000.00	40,000.00	
		Cost of tool kits for Dyeing	6,000.00	1,20,000.00	
		Rent for Training Centre P.M.	5,000.00	10,000.00	
		Documentation & Other contingencies	20,000.00	20,000.00	
		Total		3,40,000.00	

**DATA BASE OF TRAINEES
(WITH PHOTOGRAPH)**

1	Name of trainee	
2.	Father's / Husband's Name	
3	Date of Birth (Age)	
4	Sex	
5	Caste	
6	Educational Qualification	
7	Postal Address	
8	Bank name & Account no.	
9	Telephone/ Mobile No.	
10	Period of Training	
11	Name of the Training Programme	
12	Venue of the Training with address.	
13	Present status of employment	
14	Whether intending to avail bank linkage	

**BIO-DATA OF THE MCM
(WITH PHOTOGRAPH)**

1	Name of the MCM	
2	Father's Name	
3	Date of birth (Age)	
4	Sex	
5	Postal Address	
6	Telephone/ Mobile No.	
7	Educational Qualification	
8	Experiences	

Government of Odisha
Handloom, Textiles & Handicrafts Department

No.II-Tex-67/15/ 231 /HT&H, dated the 16/1/16

From

Sri Gangadhar Panda, OSS,
Under Secretary to Government.

To

The Director,
Textiles and Handlooms,
Odisha, Bhubaneswar.

**Guideline on Skill Up-Gradation Training Programme
from Handloom Sector under "Promotion of Handloom
Industries".**

Sir,

I am directed to invite reference to your letter No. 9118 dated 23.09.2015 on the subject cited above and to say that Government have been pleased to approve the Guideline adding the following instructions.

1. Directorate should engage one or two persons from the Institute of Excellence to visit these training Centers compulsory and the Cost would borne by the Directorate.
2. Parameters of evaluation to be decided and a panel to be formed.
3. All financial transactions should be through RTGS or NEFT only.
4. All Finance Department norms to be followed.

Yours faithfully,


16-1-16
Under Secretary to Government.

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