

Government of Odisha
Women & Child Development Department

No.VI-ICDS(T)49/11- 21766 /WCD, Dt 16-11-13

NOTIFICATION

The field functionaries are considered as agents of social change. In order to equip them effectively a Training Policy on ICDS is essential. Keeping this, in view, Government has been pleased to issue a Training Policy for the training institutions in the State as follows :

Introduction

Training is the most crucial element in the ICDS scheme, as the achievement of programme goals largely depends upon the effectiveness of frontline workers in improving service delivery. The importance of training and continuous capacity building of field functionaries in ICDS is well recognised for success of the programme. The aim of the training is to develop the field functionaries into agents of social change. It is essential to equip them with required knowledge and skill that needed for the job and guide them toward better performance.

Current Situation

Presently 22 AWTCs, 4 AHTCs and 1 MLTC are in existence in the State for the training of Anganwadi Workers, Anganwadi Helpers and Supervisors respectively. Out of 22 AWTCs 8 nos. are managed by Government, 8 nos. by OSCCW and 6 nos. are managed by the NGOs. All the 4 AHTCs are managed by the NGOs. The management of MLTC has been entrusted to SIRD under P.R. Department.

To govern all the training institutions in a systematic manner a training policy is highly essential. The training policy shall be followed by all the training centres whether managed by Government or by OSCCW or by NGOs. Following are some of the essential pre-requisites which are to be maintained by all the training centres:

1. Infrastructure

i. Physical Facility:

The training centre should have the physical infrastructure to effectively organise the training. This would include class room, office room, hostel to accommodate at least 50 persons, dining hall, kitchen, bathrooms, toilets, recreation rooms and library etc.

19

ii. Class room:

Administrative building should be located at a little distance from the hostel. It shall have spacious well ventilated class rooms to accommodate at least 50 trainees. Adequate number of table, chair for sitting arrangement, computer, LCD and overhead projector, display board, relevant charts and posters should also be available. The Institute shall be equipped with internet facility and e-networking with other organisations to tap the best management and technical expertise.

It is desirable to have a separate room for demonstration and preparation of Educational Aids. All types of practical viz. Nutrition demonstration, weighing and plotting session etc. can be held there. The room should have adequate water supply and availability of equipment viz. utensil, storage bins, cupboards and other required materials.

The administrative building should have sufficient rooms for principal, instructors and office staffs.

iii. Library:

Each training centre should have a well-equipped library which is an integral pre requisite for proper training. It should contain guidelines and circulars with updated technical notes related to nutrition, health and ICDS. Besides this, basic books related to nutrition, Pre-school Education, ECCE, Health and training methodology should be available. Magazines, journals and news-paper should also be available and useful CDs, DVDs, Film and slides relating to training should be available. Libraries can't be built in a month or two. It is a continuous process of identifying suitable books and arranging to procure and purchase them. Hence the training centres should make effort and keep in touch with different organisations having publication units such as; SCERT, SRC, NIN, NIPCCD etc.

iv. Health Care:

An earmarked space should be identified, where first aid can be provided to the trainee as per the need (who is injured or taken ill) including calling the emergency services, if necessary, during training period. One visiting doctor should also be arranged by the institution to attend the institution at least once in a week and on emergency whenever required.

2. Staff

Categories	HETC	MLTC	AWTC	AHTC
Instructresses - Child development	Yes	Yes	Yes	Yes
Instructresses - Nutrition	Yes	Yes	Yes	Yes
Instructresses - Social Work/Extension Educator	Yes	Yes	Yes	Yes
Part time Instructresses – Health care, Craft and Music	Yes	Yes	Yes	Yes
Non-teaching staff (accountant, clerk, typist, warden , Peon-cum-chowkidar, cook)	Yes	Yes	Yes	Yes
Part time Sweeper	Yes	Yes	Yes	Yes

i. Teaching Staff:

As per the Government of India instruction, the academic staff at AWTC, AHTC and MLTC includes three full time instructresses one each in child development, nutrition and social work / extension education on regular basis and three part time instructresses on craft, music and health care. In AWTCs other than HETC one of the full time senior Instructors will be designated as Principal of AWTC. The Chief Instructress, HETC being head of the Institute will look into the day to day administration of the training at HETC. Similarly Director, SIRD will look into the smooth functioning of MLTC.

