

TRAINING OF RURAL YOUTH FOR SELF EMPLOYMENT A PRACTICAL STEP BY STEP GUIDE TO IMPLEMENTATION

Introduction

The objectives of TRYSEM is to provide technical and entrepreneurial skills to rural youth from families below poverty line to enable them to take up self-employment or wage employment. The target group is rural youth between the ages of 18 and 35. The minimum age limit is relaxed to 16 years for inmates of orphanages in rural areas, and to 45 years in the case of widows, freed bonded labourers, freed convicts, cured leprosy patients, and persons displaced due to large development projects. At least 50% of the trainees should be SC/ST; at least 40% should be women, and at least 3% should be physically handicapped persons.

The rates of

- (i) stipend per trainee per month.
- (ii) honorarium for training institution per trainee per month,
- (iii) allowance for raw materials per trainee per month, and
- (iv) allowance for free tool kits per trainee

in the case of TRYSEM are indicated in **Annexure-I** to the Circular.

1. Selection of training institution / master craftsmen

Over the years, it is possible that some bogus or ill-equipped institutions have got in and some genuine institutions have been excluded from the list of approved TRYSEM training institutions. Institutions which participated in TRYSEM programme in one year should not there be automatically included in the next year's programme.

100% inspection of all the existing TRYSEM training institutions / Master craftsmen in the district should be organized by the Project Officer, DRDA and he himself should inspect at least 20% of the institution (preferably the private institutions). This work should be completed before 30th April. A specimen form of the questionnaire for the use of the inspecting officers may be seen at **Annexure II**. The Project Officers, DRDA are welcome to improve upon it.

A press release may be given by the Collector inviting new Government / Private institutions and Master Craftsmen desirous of participating in the TRYSEM programme to send their application directly to the Project Officer, DRDA. These new institutions should also be inspected to ascertain their suitability. Bogus institutions should be weeded out and institutions with inadequate facilities should be allotted reduced number of trainees commensurate with the facilities available. The details of new institutions added and bogus institutions deleted during the year should be furnished to the DRD before 30th April in the format prescribed in Annexure III.

ITIs and Polytechnics (both Government and Private) should be encouraged to participate in the TRYSEM programme so as to enhance the quality of training imparted. Collectors are requested to write to the Principals of all the ITIs and Polytechnics in the district and ensure that all of them are enrolled as TRYSEM Training Institutions.

Based on the Inspection reports, the Project Officer, DRDA should prepare a Block-wise list of Training Institutions / Master Craftsmen and get it approved by the Collector. Due care should be exercised in this regard and the matter should not be simply left to the APO (Industries) – a mistake committed by some of the POs of DRDA in the past which resulted in bogus or ill-equipped institutions figuring in the list.

After the final list of Training Institutions / Master craftsmen is prepared, the PO, DRDA should allocate the institutions / trades / number-of-trainees-under-the-trade to each of the Blocks. If some Blocks are deficient in training institutions, a part or whole of the facility available in the training institutions in the neighbouring Blocks must be allocated to such Blocks. The details

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of such allocation should be prepared and furnished to the DRD in the format prescribed in **Annexure IV** before 10th May. The district abstract for trades in which TRYSEM training is imparted should be prepared in the format indicated in **Annexure V** and sent to the DRD before 10th May.

2. Selection of trainees

The preliminary selection of TRYSEM beneficiaries should be done by a Task Force Committee (TFC) comprising of the President and members of the Village Panchayat, the ABDO (Panchayats) or his nominee and the Bank manager or his nominee in the presence of the Grama Sabha i.e. the same Committee as prescribed for IRDP. The number of TRYSEM trainees to be selected by the Task Force Committees will be approximately 3 times the number of TRYSEM trainees to be finally selected.

The list of potential TRYSEM trainees thus selected should be sent immediately to the ABDO (Panchayats) and the PO, DRDA. This should be done before 15th May.

The final selection of TRYSEM trainees should be done by a committee with the PO, DRDA as convenor, and with the APO (Industries), General Manager, District Industries Centre, District Manager of Lead Bank, District Employment Officer, the Principal of the Local ITI / Polytechnic, any renowned Master Craftsmen nominated by the Collector as members. This Committee should select the required number of TRYSEM trainees out of the list of beneficiaries furnished by the Village Panchayats. While finalizing the list of TRYSEM trainees, the Committee should keep in mind the target under TRYSEM for each Block, the training facilities available and select only those candidates interested in the available trades. It is essential to keep a reserve list of 30% of the target to replace dropouts.

The 'final selection' of trainees should be completed before 31st May at the latest. The P.O. DRDA will be required to produce the consolidated set of lists of selected TRYSEM trainees for all Blocks to the DRD for perusal by 5th June.

3. Conduct of Training :

After the beneficiaries are selected, the PO, DRDA should ensure that the TRYSEM Training Programme Commences in all the institutions latest by 1st July.

