

Voluntarism and Government

Policy, Programme and Assistance

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PREFACE

In the quest for an alternate development model that is humanising, equitable and environmentally sustainable, a people-centered development with greater people's participation has been recognised as a new development paradigm today. The Non-governmental organisations with their participatory approach, people's mobilising capacity, closeness to grass roots and better insights into the needs of the people have emerged as alternative development agents. The voluntary sector has evolved as a viable 'third-sector' in the third world next to the government sector and the private enterprises. They have emerged as a viable institutional framework to serve as catalyst for development and change.

The voluntary social action has a long history in India. Voluntarism in the country has gained momentum with the advancement of the society. In the contemporary time, the role of VOs has been recognised as indispensable in the process of development. No aspect of the developmental discourse today, can be carried forward without their active participation.

Very few comprehensive books are available giving an historical and comprehensive account of the changing roles, nature, diversities of voluntary organisations in India. Many organisations working at the grass-root level often face serious constraint of fundinal government policies, programmes and thrust areas. In order to bridge this crucial gap of information, this comprehensive book, has been attempted.

The book provides detailed insights into the voluntarism in India covering aspects such as the history of voluntarism, changing roles of voluntary organisations, their growth trends and patterns, diversities, nature, constraints etc. The book also focuses on the role of government in voluntary efforts, VO-Government relationships, and government policies towards VOs, programmes and assistance provided to them by various Departments and Ministries of Government of India. The book contains nearly 300 schemes and programmes of 15 Ministries and 30 Departments of Government of India under which financial assistance is provided to the Voluntary Organisations of the country.

The book intends to be a source book providing a thorough knowledge, information and guidelines about voluntarism in India and about the government policies towards voluntary action, programmes and assistance to voluntary organisations. It is no doubt very useful at local and national level to agencies both governmental and non-governmental and various groups, institutions and individuals who are dealing with voluntary and social actions and those interested in central government policies, programmes and assistance to Voluntary Organisations in India.

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ABBREVIATIONS

AEC	Adult Education Centre	NLM	National Literacy Mission
ARTS	Acquired Immune Deficiency Syndrome	NNRMS	National Natural Resource Management System
AIDS	Advancement of Rural Technology.	NORAD	Norwegian Agency for International Development
ARWSP	Accelerated Rural Water Supply Programme	NPBD	National Project on Biogas Development
CAPART	Council for Advancement of People's Action & Rural Technology.	NPE	National Policy on Education
CPWD	Central Public Works Department	NSS	National Service Scheme
CRSP	Central Rural Sanitation Programme.	NWDB	National Wasteland Development Board
CSWB	Central Soicial Welfare Board	PVOH	Private Voluntary Organisation for Health.
DRDA	District Rural Development Agency	S.C.	Scheduled Caste
DST	Department of Science and Technology	S.T.	Scheduled Tribe
DRU	District Resource Unit	S & T	Science and Technology
DWCD	Department of Women and Child Development	SSWAB	State Social Welfare Advisory Board
ECE	Early Childhood Education	TRYSEM	Training of Rural Youth for Self-Employment
FAO	Food and Agriculture Organisation (of UN)	UEE	Universalisation of Elementary Education
FCRA	Foreign Contributions (Regulation Act)	UGC	University Grants Commission
GOI	Government of India.	UNDP	United Nations Development Programme
ICDS	Integrated Child Development Services	UNEP	United Nations Environment Programme
ILO	International Labour Organisation.	UNESCO	United Nations Educational, Scientific and Cultural Organisation
IMF	International Monetary Fund.	UNFPA	United Nations Fund for Population Activities
IRDP	Integrated Rural Development Programme.	UNICEF	United Nations International Children's Emergency Fund.
JRY	Jawahar Rozgar Yojana	U.T.	Union Territory
MIS	Management Information System	V.O.	Voluntary Organisation
MFWC	Mini Family Welfare Centre		
NABARD	National Bank for Agriculture and Rural Development		
NEEM	National Elementary Education Mission		
NFE	Non-Formal Education		
NGO	Non-Governmental Organisation.		

INTRODUCTION

Despite all efforts by the governments at various levels, national and international, through the adoption of their sound development policies, planning and programmes aiming at alleviation of poverty, improving the quality of life, there has been little impact on the lives of people particularly, on the lives of the deprived, marginalised and under-privileged sections of the society. A large section of the society is by-passed by the process of development. The models of 'development from above' with the basic assumption that the benefits of economic growth would trickle down to the poorer sections of the society did not succeed in achieving expected goals. Similarly, the models of 'development from below' with an equitable, need-based approach could not achieve the desired results. The recognition of the dehumanising, inequitable and environmentally unsustainable consequences of these conventional production-centered development models stimulated a search for an alternative development paradigm and strategy. The quest for alternative approaches to development is also the result of continuing global economic crisis that has put financial constraints on governments for pursuing the developmental and social welfare endeavors. The economic crisis called for innovative, new opportunities and alternative sources of financial mobilisation.

With increasing globalisation, liberalisation and de-regulation, the international forces have influenced the economic and social forces at the national and local levels, thus resulting in an increasing disempowerment and powerlessness of the people particularly, among the poor and marginalised sections of the society. There is a greater need for empowerment of these groups economically, socially and politically. Development of people's organisations, i.e. the organisations, which are controlled by the people, is an effective means of the process of empowerment.

The increasing globalisation has had impacts on the functioning of the state and the market. As the economy

becomes global and market-oriented, there has been a changing scenario of diminishing state. On the one hand, the state has been shrinking in its functions and resources and unable to meet the growing social welfare and developmental challenges, on the other, the profit-motivated private enterprises though expanding rapidly, however, is little concerned with the social developmental considerations and rural development, so vital to the third world countries such as India. Therefore, neither the state-led nor the market-led model of development is adequate in achieving the developmental goals. The role of third sector i.e. the voluntary sector thus assumes special significance and it is widely recognised internationally and nationally. There is a greater need in strengthening the civil society i.e. the associations of people, families and communities which are independent and autonomous of the government on the one hand and economic enterprise on the other. The Voluntary Organisations and Civil Society Organisations (CSOs) have crucial role to play in strengthening of the civil society. The greatest challenge however, before the VOs today, is building the civil society and to articulate themselves in projecting the importance of civil society vis-à-vis the state and the market.

A people-centered sustainable development with the central concerns to enhance human growth and well being, equity and sustainability of late has appeared as an alternative development paradigm. It has been realised that the developmental programmes undertaken with the active participation of people have a greater chance of success. People's participation is thus recognised as an important element in the new paradigm of development. The Voluntary Developmental Organisations and voluntary agencies with their participatory and humane approaches and closer contact at the grass-roots level and with better insight into the problems and needs of the poor have emerged as alternative development agents and strategy. This new development strategy has been

emerging from an increasing global process of collective social invention.

India today, is at the crossroads of development. Like any other Third World country, she faces the greatest challenges in the front of socio-economic development, education, health and welfare of the masses. The unprecedented population growth, an unbalanced regional development and widening rural-urban disparities, increasing rate of unemployment and underemployment, malnutrition, under-nutrition, a widespread of diseases and an inadequate health and family welfare services, an inadequate availability of safe drinking water, sanitation and a poor quality of life, increasing incidences of violence against women, growing environmental degradation, pollution and the resulting Eco-crisis, growing health hazards such as AIDS, place the country at the most trying times in its history. In addition, the frequent communal strife and terrorism in the recent decades, a growing regional consciousness and a threat to the national integration are fast eroding away the social fabrics of the country.

The country is at the transitional phase of development and undergoing a rapid socio- economic transformation. The forces of modernisation, technological changes industrialisation has been affecting the life styles and the social structures. There is fast loosening of the methods of social control and breakdown of social and familial relationships. As a result, various groups are increasingly becoming weak and the individuals are being alienated and marginalised from the society. These social forces have aggravated many social problems. The problems of women and children, handicapped, youth, drug addicts, urban slum dwellers, aged and infirm, beggars etc. have increased manifold and thus call for massive development and welfare services to these target groups.

The alleviation of poverty, the upliftment and welfare of the neglected, oppressed, marginalised and the weaker sections of the society including the women, children, scheduled castes, scheduled tribes and the backward classes, landless labourers, artisans, poor and marginal farmers etc., are the major concerns and the greatest challenge before the country today. The Government faces an arduous task of helping the asset-less, poverty-stricken rural folks and the weaker sections, which

urgently need viable economic assistance to enable them to earn their living and to become self-reliant.

India has a long history and tradition of voluntary action. The voluntary efforts in the process of welfare and development have undergone evolutionary changes with the changing emphases of various experimental development programmes in India. In the last few decades, the growing awareness of the limitations and intrinsic constraints of the Government has led to an increasing recognition of NGOs and voluntary efforts and sought their greater cooperation and involvement in the process of development and in the process of nation-building. Today, they are important partners in the process of development and are an inalienable part of the contemporary scene. Their involvement is not only seen in the implementation of governmental programmes but also in the process of formulation of public policies and even in the enforcement of social legislation.

The voluntary sector however, has been facing enormous structural, operational and financial constraints in their endeavor. While they have improvised ways and means to overcome certain set of constraints, they have encountered new ones in their endeavor, posing serious functional bottlenecks. Funding is one of the greatest constraints in voluntarism. The VOs in the transitional, poor agricultural society like India with their fragment, dispersed nature on the one hand and rapid population pressure and increasing developmental challenges on the other, can not any more bank upon for adequate support from the community or private philanthropy. They rely heavily upon institutional or government funding for their own survival and for successful implementation of development programmes.

The magnitude of institutional funding from both the domestic as well as the foreign sources are indeed huge, running into thousands of million of rupees. However, estimates of quantum of funding vary widely. Recognising the productive role of VOs in the socio-economic activities, the Government of India had earmarked nearly Rs. 1,500 million for the voluntary sector during Seventh five-year Plan Period. The Estimates Committee of Parliament reported that, for the year 1989, government sources alone provided funds to the voluntary sector to the tune of Rs. 2,500 million.

The funding by the Central Government to the voluntary sector presently may be estimated to cross about 10 billion rupees per annum. Many Central Ministries and Departments are now releasing funds to the tune of thousands of million rupees to the voluntary organisations. The Ministry of Social Justice and Empowerment with its largest number of Welfare and Developmental Programmes for example, had released funds of nearly 1,800 million rupees to the voluntary sector during 1999-2000. This Ministry alone has supported with funding to more than 2,100 voluntary organisations in the country up to December 1999.

On the other hand, funds from international donors have increased manifold in the last decade or so, from Rupees 7 billion in 1988 to nearly rupees 40 billion today. Over 21,000 NGOs have been registered under Foreign Contribution and Regulation Act, 1976 (FCRA) since its inception until October 1999 and these NGOs are now eligible for getting the foreign funding. In addition, approximately 6,000 NGOs were granted prior permission by the Central Government for obtaining foreign grants during this period.

The institutional funding however, has incorporated rigidity in the functioning of VOs, tied-up of their hands to a set up conditionalities, thus eroding away to a large extent their innovativeness, and the autonomy. Financial sustainability of VOs is required in order to function efficiently and effectively and achieving the goal of financial accountability, transparency and sound governance.

Government co-opts, controls and curbs voluntary action depending upon its changing needs. The Government-VO relationship is the most controversial, complex but the most crucial issue in the voluntary action and also in the process of development. The relations between the two vary drastically from region to region and country to country. Unlike many Latin American countries, where unhealthy VO-government relations exist, and it is very often, antagonistic, VOs in India derive much support and encouragement from the Government. The crucial role of Voluntary Developmental organisations in the welfare and development has been well recognised by the Government of India since the beginning of the First five-year Plan in

1951. The Government takes a cooperative stance towards the voluntary organisations and support voluntary efforts. NGOs on other hand, participate actively in supplementing governmental programmes.

The year 1953 is seen to be a turning point in the history of VO-Government relationships in India when the Government had established the Central Social Welfare Board (CSWB) with the primary objective of promotion of voluntary efforts in social welfare programmes. The establishment of CSWB also marked the beginning of government funding to the voluntary organisations through the system of Grants-in-aid. Since then the Government of India, has been giving not only wide recognition to voluntary efforts but also promoting, stimulating and developing voluntary organisations by providing them both financial and technical assistance. The relationships between Government and VOs in India however, have been continuously evolving and undergoing rapid qualitative changes.

The growing international and national level recognition and increasing dimension of funding on the one hand, has been leading to mushrooming growth of voluntary organisations and on the other, diminishing faster their strength and eroding away the virtues and qualities of voluntary actions. The over-dependence of voluntary organisations on the government for financial and technical assistance has had far reaching implications. The over-dependence has greatly affected the transparency and autonomy of the VOs. It has also led to changing attitude and withdrawal of people's involvement in voluntarism.

Voluntarism has also been facing a new crisis of the populist politics in transitional societies and it has been exposed to competing ideologies and advanced technologies. The newly emerging forces are creating new situations, which require new approaches and tools in voluntary actions in development and social welfare and thus demand for motivated leadership and professionalism to sustain the autonomy, values and culture of voluntarism.

The nature of VOs in India has been changing from the traditional role. Voluntary organisations have now changed their focus from the traditional relief, rehabilitation, charity and welfare activities to more towards developmental endeavours. There has been now

a clear-cut shift in emphasis in the voluntary sector from care, charity and welfare towards empowerment, development and change. The presence of VOs is clearly visible today than ever before, in the traditional as well as unconventional areas of developmental endeavors. The VOs are now more concerned about capacity building, and development of human resources, conscious raising, conscientising and awakening. They are now widening their outlook towards area development and rural transformation. However, an organised voluntary action in the field of rural development in India is comparatively new, slowly evolving and not yet fully complete in the country. Although the voluntary action in rural areas is more diversified today, however, there are many areas which need to be covered by voluntary action. The total voluntary efforts particularly, in the rural development in terms of geographical coverage are insignificant as compared to the needs of the country. As per some estimates, only 3 to 5 percent of the 0.75 million villages in the country are covered by voluntary action.

During the 1980s & 90s, with the growing recognition and support of the government and the international donor agencies, growing volume of funding by them, and changing paradigm of concept of development with more emphasis towards people's participation in various development projects, all have contributed for a rapid growing voluntary sector. In fact voluntarism in India has undergone fast revolutionary changes. India has a vibrant voluntary sector today. VOs cover a wide spectrum in the country from strong to very fragile and weak, from large to small and isolated, from durable and growing to short-lived, from local and national to international NGOs. The number of VOs in the country has grown enormously over the past few decades. Although there is no complete survey or comprehensive study on the total number of VOs & NGOs working in India, however, according to some estimates their number is about 1,00,000 of which, only 25,000 to 30,000 are active. They are now more diversified with growing professionalism

and the sector has been playing greater role in welfare and development, holding an immense potential for social action and change in the years to come.

The book is structured into two parts. Part-I deals with voluntarism and government in India. This section is further bifurcated into four chapters. Chapter 1 provides historical background of voluntarism in India in different phases from early and medieval period to the contemporary era. Chapter 2 deals with definition and differences between people's organisation, NGO and VO and describe their role, nature /characteristics and also provide a broad typology of VOs in India based on various parameters. Chapter 3 focuses on role of the state in voluntarism and the VO-Government collaborative relationships. In chapter 4, the major constraints in voluntary efforts, resource mobilisation by VOs, the types and nature of resources, funding sources etc. are dealt in detail.

Part-II focuses on the Government policies, programmes and assistance to voluntary organisations in India. This part is divided into 17 chapters. Chapter 5 provides a review of the government's policies towards VOs as adopted in various five-year plans since the beginning of planning era. It also deals with the system of grants-in-aid, its basic objectives, types of grants provided, eligibility criteria for availing grants, terms and conditions, relevant documents to be furnished by the organisations etc. Chapter 6 to 21 exclusively deals with the specific policies, programmes/schemes and assistance provided to VOs by various Departments and Ministries of Government India. These chapters are based on a compilation of Central and Centrally sponsored schemes of the Ministries/Departments under which assistance is provided to voluntary organisations. In order to make the tasks of the voluntary organisations easier in submitting the project proposals for availing the government funding, the book provides with the prescribed formats under the major schemes and programmes.

CHAPTER 1
BRIEF HISTORY OF VOLUNTARISM IN INDIA

BRIEF HISTORY OF VOLUNTARISM IN INDIA

India has a long history and tradition of voluntary action, providing services to the sick, needy and destitutes. Rather, it is a part of our cultural heritage and way of life. Voluntarism in India is as old as the emergence of organised society itself. It originated as pure philanthropy of charity and this motivation sustained the voluntary efforts all through history in the ancient and medieval period. The voluntary efforts in the process of welfare and development have undergone evolutionary changes with changing emphasis on various experimental development programmes in India. The history of voluntary action is an integral part of the study of evolution and changes in the Indian society. The history of voluntarism in India may be broadly divided into the following phases:

- Voluntarism in the early phase upto nineteenth century.
- Voluntary efforts during Pre-Independence era since the beginning of the nineteenth Century
 - First half of the nineteenth Century in the era of Social Reform Movements
 - Second half of the nineteenth century
 - First half of the twentieth century and Gandhian era.
- Voluntarism during the post-Independence era:
 - Voluntary efforts upto mid-Sixties.
 - Efforts during mid-Sixties to mid-Seventies.
 - Efforts in an integrated development phase in the 1970s and 1980s
- Contemporary voluntary action since the early 1990s.

1.1 Voluntarism in the Early phase upto Ninteenth Century

Voluntarism in early days had its genesis in charity, philanthropy and relief activities. In ancient and medieval India, charity on a voluntary basis outside the religious channels operated freely and extensively in the fields of education, health, cultural promotion and soccour in crises during natural calamities such as - floods, famine, droughts, and epidemics. The voluntary efforts in the early phase were limited in scope and were marked in rural

and community development such as digging wells and tanks, planting trees etc. The history reveals that the respnsibility of assisting the individual-in-need was shared by the community and the rulers. The kings and the chiefs used to provid free kitchens during famine and shelter to homeless. The directives of the emperor were restricted to the rules of Dharma Sastras. Religion emphasised on the value of charity, philanthropy and mutual help.

The developed welfare-statism was evidenced during the Maurya and Gupta empires. The state would come to the rescue of the community in extreme contingencies of helplessness. The kings responded with royal charity doles during out breaks of famine and natural calamities. The voluntarism found its most human expression at the time of natural calamities. The communities pooled their resources to help the needy. Philanthropy was widespread and the philanthropists came forward with their ardent belief in 'dhana dharma'.

During the colonial period, voluntary efforts received a boost with new religious, cultural and social surroundings. The Laissez Faire policy of the British Government in economic, religious and social matters left no other avenue of development open to the 'natives' than resort to the 'self-help' form of voluntarism. Schools and colleges were established by educational societies set up by English-educated natives and affluent businessmen, traders and zamindars. In terms of scope and coverage in development activities, Laissez Faire occupied the largest portion followed by voluntary action through philanthropy, association and individual actions, while the state intervention was minimal during this phase.

1.2 Voluntary Efforts during the Pre-Independence Era

Prior to the nineteenth century, family, kinship, caste and the village community were the main institutions to meet the needs of the poor and down trodden. In the nineteenth century, voluntarism gained new stimulus. The

history from nineteenth century onwards has more tangible linkages with voluntarism in India. Voluntary organisations proliferated and actively participated in various fields of social action during the British rule. They were engaged in social welfare activities, literary and relief works.

The voluntary action during the pre-Independence era may be divided into the following sub-phases:-

(a) Efforts in first half of the Nineteenth Century (Era of Social Reform Movements)

The dawn of voluntary action was the emergence of reform movements. The introduction of western ideas and christian faith by the end of the eighteenth century precipitated the widespread emergence of religious and social reform movements in India during the first half of the nineteenth century (1800-1850). Social reformers like Raja Ram Mohan Roy, Ravindranath Tagore, Dayananda Saraswathy, Iswara Chandra Vidyasagar, Kesava Chandra Sen, Ram Krishna Paramhansa, Sayyed Ahmed Khan, Swami Vivekananda had focussed their social action against the rigid social evils and practices like Sati, Child Marriage, prohibition of widow remarriage and other caste-directed practices etc.

The social reform movement was spear-headed by Raja Ram Mohan Roy with the formation of Atmiya Sabha in 1815 in Calcutta, which was one of the earliest voluntary association in India. The other prominent associations originated during this period were: the Unitarian Committee (1822), Brahma Samaj (1828), Dharma Samaj (1830), Widows Remarriage Association (1850) and so on. Many literary and educational institutions e.g. Royal Asiatic Society (1834), Dhyan Prakash Sabha (1840), took shape at this time. One religion, one caste and one God were the voice of various associations. During this period, the voluntary organisations based on a 'reformist approach', were striving for the eradication of social evils, religious dogmas, caste rigidity, untouchability, human bondage and inhuman treatment to women and children which were deep rooted in the social fabrics of that era. The secular western education and ideas played a crucial role in the process of social reforms and many individuals and organisations influenced by modern western thought began mobilising people against the prevailing social disabilities.

The work of the christian missionaries that began at

the end of the eighteenth century, took concrete shape in augmenting the voluntary action during this period. In the beginning, missionaries had confined their activities to purely evangelical work. Historically, American Missionaries started schools in Naga villages as early as 1830. They also taught the villagers, the technique of cultivating tea. The advent of christian missionaries dates back to 1845 when Lutheran Missionaries started their activities particularly, in rural and tribal areas. They participated in charity, reform activities and services in the fields of education and health. Eradication of untouchability and other social evils were part of missionary works during the period of social reform movements. In the succeeding periods, they ventured into new areas.

The spirit evoked by reform movements had inspired voluntarism in this phase to work for the rights of deprived, marginalised and backward classes of society in different regions of British India.

(b) Voluntary Efforts during Second half of the nineteenth Century

The second half of the nineteenth century had witnessed a steady evolution and growth of voluntarism due to continued efforts of the reformers and the growing socio-political awakening. More organised voluntarism was marked during this phase. British colonial rule was consolidated further over the political and economic life of the Indian society. A growing consciousness of middle class in the forefront of a socio-political awakening, was aroused during this phase. The other hallmarks of this period were the failure of the first war of Independence in 1857 and establishment of the Indian National Congress in 1885. The spread of nationalist consciousness and emergence of self-help as the primary focus of socio-political movements largely influenced the course of voluntarism.

The period witnessed a process of further consolidation and institutionalisation of social and religious movements and a large number of reform associations originated in different parts of the country, attracting many people to voluntary work. The establishment of the Friend-in-Need Society (1858), Prathana Samaj (1864), Satya Shodhan Samaj (1873), Arya Samaj (1875) further consolidated the reform movement and also the voluntary movement

in India. The other prominent organisations which emerged and inculcated voluntary spirit for the service of the poor and the neglected in this period were; e.g., the National Council for Women in India (1875), Indian National Social Conference (1887) etc. The Ram Krishna Mission founded in 1898 was actively involved in many amelioration programmes.

Literary and educational societies and associations became a widespread phenomenon during this period. The voluntary organisations received growing importance and the process of greater institutionalisation prompted the enactment of the literary, scientific and charitable organisations. The enactment of Societies Registration Act, 1860 was another hall mark of voluntarism during this phase of history.

Voluntary efforts of the christian missionaries continued in this phase in greater proportion, in the field of education, health, relief and welfare of the poor and neglected sections of the society. Roman Catholic missionaries appeared in India during this time and their organised efforts began in 1885. Missionaries belonging to several congregations like Baptist, Anglican, Westeeyan etc, participated in charity and reform activities. Apart from literary, educational & health care services, missionaries organised tribals to protect themselves from exploitation and land alienation and they defended them especially regarding their rights of land tenure and land services. Uplifting the poor, conscientising them, establishing hospitals, schools, and constructing roads etc. were some of their major activities.

The missionaries promoted the establishment of voluntary institutions in the length and breadth of the country. The period also witnessed the emergence of trade union organisations. The spirit of voluntarism with high moral and ethical values gained wide social recognition during this period. However, voluntarism was limited in scope and was mainly confined to educational, health, medical, relief and social welfare in the country.

c) First half of Twentieth Century and Gandhian Era.

In the initial years of the twentieth century, religious fervour gave way to more rationalist principles. The establishment of Servants of India Society in 1905 by Gopal Krishna Gokhale laid the foundation of secular

voluntary action in India. The wave of Swadeshi Movement swept the country during the initial decades of the twentieth century and marked the beginning of mass involvement inculcating the spirit of strengthening voluntary action through self-help and autonomy, through institution building in education, agriculture, industry, business and fostering economic production, particularly of industrial goods through swadeshi and boycott of imported British goods.

Cooperative movement started during this period. Several national literary and educational societies were set up to expose the emerging middle class to secular western thoughts and ideas. Notable among them were Gokhale Education Society, Servants of India Society (1905), Servants of People Society (1921) etc. Some organisations aiming at the goal of emancipation of women and backward classes, were also established e.g. Depressed Classes Mission (1906), Mahila Silpasrama (1907) and the All India Seva Samiti (1914).

The second decade of the twentieth century witnessed the First World War and during this period, the economic hardships led to the growth of a revolutionary movement in the country. During 1915-16, the Home Rule (Swarajya) Leagues started by Bal Gangadhar Tilak and Annie Besant led to a self-government or Swarajya movement in the country. The emergence of Mahatma Gandhi into the Indian political arena during 1916-17 changed the complexion of the national movement and also that of voluntarism. The period marked the beginning of a more principled and value-based voluntary action in India.

Gandhian Era: Constructive Work

Gandhiji propagated national reconstruction on the basis of swadeshi, village self-government and self-sufficiency. Gandhiji gave a new impetus to voluntarism. His model of society was based on values of non-violence, justice and freedom. He reinforced the strength of voluntarism in the economic aspect of national life by decentralisation of political authority to the Gram Panchayats (Village Councils). His wisdom that India lives in villages, guided him to concentrate his efforts on villages. His strong adherence to high social ideals and a practical approach inspired sincere and conscientious workers to follow him with a genuine sense of dedication towards voluntarism. With Gandhiji, began a process of

networking of organisations and he played a vital role as the chief propounder of voluntary efforts in rural development in the country.

Gandhiji started his 'Constructive Work' between 1922-28 which entailed among others Charkha (spinning wheel), Khadi (handwoven cloth), Gramodyog (village industries), basic education, removal of untouchability etc. Development of village crafts and village industries were his main thrusts. 'Gandhiji's Constructive Work' became part of the mass national movement for political freedom and he insisted that political freedom must go hand in hand with a sense of social responsibility.

The fundamental principles of Gandhiji's Constructive Programme were: voluntariness and sharing, cooperation, mutual aid, decentralisation, non-violence, self-reliance, self-help and moral action. Inspired by Gandhiji's ideology, voluntary movement in India gained further momentum and a large number of organisations based on Gandhian Constructive Programmes emerged in the Indian voluntary sector. Gandhiji founded Harijan Sevak Sangh, Gramodyog Sangh, Hindustan Talim Sangh, Adivasi Seva Mandals, etc. Many other specialised organisations like e.g. All India Spinner's Association (1925) and All India Village Industries Association (1934) were active in this era. Gandhiji's call for people's participation at the grassroots level enabled voluntarism to penetrate into villages.

A number of outstanding individuals motivated by a strong desire for rural uplift, undertook experimental projects for the development of rural people in different parts of the country. Rabindra Nath Tagore was convinced that real freedom could come when people are independent of fear and hunger. His experiment in rural reconstruction at Sriniketan, West Bengal in 1921 aimed at making villagers self reliant and helping people to develop their own resources. Other similar notable experimental projects for rural development undertaken by a number of outstanding individuals from different walks of life from both within and outside the government include:- Marthandam Project in Kanya Kumari district in Tamil Nadu in 1921 under the leadership of Dr. Spencer Hatch, Gurgaon Project in 1927 by F.L Brayne, the Deputy Commissioner of the Gurgaon district, Baroda Rural Development Project initiated by Raja Sir T. Madhav Rao, a minister of the princely state of Baroda and gained

momentum with V.T. Krishnamachari, the Dewan of Baroda who started Rural Reconstruction Centres (RRCs) in 1932; Gandhiji's Rural Reconstruction Project at Sevagram, a village near Wardha in 1936, the Firka Development Scheme in Madras Province in 1943 for the economic development of villages by promoting khadi and village industries, and Nilokheri Project also known as Refugee Rehabilitation Project, though started in 1943 became fully operational in 1948 when it developed a new township for displaced persons from West Pakistan. Another project named Etawah Project launched by the government of Uttar Pradesh in October 1948 under the guidance and help of Albert Mayer, was a new experiment in rural planning and development.

The success of Etawah Pilot Project later led to the evolution of Community Development Projects (CDP) in October 1952 as an instrument to transform the social and economic life of the village community. In the formulation of the CDP, a major role was played by the 'Grow More food Campaign' (GMFC) which was the first organised effort to increase food production in the country. This campaign was initially started in 1943 in the wake of the Bengal famine.

1.3 Voluntarism during the Post-Independence Era

In the initial phase after independence, the legacy of the Gandhian era influenced voluntary action to fulfill the unfinished tasks undertaken before independence. The efforts to further spread the khadi and village industries not only became an important area of voluntary effort but also a governmental responsibility. Following the demise of Gandhiji in 1948, a number of freedom fighters and 'Constructive Work' followers joined voluntary organisations. A fellowship of brotherhood under the Sarvodaya Samaj and a coordinated organisation named Sarva Seva Sangh for all the constructive work institutions were established. Many prominent followers of Gandhi inculcated Gandhiji's spirit of voluntary efforts in the post-independence era and notable among them are Acharya Vinoba Bhave, Jaya Prakash Narayan, Thakkar Bapa & others.

Vinoba Bhave in his attempt to transform rural India came forward with the idea of Bhoodan and Gramdan Movements in 1951 and 1952 respectively, giving a new

impetus to voluntary efforts. He started the Bhoodan (land gift) movement in Pochampalli (Telangana in Andhra Pradesh) with the essential characteristic of the movement being that the surplus lands were to be donated by landlords and redistributed to landless peasants. Similarly, his Gramdan Movement (village gift) started in Mangroth village in Uttar Pradesh involving community action with the ownership of land vested in the village community. He further widened the concept to Shramadan (gift of labour); Sampatidam (gift of wealth) and Buddhidan (gift of mental abilities) for the realisation of Sarvodaya (welfare of all) and the benefit of the society as a whole. Vinoba Bhave, thus, built a powerful voluntary movement which had shown a way for peaceful transformation of the rural society. Thakar Bapa also made a mark in the history of voluntarism in the field of education, health and tribal development.

After independence, the social welfare and developmental responsibilities which were the main responsibilities of voluntary sector, shifted to the government sector. The government launched a massive relief, welfare and developmental programmes aiming at upliftment of the weaker sections of the society in which the voluntary organisations now played a supplementary role. Jawaharlal Nehru, the chief architect of independent India, further carried on the tradition of voluntarism in incorporating the possibilities for voluntary actions in the government programmes.

(a) Voluntarism during the phase of Nation-Building till the mid - 1960s

The first two decades of independence till the mid-60s, were considered to be the phase of an intense process of nation-building. Both, social reform based voluntary organisations and the stream of Gandhian Constructive Work organisations joined hands in sharing the government responsibilities and the tasks of national reconstruction and nation-building. The work of the missionaries gained further diversification in their activities after independence.

With the introduction of the planning model in 1951 and the launching of the community development programmes, the voluntary organisations redefined their role in the process of nation-building particularly in the process of rural transformation and development. The

community development programmes with its approach of effective participation of people, provided the voluntary efforts fresh impetus and the voluntary organisations continued, with renewed vigour, their innovative experiments in rural development. The National Extension Service (NES) was launched in the country in October 1953 for development with the self-help strategy.

In the early decades of independence, a democratic process of development with the goals of nationalism and secularism inspired by the spirit of the New Constitution of India dominated the Indian scene. A sudden spurt in the growth of organised voluntary action was witness during this period. The voluntary movement in the country was marked not only by a quantitative growth but also a qualitative change with growing professionalism in the organisational set up and approach in the voluntary sector. According to a study, about 11 percent of all voluntary organisations were set up before 1951 and the remaining were established in the post-independence and planned development era.

The year 1953 was a turning point in the history of voluntary efforts with the formation of Central Social Welfare Board (CSWB) with the primary objective of the promotion of voluntary organisations in social welfare and development. The establishment of CSWB also marked the beginning of government funding to the voluntary organisations through the Grant-in-aid. The Board has been focusing on a special emphasis on women and children, taking up projects through voluntary organisations such as 'Balwadis' (community creches and pre-basic schools) etc. The creation of CSWB brought revolutionary changes in voluntarism in the country.

In the early fifties, with the introduction of National Community Development Programme and National Extension Service, started the process of decentralisation of voluntary efforts in development. Further decentralisation took place with the introduction of a three tier Panchayati Raj in 1958.

By the end of first decade after independence, Balwant Ray Mehta Committee reported on the adoption of democratic decentralisation as a means of promoting local action for development. This report further stimulated voluntary efforts in the process of development under the aegis of the CSWB and the Panchayati Raj institutions.

During the 1950s, Farmer's Unions were formed to

generate interest in the community development projects. This phase was also marked by cooperative movements in various sectors like consumers etc. and the formation of federations to facilitate solutions to the common problems of the farming community. The period had witnessed the fast growing phenomenon of 'networking' of voluntary organisations and the formation of national federations, providing a common platform for voluntary action in India. For instance, Association for Voluntary Agencies for Rural Development (AVARD) began in 1958 as a consortium of major voluntary agencies, coordinating voluntary efforts in rural development in the country.

In the early sixties the emphasis in planning was laid on agricultural development. This was followed by programmes specially designed for the weaker sections and special areas such as drought prone, hilly, tribal, coastal areas etc. The governmental efforts were to reorient the programmes of community development through special area projects with a beneficiary approach serving the weaker sections such as small and marginal farmers, share croppers, landless labourers, artisans etc. The approaches shifted from the community to agricultural production during the third five year plan (1961-66). This approach led to the introduction of Intensive Agricultural Development Programme (IADP) in 1961 and Intensive Agricultural Area Programme (IAAP) in 1964. The voluntary efforts made gradual evolutionary changes according to the changes in the governmental experiments in approaches and programmes in the process of development.

(b) Voluntarism between the Mid-60s & 70s

The developmental programmes and programmes for rural services with the approaching 'trickle down' theory of development did not succeed. The National Extension Service also did not help in agricultural production to the desired level. During the late 1960s, the country was caught up in the crisis of economic stagnation and political instability. This period was marked by massive droughts, floods and famine (1963-67) and increased rural misery. Student movements gained momentum during 1967-69. The National Social Service Scheme (NSS) formed in 1969, provided impetus to voluntarism with young students motivated to work on voluntary basis for the development of the weaker sections of the

society. The economic and political circumstances during this phase motivated new generations of people to enter the voluntary sector. An alternate and integrated rural development began to be experimented during the late 60s.

The Nehru Yuvak Kendras that were established at the grass-roots level offered opportunity to rural youths to participate in community services. Youth Clubs and Mahila Mandals operated in rural areas involving themselves in extension services and development programmes. During this period, several radical voluntary organisations emerged, seeking to bring radical changes in the society. New professionally trained youth volunteers also began to enter the voluntary sector and they undertook various new developmental initiatives.

During the Third Five Year Plan, the government recognised voluntary efforts as an aspect of public cooperation and sought more cooperation from voluntary organisations particularly in the rural development programmes. During the mid-60s, many foreign NGOs entered the Indian scene to work in the voluntary sector for organising relief and rehabilitation work necessitated by severe drought (1965-66 & 1966-67) and famine. Foreign funds started flowing in during this period thus changing radically the character of the voluntary sector in the country. During the early seventies, at the call of Jaya Prakash Narayan during 1973-74 for 'Sampurna Kranti' (Total Revolution), a large number of voluntary organisations rallied behind him and built up People's Power (Lok Shakti) against the State Power (Rajya Shakti).

During the early 1970s, the government launched the minimum needs programme covering aspects such as rural education, health, water supply and sanitation, roads, rural electrification, housing, nutrition, rural energy etc. Various new programmes were launched covering these aspects of Minimum Needs Programmes. The approach of the government programmes earlier changed from community development and area approach to rural development was reoriented as 'integrated rural development' during the Fourth Five Year Plan (1969-74). The Rural Works Programme was redesignated under the area programmes as e.g. the Drought Prone Area Programme (DPAP) in 1973-74 and later the Desert

Development Programme in 1977-78.

The voluntary movement slowly gaining momentum in the first two decades and until early 70s in the post-independence era, but got a serious set back during the declaration of 'State Emergency' in 1975 which continued until 1977.

(c) Voluntarism since the mid-seventies.

Following the State Emergency, the country's political scenario changed and the Janata party came into power in 1977. The Janata Government (1977-80) assigned special roles to the voluntary organisations and thus began a new phase in the history of voluntary efforts in India. The government visualised a special role for voluntary organisations through its programmes such as Adult Education, Integrated Rural Development Programme (IRDP), Antyodaya Scheme, block level planning and training programmes of lower level functionaries. The industrial and business houses were granted special tax exemption to involve voluntary organisations in rural development works.

Encouraged by the incentives from the government and their concern for the alleviation of rural poverty, a new generation of professional groups i.e. educated and qualified youngmen, some of them with foreign training entered the voluntary sector to work as social activists in the rural areas. A new type of voluntary movement thus started in the late 70s.

The developmental programmes and approaches in the post-independence era went through several experiments and evolutionary stages. The changing nomenclature of programmes resulted in a shift in emphasis in different phases from: community to target/beneficiary groups to agricultural production to employment generation and now to empowerment of people. With this changing emphasis with the passage of time, the ministries and departments also changed their nomenclature e.g. the Union Department of Rural Development which was under the Ministry of Agriculture and Rural Development was reorganised into the Ministry of Rural Reconstruction in 1979 and later into the Ministry of Rural Development and now to the Ministry of Rural Areas and Employment. Similarly, the Ministry of Welfare changed its nomenclature to Ministry of Social Justice and Empowerment.

Although the developmental programmes passed through several evolutionary stages, yet the concept of development with people's participation as the basic approach did not undergo changes. During the 1970s, ideas about conscientization and more people's participation in development began to emerge. During this period, more focused work with target groups e.g. women, children, landless labourers, artisans, small and marginal farmers, scheduled castes and scheduled tribes etc. became the basis of voluntary efforts. Various area and target group programmes such as Small Farmers Development Agency (SFDA) and Marginal Farmers and Agricultural Labourers Development Agency (MFAL) were integrated into a new programme called Integrated Rural Development Programme (IRDP) which was launched on 2 October 1980. With the changing programmes and emphasis on development, the voluntary sector in the country was marked with increasing numbers, scope, sectoral specialization and professionalism throughout the 1970s and 1980s.

1.4 Changing Scenario & Contemporary Voluntary Action

Although there has been a steady growth of voluntary organisations in India during the post-independence era, however, the advent of state welfarism and government initiatives of programmes and the establishment of Panchayati Raj institutions as people's institutions hindered the full promotion of voluntarism in the rural areas. With the introduction of economic liberalisation policies since 1984, shift of power from a centralised state sector and decentralisation of people's own efforts and the growing recognition of the role of voluntary organisations since the Sixth and Seventh Plan period, there have been marked changes in the complexion of voluntarism in India. The Seventh Plan Document (1985-90) pronounced a greater involvement of the voluntary sector particularly in the process of rural development.

The government provided support to voluntary organisations in successive plan periods in the rural development programmes. The government provided funds to voluntary organisation for rural development through People's Action for Development of India (PADI) which came into being in 1973. A new organisation of Council for Advancement of Rural Technology (CART)

was formed in 1983 aiming at improving rural conditions through promotion of technology and supporting voluntary organisations. Both PADI and CART merged together in 1986 as the Council for Advancement of People's Action and Rural Technology (CAPART) to encourage, promote and assist voluntary efforts in the implementation of rural development programmes. The establishment of CAPART was another turning point in the history of voluntarism in India and it became an apex developmental agency for voluntary action in rural development. Since then, there has been an unprecedented growth of voluntary organisations in the country working in rural development programmes.

However, an organised voluntary action in the field of rural development is comparatively new, slowly evolving and not yet fully complete. The total voluntary efforts in rural development in terms of geographical coverage is insignificant as compared to the needs of the country. As per some estimates only 3 to 5 percent of the 0.75 million villages in the country are covered by voluntary action. Although the voluntary action in rural areas is more

diversified today, however, there are still many areas that need to be covered by voluntary action. Moreover, a large number of Mahila Mandals (Women's Clubs) and Youth Clubs operate in rural areas, but most of them are unregistered organisations and they are unevenly distributed in the country.

During the 1980s & 90s, with the growing recognition and support of the government and the international donor agencies, the growing volume of funding by them, and the changing paradigm of the concept of development with more emphasis towards people's participation in various development projects, all have contributed to a more rapidly growing voluntary sector. In fact, voluntarism in India has undergone fast revolutionary changes and the voluntary sector has become a distinct third sector in the civil society. They are now more diversified with growing professionalism and the sector has been playing a greater role in welfare and development, holding an immense potential for social action and change in the years to come.

CHAPTER 2

GROWTH, ROLE, NATURE & TYPOLOGY OF VOs IN INDIA

GROWTH, ROLE, NATURE & TYPOLOGY OF VOs IN INDIA

Voluntarism in India has gained momentum with the advancement of society. The growth of voluntary organisations over the past four decades has given them an increasingly important role and led them to form a distinctive sector within civil society. They have emerged as a viable institutional framework and a well defined 'third sector'-next to government sectors and private enterprises, to serve as a catalyst for development and change. The nature of VOs has undergone considerable transformation in recent times with the changing nature of society and its problems. The VOs in India today, vary widely in terms of size, form, objective, methodology, vision and characteristic.

The term voluntarism is derived from the Latin word 'voluntas' meaning 'will' or 'freedom'. Voluntary action is initiated by one's own volition and it is the expression of the human will to work for the needy and destitute. The voluntary organisation is a group of individuals organised on the basis of voluntary membership for the pursuit of one interest or several interests in common. The term VO, has been understood, defined and used in a variety of ways.

Lord Beveridge (1979) defined a voluntary organisation as "an organisation in which whether its workers are paid or unpaid is initiated and governed by its own members without external control". Modeline Roff added that VOs should depend in part at least, upon funding support from voluntary sources. D.K. Sills, a sociologist, explains that a voluntary organisation is "as a group of persons organised on the basis of voluntary membership without state control for the furtherance of some common interests of its members". Norman Johnson examined various definitions of voluntary social services and found that they are based on four factors:-

- Method of formation – which is voluntary on the part of a group of people.
- Method of governing – with a self-governing organisation to decide on its constitution, its servicing,

its policy and its clients.

- Method of financing – with at least – some of its revenues drawn from voluntary sources.
- Motives – with the pursuit of profit included.

The voluntary effort leads to the people's participation and involvement of members of the community in endeavours of social and economic well-being and empowerment. It is sometimes used interchangeably with people's participation. Peoples organisations are the means of empowerment to the poor and marginalised sections of the society.

People's Organisations Versus VOs:

A clear difference exists between people's organisations and VOs. A people's organisation is a democratic organisation which is composed, controlled and run by the people for whom it is intended. These may include, producer organisations, farmer's organisations, service providers, trade unions, cooperatives, mandals, disaster relief organisations, school committees and so on. The form of the organisation often determines the degree of control. In small organisations, the organisation would be run, managed and controlled by the people. In bigger organisations, they would have to hire skilled manpower and professionals. The guiding force however, should be from the people.

A voluntary organisation is set up to provide a service to society. It is purely voluntary in nature without any intended benefit to those who control and manage it. VOs have an important role to play in the emergence and continuous capacity building of people's organisations. Voluntary action is the common goal of people's organisations, and voluntary organisations.

Voluntary Organisations Versus NGOs

In India, there exists a large number of caste & communal organisations, educational and philanthropic

associations, missionary and religious organisations. A definitional problem becomes apparent when one looks at the host of organisations that are active in diversified fields in India today, VOs are found in different forms, sizes and called by different names such as Voluntary Association, Voluntary Agency (VA), Private Voluntary Organisation (PVO), Voluntary Development Organisation (VDO), Non-Profit Organisation, Social Action Group, Social Work Agency, Citizen's Group, Self-Help Organisation, Welfare Organisation, Community Development Organisation & so on. At another level, they are called church groups, village communities, national consortium, women's groups, youth clubs etc. Now the question that arises is who are the voluntary organisations in India? How do they differ from non-governmental organisations (NGOs)?

Although the terms VOs & NGOs are used interchangeably, however, they differ widely in their objectives, methodology, style of functioning, motives, legal status, socio-political orientation, ideological affinity, economic strength etc. The voluntary organisations are opposite to business, cooperative and trade associations. Voluntary organisations or agencies are essentially non-profit and non-partisan organisations. They are largely independent of the government and are characterised primarily by humanitarian or cooperative rather than profit making objectives. The quintessence of VOs is voluntarism and the spirit of voluntarism stems from varied sources such as e.g., love of humanity, charity, welfare of the needy and destitute etc. VOs are controlled and administered by an association of citizens rather than any influence from the government.

The term NGO, has acquired wide acceptance internationally. The United Nations nomenclature of an NGO refers to any international organisation which is not established by inter-governmental agreement shall be considered as an NGO including organisations which accept members designated by governmental authorities, provided that such membership does not interfere with the organisation's free expression of views.

NGOs are different from the market induced organisations and other organisations of the state. They are formalised organisations beyond the market and the state, receiving their resources partly from voluntary contributions of the society. They are voluntary

organisations with a wide spectrum of activities. The broad definition holds that every organisation which is not part of a government and which operates in civil society is an NGO. They are also sometimes influenced, controlled or sponsored by the government and private business houses. NGOs include people's organisations such as professional associations, community groups, labour and trade organisations, peasant and women organisations, youth clubs etc. and also include all educational, cultural and religious institutions and cooperatives. Although a vast majority of NGOs are formally independent and have non-profit ethos, however, there are many NGOs working in the voluntary sector initiated by consultancy firms for profit and they are commercially oriented.

Therefore, the term NGO in India has been used to denote a wide spectrum of organisations which may be non-governmental, quasi or semi governmental, voluntary or non-voluntary, partisan or non-partisan, formal or informal, non-profit or profit oriented bodies, with a legal status and registered under any of the Acts mentioned in chapter 5.

The NGOs have a legal status and they are registered under an appropriate Act and the specific Act under which they have to be registered depend upon the nature and scope of their activities and objectives.

On the contrary, VOs, the term widely used in India, usually referring to those organisations which are voluntary in spirit and with non-profit making objectives and exist as a legal entity, registered under the Indian Societies Registration Act, 1860 or Charitable and Endowment Trust Act or corresponding State Acts, covering only a limited areas of action. There exists however, a large number of VOs working at the grass-roots level which remain formally unregistered. Registered VOs are thus limited and constitute a small proportion of NGOs. NGO is a much broader concept than VO. In other words, all VOs are NGOs but not vice versa.

The involvement of various agencies in the non-government sector, such as trade unions, cooperatives and panchayati raj bodies, has tended to blur the identity of those which can be strictly defined as voluntary organisations. There has been inadequate recognition of their role in accelerating the process of social and economic development. These agencies have been known to play an important role in providing a basis for the

innovation of new models and approaches, ensuring feedback and securing the involvement of families living below the poverty line.

Criteria for Identification of VOs

The Seventh Plan Document (1985-90) of Planning Commission of India while recognising the role of VOs in rural development programmes listed out eight criterias for identification of the voluntary organisations, and they are as follows:

- The organisation should have a legal status.
- It should be based in a rural area and be working there for a minimum of three years.
- It should have broad based objectives serving the social and economic needs of the community as a whole, mainly the weaker sections. It must not work for profits but on a no profit no loss basis.
- The activities of the organisation should be open to all the citizens of India irrespective of religion, caste, creed, sex or race.
- It should have the necessary flexibility, professional competence and organisational skills to implement programmes.
- The office bearers of the organisation should not be elected members of any political party.
- It must be committed to secular and democratic concepts and methods of functioning.
- It should adopt constitutional and non-violent means for rural development purposes.

Characteristics of VOs

The voluntary organisations have distinct characteristics that make them different from other organisation in the society. Ideally, the chief characteristics of VOs are:-

- They are initiated by individuals or group of individuals for undertaking welfare and developmental activities for the disadvantaged groups of the society.
- They are self-governing organisations and decide their own constitution and the system of governance without any external control.
- They are non-statutory autonomous organisations and the membership is purely voluntary in nature.
- The work of VOs and their activities are focused on

issues and people beyond their own staff and membership.

- They plan and implement their own policies and programmes with their own voluntary or paid workers.
- They have considerable autonomy and flexibility in the planning and management of their programmes.
- They can be both non-political as well as politically or ideologically oriented.
- They are neither formed nor run for profit making.
- Most of the VOs have a non-formal style of functioning.
- They have a managing committee that is elected/nominated by the members.
- They have motivated leadership and a sense of commitment and dedication.
- They mobilise some of their resources from the community and voluntary sources.
- They have a legal status through registration under an appropriate Act.

Role of Voluntary Organisations:

Voluntary organisations perform the traditional role of delivery of services to the deprived and under-privileged sections of the society. Another major role of VOs is the 'watchdog' role which is more fundamental for social development. These include prevention and misuse of governmental authority and economically powerful interests in perpetuating social injustices and arresting the trends of inefficiency and non-accountability of public administration. The third major role of VOs is cooperating with government agencies or supplementing their efforts in the implementation of their programmes. The Seventh Five Year Plan Document had identified the role of voluntary agencies in the implementation of developmental programmes as follows:

- To supplement the government's efforts in offering the rural poor choices and alternatives;
- To be the eyes and ears of the people at the village level;
- It should be possible for the voluntary agency to adopt simple, innovative, flexible and inexpensive means with its limited resources and less overheads to reach a larger population group with greater community participation.
- To activate the delivery system and to make it effective

- at the village level and respond to the needs of the poorest of the poor;
- To disseminate information;
- To make communities as self-reliant as possible;
- To show how village and indigenous resources and how human resources, rural skills and which local knowledge is grossly under-utilised at present, could be used for their own development.
- To demystify technology and bring it in a simpler form to the rural poor;
- To train a cadre of grass-root workers who believe in professionalising volunteerism;
- To mobilise financial resources from within the community with a view to making communities stand on their own feet.

Functional Role

The nature of VOs in India has been changing from the traditional role and gradual shift of emphases in their functional areas. Voluntary efforts have now changed the focus from the traditional relief, rehabilitation, charity and welfare activities to more towards developmental endeavours. VOs are now widening their outlook towards area development and rural transformation. In fact, they were the early catalyst for a new thrust in rural transformation and their role was that of a pioneer, innovator and scientist.

With the growing recognition of VOs and an increasing emphasis on the need for their involvement as a significant aspect of people's participation in various developmental endeavours, the VOs & NGOs are becoming more specialised with growing professionalism. There has been now a clear cut shift in emphasis in the voluntary sector from care, charity and welfare towards empowerment, development and change. They are now more concerned about capacity building, conscious raising, conscientising and awakening and developing human resources.

The nature and types of VOs in India are closely linked to the nature of their activities and the functional role played by them. The common functional areas of VOs in India can be grouped under the following broad categories:-

- Relief & Rehabilitation – Traditionally, VOs provide relief and rehabilitation services to the needy and destitute and the victims of natural and man-made

- calamities such as floods, cyclones, earthquakes etc., and to refugees and displaced persons, bonded labour, aged, infirm and handicapped, children and so on.
- Charity and philanthropy .
- Social welfare in the fields of education, health and family welfare, drinking water and sanitation etc.
- Art and cultural activities.
- Services and delivery – VOs provide specialised services such as e.g., consumer protection services, medical aid, legal aid, micro-credit, family planning and health services etc.
- Education & Advocacy – VOs are advocating causes such as adoption of a small family norm, promoting adult literacy, improving womens status, preventing environmental degradation etc.
- Development – The developmental VOs in India are involved mainly in three areas of activity: (i) the socio-economic development of the backward areas (ii) the development of human resources through training programmes (iii) the development of human beings particularly the weaker sections of the society through activities such as conscious raising, awakening, conscientising, organising etc. in order to achieve the goal of the socio-political empowerment of such groups.
- Financial, technical & man-power assistance – Mobilisation of resources from the internal and external sources is one of the chief functional areas of VOs.
- Networking and alliance-building.
- Research and innovation, evaluation and monitoring activities.
- Capacity building – VOs undertake various vocational professional training programmes, training social workers and functionaries at various levels and
- Information dissemination and documentation.

In the contemporary era, NGOs and voluntary organisations play the role of promoters of development, catalysts of social and emotional changes, are a mechanism for popular participation in influencing public policy and public opinion, act as motivators, engage themselves in conscientisation, play a role in the enforcement of law and social legislation and are a vital link between the people and the government. Creating

awareness among the rural masses about their basic rights to services is an important role played by the voluntary agencies. Generating awareness to demand their rights has made the local delivery system more responsive to the needs of the poor especially in the rural India.

During the Eighth Five Year Plan (1992-97), an high level VO-Government Meeting organised by the Planning Commission on 7-8 March, 1994, identified a number of areas for VOs participation. These included : Watershed management, Sanitation and drinking water, integrated rural development, family welfare, education, health, development of women and children, social welfare, labour, science and technology, non-conventional energy sources, urban development dealing with the problems of urban slum dwellers, street children and environment and forests.

In the field of environment, many VOs, apart from creating environmental awareness, are engaged in various action oriented research and have played a 'watch dog' role in protecting the environment from further degradation. Environmental and eco-movements are the recent phenomena. Many VOs have taken up ecological issues in their agenda for action towards a sustainable development. They have many a times mobilised the local populace against the destruction of the environment and on the question of their rights for compensation and rehabilitation, thereby, making them conscious towards the contemporary environmental issues.

Future role:

The role of NGOs and voluntary organisations in India however, have been limited to certain sectors of activity as compared to the immense potential they hold for social action and change. The future role of voluntary organisations could be broadly envisaged as two fold. Firstly, more intensive voluntary effort need to be mobilised in the traditional areas where problems remain unresolved. The problem of the alleviation of poverty and upliftment of the weaker sections of society are the most challenging areas for future actions. Besides, education and health for all, woman and child development and the question of social justice, promotion of handicrafts, consumer protection and social welfare services for the disadvantaged groups deserve greater attention today than

ever before. Secondly, the hitherto neglected areas of large scale voluntary action such as agriculture, animal husbandry and dairy development, slum improvement, land reforms, land and water management, wasteland development, housing, provision of safe drinking water and sanitation, ecological issues, the question of communal harmony, and the national integration call for greater participation and cooperation of VOs in the coming years.

With the fast changing economy and society, voluntary actions in the coming decades are expected to expand into the non-conventional areas like communications for awareness generation, modern means of dissemination of information, non-conventional energy sources, marine affairs, drug abuse and alcoholism, juvenile delinquency, tourism and so on.

VOs can also act as facilitators to ensure sound governance. True governance is not merely the rule of law, transparency or accountability, it implies building up citizenship, enabling its people to participate and build their capacities to influence. Governance is another thrust area that needs to be added in the future agenda of voluntarism.

Another area of massive voluntary efforts is in population education. As population explosion is the crux of all social, economic and environmental problems, awareness generation and education of people regarding the population related issues thus call for greater involvement of voluntary organisations. To many people, population education is simply a family planning or sex education. It is however, juxtaposed with family planning and its programmes designed to make the people understand the broad inter-relationships between population, development, environment and the quality of life. Family planning and sex education meant for enhancing the quality of life are the only part of the programme in population education. In the late 1990s, hundreds of government assisted VOs participated in the population related programmes. However, greater voluntary efforts are needed in the population, family welfare programmes that are linked directly to the question of a sustainable development.

The process of voluntary efforts in diversified areas from charity to research and development work, from a reformist to radical revolutionary approach is not yet

complete. The majority of voluntary agencies in India have either been conformists in their approach or are the 'assistance in distress' type. These role models would have to undergo substantial transformations in order to cater to the challenges that the country faces today.

Strength and Nature of VOs

Certain nature of VOs make them play a vital role in nation-building and national development. The strengths of VOs that put them in positions with more advantage over the governmental actions in effective implementation of programmes are:-

- The philosophy of VOs is always extolled as 'people-centred' and 'pro-poor' and they serve the poor and disadvantaged sections of the society with rare dedication and moral commitment.
- VOs use the participatory method to promote people's participation in various developmental programmes which is the key to successful or sustainable development.
- VOs are close to the community and they are well aware of their local needs, demands, priorities and problems.
- VOs help identifying the right beneficiaries for the effective implementation of programmes.
- The inter-personal relationship and intimate contact with the people help them mobilising more collective efforts in bringing social change and development.
- High innovativeness, motivation, dynamic leadership and professionalism exist in the voluntary sector.
- VOs are less rule bound and are non-bureaucratic, non-formal, easily accessible and flexible in their structure and operation.
- VOs can easily stimulate and mobilise community resources including the local personnel and labour for effective implementation of programmes.
- VOs can reach effectively the most isolated locations where government programmes are limited, non-existent or ineffective.
- Voluntary action is more rapid and cost-effective in reducing administrative costs and minimising the wastage of the limited resources.
- VOs are equipped with trained, experienced and dedicated workers.

- VOs protect against abuse of authority and play a 'watch dog' or surveillance role and check unbalanced growth and development.
- VOs believe in development with social justice, equity and equality.
- VOs are more humane and committed to secular and democratic concepts and methods of functioning.
- VOs are free from political and other external influences and thus maintain a high degree of autonomy.
- VOs are the links between the people and their government and thus help stabilising democracy.
- VOs encompass institutional, behavioral and attitudinal changes and easily raise awakening and awareness among the masses.
- VOs are best suited for the tasks of information dissemination, knowledge, evaluation and monitoring activities.

Trends and Patterns of Growth of the Voluntary Organisations

Dimension

India has a vibrant voluntary sector today. VOs cover a wide spectrum in the country from small loose knit local organisations to national federations. The number of VOs have grown enormously over the past few decades. Although there is no complete survey or comprehensive study on the total number of VOs & NGOs working in India, however, according to some estimates their number is about 1,000,00 of which, only 25,000 to 30,000 are active. The size of the voluntary sector varies widely across the country. The largest number of voluntary agencies are in Maharashtra, West Bengal, Tamil Nadu followed by the other southern states. One estimate for example, claims 25,000 registered grass-roots organisations are in Tamil Nadu state alone.

There are above 21,000 societies which have been registered with the Ministry of Home Affairs, Government of India under the Foreign Contribution (Regulation) Act (FCRA), 1976, since its inception in October, 1999. Besides more than 6,000 societies are registered under the Prior Permission Category. Of the total registered

societies under FCRA, more than 15,000 are such organisations received foreign funds during 1998-99. There has been a mushrooming growth of VOs in the country during the last three or four decades and it is mainly due to factors such as widespread poverty and deprivation, growing problems arising from issues of development, environment, socio-economic crises, social conflicts and tensions, rising awareness and social concern, ineffective and weakening government delivery mechanism, growing recognition of the role of VOs by the governments at the national and international levels and rapid increase in the volume of national, government and foreign funding to the voluntary sector and so on.

Pattern of the Growth of VOs

The contemporary voluntary sector in the country depicts some pattern in its growth. These are outlined below:-

- There are a countless number of voluntary organisations which are active in the rural areas but have no legal entity or in other words, they are not formally registered under any Act.
- There exists a large number of urban-based registered VOs and even though they are working in the rural areas, have their offices located in cities and towns.
- There exist wide regional variations in voluntary actions and in terms of the number of voluntary organisations. Most of the VOs working at the grass-roots level, are small and medium-sized organisations with a weak financial base. The number of large-sized VOs is few in the country and they are mainly urban-based. Some states such as Maharashtra, West Bengal & Tamil Nadu have a larger number of VOs. Yet there are few village level organisations in these states. On the other hand, Punjab, Assam and states in the North Eastern region have a large number of village level organisations particularly the Mahila Mandals.
- There exist few networking, alliance-building, umbrella or support organisations in the country
- The number of VOs is growing at a faster rate and they are depicting wide diversities in their form, size, nomenclature etc.

- From the functional point of view, there are a large number of VOs found in the field of social welfare.
- There has been a growing professionalism and specialisation in the voluntary sector.
- VOs are gradually playing a greater role in policy processes and policy development and have considerable impact on the evolution and development of public policies, particularly in the areas of environment, women's issues, agro-business, child welfare and development etc.
- The flow of government funding from national and international levels to the voluntary sector has been increasing over the years and as a result of which, a growing number of developmental VOs have appeared in the Indian scene, actively participating in various government programmes particularly, in the rural development and social welfare programmes.

Types of Voluntary Organisations

The types of VOs and NGOs in India are more diversified, exploratory and evolving. No single parameter can provide the basis for understanding the wide range of VOs that exist in India today. They are distinguished by a considerable spectrum of bases concerning their form, size, origin, philosophical, ideological or religious affinities or sources of inspiration, economic strength/funding, target groups, forms of control and governance, functional diversity, activity, legal status, level of operation etc. They may be grouped on the basis of motives of voluntarism ranging from love of humanity, religious faith, political freedom, welfare of the needy, neglected and destitute, poverty alleviation, development and empowerment of the weaker sections of society, social justice, equity, human rights etc. VOs cover a wide spectrum that ranges from strong to very fragile and weak, from small, isolated to large organisations, from durable and growing to short lived organisations and from local to national and international NGOs.

A Typology of VOs in India

The types of VOs and NGOs that exist in the length and breadth of the country based on various parameters can be outlined as follows:-

Sl.No	Parameter/Basis	Types of VOs and NGOs	Examples
1.	Based on Organisational forms/Legal status	<ul style="list-style-type: none"> • Societies • Foundations • Trusts • Cooperatives • Business & commercial organisations or enterprises • Panchayati Raj Institutions • Trade Unions • Citizen's Groups 	<ul style="list-style-type: none"> • Society for the Improvement of Weaker Sections, Tamil Nadu. • Family Planning Foundation, New Delhi • Kasturba Gandhi National Memorial Trust, Madhya Pradesh • Chhotnagpur Catholic Mission Cooperative Society, Bihar • Rajasthan Consultancy Organisation Ltd. • All India Panchayat Parishad, New Delhi • Textile Labour Association, Gujarat • Citizen Uplift Society, Maharashtra
2.	<p>Sources of Inspiration:</p> <p>(a) Ideological/Political economic</p> <p>(b) Religious affinities</p> <p>(c) Philosophical base</p> <p>(d) Social Reforms</p>	<ul style="list-style-type: none"> • Gandhian VOs • Jaya Prakash Narayan Inspired VOs • Marxist/left/Radical Groups/ Naxalite groups • Acharya Vinoba Bhave's rural transformation groups • Christian Missionaries and church based groups • Islamic/Budhist/ Sikh/organisations/ temple based developmental VOs. • Vivekananda/Ram Krishna Missions • Sri Aurobindo Societies • Rabindra Nath Tagore Societies • Social Reformist groups inspired by Raja Ram Mohan Roy/Jyotiba Phule/Ranade/Gokhale/D.K. Karve/ Dr. B.R. Ambedkar etc. 	<ul style="list-style-type: none"> • Gandhi Peace Foundation, New Delhi • J.P. Seva Samiti, UP • Chandra Sekhar Azad's Hindustan Socialist Republic Association • Antyodaya Lok Karyakram, Bihar • Holy Child Society/Holy Cross Social Science Centre, New Delhi • Anjuman Himayat Islam or Calicut Islamic Cultural Society, Kerala/Tirumal Tirupati Devasthanam, Andhra Pradesh. • Ram Krishna Mission, Calcutta • Sri Aurobindo Education Society, New Delhi • Tagore Society for Rural Development, Calcutta, West Bengal • Brahma Samaj/Satya Shodhan Samaj/ Prathana Samaj/Servants of India Society/All India Seva Samiti Ramabai Ambedkar Shikshan Prasarak Mandal, Maharashtra
3	Period of Establishment/Origin	<ul style="list-style-type: none"> • Pre-Independence/Old generation VOs. • Post-Independence/New Generation VOs., 	<ul style="list-style-type: none"> • All India Spinner's Association • Most of the Contemporary development VOs.
4.	Area of Operation	<ul style="list-style-type: none"> • Rural-based VOs. • Urban-based VOs 	<ul style="list-style-type: none"> • Gram Vikas Sanstha, Rajasthan • Ahmedabad City Social Education Committee
5.	Form of Control/Governance	<ul style="list-style-type: none"> • Self controlled/Managed VOs <ul style="list-style-type: none"> - Private VOs (those controlled privately & Independently by their founders or nominees) - Participatory VOs (those with a more democratic structure and controlled by elected bodies) 	<ul style="list-style-type: none"> • Large number of VOs

		<ul style="list-style-type: none"> Government sponsored (Gongos) Quasi autonomous NGOs (Quangos) Business sponsored VOs (Bongos) Political Party Sponsored organisations (Phngos) or based on the ideologies of political parties. Donors-sponsored organisations (Fungos) NGO-sponsored/subsidiary NGOs. 	<ul style="list-style-type: none"> Khadi & Village industries institutions/ National Children’s Fund/National Institution of Public Cooperation and Child Development (NIPCCD) Tata Agricultural Institute Gandhian Inspired Deen Dayal VOs/ Research Centre, New Delhi. Catholic Relief Services/CARE-India Action Aid/Terre des Homes
6.	Functional diversity	<ul style="list-style-type: none"> Single Function VOs Multi function VOs 	<ul style="list-style-type: none"> National Institute of Rural Development, A.P. Social Welfare and Human Development Society, Delhi
7.	Size (area coverage, staffing pattern and financial base) Activities	<ul style="list-style-type: none"> Small-sized VOs Medium-sized VOs Large-sized VOs Charity and Philanthropic VOs Relief and Rehabilitation Social Welfare VOs (Education, Health and Family Planning etc.) Economic Oriented VOs (Agricultural production/Food & Nutrition/Rural Industrialisation Handicraft, Khadi & Village Industry etc.) Development & management VOs (Rural Development/ Human Development/Housing/ Energy / Technology development/Wasteland development/Watershed Management. Art/Cultural organisations Environmental NGOs Human Rights VOs 	<ul style="list-style-type: none"> Village Committees/Rural Youth Clubs Block/Dist level organisations. Umbrella Support organisations. Missionaries of Charity, Delhi Rehabilitation Centre for Children, Calcutta. Indian Council for Social Welfare, Bombay/Indian Council of Education, New Delhi. Action for Food Production (AFPRO), New Delhi/Nutrition Foundation of India/Society for Rural Industrialisation Bihar. Association voluntary agencies for Rural Development/Integrated Human Development services, New Delhi/ Society for Development Alternatives/ Appropriate Technology Development Association. Shri Ram Bharatiya Kala Kendra, New Delhi Centre for Science and Environment Legal Aid Centre for Women
8.	Specialised Fundation/ Sector Specific	<ul style="list-style-type: none"> Need based Clientele groups/ professional and consultancy VOs (Population, Health) Medical, legal etc.) 	<ul style="list-style-type: none"> Family Planning Association of India/ Medical Council/Voluntary Health Association of India (VHAI) Bar Council.

8	Dominant Functional role	<ul style="list-style-type: none"> • Advocacy and Information Dissemination Organisations • Research and Evaluation VOs • Service Delivery organisations (Legal Aid/consumer protection services/Micro credit groups etc.) • Networking and alliance building / support organisations. • Fund raising VOs • Training and Capacity building VOs 	<ul style="list-style-type: none"> • Voluntary Action Network India (VANI) • Ashoka Foundation/Family Planning Foundation of India. • Centre for Agrarian Research training and education, Ghaziabad, U.P.
9	Target Grpoup	<ul style="list-style-type: none"> • Youth Clubs • Women's organisation • Farmer / Peasant Organisation/Artisan Groups • Scheduled Caste Welfare organisations • Scheduled Tribe Welfare Organisations • Child Welfare and Development VOs • Aged Welfare Organisation • Physically Handicapped/ Less Abled Persons Welfare VOs • Drug/Alcoholics de-addiction centres • Landless Labour/Bonded Labour Rehabilitation & Welfare VOs 	<ul style="list-style-type: none"> • Nehru Yuva Kendra/Youth for Unity and voluntary action, Bombay • Self Employed Women's Association (SEWA), Gujarat, All India Women's Conference, New Delhi • Bharat Krishak Samaj • Harijan Sevak Sangh, New Delhi • Bharatiya Adaiamajati Sevak Sangh, New Delhi • Indian Council of Child Welfare • Age Care India, New Delhi, Helpage-India. • Association for Physically Handicapped, Bangalore, All India Federation of Deaf/ Blind Relief Association, New.Delhi. • Association for Social health in India, New.Delhi.
10	Sources of Funding/Degree of Autonomy & Independence.	<ul style="list-style-type: none"> • Community voluntary source funded VOs • Government funded VOs • NGO-funded VOs. 	<ul style="list-style-type: none"> • Most of the grass-roots VOs. • National Children's Fund (NCF) • Caritas-India, Oxfam-India.
11	Levels of Operation	<ul style="list-style-type: none"> • Grass-roots/local/peripheral VOs • National/Intermediary Groups • International NGOs (those 	<ul style="list-style-type: none"> • Village committees Mahila Mandals/Local Literacy Clubs. • Association of Voluntary Agencies for Rural Development (AVARD) New.Delhi. • Lion's Club/Red Cross Society/Amnesty International.

CHAPTER 3
THE ROLE OF THE STATE IN VOLUNTARISM AND
VO-GOVERNMENT RELATIONSHIPS

THE ROLE OF THE STATE IN VOLUNTARISM AND VOs-GOVERNMENT RELATIONSHIPS

The Government-VOs relationships are most controversial and complex but are the most crucial issues in voluntary actions. They are dynamic and ever-changing in nature. Government coopts, control and curb voluntary action depending upon its changing needs. There are two types of control seen over VOs. Firstly there is an internal or self control which the VOs are subjected to and can be regulated through solidarity among VOs that are influenced by external control where the state plays a crucial role. The predominant method of this control is the control by laws or legislation.

The adoption of a legal entity, and government regulatory arrangements require each VO to have a constitution, by-laws, memorandum of association or a similar document which establishes a framework for the governance of the organisation. The self regulation control of the organisation vest on the hands of a Board of Management, through which an VO is accountable to the public, members, and/or beneficiaries of the organisation and the funders or donors. Accountability and transparency of VOs are the two important foundations for the sound governance of an organisation.

The laws governing the registration of Societies and the FCRA give the central government the power of scrutiny and the prevention of financial irregularities by the VOs. The freedom of action of the VOs is greatly restricted by the state interventions. VOs face great difficulties because of the restrictive and cumbersome laws and regulations under which they have to operate. Many problems arise out of the various government laws relevant to VOs such as Income Tax Act, labour laws, Registration Acts, FCRA, etc. VO-Government relationships broadly arise over the issues of resource mobilisation, service delivery and in the process of implementation of programmes and in broader spectrum, social and economic changes. These relationships depend much on the information, communication and dialogue between the two.

The relationships between the government and VOs in India have been continuously evolving and undergoing qualitative changes. The state act as a regulator, funder and development actor in the voluntary efforts. The government controls and regulates the functioning of voluntary organisations through: -

- Registration under an appropriate Act.
- Enforcement of minimum standards through statutes such as e.g. Juvenile Justice Act.
- Licensing under appropriate legislation.
- Inspection by the inspectorate of grant-giving departments.
- The work of the organisation to be as per the conditions of the grant regulation.
- Levy of income tax on the profit of the organisation.
- Applicability of the labour legislation on the employees of VOs.
- Giving clearance for receiving funds from foreign donor agencies etc.
- Official policy statements in the plan documents indicating promotion and support of voluntary action as an important aim.
- Establishing commissions, committees, studies, working groups etc.
- Providing grants-in-aid for the implementation of programmes.

ROLE OF THE GOVERNMENT IN VOLUNTARY EFFORTS

A. State as a Regulator:

The state has been controlling VOs through its role as a regulator. The government enacts a variety of regulatory mechanisms through its organisations and agencies as well as through laws and legislations.

Three types of legislations directly affect VOs in India

(a) Laws of Registration or Incorporation:

The most common form of registration is a society or

a trust. The Society Registration Act (1860) has been subsequently modified and amended by several state governments in different parts of the country. Through this act the government regulates the VOs.

(b) Legislation Relating to Finance:

Income Tax Act (1961):

Income Tax Act gives special concessions charitable organisations such as to boarding schools, public schools, hospitals and dispensaries including VOs. Over the years, various amendments of the Income Tax Act have been made with a view to further tighten the control over VOs and to create provisions by which the economic viability or autonomy of VOs is undermined. Every year, VOs must justify their non-profit status to the income tax department to get that concessions.

(c) Foreign Contribution (Regulation) Act, 1976:

Foreign Contribution (Regulation) Act, 1976 was created during the emergency in 1976. It regulates the flow of foreign grants and contributions to all kinds of VOs in the country. The Government of India has entrusted the responsibility of implementation of the act to the ministry of Home Affairs. The act initially provided for provisions for VOs receiving foreign contributions to report on a six monthly basis, the grants received, the sources, the amount and the purpose. The amendments to this act in 1984 through an ordinance and subsequently, enactment of a legislation in January 1985, enabled the government of India to further restrict the receipt and utilisation of foreign contributions by the voluntary development organisations. It made another provision of prior permission for receiving foreign contribution.

B. State as Funder (Government Funding)

Historically, the state has played the role of funder to VOs. After independence the government began utilising its access to vast resources to provide land, facilities infrastructure and funds to a large number of Gandhian social work and constructive voluntary organisations. Since 1953, grants-in-aid provide government funds to VOs.

The government should create a conducive environment to promote voluntarism. This includes:-

- Appropriate legislations and simplification of official procedures for the registration and public accountability

of VOs.

- Legislation and official procedures laid down by the government in respect to VOs should enable VOs to secure resources from a wide variety of sources in order to carry out their work including private citizens, public sector, private sector and grant-giving agencies.
- Government should at all times endeavour to work in partnership with VOs. This should include open information provision and consultation on all matters affecting the work of VOs. These include:-
 - Governments at all levels should have appropriate framework and mechanisms to facilitate communication and consultation with VOs and utilise their experience and expertise in the general policy-making process and in the planning and design of relevant government programmes.
 - The framework and mechanisms should maximise the use of available resources to ensure reciprocal transparency.
 - There is a need to organise meetings which bring the government and VO's personnel together to develop strategies for strengthening the VO-Government understanding and partnership in general.

Action Plan To Bring About A Collaborative Relationship Between Voluntary Organisations And The Government

In 1994, the Planning Commission had initiated a dialogue between the government and voluntary organisations. A two day convention of about 100 voluntary organisations from different parts of the country was held at Vigyan Bhawan, New Delhi on 7th and 8th March, 1994. The convention was inaugurated by the Prime Minister with the Deputy Chairman, Planning Commission in the chair and the involvement of Senior Ministers from the Government of India was mandated to examine issues relevant to a collaborative relationship between the government and the VOs. In the two day deliberations, the Commission formulated and adopted an "Action Plan to Bring About a Collaborative Relationship Between Voluntary Organisations and the Government". The Government of India has accepted this Action Plan Document as a basic policy that would

govern the government and VO relationship in India. The contents of the Action Plan Document are outlined below:-

1.1 The Need for and rationale of a collaborative relationship between VOs and the Government

The constitutional goal of distributive justice, the vastness of the size of the country, unfulfilled basic needs of people at the lowest strata of society including SC, ST backward classes, minorities and women, widespread gender discrimination at household and societal levels and work places, the new social upsurge amongst the dalits, a growing feeling that the fruits of development have not percolated uniformly down for whom they are intended coupled with the inability of the government ministries/departments to reach out to the unreached to meet those needs, exponential growth in sectoral programmes and outlays with the thrust on anti-poverty programmes, need for greater freedom, flexibility and innovation in the implementation of those programmes and the need to fight leakage and wastage in the delivery mechanism, the desire on the part of the government to benefit by the rich grassroots level experience of many VOs and the desire on the part of VOs to have the interaction on a regular basis have reinforced the need for a collaborative relationship between VOs and the government. Such a relationship has to be open, transparent, visible, accountable and mission-oriented.

2.1 Where do the VOs work? At what level does the collaborative relationship begin? How is this to be promoted, nurtured and sustained?

There are VOs who work at the grassroots level and also VOs who work at the block, district, state, regional and national levels. Their working at various levels is determined by the occasions and opportunities which are available to them. There are several NGOs at the national and state level who are engaged in the field of action research, documentation and dissemination of information, socially relevant messages as well as technology. While some VOs spring naturally from the grassroots level identifying themselves spontaneously with the collective consciousness of the community, some VOs avail of the schemes of grant-in-aid of Ministries/

Departments/CAPART for implementing programmes/ activities in specific sectors. Such a trend has been observed with an increase in outlays as well as an increase in the number of schemes.

3.1 The collaborative relationship between the government and VOs as partners should be at all levels i.e. the district, state, regional and national levels. The *raison de-tre* of this relationship should rest on an objective understanding of the strengths and weaknesses of each partner in the conceptualisation, planning and execution of people's development programmes. It should also rest on the premise that one is not a rival centre of power and authority to the other but that one supplements and strengthens the other.

3.2 The collaborative relationship as above can be promoted, nurtured and sustained only if

- (a) The prevailing distrust and suspicion is replaced by trust, confidence, goodwill and an objective understanding of the reality of the situation in which the target groups of development are placed,
- (b) VOs are encouraged to do whatever they can and wherever they can contribute, within the range of their professional experience, competence and resources, not necessarily to play only the role of motivators and mobilisers,
- (c) Voluntary culture, action and service is treated with the dignity, respect and credibility which it deserves,
- (d) VO are promoted, encouraged and supported for constructive social action. The government does not attempt any homogenisation, ignoring diverse organisational ethos, culture and needs.
- (e) The tendency to straitjacket in terms of networking and collaboration is avoided.

4.1 In concrete operational terms what is the role perceived for VOs in this collaborative relationship?

VOs have two important roles to perform in the context of this collaborative relationship. They are:

4.1.1 Mobilisation and organisation of the poor including specially disadvantaged and vulnerable sections of society such as women, the handicapped, disabled and the aged preceded by education, awareness building and conscientisation with a view to empowering them,

breaking the culture of silence and dependence and to put people at the lowest strata of society on a foundation of individual and collective self-reliance thereby converting them from passive recipients of doles to active participants in the process of planned development.

4.1.2 Providing delivery services by the implementation of various development projects with government assistance or assistance from external funding agencies on the recommendation of the government in the following directions:

- Providing relief and rehabilitation to those who have been affected by natural calamities like flood, cyclone, earthquake, etc.
- Providing rehabilitation to the physically and orthopaedically handicapped (deaf, dumb and blind), non-formal education to street children and urban slum-dwellers and also cater to their health and family welfare.
- Creation of infrastructure (such as school buildings, health centres, etc.)
- Meeting basic minimum needs (such as drinking water, sanitation, literacy, immunisation, family planning, primary health care, nutrition, housing etc.)
- Creation of community assets (such as roads, irrigation, tanks, water harvesting structures, community latrines, community biogas units, community forestry, etc.)
- Helping in the economic and social empowerment of women through provisions of easy credit, skill training, increased income earning opportunities, support services, child care and nutrition services.
- Other initiatives and thrusts which do not necessarily imply delivery services but issues like creation of awareness for conservation of the environment, women's equality and empowerment, national integration, communal harmony, etc.

4.1.3 The trend which has emerged over the years is that fewer VOs are coming forward to take up programmes of mobilisation and organisation and more VOs are coming forward to take up public works (roads, school buildings, health centres, irrigation works, low cost dwelling units, drinking water and sanitation, etc.)

4.1.4 While there may not be anything seriously objectionable in VOs providing delivery services as enumerated above, provision of such services in isolation, without there being a convergence of programmes and services and without the mobilisation and organisation of the poor preceding implementation, is bound to be counter-productive.

4.1.5 In concrete operational terms this would imply the following:

- Supporting people's efforts for the mobilisation and organisation of the poor.
- Preparing the target groups of development by imparting to them basic skills (life skills, communication skills, and vocational skills as tools of production and productivity, managerial skills, leadership skills and survival skills).
- Helping them to form small informal groups or self-help groups and enabling them to exercise their option and discretion in the issue of their participation in the development process in the most judicious manner.
- Leaving the implementation of projects to the self help groups by equipping them with skills and organising these groups to implement the projects in a time bound schedule, leaving the maintenance of assets so created to the community with proper orientation and training.
- Convergence of 2 schemes or a few components of more than one scheme does not mean an automatic and mechanical merger of schemes but the pooling of resources from a variety of sources and integrating them in a planned and imaginative manner, keeping the interest of target groups uppermost in mind.
- Securing the involvement of the target groups through their contribution thereby injecting a sense of pride and imparting a qualitative dimension to the content of the programme.
- VOs participating in policy formulation at various levels including Parliamentary Committees and other forums such as National Commissions as well as monitoring the implementation of social legislations.
- Accountability is as important as decentralisation, convergence and voluntarism. Freedom in conceptualisation, planning and implementation

cannot be a substitute for accountability, financial propriety and discipline.

- VOs would succeed much better in securing people's contribution and participation in the implementation of a project if they build up a rapport and enter into an informal understanding with the target groups about the need, location and manner of implementation.
- VOs may evolve their own Code of Conduct. The Code of Conduct should provide for adherence to a rational, secular and scientific approach to the issues of people's concern on one hand and subservience to the democratic ethos and culture on the other. In the context of the enactment of the Constitution (73rd Amendment) Act on Panchayats passed by both Houses of Parliament in July, 93 the Code of Conduct should also lay down the modalities of the relationship that should exist between VOs and local self governing bodies. VOs can provide professional support to Panchayats in area planning, formulation of project reports, training, building up a management information system and evaluation. Both Panchayats and VOs can act as catalytic agents of delivery and agents of change respectively only if they treat each other as partners and not competitors. Functional Committees for specific areas may be constituted by the Gram Sabha which would promote direct participation of the people. These Committees should enjoy the powers of decision making and also oversee the expenditure intended for their benefit.

5.1 In concrete operational terms what is the role perceived for the government in this collaborative relationship with VOs?

5.1.1 People have to be put on the centre stage of development. People have to be organised and helped to be active participants of the development process. While the government can create a climate conducive to such organisation the government by itself cannot organise the people. This role has to be appropriately left to the VOs.

5.1.2 The government cannot by any stretch of imagination control or regulate VOs. The government can lay down an appropriate policy and generate an environment conducive to the creation of self

supported and self-managed institutions (VOs, Panchayats, etc.) for facilitating integrated development in urban, semi-urban and rural areas and the removal of constraints adversely affecting that process.

5.1.3 The goal of eradication of poverty is not achievable without mobilisation and optimal utilisation of resources. Resource mobilisation is not the prerogative of any single agency, far less of the government. Thus the goal of poverty eradication can be reached only by the government and VOs planning and working together.

5.1.4 It is not sufficient to say that the government and VOs should plan and work together. There are various departments of the government whose horizontal integration at the grassroots level is imperative for the VOs to proceed in a holistic manner. This integration should be achieved at the central level through the good offices of the Planning Commission and extended to the state, district, block and village levels without loss of time.

5.2.1 In concrete operational terms, the role of the government would imply the following:

- Every social sector Ministry/Department should earmark a fixed percentage of its annual budget exclusively for VOs.
- Every such Ministry/Department must lay down clearly and precisely the order of priority areas which should be left exclusively or substantially for VOs.
- To illustrate in the context of the programmes of the Ministry of Rural Development, such priorities could be listed as:
 - Watershed development
 - Sanitation and drinking water
 - IRDP
 - DWCRA

5.3.1 Similar priorities need to be laid down by the following Ministries/Department already implementing a number of social sector programmes with the involvement of VOs.

- Family Welfare
- Education
- Health
- Woman and Child Development

- Welfare
- Labour
- Forest and Environment
- Science and Technology
- Non-conventional Energy Sources
- Urban Development (dealing with the problems of urban slum dwellers, street children, etc.)

5.4.1 Regardless of the above, all VOs in whatever field of activity they are engaged, must have family welfare as an important element of their programme formulation and implementation. Similar importance should be attached to issues of gender concerns and literacy.

5.4.2 The provision of a delivery service should have a strong component of information, education and communication (IEC) so essential for the proper implementation of any programme.