3. A. Qualification & Selection process of Staff of MLTC, HETC & AWTC:

SELECTION PROCEDURE		
MLTC	HETC	AWTC
Director, SIRD shall intimate the Department in the form given below in the month of January of each year. (a) No. of vacancies of Instructress as against the sanctioned strength. b. No. of Instructress those who will complete their term of deputation in the same year. c. Is there any Instructress without requisite qualification, if any detail information to be furnished. 1. On receipt of the above information the Department shall invite applications from interested CDPOs with requisite qualification for deputation to MLTC. The notice shall be hoisted in the website of the Department for 15 working days. In addition to that the copy of the notice should be posted in the collector ate notice board of different districts. 2. On receipt of the applications, the same shall be put up to a selection committee for scrutiny and screening of the applications.	C.I., HETC shall intimate the Department in the form given below in the month of January of each year. a. No. of vacancies of AI as against the sanctioned strength. b. No. of AIs those who will complete their term of deputation in the same year. c. Is there any AI without requisite qualification, if any detail information to be furnished. 1. On receipt of the above information the Department shall invite applications from interested Supervisors with requisite qualification for deputation to HETC. The notice shall be hoisted in the website of the Department for 15 working days. 2. On receipt of the applications, the same shall be put up to a committee for scrutiny and screening of the applications.	1. To fill up the vacancies of Instructress in the AWTCs advertisement shall be published in two widely circulated daily newspapers & in their website fixing up a date line for receiving the application. 2. The received applications are to be scrutinized as per the prescribed qualification of Instructress given below. (i) The prescribed qualification shall be same as that for AI, HETC.

3. The short listed CDPOs shall be called upon to deliver mock lectures on the topics to be decided by the committee. Based on the same the Instructress shall be selected for deputation to MLTC. 4. The requisite qualification for the Instructress are as follows. (i) She must have completed at least 5 years of experience as CDPO. (ii) She should have minimum qualification of a post-graduation degree in Nutrition/ Home Science / Child Development/ Psychology & Social work/ Sociology / Extension Education. (iii) Preference shall be given to the candidates with B.Ed. qualification. 6. The term of deputation shall be normally for a period of three years subject to her satisfactory performance. In no case deputation shall be extended for more than 2 terms in the MLTCs. 7. The deputation shall be without payment of any deputation allowance. 8. On completion of the deputation, the CDPOs shall be reverted to their cadre. 9. There shall have been no disciplinary proceeding, vigilance case or criminal case during her career. She must have satisfactory records of performance.	3. The short listed Supervisors shall be called upon to deliver mock lectures on the topics to be decided by the committee. Based on the same the Als shall be selected for deputation to HETC. 4. The requisite qualification for the Als are as follows. (i) She must have completed at least 5 years of experience as Supervisor. (ii) She should have minimum qualification of a post-graduation degree in Nutrition/ Home Science / Child Development/ Psychology & Social work/ Sociology / Extension Education. (iii) Preference shall be given to the candidates with B.Ed. qualification. 6. The term of deputation shall be normally for a period of three year subject to her satisfactory performance. In no case deputation shall be extended for more than 2 terms in the HETCs. 7. The deputation shall be without payment of any deputation allowance. 8. On completion of the deputation, the Supervisor shall be reverted to their cadre of the district. 9. There shall have been no disciplinary proceeding, vigilance case or criminal case during her career. She must have satisfactory records of performance.	3. Selection of suitable candidate shall be made on academic qualification basis.
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B. Selection Committee:

Selection committee	
HETC & MLTC	1. Director, Social Welfare – Chairperson 2. Deputy Director, Nutrition, H&FW Dep't. – Member 3. Under Secretary, ICDS - Member 4. Under Secretary, FE – Member Convenor 5. Under Secretary, Training – Member 6. Experts in the field of nutrition and child development
AWTC and AHTC managed by NGO	1. DSWO 2. Representative of CDMO 3. Principal DIET 4. HOD psychology/child development/nutrition from a government College 5. Secretary of the Organisation – Member Convenor
AWTC and AHTC managed by OSCCW	1. Member Secretary, OSCCW- Chairperson 2. DSWO 3. Representative of CDMO 4. Principal DIET 5. HOD psychology/child development/nutrition from a government College 6. Jt. Secretary, OSCCW – Member Secretary

The concerned organisation (OSCCW and NGO) will issue the engagement order to the selected candidate.

