

**Government of Jammu and Kashmir
Department of Skill Development.
Civil Secretariat, Jammu/Srinagar**

Subject: Rules & Procedures for utilization of Institutional Development Fund (IDF) & Students Welfare Fund (SWF) in Government Industrial Training Institutes (ITI) of JKUT.

Refer: No. DSD/Trgs/2021/2010 dated 24.05.2021, from Director, Skill Development.

**Government order No. 02- JK(DSD) of 2022
Dated: 04.01.2022**

Sanction is accorded to utilization of **Institutional Development Fund (IDF) & Students Welfare Fund (SWF)** in Government Industrial Training Institutes (ITI) of JKUT as per the Rules & Procedures forming Annexure to this order.

This issues with concurrence of Finance Department conveyed vide U.O No. FD-Code/82/2021-03-1142 dated 27.12.2021.

By order of the Government of Jammu & Kashmir.

Sd/-

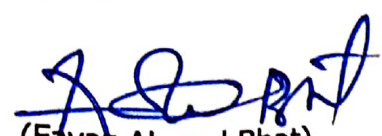
(Dr. Asgar Hassan Samoon) IAS
**Principal Secretary to the Government
Department of Skill Development**

Dated:04.01.2022

No:-DSD-ITI/6/2021-02

Copy to the:-

1. Financial Commissioner/ACS, Finance Department, JKUT.
2. Accountant General, J&K.
3. Joint Secretary (J&K), Ministry of MHA, North Block New Delhi.
4. Commissioner/Secretary to Government, GAD, JKUT.
5. Director, Skill Development, J&K, Jammu.
6. Director, Archives, Archaeology & Museums, J&K Jammu.
7. FA/CAO, Department of Skill Development.
8. OSD with Hon'ble Advisor (B) I/c Department of Skill Development.
9. Joint Director, Skill Development (ITIs).
10. Deputy Director, Skill Development (ITIs).
11. Principals/Superintendents of all Government ITIs.
12. PS to Principal Secretary to the Government, Department of Skill Development.
13. All concerned Members/Officers.
14. Government Order file/Stock file/Incharge website.


(Fayaz Ahmad Bhat)
Under Secretary to the Government

**Annexure to Government Order No. 02- JK(DSD) of 2022
dated 04.01.2022**

Rules & Procedures for utilization of Institutional Development Fund (IDF) & Students Welfare Fund (SWF) in Government Industrial Training Institutes (ITIs) of Jammu and Kashmir(UT).

1. Short title and commencement: -

- I. These Rules/norms may be called "Jammu and Kashmir, Skill Development utilization of Institutional Development Fund (IDF) and Students Welfare Fund (SWF) Norms 2021".
- II. They shall come into force from the date of their approval by the Government.

2. Definitions:

I. "**Competent Authority**" means the authority specified in these rules i.e. Director, Skill Development, for the approval of the recommendations of the Directorate level & Divisional Level committees, Joint Director, Skill Development Kashmir/ Jammu for the approval of the recommendations of the institutional level committees & Principal/ Superintendent for the approval of the recommendations of ITI Level committee up-to different specific financial limits and mandate.

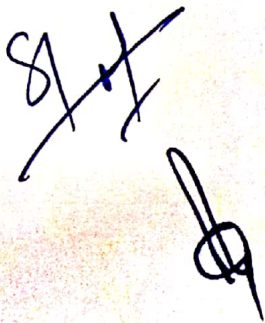
II. "**Fund**" Means the "Institutional Development Fund" (IDF) and Students Welfare Fund" (SWF) which includes the Fee collections from the trainees of the ITIs of the UT & income of ITIs from diverse activities.

III. "**Government**" means the Government of Jammu and Kashmir.

3. Constitution of the Fund.

The following income shall constitute the funds.

- I. Application Fee or cost of Admission form.
- II. Admission Fee for available Seats.
- III. Re-admission Fee.
- IV. Income generation by undertaking various Jobs from Government Departments/Organizations.
- V. Revenue generation by conducting of short term and part time courses by ITIs.
- VI. Conduct of Test/ Examination Fee Charged from the Department / Organization for type test / Practical tests in any trade within ITI or Outside.
- VII. Transfer of funds from different organizations to ITI as donation/gift/CSR/grants etc.
- VIII. Any other income generating activity undertaken by an ITI.