5.4.3 An important strategy to further the – concept of people centred development would be the implementation of programmes based on the convergence of efforts of all the sectors concerned with social development, particularly of the government agencies. Strategies of convergence should, therefore be worked out, with training as critical input for achieving this, at all levels, namely, the central, the state, the district, at the block and most importantly at the village levels. This should be done at all levels simultaneously. This effort at convergence must go hand in hand with the strategy of people – centred social mobilisation in all anti-poverty efforts.

5.4.4 A joint machinery should be set up, consisting of select voluntary organisations with experience in the field of actual implementation of programmes in the social development sector including those with particular reference to eradication of poverty and Secretaries to the Government of India directly concerned with anti-poverty programmes, entrusted with the task of evolving models of development, that would keep at all times people at the centre. Such models should involve the social mobilisation and organisation of people at the grassroots level, such groups so organised that they are buttressed by support structures at appropriate levels. The models evolved should be such that they would lead to people being empowered and prepared to run programmes meant for them, on their own, with the required support from

non-government organisations who would act as catalysts.

5.4.5 The government must design a system which makes possible the task of collection and dissemination of information for VOs through an accurate data base which incorporates continuous updating and strengthening. The National Informatics Centre, New Delhi, which is already playing a useful role should provide easy access for VOs to the NICNET. Also the already available volume of information lying with several departments should be made available to the VOs. Every effort to remove the hurdles in providing access to such information should be made by the government.

5.4.6 Institutional mechanism for close interaction between the government and VOs should be set up from the Central right up to the Panchayat levels. Such an interaction should be made obligatory through instructions issued by the government.

5.4.7 Elements of conflict, if any, between the government and VOs need not be overlapped and instead be replaced by professionalism, openness and efforts to resolve these conflicts to subserve the common good.

5.4.8 Funding being crucial to undertake certain area specific and time bound activities of VOs, there must be adequate provision of funds for all programmes/activities earmarked for VOs at all times. The flow of funds should be unencumbered and should be such as not to adversely affect the pace of implementation. There should be no change of funding without consulting those who are most concerned with such funding.

5.4.9 The existing rules and regulations governing the relationship between the government and VOs are cumbersome, dilatory, irritating and require a close and critical look with a view to making them simpler and easier. The Planning Commission should take the initiative for a dialogue with representative of Home, Finance and Labour Ministries to recommend the removal of irritants in the existing Income Tax Act, Societies Registration Act, Public Trusts Act and Foreign Contributions Regulation Act and finalise recommendations within a period of three months.

5.4.10 There should be continuous interaction between the Planning Commission and Ministries of Home,

Finance, Education, Health and Family Welfare, Woman and Child Development and all other Ministries/ Departments dealing with social sectors to sort out the various problems being faced by the VOs in the implementation of their programmes.

5.4.11 A nodal or a mother agency could assume the responsibility for laying down the pre-selection norms and criteria for the selection of VOs which are good, reliable and committed to participatory development. Such an agency can play an important catalytic role in the formulation of project proposals, orientation, training and leadership building in respect to smaller VOs. Simultaneously, committees could be formed at the national, regional, state and district levels so that while the process of selection of VOs is decentralised, there is also an element of rigour and effectiveness in the selection/process.

5.4.12 The concept of decentralisation of power and authority is inherent in the Constitution (72nd and 73rd Amendment) Acts, 1992. Funding mechanisms also need to be decentralised.

5.4.13 Need for continuous monitoring and study (evaluation) is imperative, such monitoring and study acting as a tool of correction and reform.

5.4.14 Performance audit should take precedence over general audit which at times stifles the initiative of VOs by being too stringent. The responsibility for such performance audit could be entrusted to a few VOs of experience and standing.

5.4.15 A body of experts in various field should be created and empanelled at the state and district headquarters and should be made available for counseling and guidance to VOs on a continuous basis.

5.4.16 The government may examine the suggestion that where people have already been mobilised by VOs, the need for avoidable subsidies may not exist.

5.4.17 The government should introduce a policy of deputing civil servants to VOs of repute and standing and the cost there of could be met by CAPART.

5.4.18 The government should have a policy of

promoting VOs in those states and districts which do not have an adequate presence of VOs for social action. The state government could take some positive steps in this direction in consultation with CAPART.

5.4.19 The government should take the initiative to create additional work opportunities in rural areas specifically for women whose entry to the labour market is progressively declining and who are victims of a double disadvantage (exploitation taking place at home and the working place).

5.4.20 Support systems need to be built up at all levels to protect and safeguard VOs who are engaged in the sensitive task of social mobilisation over issues of protection of civil rights, entitlement to land, forest, water and other natural resources as also minimum wages and there by prevent the poor from being vulnerable to numerous vested interests and repressive elements of society.

5.4.21 The government should take full responsibility for providing the right orientation and training to all those who deal with VOs at various levels. Such training for the lower level staff at the GP and block level should be a tool for inculcating empathy and sensitivity and replacing rigid mindsets. Wherever possible, the help of experienced VOs in imparting training should be availed of.

5.4.22 Involvement of VOs in sectors related to science and technology should be continuously encouraged and actively supported. Findings of science and technology should continue to be harnessed for the benefit of the deprived sections of society. Technology in general and rural technology in particular should have a human face and should contribute to the removal of drudgery, particularly of women while ensuring that they are not displaced from employment and making their working and living conditions easier, pleasant and more conducive to efficiency. While empathy for harnessing such technology has to be built up at all levels, use of technology cannot be totally divorced from the social, economic and cultural realities of life at the grassroots level.

CHAPTER 4

CONSTRAINTS IN VOLUNTARISM, RESOURCE MOBILISATION & FUNDING TO VO_s

CONSTRAINTS IN VOLUNTARISM, RESOURCE MOBILISATION & FUNDING TO VOs

Despite an increasing recognition of the pivotal role of voluntary organisations in the process of people-centred development of the country, the voluntary sector has been facing enormous legal, structural, operational and financial constraints in their endeavour. While they have improvised ways and means to overcome certain constraints, they have encountered new ones in their endeavour, posing serious functional bottlenecks. The set of constraints that the VOs face today in their efforts are given below:-

- People's perception and public recognition to voluntary efforts are often with pre-conditions as well as critical success factors, for the achievement of their social objectives. A conflict between the voluntary organisation and the people who stand to be benefited from their actions, could often pose serious constraints for effective voluntary work. The growing international recognition to voluntary efforts and the continuous flow of international funding to VOs have led many people to perceive them as 'privately owned shops' and blame them on the grounds of siphoning-off funds. VOs experience great difficulties in securing social acceptance and appreciation. These stand as one of the major constraints in the implementation of many government programmes that involve people's mobilisation, awareness generation and people's participation.
- The essentiality of acquiring a legal status through a form of registration under the common forms such as Indian Societies Registration Act, 1860, Trust Act, Cooperative or Trade Union Act, Companies Act etc., restricts the overall autonomy of the organisations. In addition, the choice for a form of registration is rather limited. Organisations promoting income generation, asset creation programmes, find it difficult to create an appropriate form of registration. Thus, there is a need for simple and alternate forms of registration that can incorporate the wide range of roles that the VOs play today.
- Most of the voluntary agencies in India are working in isolation and they are scattered, unorganised and operate at micro-level. They lack coordination and cooperation between themselves and with other institutions as well. This sometime leads to multiplicity of agencies and overlapping of functions.
- Most of the VOs working at the grass-roots level, lack the technical expertise, professional competence, organisational infrastructure and capabilities which restrict their endeavours. They also face conflicts within the organisation among the diverse set of people particularly, on the question of roles and responsibilities.
- There has been a marked shift in voluntary efforts from the traditional activities to social development. The major thrusts are towards social justice, social development, social planning and action. They are unable to promote community initiative and peoples' organising capacity effectively due to lack of knowledgeable and trained social workers. Thus, in order to take up the contemporary developmental and social problems, they have to employ trained social workers who can tackle the new challenges and needs of development.
- Most of the NGOs lack proper management and administrative capabilities and they also lack exposure to modern management principles, methods and tools essential in the implementation of government programmes effectively.
- VOs often face ideological problems, problems of motivated leadership and very often encounter ego-

problems leading to conflicts within and between organisations.

- They face large scale staff turnover and the problems of retention of trained manpower.
- Wide diversities, and an uneven development of voluntary efforts exist in the country.
- Mutual perception and critique of each others independent development initiatives within the sector is a crucial factor in coordinated voluntary efforts. There is a need for networking among the VOs to discuss their common problems and making them a viable instrument influencing government policies and public administration for development and change.
- A large number of VOs lack proper infrastructures to utilise the inputs and assistances (financial and technical) provided by the government.

Besides, there are innumerable conceptual, organisational and operational problems the voluntary sector has been saddled with that inhibits their potentialities as a major factor for being a successful partner in the process of development and to emerge as a viable third sector in civil society. The sector today faces more criticism for the lack of transparency, autonomy, accountability and credibility. This poses a serious problem to their democratic functioning and values-based voluntarism.

The greatest challenges and the serious constraints faced by most of the voluntary organisations, however, have been the unavailability of adequate funds and the lack of knowledge regarding the sources and nature of funding. Due to the lack of consistent financial support, many organisations die out and others survive on limited resources. Many organisations function only on borrowings and thus face a serious debt crisis, critically restricting their efforts. They face difficulties in mobilising non-institutional resources from the community of the area of operation, which is infact, the most potential resource base. They are heavily dependent on the institutional funds i.e. the grants from the government and international funding sources, which are rather limited and fluctuating sources of funding.

Resource Mobilisation in the Voluntary Sector

VOs do not have sufficient resources to expend on the task of their operations, governance and meeting the developmental challenges. Besides financial resources, the type of resources required for voluntary action include material, human resources, including availability of the requisite expertise, administrative and managerial capabilities, technical knowhow and the basic infrastructural facilities.

Sources and Nature of Funding:

The VOs mobilise resources from two broad sources i.e., internal and external sources. Historically, voluntary organisations acquired funding from diverse sources: non-institutional and institutional sources. In the pre-independence era, the communities pooled their resources to help those affected in contingencies. Philanthropists came forward with their ardent belief in dhana dharma and contributed much to voluntary action. In the post-independence era, non-institutional funding in the form of donations from the community has decreased dramatically. The advent of state welfarism and electoral politics in the post-independence era has changed the sensibility of the community and people gradually withdrew as the government support came in to take initiatives to build and sustain their own institutions. In addition, an unprecedented rural de-population through city-ward migration has also reduced the mobilised community resources by the grass-root level VOs and they have gradually lost their popular support base and have become increasingly dependent on the political and government supports.

The flow of government funds through the introduction of Grants-in-aid since the early 1950s and the flow of foreign funds to the voluntary sector since late 1960s, made the VOs over-dependent on external sources rather than relying on the resource mobilisation internally. The sector now faces the basic dilemma that on one hand, the growing social and economic problems and developmental challenges require huge resources

including financial, material and human resources which the sector can not mobilise without external support. On the other, the over-dependence on government funding which has greatly affected the independence, autonomy and integrity of the voluntary organisations.

The need for more community participation in development, the ever-growing socio-economic problems, failure or ineffectiveness of the state to meet the growing needs and challenges on one hand, and the declining popular support base of voluntary organisations and the growing need for voluntary action in supplementing the governmental efforts in development on the other, have led to an increasing interdependence between the government and the VOs. Complexities involved in social and economic issues, technological advancement, the emerging multi-dimensionality in the process of development, greater stress on high quality and efficiency in the execution of programmes, together have created the demand for greater professionalism, a strong financial base and financial sustainability and techno-managerial capabilities in the voluntary sector. This in turn has led to the need for greater mobilisation of resources including the human, material, financial and technical resources in the voluntary sector.

The two most dominant sources of funding to VOs in India today have been international sources/foreign contribution and the national level funding. These include funding both from private and government sources and also include institutional as well as non-institutional sources. There exists six broad types of funding as mentioned below:-

(I) External/International Funding:

The international funding or contribution is one of the major sources of funding to voluntary efforts in India and has multiplied in manifold dimensions. Foreign contributions in India is defined as “the donation, delivery or transfer made by any foreign source of any article, currency or foreign security”.

The foreign sources of funding is divided into the following categories:-

(a) International Private Non-institutional Funding:

The private non-institutional funding to NGOs at the international level include resources mobilised from philanthropists and individual donors.

(b) International Private Institutional Funding:

This category of funding includes funding from :

- (i) International NGOs such as e.g., Lions Club, International Red Cross Society, Amnesty International etc.
- (ii) NGOs of the north:- This source of funding include grants from the NGOs of industrialised countries such as e.g., Oxfam-America, CARE, Action Aid, U.K. etc.
- (iii) Another source of international funding is from the solidarity groups, international trade unions etc. of the developed nations. This type of funding is mainly confined to the issues relating to human rights, women and child development and the environment etc.

Most of the private institutional funding to NGOs come from the international corporate bodies.

(c) International Institutional/Government Funding:

Institutional funding to NGOs at the international level comes from two major sources i.e. from bilateral and multilateral donor agencies.

(i) Bilateral Institutional Funding:

Bilateral funding includes aid from agencies, departments and ministries of the developed countries such as U.S.A., U.K., Japan, Sweden, Denmark, Norway, Canada and Australia etc. However, the substantial portion of this aid is made available to the governmental sponsored programmes, while a very small proportion is made available to VOs under the approval of the government for a specific programme and it is largely regulated by the government of India through FCRA. Among the bilateral aid donors to India, USA is the leading country followed by Germany, Italy, Denmark and the United Kingdom.

(ii) Multilateral Institutional Funding:

Multilateral funding includes funds from various agencies of the United Nations system like WHO, UNESCO, UNICEF, FAO, UNFPA, UNDP, ILO, UNEP etc. The other multilateral institutions such as the World Bank and International Monetary Fund (IMF), also provide funding to the VOs in India under the overall supervision and regulation of the government. The other sources of multilateral assistance to VOs include the Regional Development Banks such as e.g.,- Asian Development Bank (ADB), African Development Bank (AfDB), Islamic Development Bank (IsDB) etc., the Commonwealth Development Corporation (CDC) and the Arab and OPEC multilateral aid agencies e.g., the OPEC Fund for International Development. The multilateral funding is very limited and is confined largely to the major voluntary organisations in India.

By and large, the major source of international funding to the voluntary efforts in India, comes from the international non-governmental sector. This funding is restricted to specialised institutions or available by the approval of the government of India. For receiving any kind of assistance from the international donors, the VOs required to register under the Foreign Contribution and Regulation Act, (FCRA), 1976, under the Ministry of Home Affairs, government of India. An amendment has been made in the act in January 1985, under which the government of India has imposed certain restrictions and regulations on the foreign contribution under FCRA.

The thrust areas of the major international funding have been in the sectors like environment, health and family welfare, social welfare, women and children, education, rural development and science and technology. Though international funding brings new initiatives, new ideas, and approaches in a wide range of areas, however, the international funding has certain limitations i.e. being temporary in nature and for short duration action oriented projects. Over dependence on foreign funding becomes counter productive as a considerable degree of uncertainty exists in regard to the flow of funds on a sustained basis. Besides, it affects to a large extent, the autonomy/

independence and transparency of the organisations.

(II) Internal/National Funding:

The internal or national level funding to VOs is derived from diverse sources which include both private and government and non-institutional and institutional sources:-

(d) National Private Non-Institutional Funding:

This category includes funding from the organisation's own sources including philanthropist's and individual donations, contributions from the community, funds generated from membership, sponsorship fees, sales and interests, endowment funds etc.

(e) National Private Institutional Funding:

This includes funding from socio-cultural and religious bodies, trusts, trade unions and corporate bodies or business houses. This type of funding also include resources generated from the national level funding VOs such as e.g., Ashoka Foundations, Gandhi Peace Foundation, Family Planning Foundations, Aga Khan Foundation etc.

(f) National Level Government Funding:

In pursuance of its policy to support and encourage voluntary efforts, the government of India through various departments and ministries has initiated centrally-sponsored programmes providing financial assistance to voluntary organisations through grants-in-aid. Limited funding is also available with the state government and at the local institutional levels. Besides, many governmental and semi or quasi governmental agencies like National Children's fund, Central Social Welfare Board, Family Planning Associations of India, CAPART etc. provide funding for voluntary efforts. However, they are for specific purposes and in a limited scale. At the local level, funds are provided largely through the District Rural Development Agencies (DRDAs), Zilla Parishads, Panchayati Raj Institutions etc.

Dimension of Funding:

A Classification of Funding to Voluntary Organisations is outlined below:-

Table 1.

Institutional and Non-institutional Sources of Funding to Voluntary Organisations

Level	Institutional	Non-Institutional
1. National Funding		
(a) Private	<ul style="list-style-type: none"> - Socio-cultural bodies - Religious bodies - Trusts - Trade Unions - Corporate Bodies - National Level NGOs e.g. Ashoka Foundation, Gandhi Peace Foundation. 	Internal Sources: Membership Contribution: Sponsorship Fees, Sales, Interests, Community Philanthropists and Individual Donations
(b) Government/Semi Government (i) Central Government	<ul style="list-style-type: none"> - Ministries/Departments - Autonomous Government bodies e.g. CSWB, KVIC, CAPART, - National Funds e.g Rural Development Fund, National Children Fund, National Cultural Fund. 	
(ii) State Government/UT Administration	<ul style="list-style-type: none"> - Ministries/Departments 	
(iii) District Level Administration	<ul style="list-style-type: none"> - e.g. District Rural Development Agencies (DRDA) - Zilla Parishad 	
2. International Funding		
a) Private	<ul style="list-style-type: none"> · International NGOs e.g. Ford Foundation, Red Cross. · NGOs of the North at the country level · Solidarity Groups and Trade Unions. · International Corporate Bodies 	Philanthropists & Individual Donors.
b) Government/Semi government		
<ul style="list-style-type: none"> · Bilateral Funding · Multilateral Funding 	<ul style="list-style-type: none"> · Government to Government. e.g. USAID, British Aid, World Bank, UN Systems, Regional and Financial Institutions e.g ADB 	

The magnitude of institutional funding from both, the domestics as well as the foreign sources are indeed huge, running into hundreds of million of rupees. However, estimates of the quantum of funding vary widely. Recognising the productive role of VOs in the socio-

economic activities, the government of India ear-marked nearly Rs. 1,500 million for the voluntary sector during the Seventh Five Year Plan period. The Estimates Committee of Parliament reported that, for the year 1989, government sources alone provided funds to the voluntary

sector to the tune of Rs. 2,500 million. The funding by the central government to the voluntary sector is now estimated to cross about 10 billion rupees. The Ministry of Social Justice and Empowerment with the largest number of welfare and developmental programmes have supported with funding to more than 2,100 voluntary organisations in the country upto December 1999. This ministry alone has released funds upto the tune of nearly 1,800 million rupees to the voluntary sector during 1999-2000 as against 1,110 million rupees in the year 1998-99.

On the other hand, funds from international donors reached a figure of Rs. 7 billion in 1988, providing assistance to 8,782 agencies in India. This has crossed over rupees 39 billion today, Over 21000 societies registered under FCRA has been eligible for foreign funding upto the end of 1999 since its inception. In addition, approximately 6,000 were granted prior permission by the central government for obtaining foreign grants during this period.

It is worthwhile to mention that, even the augmented flow of funds that would be granted to the voluntary sector in the coming years would fall short of the adequate funding requirements of the VOs. Ironically, however, a part of the funds of some ministries and departments of the government of India earmarked for the voluntary sector under the central and centrally-sponsored schemes often remain unspent and lapse every year. This may be due to the fact that the voluntary agencies are either not well informed about the guidelines of the schemes or unable to formulate suitable projects keeping in view of the straight jacket scheme guidelines. In certain other cases, they run into difficulties half-way through the implementation of government programmes for various reasons, thereby leaving the project incomplete. In order to ensure a regular flow of funds from the government sources, the VOs would have to understand fully the programme guidelines and the basic objectives for which the schemes have been devised.

Advantages and Disadvantages of Institutional/ Government Funding:

The government funding has many positive impacts on the voluntary actions. Some of the positive impacts are that:-

- Voluntary organisations that are languishing and

stagnating for want of funding find new life with the flow of government funds.

- VOs have expanded and diversified their activities, grown in size and cater to areas both, in terms of geographical areas and clientele groups.
- They could reach the remotest corners of the country to implement government programmes and provide an effective link between the government and people.
- The government funding could help VOs to upgrade their technical skills and expand their managerial capabilities by attracting professional groups to the sector.
- VOs could undertake some innovative and experimental programmes with the flow of government funds and provide necessary feedback in modifying and changing the existing programmes or for formulating new policies and programmes.

The Government funding however, has many intrinsic limitations. The disadvantages of institutional/ governmental funding are as follows:-

- They are available for specific schemes designed primarily in accordance with the policies and priorities of the government. It is rarely that a proposal evolved by an organisation on its own receives funding from the government. Most of the grants are form-oriented and donor-oriented rather than project or people-centred.
- The utilisation of government grants are rules and regulations bound. The VOs have to maintain a number of records, registers and engage in much paper work. Their flexibility of operation starts diminishing and they become more bureaucratic in their functioning.
- The government grants have incorporated rigidity in the functioning of VOs, tied-up their hands to a set up conditionalities, thus eroding away their innovativeness, experimentation and self-reliance for which they were known in the past.
- An increasing bureaucratisation and control over the mechanisms of funding have considerably undermined the autonomous functioning of voluntary organisations.
- Procedural delays in the timely release of funds is one of the major constraints of government funding.

- Government funding impose conditions for a matching contribution from voluntary organisations working at the grass-roots level which very few can afford. As a result, only the reputed and large scale voluntary organisations that can afford such matching grants have monopolised a major chunk of government funds. Consequently, organisations having strong financial base flourish faster, leaving the smaller ones debarred from government funds. This has resulted in wide disparities within the voluntary sector and is marked by very large sized and economically sound VOs on one hand and small sized and fund starving voluntary organisations on the other.
- The small voluntary organisations working at the grass-roots level with much social commitments and dedication, often face a serious financial crisis in their endeavour.

Government sources of funding are thus limiting, controlling and dependence creating and based on an adhoc approach. Thus they are temporary sources of funding for implementing the on-going projects by the organisations. Besides the amount of funds available may not provide the overhead, administrative and running cost of an organisation. It can only partially cover the overall financial requirements of the organisation.

As the government funding is limited and uncertain, the VOs need to mobilise resources through community contributions and endowment funds and find ways of increasing the ability for self-financing resource mobilisation activities such as e.g. sale of cards, goods and services, fees, contingencies etc. The special knowledge and expertise of VOs be used for resource mobilisation. Financial sustainability of VOs is required in order to function efficiently and effectively and for achieving the goal of financial accountability, transparency and sound governance. To secure financial sustainability the voluntary organisations should:-

- Seek to avoid over dependence on institutional/ government funding and assistance from the foreign sources.
- Pursue or accept grants or contracts that are consistent with their mission and objectives.
- Develop and capitalise the organisations special expertise and skills.
- Ensure that their own fund raising efforts do not undermine the viability and sustainability of other VOs.

- Ensure while preparing budgets and costing that the full organisational and administrative costs are met and adequate resources obtained to meet them.
- Ensure that funds provided are always used for the intended purpose.
- Ensure while negotiating with funders on grants or contracts that the terms and conditions of funding agreements and the procedures and timetable for reporting are mutually acceptable.
- VOs should be allowed to be involved in economic activities of their own which should be in conformity with their objectives and activities.
- Surplus income generated by the economic activities of VOs should be used by the organisation in its developmental activities.
- An endowment fund should be created by the VOs with their surplus income.
- Tax incentives should be given to donors, funding agencies, individuals and the corporate sector to motivate them to contribute funds towards the VOs.
- Funds that are collected or generated from philanthropic sources should be invested to accomplish the VO's public benefit objectives.
- The government could help the voluntary sector in maintaining financial sustainability :-
 - By giving VOs fair and equal access to governmental contracts,
 - By giving the professional treatment to VOs in the government's developmental interventions,
 - A substantial share in the sales proceeds from industries should be earmarked for VOs.
 - The government should adopt a more liberal stance and be more flexible while allotting grants to VOs.
- The financial management practices of VOs should be of a high standard and aim to strengthen their institutional capacity and sustainability.
- More tax exemptions or reduction of duties should be granted to the VOs. Tax relief for donations made to VOs should be provided.
- Some amount of self-regulation is needed on the part of VOs for their effective functioning and sustainability. Improved networking among VOs may lead to more consensus based collective regulation.
- VOs should find various ways of increasing their ability to be self-financing.

CHAPTER 5

GOVERNMENT POLICIES TOWARDS VO_s AND GRANTS-IN-AID

GOVERNMENT POLICIES TOWARDS VOs AND GRANTS-IN-AID

The crucial role of voluntary organisations in welfare and development has been well recognised by the Government of India (GOI) ever since the First Five Year Plan in 1951. The GOI takes a cooperative stance towards the voluntary organisations and supports voluntary efforts with a view to create a 'welfare state' within the framework of the Constitution of India. The year 1953 was a turning point in the history of VO-Government relationships when the government established the Central Social Welfare Board (CSWB) with the primary objective of promoting voluntary efforts in social welfare programmes. Since then the Government of India, has not only been giving wide recognition to voluntary efforts but also promotes, stimulates and develops voluntary organisations by providing assistance (both financial and technical) in the furtherance of their objectives in the successive Five Year Plan periods.

5.1 Government Policies Towards VOs During Various Plan Periods

The government in the first two decades after independence adopted policies of working with VOs for the welfare of the people. The First Five Year Plan (1951-56) Document states that:

“A major responsibility for organised activities in different fields of social welfare falls naturally on private voluntary organisations. The private agencies have since long been working in their own humble way without adequate aid for the achievement of their objectives and their own leadership, organisation and resources. Any plan for social and economic regeneration should take into account services rendered by these agencies and the state should give maximum cooperation in strengthening their efforts”.

The Third Five Year Plan (1961-66) had characterised voluntary action as an aspect of public cooperation. Greater emphasis during this plan was on public cooperation. The importance of the role of VOs for the

successful implementation of the plan was recognised as follows:

“People’s part in attaining democratic values is of supreme importance. The peaceful struggle for freedom and traditional constructive work associated with it had marked out for people, a decisive role in the tasks of planned development initiated years ago. It is evident however, that the possibilities of the full involvement of people in the processes of change and growth are not being realised to a sufficient degree”.

Discussing people’s participation on an ideological level, the Plan Document found it necessary to give it a concrete shape and observed that the concept of cooperation of the people is related in its wider aspect to the sphere of voluntary action in which initiative and motivational responsibility rest completely with the people’s leaders.

The Fourth Five Year Plan period (1969-74) marked another phase of increasing the governments’ cooperation with VOs with the launching of People’s Action for Development in India (PADI) in 1973 through which the government channelised funds to VOs. Most of the VOs are now recipients of government funding. As public policy tends to lean more and more on VOs, this, in turn, has motivated them to upgrade their technical skills. The Fourth Five Year Plan Document states that :

“Since VOs play an important role in welfare activities, assistance will be given to them for, taking up projects for backward classes, publicity and propaganda for removal of untouchability, running hostels and educational institutions, organising welfare and community centres, social education etc.”

Since independence until the Sixth Five Year Plan (1980-85), however, there was little efforts on the part of the government to define the role of voluntary organisations or to recognise the importance of VOs in the development process. Realising the importance of

participatory development, the Sixth Plan Document emphasised the promotion of voluntary organisations in order to secure people's participation in its various programmes.

With a view to translate the concept of social justice as laid down in the Indian Constitution, the Sixth Five Year Plan focused on a comprehensive Minimum Needs Programme to provide certain basic social services to the poorest section and distribute justice through programmes of redistribution of assets. The minimum needs programme of the Sixth Five Year Plan for the rural sector focused on elementary education, adult education, rural health, rural water supply, rural roads, rural electrification, nutrition etc. Aiming at improving rural conditions by way of innovation and introduction of appropriate technology alongwith the support of voluntary organisations, a new organisation of Council for Advancement of Rural Technology (CART) was formed in 1983.

It has been argued among a section of development theorists that government bureaucracy being rule-bound and essentially conservative, it may not be advisable to entrust development work on the bureaucracy. Especially in certain spheres of activity demanding creativity, innovativeness, high motivation and commitment, non-bureaucratic organisations may be more suitable. From this standpoint, VOs, if equipped with necessary technical expertise, can be useful agencies of socio-economic development. Raj Krishnan, an eminent economist and a former member of the Planning Commission echoed the same sentiment:- "more and more work should be entrusted to non-official agencies". Government departments should help them, legally, administratively, technically and financially to make and implement area plans".

Recognising the important role of voluntary agencies in accelerating the process of social and economic development, the Seventh Five Year Plan (1985-90) had placed a great deal of emphasis on people's participation and voluntary action in rural development. The Seventh Plan had relied heavily on the VOs in the implementation of anti-poverty and minimum need programmes. The Planning Commission in the approach paper for the Seventh Plan raised the issue of an alternative monitoring

machinery to lend a hand to the development bureaucracy for meeting the problem at hand to reach aid with faster pace to the poor. The Commission identified voluntary actions as the alternative mechanism for the purpose. The Planning Commission made a beginning in this direction in 1982 when the then Prime Minister emphasised the need for widening the role of voluntary actions for the implementation of the 20 point programme with a suggestion to set up a consultative group of voluntary actions.

For integrated rural development and allied services covered by the anti-poverty and minimum needs programme in the Seventh Plan, the function and scope of People's Action for Development (PADI) was enlarged and merged with the Council for Advancement of Rural Technology in 1986 to form the Central Nodal Agency namely, Council for Advancement of People's Action and Rural Technology (CAPART). It aimed at encouraging, promoting and assisting voluntary agencies for effective implementation of rural development programmes. The Seventh Plan Document says that : -

"The tasks involved in the implementation of anti-poverty and minimum needs programmes are so vast that the government alone can not perform everything. Supplementation of efforts by VOs will be necessary as expertise of a different kind is required, strategies of a different nature need to be designed and personnel with different attitudes and orientation will need to be mobilised to reach the target groups".

The Seventh Plan Document reiterated that 'serious efforts will be made to involve voluntary actions in various development programmes, particularly in the planning and implementation of programmes of rural development.' Criteria for identification of voluntary actions for enlisting help in relation to the rural development programmes were adopted. The role of voluntary agencies was defined "as providing a basis for innovation with new approaches towards integrated development, ensuring feedback regarding the impact of various programmes and securing the involvement of the total community particularly those living below the poverty line." In pursuance of this policy, a number of programmes and areas in which voluntary organisations can participate were also identified during this Plan. The

emphasis in the Seventh Plan period was mainly to professionalise voluntarism by introducing professional competence and managerial expertise keeping in view the resources and capabilities of voluntary organisations. The Eighth Plan Document aimed at further broad basing and strengthening voluntarism.

In the Eighth Five Year Plan (1992-97), people's initiative and participation became the key elements in the process of development. The Eighth Plan identified human development as its main focus. During this plan, the approach of people's participation was included in programme based strategies creating or strengthening various people's institutions at various levels (districts, block and village levels) in order to optimise benefits at the grass-roots level. The focus was developing multiple institutional options for improving the delivery systems by using the vast potential of the voluntary sector.

The Ninth Five Year Plan (1997-2002) Document also conforms to this policy. The plan recognised that the role of the government should be to facilitate the process of involvement of the voluntary organisations by creating the right types of institutional infrastructure. The basic objectives of the Ninth Five Year Plan arising from the common minimum programme of the government, besides others include:-

- Promoting and developing people's participatory institutions.
- Empowerment of women and socially disadvantaged groups such as scheduled castes, scheduled tribes, other backward classes and minorities as agents of socio-economic change and development.
- Priority to agriculture and rural development with a view to generating adequate productive employment and eradication of poverty.
- Ensuring environmental sustainability of the development process through social mobilisation and participation of people at all levels.

The approach paper to the Ninth Five Year Plan envisaged a major role for voluntary organisations in organising and empowering the poor & marginalised sections of society. The Plan Document reiterates the need for people's participation in the process of development which can be achieved by the strengthening of institutions such as cooperatives, self-help groups, associations of

workers or small producers and other forms of institutions. It further states that the "government will seek active partnership with the voluntary sector in organising and promoting these institutions".

The policies of the government towards voluntary organisations have undergone evolutionary changes with the changing social, economic and political complexion of the country. In the late seventies and early eighties, events such as the National Emergency, J.P. Movement, Kudal Commission Inquiry, strict control of FCRA etc., became black spots in the history of VO-government relationships in India. However, a gradual and growing interdependence between VOs and the government in India is marked in the post-independence era, particularly in the 1980s and 1990s.

5.2 Grant-In-Aid

In pursuance of its policy to encourage and involve voluntary organisations, the government of India has been providing financial assistance to them through an instrument called Grants-in-aid. Grants-in-aid may be defined as an instrument of transfer of funds from a higher level federal authority to lower level authority under certain guidelines governing procedure, conditions and obligations. The basic objectives of grants-in-aid are:-

- Promotion of voluntary action and people's participation,
- Promotion of innovation and experimentation of programmes,
- Provide service delivery with speed and flexibility,
- Bring about decentralisation,
- Cover the uncovered areas, sectors and groups.
- Sharing tax funds for welfare and development etc.

The beginning of the system of grants-in-aid dates back to the early fifties when the Central Social Welfare Board (CSWB) was established in 1953 with an aim at administering government funds for assisting voluntary organisations involved in social welfare programmes. Since then a number of central agencies have been created for funding to the VOs. These include Council for Advancement of People's Action and Rural Technology (CAPART), Khadi and Village Industries Commission (KVIC), Rashtriya Mahila Kosh (RMK), National Children Fund (NCF), Rural Development Fund (RDF)

and the like. Provisions of grants-in-aid have been helping the agencies to augment their resources and undertake several welfare and development activities. The main purpose of grants-in-aid is to encourage innovation and promotion of voluntary effort in areas where it is non-existent. It is also meant to help voluntary agencies develop a professional approach through the induction of trained manpower and build their administrative and organisational competence.

One critical issue arises from the grants-in-aid scheme is the fact that various ministries/departments depend on the state governments/UT administrations for recommendations/reports on the functioning of the voluntary organisations based on which the instalments of assistance were being released. However, in most of the cases the reports from the concerned state governments get delayed resulting in many VOs being deprived of assistance or the instalments of sanctioned grants getting delayed thereby badly affecting the projects work.

The government of India apart from giving financial assistance provides technical, material and training assistances and guidelines to voluntary organisations in different forms. The central funding to voluntary organisations is extended by various ministries and departments in the form of grants-in-aid, subsidies, government loans/bank loans, stipends, honorarium and cash awards etc. Depending on the nature of the project and type of activity, the government provides financial assistance to voluntary organisations in the form of both recurring, non-recurring grants, such as administrative grants, maintenance grants, grants for purchase of land and construction of buildings, extension and repair work, paying rent, purchase of equipment/furniture and meeting the expenses of teaching/learning materials, salaries and allowances of staff workers, transport and travel costs, printing and copying postage, stationary, typing and telephone charges etc. Similarly, non-financial assistances take the form of technical resource support, training, goods and services whenever required, depending upon the type and nature of the project.

Recognising the need for professionalism in social work and the financial and other constraints of appointing professional social workers in the voluntary sector, the government has been assistings for the last three decades,

the VOs in training their voluntary and paid workers. In the initial stages, the School of Social Work undertook this responsibility during their vacation as a part of their extension activities. However, recently, the NIPCCD (National Institute of Public Cooperation and Child Development) contributed a great deal in providing training and orientation to the board members, office bearers and paid employees of the VOs in order to upgrade their programme planning, management and monitoring skills.

The government of India is now concerned with the rationalisation and simplification of procedures of grants-in-aid to VOs for effective utilisation of resources. In response to the recommendations made by the Krishnaswamy Committee in 1988, the Department of Administrative Reforms, Public Grievances and Pensions in the Ministry of Personnel, had produced a Study Report (1997) entitled, "Monitoring of Government Aided NGO Projects" which primarily focused on issues relating to the methods and procedures adopted for the release of grants-in-aid to voluntary organisations. In this report, the department recommended that the central ministries/departments should adopt more open and transparent procedures for release of grants-in-aid to voluntary organisations.

Individual departments and ministries of the government of India laid down a clear cut policy framework for the active participation of voluntary organisations in various national programmes. The Department of Education for example, through the National Policy on Education, 1986 and the Programmes of Action (POA), 1992, gave pre-eminence to voluntary efforts and people's involvement in the field of education with a view to bring about educational transformation in the country. Similarly, the government laid stress on greater involvement of voluntary actions in various rural development programmes.

The Ministry of Social Justice and Empowerment also adopted a clearcut policy for voluntary participation in the implementation of various welfare programmes for vulnerable groups and the weaker sections of society. The Ministry continues to assist voluntary organisations engaged in the field of social welfare in providing physical, economic and rehabilitative services to the

vulnerable groups. In order to overcome the problem of delay in recommendation of the state governments and timely release of the grants to the VOs, the Ministry of Social Justice and Empowerment has designated agencies for carrying out the inspections of the VOs working with the assistance provided by this Ministry. It has proposed to designate the Schools of Social Work, the National Institutes for the Handicapped, universities and other institutions to regularly inspect the VOs and send their reports and help in release the instalments of grants.

Similarly, the Central Social Welfare Board has evolved various programmes for sustaining the growth of voluntary actions in taking-up a variety of welfare and developmental programmes. The Board surveys the needs and requirements of voluntary social welfare groups and also evaluates and coordinates their activities. Besides, the other ministries and departments which provide grants-in-aid to VOs include, the Department of Culture, the Department of Youth Affairs and Sports, Ministry of Environment and Forests, Ministry of Health and Family Welfare, Department of Woman and Child Development, Rashtriya Mahila Kosh, Ministry of Labour, Ministry of Non-Conventional Energy Sources, Ministries of Rural Development, Science and Technology and Tribal Affairs, Office of the Development Commissioner (Handicrafts), Khadi and Village Industries Commission (KVIC), Office of the Development Commissioner (Small Scale Industries), Ministry of Urban Development and the Ministry of Urban Empowerment and Poverty Alleviation etc.

The rules for administration of grants-in-aid flow largely from the general financial rules, 1963 of the government of India and as amended from time to time. The grants-in-aid schemes clearly define the scope, objectives, purpose, terms and conditions, eligibility criteria, quantum of assistance, duration and the procedure of applications for grants etc.

5.2.1 Eligibility Criteria:

The following general conditions are required to be fulfilled by the VOs in order to be eligible for financial assistance under schemes of the government of India:-

A. Legal Status:

The VOs working with a legal status as a society registered under the:

- Indian Societies Registration Act, 1860 (Act XXI of 1860) or Corresponding State Act, or
- Trusts registered under Indian Trust Act, 1882 or
- Charitable or Religious Act, 1920 or
- A charitable company licensed under 5.25 of Companies Act, 1956 or
- Any law for the time being in force.

B. Eligibility Conditions:

In order to be eligible for assistance under any scheme of the government of India, the organisation should fulfill the following conditions:

- It should have a proper constitution, memorandum or articles of association.
- It should have a properly constituted managing body/ governing Body with its powers and duties clearly defined in a written constitution.
- It should be in a position to secure the involvement on voluntary basis, of knowledgeable people for the furtherance of their programmes.
- It should not be running for the profit of any individual or a body of individuals.
- It should not discriminate against any person or group of people on the grounds of sex, religion, language, caste or creed.
- It should not directly function for the furtherance of the interests of any political party.
- It should be secular and democratic in character and should not in any manner incite communal disharmony.
- It should not proselytise and eschew violence.
- It should have the experience of working in welfare and developmental programmes or related area or should show evidence of competence to take up the proposed scheme.
- It should have a sound financial position.
- It should be a well managed and stable organisation with facilities, resources and personnel to undertake the project.

The above general conditions remain the same for all the schemes (central and centrally sponsored) in order to be eligible for financial assistance. However, the exceptions to these conditions (if any) under any specific scheme, have been mentioned in the scheme itself. In addition, the voluntary organisations are also required to

fulfill a condition of a minimum period of their existence (two or three years) at the time of application. This condition is also mentioned under the specific scheme.

5.2.2 Terms and Conditions of Grant-In-Aid

To avail financial assistance under the central government schemes, the organisation/institution has to follow the general terms and conditions of grants-in-aid as mentioned below:

- The grant receiving agency will be required to confirm in writing that the conditions contained in the grant-in-aid rules are acceptable to it and will execute a bond in favour of the President of India to the effect that in the event of its failure to abide by the same, it will refund the whole or such part of the grant as the Government of India (G.O.I) may decide.
- The organisation in receipt of financial assistance shall be open to inspection by an officer of the concerned department/ministry of the G.O.I. or concerned state department/UT administration or a nominee of these authorities.
- The accounts shall be maintained properly and separately and submitted as and when required. They should be open to a check by an officer deputed by the government of India or the state government. They shall be opened to a test check by the controller and auditor general of India at his discretion.
- The audited accounts together with the utilisation certificate in the prescribed form duly countersigned by the chartered accountants are required to be furnished within six months in respect of a preceding year or after expiry of the duration for which the grant was approved.
- The agency shall maintain a record of all assets acquired wholly or substantially out of the government grant and maintain a register of such assets in the prescribed proforma (if any). Such assets shall not be disposed off, encumbered or utilised for purposes other than those for which the grant was given, without prior sanction of the government of India. If the agency cease to exist at any time, such properties shall be reverted to the government of India.
- The programmes of the organisation/institution receiving support under any scheme shall be opened to all the citizens of India without the distinction of religion, sex, race, caste, language or any of them.
- When the state government/government of India have reasons to believe that the sanctioned money is not being utilised for the approved purpose, the payment of grant may be stopped and the earlier grants be recovered.
- The organisation/institution must exercise reasonable economy in the working of the approved project.
- If the concerned ministry is not satisfied with the progress of the project or it finds that there has been a breach or violation of any of the terms and conditions, it reserves the right to terminate the grant-in-aid.
- The grantee organisation shall implement orders in regard to the reservation of posts for SCs and STs.
- An organisation organising a seminar/conference or a workshop under any scheme shall not invite foreign delegates without the prior approval of the government of India.
- In case of grants for building, the organisation must complete the construction of the building within a period of two years from the date of receipt of the first instalment of the grant unless an extension is granted by the GOI.
- If it is found at a later date that the organisation has withheld or suppressed information regarding grants from other official sources, the grant of the central government may be cancelled, reduced or the organisation may be asked to refund the grant already paid to it.
- Equipment purchased out of the grant-in-aid will be the property of the concerned department/ministry, which will decide about its disposal on the completion of the project. The organisation may submit a proposal in this regard before the completion of the project.
- The organisation will submit to the concerned department/ministry, six monthly progress reports of the project alongwith a certified statement of expenditure actually incurred and an estimate of expenditure for the next six months period in the prescribed form. The release of subsequent instalments will be subject to a satisfactory progress of the project.
- The organisation shall furnish to the concerned ministry such information as the ministry may require from time to time.

- All other conditions of the grant shall be as prescribed under general financial rules, 1963, as amended from time to time.

The above terms and conditions are the general conditions to be followed while availing the central government grant and it remain the same for all the schemes under ministries/department of the GOI and specially covered under the Department of Education, Department of Woman and Child Development, Department of Youth Affairs and Sports, Department of Culture, Ministry of Health and Family Welfare, Ministry of Social Justice and Empowerment etc. However, other specific required conditions (if any) under any particular scheme/under any department, have been mentioned separately under that scheme/department or ministry.

5.2.3 Relevant Documents to be Furnished:

I. For New Project:

The following documents are to be furnished alongwith the application:

- A brief note describing the objectives and activities of the organisation.
- A copy of its registration certificate.
- A copy of the constitution of the organisation.
- Names and full particulars of the board of management/governing body etc. of the organisation, the date of its constitution and the date of expiry of its tenure.
- A detailed budget showing the estimated income and expenditure of the year to which the application pertains.
- An audited statement of the accounts (viz. the balance sheet showing income and expenditure statement and receipt of payment accounts) of the organisation/institution for the previous year certified by a chartered accountant or government auditor.
- A statement showing grants received, promised or requested from bodies like a department of the central or state government, local bodies, central or state social welfare board etc.

In case of application for a building grant under any scheme, the following additional documents are to be submitted:

- A detailed structural/financial estimate of the building construction.

- A certificate from the state PWD/CPWD to the effect that the proposed cost of construction of the building is not more than their prevailing rates.
- A copy of the site plans and building plan of the proposed building with a certificate from the local municipal authority that the construction has been permitted.
- Documentary proof of ownership of the plot (in the name of the organisation) on which the building is proposed to be constructed.

After completion of the building, the organisation shall furnish to the concerned department/ministry, copies of the following documents:

- A certificate from state PWD/CPWD/housing board to the effect that the building has been completed in accordance with the approved plans and estimates, and
- A statement of expenditure incurred on the construction of building duly audited by the authorised auditors.

II. For Continuing Project:

In the case of projects for which the organisation is already receiving assistance, the following documents are to be furnished:

- Latest annual report.
- Audited statement of accounts of the previous year.
- Utilisation certificate of the grant already received.
- Asset statement (where ever applicable) in the prescribed proforma.
- Progress report of the project.
- Two copies of a statement showing the grant sanctioned and the actual expenditure incurred on each item for which the grant was sanctioned.
- Justification for continuing the project.
- Budget estimates for the year, with justification for each item of expenditure.

(The VOs have to execute a bond in favour of the President of India while availing the assistance under grants-in-aid. The proforma of the bond to be submitted to the government of India is given below: -



5.2.4 Bond

KNOW ALL MEN BY THESE PRESENTS THAT WE _____an Association registered under the Societies Registration Act 1860 (21 of 1860) and having its office at _____in the state/UT of _____(hereinafter called the obligors) are held and firmly bound to the President of India (Here-in-after called the government) in the sum of Rs. _____only (Rupees_____only) well and truly to be the President on demand and without a demur for which payment we bind ourselves and our successors and assigns by these presents.

1. SIGNED this _____day of _____in the year _____(in words)
2. WHEREAS on the obligors request, the government has as per the union ministry of _____(department of _____.) letter No. _____dated _____(here-inafter annexed to as the "Letter of Sanction" which forms an integral part of these presents and a copy whereof annexed here to as annexure–A) agreed to make favour of the obligors a grant of Rs. _____ (Rupees_____only) out of which Rs. _____ (Rupees_____only) have already been received by the obligors on condition of the obligors executing a bond in the terms and manner contained hereinafter and which the obligors have agreed to do.
3. NOW the condition of the above written obligation is such that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors will be required to refund the unspent balance along with interest @ 6% per annum unless it is agreed to be carried over.
4. The society/trust_____agrees and undertakes to surrender/pay to the government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through an unauthorised use (such as letting out the premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building/asset created/acquired/constructed largely from out of the government grant. The decision of the secretary to the government of India in the ministry of _____(Deptt. of _____) as the administrative head of the department concerned as regards the monetary value aforementioned to be surrendered/paid to the Government will be final and binding on the society/trust_____.
5. And These Presents Also Witness That (i) The decision of the secretary to the government of India in the ministry of _____(department of _____) on the question whether there has been a breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding on the obligors, and (ii) The government shall bear the stamp duty payable on these presents.
6. In witness whereof these presents have been executed as under on behalf of the obligors the day herein above written in pursuance of the resolution No. _____dated _____passed by the governing body of the obligor, a copy whereof is annexed hereto an annexure –B and by passed by the authorised officer of the government of India _____ and on behalf of the President of India on the date appearing below:—

Signed for and on behalf of _____ by

(Name of the Obligor Association)

**Seal
SURETIES**



In the Presence of

Name	Address	Singature
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1)

2)

WITNESS (Name and address)

1)

2)

(For Office Use only)

Accepted for and on behalf of the President of India

Witness

Name and Address

Signature_____

Date_____

Name_____

Designation_____

Enclosres:

The assistances to voluntary organisations provided through various central and centrally sponsored programmes/ schemes of specific ministry/department of the GOI, have been dealt with separately in the following chapters.

CHAPTER 6
MINISTRY OF AGRICULTURE

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INTRODUCTION:

The Department of Agriculture was re-designated as Ministry of Agriculture just after the country's Independence. In January 1951, the Ministry of Agriculture was combined with Ministry of Food to form the Ministry of Food & Agriculture. In January 1966, the Ministry of Community Development and Co-operation was merged with the Ministry of Food and Agriculture to form the Ministry of Food, Agriculture, Community Development and Co-operation.

The Department of Rural Development, which was under the Ministry of Agriculture and Irrigation, became an independent Ministry called Ministry of Rural Reconstruction. In 1983, the Department of Food was taken out of Ministry of Agriculture and made a part of the Ministry of Food and Civil Supplies. The Ministry of Agriculture has evolved a draft of the National Agriculture Policy seeking to actualise the vast untapped agriculture potential, strengthen rural infrastructure, promote value addition, accelerate the growth of agro business, create employment in rural areas, secure a fair standard of living for the farmers, agricultural workers and their families and face the challenges arising out of the economic liberalisation and globalisation.

The Ministry of Agriculture now comprises of four Departments viz. Department of Agriculture and Co-operation (DAC), Department of Agricultural Research & Education (DARE), Department of Animal Husbandry & Dairying (DAH&D) and Department of Food Processing Industries (DFPI). The Department involves voluntary organisations in some of its developmental programmes through the State Government.

The Department of Agriculture and Cooperation is responsible for the formulation and implementation of National policies and programmes aimed at achieving rapid agricultural growth through optimum utilisation of the country's land, water, soil and plant resources. The Department undertakes all possible measures to ensure timely and adequate supply of inputs and services such as fertilisers, seeds, pesticides, agricultural implements and also to provide agricultural credit, crop insurance and ensure remunerative returns to the farmer for his agricultural produce.

The Department is responsible for the formulation of overall co-operative policy in the country, matters relating to national co-operative organisations, co-operative training and education. The department involves voluntary organisations in some of its developmental programmes through the State Government.

The Department has six major Divisions: Agricultural extension; Farm mechanisation; Co-operation.

PROGRAMMES/SCHEMES:

The Agricultural Extension Programme involves the farmers through various Farmers Organisations in order to encourage them to play an active role in the process of transfer of farm technology. An amount of 4 lakh was earmarked to provide financial assistance to selected Farmer's Organisations for implementing various activities related to agricultural production.

1. Scheme of Strengthening of Agricultural Extension Services

Background:

The Directorate of Extension was set up in 1958 in the wake of launching of Community Development Programmes and National Extension Service throughout the country in 1953. Apart from the functions of dissemination of specific knowledge to farmers and supervision of the countrywide extension training infrastructure, Directorate of Extension was also later called upon to implement National Programmes like Intensive Agricultural Development Programme (IADP) and Intensive Agricultural Areas Programmes (IAAP). However, since 1974 the emphasis was shifted to training and Visit System of Extension. With a view to augment the coverage and efficiency of extension services, the efforts made by VOs are integrated with main extension services through the scheme. The scheme started on pilot basis in 8 states involving voluntary organisations, now proposes to be extended to include more number of VOs covering, more number of states in a phased manner.

Objective:

- To involve VOs and Farmers Organisations (FOs) in the extension network to integrate their efforts,
- To strengthen research-extension-farmer linkages at various levels.,



- To document Indigenous Technical Knowledge (ITK) for validation by the research system,
- To strengthen Monitoring and Evaluation of Agricultural Extension

Eligibility:

- The State Departments of Agriculture, State Agricultural Universities (SAUs) and ICAR institutes would be participating in implementation of the scheme.
- Credible NGOs and Farmer Organisations (FOs) would be involved in extension process primarily on the recommendation by the State Departments and SAUs.
- Selected Farmer Organisations (FOs) would be involved in the extension process.

Financial Assistance:

100% assistance will be given by Govt. of India.

Procedure to Apply:

Involvement of NGOs and FOs through State Departments of Agriculture. For detailed information about the scheme please contact: Director (Extension Management), Directorate of Extension, Ministry of Agriculture, Krishi Vistar Bhawan, Pusa, New Delhi-110 012

2. Scheme of Promotion of Agricultural Mechanisation

Background:

Farm Mechanisation Programmes of the Government have been directed towards selective mechanisation with the aim of optimum utilisation of the available sources of farm power. The programmes emphasise popularisation of improved and modern agricultural implements and machines through various Schemes. Farmers have been provided financial assistance for owning tractors and other improved agricultural implements and machines.

The Ninth Plan programmes give a special thrust to a sustainable and all-round agricultural development in the country through a pragmatic farm mechanisation strategy for the different agro-climatic zones of the country. The scheme of Promotion of Agricultural Mechanisation, a centrally sponsored scheme for promotion of agricultural mechanisation among small farmers has been in operation since 1992-93.

Objectives:

- Promotion and popularisation of farm mechanisation in the country.
- Alleviation of drudgery associated with the various farm operations.

Eligibility:

Any individual farmer or groups of farmer, Registered Co-operative Societies, Agricultural Credit Societies, Multi-purpose Agricultural Societies etc. having agricultural land are eligible to avail grant of subsidy for purchase of tractors upto 30 PTO H.P.

Preferences:

- The scheme is available to the all categories of farmers. However, preference is given to the marginal, small and semi-medium farmers.
- 22.5% of the budget allocation has been earmarked for farmers belonging to the SC/ST communities.
- The scheme is available to the farmers who are buying tractors and allied machines for the first time.

Financial Assistance:

- The scheme is 100% Centrally funded.
- There is a provision of subsidy at the rate of 30% limited to Rs. 30,000/- to the eligible farmers, their groups for the purchase of tractors upto 30 PTO H.P. alongwith matching implements.
- Repayment period of the bank loan has been increased from 9 years to 12 years.

Procedure to apply:

All eligible groups are required to apply to the Department of Agriculture of the concerned State.

3 Scheme of Natural Disaster Management

Background:

The Scheme of Natural Disaster Management was implemented as a Central Sector Plan Scheme in 1993. Many organisations including NGOs, State Training Institutions are participating in various activities. Efforts are also being made to involve media as well as leading missions in the public awareness campaign. The Ministry intends to put more emphasis on awareness activities for

officers engaged in relief activities at various levels as well as public in large to motivate them to participate in the disaster reduction related activities.

Objective:

- To enhance the national capability for disaster reduction, preparedness and mitigation of natural disaster. The scheme is also expected to enhance the level of awareness of the community about the disasters they are likely to face and prepare them adequately to face the crisis situation in the future.

Eligibility:

- The activities under the scheme are taken through leading governmental and non-governmental organisations, scientific and technical institution.

Activities:

Various activities under the scheme undertaken are: human resource development, public awareness and community participation promoting research and consultancy services, documentation of major events, sponsoring seminars/workshops in the field of natural disaster management.

Financial Assistance:

100% grant by the Ministry .

Procedure to Apply:

The interested institutions/organisations, both in government and non government sector are required to send a proposal for undertaking specific activities under this programme. The proposal is processed keeping in view the objectives of the scheme and necessary funds are made available. The application is to be forwarded to: Joint Secretary, NDM Division, Department of Agriculture & Co-operation, Krishi Bhavan, New Delhi-110001.

4. Scheme of National Watershed Development Project for Rainfed Areas (NWDPR)

Background:

The Government of India have accorded the highest priority to the holistic and sustainable development of rainfed areas constituting about 63 percent of the

cultivable land through an integrated watershed management approach. The current strategy is based on the concept of conservation of rainwater for integrated development of watersheds, promotion of diversified and integrated farming systems approach, management of common property resources and augmenting family income and nutritional levels of participating watershed communities through alternate household production systems.

The Rained Farming Systems Division was created in the Department of Agriculture & Cooperation in the early nineties with a view to oversee the formulation, planning execution, monitoring and review of National Projects as well as externally aided projects concerning farming systems development through integrated watershed approach.

Resorting to the watershed approach is central to the development of rainfed areas, inclusive of various special problem areas, namely, saline and waterlogged lands, ravines, hill areas, coastal and desert eco-systems. A special programme namely, Watershed Development Project for Shifting Cultivation Areas (WDPSCA) is being implemented in the North Eastern States.

The scheme of NWDPR is a Centrally Sponsored Scheme which started in 1991, and it has been continuing during the IXth Five-Year Plan with the purpose of increasing agricultural productivity and production in the rainfed areas through sustainable use of natural resources. NGOs have been playing a vital role in the programme. Enlarging the role of NGOs & Panchayats in the NWDPR, is one of the thrusts of the programme.

The salient features of the scheme are: promotion of low-cost and eco-friendly technology; integrated watershed management approach; farming systems development; peoples participation through suitable institutional arrangements; management of common property resources and cost benefits sharing; and long-term sustainability.

Objective:

- Attainment of targeted level of foodgrain production in a given time frame in a sustainable manner.
- Resorting ecological balance in the degraded and fragile rain-fed eco-systems, by greening these areas through appropriate mix of trees, shrubs and grasses.



- Reducing regional disparity between irrigated and vast rain-fed areas and
- Creation of sustained employment opportunities for the rural poor.

Coverage:

- All the Community Development Blocks in the country with less than 30% of their cultivated area under assured means of irrigation qualify for inclusion under NWDPRAs.
- During the IX Five Year Plan, areas contiguous to the existing areas has been considered under the Project for treatment.

Implementing Agency:

The implementing agencies of the scheme include:- State governments /UT Administrations, NGOs, etc.

Financial Assistance:

The Ministry provides 75 per cent grant and 25 percent loan to the States participating in the NWDPRAs Project. Assistance is provided under the prescribed norm of Rs. 4,500 per hectare (of <8% slope) and Rs. 6,000 per hectare (>8% slope).

Procedure to Apply:

During the Eight Five Year Plan, model watershed projects were approved by the Ministry of Agriculture based on the standard guidelines of NWDPRAs. Based on these, the State level Sanctioning Committee approves other replicable watershed models for implementation. The contact person is: Joint Secretary (RFS), Department of Agriculture & Co-operation, Ministry of Agriculture, Krishi Bhawan, New Delhi – 110001

5. Watershed Development Fund (WDF) Scheme

Background:

A Watershed Development Fund (WDF) has been established at National Bank for Agricultural and Rural Development (NABARD) in the year 2000. The fund is proposed at 2 million Rupees and it will be utilised to create the necessary framework conditions to replicate and consolidate the isolated successful initiatives under different programmes in the government, semi-

government & NGO sectors. The activities under WDF will be taken up under the guidance of a High Powered Steering committee constituted with representatives from the Ministry of Agriculture, Rural Development and Ministry of Finance (Banking Division), representatives of State Governments, NABARD and a selected NGOs from different states.

Objective:

- To integrate watershed development in hundred priority districts in the country through participatory approach.

6. Scheme of National Land Use & Conservation Board (NLUCB)

Background:

Land, which is the most precious heritage and physical base of biomass production of life supporting systems is finite. Almost 173.64 m.ha. covering slightly half of the country are threatened by various types of degradation like salinity, alkalinity, water logging, ravines and gully erosion, shifting cultivation, desertification, etc. About 800 ha. of arable land are being lost annually due to ingress of ravines. There are specific problems of land degradation due to open cast mining operations, using good productive land for brick kilns, coastal erosion and seawater ingress, excessive erosion and landslides in the crumbling hill areas. The forests and grasslands have been over exploited. The problem of land degradation with an increasing depletion of the productive of land food, fodder, fibre, fuel and land based industrial raw materials crises.

Recognising the need for optimal land use planning, a National Land Use & Conservation Board (NLUCB) was established during Sixth Five-Year Plan and is being continued since 1983. The Board is the highest policy, planning and co-ordinating agency for all issues concerning the health and scientific management of country's land resources. The Board provides assistance to the State Governments, concerned institutions and voluntary organisation for undertaking projects relating to conservation and utilisation of land resources.

Objective:

- To formulate national land use policies, perspective plan for optimum utilisation of land resources,

- To make overall review of the progress of implementation of ongoing schemes and programmes relating to the land resources.
- To sponsor studies, organise seminars, workshops, etc.
- To launch awareness campaign for conservation of land resources in the country.

Activities:

Proposals are considered for evaluation studies, seminars, workshops, training, awareness campaign etc.

Financial Assistance:

The expenditure incurred in this Scheme are for the following components: Salaries, domestic travel expenses, office expenses, advertising & publicity, professional services etc.

Procedure to Apply:

The persons to be contacted are: Deputy Commissioner (WP)/Addl. Commissioner (F)/J.S.(SWC), Department of Agriculture & Cooperation, Ministry of Agriculture, Krishi Bhawan, New Delhi 110 001.

7. Scheme of Post Harvest Technology (PHT)

Background:

Post Harvest Technology is a Centrally Sector Plan Scheme. It started in 1986 to develop cost effective, indigenous technology for improving the recovery of oil from oilseeds during processing of oilseeds; minimisation of losses during de-hulling/ storage of oilseeds; value addition products from by products during extraction of oil from oilseeds; drying of oilseeds; pulse milling technology etc. .

Objective:

The objective of the scheme is to step up the production through scientific handling of harvest, procurement, storage and viable scientific processing for achieving the qualitative and quantitative ultimate product in oilseeds, pulses and maize.

Eligibility:

Central/State Govt. departments, Autonomous Institutions such as CSIR & its constituent Laboratories,

the Universities & NGOs.

Financial Assistance:

The approved pattern of assistance (grant-in-aid) is as follows:

- Assistance for R & D projects is on 100 percent basis.
- Setting up of demonstration Units/ State Cooperative/ Oil Federation/NGOs :75%

Procedure to Apply:

Person to be contacted : Additional Secretary /Joint Secretary(TMOP), Department of Agriculture and Cooperation, Ministry of Agriculture, Krishi Bhawan, New-Delhi-110001

8. Scheme of National Oils & Vegetable Oils Development Board (NOVOD)

Background:

The National oils & Vegetable Oils Development (NOVOD) Board is a Centrally Sector Programme launched in 1983. NOVOD Board is working as pre-cursor for Technology Mission on Oilseeds.

Objective:

- To open newer areas and non-traditional seasons for promotion of oilseeds cultivation such as e.g. Soyabean, groundnut, white seasmum etc. during kharif season and sunflower, rapeseed, mustard etc. during Rabi season.
- To undertake activities for integrated development of tree-borne oilseeds (TBOs).

Eligibility:

Central/State institutions, State Governments, Agricultural Universities, Oil Federations/Co-operatives, NGOs and Research Institutions.

Financial Assistance:

100% financial assistance from the Central Government.

The scheme envisages assistance to the States / Central institutions/State Institutions/Co-operatives and Semi-Govt/NGOs for the following components:

- (a) Demonstration, Manikins, seed production farm

- implements, hand gloves, and micro-irrigation.
- (b) Purchase of seedling
- (c) Publicity,
- (d) Land preparation & maintenance
- (e) Moisture meter
- (f) Procurement incentive on soybean procurement in hilly areas
- (g) Pre-processing facilities
- (h) Installation of small modern oil extraction units

- (i) Modernisation of oil processing units
- (j) Research Support
- (k) Training of trainers and study tours.

Procedure for Application:

Self contained proposal is to be submitted to NOVOD Board. Persons to be contacted :

Additional Secretary, Joint Secretary (TMOP),
Department of Agriculture and Cooperation, Ministry of
Agriculture, Krishi Bhawan, New-Delhi-110001

CHAPTER 7

MINISTRY OF ENVIRONMENT AND FORESTS

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INTRODUCTION

The Ministry of Environment and Forests is the nodal of the Central Government for the planning, promotion coordination and overseeing the implementation of the various environmental and forestry programmes.

Conservation and survey of flora, fauna, forests and wildlife, prevention and control of pollution, afforestation and regeneration of degraded areas and protection for environment, are the mandates of the Ministry and these tasks are being fulfilled by the Ministry through environmental impact assessment, eco-regeneration, assistance to organisations implementing environmental and forestry programmes, promotion of environmental and forestry research, extension, education and training to augment the requisite manpower, dissemination of environmental information international cooperation and creation of environmental awareness among all sectors of the country's population.

The role of NGOs and VOs in various environmental programme activities is widely recognised by the Ministry. Financial assistance is given to them in relevant areas such as afforestation, soil conservation, land use planning, preservation of flora and fauna, regeneration of degraded ecosystems, control of pollution and environmental research.

Financial assistance to NGOs and voluntary organisations is given by the Ministry under the following broad programmes:-

- Environment Research and Development
- Eco-regeneration and Development
- Environmental Education Awareness and Training.

7.1 ENVIRONMENTAL RESEARCH AND DEVELOPMENT PROGRAMME

Background:

The Environmental Research and Development Programme is a Central Scheme for promotion of research in multi-disciplinary aspects of environmental protection, conservation and development. The purpose of the programme is to generate information for understanding various linkages that operate in different eco-systems and

a scientific basis for development of methods for optimal utilisation of natural resources and development of strategies for environmental protection, conservation and management.

Objective:

The objectives of the Scheme are :-

- To generate information required to develop strategies, technologies and methodology for better environmental management.
- To attempt solutions to the practical problems of resource management and provides necessary inputs for development and formulation of Action Plans for conservation of natural resources and restoration of degraded ecosystems.
- To strengthen facilities and infrastructure to facilitate research and training of manpower for undertaking environmental research.

Implementing Agency:

Research projects are funded in multidisciplinary aspects of environment protection, conservation and management at various universities, research and development institutions and Non-governmental organisations of the country.

Programmes:

The environmental Research and Development Scheme covers the following three programmes:-

- Environment Research Programme (ERP)
- Eco-systems Research Scheme (ERS)
- Action-oriented Research Programme for Eastern and Western Ghats

a) Environment Research Programme (ERP)

The ERP covers chemical, bio-chemical, engineering, technology development and environment management studies e.g waste minimisation, recycling, resource recovery, pollution control etc.

b) Eco-Systems Research Scheme (ERS)

Under Eco-Systems Research Programme, projects are sanctioned in multi-disciplinary aspects of environmental conservation with emphasis on eco-system approach particularly on aspects of inter-relationship between man and his environment. The eco-systems covered under

the programme include, mountains, mangroves, coral reefs, river basin etc. The projects those are supported under the scheme include the following aspects:-

- Environmental Conservation & Management
- Ecological effects and impacts of human activities on biosphere.
- Climate Change
- Inter-relationship between man and biological resources.

c) Action-oriented Research Programme

The Action-oriented Research Programme addresses itself to location-specific problems of resource management in the Eastern and Western Ghat regions of the country. Under the programme studies relating to biodiversity, land use, impact of developmental activities etc. are taken up.

Assistance is provided for NGO projects covering the above mentioned broad areas which fall under the following specific action programmes:-

1. Man and Biosphere (MAB) Programme:

The Man and Biosphere Programme is an interdisciplinary programme of research and training which emphasises an ecological approach to the study of inter-relationships between man and the environment. It encompasses studies on various ecosystems to develop scientific basis for resource management.

2. Programme on Biosphere reserves

Biosphere Reserves are protected areas rich in biodiversity, encompassing unique and representative ecosystems. Research on various aspects of Biosphere Reserve areas has been promoted through academic and research institutions in the country for conservation and management of Biosphere Reserves. The goal is to facilitate conservation of representative landscapes. Twelve Biosphere Reserves have been set up in the country such as e.g. Nilgiri, Nanda Devi, Nokrek, Sundarbans.

Objectives:

The objectives of the programme are:-

- To conserve diversity of plants, animals and micro-

organisms,

- To promote research on ecological conservation and other environmental aspects,
- To provide facilities for education, awareness and training for effective participation of the people living around the Biosphere Reserves.

Financial Assistance:

- The Ministry provides financial assistance to the respective State Government for conservation of the Biosphere Reserves.
- A set of guidelines for protection, maintenance, research and development of the Biosphere Reserves have been brought out by the Government of India.

3. Research Programme on Wetlands

Background:

Wetlands are transitional areas between aquatic and terrestrial eco-systems where watertable is usually at or near the surface of the land. They include marshes, swamps, flood plains, bogs, peat lands, shallow ponds, littoral zones of larger water bodies, tidal marshes etc. Wetlands play an important role in controlling flood, regulating water quality, abatement of pollution, recharging of aquifers and as potential sites for aquaculture. India is very rich in wetland resources and exhibits significant ecological diversity. Six wetlands, have been designated as wetlands of International importance under Ramsar Conventions, to which India is a signatory. These Wetlands are: - Chilka, Keoladeo Ghana National Park, Harike, Loktak, Sambhar and Wular. Realising the importance of wetlands, Government of India had launched a Wetland Conservation Programme in 1987.

Objective:

The objective of Wetland Conservation Programme are:-

- To lay down policy guidelines for implementing programs related to conservation and management of wetlands in the country.
- To involve people in wetland management activities who are living around these areas and depend for their livelihood entirely on wetlands.
- To initiate economic evaluation of wetland.
- To prepare an inventory on wetlands.

- To lay stress on problems relating to hydrological aspects, wetland mapping, landscape planning.
- To understand aspects of wetland processes and functioning.

Implementing Agencies:

The programme is promoted through Universities/ Research Institutions/NGOs.

Programme Activities:

The National Committee on Conservation of Wetland has identified 20 wetlands in the country for intensive conservation and management. Management Action Plans (MAPs) for 16 wetlands have been prepared and are in operation.

The research programme activities include: survey and demarcation, mapping, landscape planning, hydrology, control of encroachment, eutrophication abatement, aquatic weed control, wildlife conservation, fisheries development, environment awareness and research concerning structure and function of aquatic eco-systems. In addition to the research programmes, environmental awareness programme for use of wetlands has been supported by the Ministry.

Financial Assistance:

- 100 percent central assistance is given to the concerned state governments.
- Financial assistance is given only to those research projects which are related to wetlands identified by the National Wetland Committee.
- Small grant funds from Ramsar Bureau are also available for viable projects.

4. Programme on Mangroves

Background:

Mangroves are salt tolerant forest eco-systems. They play an important role in stabilising the shoreline and act as a bulwark against the encroachment by the sea. They also sustain rich biological diversity which provides the source of livelihood for the people of the surrounding areas. Mangrove forests are among the most productive ecosystems and play an important role in protection of the coastal areas, fertilisation of the sea and serve as the breeding and feeding grounds for prawns and fishes.

Realising the importance of mangroves, Government of India had initiated efforts for their conservation and management in late 1950s. They were declared as ecologically sensitive areas under the Environmental Protection Act, 1986, banning their exploitation and a Coastal Zone Regulation Notification 1991 prohibits developmental activities and disposal of wastes in the mangrove areas.

The Ministry has initiated a Plan Scheme on Conservation and Management of Mangroves and Coral Reefs in 1986 and constituted a National Committee to advise the Government on relevant policies and programmes. On the recommendations of this committee 15 mangrove areas in the country have been identified for intensive conservation. Of the fifteen mangrove areas which have been identified, Management Action Plans have been sanctioned currently for five areas viz. Bhitarkanika and Mahanadi (Orissa), Sundarban (West Bengal), Goa and Achra/Ratnagiri (Maharashtra).

Management Action Plans (MAPs) have been prepared on the following aspects of mangroves eco-systems:-

- Natural regeneration.
- Raising of nurseries and afforestation, notification of the areas and
- Protection and conservation through education and awareness.

Programme Activities:

Major activities under the programme include survey and demarcation, afforestation and rehabilitation and protection of mangroves as well as eco-development activities leading to sustainable livelihood options of the local community and awareness in these areas.

5. Programme on Coral Reefs

Background:

Coral Reefs are shallow water tropical ecosystems characterised by the remarkably high biomass production and rich floral and faunal diversity. Coral Reefs are particularly important to millions of people around the world as sources of high quality protein and cultural products. They provide raw materials for dwellings along the coast and protect fragile shoreline from damage and erosion. They are also of great value to the world at large as the hotspots of marine bio-diversity.

Estimates reveal that 95 per cent of the world's coral reefs have been damaged by over-fishing, dynamiting, pollution, and poisoning or ship's anchor. Recently bleaching in Indian Ocean has caused considerable damage to the coral reefs in India.

Taking into consideration the importance of coral reefs and the factors responsible for their deterioration, four areas in the country have been identified for conservation and management: - These areas are Andaman & Nicobar Islands; Lakshadweep; Gulf of Mannar and Gulf of Kutch.

Financial Assistance:

Financial assistance is extended to the concerned States/UTs for implementation of Management Action Plans.

6. Scheme of National Natural Resource Management System (NNRMS)

Background:

The scheme of NNRMS has been established for the purpose of comprehensive approach to the management of natural resources. The scheme involves utilisation of remote sensing technology for inventory, monitoring and mapping resources such as land, water, forests, minerals, oceans etc., and to utilise this information for monitoring changes in ecological systems.

Objectives:

The main objectives of the National Natural Resource Management System (NNRMS) Scheme is utilisation of remote sensing technology with conventional methods in monitoring of natural resources such as land, water, forests, minerals, oceans etc. for attaining sustainable development.

Guidelines for Environmental Research and Development Programmes

The financial assistance, the eligibility conditions, terms and conditions etc. are the same for all the schemes as mentioned under the Environmental Research Promotion Programme.

Eligibility Conditions:

- Research proposals can be submitted by a scientist who

- is a permanent employee of the organisation/institution.
- The organisation should have the basic facilities for conducting environmental research.

Criteria for Selection of Projects:

Preference will be given to projects which:

- (a) are concerned with research on environmental subjects and are of direct relevance (b) are of broad applicability or aim to solve problems of environment or produce results which can be used under a variety of conditions (c) are capable of producing knowledge (d) can be used for the purpose of environmental planning or can lead to innovation and development of sound environmental technologies and techniques (e) tend to produce irreversible impact on environment (f) help to build expertise in institutions and (g) are catalytic in promoting new areas of environmental research etc.

Financial Assistance:

Grants for a research project are provided to the Principal Investigator for:

- Appointment of research associates/fellows and technical supporting staff, e.g. technicians, instrumentation mechanics etc., and payments of salaries and cost of service benefits to them. The principal investigator who is already employed will not be paid out of the funds sanctioned.
- Acquisition of equipment not available in the institution.
- Cost of travel (internal) including participation in scientific conferences/seminars connected with the project.
- Contingencies.
- Any other expenditure which is considered appropriate depending upon the requirements of a proposal.
- Foreign exchange will not be sanctioned.

Duration:

The projects will be sanctioned for a maximum period of three years.

Procedure:

Proposal of the project will be submitted in the prescribed proforma (Appendix-I) and may be submitted to the Department at any time of the year. Thirty typed copies of the application are required to be submitted.

Addresses:

- a) For projects relating to MAB, Environmental Research and Integrated Action Oriented Research in ecologically sensitive areas; the application should be addressed to: Director (RE), Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi-110 003
- b) For other Environmental Research Projects, proposals should be submitted to:- Director (CS), Ministry of Environment and Forests, Parayavaran Bhavan, CGO Complex, Lodi Road, New Delhi 110 003.

Terms and Conditions for Environmental Promotion Schemes

1. Approval of the proposal and the grant being released is for the specific project sanctioned and grant should be exclusively spent on the project for which it has been sanctioned.
2. The grantee organisation is not permitted to seek or utilise funds from any other organisation (Government, Semi-Government, autonomous or private) for the same research project).
3. Any unspent amount out of the grant given by the Department, would be required to be surrendered to the Government of India in the Department of Environment and carry forward of unutilised amount from one financial year to the next financial year for utilization for the same project with the approval of the Department.
4. Assets (permanent/semi-permanent) acquired mainly out of the grant including books and furniture shall be maintained by the grantee organisation in an audited record in the form of Register in the prescribed proforma.
5. All the assets including equipment and photo-types acquired from the grant will be the property of the Government of India and without the prior approval of the Department, it should not be disposed off or encumbered or utilised for any other purposes.
6. At the conclusion of the projet, the Government of India will be free to sell or otherwise dispose off assets, which are the properties of Government of India.
7. The grantee organisation will furnish yearly progress reports of the work done in the project (10 copies). The Department of Environment can depute Scientists/ specialists to visit the organisation periodically for reviewing the progress of the work and may suggest such measures as to ensure an early realisation of the objective of the project. Full facilities are to be provided by the grantee organisation to the visiting scientists/ specialists.
8. No international travel is permitted out of the project grant.
9. The grantee organisation would furnish the following documents to the Department.
 - (i) a utilisation certificate in prescribed format within six days from the close of each financial year.
 - (ii) six monthly expenditure statements in the prescribed proforma.
10. The Comptroller and Auditor General of India, at his discretion shall have the right of access to the accounts of the grantee organisation receiving grants from Government of India
11. The organisation should maintain separate audited accounts for the project.
12. Sale proceeds, if any, as a result of the development of the project, arising directly from the funds granted by the Department of Environment shall be remitted to the Government of India. The Government of India may, at its discretion, allow a portion of such receipts to be retained by the grantee organisation.
13. The know-how generated from the project will then be the property of Government of India and receipts by way of sale of know-how, royalty etc., shall accrue to the Government of India. The Government of India may at its discretion, allow a portion of such receipts to be retained by the grantee organisation.
14. The Department of Environment will have the right to call for drawings/specifications and other data necessary to enable the transfer of know-how to other parties and the grantee organisation should supply all the needed information at the request of the Department.
15. Investigators wishing to publish papers on research work done under projects should obtain the prior permission of the Department and acknowledge the financial support received from the Department of Environment and also send three copies of the published papers.



16. The grantee organisation is not permitted to entrust the implementation of the project work, for which grant is being sanctioned, to any other organisation and diversion of the grant or any portion of it as assistance to other organisation. In exceptional cases, this condition may be relaxed by the Government of India.
17. Staff, if any, sanctioned for the project should be recruited within ninety days of issue of sanction order. Similarly, equipment, if any sanctioned, should be order within the same period.
18. The Department of Environment reserves the right to terminate the grant at any stage, if convinced that the grant has not been properly utilised or appropriate progress is nor being made.
19. No additional time will be provided by the Department for submission of the final report. It should be completed within the sanctioned period.
20. The grantee organisation will furnish 20 copies of a detailed report to the Department of Environment on the outcome of the project on the prescribed proforma.
21. If the investigator leaves the institution where the project is based, he should submit 10 copies of complete and detailed report of the work done on the project till the date of his release. Prior to leaving, the investigator shall inform the Department and get the approval for the handing over of the project to another investigator.
22. In case of violation of any of these conditions of the grant or in case of closure or dissolution of the organisation, the Government may take possession of all the assets of the organisation acquired out of the Government grants and use them in any manner deemed appropriate.

7.2 ECO-REGENERATION AND DEVELOPMENT PROGRAMME

Background:

Over-exploitation of the natural resources beyond the carrying capacity of the ecosystem and its degradation through pollutions (domestic and industrial) have resulted ecological imbalances which is manifested in excessive deforestation, soil erosion and floods, desertification, droughts, loss of genetic diversity and above all the depletion of life supporting systems and the quality of life.

The National Afforestation and Eco-Development

Board (NAEB) was set up in the Ministry of Environment and Forests in August, 1992 with the task of promoting afforestation, tree planting, ecological restoration and eco-development activities in the country, with special attention to degraded forest areas and land adjoining forest areas, national parks, sanctuaries and other protected areas, as well as ecologically fragile areas like the Western Himalayas, Aravallis, Western Ghats, etc.

The NAEB helps to foster people's movement for promoting afforestation and eco-development with the assistance of voluntary agencies, non-government organisations, Panchayati Raj institutions and others and promote participatory and sustainable management of degraded forest areas and adjoining lands.

Financial Assistance is given to voluntary organisations and NGOs under the following three schemes for eco-regeneration and development:-

- Grant-in-Aid Scheme for Voluntary Organisations
- Scheme of Eco-Development Camps
- Field Demonstration Projects for Integrated Ecological Development

7. Grant-in-Aid Scheme for Voluntary Organisations

Background:

Grants-in-aid scheme has been introduced by Board under which financial assistance is provided to NGOs and Voluntary Agencies for afforestation and tree planting activities.

Eligibility:

Registered non-profit organisations; registered societies, co-operatives, companies or trusts; recognised schools, colleges and Universities are eligible for financial assistance under the scheme.

Programme Activities:

The project activities may include raising of seedlings; planting; training and extension; soil and moisture conservation works; regeneration of degraded forests.

Criteria for Selection of Projects:

- The proposed project proposal should have the full involvement of the beneficiaries in order to facilitate people's participation in the programme. The village

Panchayat/Gram Sabha concerned should be involved in selecting the beneficiaries under the programme.

- The land on which activities are proposed to be undertaken should be properly identified.
- Species covered under planting/afforestation should include fuelwood, fodder, small timber, fruit and other species which provide food and income to the local people as also improve the status of land. The proportion of fuelwood/fodder species in the mix species should not be less than 60 per cent of the total.
- The project should be location-specific.

Financial Assistance:

- Assistance for nursery costs will be limited to Rs. 0.60 per surviving seedling in the case of 3-6 months nursery and Re.1.00 per surviving seedling in the case of nursery where the seedlings are to be kept for 8-12 months.
- Assistance for planting (including land development, pit digging, weeding, fertiliser, wages etc.) and maintenance over a period of 3 years (including casualty replacement) will not exceed Rs. 4,800 per hectare or Rs. 3.00 per plant, whichever is less. This is for a maximum planting density of 1600 plants per hectare.
- Assistance towards the administrative costs of the project (including operation of vehicles and staff salaries) together with those related to awareness – raising activities essential for the project should not exceed 15 per cent of the nursery and planting costs admissible.
- Assistance of Rs. 1,000 per hectare (over a period of 3 years) for fencing purpose to protect plantations is also proposed under the scheme.
- In case of soil conservation measures, such as, contour bunding, contour trenching, gully plugging etc. and/or arrangements for watering, an additional amount of Rs. 1200 per hectare or Rs. 0.75 per plant, whichever is less, over the project duration would be granted.
- For afforestation projects in the hills and desert areas, transportation assistance limited to Rs. 0.10 per plant or Rs. 160 per hectare, whichever is less, may be allowed subject to the agency furnishing adequate justification.
- The above norms will apply to afforestation projects on public lands i.e. panchayat lands and government

lands. In case of projects covering private lands, the Board's assistance, subject to the above specifications, will be restricted to:

- nursery costs as above;
- planting and maintenance over a period of three years subject to a limit of Rs. 2,400 per hectare or Rs. 1.50 per plant, whichever is less;
- administrative costs of the project together with those related to awareness raising subject to a limit of 15 per cent of the nursery and planting costs admissible;
- soil and moisture conservation measures subject to limit of Rs. 600 per hectare or Rs. 0.40 per plant, whichever is less; and
- transportation costs as given above.
- The quantum of grant will depend upon the capability to the project by the Board of the NGO and the priority assigned to the project by the Board.

Procedure for Submitting Application:

The application in the prescribed format, complete in all respects, should be submitted in duplicate alongwith the supporting documents to the National Afforestation and Eco-Development Board or the nodal officer in the district designated by the State Government.

Application should be addressed to: Secretary, National Afforestation and Eco-Development Board, Ministry of Environment and Forests, Paryavaran Bhawan, 7th Floor, CGO Complex, Lodhi Road, New Delhi 110 003

8. Scheme of Eco-Development Camps

Background:

The success of any environmental improvement programme calls for a wider public participation. Eco-development camps for short duration environmental activities is conducted for not only to create environmental awareness among the masses but also make them understand the importance of collective action. Eco-development Camps thus, can be taken as a community drive for mass participation.

Objectives:

The objectives of the scheme are:-



- To create environmental awareness and to undertake short-term demonstrative environmental activities like tree plantation, soil conservation, management of water resources, health, hygiene and sanitation.
- To promote non-conventional sources of energy, creation of environmental awareness of school children, youth and the local people.

Programme Activities:

The activities for which assistance may be given include:-

- Creation of environmental awareness through lectures/workshops, exhibitions, charts and posters, 'Pad Yatras', use of folk arts, demonstration project etc.
- Soil conservation particularly in the watersheds through checkdams, gully plugging, grass, shrubs or tree plantation.
- Training and techniques in nursery raising and afforestation.
- Soil testing for guiding people for the best use of land.
- Promotion of civic sense, the sanitation and health care, construction of community toilets, drains for waste water disposal etc.
- Promotion of non-conventional energy sources like solar cookers and smokeless 'chulhas' etc.

Financial Assistance:

The Eco-development Camps must be in manageable size and should not exceed an amount of Rs. 30,000/-.

Procedure for Application

Three copies of the proposal complete in all respects in the prescribed proforma (Appendix-II) should be submitted to: Director (RE), Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi - 110 003.