After selection of the Instructress, they must undergo orientation training and skill training organised by NIPCCD.

ii. Non- teaching staff:

- The administrative staffs at AWTC include Accountant, Clerk, Typist, Peon-cum-chowkidar, lady warden and Cook.
- The ministerial staff and other staffs will be appointed /engaged by the respective organisation as per the following qualification:

Designation	Qualification
Accountant	B. Com. with 3 years' experience
Clerk	Graduate with PGDCA
DEO	Graduate with PGDCA
Warden	Graduate with 5 years' experience on managing hostels/ guesthouse
Peon-cum-chowkidar	Matriculation
Cook	Literate with 3 years' experience in managing school /college mess/hostel
Sweeper	Literate, preferably a destitute woman

4. HRMIS:

Each unit will maintain computerised data base of the trainers and trainees who have undergone the training including their post and qualification.

i. **Pedagogy:**

Each training centre should encourage the trainees to develop learning aids for children as a part of their training. Other related trades (ITI) and trainers (terracotta) can be tapped to train in diversified skills to develop material from waste products as well.

ii. **Training plan/ calendar:**

Based on the training load across the state, a state training calendar is to be developed and approved at STTF (State Training Task Force) in the beginning of the financial year. Accordingly the targets are to be given to the training centres to execute which has to be adhered by the training centre.

iii. **Feedback compilation:**

A standard pre and post training assessment format should be used for each batch which has to be compiled on a regular basis and shared with the state for undertaking actions required.

TASK	
Tasks of Principal	Tasks of Instructor
The principal in addition to taking sessions during the training programme in the area of his/her specialisation should also be responsible for the following activities: • Planning, organising, coordinating and monitoring the training programmes; • Establishing liaison between the parent body and the training centre on the one hand and the training centre and nodal department dealing with ICDS in the state/academic and other training institutions on the other; • Ensuring proper execution of the training programme according to the prescribed syllabus, adherence to the programme schedule, use of the appropriate training methods/aids to cover the syllabus; • Ensuring preparation and distribution of relevant and necessary reading/reference materials in the local language; • Preparing, joining and relieving reports of trainees, monthly progress report and course reports. Ensuring timely dispatch of these documents to the concerned institutions; • Ensure comfortable stay of the trainees at the Hostel during training. • Ensuring that the expenditure incurred by the concerned centre is in accordance with the norms of Government of India provision.	• It is the responsibility of the full time Instructress to ensure that all the tasks assigned to them are performed effectively. • They should plan and organise the training programme during training period. • They should prepare and update notes for various purposes. • Prepare and translate reference materials for distribution among the trainees. • Improve the existing training needs.

137

Preparation and submission of statement of accounts to the concerned office in the organisation/state/Department of Women and Child Development should be ensured; • Maintaining attendance records leave records of staff and trainees, asset register, stock register, accounts book and library/documentation records. • Maintaining a database of each course with list of trainees with full address and place of work. • Submitting the MPR, Course Report, Budget and Expenditure statement regularly to the government.	• Maintain a diary of classes conducted. • Ensure comfortable stay of the trainees at the Hostel during training. • In case of change in the syllabus it should be updated.
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➤ Database of trainees:

Each training centre will maintain the data base of the trainees in a cumulative basis. The soft copy and hard copy of it should be submitted on a regular basis. The state will also have a data base of the trainees

➤ Crèche:

