



**DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA, CUTTACK**

Tel: 0671 2301061 E-mail dtetorissa@gmail.com,

No. 12913 Dated 16.9.2023  
3CT-II-03/2017

From:

Reghu G., IAS  
DTE&T, Odisha, Cuttack

To

The Principals of all Government ITIs / Polytechnics

Sub: On boarding of 'Sudakhshya' Scheme for Girls and 'Green Passage' Scheme for Orphans of Skill Development & Technical Education Department in State Scholarship Portal for session 2023-24.

Ref: SD&TE Department Resolution No. 4750 /SDTE Dated 29.10.2021, SD&TE Letter No. 4394 Dt. 19.06.2023 , SD&TE Resolution No. 1320/SDTE Dt. 21.02.2023

Sir,

With reference to the subject cited above I am to say that , Government have been pleased to accord 'Sudakhshya' Scheme as a regular scheme vide letter No 4750 / SDTE dated 29.10.2021 with a target to improve girl's enrolment to 30%. The Sudakhshya Scheme for Girls and Green Passage for Orphans shall be implemented through State Scholarship Portal (<https://scholarship.odisha.gov.in/website/home>) . In Order to complete the Sudakhshya and Green Passage Scholarship process for the academic session 2023-24 as per the timeline defined below.

Sl No.	Activities	Time line
1	Opening and last Date of Online Application for Girl / Orphan Student ( Both Fresh & Renewal )	25.09.2023 ( 3PM ) to 27.10.2023 ( 3 PM )
2	Last Date of Validation for students record by ITI / Polytechnic Principals ( Both Fresh & Renewal )	01.11.2023 ( 5PM )
3	Last Date of Validation for students record by DCPO ( Both Fresh & Renewal ) ( For Green Passage Scheme )	06.11.2023 ( 5PM )

You are therefore required to Widespread publicity of Sudakhshya Scheme among ITI Girls students , Green Passage scheme for Orphans and encourage students to apply in the <https://scholarship.odisha.gov.in/website/home> site in defined timeline. The ITI and the Polytechnics Principals / Head of the institutions are requested to complete the validation process as per the defined timeline.

Yours Faithfully,

  
DTE&T Odisha, Cuttack

Memo No 12914 Dated 16.9.2023

Copy forwarded to all District Child Protection Officers ( DCPOs ) for kind information and necessary action.

  
DTE&T Odisha, Cuttack

Memo No 12915 Dated 16.9.2023

Copy along with Guideline for Sudakhshya is forwarded to The General Manager (Admin. ), OCAC Building , Plot No - N-1/7-D, Acharya Vihar , Bhubaneswar -751013 for kind information. He is requested to onboard Sudakhshya Scheme in state Scholarship Portal as per the mentioned timeline.

  
DTE&T Odisha, Cuttack

o/c

## SUDAKSHYA

### Standard Operating Procedure (SOP) for implementation of scheme 'Sudakshya' in Government ITIs and Govt. Polytechnics of Odisha

1. **Introduction:** Even though roughly 50% Girl's enrolment exists at Secondary level of education, the enrolment of Girl's reduces exponentially at the level of Sr. Secondary and particularly in Vocational Training Sector though there is 30% reservation of seats. The reason being majority of the out-of-school or out-of-college girls and young women are lack of awareness and having financial constraints etc. In order to improve Girl's enrolment in Government ITIs, (a) the Tuition Fee component has been waived for them from the fee structure for Government ITIs (b) ITIs have been supported with Girl's Hostels (c) Both boys & girls admitted into Government ITIs are supported with 'set of ITI Uniforms' worth Rs3000/-