9. Scheme for Field Demonstration Projects for Integrated Ecological Development

Background:

The scheme is intended to demonstrate on a small scale the techniques for restoration of selected degraded areas and integrated ecological development.

Objectives:

- Restoration of degradation areas through application of available technology and scientific knowledge.
- Integrated ecological improvement of selected villages or cluster of villages.
- Demonstrating that economic development can be possible without disturbing the ecological balance.

Implementing Agencies:

Government Agencies, autonomous bodies and registered voluntary organisations.

Activities:

Activities for which financial assistance may be given include:

Nursery raising, afforestation, soil conservation, development of water resources and water conservations, installation of smokeless chulhas, social conservation, cookers and biogas plants, cultivation and maintenance of medicinal plants, promotion of hygiene, sanitation and health care, recycling urban and rural wastes for productive purposes and prevention of pollution, creation of environmental awareness and adoption of ecologically compatible and environmentally sound agricultural and animal husbandry practices.

Terms and Conditions:

Same as given under the Environmental Research Promotion Scheme.

Procedure:

The proposals should be submitted in the prescribed proforma (Appendix-III) and twenty five copies of proposal should be sent in the address as already mentioned under the previous scheme.

7.3 ENVIRONMENTAL EDUCATION, AWARENESS AND TRAINING PROGRAMME

Background:

Environmental Education, Awareness and Training plays a significant role in encouraging and enhancing people's participation in activities aimed at conservation, protection and management of the environment, essential for achieving sustainable development. The Ministry,

therefore, accords priority for the promotion of non-formal environment education and creation of awareness among all sections of the society through diverse activities using traditional and modern media of communication.

The Environment Education strategy developed by the Ministry now intends to promote infusion of environmental concepts in the school curriculum, teachers training and use of non-formal methods through involvement of NGOs.

Financial assistance is provided to NGOs and voluntary agencies by the Ministry under various environmental education, awareness and training related schemes as outline below:-

10. Scheme of National Environmental Awareness Campaign (NEAC)

Background:

The National Environment Awareness Campaign (NEAC) was launched in 1986 for creating environmental awareness at all levels of the society. As a part of this campaign, 19th November to 18th December of every year is observed as National Environment Month (NEM).

Major theme is identified every year. The theme for the year 2000 for example, was “Keep Our Environment Clean and Green”. Sub-themes are also identified under the major theme covering various environmental issues such as e.g. afforestation, eco-regeneration, pollution control, drinking water, solid waste and garbage management, conservation of flora and fauna etc.

Objectives:

The basic objective of the programme is to create environmental awareness among masses through awareness campaign.

Implementation:

A selected group of NGOs and voluntary agencies, educational and training institutions, professional associations, community organisations etc. can participate in the campaign. These bodies singly or in partnership with other organisations can organise programmes for creating environmental awareness at the local, regional or national level.

Target Groups:

Students/youth, teachers, women, tribals, administrators, professionals, legislators, industrial workers, NGOs/Voluntary workers, farmers/rural population, social workers, armed forces personnel and the general public have been covered under the campaign.

Activities:

The kind of activities that are organised during the campaign are: Seminar/workshop/training camps, public meetings, exhibition/painting competition, padayatra/rally, audio-visual/film shows, display of posters, drama/street theatres, folk dances, festivals, tree plantation drives, science fairs, preparation of educational resource material to create environmental consciousness.

Structure of the Campaign:

The campaign is overseen by an Empowered Committee of the Ministry composed of official and non-official experts, headed by the Secretary, the Ministry of Environment and Forest.

In order to ensure that the campaign reaches to all corners of the country, the Ministry has appointed certain organisations as Regional Resource Agencies (RRA).

Role of RRAs:

- To help identifying capable organisations that qualify for participation in their campaign in their own regions;
- Assist (if required) such organisations in planning their campaign.
- Contribute where possible to the implementation and evaluation of the approved programmes and
- Help the Ministry to complete the administrative requirements for the campaign.

The RRAs will play a key role in the selection of participating agencies and provide an advising role to the Ministry on the effectiveness of the campaign in their respective areas of jurisdiction. It is not mandatory for the participating agencies to seek the assistance of RRAs, if they can organise their programmes on their own.

Guidelines for Campaign Projects:

- a) The campaign is essentially composed of a special short-duration programmes for creating environmental awareness among the citizens of India.



- b) The campaign activities would reach a peak of intensity during 'Environment Month' but projects involving a series of activities could commence earlier and end later.
- c) All programmes would be completed by January 30, every year
- d) Projects that would most effectively convey ideas and information on the importance of environmental protection of India's future would be included in the campaign and may receive financial support.
- e) The use of non-conventional media and methods for creating environmental awareness are encouraged and
- f) Projects that involve collaborative effort between more than one organisation are viewed favourably.

Financial Assistance:

- Financial assistance is given to NGOs and VOs on the basis of the merits of their proposals for the above mentioned activities.
- Assistance is not granted for purchase of equipment or other fixed asset.

Terms and Conditions:

Same as mentioned under the Environmental Research Scheme.

Procedure for Submission of Project Proposal:

- The write-up and the attached copies of the project proposal proforma are sent by the Ministry to the voluntary organisations and groups.
- There are 3 copies of the colour-coded proforma; blue, yellow and white.
- The blue copy of the completed proforma is to be sent to the Ministry.
- The yellow copy is to be sent to the RRA designated for the State/UT concerned and
- The white copy is for the record of the project proposer.

11. Scheme of Financial Assistance to NGOs for Setting up Eco-Clubs in Schools

Background:

The Ministry provides financial assistance to NGOs for setting up of Eco-clubs in schools. During 1999-2000, 1800 eco-clubs have been set up in different parts of the country.

Objective:

- The objective of the scheme are to impart environmental education and to encourage and mobilise participation of school children in various environmental conservation agencies in their localities.

Coordinating Agencies:

Government Recognised Schools/NGOs and/or Professional Bodies.

Salient Features of the Scheme:

- Each club has 20-50 members taken from among the students of Class VI to X.
- A group of 20-50 Eco-clubs in one or more geographically contiguous districts are served by a coordinating agency.

12. Scheme of Environmental Education in Schools

Background:

As part of the National Environmental Education Programme (NEEPs) in Schools, environmental education activities are facilitated in schools in different parts of the country through a clustered approach.

Coordinating Agencies:

Department of Education of the State Governments/ Schools/NGOs .

Features of the Scheme:

- New clusters and environmental resource centres are created under the scheme.
- Capacity building workshops are organised for the NGOs and School Teachers associated with NEEPS.

13. Scheme of Environmental Information System

Background:

Environmental Information System (ENVIS) set up in 1982, is a decentralised information system network to ensure integration of national efforts in environmental information, collection, storage, retrieval and dissemination to all concerned persons including decision makers, policy planners, scientists, environmentalists, research workers and the general public all over the country.

Objectives:**(a) Short-term**

- To provide national environmental information service, relevant to present needs and capable of development to meet the future needs of the users.
- To build up storage, retrieval and dissemination capabilities with the ultimate objectives of disseminating information speedily to the users and
- To promote national and international co-operation and liaison for exchange of environmental related information.

(b) Long-term

- To build up a repository and dissemination centre in Environmental Science and Engineering.
- To gear up modern technologies of acquisition, processing, storage, retrieval and dissemination of environmental information and
- To support and promote research, development and innovation in environmental information technology.

Activities:

The ENVIS network besides the focal point in the Ministry, presently consists of 13 subject oriented centres, set up in the various organisations/institutions in the country in the priority areas of environment such as: pollution control, toxic chemicals, energy and environment, coastal and offshore ecology, desertification, estuary, mangroves, environmentally sound and appropriate technology, bio-degradation of wastes media and environment and environmental education etc.

All the ENVIS centres are engaged in activities in information collection, storage, retrieval and dissemination in their respective subject areas.

Guidelines to NGOs and Voluntary Organisations/Institutions:

- a) The Institute/Organisation intended to set up ENVIS centre, should have necessary expertise and capability to run the subject oriented information centre.
- b) ENVIS centres are to be set up on subject areas of concern and priority.
- c) Institute/Organisation should have the interest to serve the user community of ENVIS with substantive information when required.

Procedure:

No proforma is prescribed under this scheme. The application should be sent to: The Adviser (EI), Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi 110 003.

14. Scheme of Assistance for Seminars/Symposia/Workshops on Environment Related Issues**Background:**

The Ministry provides financial assistance under the scheme to NGOs, Academic Institutions and Universities for organising seminars/symposia/conferences/workshops on environmental related issues.

Objective:

The objective of this scheme is to provide a common forum to professionals for sharing up to date knowledge on various technical issues related to environment and to create environmental awareness about specific issues.

Procedure:

The proposal should be submitted at least two months in advance of the holding seminar/symposium, duly filled in the prescribed proforma (Appendix-V). The application should be sent to: The Advisor (EI), Room No. 563, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi 110 003.

FORMATS

MINISTRY OF ENVIRONMENT AND FORESTS

APPENDIX-I

PRESCRIBED PROFORMA

Application for Grant for Projects Under The Environmental Research Programme

To

The Secretary, Ministry of Environment & Forests, Parayavan Bhawan, CGO Complex, Lodi Road, New Delhi 110 003

Sir,

1. A research project entitled “_____” is forwarded herewith.
2. It is certified that the same project or project with similar objectives has not been submitted to any other funding agency by the Investigator.
3. We have carefully read the terms and conditions of sanctioning the project and agree to abide by them.
4. The organisation will provide all necessary infrastructural facilities (both laboratory and administrative) if the project is sanctioned.
5. The organisation is fully responsible in regard to matters pertaining to the project.

PLACE _____

DATE _____

Yours Faithfully

(REGISTRAR/DIRECTOR/HEAD OF THE INSTITUTION)

Certificate to be provided by the Principal Investigator/Co-Investigator

PART-I

1. It is certified that we have completed the project entitled “_____” sanctioned by the Department and submitted the final technical reports, financial statements, etc. to the satisfaction of the Department.
2. Certified that the following projects are being conducted by us with the funds received from other funding agencies:

Sl.No.	Title of the Project	Funding Agency	Scheduled date of completion.
--------	----------------------	----------------	-------------------------------

Signature of Principal Investigator/Co-investigator

Note: Strike out whichever is not applicable.

- A copy of the project proposal alongwith financial statement from other sources should also be attached.

PART- II

(To be Completed by the Principal Investigator)

1. Title of the Project:
2. Name and Designation of the Principal Investigator:
3. Name and Designation of the Co-Investigator.
4. Postal Address of the Principal Investigator and Co-investigator:
5. Name of the Institution/Organisation in which the project will be carried out:
6. Name of other Institution(s) Organisation(s) involved in the project:
7. Duration of project:
8. Total amount of assistance required:
9. Following documents are enclosed:
 - i) Statement I – An abstract, not exceeding one page, describing the background, objectives, methodology and figures of year wise budget.
 - ii) Statement-II – Should contain the following:
 - a) State of Art of the subject including work done in India and elsewhere;
 - b) Detailed literature survey;
 - c) Objectives
 - d) Detailed methodology
 - e) Quarter-wise work-plan
 - f) PERT-Chart
 - g) Practical relevance/utility of the project
 - h) Agencies which can utilise the results of the project
 - iii) Statement III – giving brief background of the Investigator who will carry out the project including papers published in the area of proposed research project.
 - iv) Statement IV – indicating facilities (Equipment/instrument) available at Institution/Organisation for carrying out the project.
 - v) Statement V – Project budget in the prescribed format.

PROJECT BUDET

A. Salaries & Wages :	1st years	2nd year	3rd year	Total
-----------------------	-----------	----------	----------	-------

1. Investigator
2. Research Associate
3. SRF/JRF/SRF/JPF
4. Supporting technical staff or other personnel, if any

Grand Total : _____.

* Please specify the rate of salary and wages per month for each category and also rates of HRA and Medical reimbursement.

B. ** Permanent Equipment

Grand Total : _____

** Please specify various individual items of equipment.

C. Expendables (Chemicals and Glassware)

D. Travel

E. Other Project Costs, If any (Please specify)

F. Contingencies

G. Institutional Charges (10%) of 'A) above.

Grand Total: _____



PRESCRIBED PROFORMA

Application for Eco-Development Camp

PART – I

1. Background Information

- (i) Name and address of the Society/Institution
- (ii) Whether Government or non-governmental organisation (NGO)
- (iii) If NGO, year of registration and the registration number (copy of the Registration Certificate, Memorandum of Association and copies of audited accounts for the latest 3 years to be enclosed).
 - Name and address of the contact person
 - Name and address(s) of the key organisers

2. Experience in organising environmental activities

- (i) Past experience in activities which are relevant to environment improvement
- (ii) Past experience in any other social development activities.

3. Grants received from the Ministry of Environment and Forests, DNES, NWDB and other funding agencies during the last two financial years (give Grant No., the amount received and the title of the project for which grant was received and a copy of the report).

4. Proposed camp site(s) and RESONS FOR SELECTION

5. Number of Camps proposed.

6. Number of participants proposed per camp. (not more than 100 per camp).

7. Duration of each camp with tentative dates.

8. Details of the proposed camp activities and the budget requirement. Clear illustration of methodology to be adopted to under take a specific task-activity from its start to its completion should be indicated separately for each task/ activity. In this column, specific information may be provided for:

(A) Plantation

(a) Availability of land

(i) Status of the land

State _____ District _____ Block _____ Tehsil _____ Village _____ Khasra (Survey) Nos. _____

Number of patches of land giving area of individual patches. (Patches for plantation to be shown on the sketch plan).

(ii) Ownership pattern, whether

- Organisation's land
- Government wasteland
- Community wasteland
- Degraded forest land
- Private land

(iii) Availability Certificate:

In case the land does not belong to the organisation, please attach a documentary proof from the competent authority that the land will be made available, if the funds are sanctioned.

(iv) Quality of land

a) Visual description

Rocky, gravel, barren, usar, cultivated, slopy, plain (levelled).

(v) Depth of soil

- a) Less than 15 cm
- b) 15-30 cm
- c) More than 30 cm

vi) Major Soil Characteristics : if analysis is done

(b) Details of Plantation

Species	Spacing	No. of saplings	Area Coverage	No. of plants to be Planted per day
---------	---------	-----------------	---------------	-------------------------------------

(c) Maintenance and aftercare of completed work

(a) Who will be responsible?

- Organisation (Proponent)
- Village Panchayat
- Any local body
- Any other arrangement

(b) Protection from animals etc.

- Barbed wire
- Live hedge
- Stone wall
- Any other arrangement

Please indicate the length to be covered by any of these measures.

(c) Irrigation

Is adequate source of water available for watering of plants?

(d) Manuring/weeding arrangements after plantation.

(B) Pasture development

- area to be covered
- type of grass(es)
- date of plantation
- after care

(C) Cleaning of water bodies

Removal of weeds and other harmful aquatic growth (wells, lakes, ponds, or any other sources of water, number of wells, size of lake/pond, length of canal).

(D) Awareness creation : Please mention activities, the means to achieve.

(E) Soil conservation/erosion control

- Area to be treated, location and acreage.
- General description of slope and damage done to the land.
- Methodology – Check dams, gully plugging, contour bunding.

(F) Sanitation

Latrines, garbage disposal compost systems, pits, wastewater drains, 'Gram safai'.

(G) Non-conventional energy source (indicate NOs.)

- Solar cookers
- Smokeless chulhas
- Biogas plants.



Budget Sought

- (i) Boarding expenses of the participants during the camp.
- (ii) Lodging expenses (only when there is no other alternative except to hire accommodation).
- (iii) Travelling expenses for forward and return journey when the camp site is more than 10 km from the HQ and a bus has to be hired.
- (iv) Cost/hire charges of tools and equipment
- (v) Cost of material for the items proposed from (A) to (G) with details.
- (vi) Maintenance and after-care of the completed work, if any (with details).
- (vii) Stationery, publication of report and photography.
- (viii) Miscellaneous expenditure of minor nature.
- (ix) Any other costs (give details).
- (x) Overhead expenses or institutional cost equivalent to 10% of the amount upto Rs. 50,000 and 5% of the balance.

PART II

Certificate by the Organisation

I/We have carefully read the guidelines for submission of the proposal for eco-development camps and in the event of project being sanctioned will abide by the terms and conditions governing the grant.

I/We also undertake to submit duly audited account report and Utilistion Certificate for the grant received.

I/We also undertake to submit a consolidated report along with photographs on the activities undertaken during the camping programme.

Signature of the Head of the Organisation with rubber stamp

Signature of the contact person with address.

APPENDIX-III

Format for Preparation of A Proposal for Field Demonstration Project

1. Title of the project.
2. Name & Full address of the proposing institution, Phone, Telex and Telegram code.
3. Name and address of the contact person/expert under whom the project will be executed.
4. Name, designation and address of the officer to whom sanction letter should be addressed.
5. Status of the implementing institution: Govt./NGO
If NGO, registration number (if any) and a brief account of objective/activities (Brouchures, Memorandum of Association, copy of the Registration Certificate and Audited Accounts Statement for the last 3 years to be enclosed).
6. Name of the other institutions, if involved in the project and details of involvement.
7. Past experience of the organisation in handling such or similar projects.
8. Grant received from other organisations during the last 3 years. Give the amount of grant, sanction no. and date and the project title for which the grant was received and enclose a copy of the final report submitted for each project.
9. Duration and total financial outlay of the project.
10. Summary of the project, giving clearly the location of the area, nature of the probem and the objectives.
11. Plan of Action: (What do you propose to do and how? Give details along with methodologies to be followed. Activities to be carried each year should be given separately and targets fixed to facilitate proper monitoring.

Plantation:

A.1 Location of the land (give for each site along with locations on standard maps)

Site No.	State	District	Tehsil	Block	Village	Khasra No
----------	-------	----------	--------	-------	---------	-----------

A.2 Area to be planted.

Site No.	Area to be planted.
----------	---------------------

A.3 Ownership status:

Government land, Panchayat Land, Community land, Private land, Organisation’s own land.

A.4 Species to be planted.

A.5 Number of saplings to be planted.

A.6 Irrigation arrangement.

A.7 After-care and protection.

A.8 Arrangement for technical assistance.

A.9 Who will be the beneficiaries and how the income is going to be distributed? Is there any plan to recycle the resources in order to achieve relay action? If so, please mention briefly.

B. Soil conservation and landslide management.

B.1 Location of the land.

B.2 Area to be treated.

Site(s)	Area (Length x Breadth)
---------	-------------------------

B.3 Ownership status (Pl. see A.3)

B.4 Nature of the problem (erosion/landslides etc.)

B.5 Measures to be adopted.

Check dams; Gully plugging; Wire net work with stones; Any other

C. Fuel saving devices

No. of units

C.1 Type of the device

Smokeless ‘chulhas’; Solar Cookers; Biogas plants

C.2 Whom these will be distributed and on what basis?

C.3 Are these proposed to be free of cost or on reduced price. If on cost, state the cost.

D. Promotion of hygiene and sanitation.

Type of the work to be done; Cleaning of drains (length); Construction of drains (length); Construction of community toilets (nos).; Use of low-cost water filters (nos); Cleaning and maintenance of water wells.

E. Rainwater harvesting:

E.1 Construction of water tank for:

Irrigation; Fish/prawn culture; Drinking water; General purpose

E.2 Lining to be used for water conservation in the tank:

Clay; HDP (High Density Polyethylene); Lime; Any other

E.3 Population/No. of families going to be benefited.

F. Use of blue green algae.

Area to be treated and status of the land with reference to ownership.

G. Propagation of endangered species particularly of medicinal value.

G.1 Type of plant species.

G.2 Area to be covered.

G.3 Status of the land (See A.3)



H.Reclamation and regeneration of degraded lands due to mining, brick-kilns, desertification.

H.1 Location and area of the land.

H.2 Nature of the problem

H.3 Methodology for reclamation to be adopted and yearwise plan of work.

I. Creation of environmental awareness.

Lectures/Workshops – Exhibition charts, posters, literature; ‘Pad Yatra’ – Visit to demonstration site.

J. Any other activity not mentioned earlier.

K.Summary of Plan of Action giving targets for each year.

12.Cost of the project:

Cost of the project is to be calculated for all the activities proposed to be undertaken at the local rates. It would be desirable to submit cost estimates along with the proposal from those agencies from whom the material will be purchased or from those who will execute the work. It would be desirable if the details of the cost are given in a separate Annexure. Summary of the project cost may be given as below:

Work item	Cost			Total
	1 st yr.	Ind yr.	IIIrd	

13.Certificate:

CERTIFIED THAT:

1. The above particulars are, to the best of our knowledge and belief, correct.
2. We have not applied to/received from any other Funding Agency, aid for this project.
3. We shall abide by all the Terms & Conditions of the grant.
4. We shall furnish such periodical/special reports as may be required by the Ministry of Environment and Forests.
5. Our books and records shall be open to inspection at all times to the Ministry of Environment and Forests or other authorised representatives.
6. The Ministry of Environment and Forests may, at their discretion, themselves or through their authorised representatives, evaluate the physical progress or/utilisation of funds for this project.
7. The basic facilities and other administrative facilities like clerical, accounting, typing etc. are available at the Institution and the same will be extended to the project work.

Signature of the Project Director

Name _____

Address _____

Date: _____

Signature of the Head of the Organisation

Designation _____

Seal of the Organisation _____

Date: _____

APPENDIX-IV

Prescribed Proforma

National Environmental Awareness Campaign Project Proposal

Note:

- (a)The blue copy of the completed proforma with supporting documents may be sent to: The advisor (EI), Room No. 563, Ministry of Environment and Forests, Paryavaran Bhavan, C.G.O. Complex, Lodi Road, New Delhi 110 003
- (b)The yellow copy of the completed proforma may be sent to the relevant Regional Resource Agency for information. The white copy may be retained by you for your record.



(c) Completed project proposals must reach the coordinators on or before 10th August.

1. **PROJECT TITLE:** Please make it short and precise, indicating clearly the nature of project.
2. **IMPLEMENTING AGENCY:**
 - a) **NAME AND ADDRESS:** Give full name and office address, telephone no. and telex no. if available.
 - b) **NATURE OF AGENCY:** Indicate status of organisation, whether a government institution, registered/unregistered Society/Trust, University department/college/school, non-formal group, individual or any other category (please specify). Please furnish registration details, Memorandum of Association/Trust, Deed etc., and latest audited statement of accounts, even if this has been done in earlier years. The project proposal will be considered only after the receipt of these documents.
3. **CONTACT PERSON:** Give name(s) and office and home address(es) of person(s) who can be contacted in connection with this project. Give telephone no. and telex no. if available.
4. **COLLABORATING/SUPPORTING AGENCIES:** Give names of local authorities, organisations, government departments, etc. that will support the project or collaborate. Prior approval of such collaborating agencies should be obtained before listing them here.
5. **PROJECT DETAILS:**
 - a. **TYPE OF PROJECT:** Indicate clearly the activities that the project would involve:
 - seminar/workshop/training course/camp.
 - Public meeting/rally/jatha/padayatra
 - Lecture/film show/audio-visual show
 - Drama/street theatre/other folk media (specify)
 - Competition/exhibition/demonstration
 - Advertisement/poster/banner campaign
 - Preparation and use/distribution of resource material (publication, educational kits, posters, audio-visuals etc.)
 - Other (specify)
 - b. **THEME(S) :** Describe the specific subjects of environmental concern that the project would address.
 - c. **TARGET GROUPS:** Please indicates the section of society the project is aimed at, and the approximate number of people expected to be covered by the activities.
 - d. **LOCATION:** Indicate proposed venues of each of the project activities.
 - e. **DATES AND DURATION:** Indicate tentative schedules of each activity proposed, at each location.
6. **JUSTIFICATION:** Describe the objectives of the project. Indicate what environmental awareness benefits it aims to bring about.
7. **SUCCESS INDICATORS:** Specify clearly how the achievements of the project can be determined after its completion.
8. **PLAN OF IMPLEMENTATION:** Provide a break up of the stages in the implementation of the project, indicating clearly the time-frame for each phase.
9. **FOLLOW UP:** Please describe what activities are planned as a follow up, to keep up the impact created by this project. Will your organisation be able to support such follow up activity on its own?
10. **RESOURCES TO BE PROVIDED BY THE IMPLEMENTING AGENCY:** Indicate what kind of facilities will be available with your organisation for this project?
 - Material and equipment.
 - Financial : whether other sources of funding are available for the project; indicate quantum of funds available.
 - Resource persons and manpower.
11. **BUDGET:** Please provide detailed break up of estimated expenditure under each head, and furnish explanatory notes where necessary.
 - Conveyance and Travel, Secretarial (stationery, postage, etc.)
 - Honoraria
 - Other expenses (specify).

Total Funds Requested Rs.....(in words) Rupees.....



Prescribed Profoma

Ministry of Environment and Forests Department of Environment, Forests and Wildlife

Application for sanction of grant for holding National/International Seminar/Symposium/Conference (To be submitted at least 2 months in advance of the holding Seminar/Symposium/Conference).

1. Name of the Proposed Seminar/Symposium/Conference.
2. Dates on which and the place where it is to be held.
3. Name and address of the Organisation/Institute.
4. Name of Chairman and Members of the Organising Committee, if any.
5. Status of the Organising Institution (Registered Society/University etc.)
6. In the case of Registered Society applying for grant for the first time, a copy each of the following documents may be enclosed?
 - a) Registration Certificate; b) Memoranda of Association; c) By-Laws; d) Audited Statement of Accounts.
7. Designation of the official who has been authorised to receive financial grant.
8. Broad details of the estimates of the proposed expenditure (please attach statement).
9. a) Estimated Expenditure to be incurred on publication of the proceedings of the seminar.
 - b) No. of Pages.; c) No. of copies to be printed.; d) Will it be a priced publication?
10. Details of Income (Please attach statement giving the following information).

Sl.No.	Source	Amount Requested (Rs.)	Amount Committed (Rs.)
--------	--------	------------------------	------------------------

- 1.
- 2.
- 3.
- 4.
11. Financial assistance required from Department of Environment, Forests & Wildlife.
12. Any grants received in the past from Department of Environment, Forests & Wildlife. If so, details thereof. Whether Utilisation Certificate and audited statement have been furnished?
13. No. of participants (List of Invitees/Participants should be attached)/.

Foreign:	Indian:
----------	---------
14. If foreign participants are being invited whether, clearance of the administrative Ministry for their participation obtained.
15. Brief Statement of objectives of the Seminar (e.g. to review the state of art in the subject, to formulate specific programmes of action in the subject, to bring out the proceedings including papers submitted on the subject etc.). Topics to be discussed and importance of the seminar in the National Context to be indicated.
16. Details of the Technical Programme for the Seminar (Please give names of Chairman of Technical Session and Key note speakers).
17. Brief Statement on the steps planned to be taken to implement the recommendations of the Seminar/Symposium/Conference.
18. Is this seminar held annually? If yes, please give a brief statement on the follow-up action on the recommendations of the seminar held in the past 3 years.

Note:

1. The application has to be submitted with the recommendation of the Head of the Institution, Vice-Chancellor.
2. Registration Certificate, Memorandum of Association, By-Laws etc. need not be furnished, if they were furnished in the past to Department of Environment, Forests and Wildlife.

CHAPTER 8

MINISTRY OF HEALTH AND FAMILY WELFARE

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INTRODUCTION:

Under the Indian Constitution, the subjects like public health, sanitation, hospitals and dispensaries fall in the State List, while subjects such as population control and family planning, medical education and professions are listed in the Concurrent List.

National Health Policy adopted in the year 1983 emphasised the need for “securing the small family norm through voluntary efforts & moving towards the goal of population stabilisation”. The Union Ministry of Health and Family Welfare is instrumental and responsible for various programmes on a national scale in the areas of Family Welfare, prevention and control of major communicable and non-communicable diseases.

The Ministry of Health and Family Welfare has three separate Department namely: the Department of Health; Department of Family Welfare and Department of Indian Systems of Medicine and Homeopathy (ISM&H). Besides, there are three subordinate offices and 29 autonomous/statutory bodies functioning under this Ministry. Together, they play a vital role in the national efforts to enable the citizens to lead a healthy and happy life, so that the country can march on the road to progress.

The Department of Health has been dealing with medical and public health including drug controls and prevention of food adulteration. The department has an attached office i.e. Directorate General of Health Services (DGHS) rendering technical advice on all medical and public health matters and is involved in the implementation of various health programmes.

For supplementing the efforts of the government, the NGOs in various health and family welfare programmes are to be involved in a very big way. The credibility of the NGOs and voluntary agencies in bringing changes in social and personal attitudes, perceptions and behaviour is rated to be higher. Their role is vital not only in supplementing the health and family welfare services provided by the government but also for bringing up the communication gap between the people and the government.

The Ministry has several centrally sponsored and central sector schemes aiming at fulfilling the national commitment to attain the goal of ‘Health for All’, in accordance with Alma-Ata Declaration of 1978 to which

India is also a signatory. Financial assistance is made available to voluntary organisations under various schemes for improvement of medical services, running hospitals, dispensaries in rural as well as urban areas, family welfare, primary health care, promoting innovative and experimental concept in MCH, immunization family planning and communication etc.

1. Scheme for Improvement of Medical Services

The scheme for Improvement of Medical Services seeks to provide medical care to rural and high-density urban slum population of the country.

Objective:

- To encourage voluntary organisations to provide improved medical services to rural and high density slum population in the country.

Eligibility:

- In addition to the general eligibility conditions, the following specific conditions are to be fulfilled by the organisation under the scheme:-
- Voluntary organisations should normally be engaged in the treatment of tuberculosis, leprosy, cancer, eye and other diseases.
- The organisations should agree to reserve a minimum of one fifth of the beds as free beds as per the definition of free bed/free medical care* given as a part of the application form.

* Note: Free Medical Care shall mean free accommodation, medical attendance and treatment including diet (which is ordinarily provided to in patients in general ward of a hospital).

Financial Assistance:

Financial assistance under this scheme would be available to voluntary organisations for running hospitals in rural areas, or in urban areas catering to high density urban slums, setting up new hospitals/dispensaries in rural areas and for expansion and improvement of existing hospital facilities. Assistance under this scheme will NOT be admissible for:- Setting up of new hospitals; Setting up of private nursing homes/clinics; Recurring expenditure for running a hospital; Setting up or

expansion of a Research Centre in any field of medicine; for undertaking an activity for which financial assistance is admissible under separate grant-in-aid schemes of Government of India and State Governments and for supplementing per-capita grants given by a state government in discharge of a statutory responsibility.

- The assistance will be given for purchase of costly essential equipment such as X-Ray Plant, ambulance, operation theatre equipment, hospital cots, bedside lockers, surgical instruments, laboratory equipments etc. The Directorate General of Health Services shall be the final authority in deciding whether an item of equipment is essential or not.
- The essential hospital equipment shall not include fixtures, furniture and consumable stores.
- For additional construction and for expansion of hospital facilities for the indigent construction of operation theatre, X-Ray laboratory blocks and wards for the poor, the extent of assistance shall be as follow:-
 - Cent percent where the institution is engaged exclusively in treatment of leprosy, eye diseases and blindness; and Fifty percent in the case of others. Where assistance from the Government of India is limited to fifty percent of the expenditure, the balance fifty percent shall be met by the Institution.
- No assistance will be admissible to cover reimbursement of expenditure already incurred by the institution.
- The total amount that will be released to an institution for purchase of hospital equipments and construction purposes shall not exceed Rs. 4.00 lakhs.
- Assistance shall ordinarily be given to an institution once in three years.
- No article involving foreign exchange expenditure should be purchased and no assistance for the import of any articles will be provided by the Government of India.

Procedure of Application:

The eligible organisations may apply for assistance in the prescribed proforma (Appendix I).

The institution shall send three copies of the application accompanied by the required documents to the concerned

State Government. One advance copy shall also be forwarded to the Secretary to the Government of India, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-110 001. Out of the three copies received the State Government, if it recommends the application, send one copy to the Ministry of Health and Family Welfare along with the prescribed recommendation certificate.

For more detailed information, contact: Deputy Secretary (Budget) Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 001

2. Scheme for Promotion and Development of Voluntary Blood Donation Programme

Background:

The scheme for Promotion and Development of Voluntary Blood Donation Programme introduced in the year 1989 seeks to encourage voluntary organisations for conducting intensive and extensive propaganda for educating and motivating people for voluntary blood donation.

Objective:

- To collect blood in sufficient quantity for providing blood to the needy person in order to save his life.
- To fulfil the need of the blood required by the patients.
- To motivate people to donate blood voluntarily by conducting extensive propaganda.

Eligibility:

Please refer to Chapter 5

Financial Assistance:

Grants to eligible voluntary organisations are admissible in the following pattern:-

- Recurring grant of Rs. 15,000 in the first year and Rs. 10,000 for each subsequent year will be given for propaganda and publicity of materials, posters, slides, advertisement etc. The assistance will be given in two equal instalments.
- Non-recurring grant of Rs. 1,00,000 for the purchase of a mobile van (matador type station van) for propaganda work and for carrying the donor subject to the condition that the expenditure incurred beyond Rs.



1,00,000 will be met by the institution from its own sources. The salary of the driver will be met by the grantee organisation.

- Grant-in-aid is given for the purchase of : (i) public address system (microphone, loudspeakers, amplifier and battery (ii) 16 mm projector with a half a dozen good films on motivation of blood donors (iii) wash basin with water reservoir and tap connection, (iv) ice box or preserving the donor’s blood.

Procedure for Application:

Application in the prescribed performa, complete in all respects, should be submitted to the state Government for its recommendation to the Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011.

3. Special Health Scheme for Rural Areas

Objective:

- To encourage voluntary organisations in setting up new hospitals/dispensaries in rural areas where the existing medical care facilities are inadequate.

Eligibility:

In addition to the general conditions of eligibility of grant-in-aid as mentioned in chapter 5, the following specific conditions are to be fulfilled under the scheme:-

- A voluntary organisation should agree to reserve a minimum of one fifth of the beds as free beds as per the definition of free bed/free medical care.
- The work and financial position of the organisation should be reported as satisfactory and payment of grant-in-aid should be recommended by the state government.
- An organisation/institution managed and maintained by a state government and/or local body shall NOT be eligible to receive assistance under this scheme.

Financial Assistance:

Financial assistance under the scheme would be available to private voluntary organisations only for setting up new hospitals/dispensaries in rural areas. Assistance under the scheme will NOT be admissible for:- Setting up of hospitals in urban areas; expansion of

existing hospitals; recurring expenditure for running a hospital; establishment of private clinics or Nursing Homes; Setting up of Research Centres in any field of Medicines; for undertaking an activity for which assistance is admissible under separate grant-in-aid schemes of the Government of India or the State Government.

- Assistance will be available for setting up of hospitals with a maximum bed strength of thirty and the institution should get the project/proposal approved prior to starting construction work of hospital buildings.
- The non-recurring expenditure towards which the government of India and the State Government would contribute would be primarily for purchase of land, construction of building for hospital, operation theatre, wards, dwelling units including water and electricity installations and also for purchase of essential hospital equipment.
- The institution will meet the running cost of the hospital/dispensary. In case it is not able to do so, the State Govt. concerned would step in and give grant-in-aid to meet any deficit and if the organisation fails to meet the liability any longer, the State Government will assume the responsibility for running the institution started with the assistance under this scheme.
- The Central Government, the State Government and the Institution shall contribute the project cost in the following pattern:-

Institution	Percentage share for Construction other than residential accommodation and equipment	Percentage share Construction – Residential Accommodation
Central Government	40%	50%
State Government	40%	35%
Institution	20%	15%
Total	100%	100%

- In exceptional cases the Government of India may give assistance beyond the limits prescribed in consultation with the Ministry of Finance.
- No assistance will be admissible to cover the reimbursement of expenditure already incurred by the

Institution.

- Maximum ceiling of grant under the scheme is Rs. 8.00 lakhs for construction of hospital building, operation theatre etc. and Rs. 4.00 lakhs for purchase of hospital equipments.
- The institution shall start incurring the expenditure or the purpose only after the contributions of the Government and the Institution have been put in consolidated fund.
- No amount from the consolidated bank account shall be withdrawn unless the cheques are signed by the two office bearers of the organisation who are authorised to operate upon and bind the funds of the organisation.

Procedure of Application:

A copy of the application form for seeking financial assistance under the scheme can be obtained from the Grants (Health) Section in the Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi. Please refer to the procedure and address of contact person as mentioned under Scheme 1.

Grant-in-Aid Under National Health Programmes:

The Government of India takes concerted measures to combat communicable and non-communicable diseases like Malaria, TB, Leprosy, Blindness, Cancer, Aids etc. Various National Health Programmes are run by the Ministry, for control of these diseases and can have bearing in the reduction of mortality and morbidity and the quality of life. Voluntary organisations and NGOs are given assistance in implementation of some of the major National Health Programmes:-

4. Scheme of National Anti-Malaria Programme

Background:

National Anti-Malaria Programme (NAMP) is a centrally sponsored National Health Programme. The programme started in 1953 as National Malaria Control Programme (NMCP), changed as National Malaria Eradication Programme (NMEP) and now termed as NAMP. An Enhanced Malaria Control Project (EMCP) is in operation with assistance from the World Bank in

100 hard core tribal districts of the seven peninsular states.viz. Andhra Pradesh, Bihar, Gujarat, Madhya Pradesh, Maharashtra, Orissa and Rajasthan.

The programme strategy emphasises on (i) early case detection and prompt treatment, (ii) selective vector control, (iii) promotion of personal protection methods, (iv) early detection and containment of epidemics, (v) IEC (Information, Education and Communication) and (vi) management, capacity building and epidemic preparedness.

Urban Malaria Scheme (UMS):

Malaria in urban areas is an important and widespread public health problem in India. To assist the states in control of malaria in urban areas, an UMS was launched during 1971-72. At present the scheme is functioning in 132 towns. Under the scheme malaria treatment is provided through agencies like hospitals, dispensaries and malaria clinics. Recurrent anti-larval measures at weekly intervals with approved larvicides are undertaken to control vector mosquitoes. The centre provides larvicides and pyrethrum extract and anti malarials to the UMS towns. Nineteen towns are under the EMCP where provision of enhanced inputs like microscopes and IEC material etc. are envisaged.

Financial Assistance:

- The programme operates on 50:50 cost sharing basis between the Central and State Governments.
- The centre provides material assistance to the states including anti-malarials such as chloroquine, primaquine, quinine and insecticides such as e.g. DDT and synthetic Pyrethroids and Larvicides.
- 100 percent assistance is provided to the North-Eastern states for the Programme implementation.

5. Scheme for Financial Assistance to VOs for Undertaking Leprosy, Survey, Education and Treatment (SET)

Background:

Leprosy is scourge of mankind caused by Mycobacterium Leprae. It is a major public health problem in India and 58% of global recorded leprosy patient load is in India. The disease primarily affects skin

mucous membrane and peripheral nerves. The public health importance of leprosy lies in the capacity of the disease to produce deformities as well as psychological and social disabilities. The Government of India had launched a National Leprosy Control Programme in 1955, redesignated as the National Leprosy Eradication Programmes (NLEP) in 1983. It is centrally sponsored scheme.

The States/UTs which have reached to elimination stages of leprosy are Nagaland, Haryana, Punjab, Himachal Pradesh, Meghalaya, Mizoram, Tripura and Sikkim. High numbers of Patients are present mainly in the state of U.P., Bihar, Orissa, West Bengal and Madhya Pradesh. At present these five states are contributing 71 % of the country's caseload.

Voluntary Organisation have been playing a vital role in leprosy relief services all through the history of leprosy control and eradication in the country. Under NLEP, financial assistance is given to voluntary organisations for undertaking education and treatment work through the scheme of Survey, Education & Treatment (SET). Presently about 285 voluntary organisations are actively engaged in leprosy relief services.

Objective:

- The basic objective of the scheme is to provide assistance to VOs to undertake leprosy survey, education and treatment and provide services especially to the weaker sections of the society and in the under-surveyed areas.

Programme Activities:

- Provide Domiciliary Treatment (MDT) in endemic districts through staff trained in leprosy.
- Provide services through mobile leprosy treatment units with the help of primary health care staff in moderate and low endemic districts.
- Organise health education to patients, their families and the community to increase- awareness and to remove stigma.
- To provide deformity and ulcer care and medical rehabilitation services to the needy patients.

Operation of Scheme:

The scheme is operated in endemic rural areas. The Leprosy Control Units (LCU) provide survey leprosy services; SET have been attached to PHCs or hospitals

existing in low endemic areas; Multi Drug Therapy (MDT) is provided in districts through the District Leprosy Societies; Single dose Rom MDT is given to cure leprosy patients having skin lesion.

Financial Assistance:

- Anti leprosy drugs are being provided to the NGOs doing leprosy/work free of cost.
- NGOs having facilities of Reconstructive Surgery (RCS) are sanctioned reimbursement of expenditure on RCS, supply of MCR chappal etc.

Procedure for Application:

For detail information please contact the district Leprosy officer, State Leprosy Officer and the Director of Health and Family Welfare or DDG (Leprosy), office of Director General of Health Services, Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 001.

6. Scheme for Treatment of Tuberculosis (TB)

Background:

Tuberculosis continues to remain one of the most pressing health problems in India. India, accounting for nearly one third of the global T.B. cases. Approximately three million people die from T.B. each year worldwide, about one fifth of them in India alone. An individual suffering from AIDS has 10 times increased risk of developing TB disease. Around 60% of the AIDS cases reported in India have evidences of active TB.

India launched the National T.B. Control Programme (NCTP) in 1962 which was integrated with Primary Health Care Delivery System and implemented through District T.B. Centres (DTCs) and Peripheral Health Institutions (PHIs). The programme aims at detecting cases early and treating them effectively till they are cured. A Revised Strategy for National T.B. Control Programme (RNTCP) has been evolved based on Directly Observed Treatment Short Course (DOTS) with the objective of curing atleast 85 percent of new sputum positive patients and detecting atleast 70 percent of such patients.

Involvement of NGO:

Involvement of NGOs and private practitioners in the National Tuberculosis Control Programme is of vital importance as a good proportion of patients seeks treatment from them. Under RNTCP, NGOs are involved in planning, programming, implementation, IEC, and evaluation of RNTCP. Anti-T.B. drugs are being supplied to T.B. clinics run by voluntary organisations. An NGO policy has been formulated and widely disseminated. NGOs are encouraged to apply for collaborating in the scheme with a view to foster effective community participation in the RNTCP. Depending on the capacity of the NGOs, five different schemes for involvement of NGOs have been envisaged. These include:-

- Health education and community outreach.
- Provision of directly observed treatment.
- In-hospital care for tuberculosis disease.
- Microscopy and treatment centre.
- TB Unit Model.

7. Scheme for Control of Blindness

Background:

It is estimated that more than 12 million people are totally blind and another 8 million are partially affected in the country. Of the total blind cases, 81 percent are due to cataract which is curable by surgical interventions.

India launched a National Programme for Control of Blindness (NPCB) in the year 1976 as a 100% centrally sponsored programme. Voluntary organisations and NGOs are playing an important role in this programme. They have been actively involved in prevention and control of blindness through cataract surgery, eye banking, eye health education and training of Ophthalmic Manpower, Creating, awareness about eye health among the masses etc.

The Government of India has been extending assistance under NPCB to voluntary organisations for providing eye care services. The implementation of the programme is undertaken by District Blindness Control Societies under the chairmanship of the, District Collector. The Society is a forum where Government, Non-government and private sectors are represented and they plan, implement and monitor blindness control activities in the district as

per the guidelines issued by Government of India. The societies are given Grant-in-aid by Government of India to carry out assigned functions.

The department has evolved revised strategies to make NPCB more comprehensive. Under the revised strategies, the Department seeks an increasing collaboration with NGOs and provides assistance to them under three sub-schemes as mentioned below:-

- Scheme for Financial Assistance to NGOs for free cataract surgery through camps (Reach-out approach)
- Scheme for Financial assistance to NGOs for free cataract surgery in fixed facilities (Reach-in approach)
- Scheme for Financial Assistance to voluntary organisations for public awareness and outreach activities.

7 (a) Scheme for Financial Assistance to NGOs for Free Cataract Surgery through Camps (Reach-Out-Approach)

Objective:

- To conduct camps to provide comprehensive eye health care services.

Eligibility:

Voluntary organisations/Institutions with a performance record in health services especially in the field of eye care are eligible under the scheme.

Operation of the Scheme:

The activities under the scheme include: (i) out patient's care – to examine eye cases as out patients and provide treatment of refractive errors. (ii) In patient's care – to provide facilities for admission of cases requiring surgery or treatment as indoor patients. (iii) to provide health education relating to personal hygiene, environmental sanitation, nutrition and safety of eyes against injuries and diseases. (iv) to detect cases from the local community with eye defects and diseases especially cataract. (v) to arrange a follow-up of the operated cases after 4-6weeks of closing of the camp. (vi) A list of names and addresses of persons who were operated at the camp is to be submitted by the NGOs.

Financial Assistance:

- a) Grant to NGOs would be provided as per the prescribed

norms for the following categories:

Category A – Under this category, NGOs do not use government facilities and provisions such as personnel, vehicle etc.

Category B – Under this category, NGOs use government facilities and they can also use the services of government mobile units.

b) The item and pattern of assistance under the above categories are as follows:-

Item	Expenditure (Rs.)	
	Category A	Category B
Consumables	150	150
Screening, motivation, transport, follow-up & others	100	25
Total	250	175

Category C: NGOs working in tribal areas or difficult terrains (areas such as flooded, deserts, thick forests), isolated villages and areas with inadequate transportation as identified by the State Government would be given an additional Rs. 50 per operated case i.e. Rs. 300 and Rs. 225 respectively for the categories of A and B.

- c) Consumable items like sutures and intra-ocular lenses are procured centrally and being distributed to DBCs.
- d) NGOs will be assisted on the basis of number of cases operated. 50 percent of the admissible expenditures would be paid to the NGOs after the surgical camp and the remaining cost would be paid after follow of operated cases.
- e) NGOs would mobilise community resources through donation, resources may be mobilised to meet the transport, food and shelter expenses.

Financial Assistance to Organise Eye Camps

Assistance is provided to Voluntary Organisations for organising eye camps primarily in rural areas for the treatment of patients in free of cost.

Guidelines of the scheme can be obtained from DBCs. Applications for organising eye camps would be made to the DBC or Chief Medical Officer of the district.

7 b) Scheme for Financial Assistance to NGOs for Free Cataract Surgery in Fixed Facilities (Reach-in-Approach)

Background:

The scheme is based on 'Reach-in' approach to promote institutional surgery of cataract cases by bringing patients from rural and urban slum areas to the institutions. The strategy adopted to boost the performance level during lean period such as peak summer and rainy season when out reach camps can not be organised. Patients are examined in a screening camp, identified and motivated for surgery and operated at fixed facility of NGOs.

The eligibility condition, pattern of financial assistance remain the same as mentioned under the scheme (1).

7 c) Scheme for Financial Assistance to Voluntary Organisations for Public Awareness and Outreach Activities.

Background:

The magnitude of the problem of blindness requires to generate public awareness for timely treatment through inter personal communication and extension methods. Support and cooperation from NGOs in the IEC efforts of government under NPCB is essential for programme's success. Financial assistance is provided to NGOs for IEC works particularly in the rural and tribal areas and urban slums.

Financial Assistance:

Financial assistance provided by DBCs to an NGO is on the basis of an operated case performed. The assistance should not exceed Rs. 25 per such case. However, there is not fixed pattern of assistance. DBCs can engage an NGO for specific tasks relating to IEC.

Address: For more detailed information, please contact: The Deputy Director General (Ophthalmology), Director General Health Services, Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 001.

8. Scheme for Control of Aids

Background:

The Acquired Immuno Deficiency Syndrome (AIDS) caused by Human Deficiency Virus (HIV) is the greatest health hazard globally. Since the first AIDS case detected in India in 1986, five year after the global detection in USA, HIV/AIDS infections have been increasing in alarming proportions in the country. It occurs in all states and UTs. There were about 3 million reported HIV infected persons in the country by 1998, the largest number of occurrence being in Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu, Kerala and Madhya Pradesh.

Realising the gravity of epidemiological situation of HIV infection prevailing in the country, the Government of India had launched a National AIDS Control Programme (NACP) in 1987 which focussed on increasing awareness of HIV/AIDS, screening of blood for HIV and testing individual practising risk behaviours.

At the National level, a National AIDS Committee (NAC), a National AIDS Control Board (NACB) and a National AIDS Control Organisation (NACO) have been created and they are in operation in the Department of Health. At the state level, State AIDS Cells (SACs) are established for planning, coordination, implementation and monitoring of AIDS prevention and control programmes. With a view to provide better autonomy and flexibility to implement AIDS Control Programme, a decision was taken to form State AIDS Prevention and Control Societies in all the States/ UTs.

National AIDS Control Organisation (NACO)

National AIDS Control Organisation (NACO) is the nodal organisation for formulation of policy, implementation and coordination of programs for prevention and control of HIV/AIDS in India.

NACO has developed a multi-sectoral approach devised by integrating an action plan of HIV/AIDS in the ongoing programmes of the social sector Ministries such as Education, Youth Affairs, Women and Child Development, Ministry of Social Justice and

Empowerment, Ministry of Labour, Ministry of Railways and Ministry of Defence. NACO in association with the Department of Youth Affairs is covering the university students and Higher Secondary School students through a programme called "University Talk AIDS". Various activities have been done through Nehru Yuvak Kendras. Awareness campaign is done through cultural activities. School health curriculum has been developed in association with NCERT. In addition, a number of training modules have been developed by the Department.

The National AIDS Control Organisation has developed a comprehensive Information, Education and Communication (IEC) strategy in 1994 and operationalised at the National and State/UT level.

Involvement of NGOs

Participation of the NGOs in HIV/AIDS prevention programme is of immense importance. Therefore, NACO has directly supported NGOs to implement various projects through out the country. In order to elicit more and more participation of NGOs in designing and implementing programmes, NACO has decentralised the process. It was empowered the State Governments to review the proposals and provide financial support to the NGOs in the respective States.

NACO collaborates with NGOs and support innovative pilot projects at the national and regional level. To encourage the participation of the NGOs at the grass-roots level, the procedure for funding NGOs has been decentralised to enable State AIDS Cells to fund projects. NACO is closely supervising the NGO mobilisation at the state level.

NACO is providing direct funding and technical support to selected NGOs to establish "Best Practices" in the area of targetted interventions which would be trail blazers for the State AIDS Societies and help to expand NGO involvement in the National Programme.

With the objective of mobilising women's organizations and orient them towards the issue and to examine the issues surrounding women and HIV/AIDS, workshops were held at the grass roots level organisations and women's studies centres.

NACO has initiated an evaluation of NGOs which were provided financial assistance under the National

AIDS Control Programme. The evaluation which would be carried out by independent agencies would help to measure the effectiveness and impact of the programme, provide an in-depth, integrated feedback about the programme, provide inputs for changes or modifications in the programme strategies, and possibly even in the overall approach/philosophy of the programme, help in identifying the problems/obstacles that occurred in the implementation of the programme and suggest mechanisms to solve or prevent them in the future.

To ensure better interaction between the Government and NGOs, a position of NGO advisor has been approached at the National level for providing technical support, training capacity building and monitoring of NGO activity. All States have also been asked to appoint NGO advisors. The States have been asked to adopt an open and transparent system for guiding applicants fellow NGOs through an advertisement in leading dailies.

NACO is constantly striving to mobilise the involvement of Non-governmental organisations working in rural and urban areas, providing various services to the communities. A workshop for NGOs working on HIV/AIDS was organised in New Delhi in January 1998. Around 150 NGOs from all over India, the State AIDS Programme Officers, representatives of UN agencies and Bilateral funding agencies participated in the workshop.

The major objectives of the workshop were;

- To find out the modalities of involving the NGOs in the policy framework by re-examining the procedures, policies for collaboration between NGOs on the one hand and the Government as well as the bilateral agencies on the other hand.
- To identify the ways and parameters of involving NGOs in the National AIDS Control programme.
- To identify the problems and barriers faced by NGOs in setting themselves involved in AIDS prevention and Control activities.
- To build capacities and skills of NGOs and improve their efficiency by imparting them information on best intervention practices in specific areas.
- To develop mechanisms for collaborations, build alliances and promote information exchanges with other NGOs, NACO programme managers and International organisations.

The following recommendations were made:-

- NGO participation should be encouraged at all levels including policy planning, programme development, monitoring and evaluation.
- Intra and intergovernmental departmental interaction should become an integral part of NGO support.
- Proactive search for NGOs and development of their potential should be undertaken to maximise the NGO response.
- Community based organisations should be encouraged and funded for the implementation of National Programme on AIDS and funds should be provided on a priority basis for NGO networking and capacity building.
- The Strategy for IEC should be target specific and culturally and linguistically suitable. Interpersonal communication and counselling should be utilised.

Objective:

- To reduce spread of HIV infection in India; and
- Strengthen India's capacity to respond to HIV/AIDS on a long term basis.

Eligibility:

(i) NGOs must be registered as a Society/Public Trust for at least three years (ii) must have a credible track record and (iii) they should not be blacklisted by any Government agency to be eligible for funding under the National AIDS Control Programme.

Financial Assistance:

The funding of NGOs (except for setting up of Community Care Centres) has been completely decentralised to the State AIDS Control Societies. Assistance is available for the following purposes:-

- Targetted Interventions; School AIDS Education; Community Care & Support and National AIDS Helpline and Telecounselling.
- State government on the recommendation of SAC can directly release fund upto Rs. 5 lakh to concerned NGOs.

Procedure:

The SAC invites proposals from NGOs through a transparent procedure of advertisement in newspapers. The shortlisting of proposals would be done by an Empowered Committee. The Committee includes a

representative of an NGO. SAC and its NGO support system screen the proposals. When necessary, SAC arranges for providing technical assistance in writing proposals and training in relevant skills.

Proposals should be submitted alongwith the following documents:-

- NGO Self Assessment Report
- Report on the Organisational Structure of the NGO
- Last Annual Report or work Report (including audited financial report)
- Copy of the Official Registration Certificate

For more detailed information please contact: The Joint Director (Technical) National Aids Control Organisation (NACO), Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011

National Cancer Control Programme:

Cancer has become a major public health problem due to increase in life expectancy and changing lifestyles. There are about 20 lakh cases of cancer in the country and approximately 7 lakh new cases come up every year. The National Cancer Control Programme (NCCP) started in 1975 was revised in 1984. The primary objectives of NCCP are:

- i) Primary Prevention: Health education and prevention of intake of tobacco;
- ii) Secondary Prevention: Early detection of common cancers such as of cervix, mouth and breast, and other tobacco related cancers; and
- iii) Tertiary Prevention: Strengthening of the existing institution for comprehensive therapy including palliative care.

Two schemes have been initiated under the National Cancer Control Programme under which financial assistance is provided to voluntary organisations for undertaking activities relating to control of cancer. These are as follows:-

- Scheme for undertaking health education and early detection activities in cancer.
- Scheme for financial assistance to voluntary organisations for setting up of cobalt therapy units.

9. Scheme for Undertaking Health Education and Early Detection Activities in Cancer

Objective:

- To provide financial assistance to voluntary organisations for undertaking health, education, and early detection activities in cancer.

Eligibility Conditions:

In addition to the general conditions of Grant-in-Aid as mentioned under chapter 5, the organisation would be eligible for getting assistance under the scheme if it is engaged in cancer control activities for a minimum of three years.

Activities:

Financial assistance under the scheme is provided for the following activities:-

- Health education activities, particularly in the rural areas and urban slums of the country.
- Setting up of early cancer detection facilities and holding cancer detection camps.

Financial Assistance:

The voluntary organisation selected for financial assistance is provided assistance up to Rs. 5.00 lakhs during a year. It will, however, not be obligatory on the part of the Central Government to provide financial assistance to a particular voluntary organisation in subsequent years.

Procedure of Application:

Application should be sent to:- Joint Secretary, Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011.

10. Scheme for Financial Assistance to Voluntary Organisations for Setting up of Cobalt Therapy Units

Financial Assistance:

- Under the National Cancer Control Programme, financial assistance upto Rs. 1.0 crore is provided to the NGO Charitable organisations and Rs. 1.5 crore for government institutions for setting up of cobalt Therapy

Units. This is subject to the conditions that the concerned institution agrees to provide essential technical personnel.

- The financial assistance by the Government of India shall be used for the cobalt unit together with the cobalt source and ancillary equipments, e.g. Universal Dosimeter, Calibration Charts, Models, Simulator, Radiation Survey Meter, MVI Meter, Phantoms etc.

Assistance for Mammography Unit:

Mammography equipment has also been included under the scheme for setting up of Cobalt Therapy Units. Central assistance upto Rs. 30.00 lakhs can be provided to those institutions/Organisations who have the facilities for treatment of cancer patients and has a well-equipped Radiotherapy Department.

Procedure of Application:

The concerned voluntary organisation should send three copies of the prescribed application to the concerned State Government/U.T. Administration who will send three copies of the same duly recommended along with a certificate (three copies) in the prescribed format to:- Member Secretary, Standing committee for Radio-therapy Development Programme, Room No. 441-A, Directorate General of Health Service, Nirman Bhawan, New Delhi 110 011.

11. Scheme for Prevention of Food Adulteration

Ministry of Health and Family Welfare is responsible for ensuring the quality and safety of food consumed in the country, be it manufactured/produced indigenously or imported food. This is ensured through the statutory provisions of the Prevention of Food Adulteration Act 1954 and the Rules made thereunder. Consumers and voluntary consumer organisations play more effective role in the implementation of prevention of Food Adulteration Programme. The Ministry encourages voluntary organisations to be actively involved in the prevention of Food Adulteration Programme.

Objective:

- To ensure pure and wholesome food to the consumers and also to prevent fraud or deception.
- To plug the loopholes and making the punishments more stringent

- To empower Consumers and Voluntary Organisations to play effective role in its implementation.

12. Scheme of Assistance to NGOs Under Drug De-Addiction Programme

Background:

Drug addiction is one of the major social problems in India particularly in the post 1980 period. Apart from traditional drugs like opium, cannabis etc., synthetic drugs and psychotropic substance are being abused. Realising the increasing dimension of drug abuse and related social problems, government of India launched Drug-addiction programme in 1987-88. Various ministries of the government of India such as ministry of social justice and Empowerment and Ministry of Health Family Welfare are involved in drug de-addiction programme. While Ministry of Social Justice and Empowerment and Ministry of Health and Family Welfare are involved in drug de-addiction programme. While Ministry of Social Justice and Empowerment deals the aspects of the issue such as awareness creation, counselling and rehabilitation of drug addicts, the Ministry of Health and Family Welfare is involved in demand reduction by way of providing treatment services including preventive health and after care.

Since 1995-96, the Department of Health has been undertaking pilot projects in most vulnerable areas adopting a community based approach and involving NGOs in its Drugs De-addiction programme. For more details about assistance to NGOs, please contact. Director, Drug De-addiction Programme, Department of Health, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011.

12 a) Schemes for Health Facilities for Scheduled Castes and Scheduled Tribes

Background:

The Ministry of Health and Family Welfare provides special health care facilities for welfare of the scheduled castes and scheduled tribes through its various centrally sponsored schemes implemented through States/UTs and the Central Schemes. The Department of Health involves

voluntary organisations in these schemes and provides financial assistance to them in extending health facilities to SCs and STs. Four such schemes under which financial assistance is provided to NGOs are:-

- Scheme for Financial assistance to NGOs for opening schools of Nursing in SCs/STs areas.
- Scheme for grant-in-aid to NGOs for setting up or expansion of Eye Care Units in tribal/remote areas.
- Scheme for financial assistance for setting up Book Banks for SC/ST students.
- Scheme for Grant-in-Aid to Institutions/VOs to undertake sample survey/research on areas of public health problems/diseases of SC/ST.

13. Scheme for Financial Assistance to NGOs for Opening Schools of Nursing in SC/ST Areas

In order to train additional number of nurses required in the country, the Government of India has initiated a centrally sponsored scheme for opening of schools. Financial assistance is provided to the state government recognised NGOs for opening of schools of Nursing in area where the concentration of SC/ST population is high. 10 schools of Nursing have been sanctioned during the Eighth Five Year Plan.

14. Scheme for Grant-In-Aid to NGOs for Setting up or Expansion of Eye Care Units in Tribal/Remote Areas.

National Programme on Control of Blindness (NPCB) is assisted for strengthening of ophthalmic infrastructure, training etc in tribal and scheduled caste areas for treatment of eye ailment and control of blindness. In addition, a centrally sponsored scheme for non-recurring grant-in-aid to NGOs for setting up or expansion of eye

care units in tribal/remote areas is being implemented to develop infrastructure for eye care in such areas. During mega eye camps, special campaigns for identification and treatment of bilaterally blind persons due to cataract is undertaken in remote and unserved areas.

15. Scheme for Financial Assistance to NGOs for Setting up Book Banks for Scheduled Caste and Scheduled Tribe Students.

Book Banks for scheduled caste and scheduled tribes students have been set up in Central Institutions like PIGMER, Chandigarh; AIIMS, New Delhi etc. The Department provides financial assistance to under graduate colleges of ISM & H run by voluntary organisations for setting up book banks for SC/ST students. It is a Central Scheme.

16. Grant-In-Aid to Institutions/Voluntary Organisations to Undertake Sample Survey/Research on Areas of Public Health Problems/Diseases.

Grant-in-aid is given to institutions/voluntary organisations to undertake sample survey/research on areas pertaining to public health problems/diseases which confront general masses particularly, the SCs/STs and other socio-economically weaker sections of the population in specific fields which are not undertaken by Indian Council of Medical Research (ICMR) or any other body.

For more detailed information please contact: Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011.

FORMATS

DEPARTMENT OF HEALTH

APPENDIX-I

PART - I

Proforma of Application

Scheme for Improvement of Medical Services

NOTE:(Any Suppression of facts, Mis-statement or false information furnished to the Government will, besides such other action as may be deemed appropriate, render the institution ineligible for further grants and make it liable to refund the Grant Secured on such basis)

1. Name of the Institution.
2. Registered address.
3. Whether registered under an act or a statute? If so, the name of the act or the statute.
4. Name of the hospital/dispensary for which assistance is sought.
5. Address of the hospital/dispensary.
6. Date of setting up of the hospital/dispensary.
7. Population of the city/town/village where the hospital/dispensary is situated.
8. Does the hospital cater to high density urban slum area? If so, the name/names of the slum colony/colonies and its/their population.
9. What are the aims and objects of the institution? (as upto-date copy duly attested by a Gazetted Officer, of the documents showing the aims and objects of the institution to be attached).
10. Nature of activities in the field of medical care (a copy of the latest annual report of the institution to be furnished).
11. Organisation or body responsible for the maintenance of the institution and its composition (a copy duly attested by a Gazetted Officer of the documents showing the constitution of the present Governing Body or Managing Committee responsible for its maintenance alongwith the names and designations of the two office bearers who are authorised to operate upon and bind its funds to be enclosed).
12. Has the institution done any family planning work, if so, details thereof?
13. a) Bed strength of the hospital,
b) The number of beds which are free as per the definition of the free bed/free medical care given at the end of this application form.
14. Whether the institution agrees to reserve 1/5th of the total bed strength as free beds as per definition of free bed/free medical care referred to at 13(b) above?
15. Particulars of the staff employed viz. their names, qualifications, designations and scales of pay.
16. The annual expenditure incurred by the institution on free beds.
17. Year-wise number of indoor/outdoor patients treated during the last three years.
- 18 a) Whether any grants have been sanctioned by any other department of Government of India or the State Government for the purpose for which the financial assistance is now sought? If so, the details thereof. If not, furnish a certificate duly attested by the auditors.
b) Recurring or non-recurring grants received, if any, from the Central/State Governments during the last 5 years for the purpose other than those which have been indicated at 18 (a) above. Where such grants were received, a certificate to the effect that all the grants have been utilized for the purpose for which they were sanctioned to be attached, duly certified by the Auditors.
19. Whether the institution is involved in any proceedings. If no, furnish a certificate to the effect that the institution is not involved in any proceedings relating to the account or conduct of its office bearers.

20. Financial Resources:-

- a) Total income during the last financial year Rs...
 - b) Total expenditure during the last financial year Rs. ..
 - c) Assets at the end of last financial year Rs. ..
- 21.a) Sources of income (donations, hospital fee, bank interest and grant, etc., received during the last financial year should be indicated here, source-wise).
- b) Particulars of donations received from such donors as have claimed exemption on paying income tax on the said donations.
22. Whether the accounts of the institution are audited by a Chartered Accountant or a Government auditor? If so, the statements in original of its annual audited accounts, viz, income and expenditure accounts, receipt and payment accounts and balance sheets for the last 3 years duly certified by the said auditors to be enclosed.
23. Purpose for which financial assistance is sought.

A - EQUIPMENT

- 24.a) Amount of grant asked for the purchase of costly hospital equipment's (a detailed list of costly items of equipment indicating the quantity required, specifications and cost of each individual items to be attached).
- b) Whether equipment proposed to be purchased is readily available (a letter from a reputable firm showing that the items of equipment's proposed to be purchased are immediately available from indigenous source and that no import license is required should be enclosed).
- c) Whether the institution has already got similar equipment in use in the institution for which the new grant has been asked for. If so, the justification for the additional quantity required and the manner in which the existing stock will be utilised or disposed off.
- d) Whether necessary accommodation, staff and facilities for the installation of the equipment proposed to be purchase are available, so that the equipment can be put to immediate use.

B-CONSTRUCTION

- 25 a) Amount of grant asked for construction (extension);.....
 - b) Whether land is available (a certificate to the effect that the land for the construction of the building for which the grant has been applied for is available and the institution agrees to spend an equal amount wherever applicable on the construction from its own resources at the rates which will not be more than the prevailing State PWD schedule of rates for similar work, the funds to the extent agreed upon have been collected, the blue print of the plan, reasonableness of the estimate of the building to be constructed duly certified by a qualified engineer/ architect and a certificate from the local municipal or other appropriate authority that the construction of the building has been permitted, to be attached).
26. Schedule of charges recoverable from paying patients.
27. Whether the project or scheme can be taken up in case the Central assistance is less than the amount asked for. If so, how?
28. Details of assistance received from foreign sources during last three years.
29. Name of the Scheduled bank or post office where accounts of the institution/organisation are maintained and operated upon by its two authorised office bearers.
30. Any other information justifying the request for grant.

It is certified that the information given above is correct.

It is also certified that this is a charitable institution and serves the general public without any distinction of caste, creed, colour or religion.

PART-II

Certificate and Recommendations of the State Government.

Govt. of _____ Department _____ Station _____ No. _____ Dated the _____.

FORWARDED

This institution has been visited by the Director of Medical Service/District Medical Officer/Civil Surgeon _____ (Place). The State Government recommend a grant of Rs. _____ (Rupees _____ (For purpose) _____) which is/are considered essential for the development and efficient working of the institution.

It is also certified that:-

1. The State Government have examined the audited statement of accounts of _____ for the last three years and are satisfied that the grant-in-aids received by them from various sources have been spent for the purpose for which the grants were sanctioned.
2. The State Government are satisfied that the institution has the experience and managerial ability to carry out the purposes for which the grant of financial assistance has been asked for.
3. There is nothing against the organisation or its office bearers/staff which should disqualify them from receiving the financial assistance from the Government of India. It is also certified that the institution is not involved in any corrupt practices.
4. The institution is not of a local character.
5. The information provided by the institution in paras 7 and 8 of its application for grant is correct.

**Signature and Designation
(To be signed by an Officer not
below the rank of Deputy Secretary)**

The Secretary to the Government of India
Ministry of Health and Family Welfare (Department of Health)
New Delhi 110 001

APPENDIX-I(A)

Details of Enclosures:-

1. Certified copy of Registration of the Institution
2. An upto-date copy of the documents duly attested by a Gazeted Officer showing the aims and objects of the institution
3. The latest annual report of the institution
4. Documents showing constitution of the present Governing Body/ Managing Committee
5. Certificate regarding non-receipt of financial assistance for the same purpose and utilization of earlier grants
6. A certificate to the effect that the institution is not involved in any proceedings relating to the accounts or conduct of its office bearers
7. Audited accounts for the last three years
8. List of essential and costly equipments
9. A letter from reputable firm about the availability of equipments from indigenous sources
10. Certificate regarding availability of land for construction of building
11. Blue prints of the construction plan
12. Detailed estimates for construction work and reasonableness of rates for construction
13. Certificate regarding permission for construction of building
14. Schedule of charges recoverable from paying patients

Note:In case any of the above documents are in a language other than in English or Hindi, a translated copy thereof in English or Hindi should be attached.

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INTRODUCTION:

The Department of Family Welfare, one of the three wings of the Ministry of Health and Family Welfare, is responsible for implementation of various National Programmes on family welfare which form the major plank of population stabilization and sustainable developmental efforts. India launched the National Family Welfare Programme in 1951 with the objective of reducing the birth rate to the extent necessary to stabilise the population at a level consistent with the needs of national development.

The approach under the Family Welfare Programme during the First and Second Five Year Plans was mainly 'clinical' under which facilities for provision of services were created. The clinical approach was replaced by 'extension and education approach' during the subsequent plans which envisaged expansion service facilities along with spread of message of small family norm. During the Fifth Five Year Plan (1974-79), an increasing integration of family planning services was made with those of Health, Maternal and Child Health (MCH) and Nutrition. The name of the programme was changed from Family Planning to Family Welfare.

The Family Welfare programmes by and large remained a Government Programme till the end of Seventh Plan. NGOs and Voluntary Organisations are being increasingly involved to make the acceptance of the small family norm and population control a people's movement. During the Eighth Plan, many initiatives were taken to broad base the involvement of VOs for promotion of the family welfare programmes.

With the adoption, of National Population Policy, 2000, population and development have begun to occupy centre-state in the nation's agenda for social development. The nature and scope of the Family Welfare programme was qualitatively changed by progressively involving VOs. Through the VOs the government has been able to reach out a more effectively to the people who need such programmes the most. The participation of the VOs in the Family Welfare programmes has been increasing rapidly. The main thrust of the VO Programme is to involve VOs essentially in advocating innovative programmes in addition to implementing routine government programmes.

During the Ninth Five Year Plan it was realised that more coordination between the central and state governments and VOs was needed at various stages of policy formulation and implementation of family welfare programmes. A radical restructuring of the Government - VO partnership was made during the Ninth Five Year Plan. There has been continuing efforts to move functionally and to bring greater commitment and transparency at every functional level. For the first time, the Department has granted a large degree of autonomy to the VOs. The Department has constituted a Standing Committee (Grants-in-aid) for VO projects in order to bring transparency and speed in VO cases.

NGO Programme Under the Department:

An VO Programme has been initiated by the Department to be implemented during the Ninth Five Year Plan, period, aiming at involving VOs essentially in innovative programmes. VOs are involved and assisted by the Department in its programmes at three levels:-

Small VOs

At the village, Panchayat and Block levels, small VOs are being involved basically for advocacy of RCH and Family Welfare practices and for counselling. However, individual VOs at this level are being allowed to propose innovative programmes also. As these small VOs have limited resources, they are being assisted through the Mother VOs.

The small NGOs have small resources and they should not send their proposals to the Central Government or to come to Delhi. Therefore, assistance to such small VOs will be organised through Mother VOs.

Mother VOs

- The department would establish one mother NGO for every 5-10 districts.
- Mother VOs with substantial resources and proved competence will be approved. They will be given grants by the Department directly once a year at the beginning of the year. In subsequent years the annual grant will be given after taking into consideration the performance report for the previous year and utilisation certificate for the grants given earlier.
- The Mother VO will have one nominee each of the

State Government and the Government of India on its Executive Committee. They will screen the credentials of the applicant small VO, obtain proposal from it, consider it for sanction, release money to it, monitor its work and obtain utilisation certificate from the small VO. The nominee of the State/Central Governments must be present while sanctioning the Projects otherwise such sanctions may not be valid.

- The Mother VO will also provide training to the staff of the small VOs for both management of the VO and for management of the Programmes.
- The Mother VO will furnish Annual Report and its audited accounts to the Department every year mentioning the work done by each VO during the year and the result of periodic verification done by the Mother VO in the field of the work of small VOs while claiming grant for the next year.
- In order to facilitate easy working, it has been decided that there will be no insistence on any share being contributed for implementation of the Programme by the small VO or the Mother VO. The annual grant to all VOs will be released in one annual installment instead of two installments in the year has been found to be impracticable.
- While sanction to small VO by the Mother VO will be for the needs of the Programme. The sanction to the Programme, the sanction to the Mother VO by the Department of Family Welfare will be to the extent of financing done by the Mother VO to the small VO plus 20% of such financing by way of institutional overheads of the Mother VO and for providing support services to the small VOs.
- No Mother VO would be expected to sanction a project to itself for implementation. This applies to any branch or affiliated office of the Mother VO as well. However, in few cases, if some branch of the National or Mother VO submit the project for implementation, the same would be verified from other National/Mother VO and the project will be sanctioned if all necessary conditions are fulfilled by that branch independently for being a suitable VO.
- Annual funds required by a Mother VO will be released on quarterly/six-monthly basis and will be based on their performance.

National VOs:

- A limited number of national level VOs will be assisted by the Department on project basis for innovative Programmes. The attempt will be not to involve the VOs in repeating the Government Programmes.
- In addition to above mentioned general categories of VO Programmes, the Department proposes to involve VOs for some specific area wherever involvement is expected to yield good results. For example, for introducing Baby-friendly practices in hospitals it is proposed to give projects for individual hospitals in cities to individual VOs
- A small number (6 to 8) of national level VOs/institutions will be selected to make verification of credentials of Mother VOs. Apart from the verification of Mother VOs, National level VOs may also be assigned the work of the assessing the performance of some of the Mother VOs on a regular basis.
- Some of the National level medical VOs in India include, e.g. Voluntary Health Association of India, New Delhi; Family Planning Association of India, Mumbai; Society for Services to Voluntary Agencies, Pune, Gandhigram Institute of Rural Health and Family Welfare Trust Ahmedabad.

1. Scheme of Reproductive and Child Health (RCH) Programme.

Background:

The initiatives started by the government through successive Five Year Plans, and ongoing programmes like the Material and Child Health (MCH) and Child Survival and Safe Motherhood (CSSM) together have culminated into an integrated and holistic approach based programme in October, 1997 known as the Reproductive and Child Health (RCH) Programme. The RCH programme, based on a public health approach is implemented through the primary health care infrastructure and delivery systems all over the country. The Programme is a 100 percent Centrally funded programme.



Community Needs Assessment Approach (CNAA)

The RCH approach has brought in associated changes in programme management. Prior to 1996, a centrally determined method specific contraceptive targets existed in Family Welfare programmes. This ‘Target Oriented Approach’ was changed to a ‘Target Free Approach’ (TFA), a decentralised participatory approach with an emphasis on client’s satisfaction and quality of services. In 1997-98, Target Free Approach was renamed as ‘Community Needs Assessment Approach’ (CNAA), with decentralised, need-based and participatory planning and a monitoring system that emphasises community participation and delivery of essential reproductive health services. Under this approach, planning of family welfare services will be formulated in consultation with the community at the grass-root level. A demand-driven family welfare and health care plan will be determined by the process of decentralised participatory planning in close association with the community and the opinion leaders such as Village Pradhans, Mahila Swasthya Sanghs, Primary School Teachers, Defense Personnel etc.

A district specific approach has been introduced for implementation of RCH. Districts in the country have been classified into three categories such as into A, B & C on the basis of crude birth rate and female literacy rate. The essential reproductive health care interventions are determined on the basis of this classification.

Special strategies have been worked out in strengthening family welfare facilities in urban slums, tribal areas, North East region and for the adolescent groups.

Objective:

The RCH programme aims at:

- Providing need based, client-centred, demand-driven, high quality and integrated RCH services.
- Maximising coverage by improving accessibility, especially for women, adolescents, socio-economically backward groups, tribals, slum dwellers, with a view to promoting equity.
- Withdrawal of financial incentives to providers with the objective of improving quality of care as the incentive for utilisation of services.

- Introduction of ‘Essential Reproductive and Child Health Programme’ that includes family planning, safe motherhood and child survival, and management of services relating to reproductive tract infections and sexually transmitted diseases.
- Direct financing of States through the Standing Committee for Voluntary action (SCOVA) with the objective of avoiding delays in implementation due to budgetary constraints.
- Involvement of VOs and private sector in the delivery of services in the public sector.
- Involvement of Indian systems of medicine and homeopathy (ISM&H) practitioners in delivery of RCH services to improve the access to services, especially in the rural and tribal areas.

Infrastructure:

The entire Family Welfare Programme is being implemented through an extensive primary health care system beside the urban health services.

The primary healthcare infrastructure has been developed as three-tier system, based on the following population norm:-

Centre	Plain area	Hilly/Tribal area
Sub-centre	5000	3000
Primary Health Centre	30000	20000
Community Health Centre	120,000	80,000

Maternal Health Care Programme:

Committed to improving maternal health of Indian women, a number of services are being offered under the RCH programme.

- Early registration of pregnancy (12 to 16 weeks)
- Three ante-natal check-ups by the ANMs or medical officers to monitor progress of pregnancy and for early identification of complications.
- Iron and folic acid tablets to all pregnant women for prophylaxis and treatment of anaemia.
- Promotion of safe delivery at home or at health centre/hospital
- Post-natal (after delivery) check-ups
- Appropriate referral for women with complications
- Improving facilities for emergency obstetric care at community health centres/sub district hospitals.
- Medical Termination of Pregnancy (MTP) Services

- Identification and treatment of Reproductive Tract Infections (RTI) and Sexually Transmitted infections (STI).
- Training of Dais to improve safe deliveries in rural areas.

Under RCH programme, the following components have been incorporated: - (I) Essential Obstetric Care (ii) Emergency Obstetric Care and (iii) 24 hours delivery services at PHCs/CHCs. The RCH programme involve VOs in Traditional Birth Attendant (TBA) or Dai training to make it more local specific. Local specific pilot projects are to be implemented through VOs.

Child Health Care Programme:

The RCH programme interventions in Child Health Care include:-

- The Universal Immunisation Programme (UIP) – The UIP has been taken up since 1985-86. Children have been immunized extensively against six vaccine preventable diseases.
- Pulse Polio Immunisation - Pulse Polio programme, the world's largest public health campaign was launched in 1995. It has drastically brought down the number of confirmed polio cases in the country.
- Oral Rehydration Therapy (ORT) for Diarrhea: -The ORT for Diarrhea control among the children, started in 1986-87, is being implemented in a phased manner.
- Control of Acute respiratory infections (Pneumonia), prevention and control of vitamin A deficiency, iron deficiency anaemia are other major initiatives for better health of the children, being implemented all over the country.

Involvement of Voluntary Organisations in RCH

Several voluntary organisations are working effectively in the field of Population and Reproductive Health. The role of these organisations, outside the Government, is complementary in nature and not as an alternative to a government system. The VOs have the advantage of flexibility in procedures, can develop rapport with the local population and also enjoy credibility with local people.

During the Eight Plan it was realised that involvement of VOs in the programme will give it the much desired

impetus, as the voluntary workers can work in close collaboration with the people and bring about the desired changes in social and personal attitudes, perceptions and behaviour, more than the staff of the Government hierarchy.

Under the Reproductive and Child Health programme the VOs are being assisted at three levels:

Small VOs (SVOs)

At the village, Panchayat and Block level small VOs are being involved basically for advocacy of RCH and family welfare practices and for counselling. The VOs have been entrusted a great deal of autonomy under the RCH programme for regulating their own affairs. However, the individual VOs at this level are being allowed to propose innovative programmes also. As these small VOs have limited resources, they are being assisted through the mother VOs.

Mother VO Scheme (MVO):

- Small VOs all over the country are being involved in counselling, advocacy and for increasing awareness about the Reproductive and Child Health Programme. Assistance to them is being channelised through mother VOs at regional level who will also be responsible for identification, appraisal, selection, monitoring and reporting of the Small VOs.
- Evaluation through a set of national VOs has been mandated to every case and mother VOs are being sanctioned assignments only after prior evaluation by national level VOs and consultation with state Governments. Their works are periodically evaluated. A group of well-established national level VOs is being identified for being assisted for providing training to functionaries of smaller VOs in RCH concept as well as in their own management.
- A limited number of VOs may be assisted for mobile clinics having equipped vans offering RH and spacing methods services including IUD insertions. These clinics will operate in identified areas and visit villages on fixed days of the week or fortnight. The cost of vans, drugs, a lady medical officer and a paramedical worker will be funded under the programme. Initially these clinics will be operationalised at 10 places in the country and extended later based on the experience gained from the projects.

- A large number of hospitals and clinics have come up and are coming up in urban areas which for counseling in regard in RCH and population control measures. The desirability of involving the hospitals/clinics in non-government sector in these activities is obvious. Assistance of not more than Rs. 2 lakh is provided to maintain these services in any case for not less than 5 years.

National VOs for Innovative projects:

Well established VOs are being assisted for innovative projects and groups of VOs are also being sought to be assisted for adolescents' health for promoting baby friendly hospitals, for training of village health attendants.

Guideline for sanction/conditions regulating assistance:

i) The following conditions will apply to small VOs and Mother VOs:

- VO should have the character of a registered society or trust or non-profit making company.
- VO should have been in existence preferably for at least 3 years but this can be considered for being waived in areas which are weak in VO coverage.
- VO must have office premises either its own or rented. There should be at least minimum necessary furniture and office equipment.
- VO should have at least one full time or part-time specialist relating to field of activity and at least one full time-/part time person for administration/financial management. The Governing Body of VO must have at least 35% members with background in the field of activity.
- National and Mother VOs must have at least Rs. 1 lakh in fixed/cash assets. For field level small VOs, this would be to the extent of Rs. 25,000/-
- Before the first project is assigned to the VO, its credentials and assets must be verified by an independent agency to establish its bonafides.
- An VO blacklisted by any Ministry/Department of Government of India would not be sanctioned a project by the Department for next 5 years.
- The VO should have already existing premise/office in the state where it wishes to work.

ii) It will be the responsibility of the Mother VOs to verify fulfillment of these conditions and to keep a record of the verification and make to the Department of Family welfare on demand.

iii) In the case of Mother VOs, the Department of Family Welfare will have their antecedents and credentials verified through a national level VO before sanctioning any project to it.

iv) A limited number of national level VOs will be assisted by the Department on project basis for innovative programmes.

iv) The conditions specified for small and mother VOs will apply to the national level VOs.

- All such sanctions to national level VOs will be on project basis, which will be generally for 3-4 years.

v) The effectiveness of the VO projects in the area of counseling and Advocacy will be assessed on the basis of the improvement in increased CPR, sterilization's and other project related goals. Similarly, while evaluating the performance of National level VOs and Mother VOs, their effectiveness will be judged on the same criterion.

Procedure:

VOs interested in RH programme are required to send their applications in the prescribed format (Appendix I) and addressed to:

The Secretary, Department of Family Welfare, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 001

2. Sterilisation Bed Scheme

Background:

The Sterilisation Bed Scheme was introduced in 1964 by reservation of sterilisation beds in government/voluntary organisations and local body institutions.

Objective:

- To provide immediate facilities for tubectomy operations in the hospitals run by voluntary organisations.

Criteria:

The following criteria would be taken into account for sanctions of sterilisation beds to voluntary organisations:-

(i) an organisation registered under Societies Registration Act, 1860 (ii) the organisation should have a Gynecologist trained in tubectomy (iii) it should have a hospital and an operation theatre with allied facilities (iv) it should have sufficient medical and para-medical staff.

Financial Assistance:

- A recurring amount of Rs. 4500 per bed per annum is admissible for maintenance of the sterilisation beds subject to achievement of 60 tubectomies per bed per annum.
- No maintenance charges would be provided, if the organisation fail to achieve the target level.
- The grants-in-aid is to be utilised to meet the requirement of staff, MTP work and associated expenses.
- No non-recurring grant will be sanctioned for construction work and purchase of equipment etc.

Procedure:

The organisation interested in the scheme should contact the State Family Welfare Officer (SFWO) for the proforma and procedure of submission of the proposal. The proposals are required to be submitted to the SFWO and to be recommended by the State Government.

3. Urban Revamping Scheme

Background:

The urban revamping scheme is an important component of family welfare and primary health care services in urban areas especially in urban slums and congested areas.