The monthly stipend claims for the trainees from the training Institutions-whether Government or Private – should be entertained by the PO, DRDA directly. On no account should these claims be asked to be routed through ABDO (Panchayats). Past experience shows that this only resulted in undue delays in the disbursement of stipend to the trainees without any real scrutiny being done. The PO, DRDA should ensure that the stipend claims for any given month are settled by not later than the 15th of the following month. Any delays in this regard will result in disciplinary action against the APO (Industries) and other staff concerned.

The monthly stipend for the trainees should be credited directly from the DRDA to the Savings Bank accounts of the trainees which have to be opened for this purpose and should not be routed through the Training Institutions. This is important.

While uniformity needn't be insisted upon in the matter of syllabus for a given trade, there should be atleast a core syllabus for each trade which all the institutions imparting training in that trade should necessarily follow. They have the liberty to add more elements to the core syllabus. The POs of DRDA are requested to draw up such core syllabi for the various trades in which training is imparted in their districts.

Trades for which the duration of training is less than 3 months should be avoided as no meaningful training can be given within such short duration. The Institutions offering such very short duration training courses are found to be invariably bogus institutions.

The PO, DRDA should issue certificates to TRYSEM trainees after the successful completion of training.

The Collector / PO, DRDA should organize periodical inspections of all the TRYSEM training institutions / Master craftsmen through the APOs/ABDOs/EOs and through officers undergoing training in the district [A.C. (Trg), Dy. Collector (Trg), Under Secretaries, Section Officers etc.,] in such a manner that each institution / Master craftsman is inspected at least 3 times during the course of the training. The PO, DRDA himself should inspect at least 5 institutions per month in the course of his field visits.

4. Distribution of toolkits :-

It is seen that action to procure tool kits is taken by most POs of DRDA at the fag end of the training Programme or sometimes long after the conclusion of the training. Such delayed distribution serves no purpose and gives scope of misutilization of the tool kits. All Pos of DRDAs are therefore requested to take action to call for tenders for tool kits in the month of July 1998 itself. The toolkits purchase tender should be finalized before 31st August, and the tool kits should be distributed before 30th September. Any delay in this regard will result in disciplinary action against the officers concerned.

5.Claiming of 2nd Instalment of TRYSEM funds from GOI by DRDAs :-

The funds under TRYSEM are released by GOI in two instalments. Normally the 1st instalment is released by GOI at the beginning of the financial year without any claim from the DRDAs if the 2nd instalment of the previous year had been released without any condition. If this instalment was not released at all or was released with some conditions, formal claim of the PO DRDA for getting the release of 1st instalment is required after fulfilling such of these conditions prescribed.

The 2nd instalment claims should be preferred by all DRDAs in respect of TRYSEM before 30th September after utilizing 60% of the available funds. (i.e., Opening Balance as on 1st April + Funds released by the Centre and State). Before this, the audit of TRYSEM of the previous year should have been done and Collectors should ensure that this item of work is completed during May – June itself. Not doing the audit in time is one of the common reasons for delays in preferring the 2nd instalment claim. Collectors are requested to go through the audit report carefully even at the draft stage and see if there are any adverse comments. Wherever possible, they should try to rectify defects before the audit report is finalized.

The Common defects that one should look out for are :-

- (a) The Opening Balance as on 1st April and the Closing Balance as on 31st March as per the audit report for the previous year do not tally with the corresponding figures as per the periodicals sent to Government of India and with the figures furnished in the Utilization Certificate.
- (b) There is diversion of funds to or from some other scheme. [In such cases, the diversions should be made good immediately and an explanatory note furnished]
- (c) Utilization Certificate not furnished in the prescribed format.

While submitting 2nd instalment claims, the P.O.s of DRDA must bear the following points in mind :-

1. The Opening Balance of the DRDA as on 1st April should not exceed 25% of the allocation of the year in which funds are being released. [In case, the Opening Balance exceeds this limit the Central Share of the amount by which it exceeds this limit will be deducted at the time of release of 2nd instalment]
2. Annual Plan should have been approved by the Governing Body of the DRDA.
3. The half-yearly target of 40% of the annual allocation should have been achieved as on 30th September, otherwise the DRDA may suffer a 'cut' in the release of the 2nd instalment. [Note:- If 60% of the available funds i.e., (OB + Funds released) is spent by 30th September – Which is the prerequisite for submission of the 2nd instalment claim – then this condition will stand fulfilled automatically.]

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While submitting the 2nd instalment proposals, the following certificates should be furnished.

1. Certified that the reconciliation of bank accounts has been made upto date.
2. Certified that all conditions laid down in guidelines are being fulfilled and all other conditions imposed from time to time are being complied with.
3. Certified that no major irregularities such as embezzlement, diversion of funds etc., have been noticed in the audit report for the previous year in respect of DRDA under TRYSEM.
4. Certified that necessary action has been initiated to rectify the defects pointed out in the audit report for the previous years and compliance would be sent to the Ministry shortly.
5. Certified that all the funds under the scheme have been kept in the savings bank account and that no funds have been withdrawn from savings bank account and deposited in the Treasury temporarily.