A crèche should be established in the campus of the training centre in order to facilitate the trainees who are mothers with children below three years to undergo the training smoothly. A well ventilated spacious room should be earmarked for functioning of the crèche. A crèche worker with an Ayah should be engaged to look after the children during training period. The equipments viz. adequate nos. of beds, adequate nos. of toys, kitchen equipments, disinfectant and sanitary items should be provided for the use in the crèche. Age appropriate 3-4 feeds should be provided to the children in the Crèche daily. Infants in the age group of 7 months- 1 year shall be breastfed in between each feeding (semi-solid food will be provided in the Crèche). Therefore, the trainee mothers should be allowed to attend their children at frequent intervals. Children 1 year and above should also be breastfed in between each feed. Hygiene and sanitation should be maintained properly and special care must be taken during the time of preparation of food. One of the Instructresses should remain in-charge of crèche for its proper functioning. The visiting doctor should check-up the children twice in a week as a routine check-up and as and when required.

➤ Panel and guest faculty:

A panel of guest faculties should be identified and enrolled having a background of health, nutrition and community mobilization, communication etc who should be available for taking technical session as and when required and as demanded in the curriculum. Hence a panel of guest lecturer should be identified and shared with district & State officials for information.

➤ Undertaking for opening of New AWTC

At the time of opening of new AWTCs a bond need to be executed incorporating the following conditions. They shall adhered to the conditions prescribed in the training policy in letter and spirit.

1. That the training course shall be organized strictly in accordance with the training curriculum/syllabus and financial norms approved by the Government of India and Government of Odisha from time to time.

- 20
2. That the AWTC/MLTC shall be fully responsible for smooth and proper conduct of the training courses entrusted to the AWTC/MLTC. The AWTC/MLTC shall be open to inspection by the officers of the State Government and Government of India.
 3. That the AWTC shall normally be required to impart training to the Anganwadi Workers and Anganwadi Helpers as per the prescribed syllabus apart from organizing other training as required by Government from time to time.
 4. That the MLTCs shall be normally required to impart training to the supervisors as per the prescribed syllabus apart from organizing other training as required by Government of India from time to time.
 5. That the AWTCs/MLTCs (managed by NGO and OSCCW) are temporary in nature and can be continued on a year to year basis depending upon the training need and requirement of the State Government.
 6. That after analyzing the requirement of AWTCs/MLTCs/ and also after evaluating performance State Government can continue AWTCs/MLTCs or close down AWTCs/MLTCs after giving them reasonable period of notice. Normally a three-month notice would be given for such closure. However, it is the responsibility of the AWTCs/MLTCs to apply for extension of AWTCs/MLTCs every year at least 3 months before closure of the financial year.
 7. That the commitment of the Government of India and the State Govt. will be restricted to the financial norms approved under the scheme or the actual whichever is lesser.
 8. That the Govt. of India or the state Government shall have no liability on account of the staff engaged by the training centers (managed by NGO and OSCCW) under the ICDS training Programme except the honoraria provided under the scheme for the period approved by the Government. That the Government of India and State Government will also have no liability in respect of service matters of such staff. This should be clarified to the staff at the time of appointment.
 9. That the institution shall maintain separate account of the grant received under this scheme. It shall also be opened to test check by the Accountant General and Audit party of the state Government or the Government of India.
 10. That the services of the institutions shall be opened to all citizens of India without distinctions of religion, race, caste, creed, community and language.
 11. That the institution shall send timely budget and requirement of fund for the training course before completion of training.
 12. That the institution shall furnish to the state Government a monthly and quarterly progress report of activities as per requirement of the state Government and Government of India.
 13. That the institution shall be obliged to furnish to the State Government such information as the Department may required from time to time.
 14. That staff deployment shall be made as per training policy.
 15. That the institution shall be responsible for proper management of the training course and the security and discipline in the training centers. Any lapse in these aspects shall entail cancellation of approval for running the AWTC/MLTC issued in favor of the institution.
 16. That the AWTC/MLTC shall submit MPR, QPR, AR on physical and financial progress made in the prescribed pro-forma.
 17. That the AWTC/MLTC shall submit expenditure statement and furnish Utilization certificate to the State Government after closure of every quarter in the succeeding month in the prescribed Performa.
 18. That all expenditure of the AWTCs/MLTCs shall be subject to the financial norms prescribed by the Government.
 19. That the State Government reserves the right to terminate any AWTCs/MLTCs without assigning any reason thereof.