Objective:

- To provide improved service delivery outreach services of primary health care, family welfare and maternity services in urban areas, particularly in slum areas.

Activities:

The scheme envisages reorganisation of urban family welfare centres/establishment of various categories of Health Posts, Family Welfare Bureaus. The City Family Bureaus are entrusted with the responsibility of

coordination, monitoring, supervision etc of the family welfare services.

Financial Assistance:

Financial assistance under the scheme is provided for non-recurring expenditure such as equipment, furniture etc. and for contingent expenditure based on population coverage of the city.

Procedure:

The eligible organisations interested for assistance under the scheme are required to make application in the prescribed proforma (Appendix II).

4. Scheme of Multipurpose Health Workers (ANMs/LHVs Training Programme)

Background:

The scheme is a 100 percent centrally sponsored scheme under the Family Welfare Programme. Grant-in-Aid is given to voluntary organisations for running training centres for imparting training to health workers.

Objective:

- To provide assistance to voluntary organisations for imparting training to multi-purpose female health workers/ANMs and health workers (male), MPWs to man, the operation of the scheme posts in the country.

Operation of the Scheme:

- As per the norms, each sub centre is required to be manned by a trained female health worker (ANM) and a trained male health worker known as multi purpose worker (Male).
- The Auxiliary Nurse Midwives (ANM) after Five Year of Service are deputed six months promotional training course.
- After the training, they become eligible for the post of Lady Health Visitor (LHV) Health Assistant (F).
- An LHV/Health Worker (F) provides supportive supervision and technical guidance to Female Health Workers (ANMs) of six sub-centres.

Types of Training:

Under this scheme three types of training are funded

by the Department of Family Welfare. These are: -

- Basic training of Auxiliary Nurse Midwives (ANM) / Multipurpose Health Worker (Female).
- In service promotional training for ANM
- Basic training of Multipurpose Worker (Male) i.e. MPW(M)

(A) Basic Training of Female Health Workers

- The female health workers training institutions impart training to prepare required number of Multi Purpose Health Workers (female) or ANM to man the sub-centres (SCs), Primary Health Centres (PHCs), Community Health Centres (CHCs).
- The training schools are run by Department of Family Welfare/State Governments/Voluntary Organisations.
- The duration of basic training course for female health workers is one and a half year and eligibility for admission is 10th Pass.
- The course is recognised by the Indian Nursing Council.

Financial Assistance:

- During the basic training the Auxiliary Nurse Midwives (ANMs) are paid a stipend of Rs. 150 per month.
- Assistance for non-recurring capital expenditures admissible under the scheme includes, Construction of building for multipurpose training school, minor addition and alteration to the existing buildings and Construction of residential accommodation for trainees at PHCs attached to the Centre.
- Assistance is also provided for equipment, books and furniture for training centre and furniture and utensils etc. for the hostel (for newly opened schools, vehicle and bicycles for increased mobility to trainees and attending emergency cases including delivery.
- Grants are given for recurring expenditures such as salary of the staff, contingencies etc.

Procedure:

Voluntary organisations interested to run the training programmes are required to contact their respective State/UT government for grant, provided they fulfil all conditions laid down by their State Nursing Council. Proposals are to be submitted to the department of health and family welfare of the concerned State/UT Government.

5. The Scheme of Training of Multipurpose Workers (Male)/MPW(M)

Background:

The scheme of basic training for MPW (Male) was initiated during the Seventh Plan (1985-90) period because of the shortage of MPW(M) at sub-centre level. The basic training of MPW(M) was initiated in Health and Family Welfare Training Centres (HFWTCs) throughout the country. It is a 100 percent centrally-sponsored scheme.

Duration:

The duration of basic training of MPW(M) is one year.

Eligibility:

Under this scheme, 10th pass candidates are eligible for training.

5. Grant-In-Aid Under Standing Committee on Voluntary Action (SCOVA)

Background:

Assistance is given to smaller VOs through a network of state SCOVA. Area Projects have been taken up since 1973 with the assistance of World Bank and other International Donor Agencies in selected states and backward districts mainly to overcome the constraints faced by the Family Welfare Programme such as weak infrastructure, poor skills of health functionaries and inadequate and poor quality of services. Financial assistance is provided to smaller VOs under World Bank assisted India Population Project (IPP-VII) through a network of state and IPP-IX Standing Committee on Voluntary Action (SCOVA)

Objective:

- To provide assistance to voluntary organisations for projects in the rural areas and urban slums for setting up family welfare projects relating to MCH, immunisation, family planning and improvements of health standard etc.

Activities:

Assistance is provided for projects aiming at providing motivation, communication, educational activities

services etc. Grants are given to undertake surveys, training, motivational activities, services for family planning, MCH, Staffing etc.

Financial Assistance:

- Financial assistance can be provided for projects not conforming to any particular pattern and which vary from one to three years.
- Small projects are preferable
- Assistance for supply of family planning equipment like laparoscopes, oral pills, condoms etc are provided in terms of cash or kind.

Procedure:

There is no prescribed application format. Proposals should be accompanied by the required documents as mentioned earlier in chapter 5 and be submitted in duplicate to: Under Secretary (OS)/DO (SCOVA), Department of Family Welfare, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi 110 011.

6. Social Marketing Scheme

Background:

In view of the inherent weakness of free distribution of contraceptives arising from waste and perception of low quality by the consumer, the National Family Welfare Programme has initiated the Social Marketing Programme of condoms in 1968 and that of oral pills in 1987.

The basic purposes of the Social Marketing Programme are: - (i) to create a large scale primary demand for Nirodh (ii) to accomplish nation-wide state through modern marketing techniques and (iii) to price the product at a very low level and (iv) to make the user perceive it as everyday necessity.

Objectives:

- To promote the use of contraceptive through marketing companies/VOs particularly in rural areas in order to promote family planning services.

Social Marketing through Voluntary Organisation:

- The social marketing programme includes two categories:-

- (i) Social marketing programme of Nirodh
- (ii) Oral Pill Scheme

- Both condoms and oral pills are made available to the people at highly subsidised rate. The extent of subsidy ranges from 70 to 80 percent depending on the procurement price in a given year. The government of India provides both product and promotional subsidies.
- In case of condoms, the VOs and marketing companies are given Deluxe Nirodh variety of condoms at Rs. 1.28 per packet of five pieces and this is sold at Rs. 2 per packet of five pieces to the consumers under the brand name 'SAWAN, BLISS, MASTI etc.
- In the case of oral pills, one strip of oral pills is given to VOs, and marketing companies at Rs. 1 and it is sold to the consumer at Rs. 2 per strip under the brand name Mala-D. Other brand called 'Saheli' is being subsidised under the Social Marketing Programme.
- The pill is now available in the market at Rs. 1.50 per tablet. The government of India provides a subsidy of Rs. 1.60 per tablet.
- Under the scheme VOs are to undertake the activity of Social marketing in a maximum of four districts in a state.

Financial Assistance:

- Government of India provides grants-in-aid to VOs for the staff, rents of depots, transport, publicity and contingencies.
- Government would be reimbursed all the expenses initially, for two years and after two year and for next two years, the salaries and other expenses would be reimbursed by 50 percent.
- After the fourth year, no financial assistance would be given, except the commissions on sale.

Procedure:

The details of the scheme about supply channels and the distribution network can be obtained from the Deputy Director, Social Marketing, Ministry of Health and Family Welfare, Room No. 512, A Wing, Nirman Bhawan, New Delhi 110 011.

FORMATS

DEPARTMENT OF FAMILY WELFARE

APPENDIX-I

Scheme of Reproductive and Child Health

PART-I

1. Full name of the VO, its headquarters and postal address.
2. Year from which the VO is functioning (annex copy of the registration certificate).
3. Name of the President, Vice-President and Secretary of the VO and the date from which they are holding their respective position.
4. Total numbers of the VO and the year of last election in which the present office bearers were elected.
5. Number of full time and part time employees of the VO (annex list of employees, their qualifications and their present monthly salary).
6. Assets of the VO (cash and immovable assets and copy of the latest balance sheet of the VO as audited by its Chartered Accountant).
7. Brief Resume of the work done by the VO including the projects implemented in last three years and assistance, if any, obtained by the VO in each of the last three years along with particulars of the source of assistance.

PART- II

1. Description of geographical area and duration in which project is proposed.
2. Description of the project along with strategy and methodology. Financial requirement should be mentioned for each component and expected outcomes of each year of the project should be mentioned.
3. Criteria for evaluation at annual, mid-term and at the end of the project should be suggested by the VO.

APPENDIX-II

PROFORMA FOR URBAN REVAMPING SCHEME

City/ Municipal Corpora- tion/ sector/ ward	Popula- tion of Municipal corpora- tion/ sector/ ward	Density of popula- tion	Slum popula- tion	% slum popula- tion	Curative Facilities available	Staff available for promo- tive and preventive services	Staff required as per pattern	Addl. Staff required.	Financial implication
1	2	3	4	5	6	7	8	9	10

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9.3 DEPARTMENT OF INDIAN SYSTEMS OF MEDICINE AND HOMEOPATHY

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INTRODUCTION:

The Department of Indian Systems of Medicine and Homeopathy (ISM&H) was established as a separate Department in the Ministry of Health and Family Welfare in 1995. The term Indian systems of Medicine (ISM) covers Ayurveda, Siddha, Unani, Yoga and Naturopathy. These systems have become a part of the culture and traditions of the country.

The Department of ISM & H emphasises on various thrust areas such as education, standardisation of drugs, enhancement of availability of raw materials, research and development, information, education and communication and involvement of ISM & H in National Health Care delivery system including Reproductive and Child Health (RCH). VOs have been involved by the Department in its various schemes for promotion of the ISM & H and necessary assistance is provided to them.

1. Scheme for Re-orientation Training Programme (ROTP) of ISM & H Personnel.

Background:

The scheme is a part of continuing medical education to upgrade the knowledge of ISM & H personnel (Teachers, Government doctors/physicians, practitioners, research workers, drug inspectors, etc.) with regard to latest development in their field. The scheme had been taken up during the Eighth Plan Period as a Central Scheme.

Objective:

The objective of the scheme is to upgrade the competence and skill of Indian Systems of Medicine and Homeopathy personnel in the interest of public health and standards of medical education.

Eligibility:

The Government/private/voluntary institutions are eligible to avail of financial assistance for organising training program for teachers, government/private physicians, and private practitioners having minimum graduate level qualification in the ISM and Homeopathy. However, preference will be given to Government college teachers and physicians.

Financial Assistance:

The duration of various Re-orientation Training Programmes and the admissible financial assistance under each category of training are as follows:

Training Programme	No. of Participants	Duration	Financial Assistance (Rs.)
Teacher's and Physician's Training	20	One months	1,26,960
Training in Specialised fields like Ksharsutra, Panchkarma therapy and Dental practices	10	Two months	1,52,303
Training for Yog of ISM & H Personnels	20	Two months	2,44,145

Procedure:

The Institutions willing to take up the re-orientation training programmes are required to apply to the : - Under Secretary, Department of ISM&H, Ministry of Health and Family Welfare, Red Cross Building, Parliament Street, New Delhi-110 001.

2. Scheme for Implementation of Information Education Communication (IEC) Scheme of Indian System of Medicine and Homeopathy (ISM&H) through Non-Governmental Organisations (NGOs)

Background:

The Ayurveda, Siddha, Unani, Homeopathy, Yoga and Naturopathy all have their own strength and in some cases these are more effective than the modern systems of medicines. A large segment of population particularly among educated persons in urban areas and people in rural areas believe in these systems. Yet the spread of the systems in the country is quite inadequate mainly because of lack of awareness among the general public about the remedies which the systems can give more effectively at

their door-steps. Keeping this in view, a scheme for IEC for ISM & H has been evolved by the department. VOs have been involved to promote the strengths of ISM & H and motivate the practitioners of ISM & H to practise the particular system of the ISM & H.

Objective:

The main objective of the scheme is to create awareness among the community about the efficacy of ISM&H their cost-effectiveness, the availability of herbs used for prevention and treatment of common ailments which are readily available, the techniques for growing such herbs and other medicinal plants and to make treatment available at their door-steps to achieve the objective of Health for All.

Implementation of the scheme:

While the scheme is implemented at the national level directly by the Department of ISM&H, the involvement of VOs has been sought to create awareness about the strength of ISM&H at the grass-root level i.e. mainly in the rural areas. The participation of the VOs is at three levels.

- The National level VOs i.e. VO which has its presence in more than one state.
- Mother VOs.
- Field level or small VOs.

Activities:

VOs are involved to motivate the ISM & H practitioners to practise the particular system of the ISM & H in which they have been registered viz. Ayurveda, Unani, Homoeopathy, Yoga and Naturopathy and Siddha. The activities are (i) by way of organising training workshops; (ii) organise Health Melas to create awareness among the general public about the efficacy of the ISM and H drugs, their cost-effectiveness and easy availability of herbs and plants commonly available at home and in the area like Tulsi, Haldi, Neem etc. and growing techniques of medicinal plants; (iii) organising community awareness meetings with Mahila Mandals, Yuvak Sangs, Farmers cooperatives etc. already existing at the village level.

Financial Assistance:

The pattern of financial assistance under the scheme is as follows:

- (a) For organising Training Workshops (TA/DA for 20 participants) -- Rs. 2,000/-
Support to the NGO for organising training @ Rs. 10 per participants (for stationery etc.)- Rs. 200/-
- (b) Organising Health Melas One Health Mela
Rs. 10,000/-
- (c) Community Awareness Meetings (per meeting)
Rs. 1,000/-
- (d) Support for the Organisation - Rs. 10,000/-

The National level/Mother VO is provided a lumpsum amount. Twenty per cent of the amount is provided and released to the smaller VOs in a particular financial year as administrative expenses for implementing the scheme.

Procedure of Application:

In the rural areas, particularly the areas not covered either by National level VOs or Mother VOs, applications are called directly from the field level or smaller VOs. However, the applications will have to be submitted through the State Government. National level VOs/Mother VOs will be responsible for selection of smaller VOs in the area of their operation subject to the conditions that before entrusting the work to the smaller VO they will seek the clearance from the Department of ISM&H.

3. Scheme for International Exchange Programme/Seminar/Workshop in Indian Systems of Medicine and Homeopathy

Background:

The Department has started the scheme for International Exchange programmes/Seminar and Workshops in ISM & H in order to increase involvement of the professionals/researchers for dissemination of the results of research and development in the field of ISM & H.

Objective:

The scheme aims at achieving the following objectives:-

- Promotion and development of Indian Systems of Medicine and Homeopathy;
- Dissemination of proven result of R&D work in ISM and H and
- Provide a forum where horizontal and vertical interaction between stake holders of ISM & H can take place through international cooperation, conference and seminars (International, National & Regional).

Eligibility:

The Institutions/Bodies eligible for assistance under the scheme are:

- Department of Indian Systems of Medicine and Homeopathy
- Autonomous bodies functioning under the Department of ISM & H
- Central/State Government institutions involved in the promotion of ISM and H
- Reputed VOs and individuals (Indian and Foreign) involved in the dissemination of proven results of ISM & H.
- Promotion and development of ISM and H by organisations having at least 3 year experiences in the field.

Operation of Scheme:

The scheme is being implemented in the following manner:

- Deputing and receiving delegations/individuals i.e. experts/teachers/students/researchers etc.
- Holding international/national/regional level seminars/conferences/workshops or sponsoring the same by providing financial assistance.
- Providing assistance for setting up of Ayurveda/Siddha/Unani/Yoga therapy centres for demonstration purpose in foreign countries.

Financial Assistance:

Funds will be provided to eligible organisations for meeting expenses on airfare, boarding and lodging, local transport and other contingencies of the delegates invited from abroad to attend the International Conference on ISM & H. The pattern of assistance is as follows:-

- National conference/Workshops/Seminar organised by Department of Indian Systems of Medicine and

- Homeopathy (3) @ Rs. 3 lakhs - Rs. 9 lakhs.
- National Seminars organised by NGOs (5) @ Rs. 1 lakhs – Rs. 5 lakhs.
- National Seminar or Workshops/Conferences by State Government/University (5) @ Rs. 2 lakhs - Rs 10 lakhs.
- Delegates from the department including non-official members to foreign countries not more than Rs. 15 lakhs (as per expenditure involved).
- International Conference (1) not more than Rs. 10 lakhs.

Procedure of Application:

Proposals for Grant-in-aid received from eligible organisations will be screened by a Screening Committee headed by Secretary (IS&H).

The Grant-in-aid to the organisation will be released on the basis of recommendations of the Committee subject to the availability of funds under the scheme.

4. Scheme of Extra Mural Research on Indian Systems of Medicines and Homeopathy.

Background:

The scheme of Extra Mural Research on Indian Systems of Medicine and Homeopathy has been introduced under which financial assistance is provided for special research projects to accredited research organisations. Assistance is given for undertaking research work in the fields of ISM & H, the science of Yoga and the drugless therapy of Naturopathy.

Objective:

The objective of the scheme is to supplement research work undertaken by the Central Research Councils under the Department of ISM & H.

Eligibility:

The following types of organisations are eligible for accreditation:

- R&D Organisations recognised as R&D organisation by the Ministry of Science and Technology, Government of India;
- Government/semi-Government/autonomous R&D Institutions under the Government of India/State Governments/Union Territories;
- Private R&D institutions registered under any State/

Central Act as research organisations.

Terms and conditions for accreditation:

- Separate accounts shall be maintained for research and development activities and the same will be reflected in the Annual Report and Audited Statement of Accounts of the organisation;
- Brief summary of the achievements of the organisation shall be submitted to the Ministry of Health and Family Welfare every year. This should include papers published, patents obtained and processes developed, new products introduced, awards and prizes received etc.
- The organisation will also conform to such other conditions for accreditation stipulated in the guidelines or as may be specifically provided in the accreditation letter;
- The accreditation would be valid for a period of 3 years only;
- Application shall be submitted in the prescribed proforma;
- Request for renewal of accreditation shall be made on prescribed proforma three months before the expiry of the valid accreditation. Late receipt of application will not be entertained;
- The Ministry reserves the right to accord accreditation or to revoke such accreditation without assigning any reason;
- Soon after receipt of accreditation letter, the organisation should acknowledge by stating that they would abide by the above terms and conditions.

Procedure of Application:

The applicants seeking accreditation are required to submit 5 copies of application enclosing therewith the following documents:

- A copy of the Memorandum of Association, Rules and Regulations of the organisation under which it has been established;
- A copy of certificate issued to them under the relevant Act wherein it has been registered;
- The area of research in which the organisation is engaged (in key words);
- Annual Report along with audited statement of accounts for the last year.

5. Scheme of Indian Systems of Medicine in Reproductive and Child Health Programme.

Background:

Considering the fact that about half of the population according to some estimates depends on the Indian Systems of Medicine for health care, the Reproductive and Child Health for the whole population of the country cannot be assured without involving the Indian Systems in a large and meaningful manner. The Ayurveda and Unani Systems in this regard are particularly important. About 5 lakhs practitioners of these disciplines mostly in the non-governmental sector are spread out in different parts of the country. These systems have the additional advantage that a large proportion of their practitioners are located in the rural areas. The Indian systems are known to have many efficacious practices and remedies for a number of conditions of women and children.

Objective:

The objective of the scheme is to involve Indian Systems of Medicine in Reproductive and Child Health Programme in a meaningful manner.

Operation of the Scheme:

There are three specific programmes on ISM which are presently implemented under the RCH Programme.

(a) Training of ISM Practitioners

The RCH programme is confined to tapping large resources of ISM practitioners in the non-governmental sector. These persons need to be oriented in RCH concept and framework. Their professional skills also need to be revised and upgraded through training particularly in areas relevant to RCH.

Inputs:

Short-term training of 2-4 weeks will be provided to ISM practitioners both in the Government and non-government sector through ISM Medical Colleges. These colleges are provided with financial assistance for imparting training courses.

(b) Improving awareness and availability of ISM remedies.

The Indian Systems have relied over generations on

medicinal plants available in the neighbourhood and knowledge about the use of medicinal plants and medicinal products like herbs, condiments etc. passed on from generation to generation. Because of pressure of population, changes in the social systems, the family traditions, the locally grown medicinal plants have been depleted and replaced by the cultivation of food grains and commercial crops.

Inputs:

- The VOs will be assisted for raising nurseries of medicinal plants which are known to grow in that particular area. They will distribute the medicinal plants free of charge to desirous families and village level ISM practitioners.
- These practitioners will be encouraged to grow these plants in about 1-2 acres.
- The VOs are assisted to educate local population about the uses of locally available plants for preventive and curative purposes.
- VOs are asked to take up this work on a project basis for a district only. Few of the VOs with proven capability are assigned more than one district.

Financial Assistance:

- The department has not laid down norms for assistance as each district and the nature of VO differ from project to project.
- The value of a district project of one year will not be more than Rs. 15 lakh.
- These projects will be sanctioned by an Expert Committee.
- VO's effectiveness will be adjudged on their motivation

among the people for maintaining these plants.

(c) Research in ISM

Background:

One of the deficiencies of the ISM is that objective data has not been generated to prove the efficacy of individual prescriptions/cures. As a result, a large variety of cures are prescribed leading to varying results. It would be beneficial if the cures mentioned in the texts are systematically taken up and subjected to laboratory investigation and clinical trials so that their efficacy is established. This would allow the most effective cures for a particular condition and can be propagated for extensive use for the benefit of patients.

Inputs:

- Research projects through ISM research institutions will be supported financially.
- To consider the project proposal of the research projects, an expert committee will be constituted.
- Each project will be required to associate a researcher familiar with modern research to ensure objectivity.
- Each project will be required to volunteer milestones at the end of each year. The Expert Committee will monitor progress and release of grants.
- A project will envisage assistance for immediate technical project staff. No sanction will be considered for regular posts or buildings. Assistance will also be provided for equipment, consumable, contingencies and expenses on patients in case of clinical trials.

CHAPTER 9

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

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INTRODUCTION:

Education is the key to all processes of development especially, human development, material and spiritual. Although, there have been significant achievements in the field of education in India during the Post-independence era, however, wide inequalities characterised by gender, social and regional imbalances continue to persist in the education sector. The National Policy on Education (NPE), 1986 and its Programme of Action (POA), 1992, providing diversity of educational opportunities to all segments of society, clearly spelt out the constitutional directive of the State that envisages free, compulsory and universal education to all children up to the age of 14 years.

Universalisation of Elementary Education (UEE) has been accepted as a national goal of educational policy and programming. The emphasis in the field of Elementary Education has been shifted during various Plan periods from enrolment and attendance to retention and achievement. Now, three broad parameters such as 'Universal Access', 'Universal retention' and 'Universal achievement', have been set during the Ninth Five Year Plan Period (1997-2002). A new perspective of Minimum Levels of Learning (MLLs) has been laid down since 1991 as a strategy for Universal achievement.

The programmes of Non-Formal Education (NFE), the National Programme of Nutritional Support to Primary Education, the District Primary Education Programme (DPEP), Teacher Education, Area-Specific Externally Aided Projects in the primary education such as Shiksha Karmi Project (SKP) and Lok Jumbish (People's Movement for Education for All) with assistance from SIDA undertaken in the States of Rajasthan and Bihar, all are integral components of the strategy to achieve UEE. The National Elementary Education Mission (NEEM) is proposed to have the central objective of mobilising all resources, human, financial and institutional as necessary for achieving the goal of UEE.

The NPE visualises Secondary Higher Education to be dynamic and crucial in the process of national development. The Secondary Education is being strengthened through various programmes focussing on improvement of science education: physical, environmental and population education, culture and values in education; computer literacy; educational

technology etc., The 'Education for All' has been the ultimate national goal. Equalisation of educational opportunities, education for women's equality, education for scheduled castes and scheduled tribes and minorities, vocationalisation, modernisation of technical education, improvement of quality content and overall process of education at all levels are the themes of national endeavours in the field of education.

In pursuance of the directives of National Policy on Education, a comprehensive programme known as National Literacy Mission (NLM) has been launched since 1988, now setting a target of imparting functional literacy to 100 million adult illiterates in the age group of 15-35 years in the foreseeable future.

Education development in the country needs to be more participatory process. Education is a concurrent subject. While the role and responsibility of States to provide education continues to remain essentially unchanged, the Union government has assumed a larger responsibility to reinforce an integrative and national character of education. The Department of Education of the Ministry of Human Resource Development, the Government of India, takes the overall responsibility in pursuing the NPE and promoting an excellence at all levels of education throughout the country.

The valuable contributions made by the voluntary organisations and NGOs in the field of education have been widely recognised by the government. Through clear policy guidelines under various Plan periods, the Government has been encouraging and promoting voluntarism in various educational programmes, putting efforts to increase people's participation in education. The literacy campaigns for example, are primarily delivered through voluntarism. The programme of Minimum Levels of Learning (MLL) is implemented through voluntary organisations and research institutes. More than 800 voluntary organisations have been provided assistance in implementing Non-Formal Education (NFE) programmes in 25 States/UTs in the country. The National Elementary Education Mission is expected to give a boost to the efforts being made by VOs to achieve the goal of UEE. The Government continues to provide financial assistance to voluntary organisations & NGOs under its various educational development programmes. These are outlined below:-

9.1.1 SCHEME OF NON-FORMAL EDUCATION (NFE)

Background:

There are large segment of marginalised children who remain outside the formal system of school education due to various socio-economic, geographical constraints. These children include dropouts from formal schools, working children, children from habitations without schools, children who assist in performing domestic chores like fetching fuel, fodder, water, attending to siblings, grazing cattle etc. and girls who are unable to attend formal schools.

In order to reach these segments of children for achieving the goal of UEE, the Department of Education has been running since 1979-80, a programme of Non-Formal Education (NFE) covering children of 6-14 age group. It is a large, systematic programme and an integral component of the strategy to achieve UEE with enough flexibility to enable the learners to learn at their own pace and achieve quality comparable with formal education. Essentially, it is a programme of education for out of school children. NFE is visualized as a child-centered, environmentally-oriented, flexible system to meet the educational needs of the deprived areas and the sections of the society who cannot attend the full day schools. Decentralised community participation through Village Education Committees (VECs), Panchayati Raj in Planning, running and overseeing the NFE programme has been considered crucial for its success.

Objectives:

- To provide financial assistance to voluntary agencies for taking up projects to provide education to children in the age group of 6-14 who remain outside the formal system of education owing to various socio-economic constraints.
- To provide an alternative strategy of education comparable to the formal school systems, to girls, working children, school dropouts and children from habitations without schools.

Strategy of NFE:

- Emphasis has been on organizational flexibility, relevance of curriculum, diversity in learning activities

to suit the needs of learners through decentralised management.

- A learner-centered approach with emphasis on learning than teaching with the instructor as a facilitator.
- The other features of NFE are:-Endorsed course with a duration of about two years, part-time instructions at a place & time convenient to learners in small groups, part-time honorary instructor locally recruited and trained. Special emphasis is on girls education.

Coverage:

The programme of NFE primarily covers the educationally backward States viz. Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Jammu & Kashmir, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh and West Bengal. It also covers urban slums; hilly, tribal and desert areas and areas with concentration of working children in other States/UTs.

The two major schemes under NFE programme, designed for the involvement and assistance to voluntary agencies are given in detail as follows:

1. Scheme of Non-formal Education for Elementary Age-Group Children.

Objectives:

The broad aim of the scheme is to effectively involve voluntary agencies, public trusts, non-profit making companies, social activist groups etc., in the implementation of non-formal education programme for the elementary age-group children. Within this overall aim, the specific objectives of the scheme are as follows:

- To develop the programme of non-formal education for meeting the educational needs of out-of-school children;
- To establish a partnership between the government on the one hand and voluntary agencies, public trust, non-profit making companies, social activist groups, etc. on the other, in the great task of provision of educational opportunities for children who cannot enrol themselves in whole-day schools;
- To demonstrate through adoption in the field various alternative models that can be adopted for UEE.
- To identify from the local community young persons

and to train them as organisers of NFE centres and as community workers.

- To give special attention to the training of women non-formal education organisers for furtherance of the objectives of women's development as envisaged in NPE; and
- To evolve curricula, learning materials, instructional methods, evaluation techniques etc., relevant to the needs, environment and working life of the learners.

Eligibility:

- Registered voluntary societies, public trusts and non-profit making companies would be eligible for assistance under this scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, even agencies and social activist groups which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies regarding the practical difficulties owing to which they could not be registered and regarding the bonafides of such organisations. In respect of projects taken up for abolition of child labour or for amelioration of the condition of working children, autonomous bodies set up by the Central or State Governments will also be eligible for assistance under this scheme.
- In exceptional cases, a registered society or a public trust fulfilling requirements as an eligible agency may be given assistance for mobilisation, involvement and provision of financial support to other voluntary agencies, social activist groups and individuals.
- Only those eligible agencies which have been in existence for 3 years would be considered for assistance under this scheme. The requirement may be waived in respect of agencies with specially qualified workers or which can be otherwise justify a special consideration

Activities:

The activities for which grants may be given include: running of non-formal education centres; non-formalisation of the formal education system; activities to explore linkages between NFE and formal education; resource development including development of

curricular, teaching/learning materials, development and reduction of instructional aids, development of evaluation techniques etc.

Financial Assistance:

- The grants to NGOs are given on a 100 percent basis for running non-formal education centres, innovative and experimental projects, District Resource Units (DRUs) and for the specific activities mentioned above.
- The assistance Covers: Expenditure on salaries of instructors and supervisors; Management expenditure on the project; Equipment and Contingencies, Preparation and production of teaching learning materials etc.
- Central assistance is provided to states, Union Territories and Voluntary Organisations in the following pattern:-
 - Co-educational Centres and Administrative Support – 60%.
 - Exclusively girls centres-90%.
 - Centres run by Voluntary Organisations-100%.
- Assistance may be sought for such duration as the applicant agency may consider appropriate. Ordinarily, such assistance will be provided on a long term basis, but not exceeding the balance of a Five Year Plan period at a time.

Projects:

Approximately 100 NFE centres will comprise a project which would be taken up in a compact and contiguous areas continuous as far as possible with a community development block. The number of centres to be taken up by a voluntary agency would depend upon its capacity. By and large, projects of less than about 25 NFE centres would not be considered by the department. There should not be any overlap between the programmes of voluntary agencies and the State Government.

Procedure:

Eligible agencies may make an application in the prescribed form (Appendix I) and be routed through the Education Department of the concerned State (with a copy endorsed directly to the Ministry). The application should be addressed to: The Secretary, Department of Education,

Ministry of Human Resource Development, C-Wing, Shastri Bhawan, New Delhi-110 001.

The State Government should give its views, within a period of three months, regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it, etc. Comments should be sent by the State Government even if the proposal is not recommended, giving reasons therefor. Application for extension of the project will not be required to be sent through the State Government. It would, however, be necessary for the voluntary agency to send a copy of its request for extension of the project to the State Government. All-India organisations may make applications directly to the Ministry.

2. Experimental/Innovative Programmes of Education under NFE.

Background:

The scheme has been revised and called scheme of Alternative and Innovative Education with greater flexibility and operationally, more pro-active. It is part of the larger and holistic programme for the Universalisation of Elementary Education namely, the Sarva Shiksha Abhiyan.

Objectives:

- To promote experimentation and innovation for the achievement of goals spelt out in the National Policy on Education for Universalisation of Elementary Education.

Implementing Agencies:

Government Agencies/Educational Institutions/registered NGOs and Voluntary Agencies/Panchayat Raj Institutions.

Salient Features of the Scheme:

The salient features of the scheme are:-

- The scheme will cover habitation that do not have an Elementary Education Centre within a radius of one kilometer.
- The local community will be involved and made active in the implementation of the scheme.
- It will provide instructors with enhanced honoraria.

Activities:

Grants are given for trying out innovative strategies that could be replicated/disseminated in the formal stream. Main areas of experimentation and innovations have been action research, community mobilisation, curriculum designing and preparation of need based teaching, learning materials and aids for training of personnel and development of teaching techniques, new evaluation methods, linkage of school education with vocational education and alternative method of education.

Target Groups:

Special target groups under the scheme include disabled children, girls, working children, tribal children and so on.

Financial Assistance:

100 percent grants are provided to voluntary agencies under the scheme. However, where the Grant-in-aid Committee considers it necessary, it may require the agency concerned to make a contribution.

Terms and Conditions:

As mentioned in the chapter 5.

Procedure:

Application should be made in the prescribed format (Appendix II) and sent in the address as mentioned under the scheme 1.

9.2.2 SCHEMES UNDER SECONDARY AND HIGHER EDUCATION

Various schemes have been formulated to strengthen school education with impetus being laid on Science and Education, Environmental Education, Population Education, Culture and Values in Education, Computer Literacy, Education Technology and Education of Children with disabilities. Vocationalisation of education at the senior secondary stage is also major concern of the scheme.

3. Scheme of Pre-Vocational Education at Lower Secondary Stage.

Background:

The NPE has accorded priority to vocationalisation of education at the secondary level. Vocationalisation of secondary education, a Centrally sponsored scheme was introduced in 1988. The scheme of pre-vocational education at lower secondary stage has been introduced from 1993-94. A target was set to divert 25 per cent of higher secondary students to the vocational stream by the end of the century.

Objectives:

- To provide diversification of educational opportunities so as to enhance individual employability.
- To reduce mismatch between demand and supply of skilled manpower.
- To provide an alternative for those pursuing higher education without particular interest or purpose.
- The specific objectives of the scheme of the pre-vocational education are:-
 - To impart training in simple marketable skills to the students of classes IX and X and
 - To facilitate students in making a choice of vocational courses at the higher secondary level.

Eligibility:

- Educational institutional registered voluntary agencies and non-profit making agencies are eligible for financial assistance under the scheme.
- In exceptional cases a registered society or a public trust may be given assistance for mobilisation, involvement and provision of financial support to other voluntary agencies.
- Only those agencies which have been in existence for 3 years, would be considered for assistance under this scheme. However, this requirement may be waived in respect of agencies with specially qualified workers or which can otherwise justify a special consideration.

Financial Assistance:

- Assistance under this scheme may be given to the eligible voluntary agencies for the following types of activities:

- development of learning materials, instructional/ learning aids and other aspects of technical resource development;
 - training of vocational teachers/resource persons;
 - designing and conducting formal or non-formal vocational courses;
 - preparation of books, audio-visual materials;
 - providing facilities for practical training to the students;
 - designing and implementing projects for experimental and innovative programmes having a bearing on vocational education;
 - organisation of seminars/conferences to promote innovation and experimentation;
 - evaluation of the programme;
 - activities for dissemination of outcomes of various experimental/innovative programmes;
- Assistance under this scheme will ordinarily be 100%. However, where the grant-in-aid Committee considers it necessary it may require the agency concerned to make a contribution.
 - If any agency is already receiving or expecting to receive grant from some other official source for a project for which application is made under this scheme, the assistance under this scheme will be made after taking into consideration the grant received or likely to be received from such other official source. It should also be ensured that an agency already in receipt of a recurring grant from any other official source, Central or a State, should not transfer any part of that liability to a grant to be sanctioned under this scheme.
 - Assistance may be sought for such duration, as the applicant agency may consider appropriate. Ordinarily, such assistance will be provided for the period necessary for the duration of the experimental/innovative programme of project period, but not exceeding the balance of a Five-Year Plan period at a time.
 - On approval of the project the grant shall be released to the agency on an annual basis in two installments - the first installment of 50% of the approved amount shall be released immediately. After the agency concerned has utilised 75% of the 1st installment it may make a request for release of the subsequent

installment along with a progress report and statement of expenditure. Release of grants in the second and subsequent years will be made on a similar basis, provided that before release of the second installment in a particular financial year (beginning with the second year) the utilisation certificate and audited statement in respect of the grants released till the end of the proceeding year shall be furnished.

Procedure:

Application should be made in the prescribed format (Appendix III). The application should be addressed to the Assistant Educational Adviser, Vocational Education Division, Government of India, Department of Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi - 110001 through the State Education Department (with a copy endorsed directly to the Ministry).

The State Government should give its views within a period of three months regarding the agency's eligibility, suitability, relevance of the proposal and capacity of the agency implementing it, etc. Comments should be sent by the State Govt. even if the proposal is not recommended, giving reasons therefor. Applications for extension of the project will not be required to be sent through the State Govt. It would, however, be necessary for the voluntary organisation to send a copy of its request for extension of the project to the State Government by Registered AD posts. All India Organisations may make applications directly to the Ministry.

4. Scheme of Integrated Education for Disabled Children

Background:

The NPE 1986 stresses the need for bringing disabled children into the educational mainstream by providing them equal educational opportunities. It is now a statutory responsibility of the Government under the enforcement of the Persons with Disability Act, 1995 to provide free education in an appropriate environment to all disabled children up to the age of 18 years. It stresses that Integration should be an integral component of basic education projects including adult education, NFE, Vocational Education, District Primary Education Programme (DPEP) and Teacher Education etc.

The Department of Education has been implementing the Scheme of Integrated Education of Disabled Children (IEDC), as a centrally sponsored scheme since 1974.

Objectives:

- To provide educational opportunities for disabled children in the general school system so as to facilitate their retention and ultimate integration in this system.
- To integrate the disabled children with general community as equal partners to enable them for normal growth and to enable them to face life with courage & confidence.

Scope:

The scheme provides educational facilities for the types of disabled children that include children with locomotor handicap i.e orthopaedically handicapped; middle and moderately hearing impaired, partially sighted children; mentally handicapped educational group with Intelligence Quotient 50-70; children with learning disability; visually impaired children and children with multiple handicaps.

The scope of this scheme also includes pre-school training for the disabled children and counseling of their parents.

Implementing Agencies:

The scheme is to be implemented through the State Government/UT Administrations/Autonomous organisations having experience in the field of education and/or rehabilitation of the disabled. The state education department would be the main implementing agency. However, the state governments may take assistance of voluntary organisations for this purpose.

Implementation of the Scheme:

- (a) The implementing agency should set up an administrative cell under an officer to implement, monitor and evaluate the programme.
- (b) A number of developmental blocks should be selected for operation of the scheme, rather than scattering the schools all over the state. Within the area of selected block all the desired inputs should be provided.
- (c) A survey of the disabled children under different categories is to be carried out in the areas selected.
- (d) The coordinator of the programme must be responsible for the assessment of the children and monitor their

progress on the ongoing basis.

Financial Assistance:

- Under this scheme 100 percent financial assistance is provided as per prescribed norms to the voluntary organisations for the education of the disabled children in common schools with the help of necessary aids and incentives.
- Assistance is given for the facilities for disabled children like books and stationery, uniforms, transport allowance, escort allowance for severely handicapped children, reader allowance for blind children and equipment which includes aids and assisting devices.
- Assistance is also provided for setting up resource centres, surveys and assessment of disabled children with disabilities, purchase and production of instructional materials, training and orientation of teachers.

Procedure:

Agencies should submit a detailed proposal in the prescribed format after a thorough assessment of their financial requirements, normally by the end of December of the year and be submitted to:- The Department of Education, The Ministry of Human Resource Development, 'C' Wing, Shastri Bhawan, New Delhi 110001.

5. Scheme for Promotion of Yoga in Schools.

Background:

Yoga helps in creating a healthy interaction and balance in the various aspects of the human personality. The school is the most appropriate place where systematic education in yoga can be imparted. The National Education Policy, 1986 has given a wider perspective of yoga. It says "As a system which promotes an integrated development of body and mind, yoga will receive attention. Efforts will be made to introduce yoga in schools." A centrally sponsored scheme for promotion of yoga in schools was launched in 1989-90. Efforts are now being made to include Yoga as a subject in school curriculum.

Objectives:

- To promote integrated development of the body and mind of children through yoga in schools.

Implementing Agencies:

States/UTs as well as Yoga Institutions of repute and institutions of all India Character, registered societies, Trusts would be eligible for assistance under this scheme. Only those eligible agencies which have been in existence for 3 years or more would ordinarily be considered. This condition could, however, be waived in deserving cases.

Scope of the Scheme:

The scheme will operate as a Centrally Sponsored Scheme and will be implemented through the Education/ other concerned Departments in the States and UTs as well as through Yoga Institutions of repute. In addition Yoga Institutions of an All India character will be given assistance for maintenance as well as developmental expenditure for promotion of research and/or for teacher training programmes in various aspects of yoga.

In order to ensure some uniformity in the training programmes it would be desirable to have a standard syllabus for this purpose. Efforts would be made towards developing this through the NCERT and Yoga Institutions of all India character. A syllabus of 9 months to one year is recommended for full time yoga teachers whereas refresher courses may be of 1-3 months duration.

Financial Assistance:

Financial assistance is provided for training of teachers in yoga, for building up of infrastructure necessary for the purpose. Institutions of all India character are given assistance for maintenance as well as developmental expenditure for promotion of basic research and teacher training programmes in various aspects of yoga.

Under this scheme assistance will be provided to State Governments, UT Administration and Yoga Institutions for the following purposes:

(A) Yoga Institutions of All India Character:

Only those yoga institutions would be treated as of All India Character which cater to the training needs of several States. Such Institutions should also carry out basic research in yoga as also for teacher training programmes. These institutions must be recognised by the State/UT in

which they are located and/or should also be affiliated to a university for purposes of examination and certification. Financial assistance to yoga institutions of All India Character would be given for teacher training and research in yoga on the basis of recommendations made by a Review Committee specially constituted for the purpose.

(B) Teacher Training :

The duration of training full time yoga teachers would be of 9-12 months duration and teachers who would be teaching yoga in addition to their other charge would be required to undergo training for a minimum period of 3 months. Refresher courses would be of 1-3 months. The training would be compulsorily residential. Central Assistance would be provided for boarding, lodging and incidentals. Financial assistance for refresher training programmes of one to three months duration would also be admissible at the same rates. T.A. will be as per State/UT administration rates and will be reimbursed by the Central Government.

The Yoga Institutions which impart training will be entitled to a lumpsum grant for meeting the training expenses. The grant will cover the fees of the institution as also the expenditure on account of distribution of instructional material to the teacher trainees.

(C) Assistance for Library:

Assistance as a one-time grant will be available for upgrading the library of the yoga institutions. Only books, journals, audio-visual material and magazines relating to yoga and yoga education will be purchased out of this grant. However, no assistance on account of purchase of equipment like TV, VCR, etc. will be given. The institution will give the list of books, journals and magazines purchased from the grant.

(D) Assistance for construction/expansion of hostels for teacher trainees:

While submitting proposals for assistance under this item the institution will have to furnish details of the available facilities and its training programmes alongwith justification for need for extra hostel for teacher trainees. The proposals would generally be formulated by assuming that 50-75 teachers would undergo a 9 months to 1 year

training course in the institution at a time. The construction proposal will be required to be based on the designs and estimates prepared or certified by the CPWD/State PWD/Other State Government Construction Agency.

The grant for construction should be need-based. It is advised to adopt inexpensive locally available and suitable material/techniques for construction. In addition a grant for furnishing the hostel may also be considered. The construction would be expected to be completed within 12 months and the completion certificate from the authorised engineer/municipal authority will have to be submitted by the end of one year. The scheme has been operating since 1998-99.

Procedure for Applying:

Application should be made in the prescribed format (Appendix IV). The proposals of the Yoga Institutions would be routed through the Education/other concerned Department of the State Government/UT Administration concerned. While recommending the proposal of the yoga institution, the State Government would also give a commitment to depute their teachers for training in the said institution.

All correspondence regarding the scheme and assistance should be made in the address as given in the scheme 1.

6. Scheme for Improvement of Science Education in Schools.

Background:

In order to improve the quality of science education and promote scientific temper as envisaged in NPE 1986 and Programme of Action (POA), 1992, the "Scheme of Improvement of Science Education in Schools", a centrally sponsored scheme has been operational since 1987-88. The scheme provides assistance to voluntary agencies for experimental and innovative programmes for promotion of science education.

Objectives:

The broad aim of the scheme is to effectively involve voluntary agencies, public trusts, non-profit making companies, social activist groups, etc. in the implementation of science education programmes for children and youth in order to improve the quality of science

education and promote scientific temper. Within this overall aim, the specific objectives of the scheme are as follows :-

- To identify agencies which can take up experimental and / or innovative programmes in furtherance of the goals set out in NPE / POA for promotion of science education ;
- To provide financial support to the selected agencies for the activities taken up by them ;
- To review and evaluate the work of the agencies taking up experimental and / or innovative programme; and
- To disseminate the findings in respect of methods, processes and outcomes in respect of the various programmes of experimentation and/or innovation; and
- To complement the efforts being made by the Central and State Governments for improving the teaching of science in educational institutions, adult /non-formal education centres, in teacher training and mass mobilisation for a better understanding of science and society.

Eligibility:

Educational institutions, registered societies, public trusts and non- profit making companies would be eligible for assistance under this scheme.

Only those eligible agencies which have been in existence for 3 years would be considered for assistance under this scheme. This requirement may be waived in respect of agencies with specially qualified workers or which can otherwise justify a special consideration.

Financial Assistance:

- Assistance under the scheme is on 100 per cent basis for undertaking innovative projects in the field of science education for provision of science kits to upper middle primary schools, upgradation of science laboratories and library facilities in secondary/senior secondary schools.
- Assistance is normally provided for project activities which include well designed field projects; development of teaching learning materials and aids; preparation of books, brochures, posters, audio visual materials and their dissemination; training of teachers; organisation of seminars/conferences etc.

- Ordinarily, such assistance will be provided for the duration of the experimental / innovative programme proposed to be taken up, but not exceeding the balance of a Five Year Plan period at a time.

Procedure:

Application should be made in the prescribed format (Appendix V). The State Government should give its views, within a period of three months, regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it, etc. Comments should be sent by the State Government even if the proposal is not recommended, giving reasons therefor. Applications for extension of the project will not be required to be sent through the State Govt. It would, however, be necessary for the voluntary agency to send a copy of its request for extension of the project to the State Government by Registered AD post. All - India organisations may make applications directly to the Ministry.

The applications for grant-in-aid would be considered by a Grant-in-Aid Committee to be appointed by the Ministry. Ordinarily, the Committee will go by the advice of the State Government. However, in the event of the State Government not making any recommendations, or while considering cases of departure from the advice of the State Government, a representative of the State Government and, if necessary also of the agency making application, will be invited to discuss the proposal with the Committee.

All correspondence regarding the scheme should be made in the address as given under scheme 1.

7. Scheme of Environmental Orientation to School Education

Background:

The NPE, 1986 states that "the protection of environment is a value which, along with certain other values, must form an integral part of curricula at all stages of education". The scheme of "Environmental Orientation to School Education", a centrally- sponsored scheme, has been implemented since 1988-89 to inculcate awareness among students regarding conservation of environment. Voluntary agencies are provided assistance under the scheme for taking up innovative environmental

programmes in the school education aiming at promoting integration of education programmes in schools with local environmental conditions.

Objectives:

- To promote environmental consciousness among children in schools through experimental and innovative activities.

Activities:

The scheme envisages grants for various activities such as:-

- action research/experimental/innovative activities for environmental orientation in education; teaching of teacher/educational personnel in an area to orient them to local environment and environmental issues,
- review and development of curricula at primary, upper primary, secondary and senior secondary levels with a view to infusing environmental concepts therein.
- development and strategies and text books for environmental studies at primary and upper primary and development of teaching learning material.

Implementing Agencies:

Registered Societies/Non-profit making Organisations/Educational Institutions/Voluntary Organisations with existence for 3 years would be eligible for assistance under the scheme.

Financial Assistance:

Assistance under this scheme will ordinarily be on 100% basis. However, where the grant-in-aid committee feels it necessary, it may require the agencies concerned to make a contribution. The implementing agencies may seek assistance for undertaking various programmes and activities on project basis.

Procedure:

Application should be made in the prescribed format (Appendix VI) and sent in the address as given under scheme 1.

8. Scheme of Assistance for Strengthening Culture and Values in Education.

Background:

Education about India's common cultural heritage and values is one of the core areas under the National system

of Education. The NPE, 1986, spells out the cultural perspective in education. The policy has stressed on the need to bridge the schism between the formal system of education and India's rich and varied cultural traditions. The revised scheme of strengthening culture and values in education has been in operation since 1988-89.

Objectives:

- The scheme aims at strengthening culture and values in education.
- Two broad components of the revised scheme are:-
 - Strengthening cultural and value education inputs in the school and non-formal education system and
 - Strengthening the in-service training of art, craft, music and dance teachers.

Activities:

The activities for which assistance may be provided include:-development of learning materials, instructional/learning aids; organising teacher training; innovative and experimental projects; organising seminars/conferences/workshops to promote innovation and experiments, organising exhibitions etc.

Financial Assistance:

- The assistance under this scheme is upto 100% for a new project/programme subject to a ceiling of Rs. 5 lakh per annum. This ceiling may however, be relaxed in appropriate cases
- Assistance is not given for old/existing projects and programmes
- The period for which the grant is approved etc. is communicated at the time of approval of the project.

Procedure:

Application should be made in the prescribed format (Appendix VII) and sent in the address as given under scheme 1.

9. Scheme for Strengthening of Boarding and Hostel Facilities for Girl Students of Secondary and Higher Secondary Schools.

Background:

The Programme of Action (POA) on National Policy on Education, 1992 recommended formulation of plan to

ensure increase in enrolment of girls in secondary education. The scheme was launched during the Eight Five Year Plan period to improve the enrolment of girls belonging to rural, tribal and other remote areas.

Objectives:

- To provide financial assistance to the voluntary organisations for strengthening of boarding and hostel facilities for girl students of secondary and higher secondary schools in order to improve the enrolment of adolescent girls belonging to rural areas and weaker sections.

Eligibility:

- Voluntary Organisations and Registered Societies, Public Trust and Non-profit-making Bodies registered for at least three years would be eligible for assistance under this scheme.
- Only such eligible agencies who are running hostels/boarding houses with at least 25 girls studying in Classes IX-XII in recognised schools would get assistance under this scheme subject to an overall number of 50 boarders.

Financial Assistance:

- Eligible Voluntary Organisations are provided financial assistance on 100 percent basis.
- Preference in providing assistance is given to educationally backward districts, particularly those predominantly inhabited by scheduled castes/scheduled tribes and educationally backward minorities in the secondary and higher secondary schools.
- Rs. 5000 per annum per girl boarder for food and salary of cook and warden if the hostel/boarding house accommodate at least 25 girl boarders who are students of classes IX-XII of recognized schools and subject to a number of 50 boarders.
- One time grant of Rs. 1500 per girl boarders for purchase of furniture (including beds) and utensils and provision of basic recreational aids, particularly material for sports and games, reading room equipment's and books.
- The assistance under this scheme will be made after taking into consideration of grant received, or likely to

be received from some other official or non-official sources. It should also be ensured that an agency already in receipt of a grant from any other source, should not transfer any part of that liability to a grant to be sanctioned under this scheme.

- The assistance under this scheme would be 100 per cent subject to a ceiling of a recurring expenditure of Rs. 2.50 lakhs per annum for 50 boarders studying in Classes IX-XII.
- The grant shall be released to the agency on an annual basis in two installments - the first installment amounting to 50 per cent of the year's grant shall be released immediately after the issue of the sanction. After the agency concerned has utilised 75 per cent of the first installment, it may make a request for release of the subsequent installment along with a progress report and the certificate(s) from the Headmasters / Principals of the recognised schools in regard to the number of girl boarders who are the students in Classes IX-XII in their schools.

Procedure:

Application should be made in the prescribed format (Appendix VIII). Application should be routed through the Education Department of the concerned State Government or UT Administration (with a copy endorsed directly to the Ministry).

The concerned State Government or UT Administration should give its views, within a period of three months, regarding the agency's eligibility and genuineness and verifying the number of girl boarders studying in Classes IX-XII in recognised schools, after obtaining the certificates from the Headmasters / Principals of the schools where such girls are studying. Comments should be sent by the concerned State / UT Government are not received within three months after obtaining these verifications from the concerned Field Adviser of the National Council of Educational Research and Training (NCERT).

All correspondence should be made in the address as given under scheme 1.

10. Scheme of Financial Assistance

to All India Institutions of Higher Learning.

Background:

The scheme of “Financial Assistance to all India Institutions of Higher Learning” provides financial assistance to voluntary organisations under the plan scheme.

Objectives:

- To provide assistance to institutions which are outside the university system and which are engaged in programme of innovative character.

Eligibility:

Registered Voluntary Organisations/educational institutions of All India importance.

Financial Assistance:

The nature and quantum of assistance are provided to institutions on the basis of the Report of the Visiting Committees constituted by the Ministry of Human Resource Development which is set up at the end of Five Year Plan.

Procedure:

Application should be made in the prescribed format. Application should be submitted to Section Officer, U.4 Section, Department of Education, Ministry of Human Resource Development, Room No. 537, C- Wing, Shastri Bhawan, New Delhi-110001

9.2.3 ADULT EDUCATION PROGRAMMES

The National Adult Education Programme (NAEP) was launched in October, 1978, with literacy, numeracy, functionality and awareness as its basic components. In pursuance of the directives of NPE, 1986, the National Literacy Mission (NLM) set up in 1988, envisages imparting of functional literacy to adult illiterates in the age group of 15-35 years. The Total Literacy Campaign (TLC) is the principal strategy by NLM for imparting functional literacy. The literacy campaigns are area-specific, time-bound, cost effective, out-come oriented and are delivered through voluntarism.

The NLM calls for participation of a large number of

voluntary agencies as partners in literacy action. The voluntary agencies play an important role in literacy mission because of their flexibility in structure and functions, closeness to grass-roots; and having dedicated and experienced workers. Two major schemes under which voluntary organisations are provided with financial assistance are outlined below:-

11. Scheme of Assistance to Voluntary Agencies for Adult Education Programmes

Background:

The National Literacy Mission fully recognises the vast potential of VOs in furthering its programmes and schemes. Ever since its inception, the NLM has taken measures to strengthen its partnership with VOs. There has been a remarkable involvement of VOs in the adult literacy programmes. In many districts in India, the post-literacy programmes have been completed. The VOs now have to diversify the scope of their activities and to take up area specific continuing education programmes for life-long learning. This will include skill development programmes for personal, social and occupational development.

Objectives:

- To secure extensive involvement of voluntary agencies in adult education programmes/National Literacy Mission.

Purpose of Grant:

Under the scheme, voluntary organisations are given assistance for undertaking activities such as:-

- taking up responsibility for eradication of illiteracy in well-defined areas through field based projects.
- running of post-literacy and continuing education programmes through establishment of Jana Shikshan Nilayams (JSNs) and other appropriate activities.
- organising functional literacy component in developmental programmes such as health care, women’s development, environmental conservation, scheduled caste/scheduled tribe development, poverty alleviation programmes etc.
- undertaking resource development activities through

establishment of State Resource Centres(SRCs) and District Resource Units(DRUs).

- organising programmes of vocational and technical education.
- undertaking training of youth and other animators to facilitate implementation of NLM.
- Conducting evaluation and
- organising seminars/conferences and publication of books/periodicals etc. for furtherance of the objectives of NLM.

Projects:

- Voluntary agency taking up the adult education programme is expected to adopt an area-specific and time bound approach. The project should run in a compact and contiguous area and area of operation could be a cluster of villages/panchayats/blocks/districts depending on the capacity of the agency.
- The voluntary agency will take responsibility for eradication of illiteracy particularly in the age group 15 to 35 years.
- They should ensure maximum participation by women & scheduled caste/scheduled tribes.

Financial Assistance:

- The programme cost is given on 100 percent basis and these may include expenditure to be incurred on supervisory staff and instructors, transportation, development of teaching/learning materials etc.
- Grant-in-Aid is released on the basis of number of persons made literate and not on the basis of enrolment.
- Where construction of building is essential for the furtherance of the objectives of NLM, assistance may be given for the purpose.

Procedure:

Application should be made in the prescribed format (Appendix IX) and sent in the address as given under scheme 1.

12. Scheme of Jan Shiksha Sansthas in Adult Education.

Background:

The scheme of Jan Shikshan Sansthas previously known as Shramik Vidyapeeths (SVPs), act as district level resource support agencies specially in regard to

organisation of vocational training and skill development programmes for neoliterates and other target groups of the Continuing Education scheme. These Sansthas become the DRCs for vocational programme. The programme was evolved to respond to educational and vocational training needs of numerous groups of adults and young people living in rural, urban and industrial areas. The Sansthas offer innovative non-formal education for adults, impart technical and vocational skills. These Sansthas are mostly set up under the aegis of VOs.

Objectives:

- To provide opportunities of adult education and enrich the personal life of workers and their families.
- To widen the knowledge of workers and an understanding of social, economic and political systems in order to create critical awareness about the environment and for better national integration and development.

Salient Features:

- To scheme of JSS covers rural, urban/semi-urban areas.
- The scheme intends to enable the workers to play a more effective role as a member of family and society.
- To improve occupational skills and technical knowledge of workers for raising their efficiency and increasing productivity.
- To organise programmes of vocational and technical training with a view to facilitating horizontal/vertical mobility.
- The JSSs offer vocational training programmes which may include e.g. candle and agarbatti making, sewing and embroidery to computer course training.

Financial Assistance:

- Financial assistance is provided on 100 percent basis for vocational activities.

Procedure:

Application should be submitted to the under Secretary, Adult Education Division, Department of Education, Ministry of Human Resource Development, C-Wing, Shastri Bhawan, New Delhi-110001.

9.2.4 EDUCATION FOR WOMEN'S

EQUALITY

Education for Women's Equality is one of the priorities of the National Policy on Education. The Department undertakes a programme called Mahila Samakhya (MS) Programme for Women's Education and empowerment.

13. Scheme of Assistance to Voluntary Organisations Under Mahila Samakhya.

Background:

Mahila Samakhya is a women's empowerment project which not only aims at service delivery but also seeks to bring about a change in women's perception about themselves and that of society in regard to women's traditional roles. It endeavours to create an environment for women to seek knowledge and information in order to make informed choices and create circumstances in which women can learn at their own pace and rhythm. The centrality of education in the struggle to achieve equality is an important focus of Mahila Samakhya endeavors to create a learning environment where women can collectively gain the strength to demand information and knowledge and move forward to bring social changes.

Objectives:

- To evolve a modality involving voluntary agencies reaching out to the women in villages.
- To adopt an area intensive approach to integrate the existing efforts to provide formal and non-formal schooling, adult education, upgradation of educational qualifications through condensed courses and vocational training and health education.

Eligibility:

Educational institutions, registered societies, non-profit making companies which are working outside the project districts of Mahila Samakhya are eligible for assistance under the scheme.

Salient Features of the Scheme:

- The programme responds and designs interventions to meet the educational needs of the poor women in rural areas.
- Village level women's collective called 'Sangha' is the nodal point around which the programme revolves.

- The process of mobilising and organising women is facilitated by a 'Saha Yogini' i.e. a cluster coordinator in charge of 10 villages. She is a crucial link between the village sangh and the district implementation unit of the programme.
- The M S Kendras are a unique residential learning opportunity for adolescent girls and young women.

Financial Assistance:

100 percent financial assistance is provided to the eligible organization for:-

- Taking up well-designed field projects for women's education and empowerment.
- Development of learning materials, instructional/ learning aids, etc.
- Training.
- Creation of educational facilities for girls and women's education by taking up experimental/innovative programmes.
- Evaluation and research.
- Publications, documentation of experimentally innovative programmes.

Procedure:

Application should be sent in the address as given under scheme 1.

9.2.5 PROMOTION OF LANGUAGES.

The Development of languages as means of communication and education occupies an important place in the National Policy of Education and POA. Promotion and development of Hindi and other seventeen languages listed in the schedule VIII of the Constitution including Sanskrit and Urdu on the one hand and English as well as the foreign languages on the other have received due attention by the Department of Education. The Department under various schemes provides assistance to voluntary organisations for promotion of languages.

14. Scheme for Promotion and Propagation of Hindi.

Background:

The Central Hindi Directorate, a subordinate office of the Department of Education was set up in 1960. It designs and implements various programmes for the

promotion and development of Hindi.

Objectives:

- To provide financial assistance to voluntary organisations who are engaged in the promotion and propagation of Hindi specially in Non-Hindi speaking States.

Eligibility:

In addition to eligibility conditions as mentioned in chapter 5, a specific eligibility condition under this scheme is the clear acceptance of the concept of Hindi as defined in the Constitution of India.

Financial Assistance:

The financial assistance under the scheme is provided as per the following pattern:-

- 100% assistance is given to non-Hindi speaking States/UTs.
- 75 percent of the total approved expenditure to voluntary Hindi Organisations for promotion of Hindi except in the case of construction/expansion/repair of building and purchase of land/buildings.
- In such cases grant will not exceed Rs. 50,000/-, or 60 percent of the approved expenditure, whichever is less. However, this limit may be exceeded in special cases with the approval of the Ministry of Finance.
- 80 percent of approved expenditure for publication of manuscripts in Hindi and 100 percent for descriptive catalogues of rare manuscripts.
- The grant is given for setting up new institutions/or to maintain institutions of all India Character (ii) to run classes for teaching Hindi (iii) training and appointment of Hindi teachers (iv) setting up and running libraries and reading rooms with Hindi books and periodicals (v) organizing lectures of prominent Hindi scholars, Hindi essay competition etc in non-Hindi speaking areas (vi) preparation and publication of Hindi journals & magazines (vii) organizing approved objective conventions, Seminars, Kavi Sammelan, camps, book exhibitions etc. (viii) Conducting research in applied linguistic and methodology (ix) any other activity which may be found conducive to the enrichment, propagation and development of Hindi.

Procedure:

Applications should be made in the prescribed format (Appendix X) and sent to the Department through the concerned State government addressed to : The Director, Central Hindi Directorate, West Block, No. 7, R.K. Puram, New Delhi.

15. Scheme of Promotion of Indian Languages.

Objectives:

- To promote Indian Languages (other than Hindi, Sanskrit, Urdu & Sindhi).

Eligibility:

Voluntary Organisations/Societies/Charitable Endowments/Trusts which are registered and in existence at least for three years.

Financial Assistance:

- Adhoc non-recurring assistance for selected items ranging from 50 to 75 percent of approved expenditure.
- Assistance is provided for maintenance support to reputed organisations to hold conferences, short-term studies, to bring out periodicals in Indian languages and teaching in those languages (other than Hindi, Urdu, Sanskrit and Sindhi).

Note: The scheme Indian Languages is administered by the Central Institute of Indian languages (CIIL), Mysore.

16. Scheme of Publication and Purchase of Books in Modern Indian Languages (Others than Hindi, Sanskrit, Urdu and Sindhi).

Objectives:

The objective of the scheme is to provide assistance to voluntary organisations for promotion of modern Indian languages and English (other than Hindi, Sanskrit, Urdu and Sindhi) through publication and purchase of books.

Eligibility:

Registered voluntary organisations/trusts, charitable institutions, individuals, authors, translators, editors or those who intend to publish the books.

Financial Assistance:

- 80 percent of the total approved expenditure for the publication and 100 percent for descriptive catalogues of rare manuscripts.
- Such expenditure is provided for honorarium of the author/editor/translator, preparation of manuscript, cost of paper, proof reading, printing and binding.
- The scope of assistance includes publication which are conducive to the promotion of Indian languages shall qualify for consideration under the scheme viz.
 - (a) books of references like encyclopedias, books of knowledge, anthologies, bibliographies and dictionaries etc.
 - (b) original writing on linguistic, literary ideological, social, anthropological, cultural themes etc.

Procedure:

The application may be submitted in duplicate in the prescribed format (Appendix XI) and accompanied by the relevant document. The application should be sent in the address as mentioned under scheme 1.

Note: Foreign Languages are being administered by The Central Institute of English and Foreign Languages (CIEFL), Hyderabad, a deemed University under the Department of Education and for other Modern Indian Languages (excluding Hindi, Sanskrit, Urdu & Sindhi) by Central Institute of Indian languages (CIIL), Mysore.

17. Scheme of Publications and Purchase of Books in English Language and Related Activities for the Promotion of English Languages.

Objectives:

- To promote of English language through publication and purchase of books and also by organising seminars, conferences, periodicals, etc.

Eligibility:

Registered Voluntary Organisations/ trusts, individuals, authors, translators or those who intend to publish a book excluding commercial publishers.

Financial Assistance:

80% of the total approved expenditure for the publication and 100% for the descriptive catalogue and adhoc non-recurring assistance for selected items ranging from 50% to 75% of approved expenditure.

Note: The scheme for English is now being administered by the Central Institute of English and Foreign Languages (CIEFL), Hyderabad, a deemed University under the Department of Education, Ministry of Human Resource Development, New Delhi.

18. Scheme for Promotion of Sanskrit

Background:

The scheme for Promotion of Sanskrit is a plan scheme to promote Sanskrit which has been in operation since 1962.

Objectives:

- To popularise, propagate and develop Sanskrit language.

Eligibility:

Voluntary Organisations/Institutions/individuals engaged in the field of promotion of Sanskrit language.

Financial Assistance:

- Financial assistance is given on 100% basis.
- To central government assistance upto 75 percent of the total expenditure is provided to VOs.
- The purpose of grant include: viz. Modernisation of Sanskrit Pathshalas, providing facilities for teaching Sanskrit in Higher Secondary Schools, setting up new institutions/pathshalas and/or maintenance/development of institutions; setting up/running or strengthening of Sanskrit library and reading rooms; running Sanskrit teaching classes; salary of teachers, construction and repair of buildings, research in Sanskrit or any other activity which may be found conducive to the enrichment, propagation and development of Sanskrit, assistance to eminent Sanskrit scholars in indigent circumstances.
- Grants are given for proposals and research projects for development of Sanskrit. VOs are eligible for such assistance provided they have atleast 10 years of continous work in the field of Sanskrit, duly recommended by the State Government/UT

Administration.

Note: The scheme is now being administered through Rashtriya Sanskrit Sansthan, an autonomous body under the Department of Education and an apex body for the propagation and development of Sanskrit learning in the country.

19. Scheme of Promotion of Urdu and Sindhi

Background:

The Government has constituted the National Council for promotion of Urdu and Sindhi Languages respectively called NCPUL and NCPSL as autonomous bodies. The National council for promotion of Urdu languages (NCPUL) has become functional w.e.f. April 1996.

The NCPUL is engaged in preparation of academic literature in Urdu for the benefit of Urdu-speaking people of the country. Similarly, NCPSL is an autonomous body with its head quarters at Vadodara for promotion and development of Sindhi language.

Objectives:

- To provide financial assistance to voluntary Organisations for undertaking production of literature in Urdu & Sindhi languages, to undertake and provide for publication of journals, periodicals etc.

20. Scheme for Propagation and Development of Arabic and Persian Languages.

Objectives:

- To promote and develop classical languages, mainly Arabic and Persian Languages.

Financial Assistance:

- Finance assistance upto 75% of the total expenditure will be provided and the remaining will be borne by the organisation.
- The purpose of grant includes setting up new classical language institutions; to hold classes for teaching classical languages, to prepare bilingual dictionaries etc.
- The assistance may include the salary of teachers, furniture, library books etc.

Note: The scheme is now being administered by

National Council for promotion of Urdu Language (NCPUL), an autonomous body under the Department of Education.

9.2.6 BOOK PROMOTION

The NPE, 1986 envisages easy accessibility to books for all segments of the population. It calls for measures aimed at improving the quality of books for children, including text books and workbooks. The government has reconstituted the erstwhile National Book Development Council as National Book Promotion Council (NBPC) in 1997. In pursuance of the NPE, measures have been taken to improve the quality of books, encourage creative writing.

For achieving the objectives of promotion of books and the book reading habit as a means of human resource development, the government of India has set up a separate Book Promotion Division in the Department of Education. The Government encourages participation of voluntary organisation in promotion of book under the scheme "Scheme for Promotion of Books".

21. Scheme for Promotion of Books

Objectives:

The basic objective of the scheme is to provide financial assistance to voluntary agencies for organising training courses, seminars/ conferences/ workshops, annual conventions related to the Book Promotional activities by writers, publishers and booksellers.

Eligibility:

Registered voluntary Organisations of writers, publishers and booksellers and others engaged in the book promotional activities.

Financial Assistance:

- Grants are given up to a maximum of 75 percent of the total expenditure incurred and approved budget by the Grant-in-Aid Committee.
- Assistance is given to organise seminars, training courses, annual conventions/conferences of writers/publishers/printers/booksellers, and to conduct research/survey connected with book promotional activities.

9.2.7 COPY RIGHT AND NEIGH-

BOURING RIGHTS PRO-GRAMMES

India is a major producer and exporter of copyright materials. Copy right and neighboring rights in India are governed by the copyright Act, 1957 as amended in 1994. India is a member of the Berne Convention, administered by the International Copy right Union i.e. World Intellectual Property Organisation (WIPO) for the protection of literary and artistic works. In order to strengthen enforcement of copyright laws, to generate awareness about copyright matters among academics and general public and to encourage study of Intellectual Property Rights in the Universities and other recognised institutions, the Department of Education has launched two new central schemes under which financial assistance is given to voluntary Organisations. These are outline below:-

22. Scheme for Financial Assistance for Intellectual Property Right Studies/Research.

Bacgkround:

One of the major impediments for the effective participation of India in international negotiations and consultations on Intellectual Property Right (IPR) matters is the absence of an articulate and well informed multi-disciplinary group of professionals dealing with IPR matters. The vision of the few copyright and patent law practitioners is limited to the respective national laws. Since IPRs encompass the whole of human achievement – all innovations, inventions and intellectual (scientific and artistic) creations – the country requires experts in various branches of IPRs with trans-disciplinary expertise spanning science, engineering, medicine, law, economics, and management. Protection of national interest also warrants that our engineers, scientists and other professionals also have a fair knowledge of IPR law and practice. The need for developing such expertise in the country has now been accentuated after the Trade Related Aspects of Intellectual Property (TRIPS) Agreement as IPR violation now attracts international economic sanctions.

Objective:

The objective of this scheme is to encourage study of Intellectual Property Rights (IPRs) in the universities and other recognised institutions of higher education. The scheme has been conceived with a view to creating general awareness about IPR matters among the academic community and also to developing and encouraging specialised courses in IPRs in the higher education system.

Scope:

Under this Scheme, financial assistance will be given to a university or a recognised educational institution which is recognised by the University Grants Commission for the following purposes:-

Institution of chairs for Intellectual Property Rights studies; Organising workshops for developing teaching / learning material including syllabi; Organising seminars, workshops, etc., on study of Intellectual Property Rights; Setting up of a Depository for IPR literature / material / case studies at a nodal institution; Preparation of instructional material for various levels of IPR courses for direct teaching as well as teaching through distance education mode including commissioning of suitable resource persons for the purpose; Organising orientation and training programmes for potential faculty of teaching IPR; Provision of scholarships and fellowships for conducting research in economic, social, legal and technological aspects of new and emerging IPR areas of interests to the country.

Eligibility:

Recognised universities, institutions deemed to be universities and colleges and institutions affiliated to recognised universities will be eligible to receive grants under the scheme.

Terms and Conditions:

In addition to the terms and conditions of grant-in-aid as mentioned under chapter 5, following conditions are to be noted under the scheme :-

- The university or institution should be one recognised by the University Grants Commission .
- Before the grant is released, the institution will be required to execute a bond in respect of the grant. The institution shall have to give an undertaking that no grant-in-aid has been received by the institution from

- any other authority of the Central/State Government and that a grant or financial aid has not been applied for by the institution to any of those authorities, for the purpose for which the grant is applied to.
- The decision of the Secretary to the Government of India in the Ministry of Human Resource Development (Department of Secondary Education and Higher Education) on the question whether there has been breach or violation of any of the terms and conditions appended to the grant shall be final and binding on the grantee.
 - The institution must be open to membership to all citizens of India without distinction of caste, creed or religion.
 - The institution in receipt of the grant under the scheme shall be liable to refund full grant with interest thereon as determined by the government, in case of failure to fulfil any of the terms and conditions of the grant.

Financial Assistance:

- Financial assistance under the scheme shall be considered on merit and grants will be sanctioned for approved items of expenditure only.
- Grant shall be granted only for the purposes as mentioned above.
- Normally, it shall be released in installments with last 25 per cent after receipt of Utilization Certificate for the previous installment(s). This condition may be waived on the recommendation of the Committee mentioned in para 7.1.

Procedure for Applying:

All applications with full details in the prescribed format (Appendix XII) should be submitted in quadruplicate (four copies) to the Secretary, Department of Education, Ministry of Human Resource Development, BP & Copyright Division B2/W3, Curzon Road Barracks, Kasturba Gandhi Marg New Delhi – 110 001.

Each application should inter alia, contain the following information:-

- The name of the institution.
- Whether the institution is recognised by the University Grants Commission, if so, reference number.
- Whether affiliated to any recognised university or deemed to be university, if so the name of the university

or deemed to be university.

- The latest available Annual Report, if any.
- A copy of the audited accounts of the institution for the previous financial year together with a copy of the last Balance Sheet, if any.
- A statement of grants received during last three years from the State Governments/ Central Government or other bodies indicating in each case:
 - the purpose for which the grant was obtained
 - how it was utilised
 - progress made in the programme for which assistance was given and whether all conditions to previous assistance were duly observed.
- An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the institution without the prior approval of the Government. Full justification with details will be necessary for the estimates of expenditure.

23. Scheme of Organising Seminars and Workshops on Copyright Matters.

Background:

The Copyright Act 1957 bestows on authors of original literary, dramatic, musical and artistic works, cinematograph films and sound recordings, certain exclusive rights known as copyrights. The Act also gives broadcasting organisations a special right known as broadcasting reproduction right and the performers a right known as the performer's right. General awareness about these rights commonly referred to as copyright and neighbouring rights is very low in India. In order to create general awareness about these rights and thereby involve the general public in the decision-making process in the government, this scheme envisages giving financial assistance for holding seminars and workshops. The copyright law is complex and the police officers do need training in the subject for its effective implementation. The scheme, therefore, also aims at giving training to police personnel in copyright and neighbouring rights.

Objectives:

The scheme envisages training of enforcement personnel, namely, the State police as well as creation of public awareness about copyright related issues for the effective enforcement of copyright through organising seminars and training workshops.

Scope:

Under the scheme, expenditure may be incurred by the Ministry directly or financial assistance be given to registered voluntary organisations, educational institutions or registered copyright societies for any one or more of the following purposes:-

- to organise national or international seminars on copyright and neighbouring rights issues,
- to organise training courses on enforcement of copyright law, and
- any other activity which may be found conducive to the enforcement of copyright law in the country.

Eligibility:

The following organisations will be eligible for financial assistance under the scheme.

- Copyright Societies registered under the Copyright Act, 1957 with the Government of India.
- Voluntary organisations of authors, publishers, artistes, performers, film producers, book sellers, computer software producers or dealers, etc., engaged in copyright activities which are registered under the Societies Registration Act, 1860 (Act XXI of 1860)
- Recognised educational institutions.

Terms and Conditions for Grant:

In addition to the terms and conditions as mentioned under chapter 5 the following conditions are to be followed under the scheme:-

- The voluntary organisation should be a registered society under the Registration of Societies Act, 1860 (Act XXI of 1860). It should have been in existence at least for three years.
- The educational institution should be a recognised one by a State or Central Government or be a university / institution set up by an Act of Parliament or a State legislature.
- An amount equivalent to at least 25% of the actual

expenditure shall be contributed by the organisation from its own sources, failing which proportionate amount will be refunded to the government. In the case of educational institutions this condition may be relaxed or waived by the Central Government. This condition will, however, not apply in the case of seminars, etc., organized by a voluntary organization on the specific request of the Department of Education.

- The Copyright Act stipulates that the Central Government shall not register more than one Copyright Society to do business in respect of the same class of works. As such, it shall be enjoined upon the society recipient of financial assistance under the scheme to acquire a truly representative character in its class of work.
- The copyright society in receipt of the grant under the scheme shall be liable to refund full grant with interest thereon as determined by the government in case of its failure to comply with the obligations as laid down under Section 14 of the Copyright (Amendment) Rules, 1995 at any point of time.
- The decision of the Secretary to the Government of India in the Ministry of Human Resource Development (Department of Education) on the question whether there has been breach or violation of any of the terms and conditions appended to the grant shall be final and binding on the grantee.

Financial Assistance:

- Financial assistance under the scheme shall be considered on merit and grants will be sanctioned for approved items of expenditure only.
- The Ministry of Human Resource Development (Department of Education) will grant financial assistance to meet the expenses on the following approved items of expenditure connected with organisation of seminars / workshops by registered voluntary organisations, educational institutions or registered copyright societies:-
 - Cost of venue
 - Provision of food, refreshments, tea, coffee, etc., to the participants and resource persons
 - TA / DA for the resource persons
 - Transport facilities for holding the programme
 - Provision of stationery, etc., for the programme
 - Provision of meeting facilities like mike,

audiovisual presentations, OHP, recording of proceedings, etc.

- Telephone and postal expenses in connection with the meeting.
- Expenses for preparing documents for the meeting.

Procedure:

All applications with full details in the prescribed format (Appendix XIII), should be submitted in quadruplicate (four copies) to:-The Secretary, Department of Education, Ministry of Human Resource Development, BP & Copyright Division, B2/W3, Curzon Road Barracks, K.G. Marg, New Delhi – 110 001.

Each application should, inter-alia, contain the following information:-

- The name of the organisation/institutions, brief description of the objectives and activities of the organisation/institutions.
- Whether the organisation is registered under section 33 of the Copyright Act, if so, the registration number (copy of the certificate to be enclosed).
- Memorandum and Articles of Association.
- The constitution of the Governing Council.
- List of members of the organisations.
- The latest available Annual Report, if any.
- A copy of the audited accounts of the organisation for the previous financial year together with a copy of the last Balance Sheet, if any.
- A statement of grants received so far from State Governments/Central Government or other bodies indicating in each case:
 - the purpose for which the grant was obtained
 - how it was utilised
 - progress made in the programme for which assistance was received, and
 - whether all conditions of previous grant were duly observed.
- An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisations/institutions without the prior approval of the government.

9.2.8 EDUCATIONAL DEVELOPMENT OF MINORITIES

The National Policy on Education lays special emphasis on removal of disparities and Equalisation of educational opportunities of educationally backward social groups particularly scheduled castes and scheduled tribes and educationally backward minorities. Government gives focused attention to the low female literacy districts for implementation of this scheme.

24. Scheme of Area Intensive Programme for Educationally Backward Minorities

Background:

A central scheme called “Area Intensive programme for educationally backward minorities was launched in 1993 under which financial assistance is provided to voluntary Organisations for educational development works for minorities. The scheme is being implemented at the block level of 41 identified minority concentration Districts to provide basic educational infrastructure and facilities to educationally backward minorities, which do not have adequate provision for elementary and secondary education.

Objectives:

- To provide basic infrastructure and facilities in areas of concentration of educationally backward minorities which do not have adequate provision for elementary and secondary education.

Eligibility:

State Governments/UT Administrations and registered Voluntary Organisations/Societies/Trusts, which have been in existence for three years are eligible for assistance under the scheme.

Financial Assistance:

Under the scheme 100 percent financial assistance will be provided to State Govts and voluntary organisations through State Government for the following proposals :-

- establishment of new primary/upper primary schools and residential higher secondary schools for girls.
- strengthening of educational infrastructure and

- physical facilities in existing schools and
- opening of multi-stream residential higher secondary schools for girls where Science, Commerce, Humanities and vocational courses are run.

Procedure:

The proposals are to be submitted by the VOs through the concerned State Government/U.T. Administration as per norms and conditions of scheme as laid down by the State Government/U.T. Administration. The proposals are to be recommended by them for sanction of grant to the applicant organisation for the specified programme.

The amount of grant is recommended by the concerned State Government/ U.T. Administration, which will be examined by the Department of Education, Ministry of Human Resource Development for sanction of the grant-in-aid.

All correspondence regarding the scheme should be made to :- Director (Planning) Department of Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.

25. Scheme of Modernisation of Madrasa (MAKTABS) Education

Background:

The scheme of modernisation of Madrasas on voluntary basis was launched in 1993. The grant provided by the Ministry to Madrasas and Maktabas is for the activities which contribute to the objectives of the scheme. The scheme will help to provide opportunities to students of these institutions to acquire education comparable to that in the national education of the Government of India.

Objective:

- To encourage traditional institutions like Madrasas and Maktabas to introduce subjects like Science, Mathematics, Social Studies, Hindi and English in their curriculum.

Eligibility:

The scheme is being implemented through State Govt./ U.T Administration.

Financial Assistance:

- The Government gives a grant of Rs.26,400/-per

annum for the salary of one teacher for each Madrasa and one time grant of Rs.7,000/- for each Madrasa for purchase of Science and Mathematics Kits.

- One time grant of Rs. 7,000 is given for book banks and strengthening of libraries.
- The Scheme also envisages the coverage of Madrasas at the Secondary level with three teachers per Madrasa at TGT scale to the State/U.T Administration.
- Grant amounting is also given to the extent of Rs.70,000/- per Madrasa for Science equipments.

Procedure:

All correspondence regarding the scheme should be made to the Deputy Educational Advisor (Sanskrit) Department of Education, Ministry of Human Resources and Development, Room No. 502, 'C' Wing, Shastri Bhawan, New Delhi.-110 001.

26. Other Programmes/Schemes for the Educational Development of Minorities

26.1 Financial Assistance for Education of SCs & STs

Background:

Pursuant to the NPE and equalisation of education opportunities the Department of Education has special provisions for SCs and STs which have been incorporated in the existing schemes of the Department. The major programmes of the Department namely e.g. NFE, DPEP etc. accord priority to areas of concentration of SCs and STs. Lok Jumbish and Shiksha Karni Projects which are community basic based education projects, have a specific focus on remote and backward areas.

Salient Feature:

- Relaxed norms for opening of primary schools .
- A primary school within one kilometer walking distance from habitations of 300 people.
- Abolition of tuition fee in government schools up to upper primary level.
- Provision of incentives like free text books, uniforms etc.
- To improve academic skills and linguistic proficiency of students in various subjects special coaching is provided for SC/ST students.

26.2 Scheme for Incentive for Teaching/ Study of Urdu

The scheme provides for appointment of Urdu teachers and incentive for teaching/learning of Urdu to augment educational facilities for girls. The scheme is implemented in the minority concentration blocks/districts as identified by the Ministry of Social Justice & Empowerment.

Financial Assistance:

- Financial assistance for the appointment of full time and part time Urdu teachers is admissible only for a period of 5 years, irrespective of the Plan Period.
- Under the Scheme, 100% financial assistance is provided for salaries of Urdu teachers.
- Honorarium is paid to the existing teachers for teaching Urdu to the students at the rate of Rs. 500 per month or 10% of the basic pay of regular teachers per month, whichever is less to the states/UTs.

26.3 Scheme of Coaching Classes for Weaker Sections

Under this scheme, the UGC provides financial assistance to selected universities/colleges which organise appropriate coaching classes for weaker sections belonging to educationally backward minority communities to enable them to complete in various competitive examinations.

9.2.9 EDUCATIONAL PLANNING

27. Scheme of Assistance for Studies, Seminars, Evaluation etc. for Implementation of Education Policy.

Background:

The scheme is intended to provide financial assistance to deserving institutions to undertake activities that have a direct bearing on the management and implementation aspects of National Policy on Education.

Objectives:

- To provide financial assistance to institutions and Organisations for conducting seminars, workshops, evaluation studies, etc on such issues that have relevance to the Education Policy, its management, implementation and related issues and to advise the government on the best alternatives and models for

marking the system work.

Eligibility:

Registered Voluntary Organisations and Non-governmental Agencies including Social Activist Groups of repute engaged in research and innovations in the field of education.

Financial Assistance:

- The ceiling of assistance is Rs. 5 lakh per project for international conferences and Rs. 3 lakh on national conferences.
- Assistance under this scheme would cover remuneration, payment of TA/DA to project staff, stationery and printing, hiring charges of accommodation and venue and other contingencies.

Procedure:

All correspondence regarding the scheme and assistance is to be made in the address as mentioned under scheme 1.

9.2.10 INTERNATIONAL COOPERATION

Since the establishment of the United Nations, Educational, Scientific and Cultural organisation (UNESCO), India has been playing an active role in promoting its deals and objectives. The Indian National Commission for Cooperation with UNESCO (INCUU) was set up in 1949, as the apex advisory, executive, liaison, information and coordinating body at the national level. It has been playing an active role in UNESCO's works particularly, in the formulation and execution of its programmes. The INCUU has been operating a scheme for financial assistance to voluntary organisations for undertaking activities aimed at the promotion of the ideals and objectives of UNESCO.

