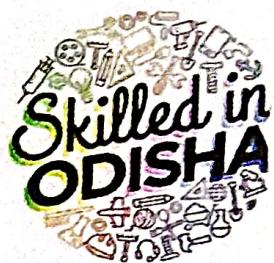




# OFFICE OF THE PRINCIPAL

## Govt. Industrial Training Institute, Kutra

Affiliated to NCVT, New Delhi, DGT-Aff011(51)/17/2022 O/o Dir(TC),  
E-File No-31211 dated 22/07/2022, At-Litibeda Road, P.O/P.S-  
Kutra, Dist-Sundargarh, Pin-770018, Odisha) Email id-principalitikutra@gmail.com, website- [www.itikutra.org.in](http://www.itikutra.org.in)



Letter No. 20 /Date. 08.01.26

### PROCEEDINGS OF THE INSTITUTE LEVEL COMMITTEE MEETING FOR OUTSOURCING OF SERVICES OF LADIES' HOSTEL

A meeting of the Institute Level Committee was held on 08.01.2026 in the Office Chamber of the Principal, Government ITI, Kutra, to consider the matter of outsourcing services for the Ladies' Hostel of this institution.

#### Background:

With reference to the earlier notification issued for engagement of

- 01 (One) Lady Matron-cum-Cook, and
- 01 (One) Lady Sweeper-cum-Watchman

for the Ladies' Hostel of this institution, as approved by the Skill Development & Technical Education Department, Government of Odisha, vide Office Letter No. SDTE-ITI-0022-2017/2152/SDTE dated 21.03.2023 and Memo No. 5702(60) dated 25.04.2023 of the Directorate of Technical Education & Training (O), Cuttack, the Committee reviewed the response received against the Expression of Interest (EOI).

#### Decision of the Committee:

The Committee observed that the minimum requirement of three participating parties has not been fulfilled, as only one Women Self Help Group (SHG) has submitted the EOI so far.

Accordingly, the Committee unanimously resolved to extend the last date for submission of EOI as detailed below:

- Previous Last Date: 07.01.2026
- Extended Last Date: 17.01.2026

All interested and eligible Women Self Help Groups (SHGs) are hereby informed that they may submit their EOIs within the revised timeline.

#### Opening of EOI:

The EOI for engagement of Women SHGs for providing services to the Ladies' Hostel, Government ITI, Kutra, shall be opened on:

- Date: 17.01.2026
- Time: 11:00 A.M.
- Venue: Premises of Government ITI, Kutra

All Women SHGs who have submitted EOIs in the prescribed format are requested to remain present on the above date and time with the following original documents for verification:

1. SHG Registration Certificate
2. PAN Card of SHG



GSTIN

Active Bank Passbook

5. Any other relevant documents, if required

Conclusion:

The meeting concluded with a vote of thanks to the Chair.

Members Present

1. Sri Subhransu Mohan Behera, Principal – *Chairman*
2. Sri Gopabandhu Sahoo, Deputy Training Officer – *Member*
3. Sri Pravat Kumar Mahuri, Senior Assistant – *Member*
4. Sri Laxmidhar Singh, Assistant Training Officer – *Member*
5. Sri Santosh Kumar Sahu, Assistant Training Officer – *Member*
6. Sri Amiya Ranjan Kar, Assistant Training Officer – *Member*
7. Miss Chhita Tudu, Assistant Training Officer (Girls' Hostel In-Charge) – *Member*
8. Miss Suchita Ekka, Assistant Training Officer – *Member*

The meeting was chaired by the Principal.



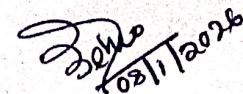
08.1.2026

I/C Principal,  
Industrial Training Institute,  
Kutra

MEMO NO.: 21 / Dt.: 08 01 26

Copy submitted to the Block Development Officer (BDO), Kutra / Tahasildar, Kutra / District Skill Development Project Manager (DPM), Sundargarh / OLM, Development-cum-Employment Mission Shakti, Sundargarh / BPC, Mission Shakti, Kutra / DPC, Mission Shakti, Sundargarh for information and necessary action.

They are requested to display the notice on the Block and District Notice Boards and circulate it among all registered Women SHGs of Kutra Block.



08.1.2026

I/C Principal,  
Industrial Training Institute,  
Kutra

MEMO NO.: 22 / Dt.: 08 01 26

Copy submitted to the Collector-cum-District Magistrate, Sundargarh for kind information.

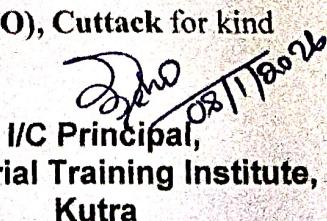


08.1.2026

I/C Principal,  
Industrial Training Institute,  
Kutra

MEMO NO.: 23 / Dt.: 08 01 26

Copy submitted to the Directorate of Technical Education & Training (O), Cuttack for kind information.



08.1.2026

I/C Principal,  
Industrial Training Institute,  
Kutra