6. Calender of Events

The summary of various times schedules for the implementation of TRYSEM is given below :-

1	Communication of Physical targets to Village Panchayats and Blocks	Before 15 th	April
2	100% inspection of all training institutions existing as well as new.	Before 30 th	April
3	Selection of Training Institutions by the Collector	Before 10 th	May
4	Preliminary Selection of TRYSEM trainees by the TASK Force Committee	Before 15 th	May
5	Final selection of trainees by DRDAs	Before 31 st	May
6	Completion of DRDA audit report for TRYSEM	Before 30 th	June
7	Commencement of TRYSEM Training Programme	Before 1 st	July
8	Finalization of TRYSEM Toolkits tender	Before 31 th	August
9	Distribution of free Tool Kits	Before 30 th	September
10	Submission of 2 nd instalment claims to DRD's Office	Before 30 th	September

References :-

1. GOI – IRDP manual issued in April 1991.
2. G.O.Ms.No.75, RD (CI) Department, Dated:14.06.1997.
3. DRD's Circular No. 74549/96/JVVT, Dated:31.03.1997
4. DRD's Circular No. 27541/97/TRYSEM, Dated:31.03.1997
5. DRD's Circular No. 20006/98/TRYSEM-1, Dated:03.03.1998.

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SI	Task Name	May	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1	Communication of Physical targets to Village Panchayats & Blocks		■												
2	100% of Inspection of all Trg. Institutions		■												
3	Selection of Trg. Institutions			■											
4	Preliminary selection of beneficiaries by TFC		■												
5	Final Selection of Trainees by DRDA			■											
6	Preparation of audit report			■											
7	Commencement of Trg.				■										
8	Finalization of TRYSEM tool kits tender						■								
9	Distribution of toolkit							■							
10	Submission of 2 nd instalment claims to DRD's Office							■							
11	Completion of Trg.		■	■	■	■	■	■	■	■	■	■	■	■	■

ANNEXURE
NORMS FOR PAYMENT OF STIPEND, HONORARIUM, RAW MATERIAL ALLOWANCE,
FREE TOOLKITS ETC.,

Item	Rate
1. Stipend per trainee per month	
a. Training in recognized and registered institution	Rs.350/-
b. training with Master Craftsmen	Rs.200/-
2. Honorarium for institution per trainee per month	
a. Training in recognized and registered institution	Rs.200/-
b. training with Master Craftsmen	Rs.100/-
3. Reward for Master Craftsmen per trainee per month	Rs.50/-
4. Allowance for raw material per trainee per course	Rs.75/- per month
up to maximum of	Rs.600/-
5. Allowance for free toolkits per trainee	Rs.800/-

Part II – Assessment of the facilities available

Sl. No.	Trade(s) under which TRYSEM Training is to be given	Whether separate classroom available for this trade Yes/No	If yes area of the classroom	Whether separate workshed available for this trade Yes/No	If yes area of the workshed	Details of equipment /machinery pertaining to the trade that are available	Details of qualified Instructions available with their names / qualifications / length of service	Whether a structured syllabus has been drawn up for training in this trade? (Yes / No) (If 'Yes' enclose a copy)	Specific recommendation of the Inspection Officer	
									Whether the Institutions is suitable for imparting training in the trade Yes/No	If 'Yes' the number of the trainees that can be allotted to the Institution under the trade.
1	2	3	4	5	6	7	8	9	10	11

ANNEXURE III

LIST OF TRYSEM TRAINING INSTITUTIONS NEWLY INCLUDED OR DELETED DURING THE YEAR

Name of the District :

Part I. List of TRYSEM Training Institutions newly included during the year

Sl. No.	Name of the Institution / Master craftsman	Name of the Block	Name of the Inspection Officer & date of inspection	Training Capabilities			Remarks
				Trade	Duration	No. of Trainees	

Part II – List of TRYSEM training institutions deleted during the year.

Sl. No.	Name of the Institution / Master craftsman	Name of the Block	Name of the Inspection Officer & date of inspection	Training Capabilities			Remarks
				Trade	Duration	No. of Trainees	

ANNEXURE – IV
DETAILS OF REGARDING NO.OF PERSONS SO FAR TRAINED
&
ALLOCATION OF TRAINEES FOR THE YEAR

Name of the District :-

Sl. No.	Name of the Block	Name of Institution / Master Craftsmen	Year from which the Institution is imparting training under TRYSEM	Total No.of Persons so far trained			Name of the Inspecting Officer and date of inspection	Allocation of TRYSEM Trainees for the year		
				Year	Trade (s)	No. Trained		Trade	Duration of the Training	No.of Trainees allotted
1	2	3	4	5	6	7	8	9	10	11

ANNEXURE – V

DISTRICT ABSTRACT FOR TRADES IN WHICH TRYSEM TRAINING IS IMPARTED

Name of the District :

Sl. No.	Trade	Duration of training	No.of trainees	Provision of Funds				
				Stipend @ Rs.350/- per trainee per month	Institution fee @ Rs.200/- per trainee per month	Raw material fee @ Rs.75/- per trainee p.m. subject to a maximum of Rs.600/- per trainee for a year	Funds for distribution of tool kits @ Rs.800/- per trainee	Total
1	2	3	4	5	6	7	8	9