28. Scheme of Financial Assistance to Voluntary Organisations, UNESCO Clubs and Associated Schools.

Objectives:

- To provide financial assistance to voluntary organisations, UNESCO Clubs and Associated Schools for undertaking activities aimed at the

promotion of the ideals and objectives of UNESCO.

Eligibility:

The following organisations/institutions are eligible for financial assistance for approved activities:

- VOs affiliated to the Commission as Institutional Members.
- UNESCO clubs and Associated Schools recognised under the Commission's Programme of Education for International University.
- Other VOs which have significant projects even though they are not affiliated to the Commission.

Programme Activities:

The activities which would be eligible for financial assistance include, study projects, seminar/symposia, workshop/study courses, summer schools/camps, display and circulation of exhibitions, special issues/souvenirs, celebration of UNESCO weeks, lecture programme etc. in the field of International understanding, human rights, research and teaching on the problems of peace, study of culture etc.

Financial Assistance:

- Grants will be given on 50:50 basis.
- The grant during any financial year will not ordinarily exceed Rs. 50,000/-. In exceptional cases, wherever a programme is sponsored by the Department of Education, the limit may be raised to cover the entire cost of the programme/project upto a maximum of Rs. 75,000/-.

Procedure:

Eligible institution/organisation may apply in the prescribed format (Appendix XIV), accompanied by the required documents and routed through the concerned state Government/UT Administration.

In the case of non-registered agencies, the proposal may be sponsored by the District Collector/registered Voluntary Organisations. In the case of All India Voluntary Organisations, it is not necessary to route the application through the State government/UT Administration. The application should be addressed to : Under Secretary, Department of Education (INC Division), the Ministry of Human Resource Development, 'C' Wing, Shastri Bhawan, New Delhi -110 001.

9.2.11 OTHER SCHEMES

29. Scheme of Financial Assistance to Voluntary Organisation to Set up District Resource Units (DRUs).

Background:

In pursuance of NPE, 1986, the provision of technical resource support at the district level has been recognised as an important component of adult education as well as non-formal education programmes for Universalisation of Elementary Education.

The Teacher Education Scheme envisages setting up District Institute of Education and Training (DIET) in each district to provide academic and resource support to elementary education teachers and non-formal and adult education instructors. The District Resource Units (DRUs) are envisaged as a distinct wing of DIET. Several districts remain uncovered by the scheme of DIETS. Therefore, there is a need to create minimum essential arrangements for technical resource supports in those districts. Several voluntary organisations with interest, commitment and experience in Adult literacy Non-formal Education (NFE) programmes, are provided financial support by the Department to set up DRUs.

Functions of DRUs:

- To organise good quality induction and in service training for instructors and other resource persons interested in importing adult literacy/NFE.
- To undertake training of supervisors of Adult Education/Non-formal Education Projects.
- To organise conferences/seminars on issues connected with AE/NFE
- To produce locally relevant literacy/Post-Literacy materials, & training materials.
- Serve as referral centres, which may be approached by instructors and supervisors for pedagogical guidance.

Types of DRU's:

When DRUs are established outside DIETs they could be of the following three kinds:-

- DRU for both AE & NFE
- DRU for AE alone.
- DRU for NFE alone.

Financial Assistance:

- Grants are provided for training, and as the recurring (programme costs fees and honoraria & administrative costs) and non-recurring expenditures.
- Voluntary organisations may give salary to staff according to their own norms and they are free to reappropriate non recurring and accruing allocations.

Procedure:

Voluntary organisations who desire to set up a DRU exclusively for NFE in any part of the country or to set up a DRU for both AE and NFE in ten educationally backward states may apply to: The Deputy Secretary, Voluntary Agency Division, Department of Education, The Ministry of Human Resource Development, Shastri Bhawan, New Delhi 110 001.

Voluntary Agencies who intend to set up a DRU

exclusively for Adult Education (AE) in any part of the country may send the application (no prescribed format) to: The under secretary (Adult Education), Voluntary Agencies Division, Department of Education, Ministry of Human Resource Division, Shastri Bhawan, New Delhi 110 001

Additional Documents:

The following additional documents are to be attached under the scheme:-

- Name and Address of the Voluntary Agency in Block letters (Please give PIN Code also)
- Brief history of the agency, its objects and activities.
- Whether registered? Give details of registration number, year and the Act under which registration was done.
- Details of projects taken up during the last three years indicate source of funds.
- Details of major fixed assets, infrastructure.
- Details of manpower with voluntary agency.
- A review of existing AE/NFE programme in that district and outline of one year's action plan
- Tentative list of agencies/institution etc. who may be associated in the DRU network.

FORMATS

APPENDIX-I

Scheme of Non-Formal Education

PART I

General Instructions for Filling up of Application Form

The voluntary agencies are requested to keep in view the following points while filling/submitted the application to the Government of India:-

- a. The application should be in the prescribed form only and no column of the application form should be left unfilled.
- b. Area of operation may be spelt out clearly indicating name of State, District and Block.
- c. Source of Teaching/Learning Material may be indicated.
- d. The Plan Of Operation may be carefully prepared and annexed to the application.
- e. It may be clearly indicated whether the project is located in hilly areas, tribal areas known to be educationally backward, urban slums, backward area etc.
- f. The following documents must be attached with the application:-
 - i. Audited Accounts alongwith balance sheet for the last three years;
 - ii. Annual Report of the preceding year;
 - iii. Attested copies of the Registration Certificates of the Society, Memorandum of Association and Rules;
 - iv. The composition of the present Executive Committee/Managing Body of the agency with details of qualification, experience, profession of the Members;
 - v. A survey report giving details with regard to population, number of children in the age group of 6-14 years, number of out-of-school children and dropouts, SC/ST children, girls and boys and the number of centres required together with the map of the proposed project area indicating location of centres.
 - vi. Experience of the voluntary agency in Education and other Social Sector alongwith details of grants received and the names and complete address of the funding agencies.
 - vii. A certificate to the effect that the voluntary agency have no communal leanings may be attached with the application form.

A copy of the application must be submitted to the State Government and a copy of the same may also be endorsed to the NFE Division of Ministry of Human Resource Development, Department of Education, Govt. of India, Shastri Bhawan, New Delhi – 110001.

PART- II

APPLICATION FORM

(To be filled by Applicant)

1. Name of the Agency
2. Its Objects and activities. (give brief history)
3. Whether registered under Indian Societies' Registration Act, 1860 (Act XXI of 1860) Public Trust or non-profit-making company? Give numbers and attach copy the relevant document.
4. Whether the organization has any experience in non-formal education for children? If so, a brief mention may be made indicating the years, type, size and location of the programs organized.
5. Whether the office of the Organization is located in it's own or rented building?
6. Is the assistance applied for intended for running non-formal education centers; If so
 - (a) Brief description of the operational model, including some features;
 - (b) The area where the project will be taken up (give a map of the area indicating the manner in which it would be



covered by NFE centres;

- (c) Number of centres to be run;
- (d) Supervisory arrangements envisaged;
- (e) Type of learning/teaching material to be used
- (f) The duration of the project;
- (g) Other details as may be relevant.

Note: Attach Project description on separate sheets.

7. If the project does not relate to running of NFE centres, give brief details of the project, including the proposed duration.
8. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.
9. Total estimated expenditure on the project;

(i) Non-Recurring.	Rs. _____
(ii) Recurring	Rs. _____
Total	Rs. _____
10. Amount of grant requested

(i) Non-Recurring.	Rs. _____
(ii) Recurring	Rs. _____
Total	Rs. _____
11. Whether the institution has adequate personnel to look after the project? If so, indicate brief information about them.
12. List of Papers/Statements to be attached.
 - (a) Constitution of the Agency.
 - (b) Constitution of the Board of Management with particulars of each member.
 - (c) Latest available annual report.
 - (d) Details regarding the selection of instructors and supervisors.
 - (e) Arrangements regarding training – give details regarding the number of days of training to be provided to instructors, supervisors and other staff.
 - (f) Audited accounts for the last three years along with a copy of the certified balance sheet for the previous year.
13. List of additional papers, if any;
14. Additional information, if any.

**Signature of the authorised person
Designation and Stamp**

PART- III

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability to take up the project applied for. Recommendation of the PSAC enclosed with the proposal.

Signature _____
Designation _____
Office Stamp _____

Note:- The recommendation should be that of the Department concerned in the State Government and no other authority. The officer signing this should not be below the rank of Under Secretary.

(To be submitted in duplicate)

**Scheme for Assistance for Experimental and Innovative Programmes for the
Education at the Elementary Stage Including Non-Formal Education**

APPLICATION FORM

PART – I

(To be filled by the Applicant)

1. Name of the Agency _____
2. Its objects and activities (give brief history) _____
3. Whether registered under Indian Societies Registration Act, 1860, (Act XXI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document _____
4. Whether the organization has any experience in elementary or non-formal education for children? If so, a brief mention may be made indicating the type, size and location of the programmes organized _____
5. Whether the office of the organization is located in its own or rented building _____
6. The title of the experimental and innovative project for which the grant is applied for and the details of the project including highlights of innovative/experimental features (Attach extra sheets). _____
7. The duration of the project _____
8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.
9. Total estimated expenditure on the project
(Year-wise details to be attached).

(i) Non-recurring	Rs. _____
(ii) Recurring	Rs. _____
Total	Rs. _____
10. Amount of grant requested

(i) Non-recurring	Rs. _____
(ii) Recurring	Rs. _____
Total	Rs. _____
11. Whether the institution has adequate personnel to look after the project? If so, indicate details _____.
12. List of papers/statements to be attached:
 - (a) Constitution/Trust Deed of the Agency.
 - (b) Constitution of the Board of Management with particulars of each member.
 - (c) Latest available annual report.
 - (d) Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year.
13. List of additional papers, if any.
14. Additional information, if any.

**Signature of the authorised person with
Designation and Stamp**

PART – II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up the programme applied for.

Signature, Designation & Office Stamp

The officer signing this should not be below the rank of Under Secretary.

(To be Submitted in Duplicate)

Guidelines for Assistance to Voluntary Organisations for Taking up Innovative Programmes in the Field of Vocational Education

APPLICATION FORM

1. Name of the Agency:
2. Its objectives and/activities (give brief history)
3. Whether registered under Indian Societies Registration Act, 1860 (Act XXI of 1860), Public trust or non-profit making Company? Give number and attach copy of the relevant document:
4. Whether the organisation has any experience in vocational education. If so, a brief mention may be made indicating the type, size and location of the programmes organised:
5. Whether the office of the organisation is located in its own building or rented building?
6. The title of the experimental and innovative project for which the grant is applied for and the details of the project (attach extra sheets):
7. The duration of the projects:
8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of Agency:
9. Total estimated expenditure on the project Rs. _____ (Year-wise details to be attached)
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
 - Total Rs. _____
10. Amount of grant requested :
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
 - Total Rs. _____
11. List of papers/statements to be attached:
 - a. Constitution/Trust Deed of the Agency
 - b. Constitution of the Board of Management with Particulars of each member
 - c. Latest available annual report
 - d. Audited accounts for the last three years alongwith a copy of the certified balance sheet for the preceding year.
12. List of additional papers, if any.
13. Additional information, if any.

**Signature of the authorised
Person with designation and Stamp.**

PART- II

RECOMMENDATION OF THE STATE GOVERNMENT

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

**Signature
Designation and Office Stamp**

(The officer signing this should not be below the rank of the Under Secretary)

(To be Submitted in Duplicate)

Scheme of Assistance for Promotion of Yoga in Schools**APPLICATION FORM****PART-I****(To be filled by the applicant)**

1. Name of the Agency
2. Its objects and activities (give brief history)
3. Whether registered under Indian Societies Registration Act., 1860, (Act XXI of 1860), public trust of non-profit making Company? Give number and attach copy of the relevant document.
4. Whether the organisation has any experience in yoga Education/Training. If so, a brief mention may be made indicating the type, size and location of the programme organised.
5. Whether the office of the organisation is located in its own or rented building with complete postal address with pin code and telephone and fax number.
6. The title of the project for which the grant is applied for and the details of the project (attach extra sheet).
7. The duration of the project.
8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of the agency.
9. Total estimated expenditure on the project Rs.
(Year-wise details to be attached)
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
 - Total Rs. _____
10. Amount of grant requested
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
 - Total Rs. _____
11. List of papers/ statements to be attached:
 - a. Constitution/ trust Deed of the Agency.
 - b. Constitution of the Board of Management with particulars of each member.
 - c. Latest available annual report.
 - d. Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year.
 1. List of additional papers, if any.
 2. Additional information, if any.

Signature of the authorised person with Designation & Stamp**PART-II****Recommendation of The State Government**

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up the programme applied for.

Signature, Designation & Stamp

The officer signing this should not be below the rank of Under Secretary.

(To be submitted in duplicate)

Scheme for Assistance to Voluntary Agencies for Experimental and Innovative Programmes in the Field of Science Education

APPLICATION FORM

PART- I

(To be filled by the Applicant)

1. Name of the agency
2. Its objects and activities (give brief history)
3. Whether registered under Indian Societies Registration Act, 1860, (Act XXI of 1860), public trust or non-profit making company ? Give number and attach copy of the relevant document.
4. Whether the organisation has any experience in conducting activities for science education for school children? If so, a brief mention may be made indicating the type, size and location of the programmes organised.
5. Whether the office of the organization is located in its own or rented building?
6. The title of the experimental and innovative project for which the grant is applied for and the details of the project (detailing the objective to be achieved by the programme, activities to be undertaken, method / process to be followed, management system and cost estimates for each activity alongwith norms followed for arriving at these estimates). (Attach extra sheets).
7. The duration of the project :
8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source ? If so, indicate the extent and the name of agency.
9. Total estimated expenditure on the project. Rs..... (year-wise details to be attached).
 - (i) Non-recurring Rs
 - (ii) Recurring Rs
10. Amount of grant requested Rs.....
 - (i) Non-recurring Rs
 - (ii) Recurring Rs
11. Whether the institution has adequate personnel to look after the project ? If so, indicate details.
12. List of papers / statements to be attached :
 - a) Constitution Trust Deed of the Agency.
 - b) Constitution of the Board of Management with particulars of each member.
 - c) Latest available annual report.
 - d) Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year.
13. List of additional papers, if any.
14. Additional information, if any.

**Signature of the authorised persons
with designation and stamp.**

PART- II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

Signature, Designation & Office Stamp

The officer signing this should not be below the rank of Under Secretary.

Scheme for Assistance to Voluntary Agencies for Experimental and Innovative Programmes in the Field of Environment Education

PART - I

APPLICATION FORM

(To be submitted in duplicate)

1. Name of the agency
2. Its objects and activities (give brief history)
3. Whether registered under Indian Societies Registration Act, 1860., (Act XXI of 1860.), public trust or non-profit making company? Give number and attach copy of the relevant document.
4. Whether the organization has any experience in conducting activities for environmental education for school children? If so, a brief mention may be made indicating the type, size and location of the programmes organised.
5. Whether the office of the organization is located in its own or rented building?
6. The title of the experimental and innovative project for which the grant is applied for and the details of the project (detailing the objective to be achieved by the programme, activities to be undertaken, method/process to be followed, management system and cost estimates for each activity along-with norms followed for arriving at these estimates). (Attach extra sheets).
7. The duration of the project:
8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.
9. Total estimated expenditure on the project. Rs. (Year-wise details to be attached).
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
10. Amount of grant requested Rs. _____
 - (i) Non-recurring Rs. _____
 - (ii) Recurring Rs. _____
11. Whether the institution has adequate personnel to look after the project? If so indicate details.
12. List of papers/statements to be attached:
 - a. Constitution/Trust Deed of the Agency.
 - b. Constitution of the Board of management with particulars of each member.
 - c. Latest available annual report.
 - d. Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year.
13. List of additional papers, if any.
14. Additional information, if any.

Signature of the authorised person With designation & stamp

PART- II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

Signature, Designation & office stamp

(The officer signing this should not be below the rank of Under Secretary)

Scheme of Assistance for Strengthening Culture and Values in Education

APPLICATION FORM

PART I

(To be filled by the applicant)

1. Name of the agency.
2. Its objects and activities (give brief history)
3. Whether registered under Indian Societies Registration Act, 1860. (Act XI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document.
4. Whether the office of the organisation is located in its own or rented building?
5. The title of the project for which the grant is applied for and the details of the project, including highlights of innovative/experimental features. (Attach extra sheets and explain in adequate details the activities/programmes, how they are proposed to be organised and details of financial calculations).
6. The duration of the project.
7. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.
8. Total estimated expenditure on the project Rs. _____ (Year wise details to be attached).
9. Amount of grant requested Rs. _____.
10. Whether the institution has adequate personnel to look after the project? If so, indicate details.
11. List of papers/statements to be attached:
 - a) Constitution/Trust Deed of the Agency.
 - b) Constitution of the Board of Management with particulars of each member.
 - c) Latest available annual report.
 - d) Audited accounts for the last three years alongwith a copy of the certified balance sheet for the preceding year.
12. List of additional papers, if any.
13. Additional information, if any.

Signature of the authorised persons with Designation & stamp

PART - II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

Signature, Designation & Office Stamp

The officer signing this should not be below the rank of Under Secretary.

APPENDIX-VIII

Scheme for Assistance to Voluntary Organisations for Strengthening Boarding and Hostel Facilities for Girl Students of Secondary and Higher Secondary Schools

PART - I

APPLICATION FORM

(To be filled in by the Applicant)

1. Name of the Agency.



2. Address of its office / hostel or boarding house.
3. Whether registered under the Indian Societies' Registration Act, 1860 (Act CXXI of 1860) ?
If so, give the number and date of registration and attach authenticated copy of the registration certificate
4. Whether the hostel / boarding house is located in its own or rented building
5. The period for which the hostel / boarding house is in existence
6. The total number of girl / woman boarders of the hostel / boarding house and how many of them are studying in Classes IX-XII of recognised schools ? Give the names / locations of such schools and attach copies of certificate from the Headmasters / Principals of such schools giving the number of the girl students of their schools who are the boarders of the hostel / boarding house
7. Whether any part of the expenditure on the hostel / boarding house is being or is likely to be provided by some other official, non-official or foreign agency ? If so, indicate the extent and the name of agency.
8. Total estimated expenditure on the hostel / boarding house Rs.(year-wise details to be attached)
9. Amount of grant requested (Giving break-up of recurring and non-recurring assistance) Rs.....
10. Whether the institution has adequate personnel to look after the hostel / boarding house ? If so, indicate details including the number of cooks / wardens.
11. List of papers / statements to be attached :
 - a. Constitution / Trust Deed
 - b. Constitution of the Board of Management with particulars of each member
 - c. Latest available annual report
 - d. Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year
1. List of additional papers, if any
2. Additional information, if any

**Signature of the authorised persons
with designation and stamp**

PART-II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

Signature, Designation and Office Stamp

(The officer signing this should not be below the rank of Under Secretary or Deputy Secretary)

APPENDIX-IX

Scheme of Assisnace to Voluntary Organisations for Formulation of Area Based Projects in Adult Education

APPLICATION FORM

Code Number of Voluntary Agency:

1. Name of the Voluntary Agency.
2. Postal address of the Voluntary Agency.
3. District and State/UT where situated _____Pin _____
4. Nature of Voluntary Agency:
 - (1) Public Trust
 - (2) Association
 - (3) Non-Profit Organisation

(4) Others

5. Registration Number. Year of Registration.

6. Whether All India Organisation (yes or No). If yes, please furnish information as per guidelines.

7. (a) Does the organisation have any previous experience in adult literacy work?

(b) If yes to (a) was any grant sanctioned from Government of India.

(c) If yes, give details as shown below:

Sanction No. & Date	Area of Operation	No. of Adult Education Centre/JSN if centre based Programme	Period of Implementation	Whether accounts sent or not
	(i) Block (ii) No. of Panchyat (iii) No. of Villages			

8. Whether the office of the organisation is located in own building or rented building? Please indicate details of accommodation available.

9. If the Headquarters of the voluntary Agency is far away from the proposed project area, complete address address of the place where the sub-office or branch office will be located in the proposed project area.

10. Please attach Project Proposal formulated in a separate sheet

11. List of documents to be attached.

(a) Attested copy of Registration certificate.

(b) Copy of Memorandum of Association.

(c) Copy of Articles of Association.

(d) List of Members of Governing Body with address and occupation (latest).

(e) Audited accounts for the last three years, namely, Receipt and Payment Account and Income and Expenditure Account.

(f) Copy of latest Balance sheet.

(g) Proceedings of Board of Management/Executive Committee during the preceding year.

12. Brief History of the Agency, its objects, and activities.

13. Brief summary of the activities taken up and results achieved during previous year.

14. Additional papers/information, if any.

Certificate

Certified that information furnished is correct to the best of my knowledge.

Place:

Date:

Signature of the Authorised

Signatory of the Voluntary Agency

APPENDIX-X

Central Scheme of Assistance to Hindi Organisations

APPLICATION FORM

PART - I

(To be completed by the Institution)

1. Name of the Institution/organisation etc. applying for (Status to be specified i.e. whether it is affiliated to any parent organisation itself, and whether it is registered or not etc.)

2. Total assets of the Institution/Organisation in the form of building, further equipment, library books etc.
3. Details of grants received from State Government or other source and the amount raised by way of donation etc. during the last 3 years (sources and purpose to be clearly and precisely indicated in each case).
4. Whether a request for grant-in-aid had been made to the State Government earlier, If so, with what result.
5. Brief description of the objects and activities of the Institution/organisation etc.
6. Scheme for which grant is requested. It may also be stated whether the scheme is of a recurring or non-recurring nature and if of the former category the period over which it will have to be spread.
7. Justification for the project/scheme indicating the features of the institution which enable it to Central assistance and also how it will help in the fulfilment of objectives of propagation and development of Hindi.
8. Whether suitable facilities for undertaking the project/scheme are available.
9. Total expenditure on the scheme for which grant is requested. Detailed break-up of this expenditure should be given in such a way that every paise is accounted for and each item is capable of being checked up if required i.g.
 - (i) In the case of expenditure on establishment, number and names of persons employed, their pay and scales of pay and other financial benefits, their designations and duties should be specified.
 - (ii) In the case of purchase of equipment, price of each article to be purchased together with clear justification for the same should be given.
 - (iii) In the case of putting up a building or expanding it or carrying out repairs to it, it may be stated if necessary land for the proposed building is available and the plans and estimated have been approved and if so by whom.
 - (iv) In the case of purchase of a building it should be stated that the reasonableness of the cost of the building has been certified and if so by whom. Total plinth area and justification for the same should be given. To afford justification it may be necessary to give the number of persons for whom building is required and so on.
10. Likely dates of commencement and completion of the project/scheme.
11. Amount of grant requested.
12. Sources from which total expenditure on the scheme (Col.9 minus Col.2) is to be met.
13. List of papers/statement to be attached (in duplicate).
 - Prospectus or a note giving aims and objects of the institution;
 - Constitution of the Board of Management and particulars of each member;
 - Latest available annual report;
 - Audited accounts for the last three years along with copies of certified balance sheets;
 - A statement giving details (year, purpose, amount etc.) of assistance received during the last five years from the Central/State Governments, Central Social Welfare Board, Local Bodies or any other quasi-government institution including requests made to any one of these organisations;
 - A statement giving details of estimated recurring and non-recurring expenditure on the project/scheme.
 - Plans and estimates of the building/reasonableness of the cost of building duly approved by any of the following;
 - State Public Works Department or;
 - An officer of the Engineering Department of a Local Body Corporation or Improvement Trust of the Status of not less than an Executive Engineer or;
 - An Engineer employed by the Education Department to look after the State Government buildings.
 (In the case of construction of buildings costing not more than Rs. 25,000/- only a statement that the rates are not more than those approved by the State P.W.D. for similar work will be sufficient.)
 - A statement indicating the equipment apparatus, furniture, library books, etc. (by numbers of details whichever is possible) already available (to be furnished in case of grant for these items);
 - In the case of publication work one copy of the manuscripts together with a certificate from the author authorising its publication by the institution may kindly be attached.

14. List of additional papers, if any.
15. Additional information, if any.

Signature, Designation with Office Stamp

PART- II
(To be answered by the State Government)

1. Name of the Institution.
2. Whether the Institution is a registered body? (if so, the act under which it is registered may be indicated).
3. Whether the Institution has a duly constituted Managing Body whose members are competent and possess adequate administrative and academic ability to execute the various schemes for which grant has been sought?
4. Whether the State Government is satisfied that the financial position of the institution is sound and that it has regular sources of income for meeting its matching share of the proposed programme?
5. Whether the institute is or has ever been involved in any corrupt practices?
6. Whether the application has been examined by the State Government and found that it is covered under the Scheme?
7. Whether the project/scheme for which the application is being recommended is absolutely essential for the development/expansion of the institution and is in the interest of the propagation and development of Hindi? (Please give reasons in brief).
8. Whether the plans and estimates have been checked up by a competent authority under the State Government?
9. Whether the institution has any outstanding work to its credit in the field of propagation and development of Hindi in the State? If so, please give details of the outstanding work.
10. Whether a senior officer of the State Government has visited the institution as provided under the rules? If so, a copy of his report may please be enclosed.
11. Whether schemes for which grants were sanctioned by the Government of India in the previous years have been implemented properly and to the entire satisfaction of the State Government?
12. Whether any assistance is admissible under the State Government Code Rules? If so, the details of assistance given during the last five years and the purpose thereof may please be mentioned.
13. Whether the existing stock of equipment, viz. Apparatus, furniture, library books etc., has been examined and the additional requirements therefore are considered necessary? (application in the case of requests for these items).

Recommendations of the State Government.

Items

Grant recommended Rs.

Signature, Designation with Office Stamp

APPENDIX-XI

(To be submitted in duplicate)

Scheme of Financial Assistance for Publication in Indian Languages

APPLICATION FORM

PART- I

1. Name of the Applicant. (Status to be specified, i.e. whether the applicant is an individual or an organisation/institution affiliated to any other organisation or independent in itself, whether registered or not).
2. Title, language and name of author of the proposed publication. (In case of Descriptive Catalogues of manuscripts,



give full details of the manuscript with thematic classification, exclusively for each language).

3. Thematic content of the proposed publication
4. Is the present request in respect of the first edition or a reprint?
5. What is the status of the applicant vis-à-vis the proposed publication? (author/editor/translator/publisher).
6. What is the position of copyright in respect of the proposed publication?
7. Total estimated expenditure for the publication.
(for a print order of 500 copies for catalogues and 1000 copies for other publications)

Break-up:

- a) Author’s honorarium
- b) Editing charges.
- c) Calligraphy/typing charges.
- d) Proof-reading charges.
- e) Cost of paper (indicating the number of forms to be printed, realms and quality of paper to be used).
- f) Printing charges.
- g) Binding charges.
- h) Amount of Government of India grant sought under the scheme.
- i) Source(s) from which the balance of expenditure would be met.
8. Are suitable facilities for undertaking the project available with the applicant?
Please indicate these in detail.
9. The time required (rockoning from payment of the first instalment of the grant, if approved) to bring out the publication.
10. Value of the assets of organisation/institution.
 - a) Building(s) Rs. _____
 - b) Furniture Rs. _____
 - c) Equipment Rs. _____
 - d) Library Books Rs. _____
 - e) Any other kind Rs. _____
 - Total Rs. _____
11. Details of assistance received during the last 5 years from the Central/State Government/other public authorities:

Year	Grant received	Purpose	Name of the sanctioning authority.

12. Whether a request for financial assistance has been made to the Government of India earlier. If so, with what results?
13. Brief description of the activities of the applicant organisation.
14. List of Papers/Statements to be Attached (in Duplicate)
 - (a) Information Note/brochure/prospectus of applicant.
 - (b) If the applicant is an organisation, the constitution of the board of management, with particulars of each member; also, an attested copy of the Registration Certificate.
 - (c) The latest available annual report.
 - (d) The audited accounts for the last year, with a copy of the certified balance sheet.
 - (e) In case of publication work, one copy of the Manuscript, together with the author’s certificate authorising its publication by the applicant.
15. I/We certify that a master copy of the manuscript (for a new publicaation)/old edition (for a proposed reprint) is available with the applicant.

Station:

Date:

Signature _____

Name (in capitals letters) _____

Designation _____

Office Seal.

Scheme for Financial Assistance for Intellectual Property Right Studies/Research APPLICATION FORM

Important: 1. To be submitted in quadruplicate. The format given below should be neatly typed on separate sheets giving item-wise information. 2. Application in an incomplete form will not be entertained.

1. Particulars of the institution
 - (i) Name of the institution:
 - (ii) Complete postal address:
2. Whether the institution is recognised by the University Grants Commission, if so, reference number.
3. Whether affiliated to any recognised university or deemed to be university, if so, the name of the university or deemed to be university.
4. Purpose of grant
5. Detailed estimates of expenditure of the proposed programme / project for which grant is sought
6. Amount of grant required.
7. Any grant-in-aid received by the society from any other authority of the Central/State Government or any other source for the same purpose for which the grant is sought to be obtained?
8. List of documents to be attached
 - a) The latest available Annual Report, if any.
 - b) A copy of the audited accounts of the institution for the previous financial year together with a copy of the last Balance Sheet, if any.
 - c) A statement of grants received during last three years from State Governments / Central Government or other bodies indicating in each case:
 - d) the purpose for which the grant was obtained
 - e) how it was utilised
 - f) progress made in the programme for which grant was received, and
 - g) whether all conditions of previous grant were duly observed.

Scheme for Financial Assistance for Organising Seminars and Workshops on Copy Right Matters

APPLICATION FORM

1. The name of the Organisation/Institution:
2. Brief description of the objectives and activities of the organisation:
3. Whether the organisation is registered Under Section 33 of the Copyright Act, if so, the registration number (copy of the certificate to be enclosed)
4. Whether the organisation is registered Under the Societies Registration Act, 1860 (Act XXI of 1860):
5. If an educational institution, whether it is recognised by central or state governments, if so, give details
6. Name of University or Board to which the Educational institution is affiliated
7. Purpose of Grant:

8. Amount of grant required:
9. Any grant-in-aid received by the organization from any other authority of the Central/State Government or any other source for the same purpose for which the grant is sought to be obtained:
10. Full justification with details for the estimates of expenditure:
11. List of Documents to be attached:
 - a) Memorandum and Articles of Association.
 - b) The Constitution of the Governing Council.
 - c) List of members.
 - d) The latest available Annual Report, if any.
 - e) A copy of the audited accounts of the organisation for the previous financial year together with a copy of the last Balance Sheet, if any.
 - f) A statement of grants received so far from State Governments / Central Government or other bodies indicating in each case:
 - i) the purpose for which the grant was obtained
 - ii) how it was utilised
 - iii) progress made in the programme for which assistance was received, and
 - iv) whether all conditions of previous grant were duly observed.
 - g) An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisation/institution without the prior approval of the government.

APPENDIX-XIV

Scheme for financial Assistance to UNESCO Clubs, Associated Schools, Voluntary/Non-Governmental Organisation for UNESCO Programmes/Activities. Application form for submitting proposal(s)

Note: Application received in an incomplete form will not be entertained.

1. Name & Address of the Organisation.
2. Brief history of the Organisation and its objects and activities.
3. Whether registered under the Societies Registration Act, 1860 (Act XXI of 1860) or any corresponding State Act, and if so indicate the registration number and date of registration.
(In case the Organisation is not registered under the Societies Registration Act 1860 or any corresponding State Act, recommendation of the Collector/Deputy Commissioner or certificate of sponsorship by an Organisation so registered to be attached).
4. Whether the Organisation seeking financial assistance has a duly constituted managing Body whose members are competent and possess adequate administrative and academic ability to execute the project(s) for which grant has been sought.
5. Total assets of the Institution in the form of building, furniture, equipment and books etc.
6. Project for which the grant is requested (give detailed note of the project and how it fulfills the object).
7. Likely date of commencement and completion of the project.
8. Total expenditure on the project(s) for which grant is requested (detailed break-up of the estimated expenditure to be given).
9. Amount of grant requested for.
10. Source from which total expenditure on the project(s) (Col.8 minus Col.9) is to be met.

11. Whether a request for grant for the same purpose has been made to any other Central/State authority. If so, with what results.

12. List of papers/statements to be attached in duplicate;

- (a) Constitution of the Board of Management and Particulars of each member.
- (b) Latest available Annual Report.
- (c) Audited accounts for the last two years alongwith copies of certified balance sheets.
- (d) List of additional papers, if any.

13. Any other information that the organisation may like to furnish.

**Name, status as Office
Bearer and rubber stamp of the Organisation.**

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INTRODUCTION

The Department of Women and Child Development (DWCD) was set up in 1985 as one of the four wings of the Ministry of Human Resource Development to give the much needed impetus to the holistic development of women and children. The department plays a nodal role in formulating plans, policies, programmes and coordinates the efforts of both governmental and non-governmental organisations working in the field of women and child development.

The Department implements programmes for Women and Children covering various aspects such as welfare and support services, training for employment and skill development, income generation, awareness generation and gender sensitization. The programmes of this Department play a supplementary role to the general developmental programmes in the social sectors, rural development, urban development etc.

In the field of women development, all efforts of the Department have been directed towards social and economic empowerment and development of women's potential for participation as equal partners along with men in the process of national development and improvement of their status and quality of life. Similarly, the Department puts an emphasis on holistic development of children and on improving the delivery of services to them. The Department has been implementing the world's largest and most unique outreach programme of the Integrated Child Development Services (ICDS) providing a package of services relating to health, nutrition and education.

Policies and Programmes:

There have been various shifts in policy approaches of the Department from the concept of welfare till the 70s to development in the 80s and now to integrated development and empowerment in the 90s. The Department has undertaken major policy initiatives in the recent past such as the establishment of the National Commission for Women (NCW), adoption of National Nutrition Policy (NNP) & formation of the Food and Nutrition Council, setting up of National Creche Fund (NCF) and launching of various innovative schemes such as Indira Mahila Yojana (IMY), Mohila Samridhhi Yojana (MSY) and Balika Samridhhi Yojana (BSY).

The National Commission for women, a national apex statutory body was set up in January, 1992 in pursuance of the National Commission for Women Act, 1990 and functions in wide and varied issues aiming at protecting and safeguarding rights of women and promotion of their empowerment.

The National Nutrition Policy adopted by the Government in 1993 under the aegis of the Department of Women and Child Development advocated a multi-sectoral strategy for alleviating the problem of malnutrition. The Food and Nutrition Board (FNB) has been undertaking projects in the field of nutrition and food technology since the early 60s. The Inter-Ministrial Coordination Committee (IMCC) on Nutrition Policy constituted in 1993 amalgamated with the Food & nutrition Board Advisory Committee and reconstituted into the Food and Nutrition Council in November 1997. The Council is envisaged to provide a forum which will facilitate Nutrition orientation of development policies and thus help in attaining the national nutrition goals set up by the Nutrition Policy.

PROGRAMMES:

The programmes of the Department for Women's Development can be grouped under the following categories:-

(i) Attitudinal Change Towards the Girl Child:

Programmes adopted by the Department for attitudinal change towards the girl child include: Balika Samridhhi Yojana and Intervention for Department of Adolescent Girl.

(ii) Social and Economic Empowerment of Women:

The National Policy for Empowerment of Women is being adopted. The major programmes aiming at empowerment of women are: The Indira Mahila Yojana (IMY), Mahila Samridhhi Yojana & Rural Women's Development and Empowerment Projects.

(iii) Programmes for Training, Employment and Education:

Programmes/Schemes under this category include: Support to Training and Employment programme for women

(STEP), Employment-cum-Income Generation-Cum Production Units (NORAD) scheme, Campaign for creating a safe, secure and hygienic environment for Women & Children etc.

(iv) Support Services Programmes:

Important Schemes under support services programme include: construction of working women's Hostel, Short-stay homes for Women & Girls.

(i) Programmes for Women's Rights & the Law

The intervention under this head includes scheme of education work for prevention of atrocities on Women, Establishment of National Commission for Women and Commissioner for Women's rights.

National Children's Board (NCB):

The National Policy for Children 1974 envisages a National Children's Board (NCB) under the Chairmanship of the Prime Minister to function as a forum for planning, review and proper coordination of the multiplicity of services and aimed at meeting the needs of the children. The National Children's Board which was set up in December 1974, is now under consideration for reconstitution.

The Department of Women and Child Development has three autonomous organisations, viz. National Institute of Public Cooperation and Child Development (NIPCCD), Rashtriya Mahila Kosh (RMK) and the Central Social Welfare Board (CSWB). These autonomous organisations are funded by the Government of India and they assist the Department in its functions including implementation of some programmes/schemes.

Co-operation with Voluntary Organisations

The Department of Women and Child Development pursues its policy to support and encourage voluntary action, guides and coordinates efforts of VOs working in the field of women and child development. Most of the programmes of the Department are run through voluntary organisations and efforts are made to have more effective involvement of VOs in its programmes.

The Department has set up a system of networking with VOs under the project "Networking with NGOs working for Children and Women" with UNICEF support. The

networking system aims to develop linkages; create a sustained system for exchange of information from voluntary sector to a nodal point in the Government sector; develop modalities to strengthen the ongoing programmes for children and women; and identify innovative and replicable community based approaches for child development.

In order to facilitate the process of networking, an VO Cell has been set up. The VO Cell is making efforts to:

- maximise the reach of the networking system,
- strengthen the system for exchange of information, resources, innovative experiences etc.
- set up a data base, enquiry and redressal system for VOs and
- promote innovative interventions for the survival, protection and development of children with the support of VOs in the area of maternal and child health, nutrition and education.

Regional Consultative Meets were held to evolve modalities for the two-way interaction between VOs and Government. It also provides a platform for sharing of experiences and examining important, vital and valuable role played by VOs, particularly their contributions in mobilising community awareness and participation.

The VO Cell is also bringing out a newsletter for VOs called "Sampark". The Department requests all VOs to share their experiences and contributions through the newsletter.

The Food and Nutrition Board has also been networking with VOs for nutritional education activities. The identified VOs are provided modest financial and technical support for organising nutrition demonstration programmes, exhibitions and nutrition education camps etc.

State Recognition for Voluntary Action:

In pursuance of its policy to support and encourage voluntary action, the Department of Women and Child Development instituted in 1994 the "Rajiv Gandhi Manav Seva Award for Service to Children" to honour an individual who makes an outstanding contribution in service to children, including care of children with various kinds of disabilities. The award carries a cash prize of Rs. one lakh and a citation.

As a state recognition of voluntary action for the cause of the child, the National Awards for Child Welfare were instituted in 1979 in the International Year of the Child. The scheme envisages awards to 5 institutions and 3 individuals in a year for the best work done in the field of Child Welfare. The Awards were conferred by the President of India at Rashtrapati Bhawan, New Delhi.

The Department of Women and Child Development provides financial and technical assistance to voluntary organisations engaged in the field of women and children development under various programmes schemes as mentioned below:-

The Department of Women and Child Development has three autonomous organisations working under it. These are:-

- Rashtriya Mahila Kosh (RMK)
- Central Social Welfare Board (CSWB)
- National Institute of Public Cooperation and Child Development (NIPCCD)

1. Scheme of Support to Training and Employment Programme for Women (STEP)

Background:

The programme of “Support to Training and Employment” for women below poverty line was launched in 1987 and consists of a series of Action Projects. The programme aims to increase the self-reliance and autonomy of women by enhancing their productivity and enabling them to take up income generation activities.

Objectives:

The basic objectives of the scheme are to provide training for skill upgradation and to strengthen the employment opportunities of poor and assetless women in the traditional sectors, such as agriculture, animal husbandry, dairying horticulture, fisheries, handlooms, handicrafts, khadi and village industries, sericulture, social forestry and wasteland development.

Implementing Agency.

Central/State Government/Corporation/Federations/Unions/Universities/Social Welfare Advisory Boards/Other Semi-Governmental Agencies and VOs.

Target Groups/Beneficiaries:

- Poor and assetless women like wage labourers, unpaid family workers, female headed households, migrant labourer, tribals and other dispossessed groups of women.
- There can be no uniformity or rigidity in the project design amongst the different sectors. Each project will have to evolve out of its own environment, consisting of the target group, the state of the art, and issues like health, literacy, legal awareness etc.
- The scheme would enhance and broaden the employment opportunities, including self employment and development of entrepreneurial skills.
- Women beneficiaries are organised into viable and cohesive groups or co-operatives.
- A comprehensive package of services, such as, extension, inputs, market linkages etc, are provided besides linkages with credit for transfer of assets.

Financial Assistance:

- For each project, 90 percent assistance is given by the Department of Women and Child Development and the remaining 10 percent will be borne by the implementing agency.
- The period of the project will be 2-4 years depending upon the activities to be undertaken.
- Project should be prepared for 500 to 10,000 beneficiaries.
- Assistance is given for training, support to members of formation of cooperatives, support services, marketing support, construction of individual workshops and production centres.
- Working capital for raw material and maintenance of productive assets can be provided for supplementary activities leading to increased production.

Procedure for Applying:

Project proposals for action projects under STEP have to be evolved according to the needs and requirements of the particular employment system as well as the target group.

The proposal should be submitted in the prescribed format (Appendix I) and may be submitted through State Government department in charge of women and child development to :- The Deputy Secretary (STEP),

Department of Women and Child Development, Ministry of Human Resource Development, 1st Floor Jeevandeep Building, Sansad Marg, New Delhi -110 001

2. Scheme for Setting up of Employment and Income Generating Training-Cum-Employment-Cum-Production Units for Women (NORAD).

Background:

The Norwegian Agency for Development Cooperation (NORAD) have been providing assistance since 1982-83 for setting up of employment and income generating projects for poor and needy women.

Objectives:

- To train women belonging to weaker sections of the society especially school dropouts and semi-literates and provide them employment on a sustained basis to improve their quality of life.

Implementing Agency:

Women's Development Corporations/Public Sector Undertakings/Autonomous Bodies/Voluntary Organisations.

Target Groups:

Rural poor women, women from weaker sections (Scheduled Castes and Scheduled Tribes), war widows, widows of employees in the above mentioned enterprises and poor women of urban slums. Preference may be given to older women, women who are sole earners and head of the household, handicapped or deserted women.

Financial Assistance:

- The extent of financial assistance will vary from project to project, depending on the objectives of each project. The total assistance should normally confined to Rs. 8,000/- per beneficiary. Accordingly, the total assistance would not normally exceed Rs. 4 lakhs for 50 beneficiaries.
- Financial Assistance is given for training the target group as stipend to trainees not exceeding Rs. 250/- per trainee, for cost of equipment and machinery, salary of instructors, rent of the building, and raw material, and training costs.

- Assistance is also given for the purpose of construction of shed for training - cum-production and seed money as initial working capital (if required), pre-production activities such as feasibility studies and cost-project activities (wherever necessary).
- Training: The training under the scheme is to be imparted to women mostly in non-traditional trades such as electronics, watch assembling, computer programming, garment making, secretarial practice, community health work, embroidery, weaving and spinning, printing and binding etc.
- For income generating units, proposals which have high employment potential and low investment will be considered.

Conditions of the Grant:

In addition to the general terms and conditions mentioned earlier in Chapter 5, the following specific conditions are to be followed:

- The beneficiary organisation should maintain records of trained women who have been employed
- Quarterly progress reports during the training period will be sent to the Department of Women and Child Development;
- After the completion of training, six monthly reports up to 5 year on the employment status of the trainees will also be sent to the Department.

Procedure for Applying:

Proposals in the prescribed format (Appendix II) may be sent through the Department in charge of women development of the concerned State or the State Women Development Corporation in the address as mentioned under previous scheme. Alternatively, a proposal from an VO can be routed through State Social Welfare Advisory Boards to Central Social Welfare Board which may be addressed to : - The Executive Director, Central Social Welfare Board, Samaj Kalyan Bhawan, B-12, Tara Crescent, Qutab Institutional Area, New Delhi -110016.

3. Scheme of Education Work for Prevention of Atrocities on Women

Background:

The programme of "Education work for Prevention of Atrocities on Women" started in 1982 and is linked with

the social advocacy and legal literacy issues. The focus is on educating people on legislation and its enforcement to prevent social crimes against women.

Objectives:

- To promote propaganda, publicity and research work for the prevention of atrocities on women viz; rape, dowry deaths, wife beating, alcoholism, eve-teasing etc.

Implementing Agencies:

Voluntary Organisations/Universities including IITs and other institutions of higher learning, Women Development Centres.

Beneficiaries:

Women who have been subjected to deprivation, brutality and extortion.

Conditions of Grant:

In addition to the general terms and conditions of grants-in-aid mentioned earlier, in chapter 5, the following specific conditions are to be noted under this scheme:-

- The organisation should have ordinarily been in existence for a period of two years (this may be relaxed in special circumstances)
- The organisation will submit to the Department of Women and Child Development:-
 - a) a statement showing the equipment purchased out of the grant alongwith its price.
 - b) a half yearly progress report on its activities and a detailed report of the activities undertaken during the year after the closing of the financial year and
 - c) two copies of all Publications, Research or Survey Reports.

Financial Assistance:

Assistance under this scheme shall be admissible for activities such as : (i) production and publication of educative journals, articles, books, etc. and publicity materials like pamphlets, booklets, posters etc. depicting the themes of violence against women (ii) surveys/ studies on particular aspects of violence/atrocities against women, (iii) Awards to best films, plays, short-stories and other creative efforts. (iv) Holding of seminars/conferences/exhibitions/ debate, competitions etc. (v) Organising legal literacy, para-legal training, training camps for social and

other workers. (vi) Use of traditional media for creating awareness relating to violence against women such as street plays, puppet shows, folk songs and traditional art forms (vii) legal and counselling services to women prisoners.

- The quantum of grant shall be determined on the basis of merit. The Department of Women and Child Development may meet 90 percent of the expenditure of the project and the remaining cost will be borne by the implementing agency.
- Established Women Development Centres, Universities and other institutions will receive 100% financial assistance.
- Phased projects with follow-up action will also be considered on merit.
- The first instalment will be released as soon as possible for the year to which the application pertains and the size of the second instalment shall be determined on the basis of the actual expenditure of the first six months of the year.
- The duration of assistance will be for one financial year.
- Assistance has been given to the Central Social Welfare Board to conduct legal literacy camps through Voluntary Organisations.

Procedure for Applying:

Application on the Prescribed Form (Appendix III) accompanied by the required documents as mentioned earlier should be sent to the Deputy Secretary (W.D.), Department of Women and Child Development, Shastri Bhawan, Ministry of Human Resources, New Delhi - 110 001.

4. Scheme for Construction/Expansion of Hostel Building for Working Women with a Day-Care Centre.

Background:

A large number of young women-single, divorced, married, widowed migrate to towns and cities for the purpose or employment opportunities, technical training or in pursuit of professional courses of various kinds. One of the vital support services enabling women participation in employment and work and in technical training

commensurate with men is the provision of safe and inexpensive hostel accommodation. Besides promoting gender equity these services are crucial to enhancing productivity and efficiency at work. Realising these facts, the Department of Women and Child Development has been implementing the scheme for “Construction/Expansion of Hostel Building for working Women with a Day-Care Centre.”

Objectives:

- To provide cheap and safe hostel accommodation to working women living out of their homes and also to women who are getting training for employment.

Implementing Agencies:

Voluntary organisation/ local bodies / cooperative institution engaged in the field of women’s social welfare/ women’s education for a minimum period of two years prior to the request for Grant-in-aid under this scheme/ Women’s Development Corporations/Universities/ Schools/Colleges of Social Work/ State Government/ U.T Administration

Beneficiaries:

- Single working women who are unmarried, widows, divorcee, separated or married working women whose husbands are staying out of town.
- Women getting training for employment (training period not exceeding one year) and their number should not be more than 30 percent of the total number of working women in the hostel.
- The income of working women should not exceed Rs. 5000/- p.m. (consolidated) in class A cities and Rs. 4500/- in other places. When the income level of a working women exceeds the income ceiling, she will have to leave the hostel within a period of six months from the date of crossing the income limit. These income limits are to be revised.
- Children upto eight years of age of the working women living in hostel are eligible to live with mother in the Day care centre in the hostel.
- 15 percent and 7.5 percent seats in the hostel and the Day-Care Centre are to be reserved for Scheduled Castes and Scheduled Tribes respectively.
- Regular girl students are not eligible.

Financial Assistance:

Assistance is given for the purpose of construction of new building/expansion of existing building for providing hostel facilities in cities or small towns.

- Assistance under the scheme is given for:- (i) 75% of the cost of construction of hostel building and 50 percent of the cost of land or (ii) purchase of already constructed building as assessed by State PWD or Central PWD and to be restricted to the ceiling mentioned earlier.
- No grant is admissible for furniture or other fixtures.
- Ordinarily, hostels with capacity of more than 100 residents and Day-Care Centres for more than 30 children are not admissible under the scheme.
- Preference will be given to proposals for location of hostels in small towns and bigger towns/cities with no hostels.
- Grants to the extent of 90 percent of the total assistance approved will be paid in three instalments.
- First instalment will normally be released with the sanction of the project. The second and third instalments will be released on request accompanying utilisation certificate, upto date statement of expenditure of previous instalments alongwith organisations proportionate share and other required documents.
- The balance grant of 10 percent will be released on production of Certificate of completion of building from State PWD, audited accounts and other prescribed documents.

Conditions of Grant:

In addition to the general conditions mentioned earlier in Chapter 5, the following terms and conditions are also to be noted under the scheme:-

- The hostel accommodation shall be opened for admission to all working women and children residing in city/town without any distinction of religion, caste, race, place of birth and language.
- The state government/UT Administration would obtain the quarterly progress report from the organisation and monitor it regularly to ensure that the hostels are neither overcrowded nor remain unutilised.

- The implementing agency will prominently display on the hostel building with the name of the hostel the endorsement “Assisted by the Government of India, Department of Women and Child Development”.
- The inmates would be allowed to stay in a hostel normally for a period of three years and extension upto a total period of five years after a review of the case.
- The organisation shall set up a Hostel Committee for the management of the hostel in which a representative of the State Government/UT Administration will be included.

Procedure :

Application in the prescribed form (Appendix IV) accompanying the required documents should be routed through the State Government/UT Administration along with their recommendations. An advance copy may however, be sent to:- Deputy Secretary (WD), Department of Women and Child Development, New Delhi - 110 001.

5 Scheme of Short-Stay Homes for Women and Girls.

Background:

With the rapid process of modernisation through urbanisation, industrialisation, the resulting migration from rural to urban areas, break up of social institutions like joint family system, marital, familial conflicts and the changing pattern of life, all contribute considerably the problems of adjustment for women and young girls. They are facing social and moral danger due to familial discords, social ostracism, and exploitation and they need protection and supportive services.

The government of India had launched a Central Sector Scheme in 1969 called the “Short Stay Homes for Women and Girls” to protect and help such women and girls to rehabilitate themselves within a short period of time.

Objectives:

- To provide temporary shelter and support to women and girls who have no social support systems to rely on.
- To rehabilitate the women and girls socially and economically by provisions of skill training, counselling etc.

Implementing Agency:

Voluntary organisations engaged in the field of welfare of women and children.

Eligibility Conditions:

The eligibility conditions for assistance under the scheme remain the same as already mentioned earlier in chapter 5. Preference will be given to organisations having sufficient infrastructure to run the short-stay homes.

Beneficiaries:

- The categories of women/girls/ children targeted under the scheme include: women and girls forced into prostitution or sexually assaulted, victims of family discord, mental maladjustments, emotional problems and social ostracism and those who escape from their homes due to family problems etc and need shelter and protection.
- Girls between the age group of 15 to 35 years are to be given preferences.
- Adequate representation should be given to Scheduled Castes and Scheduled Tribes

Activities:

The scheme envisages various services/facilities as follows:-

- Medical care, psychiatric treatment, case work services, occupational and diversional therapy, social facilities of adjustment, education, (formal, non-formal and adult), vocational training and recreational and cultural activities.
- Cultural shows, outings, picnics, exhibitions etc. should also be encouraged at the home.
- Effective follow up programme for discharged residents to ensure a smooth reintegration in the community and the family.
- Public awareness should be created for rehabilitation of women/girls discharged from these homes.

Provisions at short stay Homes:

- The Home should have an average of 30 residents at a time and facilities should be made for a maximum of 40 and minimum of 20 residents.
- In case of the number exceeds 40, the organisation may seek for another short-stay Home subject to availability of funds and satisfactory performance by

the organisation.

- 5-10 seats should be kept reserved for such deserving women who would come to the city for legal matters and may need shelter.
- The women facing court proceedings may be escorted, if required. Their conveyance and other essential charges relating to legal matters may be met by the organisation.

Financial Assistance:

- Financial assistance of 100 percent of the expenditure is given for running a Short Stay Home.
- Recurring grant for items such as, salary of staff, including superintendent, training and rehabilitation officer, medical doctor (part-time), counsellor (full time), clerk, chowkidar etc., maintenance and rehabilitation expenses, contingencies are given in two instalments.
- Non-recurring grant including assistance for office furniture, beds, bedding and recreation and development activities will be given only once at the time of starting a short-stay home.

Procedure:

Application in the prescribed form (Appendix V) accompanying the required documents should be sent in the address as mentioned under scheme 1.

For the Old Homes already sanctioned application for the release of grants may be sent to the Executive Director, Central Social Welfare Board, New Delhi.

6. Schemes of Assistance to Voluntary Agencies for Early Childhood Education for 3-6 Age Group Children

Background:

The Early Childhood Education (ECE) Scheme was started in 1982 by the Department of Education as a strategy under the programme to improve the communication, cognitive and personality development skills of children of the age-group of 3-6 years as preparation for entry to primary schools. The scheme was transferred to the Department of Women and Child Development in 1987-88.

Objectives:

- To reduce drop-out rate particularly in the first 2-3 years of primary stage and to encourage all-round development of pre-school children.

Implementing Agency:

Registered voluntary agencies, trusts and non-profit making organisations would be eligible for assistance under this scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, they may be considered for assistance under the scheme, provided the Collector/Deputy Commissioner certifies the practical difficulties for which they could not be registered and also the bonafides of such organisations.

Target Group/Beneficiaries:

Children in the age group of 3-6 years

Area of Operation:

The scheme is being implemented through voluntary organisations in non-ICDS areas of ten educationally backward States viz, Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Jammu and Kashmir, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh and West Bengal.

Financial Assistance:

- The Scheme is a central sector scheme. Eligible organisations are given recurring and non-recurring grants to run Early Childhood Education Centres (ECECs).
- The admissible expenditure pattern is as follows.

A. Recurring Expenditure

- Minimum Staff: One teacher for every 30 children, the second teacher to be added if, the number exceeds 40. One helper to every 50 children, the second helper to be added if the number exceeds 50.
- Salary: Teacher (Non-Matriculate) @ Rs. 200/- per month, Teacher (Matriculate) @ Rs. 250/- p.m. Helper @ Rs. 90/-p.m.
- Provision for Art, Craft Etc: - Rs. 1/- p.m. per child
- Contingencies including repairs and replacement - Rs. 50/- p.m. per centre
- First aid medicines - Rs. 2/- per child per month
- Honorarium to doctors:- Rs. 100/- p.m. per centre for 4 visits.

B. Non-Recurring

Equipment (Play Equipment, Kitchen Equipment, Furniture etc.) Rs. 3000/- per centre

- The above expenditure work out to Rs. 9360/- or Rs. 9960/- per centre of 30 children. An additional amount of Rs. 1800/- per year will be given as supervision costs to the organisations running 10 to 30 ECE centres. Land and building will have to be provided by State Government, Local Body/Voluntary Agency.
- Grant is released to the agency on an annual basis in one or two instalments.

Procedure:

Application in the prescribed form will be routed through the department dealing with ICDS in the State Government, who will forward it to the Department of Women and Child Development. It should be addressed to: - Deputy Secretary (ECE & BNP), Department of Women and Child Development, Shastri Bhawan, New Delhi-110 001.

Note: The scheme is a non-expanding scheme and is being continued only in the areas not covered by ICDS centres.

7. Scheme of Balwadi Nutrition Programme for Pre-School Children (3-5 Years)

Background:

The Balawadi Nutrition Programme intends to meet the basic nutritional requirements of a child in the age-group of 3-5 years by ensuring that he/she is provided with 300 calories and 12-15 grams of protein every day. The scheme is non-expanding one and is continued only in the areas not covered by the ICDS centres.

The Balwadi Nutrition Programme has been implemented since 1970-71 through the Central Social Welfare Board and four National level voluntary organisations.

Objectives:

To provide as far as possible, locally available simple and nutritious food within reasonable limits to children in the age group of 3-5 years to correct the deficiency of nutrition in their home diet and also to provide a healthy environment, looking after the social and emotional needs of the children during their pre-school age period.

Implementing Agency:

The Balwadi Nutrition Programme is being implemented by Central Social Welfare Board and four national level voluntary organisations viz., Indian Council for Child Welfare, Bharatiya Adimgati Sewak Sangh, Harijan Sevak Sangh and Kasturba Gandhi National Memorial Trust who extend assistance to local voluntary agencies for running Balwadis/Day-Care Centres.

Beneficiaries:

Pre-school children between the age of 3 to 5 years and priority is given to children belonging to low income group.

Financial Assistance:

- A grant of Rs. 17,220 is given per Balwadi centre per annum which includes cost of food and administrative cost, honorarium, for Balsevikas and Helper.
- The admissible financial assistance limit is as follows:
 - i) Cost of Food (including administrative cost) @ Rs. 1.05 per day per child for 270 days a year.
 - ii) Honorarium for Balsevikas @ Rs. 325/- p.m. per head for trained and Rs. 275/- p.m. per head for untrained teachers and
 - iii) Honorarium for helper @ Rs. 165/- p.m. per head.

Procedure for Applying:

For details please write to: Deputy Secretary (ECE & BNP), Department of Women & Child Development, Shastri Bhawan, New Delhi-110 001.

Note: The Scheme is under Non-Plan Programme and there is no further expansion of the Scheme beyond IX Plan Period.

8. Scheme for Creche/Day-Care Centres for Children of Working and Ailing Women.

Background:

There are about 91 million working women in India of which approximately 90 percent are in un-organised sector. The provision of Creche/Day Care services for children of working and ailing women becomes an

absolutely crucial service. These services play an invaluable role ensuring that children remain in a stable, safe environment and also give them a semblance of a childhood. The creche scheme set up in 1975, is a non-expanding scheme.

Objectives:

- To provide day care services including supplementary nutrition, immunization, medical and health care to children in the vulnerable age group of 0-5 years of parents belonging to migrant, agricultural construction and casual labourers and children of those women who are sick or incapacitated on account of some sickness or suffering from communicable diseases.

Implementing Agencies:

The Creche Scheme is being implemented by Central Social Welfare Board through the Social Welfare Voluntary Organisations, the Indian Council for Child Welfare and Bharatiya Adimjati Sevak Sangh all over the country.

Beneficiaries:

Children in the age group of 0-5 years of casual, migrant, agricultural and construction labourers whose total monthly income does not exceed Rs. 1800/-. One unit consists of 25 children.

Financial Assistance:

- A grant of Rs. 18,480 per creche per annum for 25 children is given towards recurring expenditure. One time non-recurring grant of Rs. 4000/- is given per centre.
- Items of recurring grant and ceiling of expenditure admissible under the scheme is as follows:-
 - i) Honorarium for two creche Workers
Rs. 800/- p.m. (100% admissible limit)
 - ii) Supplementary Nutrition for 25 children for 26 days in a month @ Rs. 1.05/- per day per child-
Rs. 687/- p.m. (90% i.e. Rs. 615 p.m.)
 - iii) Contingency and emergency medicines - Rs. 139/- p.m. (90% i.e. Rs. 125/- p.m. Admissible grant)

Procedure:

Eligible organisations may apply directly to the Central Social Welfare Board, Samaj Kalyan Bhawan, B-12,

Institutional Area, South of I.I.T, New Delhi 110 016 or Indian Council for Child Welfare, 4, Deen Dayal Upadhyay Marg, New Delhi 110 002 or Bharatiya Adimjati Sevak Sangh, Thakkar Bapa Smarak Sadan, Dr. Ambedkar Marg, New Delhi -110 055.

Note: The scheme is a non-expanding one, no new centres are sanctioned.

9. National Creche Fund Scheme

Background:

There is an overwhelming requirements of day care services for children. The National Creche Fund Scheme was set up with a corpus fund in 1994 by the Department of Women and Child Development with a view to open more creches. The scheme envisages that 75 percent of the Centres would be general creches and 25 percent of centres would be Anganwadi-Cum-Creche Centres.

Objectives:

- To provide day care services including the facilities of supplementary nutrition, immunization, medical health care and recreation to children up to the age of 5 years.

Implementing Agencies:

Registered Voluntary Organisations, Mahila Mandals and States/UTs Governments, Voluntary Organisations and Mahila Mandals are assisted for running creches. The Anganwadi-Cum-Creche centres are run mostly by the State/UT governments.

Target Groups:

Children in the age group of 0-5 years of migrant, agricultural, construction and casual labourers, scheduled castes and scheduled tribes and women employed in employment generating schemes and whose total monthly income does not exceed Rs. 1,800/- are eligible under the scheme.

Activities:

In addition to the Day Care Services, the National Creche Fund Scheme has a component of training of creche workers and it has embarked on a series of fund raising activities such as e.g., production of greeting cards from painting made by underprivileged children in ICDS Anganwadis.

Financial Assistance:

- Voluntary Organisations & Mahila Mandals selected for opening of creches receive an annual recurring grant of Rs. 18, 480/- per creche for maximum of 25 children and a one time non-recurring grant of Rs. 4,000/- to meet the initial cost of establishing the creche.
- The recurring expenditure include 100% grant for Honorarium for two creche workers and to the extent of 90 percent grant for supplementary nutrition and contingencies and emergency medicines.
- The admissible recurring grant items and ceiling of expenditure are as follows:-

Grant admissible	Ceiling of expenditure (Rs. per month)	Grant (Rs. per month)
Recurring Grant		
a) Honorarium for two creche workers per creche	800	800 (100%)
b) Supplementary Nutrition for Creche for 25 Children @ Rs. 1.05 per day for 26 days	682 (90%)	615
c) Contingencies and emergency medicines per month per creche	139	125 (90%)
	Total	1,540 x12 = 18480

Non-Recurring Grant:

Rs. 4,000 is given to meet the initial cost of establishing the creche.

B. Anganwadi-Cum-Creche Centre

- The Anganwadi-Cum-Creche Centres are mostly run by the State/UTs Governments and receive assistance of Rs. 8,100/- per creche per annum. A non-recurring grant of Rs. 4000/- as the initial cost of establishing the centre is also provided.
- The admissible recurring grant items and grant are as follows:

Recurring grant items admissible	Grant (Rs. per month)
(i) Honorarium for two creche workers per centre	600 (100%)
(ii) Contingencies and emergency medicines per month per centre	75.0 (100%)

Procedure for Applying:

Application in the prescribed form (Appendix VI) accompanied by relevant documents with the recommendation of the concerned Department of the State Government should be sent to:- Member Secretary, National Creche Fund, Department of Women and Child Development, First Floor, Jeevan Deep Building, Sansad Marg, New Delhi-110 001

10. Integrated Child Development Services (ICDS) Scheme

Background:

Integrated Child Development Services (ICDS) programme, a centrally sponsored scheme launched by Government of India in 1975-76 is one of the largest Child Survival Programmes in the world. It covers 7.5 million children in the age group 0-6 years and pregnant/lactating mothers. The ICDS scheme has now come to be regarded as the most viable vehicle for achieving the goals set in the National Plan of Action for Children.

Objectives:

- To improve the nutritional and health status of children in the age group of 0-6 years, to lay foundation for proper psychological, physical and social development of children, to reduce the incidences of mortality, morbidity, malnutrition and school drop-out and to enhance the capability of the mother to look after the normal health and nutritional need of the child through proper nutrition and health education.

Implementing Agencies:

ICDS is a Centrally Sponsored Scheme, run mostly by the State Government/UTs through Anganwadis set up by them. Voluntary Organisations/NGOs/Mahila Mandals/Women's Cooperatives working in the field of women and child welfare.

Target Groups:

Children below the age of 6 years, expectant mothers in the age group of 15-45 are covered under this scheme.

Financial Assistance:

- Financial Assistance is given to provide vital services in the disadvantaged areas covering a package of services such as health: immunization, health-check-up, referral services, treatment of minor illness; nutrition: supplementary feeding, nutrition and health education, early childhood care and pre-school education and convergence/supportive services such as safe drinking water, environmental sanitation, women's empowerment programmes, non-formal education and adult literacy etc.
- Voluntary Organisations running the ICDS projects are given financial assistance on the basis of projects run by them.

Procedure for Applying:

Full information may be obtained from the Director, (Child Development Division), Department of Women and Child Development, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110 001.

11. Scheme of General Grant-In-Aid for Assistance to Voluntary Organisation in the Field of Women and Child Development.

Background:

Under the scheme financial assistance is provided for such areas which are not covered by any of the existing schemes due to the complexity of problems relating to client groups and social problems which are of inter state character and which cannot be effectively tackled by a single state.

Objective:

- The objective of the scheme is to encourage innovative projects in the field of women and child development.

Implementing Agencies:

Voluntary Organisation in existence for atleast 2 years and should have experiences of working in the programme or related areas; institutions; universities, research institutions, including those set up by the Central

Government, Public sector undertakings, local authorities; Cooperative institutions.

Beneficiaries:

Women and children

Financial Assistance:

- Assistance is given up to 90 percent of the approved cost on recurring and non-recurring expenditure and the remaining 10 percent will be met by the implementing agency. In the case of remote, backward and tribal areas, the central assistance limit may be of 95 percent of the approved cost.
- Assistance is given for:
 - construction of building or extension of existing building or rent of buildings. The grant of cost of building is limited to Rs. 3.5 lakhs or 90 percent of the approved cost, whichever is less.
 - cost of equipment/furniture;
 - any other charges like postage, stationary telephone etc.
- an additional grant upto 15 percent of the project cost may be sanctioned on the basis of merit
- an overhead charge not exceeding 5 percent of the total estimated expenditure is permissible.
- Grants will be released in appropriate instalments. For continuing projects, grant upto 75 percent may be released on the basis of unaudited statements for the previous year. The balance grant of 25 percent may be released after the receipt of audited statements for the previous year.

Conditions of Grant:

In addition to the general conditions of the grant mentioned in chapter 5, the following specific conditions are to be noted under the scheme:-

- In case of building grant, no portion of the grant shall be utilized for purchase of land.
- The building construction proposed is open to inspection by the Officer of the State PWD or Central PWD or any other Officer designated for the purpose.
- Details of equipment/stress of capital nature proposed to be purchased will be furnished alongwith estimated cost of each item (only those equipments which costs Rs. 200/- or more).

- Six monthly progress reports of the project alongwith a certified statement of expenditure actually incurred and an estimate of expenditure for the next six months period will be submitted to the Department of Women and Child Development.

Procedure:

Application in the prescribed form (Appendix VII) along with required documents and with the recommendations of concerned state government may sent to : - Director (CW), Department of Women and Child Development, Ministry of Human Resources Development, Shastri Bhawan, New Delhi-110 001.

12. Scheme of Organisational Assistance to Voluntary Organisations for Women and Child Development

Objectives:

- To provide grants to voluntary organisations to maintain their central office for an efficient functioning and effective implementation of various programmes for women and child development.

Implementing Agencies:

Voluntary organisations working in the field of welfare and development of women and child/professional bodies of an All India character.

Eligibility:

In addition to the conditions mentioned in chapter 5, the following are the specific eligibility conditions:-

- Voluntary organisations should have existed for a period of two years.
- They should be working in the field of welfare and development of women and child.
- Organisations should have facilities, resources, personnel and experience for undertaking welfare programmes for women and children.
- The annual expenditure of the organisation should not be less than Rs. 50,000/-. However, this may be relaxed in the case of organisations in formative stages and also in the cases of coordinating councils or Professional bodies of an All India character.
- An organisation may be eligible for the assistance to coordinate various activities of women such as social

awareness, sanitation and hygiene, nutrition education with special emphasis on pre-school children, dissemination of knowledge of family, welfare communication, nutrition etc.

Financial Assistance:

- Under the scheme the quantum of assistance not exceeding Rs. 50,000 per annum, can be given to an organisation.
- The assistance will be admissible for expenditure on salaries and allowances of professional and non-professional staff and 50 percent of expenditure on purchase of office equipment, travelling and daily allowances of professional and honorary workers, contingencies for a maximum period of 15 years.
- After every 5 years a review will be made and on the basis of the review, decision will be taken by the Department, whether to continue the assistance or not.
- Upto 50 percent of entitlement determined on the basis of a statement of accounts (audited or unaudited) for the proceeding year may be released as first instalment (without waiting for the recommendations of the state government as soon as possible during the year of application).
- Second instalment will however, be released when audited statement of accounts of the previous year alongwith the state government recommendations are submitted.

Conditions of the Grant:

- No assistance under the scheme is given if the organisation has already received grant for the same purpose from C.S.W.B. or from the concerned State Social Welfare Advisory Board.
- The grantee organisation shall implement government orders with regard to reservation of posts for scheduled caste, scheduled tribe etc.
- For other conditions of Grant-in-Aid, please see chapter 5.

Procedure:

Application in the prescribed form (Appendix VIII) accompanied by the documents as mentioned in chapter 5, should be sent through the concerned State Government to the Department of Women and Child Development in the address as given under STEP Scheme. However, the

Department may at its discretion, consider applications directly from All India or major voluntary organisations of repute and good standing.

13. Grant-in-Aid Scheme for Research and Publications in the Field of Women and Child Development.

Background:

The Department of Women and Child Development promotes research studies for development of innovative programmes, for testing the feasibility and efficiency of programmes and services and on emerging issues in the field of women and child development. It also supports workshops/seminars which help in formulating research proposals, disseminating research findings or in social situational analysis, likely to be helpful in planning, programming and review of implementation.

Objectives:

- To provide grant to an institution, a group of institutions or individual scholar for undertaking research studies (including action research in the field of women and child development); for development of innovative programmes, for seminars/conferences/workshops on women and child development and publication works and documentation and for monitoring activities/training of personnel/promotion of innovative activities.

Implementing Agencies:

Universities/research institutes/voluntary organisations/individual scholars/professional associations in the field of women & child development and similar organisations/agencies which have the capacity to do research; institutions set up by central government state governments public sector undertakings.

Financial Assistance:

Under the scheme grant is given as per the following pattern:-

- Grant for research studies is given for salaries and allowances of the project staff (other than the Director who will be honorary), travel costs, consultancy

charges, printing, equipment and books, tabulation costs, contingency and overhead charges. The grants will ordinarily be given for projects covering a period of not more than 3 years. However, in exceptional cases, the period may be extended upto 5 years.

- There is a provision for grant of Rs. 1,500/- to Rs. 2,000/- per month to individual scholar belonging to a discipline falling within the scope of social sciences and should possess at least a master's Degree in the subject, for a maximum period of two years.
- Grant is given for organising seminars/workshops to identify problem areas, discuss social problems, research needs etc in the broad field of Social Welfare, Social Policy and Social Development. Financial assistance is given for the purpose of travelling and daily allowances of participants, honoraria, stationery and cyclostyling charges, contingency including postage publication of seminar/workshop papers etc.
- Grant is given for publication of studies in the field of social welfare, social policy and social development carried out by institution or individual. The amount of grant-in-aid shall not exceed 2.5 percent of the cost of production or Rs. 5,000/-, whichever is less.

Procedure for Applying:

Proposals for grant for research studies should be sent in prescribed format (Appendix IX) directly to the Department of women and child development. Application for grant for organising seminar/ workshop should be routed through the head of the institution/ organisation through whom the grant will be made available. Application for grant for publication of studies/ documentation should be sent through the publisher. Proposals should be addressed to : Joint Director (Research), Department of Women and Child Development, Ministry of Human Resources Development, Jeevan Deep Building, Mezzanine Floor, Room No. 013, Sansad Marg, New Delhi-110 001.

FORMATS

APPENDIX-I

Application Form Support to Training Employment Programme for Women (STEP)

Note:

1. The Application should be submitted in triplicate to the Child Development Programme Officer (CDPO) of the project area.
2. Applications whether incomplete or without all enclosures will not be entertained.
3. Parts A & B should be completed by the applicant organisation and PART C by the CDPO and Part D by the State Government.

PART-A: The Organisations

1. Name and full postal address of the head-office of the organisation
District
State
Pin Code
2. Telephone No. with STD code
3. Fax No.
4. Do the by laws of the NGO permit it to receive Government grants and implement women's programme in the proposed project area?
5. Objectives of the Organisation
6. Brief history of the Organisation
7. Whether registered under Indian Societies Registration Act (Act XXI of 1860) If so, give the number and date of registration.
8. Whether the organisation is of all India character: If yes, give the address of its branches in different States including the State Branch which will run the Short Stay Home with Phone No., Fax No. etc.
9. Whether organisation is located in its own/rented building
- 10 Major activities of the organisation in the last 2 years.

Name of activity	Coverage			Expenditure
	Men	Women	Children	

11. Financial status of the organisation in the last 2 years (Rs. In lakhs)

Year	Income & Exp. Acctt.	Receipt and payment	Surplus	Deficit
199-9				
199-9				

12. Details of grant received from Central Government/State Government and other Government agencies in the last 2 years. (Rs. In lakhs)

Saction Order No.	Date	Amount	Scheme	Address of funding agency



13.Details of Foreign Contribution received during last 2 years:

Country	Organisation	Purpose	Amount

14.Details of office bearers of the organisation:

Sl.No.	Name and address	Male/Female	Age	Post	Qualification	Profession	Annual Income

15.Details of employees of the organisation:

Sl.No.	Name and address	Male/Female	Age	Post	Qualification	Profession	Annual Salary

16.Details of Managing Committee members of the organisation:

Sl.No.	Name and address	Male/Female	Age	Post	Occupation	Profession	Annual Income

PART-B : Project Details

- 1 Name of Project
2. Duration of Project
3. No. of beneficiaries to be covered

SELECTION OF PROJECT AREA

4. Please furnish names of Districts and Blocks proposed to be covered and their type in the following table.

District	Blocks	Rural/Urban	Hilly/Plain	Tribal/Non-Tribal	Desert/Flood Prone	Coastal.Interior	In Accessible/well connected

5. What was the criteria used for selection of the above mentioned Districts and Blocks?
6. Does your organisaiton have its main office or branch office in the project area? If yes, please furnish the full postal address.
7. What is the distance between the Head-Office of your organisation and the Project area?
8. Has the organisation implemented any project in the project area earlier? If yes, pleae furnish details in the following table.

Table 2

Name of Block	Name of Project	Year of Implementation	No. of Beneficiaries	Source of Funds	Expenditure (Rs. Lakhs)

9. Please list out the main occupations of the people of the project area indicating the approximate percentage of population engaged in each occupation.

10 Are the Blocks proposed to be covered contiguous.

SELECTION OF BENEFICIARIES

11 Year-wise number of beneficiaries to be covered and cooperatives to be formed:

Total 3

Year	No. of Beneficiaries	No. of co-operatives
1 st year		
2 nd year		
3 rd year		
Total		

12 What was the criteria used for selection of beneficiaries? Whether a general assessment was made or a benchmark survey was conducted in the project area?

13 Please furnish the findings in the following table.

Table 4

Name of Block	Total population	No. of Women in eligible category willing to join the project	No. of them already covered etc.	No. of women not yet covered*	Out of column 5., no women with basic knowledge in the proposed activity.
Total					

* No. of women covered under similar programmes funded by central/State Government, Government agencies, private agencies or interntional agencies in the past 5 years may be furnished in the column.

14 Details of similar programmes implemented in the project area in the past 5 years.

Table 5

Name of programme	Year of implementation	Implementing agency	Cost of project	Source of funding	No. of beneficiaries covered.

15 If no benchmark survey was conducted, when will be same be done?

EXPERIENCE

16 Has your organisation implemented similar projects earlier? If yes, please furnish details in the following table:

Table 6

Name of Project	Project Area	Year of Implementation	No. of Beneficiaries	Source of Funds	Expendiutre (Rs. Lakhs)

PHYSICAL PHASING OF THE PROJECT

17 Physical Phasing of the project may be furnished in the following table:

Table 7

Sl.No	Items	Physical Targets		
		1 st Year	2 nd year	3 rd Year Total
1.	Administation (Appoint. Of staff)			
2.	Establishment of Co-operatives			
3.	Skill Upgradation Training			
4.	Raw material & Equipment for training (Qty).			
5.	Infrastructure			
6.	Raw material & Equipment for production (Qty)			
7.	Marketing (Qty)			
8.	Others			

18 Detailed Physical targets for each of the above 8 items may be furnished in the following table:

Table 8

Items	Physical Targets		
	1 st Year	2 nd year	3 rd Year Total

COST ANALYSIS

19 Year-wise cost of Project

Table 9

Sl.No.	Items	Cost of project (Rs. In Lakhs)				
		1 st Year	2 nd year	3 rd Year	Total	%
1.	Administation					
2.	Establishment of Co-operatives					
3.	Skill Upgradation Training					
4.	Raw material & Equipment for training					
5.	Infrastructure					
6.	Raw material & Equipment for production					
7.	Marketing					
8.	Support Services					
9.	Contingency					
	Total					

20 Detailed cost break-up for each of the above mentioned 9 items may be furnished in the following table:

Table 10

Items	Quantity	Rate (Rs)	Total Amount (Rs. Lakhs)
Total			

21 Cost of the project may be analysed in the following table.

Table 11

Sl.No.	Items	Cost of project (Rs. in Lakh)						
		Salary/honorarium	Furniture & office equipment	Stationery postage office exp.	TA/DA Propulsion & Vehicle	Items to be supplied to beneficiaries	Others items	Total
1.	Administration							
2.	Establishment of Co-operatives							
3.	Skill Upgradation Training							
4.	Raw material & Equipment for training							
5.	Infrastructure							
6.	Raw material & Equipment for production							
7.	Marketing							
8.	Support Services							
9.	Contingency							
	Total							

22 Recurring (R) & Non-recurring (NR) components:

Table 12

Sl.No.	Items	Cost of project (Rs. In Lakhs)							
		1 st Year		2 nd year		3 rd year		Total	
		R	NR	R	NR	R	NR	R	NR
1.	Administration								
2.	Establishment of Co-operatives								
3.	Skill Upgradation Training								
4.	Raw material & Equipment for training								
5.	Infrastructure								
6.	Raw material and equipment for production								
7.	Marketing								
8.	Support services								
9.	Contingency								
	Total								

COST BENEFIT ANALYSIS

23 Total production per beneficiary per annum, the selling rate and total income may be furnished in the following table:

Table 13

Year	Quantity	Rate	Total Income	Cost of production	Net Income (4-5)
1 st year of production					
2 nd year of production					
3 rd year of production					
4 th year of production					
5 th year of production					

* Information for one beneficiary for one year may be furnished.

Note:

The net income of beneficiaries from the project should justify the investment proposed under this project. In case the rate of return is lower, the cost of the project should be reduced proportionately.

Date:

(Signature)

Setting up of Employment-cum-Income Generating Units For Women (NORAD)

Note: There are separate proforma for FRESH PROPOSALS and CONTINUATION PROPOSALS. Applicant Organisations should use appropriate proforma.

PART - I FRESH PROPOSALS PART – A THE ORGANISATION As mentioned under the STEP scheme

1. Name of Trade
2. Trade type (Traditional/Non traditional)
3. No. of beneficiaries to be covered
4. Classification of trainees selected

BPL	OTHERS	TOTAL
-----	--------	-------
5. Source of raw material
6. LOCATION OF PROJECT
 - a) District
 - b) Block
 - c) Town/Village
7. What was the population of the village/town/city where project is to be located (1991 census)
8. Duration of Training (Months)
9. PROJECT COST: (In Rupees)
 - A)Non Recurring**
 - i) Training/equipment cost
 - ii) Furniture and fixtures
 - iii) Others
 Total Non recurring
 - B)Recurring**
 - i) Salary of Instructor/Trainers
 - ii) Raw material for training
 - iii) Rent
 - iv) Other expenditure
 - v) Contingency amount for expenses like electricity water, loading of furniture and fitting expenses etc.
 Total Recurring
 Grand Total
 (Non recurring + recurring)
10. Cost per trainee
11. INCOEM GENERATION
 - A)Details of Employment**
 - i) No of trainees for whom assurances have already been received of employment (Documentary proof should be furnished)



- ii) Does your NGO take responsibility to provide employment to all trainees within 6 months from completion of training?
- 12. Whether organisation will keep record of employment and furnish half yearly report to the Department? (Yes/No)
- 13. Whether organisation is prepared to continue the training with recurring cost only for subsequent batches (Yes/No)
- 14. LIST OF DECUMENTS TO BE ENCLOSED
 - i) Registration certificate
 - ii) Prospectus or a note giving aims and objects of the organisation
 - iii) Constitution of the organisation/Bye-laws and Memorandum of Association.
 - iv) Annual report for the last 2 years
 - v) Audited accounts for the last 2 years.
 - vi) Proof of sustained employment in respect of employment oriented training.
 - vii) Detailed cost estimate for training.

PART - II

Proforma for Continuation Proposal

1. Name and address of NGO
2. Name of Trade
3. Details of earlier project sanctioned

Sanction Order No. and date	Grants	
	Sanctioned	Utilised

4. No. of women who did not complete training and reasons therefor
5. Average income per month
6. In respect of self employment training, No. of women engaged in self employment
7. No. of them provided with loan
8. Amount of loan per beneficiary
9. Gross income per beneficiary per month
10. Was the earlier project inspected? If year please furnish name and address of Inspecting Officer and date of Inspection.
11. Is there potential for further training and employment in the same project area?
12. If not would you like to relocate the project to an area with better potential?
13. If yes, please furnish full postal address of new training location
14. Are you willing to continue the training programme with only recurring cost at the earlier rate for the same number of trainees?

INCOME GENERATION

Details of Employment

15. No. of trainees for whom assurances have already been received of employment. (Documentary proof should be furnished)
16. Average Salary per beneficiary per month
17. Does your NGO take responsibility to provide employment to all trainees within 6 months from completion of training?

Provide Self employment (Individual or group)



18. Equipment and raw material required per beneficiary for self employment: (Raw material for one month)

Equipment and Raw Materials	Quantity	Rate	Cost

19. Has the NGO made arrangement with any financial Institution for loan? If yes please furnish documentary evidence

20 Whether organisation will keep record of employment and furnish half yearly report to the Department? Yes/No

LIST OF DOCUMENTS TO BE ENCLOSED:

1. Audited accounts for the NORAD project sanctioned earlier (Receipts & Payments, Income & Expenditure and Utilisation Certificate)
2. Annual report for the last 2 years
3. Employment status of trainees in the last NORAD project:
 - a) For employment related training, information may be furnished in the following proforma:

Sl.No.	Name & Address of trainee	Full Postal Address of employer	Monthly Salary

b) For self employment related training

Sl.No.	Name & Address of trainee	Cost of setting up of prod. Unit	Amount of loan provided	Cost of Raw Material for one Month	Gross Income per Month

5. Proof of sustained employment in respect of employment oriented training
6. Proof of loan arrangement for production and marketing tie-up in respect of self-employment oriented training.
7. Detailed cost estimate for training

APPENDIX-III

Government of India
Department of Women & Child Development,
Ministry of Human Resource Development
Central Scheme of Assistance to Voluntary Organisations for
Education Work for Prevention of Atrocities on Women.
APPLICATION FORM

1. Name and address of the organisation.
2. Nature of the Organisation.
3. Date of Establishment.

4. Brief history and a brief account of the activities of the Organisation since inception.
5. Whether registered by any state government. If so, by which of the state government.
6. Where recognised under Indian Societies Registration Act, 1860 (Act XXI of 1860).
7. List of papers/statement to be attached.
 - i) Prospectus of the organisation or a brief description of its objects and activities.
 - ii) Constitution of the Board of Management and the particular of each member.
 - iii) Constitution of the Organisation.
 - iv) A copy of the Annual report for the previous year.
 - v) A copy each of the receipt and disbursement statement and balance sheet for the previous one year certified by a chartered Accountant or a Government Auditor.
 - vi) Detailed budget estimates for the year for which grant is required giving item-wise expenditure.
 - vii) A statement indicating the sources from which the counter part expenditure is yet to be met and
 - viii) Information relating to the grant received or request thereof made, if any to other bodies, e.g. University Central/State Government, Central Social Welfare Board or Local Bodies/Quasi - government institutions for the purpose. The decision of these bodies on such request should be communicated to the Department.