In order to improve Girl's enrolment in Government ITIs from 7% during 2016-17 to atleast 30%, Government in SD&TE Department have been pleased to introduce the new scheme 'Sudakshya' vide Resolution No 5682 dated 23.11.2017 based on SFC memorandum dated 17.08.2017 as a pilot scheme under Demand No-39-2230-Labour and Employment - Programme Expenditure-State Sector Scheme-03-Training-003-Training of Craftsman and Supervisors-0951- National Apprenticeship Training - 15058- Mobilization of Girls & PwD Trainees for ITIs under Plan Expenditure for 2017-18 and 2018-19. The girl's enrolment in Government ITIs was increased to 12.8% during 2017-18, 17.97% during 2018-19, 15.64% during 2019-20, 17.89% in 2020-21, 20.42% in 2021-22 and 22.37% during 2022-23. Government have been pleased to accord approval of 'Sudakshya' Scheme as a regular scheme with roadmap & strategic review vide Government Resolution No 4750 / SDTE dated 29.10.2021 with a target to improve girl's enrolment to 30%. This year in 2023-24, Sudakshya Scheme is being extended to Govt. Polytechnics /Engineering scholls for financial support to girls pursuing diploma education vide SD&TE Department letter no. 4394 Dt. 19.06.2023.

### 2. Implementation of the scheme 'Sudakshya' by components:

- A. **Career Counselling Campaigns for Girls' students for admission into Government it is & Govt. Polytechnics**
  - a. The Government ITI / Polytechnic Principals shall invite all Block Education Officers and Head Masters / Nodal Teachers of 370 High Schools of SSD Department & High Schools of S&ME Department, District Education Officers, District Employment Officers, DWO, DSSO, PA-ITDAs, Special Officer-Micro Projects(for PVTGs) to ITI and Polytechnic during academic year, facilitate them with a visit around the ITI and Polytechnic, explain about trades, introduce with all staff, explain in detail about the career prospects of High School Children through Vocational Training, Government supported schemes including importance laid on Girls' Empowerment through 'Sudakshya' scheme, Mission, Vision & Values of ITIs/ Polytechnics, Industrial scenario vis-a-vis employment/self employment scopes, achievements of your ITI/ Polytechnic, Industry culture-discipline-punctuality etc through Power Point Presentation. The participants must spend at least half a day in ITI/ Polytechnic for which good meeting venue, snacks, safe drinking water, safe toilets should be arranged. All the participants must be provided with copy of the PPP, IEC materials (CD containing inspirational video, Power Point Presentation, Leaflet in English

and Odia, decent photos of trainees at work in workshops & Industries, Role Models in a decent folder. Take the attendance of all participants with contact numbers/e-mail ID for record.

- b. The Principals shall draw & implement visit schedules for 10<sup>th</sup> standard Girls' students of atleast 20% High Schools of respective districts to ITIs/ Polytechnics during October-January of the academic year and that of 9<sup>th</sup> standard students on quarterly & monthly basis in consultation with District Education Officer, District Welfare Officer, District Social Security Officer, Block Education Officers and High School Head Masters.
- c. Funds under IEC head can also be leveraged for counselling purpose.

#### **B. Visit of Girls' students to nearby Government ITIs / Polytechnics**

- i. Career Counselling of minimum of 13,000 numbers of 10<sup>th</sup> standard Girls of High Schools shall be carried out by ITI / Polytechnic Principals in a year at **Annexure-I** as per Institute wise target to be fixed by DTE&T, Odisha.
- ii. The blocks which have no / less representation of girls students enrolled in ITIs shall be given more focus during Career Counselling Campaigns.
- iii. Arrange conveyance facilities for Girls' and escort HMs/Nodal Teachers / Parents (if interested) from Block headquarters to ITI / Polytechnic in consultation with concerned BEO / HMs and DEOs & DWOs, PA-ITDAs, DSSOs as per the calendar to be drawn by the Principals for the purpose of Career Counselling Campaigns.
- iv. The Girls and escort Teachers may visit around the workshops interact with Trainees and Trainers on the shop floor, know about tools, measuring instruments, machines etc, visit Hostels, Campus, exposed to skill exhibits and other facilities of the ITI / Polytechnic .
- v. Ask the existing Boys' and Girls' trainees to bring their Sisters, out of School/College Girls' , young widowers, destitute orphans Girls and other needy women to participate in the above visit programmes. The Civil Society & members of PRIs may also be requested for their time for above mobilization purpose.
- vi. At the end of visit, arrange meeting of all Girls' students with escort Teachers & Parents in the Conference Hall / Library with presentations covering:
  - Various career options for 10<sup>th</sup> passouts (+2, Diploma, +2 equivalency) / 8<sup>th</sup> pass, school / college leavers - facilities available at your Institute viz; Trades-Infrastructure-Hostels-Extra-curricular / Co-curricular facilities-Apprenticeship-Placement facilities-Trainees Welfare Schemes including Sudakshya, online admission procedure through SAMS, free Dress Code, Discipline, Punctuality, work culture in Industries, Employability Skill Training, IT literacy Training, Library facilities, sports & games facilities etc through a Power Point Presentation. Invite queries from the participants and answer every query.
  - Distribute leaflets to the participants with hygienic snacks, safe drinking water, allow cleaned toilets for the participants.
  - Take the attendance of all Girls' participants Teachers & Parents with contact numbers/email ID for record purpose as potential trainees for ITI / Polytechnic.

