

**Government of India  
Ministry of Tourism**

**(PROGRAMME MONITORING UNIT-SKILL DEVELOPMENT)  
(PMU-SD)**

**Guidelines for  
Empanelment of  
Private Bodies/ Institutions/ Organizations as  
Training Providers for Hospitality Trades  
Under the  
*Hunar Se RozgarTak* (HSRT) Programme**

Effective from 09<sup>th</sup> July, 2018

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**No.36(12)/2015-PMUSD (Vol.VI)**  
**Government of India**  
**Ministry of Tourism**  
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**GUIDELINES FOR EMPANELMENT OF PRIVATE  
BODIES/INSTITUTIONS/ORGANISATIONS AS TRAINING PROVIDERS FOR  
HOSPITALITY TRADES UNDER THE “HUNAR SE ROZGAR TAK” PROGRAMME  
OF THE MINISTRY OF TOURISM**

*(effective from 09-07-2018)*

In the year 2009-10, the Ministry of Tourism (MoT) launched a special initiative called “Hunar Se Rozgar Tak” (HSRT) for creation of employable skills amongst youth specific to Hospitality and Tourism Sector. The objectives underlying this initiative are primarily to reduce the skill gap that afflicts the Sector and to work towards the dispersal of the economic benefits of growing tourism to the poor.

2. The implementation of this initiative relating to the hospitality trades was earlier 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 and the State Tourism Development Corporations. **However, keeping in view the fact that this initiative allows convergence of two important thrust areas of the Government namely skilling India and promotion of tourism, a decision was taken to expand the out-reach and output of the programme by allowing its implementation by industrial units, associations of industries and professional/skill developing agencies with proven credentials and hospitality institutes approved by AICTE/NSDA/State & UT Governments.** Each organisation applying for being considered by the MoT for inclusion as a training provider for HSRT must possess the required training facilities as certified by a team (deputed by MoT) on the basis of an inspection prior to project sanction.

3. All applications for empanelment as a training provider for HSRT received by the Ministry of Tourism are placed before a Screening Committee which examines the documents submitted and arrives at its conclusion about the suitability of each private institute for further physical inspection of the institutional infrastructure for the desired hospitality trades. The Institutes so selected are then physically inspected by a team of officials and based on the recommendations of this Inspecting body, annual targets corresponding to the available infrastructure are then communicated to the aspiring training partner.

4. For empanelment of Private Bodies/Institutions/Organisations as Training Providers under the “Hunar Se Rozgar Tak” Programme of the Ministry Of Tourism, the Guidelines would be as follows with effect from 09th July, 2018 :-

**FOR NEW APPLICANTS**

- (a) Fresh applications for empanelment as Training Provider under the “Hunar Se Rozgar Tak” Programme of the Ministry Of Tourism would be received by **Project Manager, PMUSD, Ministry of Tourism, Room No.30, C-1 Hutments, Dara Shikoh Road, New Delhi-110011** from Private Bodies/Institutions/Organisations quarterly i.e., upto 31<sup>st</sup> March, 30<sup>th</sup> June,

30<sup>th</sup> September and 31<sup>st</sup> December every year and be considered by the Screening and Inspection Committees in the succeeding quarter.