20. That adequate training facilities and amenities for at least 50 trainees is a pre-requisite for the AWTCs/MLTCs.
21. Those officers of the State Government and the District Administration related to ICDS Scheme can inspect the Training Centre.
22. That if the said institution /organizations fails to fulfill the conditions mentioned in the bond, the institutions shall be liable to refund the whole or such part of the grant as the state Government may decide.
23. The violation of any condition mentioned in the bond shall entail can collation of approval accorded by Government in favor of the institutions for opening/running of the training centre.

5. Evaluation of the Trainees and award certificates:

At the end of training the training centre shall have to assess each trainee on the basis of her performance during training. All the trainees who satisfactorily complete the course shall be given with a certificate. Concerned Programme Officer, ICDS and CDPO should be informed about of the performance of the trainees.

For evaluation of training centre on a periodic basis the Government may engage external independent agency. The renewal and continuation should be based on the performance of the centre.

6. Exposure field visit and Report:

The syllabus provides for visits to ICDS projects, hospital and other agencies engaged in welfare of women and children. Therefore training centre should arrange visit in consultation with the respective authorities.

Innovations and best practices of different districts of the state should be identified and the instructress should be sent for exposure visit to those areas for improving their capacity and understanding of the innovation/best practices.

7. Monitoring and supervision of training

Monitoring and Evaluation (M&E) is a powerful tool to improve the way in which government and organizations achieve results. Research studies indicate that effectiveness of training and development is significantly increased if the monitoring and evaluation of training programmes is systematically undertaken. Often, the evaluation in training institutions is limited to post-course questionnaires inviting trainees to comment on the course, trainer and training material. This cannot give a fair measure of whether investment in training is justified. Consequently, there is a need to include comprehensive impact evaluation of the training which is not confined to the quality of training programmes or the learning derived by the participants but one that also evaluates changes in the job behavior that resulted from the programme and its impact on organizational

effectiveness and improvement in the satisfaction level of clients/citizens. In order to ensure quality training periodic visit by the concerned officers (District and State) of the department should be undertaken to the training centres to ensure the following objectives by using a standard checklist covering below mentioned points:

- Strengthened the training infrastructure
- Optimum utilization of training centers
- Preparation and execution of training plan

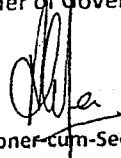
The internal monitoring mechanism should be strengthened with standards checklist which has to be followed by the training centres to assess the quality of the training as well as assess the trainer.

8. Records and Reports:

The training centres are required to maintain certain records and prepare reports concerning academic, administrative and financial aspects of training. Proper maintenance of records and timely submission of reports are very essential for the smooth functioning of training centres. The training institutes should submit standard reports prescribed by the department on a regular basis viz. monthly progress report and course report etc. They should also furnish a half yearly inspection report to the govt. Besides the training centres should prepare and submit the joining report and relieving reports of all trainees indicating name, date of reporting, date of relieving and number of days leave taken etc. in respective formats and statements.

This will come into force with immediate effect.

By order of Governor



Commissioner-cum-Secretary to Govt.

Memo No.

21767 /WCD, Dt 16.11.13

Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and publication of the notification in the next issue of Odisha Gazette.

- (i) 100 copies of the notification may be supplied to this Department.

J. Leamy 16/11/13
Under Secretary to Govt.

Memo No.

21768 /WCD, Dt 16.11.13

Copy forwarded to P.S to Hon'ble Minister, WCD / P.S to Chief Secretary, Odisha / P.S to Commissioner-cum-Secretary / P.S to Director, S.W for kind information of Hon'ble Minister, W&CD, Chief Secretary, Odisha, Commissioner-cum-Secretary & Director, S.W, W&CD Deptt. respectively.