**C. Identification, Interaction and Felicitation of Girls' Role Models.**

- i. Identify at least 12 Girls Role Models placed both inside (max 8 nos) and outside the State (min 4 nos) per year, discuss with them about the objective and empanel for delivery of career talks to High School Children at ITI / Polytechnic during their visit period/ participation in High School level / State level High School Children events :
- ii. Interact with all such Role Models before the High School Girls' Students and existing Girls' ITI / Polytechnic trainees about her social background, how ITI / Polytechnic has helped her career, her message to other Girls.
- iii. Prepare displays of all such selected Girls' Role Models in standard acrylic board format circulated to all ITI / Polytechnic .
- iv. Felicitate all such Girls' Role Models with Memento.

**D. State level campaign for Girls Mobilization (By PMU of DTE&T, Odisha)**

- i. Publicities in Social Media, Electronics & Print Media, consultations with NYKS with preparation of motivational Audio/ video CDs , leaflets etc.
- ii. Organizing ITI / Poly Fests & Convocation ceremony.

**E. Costs for Girls Mobilization and utilization procedure:**

Sub-Components	Permissible rates per student visit
a. Visit of Girls of High Schools as per given target which will include conveyance on shortest route from Block Head quarters to ITIs, stay in ITIs for 4 hours and refreshment.	@Rs40/- within 20 Kms
	@Rs50/- 20 Kms-40 Kms
	@Rs60/- 40 Kms-80 Kms
	@Rs70/- 80 Kms-100 Kms
	@Rs80/- above 100 Kms
b. Organizing meetings of all stakeholders in education system, 10 <sup>th</sup> class (continuing/appeared) girls' students including their conveyance at shortest route by road, refreshments, holding competitions with award of certificates, memento and cash prizes, preparation of IEC Materials, leaflets, meeting expenses.	As per actual limiting to 2 such meetings per training session
c. Local publicity	As per actual
d. Role Models interactions including cost of their conveyance on shortest route from workplace to ITI, presentation of memento, preparation of displays in standard acrylic board, display at ITI and concerned High Schools preferably from where the student has done her/his schooling,	As per actual

- i. Savings, if any under any of the above sub-components can be used for any other sub-component in which there are deficits.
- ii. There shall be an ITI / Polytechnic level Committee under the Chairmanship of Principal with Training Officers, Assistant Training Officers and Head Clerk as Members for the purpose of incurring expenses under the scheme by observing all formalities.

iii. A lump sum amount shall be allocated to the Principal by DTE&T, Odisha.

**3. Financial support to girl trainees while pursuing training in Government it is / Polytechnic.**

a. **Maintenance Allowances:** The girl trainees of Government ITIs both Senior & junior batches are entitled for Maintenance Allowances @Rs1500/- per month as Hostellers / @Rs500/- as Day Scholars which must be credited into their registered Bank Account through State Scholarship Portal after authentication of the amount payable by the Principal concerned during every quarter during the period of actual start of training month to end of training month.