- (b) Each Private Body/Institution/Organisation desirous of becoming a Training Provider under the “Hunar Se Rozgar Tak” Programme of the Ministry Of Tourism will apply only in the proforma prescribed in **Annexures - A & B** alongwith copies of the testimonials related to their Article & Memorandum of Associations/Formation, Bye Laws, PAN card, Audited Statement of Accounts, sources and pattern of Income & Expenditure and land & building ownership title deed.
- (c) **Only such Private Bodies/Institutions/Organisations which have the required infrastructure already existing and ready for at least 2 (two) of the four “Hunar Se Rozgar Tak” courses will be considered for becoming a Training Provider under the said Programme of the Ministry Of Tourism. Applications for running a single course will not be entertained.**
- (d) The application must be submitted alongwith a Security Deposit of **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of a Demand Draft/ Bankers Cheque drawn in favour of **“Pay & Accounts Officer, Ministry of Tourism”**. **This Demand Draft/ Bankers Cheque must be valid for a minimum of 3 (three) months from the date of issue. If required, the applicant will get such Demand Draft/ Bankers Cheque revalidated and extended by another three months upon request by the Ministry of Tourism to accommodate for any procedural delays.**
- (e) The DD/Bankers Cheques of the applicants not found suitable for physical inspection by the Screening Committee as also of applicants found lacking in the infrastructure required for conduct of HSRT courses by the Inspection Committee would not be refunded and shall stand forfeited. As such, Security Deposit of all unsuccessful applicants will be forfeited. The Security Deposit of only such Bodies/Institutions/Organisations will be returned which are finally found suitable for conduct of HSRT courses by the Inspection Committee.
- (f) The organisations/institutions found ineligible for physical inspection by the Screening Committee would be debarred for six months (i.e. for the succeeding two quarters) from applying again.
- (g) On being finally rejected for lack of required infrastructure by the Inspecting Team constituted by this Ministry, such applicant institute/organisation would be considered for re-inspection only after a lapse of 6 (six) months of such inspection. Such re-inspection would be done straightaway without going through the screening process provided the institute/organisation requests for the same in writing alongwith a fresh DD/Bankers Cheque for Rs.20,000/- drawn in favour of **“Pay & Accounts Officer, Ministry of Tourism”**.
- (h) On being recommended by the Screening Committee for physical inspection, the Ministry of Tourism will form a three-member Team for physical inspection of the applicant’s infrastructure related to the courses recommended by the Screening Committee. The Inspection Team will visit the applicant’s premises for this purpose, take still/video clippings of the infrastructure & equipments

and finalise its report in the prescribed proforma on-the-spot. A copy of the final inspection report will be handed over to the applicant or his representative and his/her signature obtained by the Inspection Team as a token of receipt before leaving the premises.

- (i) On being recommended by the Inspection Committee for empanelment as a training provider, the applicant will execute an affidavit in the proforma prescribed in **Annexure-C** and submit the same to this Ministry before the Body/Institution/Organisation is allocated its annual target.
- (j) After allocation of annual target, the newly empanelled Training Provider will (a) open a Savings/Current Bank account, as the case may be, dedicated to the HSRT programme and (b) submit the Mandate Form to this Ministry in the proforma prescribed in **Annexure-D**.
- (k) **The Training Providers blacklisted by the Ministry of Skill Development & Entrepreneurship or the National Skill Development Council/Agency or Ministry of Tourism will not be eligible to apply for the HSRT programme.**
- (l) On being rejected for lack of required infrastructure by this Ministry, the concerned applicant institute/organisation would be allowed to contest the findings of the Inspection Team and represent their case before the competent authority in the Ministry of Tourism in writing alongwith a re-inspection fee of **Rs.10,000/- (Rupees ten thousand only)** within a period of fifteen (15) from the date of receipt of e-mail communication about such rejection. This fee of Rs.10,000/- (Rupees Ten Thousand only) must be submitted in the form of a Demand Draft/ Bankers Cheque drawn in favour of **“Pay & Accounts Officer, Ministry of Tourism”**. The Re-inspection Fee of only such Bodies/Institutions/Organisations will be refunded which are finally found suitable for conduct of HSRT courses by the Competent Authority in the Ministry.
- (m) All representations contesting the findings of the Inspection Team received within the permissible period alongwith the prescribed fee will be considered by a Review Committee consisting of the Director(Studies) in NCHMCT, Principal of IHM Pusa and Under Secretary/Asstt. DG(HRD) in the Ministry of Tourism.
- (n) Based on the conclusions arrived at by the Review Committee, the Competent Authority in the Ministry of Tourism will take the final decision on whether to allow/reject empanelment or to get a partial re-inspection conducted by a fresh two-member team.
- (o) In case the Competent Authority decides to conduct a partial re-inspection, a two member team would be constituted by the Ministry comprising a Principal/representative of a Central/State IHM nearest to the applicant and a Principal/representative of a Central/State IHM from outside the state of the applicant institute.

- (p) The report of such re-inspection will be considered by the Competent Authority in the Ministry and his/her final decision, which will be final and binding, communicated to the applicant institute.

### **MOBILISATION OF TRAINEES**

**The following conditions will be applicable to all the Training Providers irrespective of whether they are already empanelled or yet to be empanelled:-**

- q) All Training Providers will maintain a personal file for each trainee containing his/her application form, copy of Aadhar Card and Certificate of educational qualification.
- r) The Application Form, to be filled and signed by each trainee, will contain details of his/her Name, Father's Name, Date of Birth, Present Residential Address, Educational Qualification, Whether General/OBC/SC/ST, Mobile No., Course/Trade Applied For, Aadhar Card No., Bank Details like Name of Bank, Account No. and IFS Code, Date of Application etc.