4. Rate of subscription.

The rate of subscription by way of sources of income indicated at 3 above shall be as fixed by Government from time to time under relevant orders.

NOTE: Fee subscription to the fund shall be charged from each trainee at full rate without any concession. However, in very deserving cases concession, up-to maximum of 100% be granted by Director Skill Development.

5. Custody of fund.

The fund shall be in the nature of a local fund deposited in each ITI & shall be credited to separate Bank Accounts (IDF and SWF) maintained in the nearest Bank Branch.

6. Application of the fund.

- A.** 25% of the IDF collected as admission fee may be credited to the central pool fund to be maintained at the Directorate level in a separate account.
- I. To support ITI which do not have sufficient internal income generation.
 - II. For Key programmes by Directorate for ITI Sector for which sufficient funds are not available.
 - III. Workshops/ Trainings / Exhibitions.
 - IV. Placement drives.
 - V. General Awareness Campaigns.
 - VI. Conducting of seminars.
 - VII. Any other activity for the betterment of Department specified by the Director, Skill Development from time to time.
 - VIII. Any other activity for the betterment of Kashmir/Jammu Province specified by the Joint Director, Skill Development Kashmir/Jammu Province from time to time.
- B.** 75 % of IDF funds to be retained at the institution level in a separate account to be use development of Institute for carrying out minor works where sufficient funds are not available.
- I. Admission process and awareness/promotional activities.
 - II. Maintenance of tools, machinery and furniture.
 - III. Purchase of tools.
 - IV. Face lifting of existing infrastructure.
 - V. Maintenance of wash rooms and outsourcing of sanitation/cleaning.
 - VI. Maintenance of Lawns, plantation and outsourcing of gardening.
 - VII. Levelling of ground.
 - VIII. Outsourcing of manpower for security of the institution and CCTV installation within campus and classrooms.
 - IX. Out sourcing of Guest Faculty wherever required.
 - X. Up-gradation / modernization of labs / workshops/ classes.
 - XI. Establishment of Smart Classrooms.
 - XII. Establishment of Internet/ wifi facility in the campus and maintenance thereof.

- XIII. Development of Sports Infrastructure in the campus.
- XIV. Purchase of First Aid boxes and other medical emergency accessories.
- XV. Purchase of fire fighting equipments and other fire prevention equipment's.
- XVI. Establishment of Placement Cells and its maintenance.
- XVII. Conduct of Placement drives within and outside campus.
- XVIII. Installation of solar powered street lights.
- XIX. Furnishing for the institution.
- XX. Institute Website and its recurring charges.
- XXI. Establishment of Conference rooms and its maintenance.
- XXII. Any other activity specified by the department from time to time.

C. Separate Account for student's welfare fund be maintained and 100% SWF collected be utilized for welfare of students and effective functioning of training:-

Programme in terms of: -

- I. Organizing special lecturers by hiring expert faculty.
- II. Organizing workshops.
- III. Deputing trainees to industry for on job training.
- IV. Fabrication of innovative projects.
- V. Technical / Educational Tours / industrial visits.
- VI. Participation in skill competition at inter trade, inter district, inter-state and at national level.
- VII. Publication of institute level academic calendars and annual magazines / journals.
- VIII. Organizing curricular and extra-curricular activities.
- IX. Purchase of sports items, organizing sports competitions among trainees.
- X. First aid facilities.
- XI. Conducting of Seminars.
- XII. Support to poor trainees in terms of providing of study material /books.
- XIII. Conducting convocation ceremonies/certificate and award distribution events.
- XIV. Formation of alumni associations and conduct of alumni meetings.
- XV. Conduct of Outbound activities e.g. trekking/hiking, visits to historical sites for all round development of the trainees.
- XVI. Other welfare activities.

7. Advisory Approving Committee.

The Advisory/ Approval Committees at different level shall:-

- i. Examine the proposals.
- ii. Modify these proposals, if found necessary.
- iii. Split the works / procurements in phases depending upon time space & availability of funds.
- iv. Guide in adopting codal procedure.
- v. Accord of approval to the proposals received from H.O.Is

vi. Supervise and examine the necessity of works / activities to be carried out on case to case basis.