List of additional papers, if any.

- (ix) Has the organisation applied for or received assistance from the State/Central Social Welfare Board for Awareness Generation Camps/Public Cooperation Camps? If so, give details.
- (x) Additional information, if any:

**Signature of the
Secretary/President of the Organisation
(with Stamp).**

APPENDIX-IV

**Application for Grant-In-Aid under the Central Scheme for Construction/
Expansion of Hostel Building for Working Women with
A Day-Care Centre**

From

To

The Secretary to the Government of India,
Department of Women and Child Development,
Shastri Bhavan,
New Delhi.

Through

The Secretary to the Government of _____ Department of _____

Sub: Grant-in-aid under the Central Scheme of Assistance for construction/expansion of hostel building for working women with a Day-Care Centre.

Sir,

I submit herewith an application for a grant under the Scheme of “Assistance for, construction/expansion of hostel building for working women. I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management. I further agree to the following conditions:



- a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed of or utilised for purposes other than those for which grant is given, should be institution/organisation cease to exist at any time, such properties shall revert to the Government of India.
- b) The accounts of the hostel building will be maintained properly and separately. These will be open to check by an officer deputed by the Government of India or the State Government. These will also be subject to a test check by the Comptroller and Auditor General of India at his discretion.
- c) If the Central Government or the State Government has reason to believe that the grant is not being utilised for the purpose for which it has been sanctioned the Government of India may stop payment of further instalments of the grant and will be free to recover the amount already sanctioned in such a manner as it may deem appropriate.
- d) The Organisation/Institution etc. shall exercise reasonable economy in the expenditure on construction of the building.
- e) The building shall be completed not later than 24 months from date of receipt of the first instalment of grant-in-aid unless extension is granted by the Government of India;
- f) No change in the plan of the building shall be made without the approval of the Government of India;
- g) Quarterly Progress Report on the project shall be furnished regularly to the Central Government through the State Government/Local Administration. The first report will be due on the expiry of three months from the date of letter sanctioning the first instalment of the grant-in-aid and
- h) The Organisation/Institution will bear the balance of the estimated expenditure on the project either from their own resources or with the help of assistance from State Government.

Yours faithfully,

Encl: Application

Date:

(SIGNATURE)
(Name in Block letters)
Designation
Office Stamp

APPENDIX-IV (A)

(To be submitted in duplicate)

**Central Scheme of Assistance for Construction/Expansion of
Hostel Building for Working Women with A Day-Care Centre**

SUPPLEMENT TO THE APPLICATION FORM

PART- I

Note: Application received in an incomplete form or after the prescribed date will not be entertained

1. Name of Organisation/Institution.
2. Breif history of organisation/institution and description of its objects and activities.
3. Whether recognised by the State Government.
4. Whether the organisation/Institution is registered under Indian Societies Registration Act, 1860 (Act XXI of 1860) or corresponding State Acts, or it is Managed by a Trust or Body of Trustees, (Details of registration with the Name of Act) _____

5. Whether the organisation/institution is managed by Central Government/State Govt. or a Local Body.
6. Whether the organisation/institution is of All-India Character. If so, give the nature of its All-India activities.
7. Whether organisation/institution has already a hostel if so, whether in its own or a rented building stating number of inmates.
8. Number of working women for whom hostel is intended to be constructed and also the number of the pre-school children for whom the Day-Care-Centre is proposed.
9. Likely date of commencement and completion of hostel-building.
10. Whether the project is likely to be assisted by some other official or non-official agency. If so, their name and the extent of assistance proposed to be provided by each may be indicated.
11. Justification of the project indicating the outstanding features which entitle it to Central Assistance.
12.
 - a) Total estimated expenditure on the project .
 - b) Amount of grant required from the Government of India.
 - c) Source(s) from which the balance expenditure is proposed to be met.
13. Whether necessary land for the proposed building is available if so, give details in India (location and area) with evidence for ownership.
14.
 - a) Details of plinth area to be constructed in relation to the number of working women for whom construction to be undertaken including number of rooms with capacity number of floors, toilets and common facilities.
 - b) Whether plinth area is according to the standard laid down by the State Govt./Local Admn. for similar projects.
 - c) Whether trained staff and other suitable facilities for undertaking construction are available, if so, give details.
15. Whether the institution/organisation is in a position to meet the balance expenditure.
If so, indicate the source(s).
16. List of papers/statements to be attached:
 - a) Prospectus of the voluntary organisation/institution of a brief description of its objects and activities.
 - b) Constitution of the Organisation/Institution.
 - c) Constitution of the Board of Management and the particulars of each member.
 - d) Copy of the latest available Annual report.
 - e) Detailed structural financial estimates of the hostel building, giving item-wise details of recurring and non-recurring expenditure and the sources from which the remaining funds will be obtained;
 - f) Information relating to the grants received from, promised by or the requests made to other bodies, e.g. State Governments, Local Bodies, etc. for the constructions of the proposed hostel building. The decision of these bodies on such requests would be communicated to them.
 - g) A statement of the full receipts and expenditure of the voluntary organisation/ institution for the last two years, and a copy of the balance sheet for the previous year certified by authorised auditors/Chartered Accountant.
 - h) A copy of site-plan of the proposed hostel building with a certificate from the local municipal authorities that the construction of the building has been permitted.
 - i) A certificate to the effect that the rates of construction to be adopted are not in excess of the scheduled rates of the PWD of the State concerned duly counter-signed by the Head of the State PWD concerned or its nominee;
 - j) Documentary proof of ownership of plot on which the hostel is proposed to be constructed.
17. List of additional papers, if any.
18. Additional information, if any.

Date:

(SIGNATURE)
 (Name in Block letters)
 Designation with Office Stamp

PART- II

Recommendation of the State Government/Union Territory Administration

The application from _____ is forwarded/duly recommended to the Department of Women & Child Development, Government of India with the following comments;

- (i) that the senior officer of the _____ Department has visited the institution/organisation and copy of his report is attached.
 - (ii) that the institution/organisation is recognised and/or registered under the India Societies Registration Act, 1860 or corresponding State Act/Public Trust (give Numbers).
 - (iii) that the application has been examined and that it is found to be covered under the scheme.
 - (iv) that the hostel building for which the application is being recommended is absolutely essential in the area for the following reasons.
 - (v) that there is a minimum of 25 working women in the area.
 - (vi) that its work in the field of welfare of women/social welfare/women's education has been reported as satisfactory during the last three years.
 - (vii) that the organisation/institution is not run for profit to any individual or a body of individuals.
 - (viii) that the organisation/institution does not charge capitation or other similar fees from inmates of other states.
 - (ix) that the land for the construction of hostel building is available. The locality is good and respectable.
 - (x) that the accommodation proposed to be constructed and rates of the proposed construction conform to the standards laid down by the State Government.
 - (xi) that assistance has/has not given by the State Government. In the former case, details of the assistance sanctioned during the last five years for the purpose may be given..
 - (xii) that the organisation/institution is on a sound financial position; and
 - (xiii) the organisation/institution has facilities, resources, personnel and experience to initiate construction of the hostel building and the balance expenditure will be met by the organisation/institution or by the State Government.
2. The State Government/Union Territory Administration recommend that the grant of Rs. _____ may be sanctioned to the organisation/institution by the Ministry of Human Resource Development, Deptt. of Women & Child Development for the construction of the hostel building.

(SIGNATURE)
 (Name in Block letters)
 Designation with Office Stamp

Date:

Note: The officer signing this certificate should be of above the rank of an Under Secretary to the State Government/ Union Territory Administration.

Scheme of Short-Stay Home for Women and Girls APPLICATION FORM

PART – A - THE ORGANISATION

The organisation: Same as under the Scheme STEP

PART – B - THE PROPOSAL

1. Full address of the proposed location of the Short Stay Home:

District

Block

Pin Code

Telephone No. with STD Code

2. Whether the locaiton is a District HQ, Block HQ, Tehsil HQ or Village

3. Accommodation available for the Short Stay Home

	No. of Rooms	Total Area (Sq. Feet)
Rooms		
Kitchen		
Toilets		
Store		
Verandah		
Open Space		
Total		

4. Is it rent free accommodation

5. Classification of proposed beneficiaries

Type of Problem	No. of women (Prpposed Beneficiaries)
In moral danger	
Victims of Rape	
Cruelty by family members	
Deserted by Husband	
Family Discard	
Others (Please specify)	
Total	

6. No. of Family Counselling Centres in the District.

7. Is your NGO running any Family Counselling Centre

8. No. of Destitute Homes run by the State Government in your District.

Date:

**Signature of Secretary/President
PART - C**

Recommendation by the State Government

(To be sent within 90 days from date of appraisal report by CDPO. If no reply is received within the time-frame, it will be presumed that the State Government supports the proposal)

1. Name and full address of the Organisation
2. Name of scheme for which application is made
3. Name and designation of the Officer who inspected the Organisation.
4. Do you agree with the report of the Inspecting Officer and if not reasons therefore.
5. Does the Organisation fulfill all eligibility criteria for grants under the scheme?
6. Will the State Government recover sanctioned grants in the event of misutilisation of funds?
7. Is the Organisation capable of implementing the project applied for?
8. Is there any complaint of misutilisation of funds or other irregularities by the organisation?
9. What is the justification for the project applied for?
10. Is the proposal recommended for sanction of grants?

Signature, Designation and Office Stamp

Date:

Note: Part-C is not required to be filled in respect of the applications of All India Organisations who may send their proposal to the Department of Women and Child Development, Ministry of Human Resource Development directly.

APPENDIX-VI

APPLICATION FORM

National Crèche Fund

1. Name and address of organisation
2. Nature of the organisation
3. Date of establishment of the organisation
4. Brief history and a brief account of the activities of the organisation since its inception.
5. Whether the organization is registered under any law for the time being in force? If so, the details thereof.
6. Whether the organisation is of a National/State/district level.
7. Whether the organisation is in receipt of organisational assistance from the Department of Women and Child Development or the Ministry of Welfare of the Government of India? If so, details thereof?
8. Whether the organisation is in receipt of assistance from the Central Government for any programme? If so, details thereof.
9. Whether the organisation is in receipt of assistance from the State Government for any programme? If so, details thereof including amount, year and purpose separately for each grant.
10. Whether the organisation receives grant from Central State Social Welfare Board or State Social Welfare Board? If so, details thereof, including amount, year and purpose separately for each grant.
11. Whether the organisation receives grant in cash or kind in any other organisation in India or in a foreign country? If so, details thereof.
12. Details of the proposed proposal for which Assistance is sought from the Crèche Fund.

13 Amount of grant sought from National Creche Fund.

14 Attested copies of documents/Statements to be attached with the application.

- i) Registratoin Certificate
 - ii) Constitution of the organisation, articles of memorandum, and aims and objectives.
 - iii) Annual reports of last two years (a separate report for each year). This report should briefly describe each programme undertaken and the physical targets achieved for each. The locaiton of the projects/activities should also be mentioned.
 - iv) List of present members/office bearers of the Board of Management/Executive Committee, date on which it was constituted present tenure (give dates).
 - v) Staff of the organisation (give name, scale of pay, present emoluments.
 - vi) Audited statement of accounts of the entire Organisation; (a) balance sheet (b) income and expenditure account, and (c) receipt and payment account certified by a Chartered Accountant or a Government Auditor. The statements should be furnished for the last two years.
 - vii) Any other papers the organisation would like to attach.
- Withholding of any information or furnishing incorrect information can lead to cancellation of sanction recovery of grant and/or other action under the law.

**Place
Date**

**Signature of Secretary of the organisation
Name** _____

APPENDIX -VII

Scheme of General Grant-in-Aid Scheme of Assistance in the Field of Women and Child Development APPLICATION FORM

Note: Application is to be submitted in duplicate. Those received in an incomplete form will not be entertained.

1. Name and complete postal address of the organisation.
2. Whether registered under the Societies Registration Act, 1860 (Act XXI of 1860) or any other Act. (to be specified) and date of registration. (Please enclose a copy of the registration of the organisation in the case of first application).
3. Particulars of the present members of the Board of Management, date on which it was constituted tenure.
4. Details of the project for which grant-in-aid is sought:
 - (i) Statement of the problem which the project seeks to tackle.
 - (ii) Objectives of the project.
 - (iii) Geographical area that will be covered.
 - (iv) Client group that is sought to be served.
 - (v) Services that will be delivered; both institutional and non-institutional.
 - (vi) Physical targets that the project seeks to achieve:-
 - a) existing services
 - b) Additional coverage of existing services and
 - c) New services (to be indicated separately in tabular form).
 - (vii) Expertise/experience that the organisation has in planning and implementing such programmes/services.
 - (viii) Cost estimates (separately item-wise) for recurring and non-recurring items for each year. In the case of staff, the salaries and allowances for each post to be given separately.
 - (ix) Details of equipment, furniture etc., required for the project with estimated cost.
 - (x) Details of construction of buildings or extension to existing buildings or rent of the building in which the service is

- being given (staff quarters are excluded except in the case of warden, chowkidar etc.) with estimated cost.
- (xi) Anticipated output of the project (to be quantitatively) specified where feasible.
 - (xii) Charges proposed to be collected from beneficiaries for the services (education, training, food etc.)
 - (xiii) Stipend proposed to be collected from beneficiaries for the services (education, training, food etc.)
 - (xiv) Other charges as may be necessary for the proper running of the programme.
5. How the institution will meet its contribution and/or the balance expenditure: indicate the specific sources with quantum of expenditure.
6. List of papers/statements to be attached:-
- (i) Constitution of the organisation; its articles of memorandum and its aims and objectives (to be submitted in the case of first application).
 - (ii) Annual report for the previous year giving inter alia the details of activities.
 - (iii) A list of the staff of the organisation alongwith a statement showing their qualifications, scale of pay, present salary and other allowances, if any.
 - (iv) Information relating to the grants received or likely to be received from Central Government, State Government or any other body including local bodies or voluntary organisations. If any applications are pending with these organisations for similar grant, the details in this regard should be given.
 - (v) A statement of the itemised income and expenditure of the organisation/institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by a Chartered Accountant or a Government authority. (This is applicable to organisations which have existed for more than two years. If the organisation has a deficit, a explanatory note may be given how this is met).
 - (vi) Copy of site plans of the buildings and other papers if proposed.
 - (vii) Certificates as required para's 7.3 and 9.4 of the scheme.
 - (viii) List of additional papers attached if, any.
7. Additional information, if any.

Date:

**Signature of the Secretary/
President of the Organisation With stamp**

APPENDIX-VIII

Scheme of Organisational Assistance to Voluntary Organisations for Women and Child Development

APPLICATION FORM

Note: Application received in an incomplete form will not be entertained.

1. Name and complete postal address of the organisation.
2. Date of registration and the name of the registering authority.
3. Brief history of the activities of the organisation (may be sent only in the case of first application).
4. List of papers/statements to be attached:
 - (i) Prospectus of the organisation or a brief description of the objects and activities (may be sent only in the case of first application).
 - (ii) A copy of the Constitution of the organisation (may be sent in the case of first applicant).
 - (iii) Name and full particulars of the Board of management/Governing Body etc, of the organisation and the date of its constitution, date of expiry of its tenure may also be given.

- (iv) A copy of annual report for the previous year. This should give the physical targets achieved for different activities during the year.
- (v) A detailed budget estimate showing income and expenditure of the year to which the application pertains.
- (vi) A list of members of the Central Office indicating their names, designations, scale of pay, monthly salary and other allowances, and total amount paid during the previous year; a similar statement of estimate of payments during the year for which grant is requested should be submitted.
- (vii) An audited statement of the accounts (viz. the balance sheet, income and expenditure statement and receipt and payment account) of the entire organisation/institution for the year certified by a Chartered Accountant or Government Auditor. A separate audited statement of income and expenditure relating to the central office of the organisation should also be furnished.
- (viii) Utilisation certificate duly signed by Chartered Accountant (in duplicate) in respect of previous year's grant.
- (ix) Grant received or request made, if any, to other bodies e.g. University, Central/State Government, Central Social Welfare Board, or local bodies, quasi-government institutions for the purpose.

The decision of those bodies on such request should be communicated to the Ministry.

- 5. List of additional papers, if any.
- 6. Additional information, if any.

**Signature of the Secretary/
President of the Organisation with Stamp**

APPENDIX-IX

APPLICATION FORM

Grant-In-Aid in the Field of Women and Child Development for Research and Publications

FORMAT FOR RESEARCH PROPOSALS

- 1. Title of the Project (in capital letters).
- 2. Statement of the Problem. (Indicating the significance of the problem).
- 3. A brief overview of the work already done in the area of the proposal. (Literature Review)
- 4. Objectives of the Project.
- 5. Research questions or hypotheses.
- 6. Methodology.
- 7. Data Processing.
- 8. Time budgeting.
 - (i) Preparatory work, including selection and appointment of staff and their training.
 - (ii) Pilot study, if any.
 - (iii) Drawing of the sample.
 - (iv) Tool construction.
 - (v) Data Collection.
 - (vi) Data Processing.
 - (vii) Data Analysis/
 - (viii) Report Writing.
- 9. Organisational framework

10. Cost estimate:

Postion	No. of Persons	Salary Scale consolidated	Duration	Amount required
1. Personnel				
2. Travel.				
3. Consultancy				
4. Printing				
5. Equipment and books.				
6. Computer and machine tabulation costs.				
7. Contingency.				
8. Overhead charges. (5% of items 1 to 7)				
Grand Total				

Note: For detailed guidelines for formulation of a research proposal, please refer to the format as mentioned under Scheme 31 of the Ministry of Social Justice and Empowerment.

APPENDIX-IX(A)**B. Proposals for organising workshops/seminars will be self contained and indicate the following.**

1. the main topic/theme of the workshop/seminar
2. significance/purpose indicating clearly the contribution which the proposed seminar/workshop is expected to make.
3. subjects/contents proposed for discussion.
4. level of participants and their number
5. duration.
6. programme
7. cost estimates details should be given under the following headings giving full justification for each.
 - (a) Travelling and daily allowance for participants
 - (b) honoraria (specifying purpose)
 - (c) Stationery, cyclostyling, etc.
 - (d) Contingencies including postage etc.
 - (e) publication of the seminar/workshop papers and proceedings
 - (f) any other (specify).

APPENDIX-IX (B)**PROFORMA FOR APPLICATION FOR PUBLICATION GRANT**

1. Name and address of the institution/person/publisher applying for the grant.
2. Title of the proposed publication.
3. Name, designation, address of the person to be specified as 'author'.
4. Details of the manuscript:
 - (i) Number of double spaced fair typed/cyclostyled pages.
 - (ii) Size of the paper on which typed/cyclostyled.
5. Cost estimates of the proposed publications as prescribed by an approved publisher.

- (i) Size in which publication is desired.
 - (ii) Estimated number of pages.
 - (iii) Number of copies desired.
 - (iv) Quality of the paper and its total cost.
 - (v) If any chart, diagram or photographs, are included in the publications, their particulars.
6. Amount of grant asked for.
7. If any grant has been received or request thereof made to other bodies, e.g. University, Central/State Government/ Local bodies/quasi-Government institutions/private institution for the purpose of publication, the decision of those bodies may be indicated in details.
8. Details of the project/study on which the proposed publication is based.
- (i) Title of the project/Study.
 - (ii) Main objectives of the project/study.
 - (iii) Institution under whose aegis the project/study was carried out.
 - (iv) Name and address of the project/study sponsoring authority with period of study.
 - (v) Total cost of the project study.
 - (vi) The sources and the quantum of assistance financing the project/study.
 - (vii) Date of completion of project/study.
9. A brief note justifying that the proposed publication is in the field of social welfare, social policy and social development.

I undertake to abide by the rules and conditions of the Government of India, Department of Women and Child Development, governing the grant for the publication and I believe, that in default thereof, the decision of the Government shall be final and binding.

Dated:

(Signature)

Name
Designation of the Officer signing
on behalf of the Institution/author

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9.2.1 RASHTRIYA MAHILA KOSH

INTRODUCTION

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INTRODUCTION:

Micro-credit or Micro-finance is gaining world wide acceptance as means of poverty eradication. The Rashtriya Mahila Kosh (RMK) was set up as a registered society in 1993 by Government of India to act as a National instrument for extending credit to poor and needy women in the informal sectors. It functions as one of the autonomous organisations of the Department of Women and Child Development, Ministry of Human Resource Development.

The main objective of RMK is to facilitate credit support or micro finance to poor women for income generation activities. The Rashtriya Mahila Kosh mainly uses VOs running on sound lines as its channelising agencies for identification of borrowers, delivery of credit support and recovery. RMK supports the formation of Women's thrift and credit societies popularly known as Self Help Groups (SHGs). RMK extends credit facilities to women through Intermediate Micro credit Organisations (social organisations, women cooperative societies, women development corporations, mahila cooperative banks etc.) which further lend money to Self Help Groups (SHGs) of women. Besides facilitating credit RMK also takes up various promotional and developmental activities for capacity building, awareness generation and promotion of SHGs.

RMK is also implementing the Rural Sanitation Programme of the Department of Rural Development of the Ministry of Rural Development through its collaborating VOs. RMK has advised its partner VOs to motivate atleast 25 to 30 percent of the families whose women members are provided loans out of RMK assistance to construct their own sanitary toilets in order to give a thrust to the health, environment improvement and sanitation programme.

RMK also organises workshops and awareness camps in various parts of the country to generate awareness about RMK schemes and highlight the socio-economic empowerment of women. These workshops and camps are organised in those areas of the country where no VOs work or no Self-Help Groups have been formed.

RMKs Cooperation With VOs

RMK uses VOs as its main channelising agencies. RMK has evolved various promotional schemes to support VOs and RMK encourages smaller and

inexperienced VOs so as to make them eligible for full finance from RMK. RMK provides training to the staff of smaller VOs and monitoring their progress. VOs particularly, the Resource VOs, are strong partners of RMK in implementation of its programmes.

RMK has taken new initiatives in collecting through newspaper advertisements about particulars of VOs interested in micro-finance. RMK conducts business workshops, invite VOs to participate and their applications are screened on the spot. Through this effort, RMK intends to involve a number of new VOs as its partners. A book on Self Help Group has been published both in English and Hindi for assisting VOs in the formation of Self-Help Groups. A booklet on 'Accounting Procedures' has also been published to help VOs adept simple procedure for keeping accounts.

Various schemes are implemented by RMK through which voluntary organisations get financial assistances. There are outlined below:-

1. Main Scheme for Loan Assistance

Background:

Loan assistance to the eligible organisations under the main loan scheme of RMK is provided for on lending to Self Help Groups/women beneficiaries for undertaking income-generating and other activities.

Objectives:

- To promote or undertake activities for the promotion of or to provide credit as an instrument of socio-economic change and development through the provision of a package of financial and social development services for the development of women.
- To promote and support schemes for improvement of facilities of credit to women for sustenance of their existing employment, generation of further employment, asset creation, asset redemption and tiding over consumption, social and contingent needs.

Eligibility:

- NGOs/Women Development Corporations/ Cooperative Societies that have atleast 33 percent women members, running on sound lines, and working inter-alia for the socio-economic upliftment of the poor, and women in particular and having experience

in thrift and credit administration of at least 3 years.

- The recovery performance of the organisations should have exceeded 90 percent during each of the last three years.

Beneficiaries:

Women below poverty line both in urban and rural areas.

Financial Assistance:

- Short term and medium term loans are provided to borrower amounting loan upto Rs. 5000/- and Rs. 7,500/- respectively.
- Lending rate both for short term and medium term loans is 8 percent per annum to the VOs. The ultimate borrowers or their Self-Help Groups will be charged interest @ not exceeding 12 percent.
- In case the lending is done to the SHGs, they are free to fix a rate for their members, not exceeding 18.75 percent for the year.
- Short Term loans are repayable in 15 months and medium term loans in 3-5 years.
- Repayments will be made quarterly/half yearly after providing for the requisite gestation period of 4 to 6 months.
- Interest is repayable at the end of each quarter.
- In addition to the 4 percent margin available to the VOs/SHGs, the following incentives have been provided:
 - a) Incentive equal to one percent of the loan amount to VOs for timely disbursement of loan.
 - b) Interest relief of half percent for timely repayments.
- One percent grant is available to VOs for skill upgradation or for training of women borrower, in credit management/administration and for training in group dynamics.
- VOs/SHGs will be required to contribute 10 percent of the total credit to be availed of by them as margin money. This may also be in the shape of the savings of SHGs.

Procedure for Applying:

Application in the prescribed proforma (Appendix I) may be sent to : the Executive Director, Rashtriya Mahila Kosh 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002

2. Loan Promotion Scheme

Background:

In order to have larger coverage through small organisations which do not satisfy the eligibility norms under the Main Loan Scheme, RMK has introduced the Loan Promotion Scheme for smaller organisations for experiencing management in thrift and credit.

Objectives:

The objective of loan promotion scheme are:

- To encourage smaller VOs so as to make them eligible for full finance from RMK.
- To promote and encourage smaller organisations to build up their confidence in handling thrift and credit programmes more effectively and efficiently and ultimately develop their organisations to meet the challenges of socio-economic development.
- To provide practical training to the participating VOs in building up confidence in handling the thrift and credit programmes and ultimately develop their organisations to meet the challenges of socio-economic development

Eligibility:

VOs eligible under this scheme will be those who are running on sound lines, with a good record of performance in areas of economic development of poor women for atleast 3 years and a minimum experience in thrift and credit administration of one year.

Financial Assistance:

The maximum amount of loan per VO is Rs. 2 lakhs for short-term purposes repayable in 15 months time.

Procedure for Applying:

Application should be made in the prescribed format (same as under main loan scheme) and sent to the address as given under the main loan scheme.

3. Revolving Fund Scheme

Background:

The Revolving Fund Scheme is a flexible scheme. The flexibility to revolve the recoveries for financing new Self Help Groups Members within 30 months repayment period under this scheme by the implementing organisation is an added advantage over the Main Loan/

Loan Promotion Scheme.

Objectives:

The objectives of this scheme are:

- To provide funds to partner VOs in preparing new areas for credit, and to recycle loans to the poor women in need of credit.
- To sharpen the experience of its large partner agencies in their fund management and
- To provide them incentive in expanding their activities in the state which so far have a poor coverage of RMK.

Eligibility:

Assistance under the scheme is given to well established organisations having adequate infrastructure and a good track record in implementation of RMK assisted programmes.

Financial Assistance:

Financial assistance to VOs is provided upto a maximum limit of Rs. 50 lakh.

Procedures:

Application format and the address for correspondence are the same as mentioned under the scheme (1).

4. Scheme for Financial Support for Development and Stabilisation of Self-Help Groups (SHGs)

Background:

Since the scheme of micro finance has been successful mainly through the concept of Self Help Groups the RMK has introduced the 'Self Help Group Development Scheme' to encourage formation and promotion of women Self Help Groups, particularly in relatively un-served areas.

Objectives:

- To provide financial assistance to VOs for formation, promotion and development of Self-Help Groups of 15 to 20 women each.
- To encourage VOs having de-centralised administrative structure in the shape of SHGs, making their task of giving credit and the recovery easier.

Eligibility:

VOs eligible to get assistance under this scheme should have been registered for 3 years with positive potential for becoming a collaborator or RMK in the course of another one or two years.

Financial Assistance:

- The financial assistance is given by way of interest free loan convertible into grant. The financial assistance is given to the extent of about Rs. 215/- per member or about Rs. 4300/- per group of 15-20 members, during the period of one year.
- At present Rs. 1 lakh is given to individual VO for promoting 25 SHGs.

Procedure of Applying:

The eligible organisations desirous for assistance under the scheme may apply in the prescribed proforma (Appendix II) and sent in the address as mentioned under Scheme (1).

5. Nodal Agency Scheme

Background:

RMK, since its inception has been making efforts for capacity building, awareness development, training, promotion etc to increase the outlay of credit to as many poor women in the unorganised sector as possible. However, inexperienced VOs still need detailed practical guidance on their proposed partnership with RMK. In this context, RMK has launched a Nodal Agency Scheme under which RMK has identified and signed Memorandum of Understanding (MOU) with many reputed organisations for promotion of micro-credit/SHGs as Nodal Agencies of RMK.

Objectives:

- The scheme is intended to expand out-reach of the credit facilities of RMK by linking new VOs with it.
- Identification and preparation of potential VOs with the help of reputed and experienced organisations to eventually link them with RMK to extend credit facilities to women SHGs.

Functions of Nodal Agency:

- The Nodal Agencies will identify potential VOs and will help them: in group formation, in canvassing their

credit limit applications to RMK, in the preliminary scrutiny of the proposals, submission of credit limit papers and in drawal applications, utilization certificate etc. They will also attend the queries raised by the small organisations.

- The Nodal Agencies are required to organise training-cum-review programmes so that the potential VOs could be finally linked with the RMK's Loan Promotion Scheme or Main Loan Scheme.

Implementing Agencies:

Nodal Agencies appointed by RMK on the basis of their experience and capacity in the fields of training/SHGs/Micro-credit/implementation of RMK schemes, etc.

Eligibility:

Experienced and reputed organisations, not necessarily RMK partners, having requisite capability in the field of micro-credit/SHGs/training/RMK schemes etc. Other relevant factors will also be considered, while appointing Nodal Agencies.

Target Group/Beneficiaries:

VOs as borrowing partners of RMK. The VOs will avail credit facilities from RMK and extend the same to the poor women through their SHGs. Ultimately, the poor women will be the beneficiaries under the scheme who will be able to access credit facilities for their income generation activities.

Financial Assistance:

Besides reimbursement of expenses incurred on training programmes organised for the new VOs, the Nodal Agencies will be re-imbursed Rs. 5000/- per month towards salary and travel expenses of the person engaged for taking up the responsibilities for RMK related work. Over and above this the Nodal Agencies will also be eligible for overhead expenses as per norms.

Procedure for Applying:

There is no prescribed application format. An application can be made explaining experience and capabilities of the organisation and the application should be sent in the address as given under scheme (1).

6. Resource NGO Scheme

Background:

The VOs designated as Resource VO from amongst RMK's partners and they are those VOs who have the capacity to educate and train the beginners in this field.

Objectives:

- To identify Resource VOs amongst RMK's partner VOs, to education and train inexperienced and small VOs so as to make them eligible for full finance from RMK.

Activities:

The Resource VOs are suppose to play developmental role in:

- the identification of smaller VOs for the purpose of linking them with RMK scheme;
- guiding them in formulation of credit and savings programmes,
- giving training and exposure to the staff of smaller VOs and
- Monitoring their progress.

Financial Assistance:

RMK provides financial assistance to cover the expenses of Resource VOs to provide training to smaller VOs.

7. Marketing Finance Scheme

Objective:

- To facilitate the marketing of products/goods produced by the women borrowers/members of different SHGs by tapping their demand either in the local market or nearby markets or some other places near the consuming centres.

Eligibility:

Only VOs and organisations who have borrowed funds by way of credit limit for onward lending to poor women will be eligible for marketing support provided they also satisfy the following conditions:

- The loan amount under the main credit limit of RMK has been operated satisfactorily and there are no defaults.
- The organisation has adequate experience in marketing operations and also has some minimum infrastructure/

expertise for conducting marketing operations.

Implementing Agencies:

Non-Governmental Organisations and other collaborators of Rashtriya Mahila Kosh.

Target Group:

Non-Governmental Organisations

Financial Assistance:

The nature of assistance will be working capital for facilitating marketing loan to be given under the Scheme which will be normally 40 per cent of the expected value of goods produced to be sold during the year.

Procedure for Applying:

The collaborating organisations should apply on the prescribed format (Appendix III). The application should be sent to the address as given under Scheme (1) and accompany the following documents:-

- Format of articles of Agreement for Marketing Loan
- Demand Promote
- Guarantee Deed.

8. Death Relief and Rehabilitation Fund Scheme

Objective:

- To make provision for writing off of loan outstanding against a woman borrower in the event of her death or irretrievable loss or damage to the asset created out of RMK finance.

Implementing Agency:

Non-Governmental Organisations and other agencies facilitating RMK's credit.

Eligibility Conditions:

The scheme is optional and all women borrowers under various schemes of RMK in the age group of 21-60 years can join.

Target Group Beneficiaries:

Women borrowers covered under the RMK Scheme.

Financial Assistance:

Women borrowers who are desirous of joining the scheme contribute Rs. 1/- per month for loan outstanding upto Rs. 2,500/-, Rs. 2/- per month for loan outstanding upto Rs. 5,000/- and Rs. 3/- per month for loan outstanding upto Rs. 7,500/-, as premium equivalent amount is contributed by RMK as matching contribution.

Procedure for Applying:

Application should be made in the prescribed format (Appendix IV) and sent to the address as mentioned under the scheme (1) along with the following documents.

- (i) Letter of undertaking to be given to RMK by the VO participating in the scheme.
- (ii) Application for membership signed by the women borrower and kept on the records of VO.
- (iii) Application format for reimbursement of claims.

9. Rural Sanitation Programme

Background:

Ministry of Rural Development has placed an amount of Rs. 26 million as grants-in-aid at the disposal of RMK for the implementation of Rural Sanitation Programme (RSP) through its collaborating VOs.

Description of the Programme:

- RMK considers proposals for construction of sanitary toilets in the rural areas.
- Partner VOs are advised to motivate atleast 25 to 30 percent of the families whose women members are provided loans out of RMK assistance, to construct their own sanitary toilets from the savings or the surplus generated from the income generating activities.
- The scheme is proving very popular among poor women beneficiaries who require sanitary latrines more than any other segment of society.

Procedure:

Application format and the address for correspondence are the same as mentioned under the Scheme (1).

FORMATS

APPENDIX-I

RASHTRIYA MAHILA KOSH

Format for loan application for Loan from R.M.K. Under the main Loan, Scheme and Loan Promotion Scheme

1. Organisation Directory

- (i) Name of the Organisation
- (ii) Address
- (iii) State
- (iv) District
- (v) Block
- (vi) Phone No. (with STD Code)
- (vii) Fax No. (if any)
- (viii) Nearest Railway Station
- (ix) Registration No. of the Organisation
- (x) Date of Registration
- (xi) Date of Renewal, if any
- (xii) Area of operation
- (xiii) Name of the Bank of Organisation
- (xiv) Account No.
- (xv) Name and Designation of Chief Functionary

2. Details of Socio-Economic Development Programmes implemented by the organisation during last 3 years (yearwise).

Year	Name of the Programme	Funded by	Amount	Achievements

Note: Please enclose a copy of your annual reports of last three years.

For office use only

Codes States Distt. Block Organisation

3. Experience of the organisation in CREDIT Activity during last three years (Yearwise)

(Amount in Rs.)

Year	Activities for which loan given	No. of SHGs	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e. Demand	Amount Actually Recovered	Percentage of Recovery to Demand 7/6	Source of Fund

4. Experience of the organisation in thrift/savings and formation of SHGs. Please give details as below (Position as on _____).

(Amount in Rs.)

Sl.No.	Name & Address of SHG	Date of Formation	No. of Members	Savings Mobilised	Loan given out of saving	Amount Recovered	Amount of Loan outstanding
Total							

5. Proposed lending programme in the current year

(Amount in Rs.)

Sl.No.	Category of Loan	Name of Activities	No. of SHGs	No. of Borrowers	Average amount of loan per beneficiary	Total Amount Requirement
	ST					
	MT					
	Total					

6. Sources available with the organisation

(Amount in Rs.)

Sl.No.	Source	Balance at the beginning of the year	Amount expected during the current year	Total Amount
1	Own Sources			
2	Savings of SHGs/ Members			
3	Recovery of loans from SHGs/Members.			
4	Other sources such as grants/ donations etc.			
5	Borrowings (other than RMK)			

7. Financial Assistance supplied from RMK (i.e. para 5-6) RMK)

Sl.No.	Category of Loan	Name of Activities	No. of SHGs	No. of Borrowers	Average amount of loan per beneficiary	Amount Required
		ST				
		MT				
Total						

8. Financial position of the organisation as per Balance Sheet (As on ___)

- (i) Fixed assets Rs. _____
- (iii) Borrowings Rs. _____
- (ii) Current Assets Rs. _____ (Details of borrowing if any, may be given in the proforma below).
- (iv) Other Liabilities Rs. _____

Name of the Lending Institution	Date	Amount Outstanding	Balance of Borrowings Repaid

9. Organisational Set-up and Training

(i) Details of Staff

No. of staff with the organisation	Trained	Untrained	Total
Office/Supervisory staff			
Field/Extension staff			
Total			

(ii) Details of arrangements available with the organisation for training of staff/SHGs.

10 Check List

(Please enclose the following)

S.No.	Details of Enclosures	Yes/No	Annexure No.
(i)	Attested Copy of the original Registration Certificate/Renewals.		
(ii)	Attested copy of Memorandum m of Association / Bye-laws		
(iii)	Indicate the provision to borrow from outside agency (Please give para/page of bye-laws.)		
(iv)	Main objectives/purpose/background of forming organisation as brief note.		
(v)	Bio-data of the chief functionary		
(vi)	Composition of the current Management Committee with name, Designation and address of the members. (with relevant copy of resolution of general body).		
(vii)	Copy of audited accounts and Balance-sheet of the organisation for the last three years.		
(viii)	Copy of resolution passed by Management Committee seeking loan (amount Rs. _____) from RMK.		
(ix)	Copies of Annual Reports of last three years.		
(x)	Copies of testimonials received from funding agencies/Govt. Departments etc. if any.		

DECLARATION

I _____ (full name with designation) certify that the facts and figures furnished in the application form and the annexures are correct and tally with the records of our organisation.

(Signature with official stamp)
Name & Designation of Chief Executive

Date & Place**Encls _____ Sheets.****APPENDIX-II****APPLICATION FORM**

Application for interest free loan for the purpose of promotion and development of self help groups (SHGs)

1. Name of NGO

Date of Regn.



2. Full Address
3. Main Objectives
4. Date of Registration
5. Whether the NGO is collaborating with RMK
6. Description of Main Activities of NGO during the last 2 years.
7. Work done by NGO for promotion of savings and credit in its area.
 - (i) Details of Experience (Please attach rules if any formed for compulsory saving and loan etc.)

No. of SHGs formed No. of members

	No. of Groups	Total thrift collected	Total loans issued	Total loans recovered
(a) One year old				
(b) Less than one year				
(c) In progress (under formulation)				

8. No. of extension staff available with NGO for promoting groups (indicate their experience).
9. Financial resources available to NGO from itself or from donors for the purpose of promotion and development of SHGs.

	Amount availing	Year for which
(i) Amount available (internally)		
(ii) From others Name of donor		

8. Details of the SHGs programme to be taken up under RMK scheme (only realistic programme to be given.

Year	No. of SHGs to be promoted	Expected No. of members	Estimated Amount of saving to be generated	Amount of Lending to be made
1st year				
2nd year				
3rd year				

9. Amount of interest Free Loan required by NGO

Year	Amount Required	(Please give your estimates as per Norms given in the Scheme)
------	-----------------	---
10. Please attach a copy each of the following.
 - (i) Bye-laws of your organisation
 - (ii) Copy of resolution of seeking assistance by way of Interest Free loan from RMK
 - (iii) Audited Balance Sheet and Audit Report of the last 2 years.
 - (iv) Copy of Annual Report of NGO for the last 2 years.
11. Any other information which the NGO would like to present
12. We undertake to abide by the terms and conditions of the RMK scheme for providing interest free loans to NGOs for the purpose of promotion and development of SHGs and will also execute necessary agreement/other undertakings prescribed/to be prescribed by RMK.

Signature
Authorised Officer of NGO

Application Form

Application Form for Marketing Finance Scheme

1. Name of NGO and Addresss
2. Details of credit limited sanctioned by RMK during the last 2 years.

Year	Amount of Limit Sanctioned	Amount Drawn	Amount repaid
3. Experience in marketin activities

Year	Amount of Sales	Products Sold	Net deficit or surplus in Marketing operaitons

 (Please attach copy of the financial statement for the last year prepared for marketing activities of NGO).
4. Infrastructure/facilities available with NGO for supporting marketing, i.e. godown, showroom, retail shop Expertise/ trained man power etc.
5. Sources of funds for the activities indicated under Item (3) above.
 - (i) Borrowings

(a) Source	(b) Amount	(c) defaults, if any
 - (ii) Grants

(a) Source	(b) Amount	(c) how utilised.
6. Estimated sales during the year
(for goods of women members of SHGs/borrowers of NGO.)
 - (i) Name of Products/goods Expected Sales (Amount)
 - (ii) Average time taken in sales of various products.goods.
 - (iii) Amount of working capital required for the above operations and period for which required.
 - (iv) Please indicate your repayment schedule for the above loans.
7. Please attach a copy of your latest balance sheet and income and expenditure account available; (if audited accounts not available, unaudited accounts may be sent).

We certify that the data given in the application is current and tallies with our books. We also agree with the terms and conditions of marketing finance indicated in the draft agreement sent to us vide RMK's letter No. _____ dated _____. All documents have also been executed by us in the proforma prescribed by RMK.

APPENDIX-IV

PART-I

Death Relief and Rehabilitation Fund Scheme Application for membership

I am a borrower of _____ SHG/NGO under the RMK scheme and my present loan outstanding are Rs. _____.

I hereby apply for membership of the above fund and undertake to contribute the required amount of fees through the SHG/NGO every month or quarter along with the repayments of instalments and principal under the loan. I undertake to make contribution to the fund till such time the loan liability is not fully liquidated. I clearly understand that in case of default, I will cease to have any right for any compensation under the scheme.

I have received the copy of the scheme and read its rules and regulations. I undertake to abide by these rules.

Signature
Name of the Borrower
Name of the SHG/NGO

(to be obtained by the NGO/SHG and kept on record)

To
The Secretary,

_____ (SHG)
_____ ((NGO))

PART-II

Letter of undertaking to be given to RMK by NGO participating in the scheme of Death Relief and Rehabilitation Fund
Subject: Undertaking to abide by the Rules and Regulations of the Scheme of Death Relief and Rehabilitation Fund.

We hereby confirm our participation in the Scheme of Death Relief & Rehabilitation Fund introduced by RMK as from 1st March, 1995 we agree to the following.

- (i) We will abide by all the Rules and Regulations and norms for contributions and passing of claims under the scheme as they stand today modified from time to time by the Coordination Committee of the Fund.
- (ii) We undertake responsibility for recovering and remitting to RMK (monthly/quarterly) the amount of fees/contribution required to be made by each of the borrowers under the RMK scheme which have been advanced loans either directly by us or through the Self Help Groups.
- (iii) Any dispute arising out of the implementation of the Scheme will be referred to the Coordination Committee of the Fund whose decision in the matter will be final and binding on us.

We are sending herewith our first instalment of contributions recovered from the borrowers together with the information required in the prescribed proforma as also the list of borrowers.

Sd/-
Yours faithfully,
Authorised Officer of the NGO

PART- III

Rules for accepting claims under the Death Relief and Rehabilitation Fund Scheme.

- (a) NGOs will satisfy themselves about the genuineness of the claims.
- (b) Claims will be admissible only for those borrowers who have been contributing regularly to the fund without any default.
- (c) The maximum amount of claim will not exceed the amount outstanding in the loan account together with interest. Amount of defaults on the date of claim either in the repayment of principal or interest, will have to be excluded from the amount of claim. In other words, only and interest outstanding, which is current and not overdue, will be eligible for claim.
- (d) Claims arising out of the loss of assets will be admissible only when the loss is caused fully to the asset by natural calamities, riots, diseases (in the case of animals) and fire. No cases of theft and/or clandestine sale, intentional slaughter/maticious/wilful damage/and neglect of asset will be accepted.

- (e) While admitting the claim, the credit entry will be made in the loan amount of the borrowing NGO under advice to the latter, who will pass on the credit to the account of the borrower and thus write off the dues. An advice in this regard will also be sent by the NGO to RMK within 10 days of the receipt of credit advice from RMK.
- (f) All claims will be submitted through the NGO in the prescribed application form duly certified by the borrowing NGO of RMK. It will be scrutinised in RMK's office and, if found to be in order, will be passed by ED, RMK, within 30 days of the receipt of claim.
- (g) Any dispute in the settlement of the claims and other related matters will be referred to the coordination committee of this fund. The decision of the committee will be final and will be binding on the parties concerned.

PART- IV

1. Name of Borrower _____
 Address _____

2	Amount of loan outstanding as on the claim/Death/Accident/Loss of Assets	Loan advanced	Loan outstanding on the date of claim	Interest outstanding on date of claim
---	--	---------------	---------------------------------------	---------------------------------------

(Please indicate defaults, if any, in repayment of loans/interest on the date of claim).

3. Justification for Claim – Please indicate

(i) Death	Date of death	Reasons of Death
(ii) Loss of Asset Particulars of Asset Lost		Residual value of Asset, if any
Particulars/documents in evidence of damage, if any		

Signature of Borrower
Name _____

Chief Executive of NGO
(In case of death of borrower)

Having verified the above particulars and having **fully satisfied ourselves**, we recommend payment of claim of Rs. _____.

Signature _____
(Authorised Officer of the NGO)

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9.2.2 CENTRAL SOCIAL WELFARE BOARD

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INTRODUCTION

The Central Social Welfare Board (CSWB), an autonomous body of the Department of Women and Child Development was established in 1953 for assisting and guiding voluntary organisations engaged in social welfare programmes under the chairmanship of Durgabai Deshmukh, the then member of Planning Commission.

The establishment of the CSWB for assisting voluntary organisations marked the beginning of Grant-in-Aid system in India. Although founded on the 13 August 1953 by a Resolution of the government, CSWB was registered as a charitable company under the Companies Act, 1956 in April 1969. The corresponding Boards at the state level called the State Social Welfare Advisory Boards, were opened in all states and Union Territories in 1954.

Assuming a wide-range of functions in the area of social action, the Board has been working for the welfare and development of women, children, the handicapped, the aged and the disadvantaged and vulnerable sections of the society.

Objectives:

The stated objectives of the CSWB indicate inter-alia the following thrust areas:

- To promote social welfare activities for the general public such as welfare of the family, women and children and the handicapped and to give assistance in cases of unemployment, old age, sickness, disablement and other cases of underserved want.
- To render technical and financial aid, when necessary to deserving institutions or organisations including Panchayati Raj institutions.
- To promote the setting up of voluntary organisations in places where they do not exist and to promote additional organisations wherever necessary.
- To study the needs of social welfare organisations from time to time and to evaluate the programmes and projects of aided agencies.
- To organise and promote training in social work and to organise pilot projects wherever necessary.

Programmes of the Board:

The programmes and activities of the CSWB have undergone several changes from time to time with the changing needs and problems of the Indian Society.

Within the broad objectives of empowering women and welfare and development of the children and other vulnerable sections of the society, the Board has been implementing specific programmes which can be broadly grouped as empowerment through education, economic empowerment programmes, social empowerment, support services programmes, services for children and innovative programmes.

An integrated services for women and children is being facilitated by the CSWB through a number of specific area projects such as the Welfare Extension and the Border Area Projects. The welfare extension projects are multi-purpose projects which extend services such as pre-primary school education, craft activities for women, maternity services and recreational facilities in rural areas etc. The Border Area projects aims at strengthening welfare services in the border areas with a view to promoting emotional and cultural integration of the people in the border areas with the rest of the country. The Welfare Extension projects are implemented through the State Boards.

Co-operation with Voluntary Organisations:

Developing a healthy partnership with voluntary organisations for providing services to children and for the welfare, development and empowerment of women, the most vulnerable segments of the society, has been one of the primary objectives of the CSWB, since its inception. The Board encourages and supports voluntary organisations under its various programmes in order to facilitate and strengthen their efforts in welfare and development of the vulnerable groups.

The Board has evolved programmes for sustaining the growth of voluntarism. It has been providing technical and financial assistance to voluntary organisations under various schemes intended to provide education and training, generate collective mobilisation and awareness, make self-reliant through income-generating activities and provide support services to needy women and children in remote, rural, hilly and tribal areas.

Conditions of Eligibility for Assistance:

In order to be eligible for grants under the CSWB's programmes, an applicant institution should meet the following:

- It should be registered under an appropriate Act or be a regularly constituted branch of a registered welfare organisation (mere affiliation to a registered body will not suffice for this purpose). In the case of assistance under the Socio-Economic Programme, only registered women's organisations and groups with membership of at least 20 women are eligible for grants.
- Office bearers of the institution should not be related to each other.
- The organisation should have completed at least 2 years after registration in order to be eligible for grants from the Board under any scheme, except in the scheme of Family Counselling Centres where completion of 3 years after registration is required. Relaxation may, however, be made (i) in case of institutions in hilly, remote, border and backward or tribal areas; (ii) in case of those institutions which provide specialised services where these are not available; and (iii) in case where the need for starting an altogether new service is recognised. This requirement does not apply to branches which have been started by well established national/state level organisations in remote and needy areas.
- It should have a properly constituted Managing Committee with its, power, duties and responsibilities clearly defined and laid down in a written Constitution.
- It should have facilities, resources, personnel, managerial skill and experience to initiate the activity for which the grant is required.
- Its financial position should be sound and it should be in a position to raise such additional funds, as may be required, to complete the programme for which assistance is given by the Board and in addition, where necessary, to continue to maintain the existing level of services from its own resources.
- The activities of the institution should be open to all citizens of India without any distinctions of religion, race, caste or language.

Apart from the above conditions, there are other conditions of eligibility applicable for specific schemes of assistance which are detailed in the relevant sections pertaining to the schemes on succeeding pages.

Documentation to be submitted by Institutions:

- A. At the time of applying for grants under any scheme the following documents are to be submitted:
- Copy of the Registration Certificate.
 - Copy of Memorandum of Association/Articles of Association/Bye-laws of the institution.
 - Detailed audited accounts of the institution of the previous 3 years. (Accounts should be of the institution as a whole and not of any single individual programme.)
 - Annual Reports of the previous 3 years.
 - List of current Managing Committee Members.
 - Application form in the prescribed format duly filled in and signed by the Secretary or authorised office bearer of the institution.

B. After Utilisation of Grants:

Separate accounts, audited and bearing the seal of a Chartered Accountant, in respect of grants sanctioned and released by the CSWB in 3 forms i.e. Receipt & Payment, Income & Expenditure and Balance Sheet, along with Utilisation Certificate should be submitted within six months of the closure of the financial year in which the grants are sanctioned/released.

A. EDUCATION AND TRAINING PROGRAMMES

The programmes for empowerment of needy women in rural, hilly and tribal areas through education include condensed courses of education and vocational training programmes and they were started in 1958 and 1975 respectively. The programmes were revised and implemented from 1990-91 to provide relevant educational qualifications and skills so that women could become eligible for employment.

In order to raise the general awareness of rural and poor women on various social issues, the Awareness Generation Programme (AGP) was introduced in 1986-87. Special emphasis is given to participation of women in Panchayati Raj Institutions and their role in national integration and communal harmony.

1. Scheme of Condensed Courses of Education for Adult Women

Objectives:

- To provide educational qualifications and relevant skills to needy women in rural, hilly and tribal areas in order to make them eligible for identifiable remunerative work opportunities, facilitate their empowerment and social activism and to provide them opportunities for learning and skills development. The scheme is specially designed to help dropouts and failed candidates to complete their school education.

Eligibility:

In addition to the general conditions as mentioned in chapter 5, the applicant organisation should have had experience in running educational activities. Registered social welfare organisations having experience in educational fields and recognised educational institutions can apply for assistance.

Description of the Scheme:

a) Types of Courses:

The following types of courses are conducted under the scheme:-

- Two year non-residential education courses for women to enable them to appear for recognised primary/middle/matric/higher secondary or equivalent examination as private candidates. A component of skill development is also provided for under this scheme.
- One year non-residential education courses for Women who have failed in SSLC/Matric or equivalent examinations, as private candidates.

b) Selection:

Selection of candidates is required to be done by a Committee comprising the institution and the Principal/representative of a local government school of the area.

c) Qualifications and Eligibility of Candidates:

All courses are open to adult women in the age group of 15 years and above and the number of candidates per course should be 25. The qualifications of candidates required under the condensed courses are as follows:-

Primary level: No specific qualification prescribed, illiterate women can also be enrolled.

Middle level: Candidate must have studied upto Vth Class

Matric/Secondary level: Should have studied upto VIII. Course will be as per the prescribed syllabus of state government.

Failed Candidates: Failed candidates of matric/secondary equivalent examination.

d) Duration of the Course:

The duration of the course at primary and middle level is 2 years (1500 hrs. spread over 24 months with a minimum of 3 hrs. per day), at Matric/Secondary level - 2 years (2000 hrs. spread over 24 months with a minimum of 4 hrs./day). The duration for the courses for failed candidates is 1 year (1000 hr. spread over 1 year with a minimum of 4 hrs/day).

e) Teacher's Qualification & Number

(i) Primary Level (1 full time & 1 part time)

Qualification: Teacher's training certificate failing which persons having passed middle school examination considered.

(ii) Secondary Level (1 full time & 2 part time)

Qualification: Teacher's training certificate failing which persons having passed High School examination considered.

(iii) Matric/Secondary (1 full time and others)

Qualification: Part time, teachers will be on period basis at the rate of Rs. 15/- per hr. B.Ed is compulsory.

(iv) Failed Candidates (1 full time and others)

Qualification: Part time, on period basis, B.Ed, is compulsory.

f) Examination Authority:

For the primary level, certification by school Board shall be insisted upon in states where such certification exists for primary level examinations. In other states, examinations can be conducted by a Committee comprising representatives of local government primary school and voluntary organisations. The voluntary organisation will issue certificates.

For the middle level, candidates should take examination prescribed by state government. In the matric/secondary and failed candidates categories, candidates shall be required to appear for school Boards examination of state or National/State open school.

g) Financial Assistance:

Financial assistance is given for teacher’s salary, stipend per candidate, rent, equipment, examination fee, contingencies and skill development activities. The budget provisions under the scheme is as follows:-

	Primary Level		Middle Level		Matric/Secondary		Failed Candidates	
	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban
Stipend @ Rs. 60/- pm per candidate	36,000	36,000	36,000	36,000	36,000	54,000	18,000	18,000
Teacher’s Salary	36,000	36,000	57,600	57,600	56,100	56,100	28,050	28,050
Rent*	6,000	12,000	6,000	12,000	12,000	24,000	6,000	12,000
Equipment	3,000	3,000	5,000	5,000	7,600	7,600	7,600	7,600
Contingencies	1,500	1,500	2,400	2,400	2,400	2,400	1,200	1,200
Examination Fee	—	—	750a	750	5,000a	5,000	5,000	5,000
Skill Development Activities	12,000	12,000	12,000	12,000	—	—	—	—
Total	94,500	1,00,500	1,19,750	1,25,750	1,19,100	1,49,100	65,850	71,850

* In case the course is run in guidelines provided by institution, no grant will be provided for rent, instead lump sum maintenance grant will be provided for.
 a The amount is tentative. Actual amount charged by Examination Authority shall be provided.

Elegibility:

The organisation having capability, experience and infrastructure are provided assistance under the scheme. In addition to the general conditions of eligibility mentioned earlier, marketability of the skills, experience of the organisation in conducting training programme are taken into consideration for providing assistance. The scheme can also be implemented in after care homes and costodial institutions for women.

Description of the Scheme:

Duration: The duration of the course can vary between 1-2 years. Training programmes of less than on year duration can also be considered.

Number: The number of candidates in a batch would be 25 or multiples there of.

Preference: Preference should be given to destitute women, widows and women belonging to

Procedure:

Applications in the prescribed form (**Appendix I**) accompanied by the documents as mentioned earlier, should be sent through the concerned State Social Welfare Advisory Board, to: Executive Director, Central Social Welfare Board (CSWB), Samaj Kalyan Bhawan, B-12, Tara Crescent, Qutab Institutional Area, South of IIT, New Delhi -10 016.

2. Scheme of Vocational Training Programme for Adult Women

Objectives:

The basic objective of the scheme is to provide vocational training to needy women in the age group of 15 years and above.

weaker sections, especially those belonging to scheduled castes and scheduled tribes and backward classes.

Educational qualifications: The minimum educational qualifications for the candidate shall vary from course to course, but shall be clearly indicated by the applicant organisation in the proposal for sanction of grants.

Examination Authority: In training programmes where the objective is to make the candidates fit for wage employment, the examination shall have to be conducted by a recognised institution like NCVT/DGE and T, state government department, ITI etc. In case of training programmes where the stress is towards self-employment, the competency of the candidates can be judged by a Com-

mittee comprising representatives of a local technical education body. The implementing agency shall issue the certificate. The courses for self-employment shall normally for a duration of less than one year.

Vocational Training Programme: A suggested list of Vocational training programmes which can be taken by the organisation is given at Appendix –II.

Financial Assistance:

The budget for a batch of 25 candidates for one year is as follows:-

- a) Teaching Staff
(Salary of 1 full time instructor @ Rs. 1250/- per month and 2 part time instructors @ Rs. 750/- p.m) - Rs. 24,000
- (b) Stipend for the candidates:
(As decided from time to time by the CSWB)
- (c) Rent:
(@ Rs. 500/- P.M. in rural areas or- Rs. 6,000 Rs. 1000/- P.M. in urban areas or - Rs. 12,000 Building Maintenance in lieu of rent)-Rs.1,500
- (d) Contingencies @ Rs. 100/- P.M - Rs. 1,200
- (e) Examination Fees as per actuals
- (f) Equipment: Rs. 5000/- to 1,00,000/- depending on the type of vocations selected by the organisation for example, provisions could be considered for the vocations for one year as shown below:-
Cottage/Agro-based industry : Rs. 15,000/-
Typing short hand : Rs. 5,000/-
Textile Designing : Rs. 5,000/-
Tourism : Rs. 5,000/-
Nursery Training : Rs. 10,000/-
Para Medical : Rs. 3,000/-
Computer : Rs.1,00,000/-
- (g) Raw Material @ Rs. 250/- per candidate per year- Rs. 6,250/-

Procedure:

Applications in the prescribed format accompanied by the documents as mentioned earlier should be sent through the concerned State Social Welfare Advisory Board, to the CSWB in the address as given under the previous scheme.

3. Awareness Generation Scheme

Background:

The Awareness Generation Programme was started in 1986 to raise the general awareness of rural and poor women. The broad aim of this programme is to create awareness among rural and poor women on various social issues so that they can realise their potential in the family and society. The scheme provides a platform for the rural and poor women to come together to exchange their experiences and ideas to common problems and to evolve strategies to tackle these problems. The scheme envisage, coverage of knowledge and analysis of the socio-economic conditions of the local areas in relation to the status of women, health and hygiene and strategies and plan of action for organising women towards development and against injustices.

Objectives:

- To raise awareness of women in the community on issues relating to their status, rights and problems.
- To build consciousness regarding women's issues among the community at large, especially among men.
- To conduct awareness generation camps on issues relating to women.

Eligibility:

Apart from the general conditions of eligibility outlined earlier, the applicant organisation should have a background of social activism and social mobilisation at community level and a presence and credibility in the area where they propose to conduct camps. Cultural groups, folk art groups and other organisations involved in social mobilisation through mass media are also eligible for assistance under the scheme. The emphasis has been on the involvement of genuine grassroots level and activist organisations.

Activities:

The scheme will be implemented in the following phases:

- Survey of areas through family schedules and village meetings and identification of major problems and issues and select participants for Awareness Generation Camp.
- Conducting Awareness Generation Camp of 1 to 8 days in each area depending upon the need of the area. In

rural areas, involvement of local panchayat in the awareness programme is essential.

- Follow-up activities in the area.
- Detailed evaluation of the project in a particular area.
- Submission of reports and accounts.

Financial Assistance:

Grants are provided by the CSWB to enable the implementing agency to meet the costs on conducting Awareness Generation Camps upto a limit of Rs. 2,000/- per one day camp. The expenditure can be incurred from out of the grant for the following:-

- Honorarium and travelling expenses of the organisers.
- Expenses on Awareness Camps including honorarium and travelling allowances of resource persons, learning materials, administrative expenses, contingencies etc.
- Follow-up activities including expenses on women's meeting, meeting with Officials and NGOs, preparation of reports etc.

Procedure:

Application in the prescribed form (Appendix III) accompanied by the documents should be sent through the concerned State Social Welfare Advisory Board in the address as given under scheme (1).

B. SOCIAL EMPOWERMENT PROGRAMMES

The major thrust areas under Social Empowerment Programmes includes: Voluntary Action Bureaus (VABs) and Family Counselling Centres (FCCs) which provide preventive and rehabilitative services to women (and children) who are victims of family maladjustments and atrocities. Monitoring and systematic expansion of the Family Counselling Centre programme through governmental and non-governmental agencies, creating publicity and awareness about atrocities against women, conducting research on social problems affecting status of women and organising training programmes for FCC counsellors, conducting legal literacy camps etc.

Mahila Mandal Programme which came into being in 1961-62 is a decentralised programme of the CSWB and it is run by the State Boards. Under the Social

empowerment programme, a Scheme entitled "Strengthening of Protective Homes" has also been evolved by the government of India to strengthen the protective Homes established by the state governments for the protection and social and economic rehabilitation of the prostitutes. There is a need to strengthening these protective Homes by providing inputs of vocational training counselling and social education and awareness. The scheme is to be implemented in state government run protective Home through voluntary organisations.

The oldest programme of the Board is the 'Annual Grants Programme' underwhich, financial assistance is provided to voluntary organisations in carrying out welfare activities for women, children, the aged, infirm, physically and mentally handicapped persons and leprosy patients.

4. Scheme of Family Counselling Centres

Background:

The Voluntary Action Bureau (VAB) and Family Counselling programme was initiated in 1982. The role of VAB has been redefined in 1992-93 with its major thrust on monitoring and systematic expansion of the Family Counselling Centre Programme through coordination between voluntary organisations and governmental agencies, creating publicity and awareness on atrocities against women.

Objective:

The main objective of Family Counselling Centres is to provide counselling, referral and rehabilitative services to women who are victims of family maladjustments and atrocities in the family and society.

Eligibility:

Apart from the general conditions of eligibility enumerated earlier, the applicant organisations should have had experience and track record in social mobilisation work and in dealing with womens problems and issues. Women's organisations and other voluntary social welfare organisations engaged in work relating to women issues are eligible for grants under this scheme for setting up Family Counselling Centres (FCCs).

Description of the Scheme:

Activities:

Organisations are given financial assistance for setting up FCCs providing services ranging from preventive to rehabilitative services to victims of atrocities, settlement of cases out of court through counselling, free legal aid, police assistance, short-stay facilities etc. Under preventive measures, programme activities include generation of awareness through publicity, film-shows, neighbourhood meetings etc.

Collaboration: The FCCs should work in close collaboration with local authority e.g. police and institutes like Short-stay Homes etc.

FCC Counsellors: The Institution should appoint two counsellors, holding Masters degree in Social Work or Psychology. Atleast one counsellor should be a women.

Financial Assistnace:

(i) Financial assistance to the extent of 80% of the approved expenditure subject to a maximum grant of Rs. 1 lakh per centre per annum is provided for FCC. Institution will be required to meet 20% of the expenditure sanctioned towards “other expenses” as its matching contribution.

(ii) Assistance is given as:-

Honorarium for 2 counsellors @ Rs. 2500/- per month per counsellor	: Rs. 60,000/-
Other expenses e.g. rent, stationary additional staff, publicity, postage transport etc. as per requirement proposed by institution.	: Rs. 40,000/-

Total : Rs.1,00,000/-

(iii) A non-recurring grant (e.g furniture, typewriter, almirah etc.) of Rs. 15,000/- will be sanctioned at the time of starting of a Family Counselling Centre.

Procedure:

The eligible institutions should apply for grant in the prescribed form (Appendix IV) and submit to the concerned State Social Welfare Advisory Board who will forward the application to the CSWB with their recommendations.

5 General Grants-In-Aid to Voluntary Organisations

Background:

The Annual Grants Programme is the oldest programme of the CSWB under which financial assistance is provided to voluntary organisations in carrying out welfare activities for women, children, the aged, infirm, physically and mentally handicapped persons and leprosy patients. This programme provides a certain degree of flexibility in allowing the voluntary organisations to decide their priority areas of activities.

Objectives:

The basic objectives of the scheme are:-

- To provide financial assistance to organisations engaged in the social welfare activities for Women, children, the aged, infirm, handicapped etc.
- To provide assistance to set-up welfare organisations in areas where no such organisation exists.
- To coordinate assistance extended to the Social Welfare activities by various governmental organisations.

Eligibility:

The conditions of eligibility mentioned earlier is applicable to this scheme. Relaxation may however, be made:

- In case of Institutions in hilly, remote, border and backward tribal areas and
- Those which provide specialised services where these services are non-existent.

Types of Services:

Grants are given to organisations for conducting the following types of services:-

A. Welfare Services for Children

- Residential institutions for children such as institutions for care, protection and rehabilitation of children e.g. orphans, destitutes, foundling children of unmarried women.
- Short stay homes: Temporary homes of children such as children of broken homes, unattached women, employed women etc., creches, Balwadis, recreational centres for children and so on.

B. Welfare Services for Women

Institutional services such as residential institutions for women including protection and rehabilitation institutions for destitute women, hostels for women, family counselling services, maternity centre in backward, hilly areas, family welfare services etc.

C. Welfare of the Handicapped

Institutions providing welfare services to the handicapped persons such as care, rehabilitation and recreation clubs and institutions for assist once and guidance for the handicapped persons.

D. Welfare Services in Medical Institutions

Institutions providing welfare services to the poor patients in hospitals for the purpose, such as supply of medicines, referral services etc.

E. Welfare Services for aged and infirm

F. Rehabilitation services for the leprosy and T.B. patients.

Financial Assistance:

- Grants is given on 50% matching basis.
- Institutions undertaking activities in the border and tribal areas, grants are allowed upto 95% and 75% respectively of the approved expenditure. However, in the case of tribal areas, in deserving cases, grants may be given upto 95% of the approved expenditure.

6. Scheme of Strengthening of Protective Homes for Women

Background:

The plight of prostitutes who are victims of exploitation evoked need for their protection and rehabilitation. It was realised that the Protective Homes which have been established by the state governments for the social and economic rehabilitation of the victims need to be strengthened by providing inputs of vocational training, counselling, social education etc. Hence, a scheme entitled “Strengthening of Protective Homes” has been evolved by the government of India. The scheme is implemented in state government-run protective homes through voluntary organisations.

C. SUPPORT SERVICES

The provision of support services to women is one of the major thrust areas of the CSWB. There are two schemes under which different types of support services are provided to working women: Working Women’s Hostels and Creches for Children of Working and Ailing Mothers. The programme of creches for children provides day care services to the children (0-5 years of age) or mothers from lower income group families who are working or ailing.

7. Scheme of Working Women’s Hostel

Background:

The CSWB provides assistance to voluntary organisations to enable them to run working women’s hostels in order to provide accommodation for women who are working away from their homes.

Objective:

The basic objective of the scheme is to provide safe and cheap accommodation to working women who come to work in towns and cities.

Financial Assistance:

- The financial assistance to voluntary organisations under the scheme varies from Rs. 40,000/- to Rs. 50,000/- to a unit in one year, depending upon the class of city or town.
- The prescribed limits of grant per annum for different class of cities and purposes are as follows:-

Purpose	Class of Cities		
	A,B-1 Cities	B-2 Cities	C and Others
Salary of Matron	Rs. 24,000	Rs. 20,000	Rs. 18,000
Salary of Chowkidar	Rs. 6,000	Rs. 6,000	Rs. 6,000
For Recreational	Rs. 10,000	Rs. 10,000	Rs. 8,000
Rent subsidy in a rented building/maintenance cost of own building	Rs. 10,000	Rs. 9,000	Rs. 8,000
Total Grant	Rs. 50,000	Rs. 45,000	Rs. 40,000

- Reappropriation is permissible from one head of grant to another according to local need/situation.

Eligibility Criteria of Candidate:

A working woman whose consolidated income does not exceed Rs. 16,000/- per month in a Class A city or Rs. 15,000/- per month in any other city/town/place will be eligible for accommodation in working women's hostels running out of the grants under the scheme of CSWB.

Procedure:

The eligible organisation should apply for grants under the scheme through the concerned State Social Welfare Advisory Board in the prescribed format (Appendix-V).

8. Scheme of Creches for Children of Working and Ailing Mothers

Background:

The programme of creches for children of working and ailing mothers is one of the support service programmes of the CSWB. The scheme has been formulated to ensure that children of working and ailing mothers are given proper care in the absence of their mothers.

Objectives:

- To provide day care services to the children in the age group 0-5 years of mothers from lower income group families who are working or ailing.

Implementing Agency:

The scheme is entrusted to well established All India Organisations having experience of running similar welfare programmes. Grants are also given to smaller institutions on the basis of recommendations of the concerned State Social Welfare Advisory Board.

Kind of Services:

Each unit consists of 25 children who are provided with sleeping and day-care facilities, health care, supplementary nutrition, immunisation, entertainment and weekly medical check up services etc.

Financial Assistance:

- Financial assistance is given to the implementing agency for each creche unit of 25 children @ Rs. 18,480/- per annum as recurring grant and Rs. 4000/-

for non-recurring grant to new units for purchase of equipment such as cup-boards, storage, cooking utensils, cots, toys etc.

- After completion of 5 years, a sum of Rs. 2000/- is given as replenishment of grant for each unit.
- The detailed break-up of budget is as follows:-

Head	Amount (in Rs)/Annum
Salary of 2 creche workers @ 800/- p.m.	9,600
Nutrition for children (Rs. 615/- p.m. per Creche)	7,380
Contingencies & emergency medicines (@ 125/- per Creche)	1,500
Total	Rs. 18,480

- The grantee institution shall have to contribute an additional 10% of the above budget as its matching grant towards nutrition and contingency expenses.

Procedure:

The eligible organisation should apply for grants under the scheme through the concerned State Social Welfare Advisory Board and in the given prescribed format (Appendix VI).

D. ECONOMIC EMPOWERMENT THROUGH SOCIO-ECONOMIC PROGRAMMES

The CSWB has been undertaking Socio-Economic Programme (SEP) since 1958, under which a wide variety of income generating activities such as e.g. setting of production units, agro-based activities like animal husbandry, sericulture, fisheries etc, handlooms, handicrafts, self-employment ventures are taken up by the voluntary organisations. In addition, a dairy scheme is implemented through Women's Organisations including Mahila Mandals, Indira Mahila Kendras, Self-Help Groups etc.

9. Scheme of Assistance to Women's Organisations for Setting up of Production Units

Background:

The CSWB through its socio-economic programme provides opportunity "work and wage" to those women who are economically backward, physically handicapped

and socially mal-adjusted such as destitute women, widows and deserted. The socio-economic programme which was initiated in 1958, provides financial assistance to broad-based women's organisations to assist women beneficiaries to set-up production units and agro-based units like dairy, poultry, piggery, goatery etc. The CSWB has two different types of schemes of assistance under its Socio-Economic Programmes i.e. scheme to set-up production units and the scheme for setting up of Agro-units.

Objective:

The objective of the Scheme is to provide economic rehabilitation through income generating activities of the needy, destitute women and the physically handicapped.

Eligibility Conditions:

In addition to the general conditions of eligibility mentioned earlier in chapter 5, the specific eligibility conditions include: Women's organisations working for the handicapped, women's cooperatives and institutions like jails, Nari Niketans shall be eligible for grants for setting up production units.

Activities:

Financial assistance is given to voluntary organisations to take up a wide variety of income generating activities which include the production of industrial components in ancillary units, handlooms, handicrafts etc.

Financial Assistance:

- A grant to the extent of 85% subject to a limit Rs. 3 lacs is provided by the CSWB to facilitate the setting up of a production unit by the grantee institution. The grant is made on a case by case basis.
- The Institution is required to contribute 15% share of the project cost.
- In so far as the working capital is concerned every case shall be considered on a merit basis.
- Non-recurring grant will be released in one instalment subject to the condition that the same shall be utilized within 3 months of the date of release.

Procedure:

The eligible organisations are required to submit their applications in the prescribed form (Appendix VII) to the concerned State Social Welfare Advisory Board who

will forward the application to the CSWB with their recommendations.

10. Scheme of Assistance to Women's Organisations for Setting up of Agro-Units

The scheme is under revision

E. SERVICES FOR CHILDREN

The Balwadi Nutrition programme provides supplementary food to children (3-5 years) belonging to low income families, health facilities, immunisation, environmental sanitation etc. The Balwadis in Demonstration projects provide nutrition, health, education and recreational facilities for children.

The Board has also a Holiday camp programme for children from the socio-economically backward groups and physically handicapped children (10-16 years).

11. Scheme of Holiday Camps for Children

Background:

Under its programmes of services to children, the CSWB has initiated the Holiday Camp programme and provides grants to voluntary organisations to conduct holiday camps for children (10-16 years) from socio-economically backward groups and for physically handicapped children.

Objective:

The basic objective of the scheme is to train children to become disciplined, inculcate leadership, group activities, team spirit and provide them exposure to new surroundings and help in their personality development.

Procedure:

Application for financial assistance should be made in the prescribed format (Appendix VIII) and sent through the State Social Welfare Advisory Board to the Central Social Welfare Board in the address as given earlier.

Note: The scheme has been revised as per the recommendations of the Ranade Committee and presently under approval of the government.

F. INNOVATIVE PROGRAMMES

The innovative schemes are implemented to cover problems in social sector which are uncovered and untouched in the process of social welfare and development. Such problems may include for example, rehabilitation of prostitutes and their children, ragpickers, children of leprosy patients etc. The CSWB has identified priority areas under innovative programmes where there is need for policy intervention and programme inputs. These include:-

- Women who are victims of atrocities, widows who need counselling & socio-economic rehabilitation etc.
- Children of prostitutes who need care and development.
- Education and development of training infrastructure for the mentally retarded.

The CSWB currently provides financial assistance to voluntary organisations under its innovative programmes through the following schemes:-

12. Scheme of Rehabilitation of Prostitutes and Their Children

Presently, there are three institutions implementing the

scheme under Child Development and Care Centres for the rehabilitation of children of prostitutes.

13. Scheme of Mahila Ashray Grihas For Widows

The CSWB started during 1993-94, the programme of Mahila Ashray Grihas for the widows of Mathura and Vrindavan. The Board has taken up an integrated programme of shelter, vocational training and income generation for the rehabilitation of widows.

14. Scheme of Development Training Infrastructure for the Mentally Retarded

Financial Assistance is given to organisations for developing training infrastructure of the institution of the mentally retarded.

15. Scheme of Family Counselling Centres in Collaboration with Police Departments.

The CSWB provides assistance to open Family Counselling Centres at the premises of police headquarters to handle cases with a human approach prior to police and legal intervention.

FORMATS

APPENDIX-I

Central Social Welfare Board

Application for Assistance Under Condensed Course of Education of Adult Women Programme

1. Name of the Institution and Full Address:

(in Block Letters)

2. Phone No. and Fax No.

3. Geographical Area of Operation

(Rural/Urban/Tribal)

4. Date of Registration

5. Is the Institution a branch of Parent Organisation?

Is it affiliated to another organisation?

(if so, attach affiliation certificate)

6. Present activities and area of operation:

Activities

Area

7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others During the previous 3 years

Source

Year

Amount

Purpose

8. Details of Staff

Professional

Others

Total

Full Time

Part Time

Voluntary

9. If any Bank Account, state Name of the Bank and Branch and persons authorised to operate:

10.a) Has the institution conducted any similar activities under Board's Condensed Course Programme?

b) Date of the conclusion of the previous batch

c) Result of the previous courses

Year	No. of Candidates appeared	No. of Candidates Passed	Whether Accounts Settled up to date

11.a) Name of Examination for the proposed course alongwith the name of the authority conducting examination

b) Whether recognised by the State/Central Govt.

12.Likely date of commencement of the course

13.Likely date of the final examination

14.Number of candidates proposed to be admitted:

15.Has the institution surveyed the target group,

If so, give details:

a) Habitation/Villages which will be covered, mention names of Panchayats also

b) Exact location of the course



Village _____ Panchayat _____
 Block _____ Distt. _____

c) Population of women/girls Targetted in the scheme

- i) No. of women
- ii) Education level of target population

Level of education

No. of women/ girls

- 10+2 above
- High School Passed
- Middle Passed
- Primary Passed
- Below Primary
- Illiterate

Level of education

No. of candidates

- a) High School Level
- b) Middle Level
- c) Primary Level

25

- 16. a) Has the institution conducted any activity (educational, general welfare or other) in the target area? If so, give details with dates.
- b) Details of grant received from any Govt. agencies during the past 5 years.
- 17. Has the institution adequate accommodation of its own for conducting the course? Give details. If not, give details of proposed arrangements.
- 18. Examination fees @ per candidate
- 19. Amount of grant required from CSWB
- 20. a) List of equipments, infrastructure available with the institution.
- b) A list of educational equipment (alongwith cost of each articles proposed to be pruchased)
- c) Results and placement position of candidates of earlier courses conducted by the institution.
- 21. Additional information, if any

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature
Name.....
Designation.....
Address
(Office Seal)

Date
Place

Note: Please ensure that all the necessary documents are attached with this application form.

List of Vocational Courses Which could be Organised by Voluntary Organisations

Commerce and Business Related Vocations

- Office Management & Secretarial Practice
- Stenography
- Insurance
- Book Keeping & Accountancy
- Data and Key punching process
- Marketing and Salesmanship
- Accounting and Auditing
- Sales Representatives
- medical Representatives
- Business Management

Engineering Based Vocations

- Electrical Domestic Appliances-Servicing
- Air conditioning and Refrigeration - Servicing
- Domestic Electronic Equipment Servicing and Maintenance
- Laboratory Instruments Servicing and Maintenance
- Hospital Instruments Servicing and Maintenance
- Furniture Design and Manufacturing
- Electrical Equipment Maintenance
- Watch and clock servicing
- Repairs of Radio Transistors & Television

Textile Based Vocations

- Handloom Weaving
- Textile Bleaching, Dyeing and Finishing
- Tie and Die, Batik printing and Block printing

Chemical Based Vocations

- Plastic Moulding
- Rubber goods manufacturing
- Ceramic Pottery
- Soap and Detergent Manufacture
- Leather Goods Manufacture
- Sports goods Manufacture

Vocation Related to Home Science

- Food Preservation
- Bakery and Confectionery
- Meal Service and Supervision
- Hostel and Hostel Management
- Dietetics



- Interior Decoration
- Dress Designing and making
- Designing, dyeing and printing
- Canteen Management
- Nutrition and Child Care
- Pre-primary Teacher's Training

Para Medical

- Laboratory Technician
- Nurse-aids
- Physio-therapy Technician
- Pharmaceutical Laboratory Assistant
- E.E.G.E.C.G. Angiometry Technician
- Hospital House Keeping
- Pharmaceutical Operator

Miscellaneous

- Library Assistant
- Tourist Guide
- Photography
- Commercial Arts
- Aya & Sevika Training
- Cottage/Agro-based Industry
- Computer.

APPENDIX-III

Application for Assistance Under awareness Generation Programme

1. Name of the Institution and Full Address:
(in Block Letters)
2. Phone No. and Fax No.
3. Geographical Area of Operation
(Rural/Urban/Tribal)
4. Date of Registration
5. Is the Institution a branch of Parent Organisation?
Is it affiliated to another organisation?
(if so, attach affiliation certificate)
6. Present activities and area of operation:

Activities

Area

(Name of Panchayats/Blocks/Districts)

7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others During the previous 3 years

Source

Year

Amount

Purpose

8. **Details of Staff**

Professional

Others

Total

- Full Time
- Part Time
- Voluntary



9. If any Bank Account, State Name of the Bank and Branch and persons authorised to operate:

10.a) Details of Camps for which grant is applied;

S.No	Preoposed location Village, Taluk/Block District	Expected No. of Participants	Probable Period of Camps (No. of days)	Proposed dates
------	--	------------------------------------	--	-------------------

b) Total grant requested:

c) Objectives of camps: (mention local problems and issues which will be taken up in camps):

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature

Name.....

Designation.....

Address

(Office seal)

Date

Place

Note: Please ensure that all necessary documents are attached with this application form

APPENDIX-IV

Application for Assistance Under Family Conselling Centre

1. Name of the Institution and Full Address:

(in Block Letters)

2. Phone No. and Fax No.

3. Geographical Area of Operation

(Rural/Urban/Tribal)

4. Date of Registration

5. Is the Institution a branch of Parent Organisation?

Is it affiliated to another organisation?

(if so, attach affiliation certificate)

6. Present activities and area of operation:

Activities

Area

7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others During the previous 3 years

Source

Year

Amount

Purpose

8. Details of Staff

Professional

Others

Total

Full Time

Part Time

Voluntary

9. If any Bank Account, State Name of the Bank and Branch and persons authorised to operate:

10.Amount of Grant applied for:



- a) Recurring (Details of Recurring and non-recurring requirement should be given in separate sheets)
- b) Non-recurring

11. Give details of activities taken up during the last three years related to Family Counselling/Empowerment of Women

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature

Name.....

Designation.....

Address
(Office seal)

Date
Place

APPENDIX-V

Application for Assistance Under Working Women’s Hostel

1. Name of the Institution and Full Address:
(in Block Letters)
2. Phone No. and Fax No.
3. Geographical Area of Operation
(Rural/Urban/Tribal)
4. Date of Registration
5. Is the Institution a branch of Parent Organisation?
Is it affiliated to another organisation?
(if so, attach affiliation certificate)
6. Present activities and area of operation:

Activities Area

7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others During the previous 3 years

<u>Source</u>	<u>Year</u>	<u>Amount</u>	<u>Purpose</u>
---------------	-------------	---------------	----------------

<u>8. Details of Staff</u>	<u>Professional</u>	<u>Others</u>	<u>Total</u>
----------------------------	---------------------	---------------	--------------

- Full Time
- Part Time
- Voluntary

9. If any Bank Account, State Name of the Bank and Branch and persons authorised to operate:

10. Amount of Grant applied for:

- a) Recurring (Details of pay of Warden, Chowkidar, difference of rent or maintenance)
- b) Non-recurring (Details of recreational facilities)
- c) Total



- 11.a) Whether Hostel located in its own or rented building
- b) Address of the Hostel
- c) List of inmates and fees charged may be enclosed.

(Note: Q No., 11 is applicable only to institutions applying for grants to maintain existing hostels)

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature

Name.....

Designation.....

Address

(Office seal)

Date

Place

Note: Please ensure that all necessary documents are attached with this application form.

APPENDIX-VI

Application for Assistance Under Creches for Children of Working and Ailing Mothers

- 1. Name of the Institution and Full Address:
(in Block Letters)
- 2. Phone No. and Fax No.
- 3. Geographical Area of Operation
(Rural/Urban/Tribal)
- 4. Date of Registration
- 5. Is the Institution a branch of Parent Organisation?
Is it affiliated to another organisation?
(if so, attach affiliation certificate)
- 6. Present activities and area of operation:

Activities Area

- 7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others During the previous 3 years

Source Year Amount Purpose

- 8. Details of Staff Professional Others Total

Full Time
Part Time
Voluntary

- 9. If any Bank Account, Number of Account, State Name of the Bank and Branch and persons authorised to operate:
- 10.Amount of Grant applied for:

Number Proposed Location

- (i) New
- (ii) Additional
- Total



11. Amount of Grant applied for:

Recurring	Non-recurring	Total
-----------	---------------	-------

(Details of recurring and non-recurring requirement should be furnished in Separate sheets)

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature

Name.....

Designation.....

Address
(Office seal)

Date
Place

Note: Please ensure that all necessary documents are attached with this application form.