The differential higher amount is payable to girl trainees if they are in receipt of financial support from other schemes / sources like ST, SC, OBC, Minority, Children of BOC Workers, PwD, Merit, Merit-cum-Poverty, Kalia Yojana and such other stipend / scholarships during ITI / Polytechnic training period. The trainees are required to attend atleast 80% of attendance so that they don't miss the essential coverage of curricula.

b. **Admission Fees:** The girl trainees are required to deposit Rs100/- as caution money (refundable after completion of course duration) and Rs100/- PA towards premium against 'ITI Trainee Welfare Scheme' at the time of admission into Government ITIs through Students Academic Management System(SAMS) and subsequently examination fees to SCTE&VT, Odisha as prescribed. Other fees/charges except Tuition Fee(which is exempted for girl trainees) of the tuition fee structure shall be credited into DDO account of the ITI / Polytechnic Principals concerned by DTE&T, Odisha under the provisions of the scheme. In the cases where the girl trainees are getting financial support towards this admission fee component from any other sources, they must deposit the same to the ITI/ Polytechnic Principals immediately. In such cases, the Principal shall refund back the amount sanctioned by DTE&T, Odisha.

c. **Hostel Seat Rent:** The hostel seat rent as per actual number of girl boarders shall be credited into the DDO accounts of ITI / Polytechnic Principals by DTE&T, Odisha. The girl boarders are required to pay only the monthly food charges.

**4. Post ITI / Polytechnic training Placement / Apprenticeship Training Financial support**

- a. Maintenance Allowances@Rs1000/- per month for Apprenticeship Training inside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI/ Polytechnic Principals.
- b. Maintenance Allowances@Rs1500/- per month for Apprenticeship Training outside the State for prescribed duration of apprenticeship training shall be paid through RTGS to the Girl student's Bank account on half yearly basis on verifications of absentee statements of Apprenticeship Employers by the concerned ITI/ Polytechnic Principals.
- c. One Time Maintenance Allowances of Rs5000/- after completion of 6 months on Jobs outside the State shall be paid through RTGS to the Girl student's Bank account on verifications of continuance on jobs of Employer by the concerned ITI / Polytechnic Principals.
- d. Visit of DAAs / Principals / AAAs / AAA(Jrs) to other States to ascertain service / apprenticeship / stay conditions of ITI/ Polytechnic passouts (Through SAMC, Odisha).

#### 5. Application Form and sanctions under 'Sudakshya' scheme

- a. The girl trainees have to apply through website <https://scholarship.odisha.gov.in/website/home> for availing financial benefits under 'Sudakshya' scheme
- b. The Standard Declaration Form (one time) at **Annexure-II** shall be used by girl trainees of Government ITIs / Polytechnic seeking financial support under the scheme.
- c. The prescribed Social Message of Hon'ble Chief Minister shall be flashed in the SAMS registered mobile number of girl trainees soon after credit of Maintenance Allowances and other financial benefits
- d. The ITI/ Polytechnic Principals shall provide such Standard Declaration Form to all the girl trainees & facilitate them in filing the online applications at State Scholarship Portal at the time of admission. The ITI/ Polytechnic Principals shall also verify the online applications, authenticate the same and forward for final sanction by DTE&T, Odisha not later than 1<sup>st</sup> week of every succeeding month. The trainees' shall not have to give applications repeatedly for monthly sanctions.

  
(Reghu G)