8. Constitution of Committee at different levels.

a) Directorate Level Committee/Advisory Committee:

- I. Director, Skill Development, J&K (Chairman)
- II. Dy. Director (Planning), Directorate of Skill Development, J&K (Member)
- III. Dy. Director Directorate of Skill Development (Trgs), J&K (Member)
- IV. Dy. Director Directorate of Skill Development (SPIOU), J&K (Member)
- V. Accounts Officer, Directorate of Skill Development, J&K (Member Secretary)

(Mandate of Directorate Level Committee shall be as per 6-A)

b) Divisional Level Committee.

- I. Joint Director, Provincial Level (Chairman).
- II. Assistant Director (Member).
- III. Principal/ Superintendent of Concerned ITI (Member Secretary).
- IV. Section Officer at the provincial level (Member)

(Mandate of Divisional Level Committee shall be as per 6-B)

c) Institute Level Committee.

- I. Principal/ Superintendent ITI (Chairman).
- II. Supervisor/Forman/Senior Faculty member (Member Secretary)
- III Faculty I/C Sports (Member).
- IV Head Assistant / Sr. Assistant/Junior Assistant (Member).

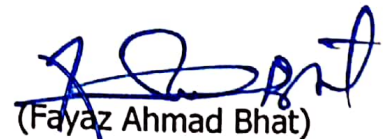
(Mandate of Institute Level Committee shall be as per 6-B)

Delegation of Powers: -

- i. Directorate level committee shall consider/ accord approval for one or more proposals involving financial implications above Rs.2.00 Lacs on the recommendations of Divisional level committee & to all activities / works to be carried out by debit to IDF Pool fund maintained at Directorate.
- ii. Divisional level Committees shall consider approvals for one or more proposals involving financial implications up-to Rs.2.00 Lacs each under an intimation to Director Skill Development, J&K. Beyond 2.00 Lacs the Divisional level committee after examining shall submit the case with candid recommendations to Directorate for accord of approval.
- iii. Institute level committee shall consider approvals for one or more proposal involving financial implication up-to 0.50 Lacs under an intimation to Director Skill Development and concerned Joint Director Skill Development, beyond 0.50 Lacs the institute level committee after examining the proposal submit the case with specific recommendations to Joint Director Skill Development for Accord of approval under an intimation to Director Skill Development

10. General Instructions.

- I. No work shall be undertaken unless the "Competent Authority" approves it.
- II. All the codal formalities must be adopted according to the norms in vogue for execution of works & other activities.
- III. Any difficulty / problem arising in utilization of funds should be immediately brought in the notice of competent authority for appropriate action.
- IV. The proposal should be submitted to the approval/ advisory committees supported by necessary estimate, financial implications & other related documents wherever necessary.
- V. As soon as a work / any activity is completed a completion certificate giving details of work executed / costs incurred / remarks should be recorded by the HOI & sent to the competent authority which had accorded approval for it.
- VI. The accounts of the fund with Directorate will be maintained by Accounts Officer of Directorate Skill Development & a separate cash book & other books of accounts will be maintained for the purpose and same will be got audited. The accounts of the funds with the ITIs will be maintained by the concerned DDO's of ITIs as per above procedure and also will be got audited.
- VII. The 25 % of the fund collected as admission fee will be passed on to the central pool fund at Directorate in the month of May & December annually.
- VIII. Principal/Superintendent will submit monthly Physical/Financial status reports to Joint Director/ Director Skill Development of the Works/Programs sanctioned/undertaken by them under their jurisdiction. The consolidated utilization of IDF shall be hoisted on website of Directorate of Skill Development.
- IX. All types of activities to be carried out under SWF or IDF shall be initiated in the month of financial year on priority basis.
- X. The need base workers shall continue to be paid out of IDF.
- XI. The Department/institutes shall follow GFR-2017 for incurring expenditure out of IDF.



(Fayaz Ahmad Bhat)

**Under Secretary to the Government
Department of Skill Development**