### **CONDUCT OF TRAINING**

**The following conditions will also be applicable to all the Training Providers irrespective of whether they are already empanelled or yet to be empanelled:-**

- s) All Training Providers will conduct regular teaching/practical classes for at least six (6) hours daily (excluding lunch period) for five/six days in a week (excepting holidays). A time table will be prepared for each course indicating separately the hours to be devoted to classroom training and practical lab training.
- t) The Training Providers shall maintain an Attendance Register separately for each batch for marking daily attendance. Maintaining attendance on loose sheets will not be permitted.
- u) The students and trainers to be enrolled must be linked to Aadhar in the Implementing Agency's records as well as the individual's Banks account. The money paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary's Aadhar linked bank account through the PFMS.
- v) The teaching faculty to be deployed for the HSRT courses must possess the minimum educational qualification of a 3-Year Degree/Diploma in Hotel Management.**
- w) The training provider will maintain a personal file of each teaching faculty containing his/her application form for employment, copy of Aadhar Card and Certificate of educational qualification. The Application form will specify personal details like Name, Father's Name, Date of Birth, Present Residential Address, Educational Qualification, Whether General/OBC/SC/ST, Mobile No., Aadhar Card No., Bank Details like Name of Bank, Account No. and IFS Code. (being brought into THIMS software)
- x) For release of funds from time to time, the Training Provider will submit its request strictly in the proformae prescribed by the Ministry of Tourism.

- y) The Training Provider will also submit Monthly Progress Reports to the Ministry in the prescribed proforma within one week of the succeeding month.
- z) If any irregularity comes to notice of the Ministry of Tourism in the conduct of any course under the HSRT programme by a Training Provider, the Ministry will get an unscheduled/sudden inspection conducted by a two member team comprising a teaching faculty of a Govt. IHM/FCI most proximate to the concerned Training Provider and a teaching faculty of a Govt. IHM/FCI from outside the state of the concerned Training Provider.
- aa) If it is proved, on the basis of documents, records and physical inspection, that a Training Provider is indulging in fraudulent/irregular practices not conforming to the HSRT/Empanelment guidelines, all fund releases to the concerned Training Provider will be immediately stopped and the Training Provider debarred from conducting any further training courses/batches of the HSRT programme. In the event of funds already having been released for the batch in question, the defaulting Training Provider shall refund the entire amount released alongwith a penal interest of 12% (twelve percent) per annum on the amount released.

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**Application Form for Empanelment of Institutes / Organisations for  
conducting “HUNAR SE ROZGAR TAK” PROGRAMME**

1. Name & Address of the Institute/organization where HSRT programme is to be physically conducted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*(Please attach proof of ownership of the land and building)*

2. Recognition / Empanelment by : (Please tick)

- a. AICTE
- b. NSDC/National Skill Development Authority
- c. State Govt. / UT Administration

3. Status of Registration (Copy of certificate to be enclosed as proof)

a) AICTE/NSDC/NSDA/Registration No.:

b) Registration Valid Upto (Date):

4. HSRT Courses applied for (Please tick)

- a) **Multi Cuisine Cook**
- b) **Food & Beverage Service Steward**
- c) **Room Attendant**
- d) **Front Office Associate**

5. **Infrastructure support available for HSR Programs : As per Annexure-B**  
(In all cases, photographs to be attached)

6. Details of Regular Courses conducted in Hospitality trades- with intake capacity.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Details of hospitality related vocational training programme conducted during previous year(s) with intake. (Details to be enclosed)

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8. No. of trained faculty engaged on regular and short-term basis or proposed to be engaged for vocational / HSR training.

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9. Placement details of students trained for hospitality skill trades in last 2 years. (Details to be enclosed)

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10. Details of financial assistance applied / received from any other Ministry / Deptt. of Govt. of India for conducting Skill Development Courses in Hospitality Sector.