APPENDIX-VII

**Application for Assistance Under
Socio-Economic Programme (Production Unit)**

1. Name of the Institution and Full Address:
(in Block Letters)
2. Phone No. and Fax No.
3. Geographical Area of Operation
(Rural/Urban/Tribal)
4. Date of Registration
5. Is the Institution a branch of Parent Organisation?
Is it affiliated to another organisation?
(if so, attach affiliation certificate)
6. Present activities and area of operation:

<u>Activities</u>	<u>Area</u>
-------------------	-------------

7. Details of previous grants received from CSWB/Govt. of India/State Govt./Others. During the previous 3 years

<u>Source</u>	<u>Year</u>	<u>Amount</u>	<u>Purpose</u>
---------------	-------------	---------------	----------------

8. **Details of Staff**

	<u>Professional</u>	<u>Others</u>	<u>Total</u>
--	---------------------	---------------	--------------

Full Time

Part Time

Voluntary

9. If any Bank Account, State Number of Accounts, Name of the Bank and Branch and persons authorised to operate:
- 10 a) Has any techno-economic feasibility analysis of the proposed unit being done? If so, attach copy



- b) Proposed location. Whether in own or rented building. Give details of size of Building, number of rooms etc.
- c) What is employment potential envisaged? What are source of availability of workers? Whether skilled or unskilled?
- d) Whether raw material and market are available locally? Mention source of raw material and anticipated market area
- e) Estimated average wage per day per worker
- f) Abstract of expenditure proposed:

Recurring Non-Recurring **Total**

(Separate sheets should be enclosed giving details of non-recurring and recurring expenditure)

B. Amount of grants sought from CSWB

C. Amount which institution will invest From own source

Note: A separate project proposal is to be submitted with each application which may be in the enclosed format.

I have carefully studied the scheme, its guidelines, terms and conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution undertake to abide by these conditions.

Signature
Name.....
Designation.....
Address
(Office seal)

Date
Place

APPENDIX-VII(A)

Model Project Scheme (Production Unit)

- 1. Name and Address of the Unit
- 2. History of the Unit
- 3. Market
- 4. Sales; (Annual)

S.No.	Particulars	Rate per (kg)	Qty. (kg)	Value (Rs. in Lakhs)
-------	-------------	---------------	-----------	----------------------

- 5. Basis and Presumption
- 6. Process of Manufacture
- 7 Land and Building
- 8 Machinery and Equipments

S.No.	Machinery/Equipments	Qty.	Amount (Rs.)
-------	----------------------	------	--------------

- 9 Raw Material and Packing Material (Per Annum)

S.No.	Particulars	Rate	Qty. (Kg)	Value (Rs.)
-------	-------------	------	-----------	-------------

Requirement Per Month

10 Salary and Wages (Per Month)

S.No.	Particulars	No.	Salary (Rs.)
	(No. of workers x wages x days)	Total:	
	Salary & Wage per Year		

11. Utilities

S.No.	Particulars (for Example)	per month (Rs)	per year (Rs.)
1.	Power		
2.	Kerosene/Diesel/Fuel		
3.	Water		
	Etc.		

12. Other expenses:

S.No.	Particulars (for example)	per month (Amount (Rs.))
1.	Rent	
2.	Postage, Stationery & telephone etc.	
3.	Repairs & maintenance	
4.	Advertisement and publicity	
5.	Conveyance charges	
6.	Entertainment charges etc.	
	Total	

13. Working Capital (Per month):

S.No.	Particulars (e.g)	Amount (Rs.)
1.	Raw material & packing material	
2.	Salary & Wages	
3.	Utilities	
4.	Other expenses	
	Total:	
	Working capital for _____ months	

Note: Working capital requirements can be included as per institution's need.

14. Capital Cost of the Project:

S.No.	Particulars	Amount (Rs.)
1.	Machinery and equipments	
2.	Working capital for _____ months	
	Total	

Note: Working capital requirements can be included as per institutions need.

S.No.	Particulars (e.g)	Amount (Rs.)
1.	Raw material	
2.	Salary and wages	
3.	Other expenses	
4.	Utilities	
5.	Depreciation on machinery & equipment @ 10% P.A.	
6.	Interest on investment @ _____P.A.	
		Total

Profit (P.A.) = Annual Sale - Cost of Production (P.A.)

15.Fixed Cost (P.A.)

S.No.	Particulars (eg)	Amount (Rs in lakhs)
	Fixed Cost	
	B.E.P. = $\frac{\text{Fixed Cost}}{\text{FC} + \text{Profit}} \times 100$	

16.PROFITABILITY:

S.No.	Particulars
1.	Annual Profit
2.	% on sales
3.	% on capital investment

APPENDIX- VIII

**The Central Social Welfare Board
Holiday Home Programme
Application Form**

Note: Application received in an incomplete form or after the prescribed date will not be entertained. Wherever Necessary Extra Sheets Of Pages May Be Used For Giving Information.

(To be completed by the applicant)

1. Name & address of the institution/organisation:
At: Post : Via: Block: Sub-division:
Distt. Pin Code No. :
2. Location of Institution Rural/Urban/Tribal
- 3 (a) Date of Establishment
(b) Date of Registration
4. Whether regularly constituted branch of a registered organisation? If so, give its:
(a) Name & address
(b) Date of Establishment
(c) Date of Registration
(d) Breif details of its welfare activities
5. Present activities of the organisation applying for grant

6. Name & address of the proposed site of the camp.
7. Period for which the camp is proposed to be conducted from _____ to _____
8. Duration of camp
9. Procedure adopted for the selection of children.
10. Do you propose to have mixed camp for both Boys & girls. Yes/No.

Note: It is preferable to have separate camps for boys and girls. However, if you propose to have mixed camps, separate arrangements for accommodation for boys and girls should be made.

11. Number of Children in the batch
 - (a) Boys/Girls/Age group
 - Age group
12. Name(s) and designation(s) of the person(s) to be in charge of this programme during the period and his/her (their) qualification and experience
13. Details of arrangement for Boarding
14. Details of arrangement made for travel
15. Amount of assistance required from the Board (detailed break-up giving clearly the expenditure proposed for recurring the purchase of non-recurring items should be furnished).
16. Amount likely to be incurred by the institution from their own resources for this camp (Please give item-wise details)
17. Details of equipment proposed to be purchased and utensils to be hired with the Board's grant during the period under consideration
18. Details of equipment already purchased with the Board's grant during previous years under this programme
19. Any other information
20. Any change in the above information must be communicated to the State Social Welfare Board with a copy to the C.S.W. Board.

Signature:
Designation
Office Stamp

Place
Date:

List of documents to be attached in duplicate:

- (i) An attested copy of the Registration Certificate (Photostatic copies are not acceptable).
- (ii) A copy of the Memorandum and articles of Association with the Aims and Objects clearly defined.
- (iii) List of Members of the Managing Committee with their full address.
- (iv) Last Annual Report.
- (v) Audited statement of Accounts for the past three years along with a copy of the certified balance sheet for the previous year (The Accounts should either be in original or properly attested).
- (vi) A statement giving details of assistance received, during the last three years from Central/State Government, local bodies or any other quasi-Government institutions including requests made there of to any for the project under consideration or any other project.
- (vii) If any Bank Account, State name of the Bank also persons authorised to operate.

CONTENTS

9.2.3 NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD)

INTRODUCTION

PAGE NO.

PROGRAMME/SCHEME

1. Financial Assistance From National Children's Fund (NCF)

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Format for Application

INTRODUCTION:

The National Institute of Public Cooperation and Child Development (NIPCCD) is one of the three autonomous organisations of Department of Women and Child Development under the Ministry of Human Resource Development, Government of India. The central focus of the Institute is the integrated development of the child and the mother in its comprehensive form.

Objective:

The objectives of NIPCCD are:-

- To develop and promote voluntary action in social development.
- To take a comprehensive view of child development and develop and promote programmes in pursuance of the National Policy for children.
- To develop measures for coordination of governmental and voluntary action in social development.
- To evolve a framework and perspective for organising children's programmes through governmental and voluntary efforts.

Organisation:

The General Body and the Executive council are two Constitutional bodies of NIPCCD. The General Body formulates policy for management and administration of the Institute. The Minister for Women and Child Development is the president of the General Body and also the Chairman of the Executive Council. In addition there are committees to oversee academic programmes and administrative matters.

The Institute has its headquarters at New Delhi and functions through six divisions, namely; Public Cooperation; Child Development; Women's Development; Training; Monitoring and Evaluation and Common Services. These Divisions are grouped under two Departments: the Department of Mother and Child Development and the Department of Training and Common Services.

The Institute has set up three Regional Centres at Bangalore, Guwahati and Lucknow in order to cater to the specific regional requirements in terms of training, research, consultancy etc. It has also identified a number of child care workers in different states and Union Territories.

Functional Domains:

NIPCCD conducts research and evaluation studies; organises training programmes; seminars, conferences, and workshops; and provides documentation and information services in the field of public cooperation and child development. The Institute is the apex body for training of functionaries of the Integrated Child Development Services (ICDS) programme. It provides technical advice and consultancy to government and voluntary agencies in promoting and implementing policies and programmes for child development and voluntary action. In addition, it collaborates with regional and international agencies, research institutions universities and technical bodies.

Programmes & Activities:

The programmes and activities of NIPCCD include: regular programmes of training, research and documentation in the area of Public Cooperation and child development and training of Integrated Child Development Services (ICDS) functionaries.

(i) Regular Training Programme

- Under regular training programmes, the institute organises orientation/training courses for representatives of voluntary organisations and officials of government departments engaged in implementation of programmes of mother care, child development and women's development.
- The institute also conducts programmes on various subjects of topical interest in these fields to highlight the role of voluntary organisations and government departments in tackling emerging social problems.
- The Institute lay more emphasis on participatory method of training and it is more skill-based and field-based. Emphasis is given on innovative methods of training such as group discussion, case presentations, mock sessions etc.
- The regular training programmes cover a wide areas of subject such as e.g., pre-school education, child mental health services, issues concerning street children, management of child development programmes, crimes against women, organisation of self-help groups, rights of the disabled child, nutrition and health of the young children and women etc.

(ii) Training of ICDS Functionaries

The NIPCCD is the apex body for training of functionaries of ICDS programme. The Institute has been entrusted with the responsibility of :

- Planning, coordination and monitoring the training of ICDS functionaries.
- Building up training Infrastructure and capabilities of institutions engaged in training of ICDS functionaries.
- Organising training of trainers
- Designing, revising, standardising and updating syllabi for training of various categories of functionaries.
- Preparation of model programme schedules;
- Preparation, procurement and dissemination of training materials including audio-visual aids and
- Training of functionaries of World Bank assisted ICDS projects since 1992-93 including preparation and revision of syllabi for training of Child Development Project Officers (CDPOs), supervisors, anganwadi workers and helpers of these projects etc.

Cooperation with Voluntary Organisations:

NIPCCD promotes voluntary organisations and undertakes measures for coordination of governmental and voluntary action in social development. The Institute provides Grants-in-Aid to voluntary organisations and also provides technical advice and consultancy to Voluntary Organisations in promoting and implementing policies and programmes for child development. The Institute brings out a News letter in English and NIPCCD Samachar in Hindi covering programmes and activities of the institute as well as the latest developments in the field of voluntary action.

1. Financial Assistance from National Children's Fund (NCF)

Background:

The National Children's Fund (NCF) was created by the Ministry of Social Welfare, Government of India in the International year of the Child, 1979 under the Charitable Endowments Act, 1890, with a view to augment resources from the community for providing assistance to voluntary organisations engaged in child welfare and development. As the government funding of child welfare and development programme is confined

to a schematic pattern, it was felt appropriate to set up a separate fund to promote innovative projects by voluntary organisations.

The management and administration of the Fund is under a Board of Management. The Union Minister of Human Resource Development is Ex-Officio Chairman and the Union Minister of State of Women and Child Development is the working chairman of the Fund. The Director, National Institute of Public Co-operation and Child Development (NIPCCD) is Secretary - Treasurer of NCF who has responsibility of scrutinising and processing applications of grant-in-aid received from VOs and releasing funds to them.

Objectives:

- To mobilise resources from the community and utilise the interest accruing from investment of these resources for financial assistance to voluntary organisations of National, State and District level for implementation of programmes for welfare and development of children including rehabilitation of the destitute and development of pre-school age children.

Implementing Agencies:

Voluntary Organisations engaged in the field of child welfare and development

Eligibility Criteria:

A voluntary organisation which:

- is registered body,
- is actively involved in programmes of child welfare/development,
- has worked in the field for atleast three years,
- has innovative projects that normally do not qualify for financial assistance from any scheme of grant-in-aid of Central/State Government or any authorities like Central Social Welfare Board.

Priorities:

NCF gives priority in sanctioning of grant-in-aid:

- to projects for the welfare of children of scheduled castes, scheduled tribes and other backward classes.
- to innovative projects in the difficult areas which have not otherwise been covered by any other child welfare/development programme or agency.

- To innovative projects of VOs intended to benefit children of various categories through the following projects/programmes for:
 - The development of children in the pre-school age-group.
 - The development of destitute children,
 - Children whose parents are working in the unorganised sector,
 - School drop-outs and those engaged in unorganised sector,
 - Low-cost innovative projects in the field of child care/development,
 - Welfare and education services for working children in urban areas,
 - Skill oriented and income generating training programmes for children belonging to the weaker sections of the society particularly SCs & STs.

Financial Assistance:

- The financial assistance to voluntary organisations is limited to 90 percent of the estimated cost of the project and does not exceed Rs. one lakh in any case. The applicant organisation has to raise 10 percent from its own resources.
- The organisations have to formulate their own projects based on local needs of children.
- The assistance is in the nature of one time grant and there is no provision for assistance for maintenance of a project or service initiated with the assistance from the fund.

Procedure for Applying:

Application for grant in-aid in the prescribed form (Appendix I) should be sent to the Secretary - Treasurer, National Children's Fund, National Institute of Public Cooperation and Child Development (NIPCCD), 5, Siri Institutional Area, New Delhi - 110 016.

FORMAT

APPENDIX-I

APPLICATION FORM

Grants-in-Aid to Voluntary Organisations from National Children's Fund for Implementing Programmes in the Field of Child Welfare/Development.

(Note: Application form may be submitted in duplicate, Incomplete applications will not entertained).

PART- I

1. Name and address of the organisation (with phone number, if any)
2. Number and date of Registration and Act under which registered.
3. Status of the applicant voluntary organisation National/regional/state/district/local.
4. Whether the Headquarters of the organisation is located at
 - i) in its own building
 - ii) rented building
 - iii) any other
5. Brief history of the organisation indicating, in physical and financial terms, the main achievements.
6. Is any relation of any office bearer of the organisation on a paid job in any programmes/activities undertaken by the organisation? If yes, give name, and/or payment(s) made.
7. Grants received from the Central Government, State Government, Central Social Welfare Board or Local authority or any other national and international agency in the last three years (give the name of the grant giving body, amount, year and purpose separately for each grant)
8. Whether the organisation had earlier applied for or sanctioned grant-in-aid from National Children's Fund, if so, the details thereof.
9. Whether application for grant for the same purpose was made or is pending with any organisation. If yes, furnish details.

Note: With holding of any information or furnishing incorrect information can lead to cancellation of sanction, recovery of grant and/or other action.

PART- II

Details of the project for which grant-in-aid is sought

- 10 A detailed statement of the problem which the project seeks to tackle
- 11 The objectives of the project
- 12 The location of the project and the geographical area that will be covered.
- 13 The client group that is sought to be served (give age, sex, socio-economic category and other particulars)
- 14 The services that will be delivered, both institutional and non-institutional (these should be clearly stated and some details in regard to mode of delivery given)
- 15 The physical targets that the project seeks to achieve.
- 16 The expertise/experience that the organisation has in planning and implementing such programmes/services.
- 17 The anticipated output of the project (to be quantitatively specified where feasible)
- 18 Charges proposed to be collected from beneficiaries for the services (education, training, food, etc.)
- 19 Stipend, if any, proposed to be given to trainees.
- 20 Other charges as may be necessary for the proper running of the programme.

- 21 The cost estimate of the project (separately item-wise) for recurring & non-recurring items. In the case of staff, the salaries and allowances for each post to be given separately.
- 22 Amount of grant sought from National Children's Fund
- 23 Whether the institution is in a position to meet the balance expenditure, if the cost estimate of the project is more than the grant sought. If so, indicate the sources.
- 24 Details on how the programme will be continued in succeeding years
- 25 Attested copies of documents/statements to be attached with the application.
 - i) Registration certificate
 - ii) Constitution of the organisation, articles of memorandum, and aims and objectives.
 - iii) Annual reports of last three years (a separate report for each year). This report should briefly describe each programme undertaken and the physical targets achieved for each. The location of the projects/activities should also be mentioned.
 - iv) List of the present members/office bearers of the Board of Management/Executive Committee, date on which it was constituted, present tenure (give dates)
 - v) Staff of the organisation (give names, scale of pay, present emoluments)
 - vi) Audited statement of accounts of the entire organisation.
 - (a) balance sheet
 - (b) income and expenditure account; and
 - (c) receipt and payment account certified by a Chartered Accountant or a Government Auditor.
 - vii) Any other papers the organisation would like to attach.

Place

Date:

**Signature of Secretary of the organisation
Name**

CHAPTER 10
MINISTRY OF LABOUR

CONTENTS

MINISTRY OF LABOUR

INTRODUCTION

PAGE NO.

PROGRAMMES/SCHEMES

1. Grant-in-Aid Scheme for Financial Assistance to Voluntary Organisations for taking up action programmes/projects for the benefits of child labour and women labour. 273

Format for Application 275

INTRODUCTION:

The Ministry of Labour is responsible for labour policy and legislation, safety, health and welfare, social security of labour, policy relating to special target groups such as women and child labour and employment services and vocational services etc.

The ministry has laid stress on the involvement of voluntary organisations in its welfare programmes of labour including the child and women labour.

1. Grant-in-Aid Scheme for Financial Assistance to Voluntary and Non-Governmental Organisations for taking up Action Programmes/ Projects for the Benefit of Child Labour and Women Labour

Background:

The Ministry of Labour has been financing voluntary organisations since 1981-82, by way of grant-in-aid for taking up action oriented projects for the benefit of child labour and women labour.

The government announced the National Policy on Child Labour in August 1987. The action plan under the policy on National Child Labour focuses on general development programmes for benefitting children, prohibition of child labour in hazardous employments and regulate their working conditions in other employments/occupations.

A well defined policy relating to women's employment was embodied in the Sixth Five Year Plan. The government has been laying stress on the involvement of voluntary organisations furthering government policy of helping women workers to become aware of their rights and opportunities and also to become economically independent. The women Cell in the ministry of labour, encourages and provides assistance to voluntary agencies to formulate income generating schemes and other action projects for women labour.

Objectives:

- To provide financial assistance to voluntary organisations to take up action-oriented research and study on the subject of child labour and preventive measures to discourage further accretion of children into employment and to take up welfare projects for working children.
- To involve voluntary organisations to formulate income generating schemes and other action projects for women labour so as to enable them to participate actively in the socio-economic development.

Implementing Agencies:

Registered Voluntary Organisations with atleast two years of experience in the implementation of welfare programmes/Public Trust/Charitable Company/ University or Institutions of higher learning.

Activities:

Grants are given for the following activities:-

a) Child Labour

- Useful and action-oriented research or study on the subject of child labour.
- Welfare of child labour through activities like formal/non-formal education, vocational training, provision of health care and nutrition.
- Preventive measures to discourage further accretion of child labour.

b) Women Labour

- Organising working women and educating them about their rights/duties and providing legal aid to working women.
- Training & skill development, encouraging formation of cooperative societies of women workers.
- Conducting seminars/workshops etc. aiming at raising the general consciousness of the society about problems of women labour.
- Action-oriented research/study regarding problems

of women workers & their employment status.

Financial Assistance:

- Financial assistance is provided to eligible voluntary organisations for:-
 - All activities and infrastructure approved upto 75 percent of the cost.
 - Essential office equipments on one time basis upto 75 percent subject to a maximum ceiling of Rs. 20,000/-.
 - 100 percent assistance for surveys, studies etc.
 - No grant will be provided for acquisition of land and building or purchase of vehicles, computers, plant

and machinery etc.

Terms and Conditions:

Please refer to the terms and conditions of the Grant-in-aid as outlined in Chapter 5.

Procedure:

The application should be sent to the Department in the prescribed form (Appendix-I) and routed through the State Government/U.T. Administration. An advance copy may be sent to the Director, Women and Child Labour Cell, Ministry of Labour, Sharma Shankti Bhawan, Rafi Marg, New Delhi 110 001.

FORMAT

APPENDIX-I

Grant-in-Aid Scheme for Financial Assistance to Voluntary Organisations for Taking up Action Programmes for the Benefit of Child Labour and Women Labour

I. ABOUT THE ORGANISATION

1. Name and Address of the Organisation
2. Nature of the Organisation (e.g. a society, trust, co-operative, etc.)
3. Date of Voluntary Organisation's formation, registration alongwith the following papers.
 - Copy of certificate of registration
 - Copy of prospectus
 - Annual report of the previous year
 - Copy each of the receipts and payments accounts and/or income and expenditure account and the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.
4. Brief history and a brief account of the activities of the organisation since inception particularly in the field of child/women labour and whether similar programmes, have been taken up on behalf of other government department.
5. Whether recognised or recommended by any State Government.
6. Additional information, if any
7. List of additional papers, if any.

II. ABOUT THE PROJECT

1. Name of the Project
2. Objectives of the Project
3. Duration of the Project
4. Target group
5. Total cost of the Project (project budget with item-wise break up)
6. Cost (with item-wise breakup) of any similar project financed by the Ministry of Labour
7. Extent of financial assistance sought from the Ministry of Labour for this project
8. Other sources of finance for the project (e.g. own funds, other organisations, etc.)
9. Per beneficiary cost
 - Per year
 - Per month
10. Output in measurable terms (e.g. number of child workers educated upto primary level, formation of groups of women workers, etc.)
11. Any other relevant information.

CHAPTER 11

MINISTRY OF NON-CONVENTIONAL ENERGY SOURCES

CONTENTS

11.0 MINISTRY OF NON-CONVENTIONAL ENERGY SOURCES

INTRODUCTION

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Symposia Workshops | 291 |

INTRODUCTION:

The rapidly expanding industrial and agricultural activities and a growing population have demand for energy. In view of the need for faster economic growth leading to higher per capita consumption of energy, the conventional energy sources alone can not meet the rising demand. The importance of non-conventional or renewable sources of energy (solar, wind, tidal and biogas etc.) is very much felt for sustaining the development process.

The Government of India has introduced exclusive institutional mechanism as early as 1980s for promoting renewable energy sources. The establishment of a Commission for Additional Sources of Energy (CASE) in the Department of Science and Technology in 1981 marked the first step, which was followed by the creation of a separate department of Non-Conventional Energy Sources (DNES) in the Ministry of Energy in 1982. A decade later, the DNES was upgraded and an exclusive Ministry of Non-Conventional Energy Sources (MNES) came into being.

Since its inception, the MNES has been implementing one of the world's largest programmes on renewable energy covering the whole spectrum of renewable energy technologies. The objectives of this programme besides others, include: supplementing the power generation from conventional fossil fuels; providing electricity to rural and remote areas; making available energy for a variety of applications in villages like pumping of water for irrigation, drying of farm produce etc., providing improved chulhas (cook-stove) and biogas plants, which would reduce the drudgery of rural women; and help recovering energy from the urban, municipal and industrial wastes.

The Ministry is now formulating a comprehensive policy on renewable energy to bring about a smooth transition from the present fossil fuel based economy towards a sustainable economy based on renewable energy. The Ministry has adopted a multi-agency approach for the implementation of various National Programmes for harnessing the non-conventional sources of energy and provide support and encourage greater involvement of NGOs and voluntary organisations in some of its National Programmes. These programmes are outlined below:-

11.1 RURAL ENERGY PROGRAMMES

The Ministry seeks to improve the rural energy demand through various programmes. Three important programmes in this regard are:

- Biogas Development Programme
- National Programme on Improved Chulhas (NPIC) and
- Integrated Rural Energy Programme (IREP)

Bio-Gas Programme:

Biogas is a clean non-polluting and low - cost fuel. It contains about 55 to 75 per cent methane, which is inflammable. Biogas can be produced from cattle dung, human waste and other organic matter by a process called "anaerobic digestion" in a biogas plant. The digested material, which comes out of the plant is an enriched manure. The gas is produced mainly from cattle dung in an indigenously developed 'biogas plant', commonly known as 'gobar gas plant'.

The Ministry of Non-Conventional Energy Sources has taken the following programmes for development and harnessing of biogas potential in the country:-

- National Project on Biogas Development (NPBD):
- Community/Institutional/and Night Soil based/Biogas Plants (CBP/IBP/NBP) Programme
- Research and Development on Biogas

1. National Project on Biogas Development (NPBD)

Background:

The NPBD was launched during 1981-82 for the promotion of family type biogas plants to provide clean and convenient fuel for cooking and lighting in rural areas. The project seeks to promote family type biogas plants.

Objective:

The broad objectives of the programme are:-

- To provide fuel for cooking purposes and organic manure to rural households through biogas plant;
- To mitigate drudgery of rural women, reduce pressure on forest and accentuate social benefits;
- To improve sanitation in villages by linking toilets with biogas plants.

Implementing Agency:

The NPBD is being implemented by : (i) States nodal departments, State Corporate bodies, (ii) National and Regional level registered societies and NGOs (iii) Panchayati Raj Institutions and Local bodies; (iv) Khadi and Village Industries Commission (KVIC), through its state directorates institutions and rural energy technicians (v) The National Dairy Development Board (NDDB) is implementing the project in some states by involving Tree Grower Cooperative Federation and Milk producer's Unions. (vi) Two national umbrella NGOs namely, All India Women's Conference (AIWC), New Delhi and the Sustainable Development Agency (SDA), Kerala have been implementing the project through their network of State-level NGOs (vii) A large number of rural voluntary agencies and entrepreneurs have been involved by the State nodal departments and implementing agencies in the construction of biogas plants on a turn-key basis.

Eligibility:

Family installing a biogas plant, is eligible for Central Government subsidy. The amount of subsidy varies as per the size of the plant, category of beneficiaries and the area covered.

Projects:

Popular Biogas Models:

- The traditional design of a biogas plant is the floating metal drum type, known as KVIC Model, named after the Khadi and Village Industries Commission.
- The fixed dome type, made of brick masonry and developed in the 80s is popularly called the Deenbandhu Model.
- A bag type portable digester made of rubberised nylon fabric suitable for remote and hilly areas, is being promoted.

Financial Assistance:

The NPBD provides financial assistance in the following pattern:

- Fixed amounts are given as Central Government subsidy depending upon the category of beneficiaries and the areas.
- A sum of Rs. 500/- per plant is given as turn-key job

fee to approved entrepreneurs, trained masons and technicians, State Corporate bodies and non-governmental organisations for installation of plants on a turn-key basis with free-maintenance and servicing warranty for the first three years.

- The turn-key job fee is higher i.e. Rs. 700/- per plant in North-Eastern Region States (excluding the plain areas of Assam), Sikkim, Jammu and Kashmir, Himachal Pradesh, other notified hilly areas, Andaman and Nicobar Islands, and Lakshwadeep.
- An additional central subsidy of 500/- per plant is given for linking plants with sanitary toilets.
- Financial assistance is provided at the rate of Rs. 2,500/- per plant for a kit to modify the diesel engine to work as dual-fuel engine.
- A sum of Rs. 10,000/- or 70% of the total cost of a small capacity biogas plant, two toilets and a water storage tank are given to schools, especially girl schools in rural areas for demonstration purposes.

Table 1

Models of biogas plants approved for promotion under NPBD	
Model	Approved capacity (cubic metres gas production per day)
• Floating Drum Type Biogas Plant - KVIC Model	1-10
• KVIC Model with ferro cement digester and / or fibre glass reinforced plastic (FRP) gas holders	1-10
• Deenbandhu Model	1-6
• Pragati Model	1-6
• Bag digester made of rubberized nylon fabric-Flxi Model	1-6

Table 2

Pattern of Central Subsidy for Family type Biogas Plants	
Category	Amount of Central Subsidy per plant (Rs.)
North Eastern Region States and Sikkim	6,000
Jammu & Kashmir, Himachal Pradesh, Eight hilly districts of UP (excluding terai region of two hilly districts), Nilgiris of Tamil Nadu; Sadar, Kurseong and Kalimpong sub-divisions of the Darjeeling, district (WB), Andaman and Nicobar Island	3,200
Scheduled Castes, Scheduled Tribes, desert districts, small and marginal farmers, landless labourers, Terai region of two hilly districts of UP, Western Ghats and other notified hilly areas	2,300
All others	1,800

- The service charges provided on target range to State Nodal Departments and Implementing Agencies are as follows:

Table 3

Service charges to Agencies with Target Range	
Target Range (NOs)	Amount of Service Charges
100 - 3000 plants	Rs.0.50 lakh + Rs. 250/- per plant in excess of 200 plants.
3001 - 7000 plants	Rs. 7.5 lakh + Rs. 100/- per plant in excess of 3000 biogas plants.
Above 7001 plants	Rs. 11.50 lakh + Rs. 75/- per plant in excess of 7,000 plants subject to a maximum of Rs. 22.00 lakhs.

- North-Eastern Region States, Jammu & Kashmir and Sikkim are given grant for specific staff sanctioned at the State and for districts on 100 per cent basis.
- Financial assistance under the programme is given for organising different types of training courses, as detailed below:-

Table 4

Training Programmes being organised under NPBD			
Course	Duration	No. of Trainees per course	Financial Assistance per course (Rs.)
Users Training	One	50-60	5,000
Staff Training	2-3	10-15	1,250
Refresher/ Construction-cum-trainers Training & 19,000 to nodal departments & agencies	16	10	17,000 to BTCs*
Turn Key Workers Training	25	10	30,000

* Biogas Development Training Centres

- A non-recurring grant of Rs. 10,000/- and a recurring grant of Rs. 20,000/- per year are given to a Biogas Extension Centre for systematically organising courses for the users in villages.
- Assistance is given for communication and publicity work linked with target ranges, to the State nodal departments and agencies as detailed below:-

Table 5

Communication and Publicity	
Target Range (Nos)	Amount (Rs. Lakh)
Upto 1,000 plants	1.00
1,001 – 10,000 plants	2.50
More than 10,000 plants	5.00



- Institutional financing is also provided by the Reserve Bank of India (RBI) and the National Bank for Agriculture and Rural Development (NABARD) for setting up biogas plants.

Financial Assistance for Publicity & Awareness Generation Campaigns

Financial assistance is given to nodal agency communication, publicity works and awareness generation campaigns. Assistance is given for organising activities such as melas, exhibitions, festivals, wall paintings, hoarding, user's training programmes, village level meetings, documentary films, seminars/workshops, door-to-door campaigns etc.

Procedure of Applying:

All correspondence regarding the scheme should be made to: Joint Secretary, Ministry of Non-Conventional Energy sources, Block No. 14, CGO Complex, Lodi Road, New Delhi 110 003.

2. Community/Institutional/ & Night Soil Based/Biogas Plants (CBP / IBP/ NBP) Programme

Background:

The programme for promoting community and institutional biogas plants (CSP/IBP) started in 1982-83. The objective was to set up large-sized biogas plants in villages and at institutions having assured and regular availability of large quantities of cattle waste and thereby benefit the weaker sections of society. It was supplemented by the scheme for setting up large-sized plants linked with community toilet complexes in 1993-94 in order to recycle human waste for improving sanitation. Biogas plants of floating drum-type with water jacket and fixed dome-type are being promoted.

Objectives:

The objectives of the scheme are:-

- To recycle organic wastes for harnessing fuel-gas at community, institutional levels for various usages including generation of motive power and electricity.
- To provide benefits of biogas technology to weaker sections of the society and

- To recycle human waste through linking of community and institutional toilets with biogas plants for improving sanitation.

Implementing Agencies:

- State nodal departments and nodal agencies are implementing the programme.
- The programme provides for fixed amounts of Central financial incentives to State nodal departments and agencies including Khadi and Village Industries Commission, Mumbai and Sulabh International, New Delhi.

Financial Assistance:

- Fixed amounts are provided as Central financial assistance (CFA) to the panchayats, local bodies, institutions, dairies, gaushalas, etc. for setting up biogas plants.
- A higher amount of central subsidy is given for the plants set up in the states in the North-eastern Region and Sikkim.
- A project contingency assistance are also given at the rate of 10 per cent of the CFA to State nodal departments and agencies for examining the feasibility of plants and supervising the construction work.

Table 6

Financial Assistance under Incentives being given during the year 1999-2000 under CBP/IBP/NBP Programme						
Institutional Biogas Plant						
Capacity of plant (cubic metre gas production per day)	Community Biogas plant	Organisations/ institutions*		Private & Profit making institutions & Others	Night-soil based Biogas plant	
		For NE Region	Other States		For NE Region	Other States
15 to 20	44,000	44,000	22,000	15,000	2,50,000	70,000
25 to 35	70,000	70,000	55,000	35,000	46,000	1,50,000
45	1,50,000	1,50,000	95,000	64,000	-	6,25,000
60	1,70,000	-	1,15,000	76,000	-	8,00,000
85	2,00,000	-	1,40,000	94,000	-	-

* Goshalas/ Pinjrapoles, charitable organisations/ Government Institution/ co-operative societies trusts or other institutions tied to such bodies

- Project Contingencies: Assistance is provided at the rate of 10% of the subsidy to State nodal departments and agencies and CBP/IBP and small size NBPs. Project contingency is 20% of the subsidy for 35, 45 and 60 cubic metre capacity NBP with the provision for a minimum of 20 years free operation and maintenance warranty.

A) Community toilet-linked Biogas Complexes:

Linking of community toilet complexes with largesized biogas plants helps in the sanitary disposal of human waste. In addition, the gas generated can be used for cooking and generation of motive power for water pumping and electricity. The setting up of community toilet-linked biogas complexes has become popular in Uttar Pradesh, Maharashtra, Gujarat, Punjab, Nagaland and Manipur.

Procedure of Applying:

Same as under the scheme 1.

3. National Programme on Improved Chulhas (NPIC)

Background:

The traditional chulhas, commonly used at present, have low thermal efficiency and consequently consume more fuel, besides emitting lot of smoke. This causes indoor air pollution to which women and young children are exposed. Poor ventilation in rural houses aggravates health hazards.

The National Programme on Improved Chulhas (NPIC), was initiated as a demonstration programme way back in December 1983. Since 1985, it has been under implementation as an extension programme. Improved Chulhas promoted under the programme in rural and semi-urban households, is the most immediate means of fuel conservation, mitigating health hazards and drudgery caused by burning of wood and collection of fuel for cooking. Improved chulhas are scientifically designed for optimal regulation of heat flow and better fuel utilisation. These chulhas have heat transfer efficiency of 20-35% as compared to 8-10% in case of traditional ones.

Objectives:

- Conservation of fuel wood and other biomass;
- Removal of smoke from kitchen;
- Check on deforestation and environmental upgradation;
- Reduction in the drudgery of women and girl children from cooking in smoky kitchen
- Reduction of health hazards and in cooking time; and
- Provides employment opportunities to rural people.

Implementing Agency:

States have designated nodal departments and nodal agencies for implementation. Besides, Khadi and Village Industries Commission, Mumbai; National Dairy Development Board, Anand (Gujarat), and national level non-governmental organisation (NGOs), namely All India Women's' Conference (AIWC) are involved in the implementation of this programme. States and agencies are, in turn, involving large number of grass roots level VO's and panchayats.

Beneficiaries:

The programme is directed to cover all categories of beneficiaries in rural, semi-urban and urban areas. However, priorities and preferences are given to tribal areas, fuel scarcity areas and areas that experience serious problem of deforestation.

Approved Models of Chulhas:

Technical Back-up Units (TBUs) are functioning in various states for developing models and technical and training support for accelerated and effective implementation of programme.

The programme envisages installation of fixed and portable metallic chulhas. The approved models are:

- mud fixed chulhas with or without chimney.
- Mud clad pottery lines, fixed chulha with or without chimney.
- Portable metallic chulha.
- Portable metal clad ceramic lined chulha.

Training:

The self-employed workers engaged in the installation of improved chulhas are trained through technical backup units attached with the programme. Training covers all aspects and operation of all types of identified chulhas.

Construction of chulhas will be made by each trainee during the course.

Financial Assistance:

The NPIC provides financial assistance under the scheme as per the following pattern:-

- Central subsidy is given according to the type of chulha, category of beneficiaries and the area. The pattern of the central subsidy under the NPIC are as follows:-

Table 7

Pattern of Central Subsidy Under National Programme on Improved Chulhas	
Type of Chulhas	Amount of Central Subsidy per Chulha (Rs.)
A. Fixed chulha with chimney	
· North Eastern Region States and Sikkim	80
· All other States & UTs	40
B. Portable Metallic Chulhas ISI mark:	
· North Eastern Region States, Sikkim, Notified hilly and desert areas	75
· SC and ST beneficiaries in other areas	50
C. High Altitude Chulhas	250

- Self-employed workers charges for construction & maintenance of improved chulhas are as follows:
 - Single pot fixed chulha with chimney : Rs. 20 per chulha
 - Two/three pot fixed chulha with chimney and community chulha : Rs. 30 per chulha
- Support for State level publicity awareness : A minimum support of Rs.30,000/- is given to the States and agencies having an annual target of upto 15,000 improved chulhas. The other States and agencies which have an annual target of more than 15,000 chulhas are entitled to receive funds @ Rs. 2/- per chulha, with a upper ceiling of Rs. 2.50 lakh.
- The Technical Back Up Units (TBUs) are eligible for financial assistance up to Rs. 10.00 lakh per year to meet the cost of sanctioned staff and organisation of the allocated training courses.
- Self-employed workers are given Rs. 20/- for

constructing a single pot fixed chulha with chimney and Rs. 30/- for a 2 or 3 pot fixed chulha with chimney or a community chulha with chimney, as per the approved designs and for providing free maintenance service for a period of one year.

- State Governments and State Nodal Agencies, besides the autonomous bodies and the VOs, are given Rs. 4/- per chulha as organisational and infrastructure support.
- Financial assistance is given for organising training programmes as detailed below:

Course	No. of trainees per course	Duration	Central financial assistance per Course
Self-employed workers training	20	10 days	Rs. 16,000/-
Entrepreneurship development	25	10 days	Rs. 27,000/-
Trainers training	20	3 days	Rs. 10,000/-
Users training	50	One day	Rs. 1,250/-

4. Integrated Rural Energy Programme (IREP)

Background:

The transition from subsistence to a modern economy requires an integrated and decentralised framework for rural energy planning and development. The Integrated Rural Energy Programme (IREP) aims at developing the planning and institutional capabilities at the State, District and Block levels to formulate and implement area-based micro-level plans and projects for tapping different kinds of energy sources in an optimum mix to meet the rural energy needs.

Inregrated Rural Energy Programme was conceptualised during the Sixth Five Year Plan and launched as Centrally Sponsored Scheme in the Seventh Plan. It was transferred in 1994-95 from the Planning Commission to MNES. It aims at promotion of an optimum mix of both conventional and non-conventional energy sources in selected Blocks in the country.

Objectives:

The objectives of the IREP are as follows:-

- Provision of the most cost effective mix of various

energy sources and options for; meeting the requirements of sustainable agriculture and rural development by; giving due weightage to environmental considerations.

- Provision of minimum domestic energy needs of cooking and lighting in IREP Blocks.
- Development of capabilities in States/UTs for preparation and implementation of Block Level Energy Plans and Projects.
- Ensuring large scale peoples' participation in the planning and implementation of programmes through the involvement of panchayats, voluntary organisations and institutions at the micro level for the implementation of the IREP projects.
- Setting up and strengthening of the mechanisms and co-ordination arrangements for linking micro level planning and rural energy and economic development so as to ensure regular and planned flow of energy inputs for meeting, the requirements of various end-users in the IREP projects.

Implementing Agency:

IREP is implemented by State nodal departments and nodal agencies including VOs.

Financial Assistance:

IREP has two components as mentioned below:-

Central Sector Component:

The Centrally Sponsored Scheme provides grants-in-aid for professionals and supporting staff in the IREP project cells at the State and District/Block levels, training of the staff and extension works.

State Sector Component:

State Sector outlays are utilised for the implementation of IREP Block Energy Plans and Projects including funding of demonstration activities, financial incentives for various energy devices, extension and other related activities and mobilisation of resources from other ongoing schemes and programmes for energy and rural development in the IREP Blocks.

11.2 SOLAR ENERGY PROGRAMMES

Solar energy is one of the major forms of non-conventional or renewable energy sources. Some of the advantages of solar energy as an attractive option are its wide spread distribution, non-polluting nature, and in exhaustible supply. The two principal technical routes through which the heat and light emanating from sun can be used for diverse applications are, the solar thermal and the solar photovoltaics respectively. These two programmes form part of the Solar Energy programme which is being implemented by the Ministry of Non-Conventional Energy Sources.

India receives solar energy equivalent to over 5,000 trillion Kwh per year which is far more than the total energy consumption of the country. The daily average solar energy incidence varies from 4 to 7 Kwh per square meter depending upon the location.

Solar Cooker and Solar photo Voltaic programmes are two major programmes implemented to tap solar energy under which the Ministry involves and supports the VOs and NGOs.

5. Scheme of solar Cooker

Background:

A solar cooker is a device, which cooks food with the help of solar energy and can save the conventional fuels to a significant amount. The Ministry has been promoting the solar cookers since the early 1980s through various schemes under which VOs are provided financial assistances. Various schemes include are implemented under Solar Cooker Scheme are and these include:-

- Subsidy scheme
- Promotional scheme
- Loan scheme
- Schemes for Self-employed Workers (SEWs)
- Solar concentrating cookers scheme

5.1 Subsidy Scheme:

The Ministry was promoting the box-type solar cookers through the subsidy scheme till 1993-94. Presently, the cookers are being promoted through promotional and loan schemes.

5.2 Promotional Scheme:

Under the promotional scheme, financial support is provided to the State Nodal Agencies for organising publicity, cooking demonstrations and competitions, training, developing the marketing network, establishing repair and servicing facilities at sales outlets and setting up solar food stalls etc. Promotional activities undertaken by manufacturers are supported on a 50% cost sharing basis.

5.3 Loan Scheme:

Under the loan scheme, interest-free loan is available for the bulk users and individuals through Indian Renewable Energy Development Agency (IREDA) and a couple of banks respectively. Soft loan is available through IREDA to the manufacturers for procurement of equipment and machinery for fabrication of solar cookers. Interest-free loan is also available to intermediaries such as the State Nodal Agencies, non-profit making organisations, manufacturers and financial institutions for onward lending to individuals or for supplying solar cookers to them on hire purchase basis.

5.4 Scheme for Self-Employed Workers:

Under the SEW scheme, the State agencies were asked to enlist a set of SEWs in their respective States who will be given training in repair of solar cookers, in proper use of solar cookers and in the preparation of various recipes. They will be provided with identity cards, tool kits, rate list for repair work and the list of solar cooker users in their respective districts. The SEW will be expected to create awareness among the people about the solar cooker and assist them in procuring the same.

They may also approach schools, companies and other organisations and persuade them to procure cookers for their employees with loans arranged through the designated branches of various banks. For all this work incentive were given for sale of each cooker in his area. The SEWs will also visit the users in their respective districts and render repair services, thereby earning some income. The SEWs may be trained in the repair of other renewable energy devices such as solar lanterns, solar home lights, solar water heaters, biogas plants, etc to augment their earnings.

5.5 Solar Concentrating Cookers Scheme:

Under the Solar Concentrating Cookers Scheme specific proposals were invited from State agencies, the Regional Test Centres (RTCs) of the MNES, the VOs and other institutions for installation of the concentrating type cookers at community centres on cost-sharing basis.

Types of Cookers:

Under the scheme the various types of cookers are being promoted. These types are as follows:-

- Dish Solar Cooker (SK14) developed by EG Solar, an VO of Germany, which is being manufactured in India. The cooker is made of redacting aluminium sheets and can cook food for 10 to 15 persons. A single dish may take around 30 to 40 minutes to be prepared. The approximate cost of the cooker is Rs. 5,000. It will be useful for individuals as well as small road side dhabas and tea shops.
- Community Solar Cooker (Scheffler) for cooking food inside the kitchen developed by ULOG group of Switzerland and being manufactured in India. The cooker, which has automatic tracking arrangement, can cook food for 35 to 40 persons. A single dish may take around 1 to 1 ½ hours to be prepared. The approximate cost of the cooker is Rs. 50,000. It will be useful for religious places, ashrams, army messes, dhabhas, boarding schools, etc.
- Solar Steam Cooking System of the type installed by the Brahmakumaris organisation at Taleti, near Mount Abu. The system using automatic tracking solar concentrators has been working satisfactorily. It can cook meals twice a day for 10000 persons. The investment on this system is Rs.55 lakh approximately. It is a hybrid system having the back-up of oil fired boiler and is useful for large community kitchens.

Implementing agencies:

- The programme is being implemented by State Government agencies, Non-Governmental Organizations (NGOs) and manufacturers.
- The manufacturers are required to fabricate the solar cookers as per Indian Standards (IS :13429). Regional Test Centres have been established for getting the solar

cookers tested as per these standards. Different models of box solar cookers (both family and community type with and without electrical back up) are being marketed by these manufacturers in the country.

Financial Assistance:

- The Ministry is providing financial support to state agencies, VOs and manufacturers for various promotional activities on box solar cookers and installation of solar concentrating cookers through demonstration schemes. It is also supporting various R&D projects on new designs of community solar cookers.
- The Ministry is providing several incentives to users, manufacturers, VOs and state agencies for promoting the use of box solar cookers as per the following:-

- **To Bulk Users & Intermediaries**

Interest free loans are available to bulk users (corporate bodies & cooperative societies) from Indian Renewable Energy Development Agency Ltd. (IREDA) for providing solar cookers to their employees/ customers/dealers/ business associates and to the intermediaries (state renewable energy development agencies, manufacturers, financial companies & non-profit institutions) for on lending loan/supplying cookers to individuals on hire purchase basis. Loans are to be repaid in 2 years in quarterly installments with 6 months as moratorium. (Minimum loan amount available from IREDA is Rs. 5.0 lakhs). The norms for availing the loan assistance are given below:

- **Norms of Financing For Bank Loan**
 - Loan amount: Max. Rs. 1,000 (with out electrical back up)Max. Rs. 1,500 (with electrical back up)
 - Interest Rate: Nil
 - Repayment: Monthly basis on equal instalments in a year
 - Eligibility: Individuals who procure cooker from approved manufacturers
 - Disbursement: To manufacturers after supplying cookers & producing certificates
 - Operating Banks: Union Bank of India & Andhra

Bank

- **To Individuals:**

Interest free loans are available to individuals from banks, which is to be repaid in one year on equal monthly installment basis. The scheme is presently in operation with selected branches of Union Bank of India and Andhra Bank. Some state governments also provide state subsidy, which is being availed from respective state nodal agencies.

- Financial support is being provided to state nodal agencies for publicity awareness, cooking demonstrations/ competitions, training, developing marketing network & repair/servicing facility at sales outlets, incentive to Self-employed workers, awareness through specified institutions, solar food restaurants etc. Support is also provided to manufacturers and VOs through state agencies.
- Soft loan is also available to manufacturers equipment/ machinery for manufacturing & testing of solar cookers, which can be repaid in seven years.

6. Solar Photovoltaic Programme

Background:

The Solar Photovoltaic (SPV) technology enables direct conversion of sunlight into electricity without any moving parts and without causing pollution. The SPV devices have emerged as useful sources of power for applications such as lighting, water pumping and telecommunications, and as power plants generating electricity for decentralised applications and catering to the needs of village, hospitals, lodges, etc. The SPV Programme has resulted in significant technological developments, widespread field-level demonstrations and utilisation of solar energy for various applications. A strong research base as well as indigenous production capabilities in the entire area starting from silicon material to solar cells, photovoltaic modules and complete systems for various applications have been established.

The Ministry has been implementing a programme for the demonstration and utilisation of SPV systems for various applications. The most common systems deployed under this programme are being solar lanterns, solar home lighting systems, street lighting systems and standalone, small capacity village-level SPV power plants. These

systems have been found to be very useful in providing electricity to towns and villages.

To make the renewable energy devices easily available to people and provide after-sale services, the Ministry has been promoting the establishment of special sales outlets under the name “Aditya Solar Shops” in major cities. The shops are established by the State Nodal Agencies, manufacturers associations and reputed VOs in easily accessible parts of the cities. Different models of renewable energy systems and devices from various manufacturers are sold through these shops in order to provide the customer a wide choice. These shops also disseminate useful information on these gadgets to the consumers visiting them.

Implementing Agency:

The SPV programme was implemented through the State Renewable Energy Development Agencies, VOs having MNES recognised Aditya Solar Shops and selected public sector undertakings.

Salient Features of the Programme:

- The SPV systems installed under the Programme are required to carry a warranty for a minimum period of one year for the complete system and ten years for the PV module(s).
- The programme implementing organisations should ensure, while placing orders on the manufacturers for the supply of SPV systems, that provision is made for an Annual Maintenance Contract (AMC) for a period of four years after the one year warranty period.
- For giving the needed thrust to the programme some regions in the country are designated as High Focus Areas(HFAs) for implementation of the programme, for example, Andaman & Nicobar Islands, Lakshadweep, Jammu and Kashmir, Hill districts of Uttar Pradesh and Other areas.
- Ministry has a provision for financial support to implementing agencies for organising training programmes for users, technicians, designers and field personnel dealing with the SPV systems.
- While distributing solar lanterns and solar home lighting systems, the programme implementing organisations were advised to give preference to the girls hostels, adult education centres meant for

women, DWACRA Centres etc.

- The programme implementing organisations are required to submit monthly progress reports during the implementation phase and periodic reports on the performance of the systems. In addition, the installations are inspected by the officials of the Regional Offices of MNES.

Finance Assistance:

- The Ministry encourages the State Renewable Energy Development Agencies and VOs to avail soft loan assistance from the Indian Renewable Energy Development Agency (IREDA) for installation of SPV systems.
- The pattern of financial assistance and the eligible categories of beneficiaries for Central subsidy are given below in Table 4.

Table 8
Pattern of Financial Assistance and Eligible Categories of Beneficiaries Under SPV Programme

SPV System	Central Subsidy	Service Charge
Solar Lantern	Rs. 1500/- (fixed)	Rs. 100/-
Home Lighting System/Solar Home System	Rs. 6,000 or 50% of ex-works cost, which ever is less	Rs. 200/-
Street Lighting System	Rs.12,000 or 50% of ex-works cost, which ever is less	—
Power Plants & Other Systems	Rs. 2,00,000/kwp of PV array capacity or 50% of ex-works cost, which ever is less	Rs.10,000/-

B. Eligible Categories of Beneficiaries for Central

SPV Subsidy:-	Eligible Category of Beneficiaries
Solar Lanterns	All Categories of individual beneficiaries and non-profit institutions/organisations. No. individual would be given more than one solar lantern.
Home Lighting Systems/ Solar Home Systems	All Categories of individual beneficiaries and non profit institutions, State Nodal Agencies Electricity Boards, Panchayats, Zilla Parishads and DRDAs.
SPV Power Plants/Other Systems	All categories of non-commercial institutions/ organisations, State Nodal Agencies, Electricity Boards, Panchayats, Zilla Parishads and DRDAs.

Note: Commercial Organisations are not covered under the subsidy Scheme.

7. Special Area Demonstration Programme

Background:

A special area demonstration programme was started in 1992-93 to demonstrate the utility of non-conventional energy systems and devices in remote and far-flung areas, including hilly districts and islands. Two years later, a scheme entitled Energy Parks was launched to create mass awareness, besides giving wide publicity among both the rural and urban population, especially students and teachers, about the benefits of various renewable energy systems. The "Energy Park" Scheme was modified in 1998-99 to focus on the maintenance of the parks.

A typical energy park will consist of improved chulhas (fixed and portable type), solar PV (photovoltaic) street lights, solar PV domestic lights, solar lanterns, solar water heating systems, solar cookers, solar stills, a biogas plant, a solar PV radio, a solar PV power pack, solar PV colour TV, a solar PV pump and a wind pump.

The focus of the programme is on the establishment of energy parks in schools, colleges and universities to provide students and teachers the opportunity to conduct experiments and understand the basic working principles of renewable energy systems.

Financial Assistance:

- The scheme provides for financial assistance up to a maximum of Rs. 10 lakh per park to meet the full estimated costs of installation of energy systems and devices.
- Assistance for maintenance is provided at the rate of 7 per cent of the capital cost of the systems and devices for a total period of four years starting from the second year.

- Nodal agencies are given up to Rs. 5,000/- per park for monitoring and reporting purposes.

8. Scheme of Assistance for Seminars/Symposia/Workshops

Background:

Human resource development, being a vital ingredient for the success of any programme, the Ministry of Non-Conventional Energy Sources has accorded a place for this in all its activities. It has been organising seminars, symposia, workshops, and conferences, study tours and training programmes, besides facilitating the participation of Indian scientists and technologists in international events as a part of its human resource development efforts.

Objective:

The objective of the scheme is to provide financial assistance to voluntary organisations for organising or supporting seminars, symposia and workshops. In order to bring about mutual interaction, exchange of latest information in specialised fields of knowledge and to create awareness among the people, about the non-conventional energy sources.

Implementing Agency:

The scheme is being implemented by government and semi-government organisations, academic and R & D institutions and VOs.

Financial Assistance:

Financial and technical assistance is provided to eligible organisations for conducting seminars, symposia, workshops, conferences, short duration awareness campaigns on renewable energy sources such as e.g. use of renewable energy sources, renewable technologies, awareness programmes aiming at popularisation of the renewable sources of energy systems.

Procedure:

Application for financial assistance under the scheme may be sent to : Joint Secretary, Ministry of Non-Conventional Energy Sources, Block No. 14, CGO Complex, Lodi Road, New Delhi-110 003.

CHAPTER 12

**MINISTRY OF PLANNING AND
PROGRAMME IMPLEMENTATION**

CONTENTS

12.1 Department of Programme Implementation

INTRODUCTION

PAGE NO.

PROGRAMME/SCHEME

1. Member of Parliament Local Area Development Scheme (MPLAD)

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Format for Proposal

INTRODUCTION

The Prime Minister on the 23rd of December, 1993 announced the “Member of Parliament Local Area Development Scheme” (MPALDS) in the Parliament. Detailed guidelines on the scheme, including the concept, implementation and monitoring of MPLADS were issued subsequently in 1994. Pursuant to these guidelines, the Department of Programme Implementation, Ministry of Planning & Programme Implementation has been issuing circulars, from time to time, on matters relating to operational details.

Under this scheme, each MP will have the choice to suggest to the Head of the District works to the tune of Rs.2 crore per year to be taken up in his/her constituency. Elected Members of Rajya Sabha representing the whole of the State as they may select works for implementation in one or more district(s) as they may choose. Nominated Members of the Lok Sabha and Rajya Sabha may also select works for implementation in one or more district(s) but within one state of their choice. The allocation per MP per year stands at Rs.2 crores from the year 1998-1999.

Objective:

- To undertake small works of capital nature by Members of Parliament in their constituencies.

Implementing Agencies:

- Each MP will give a choice of works to the concerned Head of the district who will get them implemented following the established procedures, that is, he may be guided by the procedure laid down by the State Government subject to these Guidelines.
- In regard to works in urban areas their implementation can be done through Commissioners/Chief Executive Officers of Corporations, Municipalities, etc., or through the Heads of District concerned as per the option of the MP.
- Implementation agencies can be either Government or Panchayati Raj institutions or any other reputed non-governmental organisation that may be considered by the District Head as capable of implementing the works satisfactorily.
- Engagement of private contractors is prohibited.
- For purposes of execution of works through Public

Works Department (PWD) wings, not necessarily exclusively dealing with civil construction, but having competence in civil construction can be engaged for example, Public Health Engineering, Rural Housing Departments, Housing Boards, Electricity Boards, Urban Development Authorities.

- The Head of the District shall identify the agency through which a particular work recommended by the MP should be executed.
- Since the works under this scheme would be implemented by different State Government agencies such as PWD, Rural Development, Irrigation, Agriculture, Health, Education, Area Development Authorities, Water Supply and Sewerage Boards, Housing Corporation etc. The Heads of the respective districts would be responsible for the co-ordination and overall supervision of the works under this scheme at the district level.

Salient Features of the Scheme

- The works under the scheme (please refer to Appendix II) shall be developmental in nature based on locally felt needs. The emphasis is on creation of durable assets. Funds provided under the scheme should not be used for incurring revenue expenditure. The funds can also be used for purposes such as provision of service support facilities. However, they will not include any recurring expenditure like on staff to maintain such facilities.
- It will also be appropriate if the scheme funds are used for partly meeting the cost of a larger work like for example for partly meeting the cost of a micro-hydel work only in case it would result in completion of the works. Where such part costs are met under this para, it should be with reference to clearly identifiable part of the work.
- The site selected for execution of the work by the MP shall not be changed except with the concurrence of the MP himself.
- An illustrative list of works that may be taken up under the scheme is presented in Appendix II and the list of works which shall not be allowed under the scheme is presented in Appendix II A.
- The Heads of districts should ensure that provision

for maintenance and upkeep of the works to be taken up under this Scheme is forthcoming from the concerned local body or the relevant agency, that is, Government-aided institution, registered society etc.

- In order that local people become aware that particular works have been executed with MPLADS funds, signboards carrying the inscription “MPLADS WORK” with the name of MP may be prominently erected at the sites.

Financial Allocation:

- The allocation per MP per year stands at Rs.2 crores .
- Sometimes execution of work, by their very nature, may span into more than one year. In such circumstances, funds under the scheme could be made available to the executing agency either in advance or over more than one year, phasing of execution of works being clearly kept in view.
- Payment of advances of any type to the contractors/suppliers under any work falling within this scheme is prohibited.
- As far as possible, all sanctions for works should be accorded within 45 days from the date of receipt of proposal from the concerned MP.

Sanction and Execution of Works:

- In identifying and selecting works and giving administrative sanction for the same, the Head of the district should invariably get the concurrence of the Member of Parliament. Normally, the advice of the MP should prevail unless it is for technical reasons such as land selected for work not being suitable for execution etc. Where the Head of the district considers that a work suggested by an MP cannot be executed, he should send a comprehensive report with reasons to the MP under intimation to the Department of the State Government dealing with the subject and to the Department of Statistics and Programme Implementation, Ministry of Planning & Programme Implementation, Government of India.
- So far as technical and administrative sanctions are concerned, decision making should be only at the district level. If need be for the purpose of implementation of this scheme, full and final powers should be delegated to the District technical and

administrative functionaries.

- In case, a constituency fall in more than one district, the Head of the district who receives the money released by the Government of India shall make the required funds available to the other concerned district(s) in keeping with MP’s choice so that the Head(s) of such other district(s) could implement the works suggested by the MP in his district(s).
- Allocation per year under the scheme is for the constituency. Though there may be change in the MP representing a constituency, whatever may be the reason for such change, since the allocation is being for the constituency, continuity of action in implementing works under the scheme should be maintained. The Head of the district should play a co-ordinating role in this regard between the past and the present MP and the implementing agencies concerned.
- When there is a change in the MP, for whatever reason it may be; the following principles should be followed, as far as possible in executing works:
 - If the work identified by the predecessor MP is under execution, it should be completed.
 - If the work identified by the predecessor MP is pending sanction due to administrative reasons beyond a period of 45 days from the date on which advice was received for taking up the work, it should also be executed provided the work is otherwise as per norms.
- If the predecessor MP had identified the work, but it was not taken up for execution because of reasons other than those mentioned in the preceding sub-para, it can be executed subject to the confirmation of the successor MP.
- In respect of Members of Rajya Sabha, the unspent balance left by the predecessor Members of Parliament in a particular State will be equally distributed amongst the successor Rajya Sabha Members in that particular State.

Release of Funds:

- Ideally it would be desirable that the MPs suggest individual works costing not more than Rs.10 lakhs per work. However, the limit of Rs.10 lakhs per work should not be too rigidly construed. Amounts higher

- than Rs.10 lakhs per work can be spent depending upon the nature of the work. (For example a single check dam to provide minor irrigation or water supply or a sports stadium may cost more than Rs.10 lakhs. In the case of such works higher amount can be legitimately spent).
- Funds shall be released to the Districts each year immediately after the vote on Account/Budget is passed. The funds released by the Govt. of India under the scheme would be non-lapsable. Funds released in a particular year, if they remain unutilised can be carried forward to the subsequent year without detracting from the allocation of rupees two crores per year per constituency. However, release of funds will be made with reference to the actual progress achieved in expenditure and execution of works. In other words, funds would be available in the budget to the extent of rupees two crores per year per MP and works will not suffer for want of provisions. At the same time releases will be regulated according to progress.
 - The release of funds by the Department will be done four times a year on the basis of the physical and financial progress of the works under implementation and further requirement of funds for works.
 - At the time of release of funds, the Department in consultation with the Heads of the concerned Districts will make an assessment of the funds required to complete the on-going works. Such requirements of funds will be met first and then only the balance allocation will be considered for new works. Instalment of Rs. 50 lakhs in respect of an MP would be released once the balance amount, after taking into account the cost of all the works sanctioned (unsanctioned balance), comes to less than Rs. 50 lakhs.
 - Funds for individual works should be promptly released. 75% of the cost of the works can be released in the first instalment itself, the balance of 25% being released depending on the progress made. To the maximum, extent possible, release of funds should be arranged through the administrative authority available nearest to the work spot, like for example a Block Development Officer. The objective should be that release of funds also is made through decentralised administrative mechanisms and that implementing agencies have the quickest feasible access to such decentralised authorities.
 - In case the concerned MP is not interested in utilising the funds, he/she may write to the Department of Programme Implementation Ministry of Planning & Programme Implementation so that the release of funds is withdrawn.
- Address:** Director, Department of Programme Implementation, Ministry of Planning and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi 110 001

FORMATS

Format for the Purpose of Release of Funds under Member of Parliament Local Area Development Scheme (MPLADS) for Lok Sabha MPs Statement of Expenditure under MPLADS (Up to Date)

Name of the State:

Name of the Constituency:

Name of the MP:

10th LS:

11th LS:

12th LS:

13th LS:

Name of the Nodal District:

Address:

Phone no. With STD code:

Fax: e-mail:

1 Total funds received for the constituency:

Funds Received (Rs. In Lakhs)

(a) Funds received from the Govt. of India

YEAR
1993-94
1994-95
1995-96
1996-97
1997-98
1998-99
1999-2000
TOTAL

(b) Total amount of interest accrued on the funds

(c) TOTAL (a+b)

2 Total No. and cost of works recommended

	No. of works	Estimated cost
(a) By the 10th LS MP		
(b) By the 11th LS MP		
(c) By the 12th LS MP		
(d) By the 13th LS MP		
Total (a+b+c+d)		

3 No. and cost of works sanctioned on recommendations of:

	No. of works	Amount sanctioned
(a) The 10th LS MP		
(b) The 11th LS MP		
(c) The 12th LS MP		
(d) The 13th LS MP		
Total (a+b+c+d)		

- 4 Total unsanctioned balance available with the constituency 1(c)-3(e)
- 5 Total No. of works completed in the constituency
- 6 Total No. of works started but not completed
- 7 Total actual expenditure

Date:

**Signature of the Distt. Collector/Distt.
Magistrate/Dy.Commissioner**

Copy to
Shri/Smt. _____.

Member of Parliament

Note:

- (i) The next due instalment of Rs. 50 lakhs is released only when the amount in respect of column No 4 is reported as less than Rs. 50 lakhs.
- (ii) The Nodal District Collector is required to furnish a consolidated report including the information pertaining to other Districts falling in the constituency where funds were transferred on recommendation of the MP.
- (iii) Sanctioned amount is the cost of such schemes only, for which financial sanctions have already been issued. Cost of schemes, which have got only administrative approval (and not financial sanction), should not be reported as sanctioned in column No. 3.

APPENDIX-II

Illustrative List of Works that can be Taken up under MPLADS

1. Construction of buildings for schools, hostels, libraries and other buildings of educational institutions belonging to Government or local bodies. Such buildings belonging to aided institutions and unaided but recognised institutions can also be constructed provided, however, that the institution be in existence for not less than two years.
2. Construction of tube-wells and water tanks for providing water to the people in villages, towns or cities, or execution of other works, which may help in this respect.
3. Construction of roads including part roads approach roads, link roads etc. in villages and towns and cities. Very selectively kutcha roads can also be constructed where the MP concerned and the District Head agree to meet the locally felt need.
4. Construction of culverts/bridges on the roads of above description and of open cut or tube wells.
5. Construction of common shelters for the old or handicapped.
6. Construction of buildings for local bodies for recognised District or State Sports Associations and for cultural and sports activities or for hospitals. Provision of multi-gym facilities in gymnastic centres, sports associations, physical education training institutions etc. is also permissible.
7. Social forestry, farm forestry, horticulture, pastures parks and gardens in Government and community lands or other surrendered lands.
8. Desilting of ponds in villages, towns and cities.
9. Construction of public irrigation and public drainage facilities.
10. Construction of common gober gas plants, non-conventional energy systems/devices for community use and related activities.

11. Construction of irrigation embankments, or lift irrigation or water table recharging facilities.
 12. Construction of public libraries and reading rooms.
 13. Construction of creates and anganwadis.
 14. Construction of public health care buildings, including family welfare sub-centres together with the ANM residential quarters. Such buildings belonging to aided institutions also can be constructed.
 15. Construction of crematoriums and structures on burial/cremation grounds.
 16. Construction of public toilets and bathrooms.
 17. Construction of drains and gutters.
 18. Construction of footpaths, pathways and footbridges.
 19. Provision of civic amenities like electricity, water, pathways, public toilets etc. in slum areas of cities, town and villages and in SC/ST habitations, provision of common work-sheds in slums and for artisans.
 20. Construction of residential schools in tribal areas.
 21. Construction of bus-sheds/stops for public transport passengers.
 22. Construction of veterinary aid centres, artificial insemination centres and breeding centres.
 23. Procurement of hospital equipment like x-ray machines, ambulances for Government Hospitals and setting up of mobile dispensaries in rural areas by Government, Panchayat Institutions. Ambulances can be provided to reputed service organisations like Red Cross, Ramakrishna Mission etc.
 24. Electronic Projects:
 - i) Computer in education project of High school/College
 - ii) Information footpath
 - iii) Ham Club in high schools
 - iv) Citizen band radio
 - v) Bibliographic database projects.
 25. Construction of Level Crossing at unmanned Railway crossing.
-

APPENDIX-II(A)

List of Works Not Permissible Under MPLADS

1. Office buildings, residential buildings, and other buildings relating to Central or State Governments, Departments, Agencies or Organisations.
2. Works belonging to commercial organisations, trusts registered societies, private institutions or co-operative institutions.
3. Repair and maintenance works of any type other than special repairs for restoration/up-gradation of any durable asset.
4. Grant and loans.
5. Memorials or memorial buildings.
6. Purchase of inventory or stock of any type.
7. Acquisition of land or any compensation for land acquired.
8. Assets for all individual benefit except those, which are part of approved schemes.
9. Places for religious worship.

CHAPTER 13

MINISTRY OF RURAL DEVELOPMENT

CONTENTS

13.1 DEPARTMENT OF RURAL DEVELOPMENT

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INTRODUCTION:

About three fourth of India's population live in villages. High incidences of poverty, illiteracy, backwardness in the rural areas are the rules of the day. The Government of India is committed in bringing about rapid and sustainable development in rural India. The Ministry of Rural Development is engaged in implementing a number of schemes which aim at enabling rural people to improve the quality of their lives. The thrust of the rural development programmes is an all-round economic and social transformation of rural areas through a multi-pronged strategy aiming at reaching out to the most disadvantaged sections of society. High priority has been accorded to the provisions of clean drinking water to all villages, houses to the rural homeless.

The basic objective of rural development programmes has been the alleviation of poverty in the rural areas through generation of employment, creation of assets and generation of income of the rural poor. Several rural development programmes have been restructured to enhance their effectiveness and sustainability. In addition to the revamping of self-employment/wage-employment programmes and rural water supply and sanitation schemes and those relating to area development, land reforms and housing.

The Swarnjayanti Gram Swarozgar Yojana as initiated by Government is a comprehensive self-employment programme for the rural poor and conceived as a holistic scheme of micro-enterprises covering various aspects of self-employment. The earlier self-employment programmes viz Integrated Rural Development Programme (IRDP), the Training of Rural Youth for Self-Employment (TRYSEM), the Development of Women and Children in Rural Areas (DWCRA), the Supply of Improved Toolkits to Rural Artisans (SITRA) and the Million Wells Scheme (MWS), have been now merged into the comprehensive SGSY scheme.

With a view to imparting renewed thrust to improving the rural infrastructure, the Jawahar Rozgar Yojana (JRY) has been renamed as Jawahar Gram Samridhi Yojana (JGSY). A National Housing and Habitat Policy has been adopted aiming at providing housing for all. A new Department for Drinking Water Supply has been created in 1999 to accomplish the objective of providing safe

drinking water facilities to all rural habitations of the country within a definite time frame. The District Rural Development Agency (DRDA) has, traditionally been the principal organ at the district level for the implementation of the anti-poverty programmes of the Ministry of Rural Development.

The earlier Ministry of Rural Areas and Employment has been renamed as Ministry of Rural Development in 1999. The importance of the work done by the voluntary agencies in the development process is well recognised. These agencies have been playing an important role in the implementation of programmes of rural development. The Council for Advancement of People's Action and Rural Technology (CAPART) provides assistance to voluntary agencies for voluntary action in rural development. Ministry since the Seventh Five Year Plan period has been encouraging greater involvement of voluntary organisations in the various rural development programmes through CAPART.

The Ministry has been providing financial assistance to voluntary organisations through its various rural development programmes implemented through its Wings and Departments such as:-

- Department of Rural Development
- Department of Land Resources
- Department of Drinking Water
- Council for Advancement of People's Action and Rural Technology (CAPART)

1. Swarnjayanti Gram Swarozgar Yojana

Background:

Despite the efforts made over the past few decade for alleviation of poverty in the rural areas, in the country, the rural poverty continues to cause serious concern. The number of rural poor in India is estimated to be about 244 million. The self-employment programmes in reducing poverty assume significance as they provide income to rural poor on a sustainable basis. The earlier programmes of Integrated Rural Development Programme (IRDP), Training of Rural Youth for Self-Employment (TRYSEM), Development of Women and Children in Rural Areas (DWCRA), Supply of Improved Toolkits to Rural Artisans (SITRA), Ganga Kalyan

Yojana (GKY) and Million Well Scheme (MWS) all have merged into a Centrally Sponsored Programme known as “Swarnjayanti Gram Swarozgar Yojana (SGSY)” which has been launched from 1 April 1999. The SGSY is a holistic programme covering all aspects of self employment such as organisation of the poor into self-help groups, training, credit, technology, infrastructure and marketing.

Objective:

- To bring the assisted poor families (Swarozgaris) above the poverty line in three years, by providing them income generating assistance through a mix of bank credit and government subsidy or through provision of micro-enterprise.

Salient Features of SGSY:

- SGSY aims at establishing a large number of micro-enterprises in the rural areas, building upon the potential of the rural poor.
- The assisted families (Swarozgaris) may be individuals or groups (Self-Help Groups). Emphasis will be on the group approach and cluster approach.
- SGSY will adopt a project approach for each key activity. The effort under SGSY is to cover 30 percent of the poor in each block in the next five years.
- The Gram Sabha will authenticate the list of families below the poverty line identified in the BPL census.
- SGSY is a credit-cum-subsidy programme.
- It will provide for promotion of marketing of the goods produced by the Swarozgaris.
- SGSY will particularly focus on the vulnerable groups among the rural poor. Atleast 50 percent of Swarozgaris will be SCs & STs, 40 percent women and 3 percent disabled persons.
- Special emphasis will be laid on skill development of the Swarozgaris through well-designed training courses.

Implementing Agency:

- SGSY would be implemented by the Agencies (DRDAs) through the Panchayat Samitis and with the active involvement of banks and other financial institutions, the Panchayati Raj Institutions (PRIs), VOs as well as technical institutions in the districts.

- VOs play a critical role in the formation and nurturing of SHGs as well as in monitoring of the progress of the Swarozgaris. They may act as a facilitator and/or help in building their capacities.
- DRDAs may support VOs or community based organisations who are fully engaged in the task of initiating and sustaining the group development process.

Financial Assistance:

- Funds under SGSY will be shared by Central and State Governments in the ratio of 75:25.
- Subsidy under SGSY will be uniform at 30 percent of the project cost subject to a maximum of Rs. 7,500. In respect of SCs/STs, however, these will be 50 percent of the project cost and subject to maximum of Rs. 1,000.
- For groups of Swarozgaris (SHGs), the subsidy would be 50 percent of the cost of the scheme, subject to a ceiling of Rs. 1.25 lakh.
- There is no financial limit on subsidy for irrigation projects.

Procedure:

The applicant will be required to submit an application for Swarnjayanti Gram Swarozgar Yojana complete in all respects along with a checklist as per the prescribed proforma (Appendix I). The application may be submitted to either Ministry of Rural Development or Housing and Urban Development Corporation (HUDCO). The applicant will be required to furnish a bond in the prescribed proforma as mentioned in chapter 5. All correspondence should be made to the Joint Secretary Department of Rural Development, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi 110 001.

2. Innovative Stream for Rural Housing and Habitat Development

Background:

It has been realised that housing involves the development of suitable, sustainable habitats, initiatives that lend themselves to superior habitat development. A new scheme has been launched since 1999 for the implementation of special and innovative projects related

to rural housing and habitat development. The rationale for this scheme is the need for standardising and popularising/replicating/propagating cost-effective, environment-friendly housing/construction technologies, designs and materials and evolving ideal types of sustainable rural human settlements consistent with agro-climatic variations and natural disaster preparedness.

Objective:

The objectives of the scheme is to promote/propagate innovative and proven housing technologies, designs and materials in the rural areas.

Eligibility:

Recognised educational/technical institutions; corporate bodies and autonomous societies with experience in the technology promotion and application; State Governments and development institutions and credible VOs with proven track record and experience in the rural housing construction and habitat development etc.

Broad Guidelines for Project Formulation:

- The project should contain innovative elements, especially in regard to convergence of shelter and habitat development
- Preference is given to projects relating to areas which are remote, inaccessible, disaster affected and extremely backward in social and economic infrastructure.
- The project document should clearly spelt out the management structure, monitoring provision and specify implementation responsibilities.
- Total duration of the project should not, in normal circumstances, exceed two years.
- Project must contain a well planned strategy based on a thorough assessment of the local situation and resources to tackle specific problems such as depleting biomass, housing quality, deteriorating habitat etc.
- A project document should inter-alia include details about likely beneficiaries, cost benefit statement, potential for replicability, likely spin-offs in terms of physical assets and financial growth, complementarily with other VOs, institutional linkages etc.

Procedure:

The applicant will be required to submit an application for Rural Housing and Habitat Development complete in all respects along with a checklist as per the prescribed proforma (Appendix I). The application may be submitted to either Ministry of Rural Development or Housing and Urban Development Corporation (HUDCO). The applicant will be required to furnish a bond in the prescribed proforma as mentioned in chapter 5. All correspondence should be made to the Joint Secretary Department of Rural Development, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi 110 001.

3. Scheme of Rural Building Centres

Background:

A scheme facilitating the setting up of a network of Rural Building Centres (RBCs) in the rural areas has been launched by the Ministry of Rural Development from 1st April, 1999. The scheme represents the spirit of the enabling strategy by which access to appropriate technologies and capacity building at the grassroots level is achieved for affordable housing. A building Centre will be involved in transfer of technology from lab to land, production of cost effective building materials for sale and providing training.

Objectives:

The primary objectives of the setting up of Rural Building Centres are as follows:

- Technology transfer and information dissemination
- Skill upgradation through training
- Production of cost-effective and environment-friendly material components.

Eligibility and Selection:

A Rural Building Centre can be set up by the State Government, Rural Development Agencies, credible VOs, private entrepreneurs, professional associations, autonomous institutions and corporate bodies, including public sector agencies. Selection of agencies, individuals etc. found eligible to set up a Rural Building Centre shall be done by the Ministry of Rural Development.

Scheme Guidelines:

a) Land and Building

About 1.2 to 2 acres of land is required for setting up a Building Centre. The Centre should have a built enclosure in the form of a building or shed for commencing the initial phase of activity. It is suggested that the built space of upto 200 square metres would be sufficient for the activities of the Building Centre. The space should provide for the needs of administration office, material/equipment storage, a lecture-demonstration hall, casting shed/space etc. The construction should be as far as possible utilizing cost-effective environment-friendly materials for demonstration effect.

b) Organisational Structure:

The organisational structure of RBCs should be flexible in favour of an entrepreneurial non-bureaucratic set up that ensures operational autonomy and ability to function at the desired pace and respond dynamically to the changing circumstances. Each building centre can evolve its own management pattern that meets the performance requirements.

c) Monitoring and Evaluation

The Rural Building Centre will be monitored monthly and annual basis by the Ministry of Rural Development through HUDCO. For proper monitoring of the functioning of the Rural Building Centre, the concerned agency/VO will be required to furnish monthly equarterly and Annual Report of their activities/achievements in the prescribed proforma.

Financial Assistance:

- The Ministry of Rural Development may extend a maximum grant-in-aid of Rs. 15 lakh for setting up a Rural Building Centre. The level of grant-in-aid for which a Building Centre will be eligible to receive will vary on case to case basis and the variety of tasks intended to be taken up as reflected in the project document.
- Applicants are encouraged to source at least 30% of the project cost from loan/own resources.
- The grant-in-aid will be disbursed in three instalments such as:- 1st Instalment- 40%, 2nd Instalment-40%, 3rd and Instalment- 20%

- Activity-wise breakdown of Rs. 15 lakh grant-in-aid to the Rural Building Centres would be as follows:

- Land Development*	Rs. 1.5 lakh
- Building #	Rs. 4.5 lakh
- Equipment +	Rs. 5.0 lakh
- Training	Rs. 2.0 lakh
- Overheads**	Rs. 2.0 lakh

Note:

- * Land Development will not include purchase of land and activities such as levelling, construction of compound wall etc. The funds can, however, be used for procuring water/electricity connection, construction of a road link etc.
- ** Overheads include underwriting of water and electricity charges for a maximum period of one year.
- + The equipment purchased should be consistent with the specifications of the Building Materials Technology Promotion Council.
- # The design, technology and materials used in the construction of the building should be cost-effective and environment friendly.

Procedure:

The applicant will be required to submit an application for setting up a Rural Building Centre, complete in all respects along with a checklist as per the prescribed proforma (Appendix I). The application may be submitted to either Ministry of Rural Development or Housing and Urban Development Corporation (HUDCO). The applicant will be required to furnish a bond in the prescribed proforma as mentioned in chapter 5. All correspondence should be made to the Joint Secretary, Department of Rural Development, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi-110 001.

4. Credit-Cum-Subsidy Scheme for Rural Housing.

Background:

There are large number of households in the rural areas, who could not be covered under Indira Awaas Yojana, as either they do not fall within the range of eligibility or due to the limits imposed by the available budget. On the other hand, due to limited repayment capacity, these rural

households can not take benefit of fully loan-based schemes called Credit-cum-Subsidy Scheme offered by some of the housing finance institutions. The needs of this large majority can be met through a scheme which is part-credit and part-subsidy based. The scheme, launched in April 1999, part-credit and part-subsidy based.

Objective:

- To provide rural housing partly on credit and partly on subsidy basis.

Implementation Agency:

The Implementing agency for the Credit-cum-Subsidy Scheme for Rural Housing may be the State Housing Board, State Housing Corporation, specified scheduled commercial Bank, Housing Finance Institution or the DRDAs/ZPs. The identification of the most appropriate implementing agency under the Credit-cum-Subsidy Scheme shall be left to the State Government.

Target Group:

The target group under the Credit-cum-Subsidy Scheme will be rural households having an annual income of upto Rs. 32,000/- only. However, rural households below poverty line shall be given preference. At least a minimum of 60% of the funds allocated under this scheme as subsidy to each State, shall be utilised in financing the construction of houses for the scheduled castes, scheduled tribes and freed labourers.

Target Area:

The State may independently decide as to whether it desires to implement this scheme throughout the State or within a few districts/blocks. The target areas that can be taken up under the Credit-cum-Subsidy Scheme should be solely the rural areas and at least 20 kms away from the metropolitan and large towns and 5 kms. away from the small and medium towns.

Financial Assistance:

The subsidy element of the Credit-cum-Subsidy Scheme will be shared on 75:25 basis between the Centre and the States. The criteria of allocation of funds under the Credit-cum-Subsidy Scheme to the States shall be both poverty ratio as determined by the Planning Commission and the magnitude of housing shortage. The

proportion of the two variables shall be 50:50. The allocation of funds within the state can be decided by the respective State Government. It shall be the sole prerogative of the State Government to specify inter-district targets, once the state target has been communicated by the Ministry of Rural Development.

Construction Assistance Subsidy/Loan:

Ceiling of subsidy that can be given under this scheme is Rs 10,000/- per household. The upper limit of construction loan admissible under this scheme will be Rs. 40,000/- per household. The State Government is free to identify the agency from whom the loan will be taken and disbursed. This may be from either a Scheduled Commercial Bank, Housing Finance Institution or the State Government directly.

Release of Central Assistance to State Governments

- (i) Central Assistance to the tune of 75% under the Credit-cum-Subsidy Scheme shall be remitted to the State Governments directly in case the State identifies the State Housing Board, State Rural Housing Corporation or a specified scheduled commercial bank as its implementing agency. In case the State wishes to implement this scheme through its DRDAs/ZPs, the funds shall be disbursed directly to the DRDAs identified by the State under intimation to the State. Matching grant by the State Government of 25% should be contributed within 15 days of the receipt of the Central allocation.
- (ii) The Central allocation of the State shall be released in two instalments. However, the release of second instalment shall be contingent on the submission of the following:-
 - Utilisation Certificate by the implementing agency
 - Audit Report for the previous year by the implementing agency
 - Non-embarrassment certificate
 - Progress and monitoring reports
 - Release of State contribution
 - Opening balance of not more than 20% of the allocation of the previous year. In case the opening balance exceeds this limit, the central share in excess will be deducted at the time of the release

of the next year's instalment.

- Any other condition imposed from time to time will also have to be complied with.
- iii) The interest amount accrued on credit-cum-subsidy funds shall be treated as part of the credit-cum-subsidy resources.
- iv) The Credit-cum-Subsidy funds (Central and State) shall be kept in a nationalised, scheduled commercial bank or post office in an exclusive and separate savings bank account by the implementing agency.
- v) The Indira Awaas Yojana guidelines pertaining to sanitary latrines, improved chulhas, use of cost effective and environment friendly designs, materials and technologies shall apply mutatis mutandis to the Credit-cum-Subsidy Scheme for Rural Housing.

5. National Social Assistance Programme

Background:

The National Social Assistance Programme (NSAP) is a social assistance programme for poor households which came into effect from August, 1995. The NSAP is a Centrally Sponsored Programme under which 100 per cent Central assistance is extended to the States/UTs to provide the benefits in accordance with the norms, guidelines and conditions laid down by the Central Government. It provides opportunities for linking the social assistance package to schemes for poverty alleviation and the provision of basic needs. Specifically, the old age pensions can be linked to medical care and other benefits for the old and the poor. Integrated Rural Development Programme (IRDP)/Nehru Rozgar Yojana (NRY) assistance may be provided in addition to family benefits for the families of poor households on the loss of breadwinner. Maternity assistance can also be linked to maternal and child care and provision of better diet to pregnant mothers.

The NSAP includes, for the time being three components namely.

- National Old Age Pension Scheme (NOAPS)
- National Family Benefit Scheme (NFBS)
- National Maternity Benefit Scheme (NMBS)

Objectives:

The programme aims at ensuring minimum national standard of social assistance in addition to the benefit that the States are already providing or may provide in the future.

Implementing Agency:

- The NSAP shall be implemented by the Panchayats and Municipalities in the delivery of social assistance so as to make it responsive and cost-effective. In the process, the Panchayats and the Municipalities will be strengthened and it may be possible for them to mobilise local resources for supplementing benefits from the Government. Panchayats and Municipalities will be encouraged to involve voluntary agencies to the extent possible in taking these benefits to the poor households for whom they are intended.
- The NSAP will be implemented in the States/UTs in accordance with the general conditions applicable to all the components of the NSAP as well as the specific conditions applicable to each component.