DTE&T, Odisha, Cuttack

## School visit Target for 2024-25

Annex-1

SL#	Institute Name	Total targeted High Schools	20% of High Schools to be covered for counseling annually	No of Students to be counseled	Minimum number of Girls to be counseled (33%)
1	ITI Umarkote, Nawarangpur	45	9	270	89
2	Gandhamardana ITI, Bolangir	70	14	400	132
3	ITI Kantabanji	30	6	200	66
4	ITI Bhubaneswar, Khurda	180	40	1200	396
5	ITI Raighar, Nawarangpur	20	4	120	40
6	ITI Boudh	60	12	360	119
7	PCITI Baripada, Mayurbhanj	200	40	1240	409
8	ITI Bheden, Bargarh	100	20	620	205
9	Special ITI for PWD, Jatni, Khordha	102	20	632	209
10	ITI Phulbani, Kandhamal	55	11	313	103
11	ITI Daringibadi	30	6	200	66
12	ITI Kotagarh	30	6	200	66
13	ITI Chandragiri, Gajapati	20	4	124	41
14	Madhusudan ITI, Cuttack	250	50	1550	512
15	ITI Chandahandi, Nawarangpur	28	6	174	57
16	ITI Malkangiri	30	6	186	61
17	ITI Khariar Road, Nuapada	70	14	434	143
18	ITI Dhenkanal	200	40	1213	400
19	ITI Parjang	44	9	300	99
20	ITI Mathili, Malkangiri	24	5	149	49
21	ITI Pottangi, Koraput	25	5	155	51
22	ITI Rourkela, Sundargarh	192	38	1210	400
23	ITI Kutra	50	10	300	99
24	ITI Koida	50	10	300	99
25	ITI Khariar, Nuapada	34	7	211	70
26	ITI Bargarh	144	29	893	295
27	ITI Berhampur, Ganjam	180	40	1240	409
28	ITI Rayagada	60	12	372	123
29	ITI Bhawanipatna, Kalahandi	201	40	1246	411
30	ITI Cuttack	270	54	1657	546
31	ITI Paradeep	36	8	240	79
32	ITI Barbil, Keonjhar	200	40	1383	456
33	Gopabandhu ITI Ambaguda Koraput	30	6	180	60
34	ITI Nandapur	10	2	60	20
35	ITI Bissam Cuttack, Rayagada	31	6	186	61
36	ITI Balasore	400	80	2000	660
37	ITI Bhandaripokhari	85	17	910	300
38	ITI Purushottampur, Ganjam	100	20	620	205
39	TTI Takatpur, Mayurbhanj	302	60	1872	618
40	ITI Jajpur	425	85	2635	870

41	ITI Hirakud, Sambalpur	120	24	744	246
42	ITI Anandpur, Keonjhar	200	40	1240	409
43	ITI Kotpad, Koraput	15	3	90	30
44	ITI Laxmipur, Koraput	20	4	120	40
45	ITI Puri	270	54	1528	504
46	BP ITI Krushnaprasad	41	9	400	132
47	ITI Sonepur	70	14	488	161
48	ITI Biramaharajpur	28	3	120	40
49	ITI Gumma, Gajapati	15	3	93	31
50	ITI Jharsuguda	91	18	564	186
51	ITI Barkote, Deogarh	68	14	422	139
52	ITI Bolangir	153	31	949	313
53	ITI Hinjilicut, Ganjam	100	20	600	198
54	ITI Nayagarh	188	38	1127	372
55	ITI Rasanpur, Sambalpur	48	10	288	95
56	ITI, Shergarh, Ganjam	20	4	120	40
57	ITI Chhatrapur, Ganjam	50	10	300	99
58	ITI Talcher, Anugul	216	43	1296	428
59	SIPT Pattamundai, Kendrapara	321	64	1900	625
60	ITI Rayagada, Gajapati	10	2	56	18
61	Govt. ITI, Bansapal	23	5	100	33
62	Govt. ITI, Balugaon	20	5	100	33
63	Govt. ITI, Bhanjanagar	20	5	100	33
64	Govt. ITI, Patnagarh	20	5	100	33
65	Govt. ITI, Kaptipada	20	5	100	33
66	Govt. ITI, Karanjia	20	5	100	33
67	Govt. ITI, Dharmagarh	20	5	100	33
68	Govt. ITI, Rajkanika	20	5	100	33
69	Govt. ITI, Junagarh	20	5	100	33
70	Govt. ITI, Rua	20	5	100	33
71	Govt. ITI, Athamalik	20	5	100	33
72	Govt. ITI, Bijepur	20	5	100	33
	Total	6700	1359	41200	13596

