

From

The Financial Commissioner & Principal Secretary
To Govt. Haryana, Industrial Training & Vocational
Education Department

To

The Director,
Industrial Training & Vocational Education Haryana,
Chandigarh

Memo No. T-11/Financial Assistance/SC/2009-10
Dated: 12.11.2009

Subject: Revised Guidelines/procedure for release of stipend under Financial Assistance Schemes of SC & BC Welfare Department to SC students enrolled under Skill Development Initiative (SDI) Scheme based on Modular Employable Scheme through registered VTP.

In continuation to the sanction of the grant by SC & BC Welfare Department, Haryana under the Budget Heads namely; (i) Creation of Employment Generation opportunity by setting up employment oriented institutes/Training Programme Scheme Training to SC candidate through short term modules under MES scheme of GOI in Govt. ITIs, (ii) Financial assistance for training to Scheduled Caste Candidates in un-organized sector through Private Institutions Scheme-Training to SC candidates through short term modules under MES Scheme of GOI in Private ITCs and the sanction for the Guidelines/procedure for release of Stipend to SC students issued vide letter no. T-11/Financial Assistance/SC/2009-10 dated 12.11.09. Govt. of Haryana is now pleased to accord sanction for the revised guidelines/procedure for disbursement of stipend to SC students enrolled under the Skill Development Initiative Scheme(SDI) based on Modular Employable Scheme of DGE&T being implemented in Govt. ITIs/ ITCs/ other institutions through their registered VTP, which are as under:

1. The student should be a bonafide resident of Haryana.
2. The student should belong to Scheduled Caste category. A certificate issued by competent authority will be obtained from the students to this effect.
3. Family income of the student from all sources should not exceed Rs. 2.50 lacs per annum. Income certificate is required to be taken.
4. The stipend shall be paid only to those students/trainees, who attain minimum 80% of attendance of the course to be verified by the Principal of the Institute..
5. Stipend shall be made @ Rs. 15/- per hour per student out of which Rs. 10/- per hour shall be released after completion of the course and remaining stipend of Rs. 5/- per hour shall be released only to the passing students in the skill assessment test. Stipend to be paid will be calculated on the number

of hours of the training actually attended by the student. Payment of Rs. 5/- per hour will not be made if the student fails in skill test.

6. For continuous monitoring of the training and the scheme, the VTPs can be inspected by representative of Department Industrial Training & Vocational Education, Haryana and District Welfare officer at any time without any prior notice.
7. During the surprise inspection if any attendance column is found blank in the attendance register or the student is found missing even when marked as present, it shall be presumed that the respective student is not attending the institute regularly and in this case no stipend will be paid to such student even if he complete/passes the course. This may also liable for cancellation of VTP registration of the institute.
8. This stipend will be in addition to the reimbursement of tuition and assessment fee to pass students by DGE&T, Govt. of India.
9. The trainees admitted in MES course w.e.f. 1.8.2009 may be covered for granting the benefit of the stipend.
10. Concerned VTP will obtain the undertaking from each student on Non Judiciary stamp paper of Rs. 25/-, whose claim is being sent. The undertaking should be attested by Notary / Oath Commissioner / Magistrate in the format enclosed herewith.
11. Students should be selected on merit if number of applicants is more than the available seats.
12. All the Principals of registered VTPs will submit the claim of stipend of eligible SC students immediately after completion of the course in the single list in the format given below:

Format for submission of claims under Skill Development Initiative Scheme (SDI) based on MES to SC students:

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Sr. No.	Name of the trainee	Father' /Mother's name	Caste	SC Certificate issued by authority	DOB
(vii)	(viii)	(ix)	(x)	(xi)	
Complete address with district	Code of the MES course	Date of joining of course	Name of the VTP	Stipend amount to be released	

Certified that I have checked and found correct that the claims are as per the guidelines issued by the department. Relevant documents have been obtained and cross checked by undersigned. The above claims are correct and shall not be claimed in future. If any claim is found incorrect due to deficiency in document, I shall be responsible for that.

I have retained all relevant documents for further reference.

13. The procedure of the payment of stipend may be as follows:
- 13.1 The budget for stipend may be kept at the disposal of Assistant Director (Accounts) at Headquarter, Planning Branch, Directorate of Industrial Training & Vocational Education, Haryana, Chandigarh and Assistant Director (Accounts) may be declared as DDO in these schemes.
- 13.2 The payment to the trainees shall be made through ECS (electronically transfer of money from one bank to another bank) or if not ECS Account payable then payment shall be made through Account payee cheque only (in the name of concerned student).
- 13.3 The payment of the stipend will be made subject to the actual release of funds by SC-BC Welfare Department, Haryana.
- 13.4 The payment will be made to the trainees completing training in the courses approved by RDAT in registered VTPs.
- 13.5 Stipend to SC students shall be released only for one time for one course. However, if the same candidate is admitted in higher level course or course in different module of the same sector then he will be entitled for stipend.

Encl: as above.

Superintendent (IT & VE)
for Financial Commissioner & Principal
Secretary to Govt. Haryana, Industrial
Training & Vocational Education Deptt.

UNDERTAKING

I _____ son/daughter of Sh. _____ belongs to _____ Category and is hereby submitting caste certificate issued by _____ authority dated _____ at _____.

Do hereby solemnly affirm and declare as under that

1. I am a student of _____ course under MES sector _____ at VTP _____(name & registration no.)
2. I will not register for this course under _____ sector in any other institute during or after completion of the course in future.
3. I will not claim/receive any reimbursement as eligible to me under SC category from any other VTP for this course again.
4. If I will indulge in such activity, I will be liable for punishment as per law.

Signature of trainee