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11. Details of contact person of the Institute/organization where HSRT programme is to be physically conducted:

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email:

Stamp and Signature of the Authorised  
Signatory of the Applicant Organisation

**ANNEXURE-B****(TO BE FILLED BY THE APPLICANT ORGANISATION & SENT WITH THE APPLICATION)****1. CLASS ROOMS: (Photos to be attached)****Multi Cuisine Cook Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Food & Beverage Service Steward Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Room Attendant Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Front Office Associate Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

## 2. LABORATORIES: (Photos to be attached)

### Multi Cuisine Cook Course (Kitchen).

Equipment	Required Quantity (Number)	Available Quantity (Number)
S. S. Work Table 4ft x 2ft x 34 inches	01 S. S. work table/ 02 trainees	
S. S. Cooking Range (Gas operated)	02 low pressure burners/ 02 trainees	
S. S. Demonstration Table (6ft x 3ft)	01 with 4 burner cooking range	
S. S. Sink with Drain Board with hot & cold water	01/ 04 trainees	
Stock Pot Stove	01	
S. S. Portable Tandoor	01	
S. S. Salamander 24"x 14"	02	
Griller with Hotplate 24" x 24"	01	
Two Deck Oven (12KW)	01	
Food Processor (Semi Commercial)	01	
S. S. Two door vertical refrigerator	01 (500 ltrs.)	
H. Pressure 2 burner Cooking Range	02 (low height 26")	
H. P Single burner Cooking Range	01 (low height 26")	
Deep fat fryer (2 compartments)	01 (05-10 ltrs. Gas operated)	
Potato peeler (heavy duty 05-10 kgs)	01	
Food Processor	01	
Meat Mince (heavy duty)	01	
Hot plate with chapatti puffer	01	
Tandoor gas operated	01	

- Each working table to have one set of the following:

Equipment	Required Quantity (Number)	Available Quantity (Number)
S. S. double bottom vessels	04 (different sizes)	
Sauce pans with handle	01	
Frying pans ( 1 each for shallow and deep frying)	02	
Strainer S. S	01	
S. S. Thali	01	
Pie dish	01	
Cutting Boards (Polypropylene)	01	
Pudding moulds, aluminium basins, bowls, measuring cup, cooking spoons (flat, round, perforated.), ladles, etc. in appropriate quantities.		

- Items like kitchen knives, peeler, scoop, table spoon, tea spoon, fork, wooden spoon, spatula, check dusters, lighter, and sanitizer etc. can be provided as part of tool kit to the trainees who shall bring these to each practical session in a tool kit bag.

## F & B Service Steward Course (Training Restaurant and Pantry)

Equipment	Required Quantity (Number)	Available Quantity (Number)
Table (wooden 3ft x 3ft x2 i/2 ft H)	08	
Instructor's Table & Chair	01	
Chairs (dining) upholstered	32	
Side Boards 4' x 1.5' x 42"	04	
White Board 5' x3'	01	
Cutlery S.S. (various types and sizes)	As per training requirement	
Crockery (various types and sizes)	As per training requirement	
Hollowware and Flatware S. S.	As per training requirement	
Glassware	As per training requirement	
Plate warmer	01	
Soup kettle	01	
Chafing dishes/ display platters	Sufficient for a buffet display	
Linen	Sufficient to lay all tables and Buffet Display	
Bar Counter	01 with display of mock bottles, glassware, bar measures, shakers, mixers, and other items required for training purpose	
Bain-marie (pantry)	01 (5-7 compartments)	
Microwave	01	
Water cooler	01	

- Tool kit for the trainees would include a bag containing cutlery items for laying one cover, service spoon and fork, serviette, waiter's cloth, scribbling pad, pen, bottle opener and sanitizer.

## Room Attendant Course

Equipment	Required Quantity (Number)	Available Quantity (Number)
Vacuum Cleaner (straight suction dry pickup industrial model)	01	
Floor Polishing Machine	01	
Wringer trolley with mops	01	
Janitorial trolley with accessories	01	
Geyser/ storage boiler	01	
Ladder Aluminium A- type with platform	01	
Cleaning Equipment (Mops, Buckets, Basins, Bins, Mugs, Brooms & Brushes, Pans, Dusters, polishing/ glass cloths, Wipers, etc.	Various types / sizes	
H. K. Attendant's Trolley	01	
Room Maid's box	01	
Display Sample Section/ Model/ Material Board	Contemporary items & materials	
First aid box with all first aid materials	02	
Linen storage trolley	01	