#### School Visit Target for 2024-25

Sl NO.	Name Of The District.	Polytechnics	Total High Schools	20% of High Schools to be covered	No of Students to be visited	Minimum number of Girls to be visited (33%)	Target of Girls admission during 2024-25
1	Angul	Govt Poly, Angul	216	43	1296	428	59
2	Balasore	Govt Poly, Balasore	485	97	2910	960	99



3	Bargarh	Govt Poly, Bargarh	244	49	1513	499	59
4	Bhadrak	Govt. Poly, Bhadrak	174	35	1050	347	59
5	Boudh	Govt Poly, Boudh	60	12	360	119	59
6	Bolangir	Govt Poly, Bolangir	253	51	1549	511	69
7	Cuttack	BOSE, Cuttack	450	90	2700	891	185
		ITT, Choudwar	106	21	636	210	79
8	Deogarh	Govt. Poly, Deogarh	68	14	408	135	59
9	Dhenkanal	Govt Poly, Dhenkanal	244	49	1464	483	79
10	Gajapati	Govt Poly, Gajapati	45	9	270	89	69
11	Ganjam	UCPES, Berhampur	270	54	1620	535	129
		Govt Poly, Berhampur	200	40	1200	396	89
12	Jagatsinghpur	Govt. Poly, Jagatsinghpur	151	30	906	299	59
13	Jajpur	Govt Poly, Jajpur	425	85	2550	842	99
14	Jharsuguda	JES, Jharsuguda	91	18	546	180	139
15	Kalahandi	Govt Poly, Bhawanipatna	201	40	1206	398	59
16	Kandhamal	Govt Poly, Phulbani	115	23	690	228	69
17	Kendrapara	Govt Poly, Chhata	321	64	1926	636	99
18	Keonjhar	OSME, Keonjhar	423	85	2538	838	69
19	Khurda	Govt Poly, Bhubaneswar	302	60	1812	598	116
20	Koraput	Govt Poly, Koraput	100	20	600	198	59
21	Malkangiri	Govt Poly, Malkangiri	54	11	324	107	50
22	Mayurbhanj	Govt Poly, Mayurbhanj	502	100	3012	994	79
23	Nawarangpur	Govt Poly, Nawarangpur	93	19	558	184	59
24	Nayagarh	Govt Poly, Nayagarh	188	38	1128	372	59
25	Nuapada	Govt Poly, Nuapada	104	21	624	206	30
26	Puri	BP Govt Poly, Brahmagiri	311	62	1866	616	59
27	Rayagada	UGMIT, Rayagada	91	18	546	180	50
28	Sambalpur	Govt Poly, Rengali	168	34	1008	333	89
29	Sonepur	Govt Poly, Sonepur	98	20	588	194	69
30	Sundargarh	UGIE, Rourkela	200	40	1200	396	139
		SKDAV Poly, Rourkela	92	18	552	182	83
Total			6845	1370	41094	13582	2630

  
 DTE&T, Odisha, Cuttack

## SUDAKSHYA

(SI No-----)/2023-24

DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA  
Standard Declaration Form

(For seeking Financial Assistances under Sudakshya)

To  
The Principal  
Government ITI/ Polytechnic ,-----

Name of the Trainee Applicant	:	
Father's Name	:	
Present Address	:	
Trade / Branch	:	
Year	:	
Registration No	:	
Category	:	
Hosteller / Day Scholar	:	
Aadhar Number	:	
Mobile Number	:	
e-mail ID	:	
Bank Account Number, Name of Bank, IFSC Code	:	
Name of the scholarship/Stipend (If in receipt /selected) other than Sudakshya	:	
Certified that the above information are true to best of my knowledge and belief. I may please be considered for financial assistances under Sudakshya scheme.		
Place-		
Date-	Verified	Signature of the Trainee
	Date :	
Signature of Branch Lecturer / Sr. Lecturer / Trade ATO/TO( I/C)		
Accepted		
Principal		