J. Leamy 16/11/13
Under Secretary to Govt.

Memo No. 21769 /WCD, Dt 16-11-13

Copy forwarded to all DSWOs / Director, SIRD / C.I, HETC, Bhubaneswar / C.I, HETC, Barpali, Bargarh / Secretary, OSCCW / Secretary, KGNMT, Satyabhamapur, Cuttack / SIS, Choudwar, Cuttack / Secretary, NSP, Kanas, Puri / Secretary, Banabasi Seva Samiti, Baliguda, Kandhamal/ Secretary, Bharatya Adima Jati Sevak Sangah, Dangariguda, Kalahandi / Secretary, Society for Weaker Community, Bhadrak for information and necessary action.

J. Mani
16/11/13
Under Secretary to Govt.

Memo No. 21770 /WCD, Dt 16-11-13

Copy forwarded to the MLTC, AWTCs and AHTCs for information and necessary action.

J. Mani
16/11/13
Under Secretary to Govt.

INFORMATION ON INSTRUCTRESS OF HOME ECONOMICS TRAINING CENTRE, BHUBANESWAR						
Sl. No.	Name of the Instructress	Original Designation	Deputed/Deployed from which District	Date of joining in HETC	Total duration of service in HETC as on 30th Apr.2017	Remarks
1	Miss Jayanti Dey, Asst. Instructress	Supervisor	Bangiriposi, Mayurbhanj	28.09.2007	9 years 7 months	
2	Smt. Swapnarani Pattanaik, Craft Instructress	Supervisor	Ctc. Sadar, Cuttack	03.06.2003	13 years 10 months	Transfer order stayed vide office Order No.12533 dt.04.08.2016 in pursuance to order No. 2 dt.27.07.2016 passed in OA No.2792/2015.
3	Smt. Kabita Mohapatra, Asst. Instructress	Supervisor	Balasore Sadar, Balasore	06.09.2007	9 years 7 months	
4	Smt. Soudamini Dash, Asst. Instructress	Supervisor	Saintala Bolangir	11.09.2009	7 years 8 months	
5	Smt. Nandita Mohanty, Asst. Instructress	Supervisor	Dhenkanal Sadar, Dhenkanal	28.09.2007	Transferred	Re-deployed vide office Order No.15665 dt.24.09.2016.
6	Smt. Rajashree Goswami, Asst. Instructress	Supervisor	Tihidi, Bhadrak	20.10.2005	11 years 4 months	
8	Smt. Susama Behera, Asst. Instructress	Supervisor	Karla, Kalahandi	23.09.2009	7 years 7 months	
9	Smt. Jharana Satapathy, Asst. Instructress	Supervisor	Dharmasala, Jaipur	26.10.2005	Transferred	Re-deployed vide office Order No.15665 dt.24.09.2016.
10	Smt. Mita Devgoswami, Asst. Instructress	Supervisor	Suliapada, Mayurbhanj	11.08.2006	10 years 8 months	
11	Smt. Archana Mohapatra	Supervisor	Patangi, Koraput			Joined vide office Order No.11354 dt.21.07.2016
12	Smt. Rupali Mitra	Supervisor	Ctc. Sadar, Cuttack			Joined vide office Order No.11354 dt.21.07.2016
13	Smt. Sabita Rath	Supervisor	Kesinga, Kalahandi			Joined vide office Order No.11354 dt.21.07.2016
14	Smt. Mamata Manjari Deo	Supervisor	Dhanakauda, Sambalpur			Joined vide office Order No.11354 dt.21.07.2016
15	Smt. Basumati Majhi	Supervisor	Parajangha, Dhenkanal			Joined vide office Order No.11354 dt.21.07.2016