Guest Rooms/ Mock-up Rooms with attached bathrooms.	Required Quantity (Number)	Available Quantity (Number)
Twin Room - 02 single beds (with mattresses) with attached or wall fixed head board and 02 bed side tables	01	
Double Room - 01 double bed (with mattresses) with attached or wall fixed head board and 02 bed side tables	01	
<b>Items common to twin room and double room set up.</b>		
Glass top tea / coffee table	01	
Easy Chairs	02	
Study Table	01	
Study Chair	01	
Mirror with dressing table and drawers	01	
Wardrobe	01	
Luggage Rack	01	
Fridge/ Mini bar	01	
Light fittings- fixed general/ indirect and spot lighting and bed side reading lights.	As required	
<b>Linen Items:</b>		
Single bed sheets/ double bed sheets, mattress protectors, blankets, quilts, pillows, pillow covers, crinkle sheets (night sheet), bed spreads, bath towels, bath sheets, hand towels, face patch/towels, bath mats, and bath gowns. Curtains ( heavy and light/ sheer curtains)	Sufficient quantity for practical and practice sessions.  Two sets each.	
Guest Supplies ( stationery folder, room supplies and bath room supplies)	Sufficient quantity for practical and practical sessions	

- Tool kit for trainees would include a bag containing check dusters, mops, polishing cloths, triangular slings/ bandages, scribbling pad and pen.

**Note:** Receiving, pre-wash and storage of perishable and non-perishable items as per requirement.

### Front Office Associate Course

Equipment	Required Quantity (Number)	Available Quantity (Number)
Reception Counter	01	
Bell Desk	01	
Currency Exchange Board	01	
Key Rack / Message Rack	01	
EDC or Functioning Credit Card Machine	01	
Sofa, Table, Chair for lobby set up	01 Set	
Multimedia System / LCD / White board / smart board in the Classroom	01 each	
Functioning Computer Lab, ,	15	
Functioning Printer	01	
Functioning Fax machine	01	
Property Management Software / Hotel Reservation System ( <b>software must be installed and running on all computers during inspection</b> )	01	
Newspaper / Magazine stand	01	
Front Office Consumables – registration card; maintenance work order; courier form; tourist maps; tent card; luggage tags; vouchers; function sheets; signage's (fire exit, washroom, smoking, valet, DND, courier form) etc.		

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# Affidavit on Rs. 100 stamp Paper

KNOW ALL MEN BY THESE PRESENTS THAT I, ....[Name of Authorized person] ..... on behalf of .....[Name of the Institute.... Under Name of The Society / trust...] having its office at ....[Address of the institute (hereinafter called the obligor)] declared as under:-

I have read and understood the provisions curtailed in the 'Hunar Se Rozgar Tak' programme and empanelment guidelines of the Ministry of Tourism effective from 27-12-2016, as amended from time to time, and shall abide by them in full.

The decision of the Secretary to the Government of India in the Ministry of Tourism or the administrative head of the Ministry of the Government of India administratively concerned with the terms and conditions mentioned in the letter of sanction shall be final and binding on the obligor.

The obligor shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanction, refund to the government on demand and without demur the entire advance or such part thereof as may be mentioned in the notice of demand issued by the Government along with the penal interest of 12% (twelve percent) per annum on the amount released from the date of receipt of the said amount by the obligor up to the date of refund thereof to the Government. If it is proved, on the basis of documents, records and physical inspection, that I am indulging in fraudulent/irregular practices not conforming to the HSRT/Empanelment guidelines, all fund releases to the concerned Training Provider will be immediately stopped and my institute/organisation debarred from conducting any further training courses/batches of the HSRT programme.

I also declare that the obligor has not applied for / receipt grants from any other Ministry / Department of Govt of India / State Govt. for the conduct of courses similar to that of 'Hunar Se Rozgar Tak programme of Ministry of Tourism.

Name of the Authorized Signatory\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Place\_\_\_\_\_

**MANDATE FORM  
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS  
SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENT**

**A. DETAIL OF ACCOUNT HOLDER:-**

NAME OF THE ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

**B. BANK ACCOUNT DETAILS:-**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS TELEPHONE NUMBER AND EMAIL	
THE BRANCH IS WHETHER COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <u>IFSC CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED?	
COMPLETE SAVINGS BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT:-**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not user Institution responsible. I have read the option Invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date: (.....)  
Signature of customer

Certified that the particulars furnished above are correct as per our records.

Date: (Bank's Stamp)  
(.....)  
Signature of customer

*(Please attach a photocopy of cheque along with the verification obtained from the bank. In case your Bank Branch is presently not "RTGS Enabled" then upon its up gradation to "RTGS Enabled" branch please submit the information again in the above Performa to the Department at earliest.)*