272

INFORMATION ON INSTRUCTRESS OF HOME ECONOMICS TRAINING CENTRE, BHUBANESWAR

129

Sl. No.	Name of the Instructress	Original Designation	Deputed/ Deployed from which District	Date of joining in HETC	Total duration of service in HETC	Subject assigned to her	Salary drawn from	Remarks
1	Miss. Jayanti Dey, Asst. Instructress	Supervisor	Bangiriposi/ Mayourbhanj	28.09.2007	8 years 6 months	Community participation	HETC	Good
2	Smt. Swapnarani Pattanaik, Craaft Instructress	Supervisor	Ctc. Sadar Cuttack	3.6.2003	12 years 10 months	Health & Nutrition	HETC	Good
3	Smt. Kabita Mohapatra, Asst. Instructress	Supervisor	Balasore Sadar, Balasore	06.09.2007	8 years 7 months	Pre-School	HETC	Good
4	Smt. Soudamini Dash, Asst. Instructress	Supervisor	Saintala Bolangir	11.9.2009	6 years 7 months	Pre-School	HETC	Good
5	Smt. Nandita Mohanty, Asst. Instructress	Supervisor	Dhenkanal Sadar Dhenkanal	28.09.2007	8 years 6 months	Community participation	HETC	Good
6	Smt. Rajashree Goswami, Asst. Instructress	Supervisor	Tihidi Bhadrak	20.10.2005	10 years 5 months	Pre-School	HETC	Good
7	Smt. Satyabhama Bisoi, Asst. Instructress	Supervisor	Kalimela Malkanagiri	25.04.2006	11 months	Community participation	HETC	Good
8	Smt. Susama Behera, Asst. Instructress	Supervisor	Naria Kalahandi	23.9.2009	6 years 6 months	Pre-School	HETC	Good
	Smt. Jharana Satapathy, Asst. Instructress	Supervisor	Dharmasala Jajpur	26.10.2005	10 years 5 months	Health & Nutrition	HETC	Good

K. J. J. 31/6
Chief Instructress
Home Economics Training Centre
Bhubaneswar

Old
Comm - 4
H & N - 2
Pre School - 5
11
New
3
4
4
11

10	Smt. Mita Deygoswami, , Asst. Instructress	Supervisor	Suliapada Maurbhanj	11.8.2006	9 years 7 months	Community participation	HETC	Good
11	Smt. Gayatri Barik, , Asst. Instructress	Supervisor	Bangamunda Bolangir	14.09.2009	6 years 6 months	Pre-School	CDPO Banga munda	Good
12	Smt. Gitanjali Das, Craft Instructress	Craft Instructress	HETC					Appointed by Govt. As craft Instructress

N.B.:- 1- Sanctioned Strength :- (i) Asst Instructress:-10 nos.

(ii) Lady Nutrition Officer-1 no (Now filled up as Asst. Instructress)

(iii) Craft Instructress 2 nos

2. Men in Position- 10 nos Deputation

1 no. Deployed

Will be postm

Archana Mohapatra
Rupali Meher
Sabitra Patra

Will be backm

Gayatri Barik (2)
Sushravan Patraik
Jharna Satapathy

K. G. G. G.
Chief Instructress
Home Economics Training Centre,
Bhubaneswar
21/3/16

Page-2

DETAILS STAFF POSITION OF H.E.T.C. BARPALI UNDER NON PLAN &
NON PLAN H.E.T.C. ESTT.

<u>Name of the post</u>	<u>Sanction strength</u>	<u>In position</u>	<u>Vaca</u>
Chief Instructress	1	-	1
Asst. Instructress	4	3	1
Craft Instructress	1	-	1
Junior Accountant	1	-	1
Junior Clerk	1	1	-
Driver	1	1	-
Peon	2	2	-
Night Chaukidar	1	1	-
Sweepress	1	-	1
Mali	1	-	1
Total	14	8	6

PLAN (ICDS ESTT.)

Asst. Instructress	6	5	1
Peon	1	1	-
Chaukidar	1	1	-
Total	8	7	1

Refund
20.2.14

NON-PLAN- Head of Account: 36-2235-Social Security & Welfare-02-Social Welfare-200-
Other Programmes-0641-HETC-01003-Salaries.

Category of Post	No. of Post Sanctioned	No. of Staff in Position	No. of Posts lying Vacant	Remarks
Chief Instructress	1	1	Nil	
Assistant Instructress	5	3	2	
Craft Instructress	1	1	Nil	
Jr. Accountant-Cum-Asst Store Keeper	1	Nil	1	
Jr. Clerk-Cum-Typist	1	1	Nil	
Driver	1	1	Nil	
Peon	2	Nil	2	
Chowkidar	1	Nil	1	
Gurkha Chowkidar	2	Nil	2	
Malli	1	1	Nil	
Sweeper	1	1	Nil	

CENTRALLY SPONSORED PLAN-36-2235-Social Security & Welfare-Centrally Sponsored Plan-
District Sector-02-Social Welfare-102-Child Welfare-0664-
ICDS Training Programme-01003-Salaries.

Assistant Instructress	6	5	1	
Craft Instructress	1	1	Nil	

CENTRALLY SPONSORED PLAN-36-2235-Social Security & Welfare-Centrally Sponsored Plan-
District Sector-02-Social Welfare-102-Child Welfare-0731-
FOR GODOWN ICDS Scheme-01003-Salaries.

Store Keeper	1	Nil	1	
Jr. Clerk-Cum-Typist	1	1	Nil	
Watchman	2	2	Nil	

N. Mohanty
20.2.024
CHIEF INSTRUCTRESS
HOME ECONOMICS TRAINING CENTRE
BHUBANESWAR

Information of A.I, HETC, Barapalli

Sl. No.	Name of the Asst. Instructress	Date of birth	Date of joining in H.E.T.C.	Date of joining in Govt. Service	Qualification as recorded in service book at the time of entry in Govt. Service	Subsequent/ Extra degree course if any	Remarks
1	Smt. Purribasi Rana	16-06-1966	29-07-1997	20-8-1990 FN	B.A. (Hon.)	No	-
2	Smt. Mangalika Dash	01-07-1972	12-07-2004	13-6-1995 FN	M. Sc. Human development Home Science	No	-
3	Smt. Sushama Tripathy	01-06-1968	12-09-1993	10-9-1991 AN	B.A. 3 year Degree course	No	-
4	Smt. Reena Mohanty	12-07-1969	9-9-1999.	17-9-1992 FN	B.Sc. (Home Science)	No	-
5	Smt. Sabita Sahu	19-04-1967	17-02-2006	28-8-1991 FN	M.Sc. Bed.	No	-
6	Smt. Debaki Patel	15-09-1969	10-10-2006	4-2-1993 FN	B.A.	No	-
7	Smt. Mamata Satpathy	26-06-1963	30-06-2003	15-2-1993 FN	M.A., B.Ed. M.Phil	Certificate course in "Nutrition & Child care from IGNO	Extra qualification entered in her Service Book
8	Smt. Rajashree Tripathy	27-06-1963	23-11-1994	4-2-1993 FN	M.A. (Home Science) B.Ed.	Completed the Master of Arts Examination (Rural Development) conducted by IGNO	-do-

QUALIFICATION DETAILS OF A.Is, HETC, BHUBANESWAR

Sl. No.	Name of the A.I	Qualification as recorded in S.B. and reported by the CI, HETC	Whether, A.Is possess requisite qualification vide Notification Dt.16.11.2013
1	Archana Mohapatra	BSc.	No
2	Basumati Majhi	M.A in Political Science	No
3	Sabita Kumar Rath	BSc. & LLB	No
4	Soudamini Dash	B.A, Home Science	No
5	Mamata Manjari Deo	M.A, Economics	No
6	Jayanti Dey	M.A, Sociology, BEd., Phd.	Yes
7	Rajashree Goswamy	M.A, Eco./ Psychology M.Phil	Yes
8	Sushama Behera	B.A, Hons., M.A, Education	No
9	Jharana Satpathy	BSc. Home Science, M.A, Sociology	Yes
10	Mita Devgoswamy	B.A, Hons. Math, M.A, Sociology	Yes
11	Rupali Mitra	M.A, Sociology	Yes
12	Kabita Mohapatra	M.A, Psychology, BEd.	Yes
13	Swapnarani Pattanaik	M.A, Home Science, MEd.	Yes