Financial Assistance:

- The scales of benefit under the NSAP would be as below:
 - National Old age Pension Scheme: Rs. 75/- per month per beneficiary.
 - National Family Benefit Scheme: Rs. 10,000/- in case of death of the primary bread winner to the bereaved household.
 - National Maternity Benefit Scheme: Rs. 500/- per pregnancy up to the first two live births.

5.1 National Old Age Pension Scheme

- a) Central assistance under the NSAP will be available for old age pensions provided strictly according to the following conditions:
- The age of the applicant (male or female) shall be 65 years or more.
 - The applicant is a destitute in the sense of having little or no regular means of subsistence from his/her own sources of income or through financial support from family members or other sources. In order to determine destitution, the criteria, if any, currently in force in the State/UT Governments

may also be followed. The Government of India reserves the right to review these criteria and suggest appropriate revised criteria.

- The amount of the old age pension will be Rs. 75/- per month for purposes of claiming the central assistance.
- The ceiling on the total number of old age pensions for purposes of claiming Central assistance will be as specified for the States/UTs.
- The benefit under NOAPS should be disbursed, in not less than two instalments in a year and if possible, the benefit may be disbursed in more instalments as per the directions of the State Government.

b) Village Panchayats and relevant Municipalities shall report every case of the death of a pensioner immediately after its occurrence to the appropriate sanctioning authority. The sanctioning authority shall ensure that payments are stopped thereafter.

5.2 National Family Benefit Scheme:

Central assistance will be available for a lumpsum family benefit for households below the poverty line on the death of the primary breadwinner in the bereaved family subject to the following conditions:

- The primary breadwinner will be the member of the household, male or female, whose earnings contribute substantially to the total household income.
- The death of such a primary bread winner should have occurred while he or she is in the age group of 18 to 64 years i.e. more than 18 years of age and less than 65 years of age.
- The bereaved household qualifies as one below the poverty line according to the criterion prescribed by the Government of India.
- The central assistance under the scheme will be Rs. 10,000/- in the case of death of the primary breadwinner due to natural or accidental causes.
- The ceiling on the total number of family benefits for purposes of claiming central assistance will be calculated for the States/UTs.
- The family benefit will be paid to such surviving member of the household of the deceased who, after due local inquiry, is determined to be the head of the

household. For the purpose of the scheme, the term household would include spouse, minor children, unmarried daughters and dependent parents.

5.3 National Maternity Benefit Scheme:

- The maternity benefit will provide a lumpsum cash assistance to the pregnant women of households below the poverty line subject to the following conditions:-
 - The maternity benefit will be restricted to pregnant women for up to the first two live births, provided they are of 19 years of age and above.
 - The beneficiary should belong to a household below the poverty line according to the criteria prescribed by the Government of India.
 - The ceiling on the amount of the benefit for purposes of claiming central assistance will be Rs. 500.
 - The ceiling on the total number of maternity benefits for purposes of claiming Central assistance will be as specified for the States/UTs.
- The maternity benefit will be disbursed in one installment 12-8 weeks prior to the delivery. However, the benefit can be made even after the delivery of child subject to the sanctioning authority being satisfied about the genuineness of the case. It is desirable that the child receives one dose of oral polio and BCG vaccination at birth and the first dose of DPT and polio in the sixth week.

6. Samagra Awaas Yojana

Background:

Housing is the basic requirement for a human being. Similarly, drinking water and sanitation in a village habitat is an important concern which needs to be addressed on priority along with housing to improve the quality of life of the rural people. The Government of India announced the new National Housing and Habitat Policy 1998 which lays emphasis on easy access to basic sanitation, drinking water and solid waste disposal.

The Ministry of Rural Development has since long been implementing separate programmes for rural housing, drinking water, sanitation, watershed development and rural roads etc. A comprehensive scheme namely, Samagra Awaas Yojana was launched with a view to ensure integrated provision of shelter,

sanitation and drinking water. The underlying philosophy of Samagra Awaas Yojana is to provide convergence to the existing rural housing, sanitation and water supply schemes with special emphasis on technology transfer, human resource development and habitat improvement with peoples' participation.

Objective:

The basic objective of the scheme is to improve the quality of life of the people and overall habitat in the rural areas.

The Scheme specifically aims at providing convergence to activities, till now separately undertaken, such as construction of houses, sanitation facilities and drinking water schemes and ensure their effective implementation by suitable and sustainable induction of technology, IEC and innovative ideas.

Implementation:

Various components of this scheme will be implemented by different departments, namely, DRDA, Housing, Public Health, Agriculture, Forest, etc. In view of this, it would be necessary that the scheme is supervised, coordinated and monitored by the District Collector. The special IEC funds of Rs. 5 lakh per district and habitat development funds of Rs. 20 lakh will be routed through DRADAs. DRDAs/ZPs and Public Health Department will be the main implementing agencies. The Zila Parishad, the Block Samiti and the Gram Panchayat will be fully involved in the implementation of this Scheme.

Coverage:

The scheme is proposed to be implemented all over the country. However, in the first phase, the scheme is to be implemented on pilot basis in one block each of 25 districts in 24 States and one Union Territory. These blocks and districts will be selected in consultation with the State governments out of the 58 districts earmarked for institutionalising community participation in rural water supply and sanitation.

Scheme Components:

At present several rural housing schemes are being implemented in the country. These include Indira Awaas Yojana, Credit-cum-Subsidy Scheme, Innovative Stream

for Rural Housing and Habitat Development Scheme for setting up of Rural Building Centres, Loans-based Rural Housing Schemes of HUDCO, golden Jubilee Housing Scheme of National Housing Bank, financial institutions and state sponsored Rural Housing schemes.

Funds available under Jawahar Gram Samridhi Yojana and EAS will be dovetailed to ensure development of roads, drainage etc. in an accelerated manner. For environmental improvement it is proposed to tap the existing resources of Departments of Forest and Horticulture of the State Governments for afforestation and popularisation of kitchen gardens. It is proposed to specially encourage the use of bio-gas and solar energy in these selected blocks with the existing Schemes of Department of Non-Conventional Energy Sources. It is proposed to take up comprehensive watershed development in these blocks under the Watershed Development Programme of Government of India. This will improve the availability of ground water and consequently the availability of drinking water.

Special training programmes for the skill upgradation for sector professionals through the organisations like NIRD, HUDCO etc. are proposed to be organised.

In addition, it is proposed to provide an additional Central Assistance of Rs. 20 lakh for each block for undertaking overall habitat development. These funds will be utilised through peoples participation with a 10% contribution from the people. The works to be taken up for habitat development will be identified by the Gram Sabha. These works will be taken up specifically in the areas which are lacking infrastructure and community facilities in the villages of these selected blocks, with the objective of providing with drinking water and sanitation facilities for overall habitat development.

Financial Assistance:

The existing schemes of housing, drinking water, sanitation etc. will follow the normal funding pattern. However, a special assistance of Rs. 25 lakh (Rs. 5 Lakh for IEC and Rs. 20 lakh for Habitat Development) will be provided for each block by the Central Government for undertaking overall habitat development and IEC work with 10 percent contribution to be made by the people.

7. Indira Awaas Yojana

Background:

The genesis of the Indira Awaas Yojana (IAY) can be traced back to the programmes of rural employment which began in the early 1980s. Construction of houses was one of the major activities under the National Rural Employment Programme (NREP) which began in 1980 and the Rural Landless Employment Guarantee Programme (RLEGP) which began in 1983. There was, however, no uniform policy for rural housing in the States.

The Government of India in June 1985, announced a part of RLEGP fund for the construction of houses for SCs/STs and freed bonded labourers. Indira Awaas Yojana (IAY) was launched during 1985-86 as a sub-scheme of RLEGP. IAY thereafter continued as a sub-scheme of Jawahar Rozgar Yojana (JRY) since 1989. The scope of IAY has been extended to cover families belonging to non-scheduled Castes/Scheduled Tribes below the poverty line living in the rural areas. IAY has now been de-linked from JRY and has been made an independent scheme with effect from 1st January, 1996.

Objective:

The objective of Indira Awaas Yojana is primarily to help construction of dwelling units free of cost by members of Scheduled Castes/Scheduled Tribes, freed bonded labourers and also non-SC/ST poor living below the poverty line in rural areas.

Involvement of Voluntary Organisations:

Suitable local voluntary agencies with proven good track record wherever available may be associated indirectly with the construction of Indira Awaas Yojana dwelling units. The supervision, guidance and the monitoring of construction can be entrusted to these voluntary organisations. In particular the voluntary organisations should be made use of to popularise the use of sanitary latrine and smokeless chulhas.

Scheme Guidelines:

(a) Target Group & Conditions:

- The target group for houses under Indira Awaas Yojana are people below poverty line living in rural areas

belonging to Scheduled Castes/Scheduled Tribes, freed bonded laborers and non-SC/ST Categories. A maximum of 40% of the total IAY allocation during a financial year can be utilised for construction of dwelling units for non-SC/ST BPL categories.

- From 1995-96, the IAY benefits have been extended to widows or next of kin of defence personnel and para military forces killed in action irrespective of the income criteria subject to the conditions that (i) they reside in rural areas, (ii) they have not been covered under any other scheme of shelter and rehabilitation; and (iii) they are houseless or in need of shelter or shelter upgradation.
- Benefits have also been extended to ex-servicemen and retired members of the paramilitary forces as long as they fulfill the normal eligibility conditions of the Indira Awaas Yojana and have not been covered under any other shelter rehabilitation scheme.
- The priority in the matter of allotment of houses to the ex-servicemen and paramilitary forces and their dependents will be out of 40% of the houses set apart for allotment among the non-SC/ST categories of beneficiaries.
- Funds to the tune of 3% is earmarked for the benefit of disabled persons below poverty line. This reservation of 3% under IAY for disabled persons below the poverty line would be horizontal reservation i.e., disabled persons belong to sections like SCs, STs and others would fall in their respective categories.

(b) Identification of Beneficiaries

District Rural Development Agencies (DRDAs)/Zilla Parishads on the basis of allocations made and targets fixed shall decide the number of houses to be constructed Panchayat wise under IAY during a particular financial year. The same shall be intimated to the Gram Panchayat. Thereafter, the Gram Sabha will select the beneficiaries from the list of eligible households according to IAY guidelines and as per priorities fixed, restricting this number to the target allotted.

Prioritisation of beneficiaries is as follows:-

- Freed bonded labourers
- SC/ST Households: (i) who are victims of atrocity (ii) headed by widows and unmarried women (iii) affected

by flood, fire, earthquake, cyclone and similar natural calamities (iv) other SC/ST households.

- Non-SC/ST households
- Physically handicapped.
- Families/Widows of personnel from defence services/para-military forces, killed in action, ex-servicemen and retired members of the paramilitary forces.
- Displaced persons on account of developmental projects, nomadic, semi-nomadic, and de-notified tribals and families with disabled members, subject to the condition that these households belong to below poverty line category.

(c) Location of Indira Awaas Yojana:

Indira Awaas Yojana dwelling units should normally be built on individual plots in the main habitation of the village. The houses can be built in a cluster within a habitation, so as to facilitate the development of infrastructure, such as, internal roads, drainage, drinking water supply etc., and other common facilities. Care should always be taken to see that the houses under IAY are located close to the village and not far away so as to ensure safety and security, nearness to work place and social communication.

(d) Upper limit for construction assistance:

Ceiling on construction assistance under Indira Awaas Yojana is as given below:

Item	Plain Areas (In Rupees)	Hilly/ Difficult Areas (In Rupees)
Construction of house including Sanitary Latrine and Smokeless Chulha	Rs. 17,500	Rs. 19,500
Cost of providing infrastructure and common facilities	Rs. 2,500	Rs. 2,500
Total	Rs. 20,000	Rs. 22,000

In case the houses are not built in cluster/micro-habitat approach, Rs. 2,500/- provided for infrastructure and common facilities should be given to the beneficiary for construction of his house.

(e) Involvement of beneficiaries:

The beneficiary should be involved in the construction

of the house. To this end, the beneficiaries may make their own arrangements for construction material, engage skilled workmen and also contribute family labour.

- (f) Effort should be made to utilize, to the maximum possible extent, local materials and cost effective technologies developed by various institutions.
- (g) No type design should be prescribed for IAY dwelling units, except that the plinth area of the houses should not be less than 20 sq. mts. The layout, size and type design of IAY dwelling units should depend on the local conditions and the preference of the beneficiary. The houses, should be designed in accordance with the desire of the beneficiaries keeping in view the climatic conditions and the need to provide ample space, kitchen ventilation, sanitary facilities, smokeless chulha, etc. and the community perceptions, preferences and cultural attitude.
- (h) It should be ensured that all Indira Awaas dwelling units are provided with a smokeless chulha which are fuel efficient and being smoke free are healthy and more convenient to use.
- (i) The availability of drinking water supply should be ensured by the agencies responsible for the implementation of the Indira Awaas Yojana. Where necessary, a hand-pump should be installed on the site before the work is started, from the funds available under Rural Water Supply or other similar programmes.
- (j) Construction of sanitary latrine forms an integral part of Indira Awaas Yojana dwelling unit. It has, however, been observed that in a large number of cases, that the sanitary latrine in these houses are not constructed.
- (k) Plantation of trees in the entire habitat or around the individual house should be taken up simultaneously. Trees may be planted near the housing clusters so that, in due course, enough trees are available nearby, to enable the beneficiaries to get fuel/fodder/small timber. Such plantations can be taken up under the social forestry programme.
- (l) On completion of an IAY dwelling unit, the DRDA concerned should ensure that for each house so constructed, a display board is fixed indicating the IAY logo, year of construction, name of the beneficiary.

Financial Assistance:

- Indira Awaas Yojana is a Centrally Sponsored Scheme funded on cost-sharing basis between the Government of India and the States in the ratio of 80:20. In the case of Union Territories, the entire resources under this scheme are provided by the Government of India.
- Central assistance under Indira Awaas Yojana will be allocated to the States/UTs on the basis of proportion of rural poor in a state/UTs to the total poor in the country. The poverty ratio as approved by the Planning Commission in this regard are used for this purpose. The proportion of rural SC/ST population in a district to the total rural SC/ST population in the State/UT is the criteria of inter-district allocation of Indira Awaas Yojana funds within a State/UT. Diversion of resources from one district to another is strictly prohibited.
- Indira Awaas Yojana funds are operated by the DRADAs/ZPs at the district level. Central assistance will be released every year to the DRDAs, in two instalments, subject to the fulfilment of the following conditions:
 - The first instalment is released in the beginning of the financial year. This is subject to condition that the 2nd instalment during previous year was claimed and released. However, if any specific conditions had been imposed at the time of release of the last instalment of the previous year, its compliance will be ensured before release of the first instalment.
 - The second instalment for the districts will be released on the request of the DRDAs as per the prescribed Proforma on fulfilment of the following conditions:
 - a) 60% of total available funds, that is, opening balance for the year and the amount received including the State share should be utilised at the time of applying for the second instalment.
 - b) The opening balance in the district i.e. the aggregate of balance with DRDA should not exceeds this limit, the Central share of the excess will be deducted at the time of release of second instalment.
 - c) The State provision for the current year will have to be indicated by the DRDAs. The Central release will be restricted in proportion to the provision made to the DRDAs.
 - d) The State Government should have released all its contribution (including those of previous year) due upto the date of the application for the second instalment. In the event of shortfall in State share, corresponding amount of Central share (i.e., 4 times the State share) will be deducted from the second instalment.
 - e) Submission of Audit Report of the DRDA for the previous year.
 - f) Submission of Utilisation Certificate from the DRDA for the previous year in the prescribed proforma.
 - g) The Governing Body of the DRDA should have approved annual Plan.
 - h) Submission of Progress/Monitoring Reports
 - i) Submission of Non-embezzlement certificate.
 - j) Certificate to the effect that there has been no diversion of resources from one district to another will have to be submitted.
 - k) Any other condition imposed from time to time will also have to be complied with.
- The quantum of second instalment will be dependent on the time of reporting of utilisation.

FORMATS

APPENDIX-I

PART - I

Application for Setting up a Rural Building Centre

1. Name of the Applicant
2. Address of the Applicant
3. Biodata/credentials of the applicant
4. Legal Status
5. Date of Registration, if the applicant is a Society
6. Whether Registration Certificate attached Yes/No
7. Is the land for setting up the Building Centre in the possession of the Applicant free from encumbrances (Have you attached the document of title of the land in question)? Yes/No
8. Have you got sufficient experience in conducting the training or transfer/promotion of cost-effective technologies/materials in the field of Rural Housing? If so, please give details.
9. Have you obtained the requisite approval for the establishment of the Building Centre? Yes/No
10. Amount of Grant required Rs. _____ Lakh
11. Purpose for which Grant will be utilised.
 - (i) Land Development (excluding land levelling and fencing)
 - (ii) Building
 - (iii) Equipment, Machinery and Tools
 - (iv) Training
 - (v) Overhead on Establishment
 - (vi) Purchase of Machinery
 - (vii) Working Capital
12. Are you agreeable for use of Grant for imparting training to masons and artisans in various low cost technology inputs for house construction. If yes, please give details. Yes/No
13. Are you agreeable to give adequate representation for the training of women? Yes/No
14. Have you enclosed a Resolution for approaching M/RD for the Grant assistance? Yes/No
15. Source of meeting the balance expenditure, if the cost of establishing building centre is more than the aggregate of the M/RD Grant
16. An account in the name of _____ Building Centre will be opened and maintained for the expenditure of the Building Centre.
17. Name and Bank address where A/c is opened
18. Bank A/c No.

Date: _____

**Signature of the Authorised
Representative (with seal)**

PART - II

(To be provided by Building Centre counter signed by DD, M/RD)

Check list for Rural Building Centre at....

1. Registration of the Society
 - 1.1 Society Registered
 - 1.2 Eligibility of the Society for taking up activities of Rural Building Centre established
 - 1.3 Managing Committee set-up
 - 1.4 Training set-up identified
2. Land and Development
 - 2.1 Land for the Building Centre identified
 - 2.2 Area of Land
 - 2.3 State Plan made available
 - 2.4 Transfer of land document in favour of Society made available
 - 2.5 Cost of land development Rs. _____ Lakh
3. Building
 - 3.1 Plan of Building Centre made available
 - 3.2 Space for office/training/storage identified
 - 3.3 Low cost technologies introduced in the building design.
 - 3.4 Cost of Building Rs. _____ Lakh
4. Equipment
 - 1.1 List of Equipments/machines/tools identified
 - 1.2 Cost of Equipments/Machines/Tools Rs. _____ Lakh
5. Training Programme
 - 5.1 Details of training programmes identified
 - 5.2 Number of workers to be trained during current year
 - 5.3 Cost for training staff members
 - 5.4 Cost for workers to be trained
 - 5.5 Cost of raw materials Rs. _____ Lakh
6. Overheads on Establishment
 - 6.1 Whether the existing site has
 - (a)Electric connection
 - (b)Other minimum requirements
 - (c)Cost of the above charges
 - 6.2 No. of staff employed
 - 6.3 Cost of salaries in the initial stage
 - 6.4 Total cost Rs. _____ Lakh
7. Infrastructural Facilities
 - 7.1 Approach road
 - 7.2 Water supply
 - 7.3 Sanitation facilities
 - 7.4 Power
 - 7.5 Transportation facilities
 - 7.6 Arrangement for food

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INTRODUCTION:

In view of the multiplicity of problems relating to soil and land resources, the need for improving soil health and increasing the land productivity was receiving close attention immediately after the Independence in 1947. A National Wastelands Development Board (NWDB) was set up in May 1985 in the Ministry of Environment and Forests with the mandate of regeneration of forest as well as non-forest lands in the country. The objective of the Board was to bring 50 lakh hectares of land every year under fuel wood and fodder plantations. The Board also envisaged in bringing the wastelands under vegetative cover. In July 1992, the NWDB was transferred to the newly created Department of Wastelands Development in the Ministry of Rural Development with a revised mandate of regenerating degraded non-forests and private lands.

In April 1999, the name of the Department of Wastelands Development was changed as the Department of Land Resources under the Ministry of Rural Development with additional mandates of land reforms and land administration including land legislation, Drought Prone Areas Programme (DPAP), Desert Development Programme (DDP). The other mandates of the Department include, putting the degraded lands (wastelands) into sustainable productive use.

The Department of Land Resources comprises two Divisions viz. (i) Land Reforms Division and (ii) Wastelands Development Division. The Integrated Wastelands Development Project Scheme is a flagship scheme of this Department where wastelands are being developed with the active participation of stakeholders i.e. user groups, self-help groups and Panchayati Raj Institutions.

The NWDB has adopted a mission approach for involving people's participation, harnessing inputs of Science and Technology and achieving inter-disciplinary co-ordination in the implementation of the wasteland development programme. The NWDB in its mission has taken initiatives to involve people in afforestation and wasteland development activities through the NGOs & voluntary organisations. The Mission believes that voluntary organisations have a major role to play not only in raising awareness of the ecological imperatives among

the masses but also in undertaking a gamut of activities directed to the afforestation of wastelands. These activities could include identification of land, motivation of villagers, assisting the villagers either individually or in groups, in obtain tree rights on lands, extension and training etc.

Various Central and Centrally-sponsored sector schemes have been initiated to provide assistance to the voluntary organisations for afforestation and wasteland development. These are outlined below:-

1. Integrated Wastelands Development Project Scheme

Background:

The scheme of Integrated Wastelands Development has been under implementation since 1989-90 and has shifted to the Department of Land Resources in the Ministry of Rural Development alongwith the NWDB in July 1992. The programme is being implemented all over the country. From April, 1995, the scheme is being implemented on watershed basis under the common guidelines for the Watershed development. A watershed is a geo-hydrological unit, which drains into a common point. It is a project based, ridge to valley approach for in situ soil and water conservation, afforestation etc.

Under the Integrated Wasteland Development Project Scheme, Wastelands are being developed with the active participation of stakeholders i.e. user groups, self-help groups and Panchayati Raj Institutions. The stakeholders prepare village/micro-watershed plans after taking into consideration the land capability, site conditions and local needs.

Objective:

The basic objective of this scheme is to take up integrated wastelands development based on village/micro-watershed plans and to help in generation of employment in rural areas besides enhancing people's participation in the wastelands development programmes.

Implementing Agency:

The projects are implemented through the project implementing agencies, which can be a line department, or a reputed NGO having sufficient experience in the field of watershed development.

Activities:

The major activities taken up under the scheme are:-

- Soil and moisture conservation measures like terracing, bunding, trenching, vegetative barriers etc.
- Planting and sowing of multi-purpose trees shrubs, grasses, legumes and pasture land development.
- Encouraging natural regeneration.
- Promotion agro-forestry and horticulture.
- Wood substitution and fuel-wood conservation measures.
- Measures needed to disseminate technology.
- Training, extension and creation of greater degree of awareness among the participations.
- Encouraging people's participation.

Finance Assistance :

- The scheme is a 100 percent central Sector Scheme.
- The cost norm is Rs. 4,000 per hectre.

2. Scheme of Technology Development Extension and Training (TDET) for Wastelands Development in Non-Forest Areas

Background:

The National Wastelands Development Board (NWDB) was given the specific responsibility to evolve mechanisms for integrated development of non-forest wastelands through systematic planning and implementation, in a cost effective manner, specially to meet the needs of the people in the rural areas in respect of fuelwood and fodder. As part of its activities in fulfilment of its mandate, the NWDB sponsors research and extension of research findings to disseminate new and appropriate technologies for wastelands development. The TDET scheme, a central sector scheme was launched during 1993-94 to develop suitable technologies for the reclamation of wastelands for sustained production of food, fuel wood, fodder etc.

Objectives:

- To operationalise appropriate, cost effective and proven technologies for development of various categories of wastelands specially problem lands affected by soil erosion, land degradation, salinity, alkalinity, waterlogging etc.

- To implement location specific pilot project as demonstration models for development of wastelands on a sustainable basis.
- To take up pilot projects for development of wastelands through land based activities including pisciculture, duckery, bee-keeping etc.
- To disseminate research findings about new and appropriate technologies and the application of such technologies for promoting wastelands development.

Implementing Agencies:

- To organise publicity, awareness campaigns, seminars/conferences.
- The scheme envisages involving, Governmental agencies, Agricultural Universities, established and reputed Non-Governmental Organisations, Public Sector Undertakings etc. to share responsibilities for taking up research/pilot projects to develop/demonstrate proven technologies and the dissemination of appropriate technologies, prepared either through the Technology Extension scheme or even by other institutions.

Type of Projects/Activities to be Assisted:

- Agro-forestry models established/developed by ICAR would assist increase in the productivity of private/community wastelands in non-forest areas which will be adopted for research/demonstration under the scheme. The models are: Agriliviculture, Silvi-pasture, Agri-silvi-pasture, Energy plantation, Silvi-horticulture, Agri-silvi-horticulture, Home-stead/multi-story planting and other Agro-forestry systems.
- Planting of trees, shrubs, grasses, legumes, etc. having nitrogen fixing ability; rapid growth coppicing ability, and multi-purpose uses.
- Land-based economic activities other than planting at (i) above, like horticulture, pisciculture, piggery, duckery, etc. in view of the land capability.
- Conserve and increase water regime through soil and moisture conservation, vegetative measures like gully-plugging, check dams, water harvesting structures, terracing, bunding, trenching etc.
- New and innovative techniques like use of VAM, tissue culture seedlings, vegetative propagation etc. to increase productivity of wastelands.

- Extension and Training measures needed to disseminate proven and new technologies.

Financial Assistance:

- Under this Central Sector Scheme, 100% central grant will be admissible for implementing the projects which are on lands owned by Governments/Government Institution/Government undertakings including universities and non-profit making agencies or the Village Panchayats from which the usufructs will flow to the community.
- For projects being executed on land belonging to private farmer/corporate sector, the cost of the project would be shared in a 60:40 ratio between the NWDB and the Farmer/Corporate body.
- Central assistance under the scheme will be provided for the purposes of:-
 - Technology development/research
 - Pilot projects
 - Field trial of established technologies on farmers fields/village commons/other institutional lands.
 - Extension and training
- The Technology Extension Scheme deals with the promotion of research/operation research projects/extension. Hence, it would not be possible or advisable to restrict such projects by rigid norms specially cost norms etc. Each project proposal will be considered and sanctioned on the following basis:-
 - No brick and mortar structures (i.e. permanent structures) equipments (excluding those essential for the specific research purpose) would be supported.
 - The projects should have a mission approach and must be time bound.
 - There should ordinarily be no permanent staff sanctioned under the scheme.
- The cost on staff and contingency, training and awareness raising, publicity, POL, TA/DA etc. should be provided under the “Overhead Charges” and ordinarily restricted to 20% of the cost of the project.
- Treatment of problematic lands such as saline, alkaline, ravinous, waterlogged areas etc. warrant special financial provision with some additional inputs to bring the soil conditions for providing permanent

vegetal cover. The funding requirements will, however, vary from project to project and justification provided for the same by the promoters of the project.

Training and Extension:

- Adaptability of land-use technology for developing unproductive, wastelands in non-forest areas depend primarily on the skill and capability of the farmers to take up new and improved methods of land-use. Therefore, training of the farmers and trainers will be an integral part of the scheme.
- A minimum of two training and orientation courses one for the farmers and the other for officials will be funded by NWDB at additional cost as per the norms given below:
 - The training and extension programme for farmers will be funded in respect of direct costs, i.e. training material, fee for resource personnel and expenses of trainee up to a limit of Rs. 75/- per person/day for 5 days restricted to 100 participants. Training as an isolated activity will not be taken up and it will have to be related to a project where wasteland development technologies are being tested.
 - The training of extension officers/staff of implementing agency, and other involved agencies, the permissible cost up to Rs. 100/- per person/day for five days restricted to 20 participants.
 - Based on the merits of each proposal planting materials such as Jo Jo Ba-production of genetically superior varieties and other high values pasture/horticulture, soil-building genetic species, will be funded under the scheme.
- The duration of the project will ordinarily be 3 to 5 years.

Procedure for Applying:

The application will be made in duplicate in the prescribed format (Appendix I). The proposal will be submitted to Division of Wastelands Development, Ministry of Rural Development, NBO Building, G-Wing, Nirman Bhawan, New Delhi 110011.

There will be an initial scrutiny of the project to see that it conforms to these guidelines. Based on the scrutiny further details/clarifications may be obtained, if necessary, either through correspondence or discussion.

Once the project is complete in all respects it would be submitted to the Sanctioning Committee concerned for consideration and approval.

The institution promoting the project would prepare a project giving brief information under the followings broad heads:-

- Details about the Institution/Technical personnel etc.
- Objectives of the Scheme
- Relation of the proposal to the objective of NWDB
- Previous work done on this subject by other agencies
- Application/Replicability of the project results
- Physical and financial details of the project, yearwise details about land availability
- Monitoring and Evaluation of the project
- Results expected in physical terms.

3. Scheme of Investment Promotional Scheme for Development of Non-Forest Wastelands.

Background:

The Investment Promotional Scheme was launched in 1994-95 in order to stimulate involvement of the corporate sectors and financial institutions for the flow of funds for the development of non-forest wastelands.

Objectives:

The principal objectives of the scheme are:

- To facilitate/attract/channelise/mobilise resources from financial institutions, banks, corporate bodies including user industries and other entrepreneurs for development of wastelands in non-forest areas belonging to Central and State Governments, panchayats, village communities, private farmers etc.
- To promote group of farmers belonging to different categories, namely, large, small, marginal and SCs/STs for bringing wastelands under productive use.
- To facilitate production and flow of additional biomass including farm-forestry products used as raw material inputs for different types of industries and horticulture/commercial plantations.
- To facilitate employment generation through land development and other allied land based and related activities including plantations.

Eligibility:

Projects, promoted by Central and State Governments undertakings, Co-operative Institutions, Public Trusts and Societies registered under the Societies Registration Act, Corporate Bodies registered under the Companies Act, Individual entrepreneurs and Individual/group of farmers would be eligible for the promotional grant/promotional subsidy under the Scheme.

Area Coverage:

- The Scheme will primarily be restricted to non-forest wastelands owned by Central and State Governments. Central/State Government Undertakings. Panchayats and farmers. Government/community lands given on long term lease (more than 25 years) and Private land holdings leased to user industries/Corporate bodies on the basis of mutual understanding/MOU are also eligible. Promoters of projects under the Scheme will satisfy the financial institutions/banks/other authorities concerned about the availability of non-forest wastelands, subject to the relevant provisions of the land legislation applicable in the State/Union Territories concerned.
- Regarding identification of wastelands, there will be a joint inspection by the concerned Revenue Authorities and Bankers. A certificate should be obtained from the Revenue Authorities that the land has remained uncultivated continuously for the last 3 years.

Financial Assistance:

- There will be no limit on the total project cost, but subsidy from Government of India/Division of Wastelands Development (DOWD) will be on on-farm development activities only.
- The quantum of subsidy will be as per the following pattern:-

- General Category (Individual/Group)	25% of on-farm development activities or Rs. 25 lakhs, whichever is less.
- Small farmers (Individual/Group)	30% of on-farm development activities or Rs. 25 lakhs, whichever is less.
a) Marginal Farmers (Individual/Group)	50% of on-farm development activities or Rs. 25 lakhs, whichever is less.

- (b) SC/ST Farmers without any limit in the area of holdings (Individual/Group). Same as (iii) (a) above.
- The promoters' contribution shall be as per the following pattern:
 - (i) General Category (Individual/Group). At least 25% of the project cost
 - (ii) Small farmers (Individuals/Groups) Nil, however, at the time of execution of the project, the family labour should be involved to provide self-employment ensuring participation.
 - (iii)(a) Marginal Farmers (Individual/Group) At least 10% of the project cost
 - (b) SC/ST Farmers without any limit in the area of holdings (Individual/Group). Same as C (iii) (a) above.

• Release of Promotional Grant/Subsidy

- Subsidy should flow only in promotion of Promoters contribution and bank loan. The subsidy from Government of India will be released in two instalments, first being 60% and the second at 40%. The second instalment shall be released after assessing the performance of the project.
- The subsidy will be released to the bank and shall be deposited in the name of the beneficiary.
- In case an independent Agency/organisation/NGO assists in mobilising the group of farmers and linking them with the concerned banks/financial institutions, it would be paid 3% of project cost for the purpose and this amount shall be paid by the bank/financial institution to the agency/organisation/NGO from within the Central Promotional subsidy of DOWD admissible to individual/group of farmers.
- Depending on the progress of the project, the subsidy will be released by the Bank/Financial institution. Release of subsidy at any point of time will not exceed the promoters contribution/amount of bank loan for the investment on on-farm development activities, as the case may be.
- Project Formulation Assistance:
 - For the preparation of a viable/bankable project for the development of wastelands in non-forest areas, project formulation assistance @ 1% of the firmed up cost of a project would be provided by DOWD. This shall be paid only after the project is sanctioned by DOWD. This shall be paid only after

the project is sanctioned by DOWD on the basis of request by the promoter/entrepreneurs supported with a declaration from the project formulator.

- Financial institutions including NABARD, Commercial Banks, Central and State Government undertakings, Land Reclamation/Development Corporations, Cooperative Institutions, Universities, consultancy organisations and NGOs would be eligible to receive the project formulation assistance under the scheme.

Other Terms and Conditions:

- In the project, the investment towards non-productive activities such as farm-house, farm-road, administrative building laboratory, labour shed, goat rearing/sheep rearing etc., should not be included.
- On-farm development measures include soil and water conservation such as land smoothening, need-based irrigation including wells and pump-sets, fencing, plantations, inter-cropping etc.
- The financial institution/bank which shall provide loan be restricted to Nationalised Banks (NBs), Regional Rural Banks (RRBs), Land Development Banks (LDBs) and Cooperative Banks CBs)
- Projects shall be examined by the concerned bank as per NABARD Guidelines and after assessing its technical as well as financial viability and accord sanction of bank loan. Only thereafter on the basis of proposal of Promoter in the format (Annexure-VII), the Project Sanctioning Committee of DOWD shall consider or release of subsidy.
- To ensure viability of a project, a minimum area of 4 hectare should be considered.
- The project shall be for a minimum period of 5 years.
- The average project cost for on-farm development activities shall be restricted to around Rs. 20,000 per hectare.
- The support in the form of subsidy will be given only for agro-forestry projects.
- For large scale publicity, awareness and training, special efforts need to be made in collaboration with NABARD for which financial support shall be extended by DOWD. Informative booklets and extension material shall be published by DOWD for their wide distribution.

Procedure for Applying:

Proposals for assistance under the Scheme would be received by DOWD in the prescribed format (Appendix-II) from the promoters. Such proposals should be supported with a letter of intent and letter of sanction of the project indicating the firmed up cost of the project and the means of financing by the financial institutions/banks concerned.

The proposals for assistance under the Scheme based on the letter of intent and letter of sanction by the financial institutions/banks concerned received in the office of DOWD will be scrutinised and sanctioned by a Committee consisting of the Joint Secretary and Financial Adviser. Joint Secretary/Director incharge of the Scheme, a senior representative of NABARD and financial institutions/banks concerned. Secretary or the Head of the Nodal Dept. for wastelands development in the State or his representative in which the projects is proposed to be implemented and chaired by the Additional Secretary of DOWD.

All correspondence will be made to: the Division of Wastelands Development, Ministry of Rural Development, NBO Building, G.Wing, Nirman Bhawan, New Delhi-110011.

4. Grant-in-Aid Scheme to NGOs/VAs for Undertaking Works Relating to Afforestation and Wastelands Development.

Background:

The scheme of Grant-in-aid to voluntary agencies is being implemented with a view to involve NGOs and voluntary agencies in the process of wasteland development and afforestation and financial assistance is provided to them to take up projects for such purposes. The extension and publicity are other important components of this scheme.

Objective:

The objective of the scheme is to create awareness, application of appropriate technologies for the development of wastelands and training for increasing capability and capacity building.

Implementing Agency:

Grant is provided to registered Voluntary Agencies, Cooperatives, Mahila Mandals, Yuva Mandals and other similar organisations for undertaking work directly or indirectly, encouraging afforestation and wasteland development.

Activities:

Grant is given to activities directly or indirectly connected with wastelands development and afforestation. Projects meant for creation of awareness, appropriate technology application, training, extension and publicity are also considered under this scheme.

Priority is given to (i) Establishment of decentralised people's nurseries and school nurseries; (ii) Block plantations especially on community land and lands of SC/ST and people living below poverty line.; (iii) Pasture development through people's involvement and (iv) implementation to Tree Patta Scheme.

Financial Assistance:

Under this scheme, 100 percent grant is given to the implementing agencies.

Procedure:

Proposal under Grant-in-aid scheme completed in the prescribed proforma (Appendix III) should be submitted in the address as mentioned under the scheme 3.

Note: New projects under the scheme are now being sanctioned by CAPART. The Department has transferred all fresh applications and ongoing projects under the scheme to CAPART except 75 cases which are being implemented by Cooperatives and Trusts etc.

FORMAT

APPENDIX-I

Proforma for Submission of Proposals

1. Project Title (Brief, Simple-Morale of Project):
2. Implementing Agency (Promoter's name with full postal address)
3. Registration No. & Date (In the case of NGO, with copy of Registration certificate)
4. Project Duration (Financial Year)
5. Project Objectives (Desirable to aim at fewer objectives, not more than two or three)
6. Physical Plan (Activity-wise and year-wise phasing)
7. Ownership Of Lands
 - Private farmers
 - Panchayat/Gram Sabha
 - Government
 - Institutional
8. Nature Of Problem Waste Lands
 - Saline/Alkaline
 - Ravinous
 - Mine Spoils
 - Waterlogged, etc.
9. Location (State, District, Taluka, Village, with map)
10. Cost Estimates (Componentwise and Yearwise)
11. Justification
 - Precise identification of the problem
 - Hypothesis to be tested
 - Questions to be answered
 - Problem that could be solved as a result of this project/study
12. Relevance Of The Project Study

How the results will be relevant to improve formulation and implementation of wastelands development policy; plan or programme.
13. Approach And Methodology

(Problem-oriented-directness of delivery, timeliness, quality of technical backstopping cost sustainability)
14. Details of Data Collection And Analysis
15. Staffing Pattern
 - Number and type of supporting staff period for which required and scale of pay
16. Institute's/Agency's Contribution
 - Extent of contribution proposed by the Institution/Organisation towards project cost by itemwise
17. Bio-data of Staff
 - Academic qualifications and research experience of the project Director/Investigator and other Senior Staff to be associated with the project implementation
18. Work done so far on the Subject
19. Precise Contribution which the Project is Expected to make to the Existing Body of Knowledge

20. Replicability of Results

21. Additional Information if any

APPENDIX-II

Proforma for Submission of Project Proposal by the Small/Marginal/SC&ST Farmers (Individual/Group) for the Investment Promotional Scheme (IPS) to the Department of Wastelands Development (DOWD)

1. Name of the Farmer/Organisation
2. Complete address including Telephone and Fax No.
3. Whether belonging to category of General/Small/Marginal Farmer or SC/ST or any combination.
4. Whether individual or Group for availing the subsidy and details of area owned by Individual/Group.
5. Indicate entitlement on the scale of subsidy.
6. Project title.
7. Project location.

S.F. No. Area Village Block District State

8. Details of Agro-Forestry Model (main and boundary plantations) and inter-cropping including species.
9. Cost of project:
 - (a) Total project Cost.
 - (b) Promoters Contribution.
 - (c) Bank loan
 Subsidy proposed to be availed from DOWD.
10. Schedule of implementation
 - (a) Duration.
 - (b) Physical year-wise target
 - (c) Financial year-wise target.
 - (d) Name of the bank from which loan being availed.
11. Any other relevant information.
12. Please attach the following documents:
 - (a) Copy of the Project Report submitted to Bank/Financial Institution.
 - (b) Copy of the letter of intent and sanction of loan by Bank/Financial Institution (duly attested).
 - (c) Original Certificate from the Revenue Authorities stating that land has remained uncultivated continuously for the last 3 years.

**Signature
Name and Designation
(in Capital)**

Scheme under Wasteland Development and Afforestation Application for Grant-in-Aid

General Instructions

1. Please Print in Ink or Type.
2. Please tick the appropriate one.
3. Along with the Application, Please enclose.
 - (i) Registration.
 - (ii) Last audited Statement of Accounts & Annual Report.
 - (iii) Brief description of previous activities, assets and financial status (not exceeding two pages).

PART-I GENERAL

1. Name and Address of the Applicant Organisation.
2. Telephone No. _____ 3. Telegraphic Address _____
 - 4.1 Name and Designation of Chief Functionary.
 - 4.2 Telephone No. (if different from 2 above).
5. Status of Organisation.
 - Cooperative
(Specify) _____
 - Voluntary Agency
 - Registered Society
 - Trust
 - Any other
(Specify)
6. Registration No.
 - 6.1 When Registered? Date/Month/Year.
 - 6.2 Place of Registration _____
7. Title of Project for which grant is sought
8. Objectives of Project (in brief).
9. Implementation of the Project.

(Explain in brief how the project will be implemented with special reference to the following points. In case, any of them is not applicable, please write N.A.)

 - 9.1 Identification of land.
 - 9.2 Soil working and Treatment.
 - 9.3 Species to be planted.
 1. Have beneficiaries been consulted?
 2. Reasons for choosing these species?
 - 9.4 Irrigation sources”
(Private/government, tubewell, Pumping set, canal, Dugwell etc.). Distance from Project.
 - 9.5 Extention and Training.
 - 9.6 Technical Assistance Available. (Specify: Forest Department/Block/Any other or Non Government Agency.)
 - 9.7 Organisation and Management of work.

9.8 Any other salient features of the project you may wish to highlight.

PART-II LAND DATA

10. Status of lands

10.1 State _____ district _____ Block _____ Tahasil/Taluka _____

Villages (where work would undertaken)	Area (in ha)	No. of Beneficiaries* (for break-up of beneficiaries fill-up appendix-1A)
1.		
2.		
3.		
4.		
	Total:	

10.2 Ownership Pattern:	Area (ha) to be afforested	Location specify village/khasara No.
Private Community		
Government (Revenue land)		
Forest land		
Institutions land		
School/college etc.		
Anyother		
	Total	

10.3 Quantity of land to be taken up: Area (ha)

(i) Gullies and/or ravinous land	
(ii) Undeulating upland with or without shrub	
(iii) Surface water logged land and Marsh	
(iv) Salt affected land	
(v) Shifting cultivation area	
(vi) Degraded forest land	
(vii) Strip Lands	
(viii) Sands	
(ix) Mining/Industrial Wastelands	
(x) Marginally cultivated land	

PART III PHYSICAL/FINANCIAL

11.1 Duration of the Project from _____ to _____

11.2 Physical targets of the project (yearwise)

<u>Type of activity</u>	<u>Year-I</u>	<u>Year-II</u>	<u>Year-III Total</u>
-------------------------	---------------	----------------	-----------------------

A. Land Development

A.1 Number of Nurseries

A.2 Number of seedlings.

B. Plantation:

- B.1 No. of Saplings to be planted.
- B.2 Replanting of Saplings.
- C. Awareness-Raising:
 - C.1 Number of Camps
 - C.2 Number of Persons.
 - C.3 Any other (Specify)_____

12.A Phasing of Financial Assistance (Rs.)

	<u>Year-I</u>	<u>Year-II</u>	<u>Year-III</u>	<u>Total</u>
A.1 Expenditure on Nurseries at____ Cost/seedling.				
A.2 Expenditure on Plantation at____ Cost/Plant.				
A.3 Expenditure on Awareness Raising at _____ Cost/Head				
A.4 Salaries				
A.5 Overheads & others_____				_____
			Total	_____

12.B. Financial Assistance Required NWDB:

12.B1	(Rs.)
(a) Land Development	
(b) Nurseries	
(c) Plantations	
(d) Awareness Raising	
(e) Salaries	
(f) Other Overheads	
(g) Any other (specify)	
	Total

12B2 From Other sources:

- (a) Banks (specify): Name of Bank
- (b) NREP
- (c) RLEGP
- (d) Any other Government, Scheme (Specify)
- (e) Other (Specify)

12B3 Own funds of the Applicant Agency

Grand Total

In words Rs. _____

PART-IV PROTECTION, USUFRUCT/BENEFITS

- 13.1 Protection for Plantation(s) (with special reference to the Concept of ‘Social Fencing’)
- 13.2 Maintenance of Nursery & Plantation(s).
- 13.3 In case of Community Plantations, how will the produce be distributed?
- 13.4 In case individual farmers what benefits accrue?

13.5 If any other form of organisation to utilise the produce is being envisaged please indicate:

PART-V CERTIFICATIONS

CERTIFIED THAT

1. The above particulars are, to be best of our knowledge and belief, correct.
2. We have not applied to/received from any other Funding Agency, aid for this projects except as at 12B2.
3. We shall abide by all the Terms and Conditions of Grant.
4. We shall furnish such periodical/special reports as may be required by NWDB.
5. Our books and records shall be open to inspection at all time to NWDB or their authorised representatives.
6. NWDB may, at their discretion, themselves or through their authorised representatives, evaluate the physical progress of utilisation of funds for this project.

Signature of Authorised Representative of the Applicant Agency. _____

CONTENTS

13.3 DEPARTMENT OF DRINKING WATER

INTRODUCTION

PAGE NO.

PROGRAMMES/SCHEMES

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| 2. Central Rural Sanitation Programme | 339 |

INTRODUCTION:

The Accelerated Rural Water Supply Programme (ARWSP) was introduced in 1972-73 by the Government of India with a view to assisting the States and Union Territories to accelerate the pace of drinking water supply. The programme was given a Mission approach to ensure the maximum inflow of scientific and technical inputs into the rural water supply sector, for improving the performance, cost effectiveness of the ongoing programmes and ensuring adequate supply of safe drinking water. The Technology Mission on drinking water and related water management was launched in 1986. It was also called the National Drinking Water Mission (NDWM). The NDWM was renamed as the Rajiv Gandhi National Drinking Water Mission (RGNDWM) in 1991. In order to place due emphasis on the drinking water sector, and to achieve the avowed objective of providing drinking water facilities to all rural habitations of the country in a time bound frame, a new Department for Drinking Water Supply was created in October, 1999.

The Government of India has revamped the Rural Water Supply Programme which, inter alia, aims at ushering in reforms by institutionalising community participation in the rural water supply sector with a view to gradually replacing the government oriented, centralised and supply driven rural water supply programme by a people oriented, decentralised, demand driven and community based Rural Water Supply Programme.

1. Accelerated Rural Water Supply Programme

Background:

The Accelerated Rural Water Supply Programme (ARWSP) is the major programme being implemented by the Department of Drinking Water Supply.

Objective:

The ARWSP aims at providing safe and adequate drinking water facilities to the rural population by supplementing the efforts being made by the State Governments/UTs under the State Sector Minimum Needs Programme (MNP).

Priorities:

- To cover uncovered habitations and to fully cover partially covered habitations getting less than 10 liters of safe drinking water per capita per day. Among them priority may be given to the ones inhabited exclusively by SCs/STs or having larger SC/ST population enumerated in the Status Report of 1994 and 1996-97.
- Coverage of quality affected habitations with acute toxicity first and the others later.
- Upgradation of source level of safe source habitations, which get less than 40 lpcd water to the level of 40 lpcd.
- Coverage of schools and Anganwadis where safe drinking water sources could not be provided.

Financial Assistance:

The ARWSP allocations are subject to the matching provisions by the States under their Minimum Needs Programme. The criteria for allocation of the funds is as given below:

Table 1
Allocation of Funds based on component Criteria

Components	Weightage (%)
1. Rural population	40
2. States under DDP, DPAP, Hill Area Development Programme (HADP) and special category hill States in terms of rural areas.	35
3. Not covered/partially covered villages	10
4. Quality affected villages	5
5 .Overall water resource availability (unirrigated over irrigated area)	10
Total	100

2. Central Rural Sanitation Programme (CRSP)

Background:

Rural Sanitation is a State subject and is undertaken by the State Governments under the State Sector Minimum Needs Programme (MNP). The efforts of the States are supplemented by the Central Government under

the Centrally Sponsored Rural Sanitation Programme (CRSP). The Programme was launched in 1986 with the objective of improving the quality of life of the rural people and to provide privacy and dignity to the women. The concept of sanitation includes safe disposal of solid and liquid waste including human excreta and personal, domestic and environmental hygiene.

The programme has been radically changed with effect from April 1, 1999. The restructured CRSP will move away from the principle of statewise allocation primarily based on poverty criteria to a “demand driven” approach in a phased manner with a view to achieving at least 50 percent coverage of the rural population by the end of the Ninth Plan period.

Objective:

The basic objectives of the Programme are:

- Accelerate coverage of rural population, specially among the households below the poverty line with sanitation facilities.
- Generate felt need through awareness creation and health education involving Voluntary Organisations (VOs) and Panchayati Raj Institutions (PRIs).
- Eradicate manual scavenging by converting all existing dry latrines into low cost sanitary latrines.
- Encourage cost effective and appropriate technologies to support other objectives.

Implementation:

The scheme is tied up with FICCI, ASSOCHAM, Cooperatives, women’s groups, self-help groups, Swarnjayanti Gram Swarojgar Yojana (SGSY), Prime Minister’s Rozgar Yojana (PMRY), Integrated Child Development Scheme (ICDS), Rashtriya Mahila Kosh (RMK) and VOs. It seeks institutional finance, open dialogue with National Bank of

Agriculture and Rural Development (NABARD).

Programme Components:

The programme components of the scheme are:-

- Construction of individual sanitary latrines for the households below the poverty line with subsidy where demand exists.
- Encourage other households to buy facilities through markets, including sanitary marts.
- Assist in setting up of sanitary marts.
- Launch intensive awareness campaigns in selected areas.
- Establish sanitary complexes exclusively for women.
- Encourage locally suitable and acceptable models of latrines.
- Promote total sanitation of the village through construction of drains, soakage pits for liquid and solid waste disposal.

Total Sanitation Campaign (TSC):

- A total Sanitation Campaign shall be designed to suit district specific requirements. TSC is being implemented in phases with some start-up funds made available for preliminary IEC work. The total sanitation campaign envisages a synergistic interaction between the Government machinery, active VO participation, intensive IEC, the provision of an alternative delivery system and more flexible, demand oriented construction norms.
- The following norms are being adopted for financing the different components of TSC:-

Item	Amount earmarked as percentage of total TSC cost	Centre	State	Beneficiary
Start-up Activities (Preliminary surveys, initial publicity, etc)	Upto 5%	100	0	0
Alternate Delivery Mechanism (PCs/RSMs)	Upto 5% (maximum of Rs. 35 lakh per district)	80	20	0
IEC (including motivational campaigns, advocacy kits etc.	At least 15%	80	20	0
Provision of Hardware (Individual household latrines and sanitary complexes for women)	Upto 60%	60	20	20
School Sanitation (Hardware and support services)	Upto 10%	60	30	10
Administrative Charges Including training,	Upto 5%	80	20	0

- Subsidy shall be available for the simplest and least expensive latrines and for the purpose of this scheme a fully-completed household sanitary latrine shall comprise only a Basic Low Cost Unit (BLCU) without the super structure.

The maximum subsidy allowed is Rs. 500 per unit and the States/UTs wishing to adopt a single flat rate of subsidy, will be free to do so, subject to a maximum of Rs. 500 inclusive of both GOI and State shares.

- The financing pattern (subsidy) for the BLCU is given in Table 3.
- A modified “allocation based” programme with provision for progressive phasing out has been approved by the Government. While 50% of the funds will be earmarked for the first year, only 30 percent will be earmarked in the next, followed by 10 percent in the subsequent years mainly to handle spill over costs and small pending commitments.
- The extent of subsidy from the Centre/State Government and the levels of contribution by the Beneficiaries/Panchayati Raj Institutions in respect of each component of the programme is as under Table 4.

School Sanitation:

While recognising the need for school sanitation, both from the point of view of children’s potential of acting

as the most persuasive advocates of sanitation in their own households, it is proposed to construct toilets in all the rural schools (separate complex for boys and girls)

by the end of Ninth Plan. The unit cost shall not exceed Rs. 20,000 and the level of subsidy has been fixed in the ratio of 60:30:10 for the Centre, State and Panchayats/Schools respectively. Ten percent of the funds under TSC will be earmarked for school sanitation. In order to accelerate the coverage of sanitation facilities in the rural schools,

BLCU Cost (Rs.)	Contribution (as percentage) to the cost		
	Centre	State	Beneficiary
Upto Rs. 625	Upto 60%	20%	20%
Between Rs. 625 and Rs. 1000	Up to 30%	30%	40%
More than Rs.1000	NIL	NIL	NIL

Components	Subsidy			Contribution user/panchayat
	Centre	State		
Construction of sanitary latrines and conversion of dry latrines for individual households the below poverty line.	As per the Table 2 under TSC			
School Sanitation	60%	30%		10%
Village complex for women	40%	40%		20%
Total Sanitation package for villages	50%	40%		10%
Awareness campaigns, health education, demand creation etc.	Upto 15% of annual allocation			NIL
Administrative cost	Upto 5% of annual allocation			NIL
RSM/PC	Upto 5% of annual allocation			NIL

CRSP funds will be dovetailed with other programmes like Jawahar Gram Samridhi Yojana, Employment Assurance Scheme, District Primary Education Programme etc.

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13.4 COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL TECHNOLOGY(CAPART)

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INTRODUCTION:

The Council for Advancement of People's Action and Rural Technology (CAPART) was set up in 1986 as a nodal agency for promoting voluntary action in rural areas and propagating appropriate rural technologies for the benefit of rural masses. It aims at catalysing and coordinating the emerging partnership between voluntary organisations and the government for sustainable rural development. The emphasis has been on people's empowerment through participation in decision making, an important capacity building process.

CAPART, an autonomous body, registered under the Societies Registration Act, 1860, was formed by merging two agencies: the Council for Advancement of Rural Technology (CART) and People's Action for Development India (PADI) and is now functioning under Aegis of the Ministry of Rural Development, Government of India. It is a major promoter of rural development in India today and implementing various rural development programmes across the country through promotion and assistance to voluntary organisations. It has become a major funding agency for Voluntary Organisations associated with rural development. It has developed procedures/systems for examining and appraising the technical and financial viability of projects proposed by VOs.

Organisation:

The CAPART consists of a General Body of one hundred members, comprising of more than half the representatives of voluntary agencies and institutions concerned with rural development, and educationists, eminent social activists, officials from the Ministry of Rural Development, Officials of CAPART, which provides overall policy guidance and direction to the organisation. The Union Minister of Rural Development is the President of the General Body.

CAPART has an Executive Committee comprising of 25 members from among the General Body, with executive and financial powers. The Union Minister of Rural Development is its chairperson and the Secretary, Department of Rural Development is the Vice-Chairperson of the Executive Committee. The Director General of CAPART, an officer of the rank of Secretary/Additional Secretary to the Government of India, is the

executive head who is assisted by two Deputy Director Generals under the Project and the Support Divisions.

In order to increase outreach and facilitate closer interaction with the voluntary sector in the remote rural areas and to promote the process of decentralisation, CAPART has set up eight Regional Committees, chaired by persons of eminence and acknowledged standing from the voluntary sector and with a senior CAPART official as Member-Convenor. The Headquarters of CAPART is in New Delhi and the Regional Committee Offices are located in different cities.

The Director-General office of CAPART consists of two major Divisions: Project and Support Divisions, with 16 functional units as outlined below:

CAPART'S Functional Divisions

Project Divisions	Support Divisions
• Rural Technology	• Media
• Income Generation	• Management Information System (MIS)
• People's Action	• Monitoring
• Drinking Water	• Coordination
• Housing Development	• Administration
• Disability Action	• Finance & Accounts
• Rural Sanitation	• Human Resource Development
• Watershed Development	
• Market Development	

Objectives:

The basic objectives of CAPART are:-

- To encourage, promote and assist voluntary organisations in the implementation of projects for sustainable development in rural areas.
- To act as a national nodal point for development and promotion of appropriate rural technologies.
- To promote conservation of the environment and natural resources in rural areas.
- To promote and support voluntary action and people's participation through capacity building of voluntary organisations and rural communities.
- To network with national/international institutions for promotion of voluntary actions.

- To act as a data bank and clearing house of information for the voluntary sector on rural technologies and rural development.

Focus Groups:

People below the poverty line in rural areas and belonging to scheduled castes and scheduled tribes, bonded labour, small and marginal farmers, women, children and people with disabilities are the focus groups of CAPART.

Role and Programmes:

CAPART supports various programmes for promoting rural development and technologies through its functional divisions.

CAPART has a significant role in creating employment and income for the rural poor through its schemes such as promotion of Voluntary Action in Rural Development, IRDP and DWCRA. It also supports projects for social mobilisation of the rural poor over development issues, to enhance their awareness of existing development resources to initiate and strengthen organisations of the beneficiaries (OB) of anti-poverty programmes leadership training for members of village organisations, training for social animators, selection of rural organisers etc.

CAPART, under Indira Awas Yojana Programme, supports projects for construction of low cost and low technology houses in the rural areas with infrastructure such as roads, soakpits, innovative projects for construction of dwellings using local designs, technologies, materials and involving local communities.

CAPART plays a significant role in development of marketing for products of rural enterprises. It supports voluntary organisations for organising “Gram Shree Mela” in major cities and market centres country wide in order to help rural artisans to directly market their produce. It also supports initiatives for capacity building for rural producers through training, workshops on design development, product diversification etc.

CAPART provides assistance to voluntary organisations for creation of infrastructure, employment generation, assets creation, production, marketing, training, generation of awareness and education, capacity building and rehabilitation, programme for the persons

with disability, propagation and dissemination of technologies and information, seminars/workshops/demonstrations, construction/renovation of dwellings etc.

Salient Features of CAPART’s Assistance:

- CAPART provides financial and technical assistance to voluntary organisations working in rural areas for implementations of projects under various schemes of the council.
- Regional Committees are empowered to sanction project proposals of upto Rs 10 lakh and exercise complete autonomy in their decision making.
- Projects below Rs. 10 lakh should be submitted to the concerned Regional Committee and proposals for projects above Rs. 10 lakh should be submitted directly to CAPART headquarters at New Delhi.
- Organisations seeking for CAPART support for the first time are required to submit their proposals to concerned Regional Committee.

CAPART’s Resources & Funding to VOs:

CAPART receives most of its funds from the Ministry of Rural Development, Government of India. It also receives funds from various bilateral funding agencies like DANIDA, SIDA, SDC etc for channelising the funds to the voluntary sector. Efforts are being made to mobilise international donations both from multilateral agencies and other international donors.

CAPART and VO Relationships & Cooperation:

- CAPART plays a pro-active role in identifying and supporting VOs with good track record.
- It has a policy for developing smaller VOs, who are located in areas where sector is not developed.
- CAPART takes up a programme of locating good VOs in each region of the country which can help the smaller VOs in many ways including filling up the organisational profile format and formulating their project proposals.
- CAPART acts as a think tank for the voluntary sector & toward this, it provides a forum for experts, VOs and other associated with rural development to develop concepts, discuss issues and review CAPART’s policies.

- CAPART sponsors such schemes/workshops organised by experienced VOs.
- CAPART's relationship with VOs is based on equality, self-respect and impartiality.
- CAPART takes VOs as partners and recipient organisations as partner organisations.
- CAPART accepts as part of its mandate to intervene whenever its partner organisers and other VOs face problems with local bureaucracy. It does this by deputing fact-finding Committees and interventions and advocacy with the State governments.

Consultative Process with VOs:

CAPART has taken the initiative of mobilising the efforts of voluntary organisations and making its functioning more participatory and transparent. The emphasis has been on capacity building of voluntary organisations through participation in decision making. Funding procedures are designed to ensure a wide consultative process and transparency in decision making. CAPART has constituted National Standing committees (NSCs) at its headquarter on different subject matters for sanction of projects to VOs in each project division. At present there are eight NSCs and these committees predominantly comprise eminent representatives drawn from voluntary sector specialised in particular subject. They are empowered to take funding decisions and facilitate the evolution of policy guidelines for project divisions.

Project Appraisal and Evaluation:

Projects from VOs are appraised, sanctioned and monitored by people from the voluntary sector, with CAPART officials in a supportive role as a catalyst. An on-site pre-funding appraisal is done by CAPART on each project to assess its feasibility in relation to the local situation, and the capabilities of the organisation to implement it. A mid-term evaluation is done for the funded proposal for mid-course corrections. An end-term evaluation and impact assessments of projects are made for future planning in each project division. Project appraisals and evaluations are done by external experts drawn from the CAPART panel of project

evaluators which includes subject specialists from various disciplines.

Eligibility Criteria for Voluntary Organisations for CAPART's Assistance:

A voluntary organisation can get CAPART's financial & technical support only when it fulfils the following criteria:

- It should have been registered under the Societies Registration Act, 1860 or a State Amendment thereof, the Indian Trusts Act, 1882 or the Charitable and Religion Trust Acts, 1920.
- It should have at least three years of experience of working in the field after registration.
- It should have a strong field presence and experience of mobilising communities to act for development.
- It should have had a bank or post office account for the last 3 years (The Director general may relax this in exceptional cases).
- It should be working with beneficiaries in rural areas, if the VO headquarters are located in urban area, and it should not have been put on the CAPART list of organisations to which funding has been suspended.

CAPART extends assistance only to those voluntary organisations who have a good track record and possess competence in: (i) community mobilisation; (ii) implementation of development projects through people's participation including expenditure through people's committees and. (iii) those who have worked for the empowerment of socio-economically disadvantaged people.

Grading for Voluntary Organisations:

CAPART has graded the voluntary organisations for funding in the following pattern:

- Grade A- VOs that more than adequately meet the eligibility criteria.
- Grade B- VOs which adequately meet the eligibility criteria.
- Grade C- VOs about which CAPART does not possess adequate knowledge or who have still not done enough in the field to deserve a CAPART funding.
- Grade D – VOs who have been put in FAS category in the past.

1. Advancement of Rural Technology Scheme (ARTS)

Background:

CAPART promotes rural technologies through its, Advancement of Rural Technologies (ARTS) programme. Under this programme, it supports projects for adaptation and dissemination of existing technologies as well as development of new and innovative technologies. It also supports schemes for technology transfer through training for voluntary workers and members of rural communities. It coordinates a network of 14 technology Resource Centres to promote and build capacities for technology transfer in the voluntary sector. It coordinates efforts for advancement of technology relevant for rural areas.

Objective:

- To promote innovative rural technologies in the villages, specially for the disadvantaged sections.

Implementing Agency:

Besides the voluntary organisations which are eligible of CAPART assistance, governmental institutions and individual inventors may also be considered for assistance under the scheme.

Eligibility Conditions:

Same as mentioned earlier in this chapter.

Criteria for Project Assistance:

- Surveys should be path-finding exercises to facilitate implementation of action oriented projects or be undertaken for impact assessment on completion of such projects.
- The technology proposed should be environment friendly, simple, easy to learn, easy to demonstrate, easy to maintain, cost effective, and culturally and socially acceptable to the target groups.
- The technology should utilise locally available human resources and to the extent possible, local materials which are currently unused, under- used or wrongly used.
- The proposal should not be purely research/surveys oriented and for creation of assets/infrastructure for the organisation.

Projects:

The Council supports projects aimed at the following:

- Conducting need-based study, survey, adaptive research and development, field trials, demonstration, and dissemination of appropriate technologies amongst the rural poor ,strengthening of existing institutions and setting up of new institutions for the above purposes.
- Popularization of new technologies upto the commercialisation stage.
- Upgrading of the technical and production skills of village youths, artisans, women and other target groups through demonstration and training centres set up by voluntary organisations.
- Interaction between government agencies, technical institutions and voluntary organisations working in the field of rural development through training programmes, seminars, workshops and meetings.

Resource Centres of Rural Technology (RCRT)

The resource centres are designed to test technologies suitable for the specific geographical area, make modifications where necessary, and initiate the process of transfer of viable technologies through demonstration, training and manufacture. The unique feature about these centres is that they are all managed by voluntary organisations which have a high degree of technical competence. Under this programme, voluntary organisations with proven track record of adaptive research and development (R&D) and technology transfer are supported with a one time grant for creation of necessary infrastructure and some operational expenses. The centres are expected to act as focal points of referral of technology gaps in that area. The centres also conduct training programmes at various levels, specially trainers' training programmes.

Procedure for Application:

The application for assistance is in two parts. The first part is the Organisation Profile. The second part is the Project Profile. Formats for both the parts are given in the Appendix I.

Application in the prescribed formats alongwith the required documents mentioned under instructions for

filling up organisation profile should be sent to the concerned Regional Committee (Annexure II), if the organisation is a first timer to CAPART for a particular scheme and the project cost below Rs. 10 lakh otherwise to the CAPART headquarters if the project cost exceeds Rs. 10 lakh.

All correspondence regarding the scheme should be made to Council for Advancement of People's Action and Rural Technology, Zone V, 2nd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003

2. Scheme for Development of Women and Children in Rural Areas (DWCRA)

Objectives:

- To organise poor rural women into groups for their own development and empowerment;
- To enhance income for the rural poor women;
- To create and increase employment opportunities for rural women living below the poverty line by upgrading and strengthening their productive activities or by introducing new activities;
- To provide for supportive services for women and to engage in productive work (care of children of working women by providing an improved environment, care and food and by establishing creches/balwadis, etc.)

Eligibility Conditions :

Same as under ARTS

Beneficiaries:

The beneficiaries of the scheme are the rural women living below the poverty line. For identification of beneficiaries, the following methodology would be followed:

- Women identified by the district authorities for the Integrated Rural Development Programme (IRDP), or
- In case the intended beneficiaries are not included in the IRDP list, a certificate from the DRDA or Block Development Officer may be obtained, or
- Identification on the basis of a primary survey conducted by the voluntary organisation, giving preference to married, widowed and deserted women.

Methodology:

- It is important that this programme assists in building strong groups of poor rural women at village or hamlet level. Group building of women is the first step which may take considerable time, at least six months.
- The daily productive routine of poor rural women should be the starting point for identifying an appropriate economic activity. Generally the poor rural women those are working women-at home, in the field and elsewhere. Women's productive role should be understood and valued.
- Poor rural women are usually engaged in several economic activities (cattle husbandry, farming, collection of fuel and fodder, working in the field, irrigating the crops, etc.). Therefore, economic programmes for the women in this group that include more than one economic activity may be organised and developed.
- Whilst income generating activities should be organised on a group basis, it is not essential that every woman of the group does the same thing, or the activity is such that all women have to work on it.
- The process of planning and implementing the economic programmes should be such that the rural women's group gradually takes over the management of the entire programme.

Economic Activities:

- The activities can entail upgrading skills, designs and technology of women's existing occupations, provide for reduced dependence on middlemen for credit, raw material and marketing, add additional occupations by training women, reduce women's drudgery and save time from existing activities. A variety of activities can be considered simultaneously.
- Whilst formulating a project, a simple cost-benefit analysis should be worked out in advance to demonstrate the economic viability of the proposed activity. In this context, raw material availability and marketing of the finished products are critical elements. Arrangements for dealing with these two inputs should be spelt out in the proposal.
- Assistance of credit by the Bank is a vital requirement to sustain the income generating skills of the DWCRA

groups. Bank credit is essential to finance individual or group assets for production, as well as for working capital requirements.

- It is important that poor rural women themselves make the choice of appropriate economic activities.

Capabilities of the Implementing Organisation:

(i) The implementing organisation should be able to:

- understand the needs of poor women in rural areas.
- understand priorities of economically backward women
- build activities for poor women to see themselves as positive contributors to the economy.
- understand the need for building women's groups and have skills to do the same.
- develop a work orientation
- initiate economic activities and understand the various stages involved in these activities
- understand the importance of regular field work and follow-up.
- have its representation in the area of operation.

(ii) The organisation should have the following skills for the successful implementation of the programme;

- behavioral skills, viz., confidence building, group building, leadership, organisational capability, skills for dealing with officials.
- vocational skills, viz., income generation skills.
- managerial skills, viz., raw material procurement, marketing, budgeting, accounting, etc.

Training of Rural Women:

- The training of rural women should be designed to enable them to acquire the following capabilities:
 - to understand the causes of their poverty.
 - to understand the need to come together as a group
 - the need to learn additional technical skills, either upgraded from the existing ones or some new skills which will provide them higher income.
 - the need to acquire the capability to gradually manage their own programmes and activities.
 - the need to obtain bargaining capacity on a group basis.

- After completion of the training, the VO is expected to organise production either on a centralised or decentralised basis depending upon the nature of activity and beneficiary preference.

Financial Assistance:

- CAPART's financial assistance is limited to Rs. 5 lakh for a project. The activities for which their assistance can be made available are: organisation of women's groups; socio-economic survey; motivation and awareness building; project formulation; construction of shed; establishment and production activities; marketing support; and social support services (creche, balwadi, etc.)
- The productive assets to be given to beneficiaries have to be obtained with subsidy from CAPART and loans from Bank. The rates of subsidy to be given by CAPART for women beneficiaries are as follows:
 - SC/ST - 50% with maximum limits of Rs. 6,000/-
 - Marginal farmers – 33.33 % with maximum limit of Rs. 5,000 in desert and drought prone area and others.
 - Small farmers - 25% with maximum limit of Rs. 4,000 in normal area and others.
- Selection of beneficiaries in consultation with the service area bank is desirable to avoid defaulter problem. Substitution of bank finance by other means can be considered on its merit subject to making available authentic documents.

Procedure for Application:

The application for assistances is in two parts. The first part is the Organisation Profile (same as under ARTS). The second part is the Project Profile (Appendix II). The other procedures are the same as mentioned under ARTS.

3. Scheme for the Integrated Rural Development Programme (IRDP)

Objectives:

The objective of the programme is to assist families below the poverty line in rural areas for taking up self-employment ventures.

The programme aims at achieving the stated objective by providing income generating assets including working

capital, where necessary, to the target group families through a package of assistance comprising subsidy and institutional credit.

Beneficiaries:

a) The target group of the programme will be persons living below the poverty line from amongst small farmers, marginal farmers, agricultural labourers, rural artisans, fishermen, forest dwellers, freed bonded labourers and others. The small and marginal farmers and agricultural labourers have been defined as follows:-

- Small Farmer - A cultivator with a land holding of 2 hectares or below is a small farmer. Where a farmer has Class I irrigated land, as defined in the State Land Ceiling Legislation with 1 hectare or less, he will also be considered as small farmer. Where the land is irrigated but not of the Class I variety, a suitable conversion ratio may be adopted by the State Government with a ceiling of 2 hectares.
- Marginal Farmer - A person with a land holding of 1 hectare or below is a marginal farmer. In the case of Class I irrigated land, the ceiling will be 0.5 hectare.
- Agricultural Labourer - A person without any land other than homestead and deriving more than 50% of his income from agricultural wages is an agricultural labourer.

b) Special safeguards for certain sections of the target group, i.e. scheduled caste and scheduled tribe families and women are indicated as under:

- At least 50% of the total beneficiaries assisted by the voluntary organisation should be SC/ST families. Further at least 50% of the funds should flow to such families.
- The percentage of assisted SC/ST families should be equal to SC/ST population percentage to the total population of a block in case the latter percentage is 50 or above.
- Wherever percentage of the SC/ST population to the total population is less than 50, a mark up of 10% should be given to this percentage and the percentage of SC/ST families assisted should be

equal to the percentage so arrived at.

- At least 40% of the total beneficiaries should be women. Priority should be given to women heads of households and women members of households.
- c) Other conditions being equal, the following categories of people should be assisted on priority.
- Ceiling-Surplus land assignees.
 - Released bonded-labourers.
- d) VO's are also expected to involve the Service Area Bank in the selection of beneficiaries to avoid defaulter problem and obtain bank's commitment for meeting the loan requirements under the project proposed.

Admissible Projects:

An economically viable schemes which can be taken up under the programme in primary, secondary and tertiary sectors. It is advisable to adopt a cluster approach in the selection of beneficiaries and activities. Similarly, group activities have a still better chance of success as it is easier to provide back up support and marketing linkage for group activities.

Financial Assistance:

a) A Scheme/Project will be identified by the voluntary organisation which covers the individual family's economic programme like dairy, poultry, goatery, cottage industry, etc. The list of beneficiaries covered under the scheme will be prepared by the voluntary organisation.

b) Subsidy:

The rate of subsidy to be provided to the beneficiaries is the same as in the government of India's IRDP Manual.

c) The financial limits are as follows:-

- SC/ST-50% - Rs. 3,000/- for non-DPAP
- Marginal Farmers - 33.3% Rs. 4,000/- for DPAP
- Small Farmers - 25% Rs. 5,000/- for SC/ST families

d) Infrastructure and administrative cost (to be provided by CAPART)

Grants amounting to 10% of the subsidy amount is sanctioned by CAPART as grant-in-aid for infrastructure and 10% of the subsidy amount of administration under each project.

- e) Bank Loan (to be arranged through service area Bank)
- Bank Loans will be made available by the implementing agency for meeting the unit cost of the productive asset. The loan will be to the extent of 50% (in case of SC/ST), 66.66% (for marginal farmers and other poor families) and 75% (for small farmers).
 - The application for bank loan will be prepared by the voluntary organisation and will be submitted to the service area bank for providing loan.
 - The IRDP loan is treated as a medium term loan. The repayment period should ordinarily be 3 to 5 years as prescribed by the Reserve Bank of India to all commercial banks.
 - Beneficiaries should expect Loan Pass Books to be made available by the Bank. These pass books indicate all details of the loan including the repayment period and should be updated periodically.

Duration:

The duration of the project for which the subsidy and loan are required, should be indicated clearly in the project proposal.

Benefits:

Economic benefits from the project should be elaborated. Benefits should be quantified in terms of increase in income, employment generation, production assets, building, etc.

Guidelines for Voluntary Organisations:

- The VO should select a group of eligible families so that the implementation can be supervised efficiently. The beneficiaries should preferably be in a geographically contiguous area and they should take up a particular activity or just a few selected activities.
- The voluntary organisation may consider that a family should be assisted with a package of assistance for more than one activity.
- The project should be formulated in such a way that with the assistance provided, the family is able to cross the poverty line by the time the project ends. The voluntary organisation should monitor the rise in income and report whether the family has crossed the poverty line.

- The voluntary organisation should ensure that beneficiaries are skilled and experienced in the activity that they are to take up. If they are not, specific training should be arranged.
- The voluntary organisation should also ensure that the beneficiaries get necessary infrastructural support in implementing the project, e.g., marketing of the products, regular supplies of raw materials, etc. VO's are expected to furnish the details of the production strategy to be followed.
- The voluntary organisation should assist the beneficiaries in getting bank loans. The subsidy amount will be released by CAPART to the Bank, which will credit the subsidy to the loan account of the beneficiary as soon as the asset is given to the beneficiary.
- The voluntary organisation should ensure that the assets of the beneficiary have been insured. The liability of insurance cover will be borne by CAPART in the same ratio as the admissible subsidy to a beneficiary, the rest to be borne by the beneficiary.

Procedure of Application:

The format for IRDP project profile is given in Appendix III. Other requirements for Application including Organisational Profile are same as mentioned under ARTS.

4. Organisation of Beneficiaries (OB) and Social Animators Training (SAT)

Background:

Organisation of Beneficiaries scheme is a training scheme and a scheme providing funds to organise meetings where government functionaries are invited once to inform beneficiaries about government scheme's subsidies or projects. It is also a scheme about peoples' struggles against injustice and exploitation aiming at resulting in increased confidence of the people to fight corruption and misuse of authority.

Objectives:

- To provide support to community/groups consisting of the poor people who wish to organise themselves or have organised themselves, either on their own or due to the efforts of a voluntary organisation for a

cause which is sufficiently just or serious and sustain their campaign/struggle for betterment of their economic status and social power.

- To increase the awareness of the people and to empower them so as to be able to get what is rightfully their rights and legal entitlements.
- To increase their bargaining power by supporting active networking amongst similar campaigns in the region/country.
- To protect and support the interests of SC/ST, women, landless labourers, bonded labourers, physically handicapped persons and other disadvantaged sections of the society.
- To fight legal battles to secure justice for a large number of poor and exploited people, including legal counseling and assistance for the poor litigants.

Eligibility:

- Voluntary organisations working in rural areas with legal status for 3 years under the Societies Registration Act, 1860 or any corresponding Act or as a Trust registered under India Trust Act 1882 or the Charitable Religion Trust Act 1920. This condition can be waived off by the DG, CAPART in genuine cases of such groups who are intensely involved in empowering people but have not completed the three years period.
- The groups/community should be organised over a cause/issue affecting a large number of the poor people who have no means to sustain their struggle.
- The cause/issue should be specific with grassroots implications. Funds would not normally be released for national/regional meetings.
- The campaign should not have any links with any political parties.

Contents of Project:

- (i) The scheme is to support and organise groups particularly socially disadvantaged groups viz. women, SC/ST, bonded labourers and persons with disability for a cause/issue which is sufficiently just and serious and where the beneficiaries are from the poorest of the poor who have no funds or organisation to sustain their struggle.

- (ii) The scheme is flexible and broad-based and can cover any aspect relating to the above, However, it will not entertain: (i) Purchase of vehicles. (ii) Construction of buildings, training centres, salaries of regular staff of the organisation.

(iii) Duration of Project

The duration of project should be clearly spelt out. However, this should not ordinarily extend 3 years.

Procedure

The format for formulation of project proposal of OB scheme is given in Appendix IV. The organisational Profile and other requirements under the scheme are the same as mentioned under ARTS.

Every project proposal should contain a clear description of the activities proposed. While formulating the Action Plan the following aspects need to be kept in view.

- listing of major activities
- these activities must bear a direct nexus to the objectives and projected benefits.
- expenditure schedule for each activity and if possible duration and sequence of events should be spelt out.

5. Promotion of Voluntary Action in Rural Development (Public Cooperation) Scheme

Background:

Projects for social mobilisation to challenge oppressive and unjust social structures, to create conditions for empowerment of the rural poor are supported. People's Action Division of CAPART supports composite multi-dimensional schemes aiming at increasing production and employment opportunities for small and marginal farmers. Under the scheme for Promotion of Voluntary Action for Rural Development, it promotes innovative schemes.

Objectives:

- To integrate rural development activities through experimental and innovative efforts which can be replicated.
- To develop methodologies capable of replication.
- To involve participants in the planning, implementation and maintenance of activities envisaged.

- To raise income levels and expand employment opportunities of the weaker sections of society, particularly of those living below the poverty line and women.

Eligibility:

Voluntary organisation working in rural areas with legal status for 3 years under the Societies Registration Act, 1860 or any corresponding State Act or as a Trust registered under the Indian Trust Act, 1882 or the Charitable and Religious Trusts Act, 1920.

Area of Operation:

The area of operation must be rural, meaning thereby village included within jurisdiction of Gram Panchayats. The organisation must have its workers in the villages or have liaison with villagers.

Content of Project:

Any rural development project designed to raise the income of the participants, generate employment opportunities and increase production would be eligible for support. Projects on rural health and education may also be considered for areas where these facilities are non-existent or are of urgent and pressing need.

The following projects shall normally not be entertained:

- purely research programme
- projects exclusively for construction of buildings and/or purchase of vehicles, machinery and equipments.
- projects intended exclusively to strengthen the infrastructure facilities of the implementing voluntary organisations, and
- Predominantly personnel oriented projects.

Beneficiaries:

Small and marginal farmers, rural women, landless agricultural labourers, village artisans, fisherfolk, forest dwellers and freed bonded labourers.

Financial Assistance:

- Projects will normally be assisted upto a maximum of 95% of the total cost. Contribution of approximately 5% would be expected from other sources like bank loans, Government subsidies and assistance,

sponsoring organisations contribution and contribution of beneficiaries.

- A project exclusively for construction of building and/or purchase of machinery and equipment would not be eligible for assistance. However, assistance for these items could be provided if they are components to the basic programme content.
- Administrative costs of project comprising salaries maintenance of vehicles, contingencies and the like should not exceed 10% of the total cost of the project.
- Purchase of land would not be eligible for CAPART assistance.
- Bankable activities like raising of a corpus fund, etc. will not normally, be eligible for CAPART assistance.
- Financial assistance shall be provided to only such eligible voluntary organisations which fit into the parameters issued by Government from time to time and also such parameters as may be developed by CAPART.

Duration:

The duration of the project should be indicated clearly in the proposal. This should not ordinarily exceed three years. The time schedule for each component of the programme should be worked out showing how the project as a whole would be completed within the projected time frame.

Social and Economic Benefits:

The projected benefits from the project would need to be specified. These should be capable of being quantified in terms of employment, income, production, assets and facilities or any other unit of measurement appropriate to the project.

Social returns like improvement in quality of life, improvement of environment, increase in awareness levels, upgradation of skills, self-reliance and the like should also be indicated in qualitative terms.

Procedure for Application:

Every project proposal should contain a clear description of the activities proposed. While formulating the action plan, the following aspects would need to be kept in view:

- Listing of all activities to be undertaken.
- These activities should bear a direct nexus to the objectives and projected benefits. The sequence of activities should be planned.
- Time and expenditure schedules for each activity should be worked out in such a way that the project as a whole could be completed within the projected duration estimates.
- Cost estimates for each item of work should be formulated.

The format for formulation of project proposal is given in Appendix V. The Organisational Profile and other requirements under the scheme are the same as already mentioned under ARTS.

6. Scheme for Construction of Village Link Roads in Hilly Areas

Objectives:

The objectives of each rural road project proposed for construction in hilly areas should be the promotion of sustainable economic development of the community which is directly or indirectly dependent on the proposed road through:

- Facilitating rapid and timely marketing of perishable goods and non-perishable goods produced in rural areas.
- Employment generation and development of human and natural resources of villages in order to promote income-generation activities and improve social status.
- Providing greater access to medical facilities, educational centres, etc.

Eligibility:

Any non-governmental voluntary organisation working in rural areas with legal status as a society registered at least for 3 years under the Societies Registration Act, 1860 or any corresponding State Act or as a Trust registered under the India Trust Act, 1882 or the Charitable and Religious Trusts Act, 1920.

Guidelines:

a) Components of Project Cost:

- Since the road construction programme is employment oriented, one of the basic requirements is that the wage component should comprise at least 60% of the total

cost. CAPART would consider only those road projects wherein at least 75% length of the proposed road falls within the hill zone and it should either inter connect villages or connect village(s) to an existing all weather road.

- In order to ensure intensive people's participation, out of the total cost of the project, the ratio of CAPART assistance to the local contribution will strictly be 2:1 and out of the CAPART assistance, a minimum of 60% amount should be spent on the wage component. In other words the wage component should comprise 40% of the total cost of the proposed road project.
- The total cost of project shall thus be divided into the following project components:
 - Local contribution = 1/3 of total cost of the road.
 - CAPART assistance = 2/3 of total cost of the road.
 - Training/motivation and project preparation = 3% of CAPART assistance.
 - Administrative expenses = 5% of CAPART assistance.

b) Role of Voluntary Organisations:

- The role of voluntary organisations (VO) would be to motivate the beneficiary villagers to take part in road construction activity and provide Shramdan during the execution of the road project and post-completion maintenance as well. CAPART will fund only such VOs those have completed projects assisted by CAPART earlier, not necessarily related to road building and have carried them out successfully.
- Adequate attention should be paid to programme design, appropriate management structures, adequate technical skills of the project staff and people's participation to ensure successful implementation of the project.

c) Planning:

The following factors should be considered while the road is planned:

- all-weather single lane road standards should be adhered to;
- direct route and economical alignment should be planned;
- land availability should be ensured alongwith permission from the local Government;

- there should be coordination of road development with other development programmes of the region;
- locally available materials should be used wherever technically feasible;
- proper drainage of road should be provided;
- inbuilt protective measures such as turfing slopes should be provided alongwith special protective measures where necessary.

d) Road Alignment:

- While deciding the alignment the following factors are to be considered: (i) It should be as direct as possible so as to have optimal length. (ii) Large span drainage crossings should be avoided. (iii) Problematic areas needing expensive subsoil treatment should also be avoided.
- In order to avoid any possibility of violation of the Forest (Conservation) Act, every road project proposal must be supported with a certificate either from the concerned Divisional Forest Officer (D.F.O.), or the Chief Conservator of Forests, that the alignment of the proposed road would not cause any violation of the said Act.

e) Land Requirement:

- The width of the road should be adequate to meet future needs. In practice, the matter of securing land adequately for development along the desired alignment may pose problems. The available land should be utilised as far as possible. Efforts should be made through civil administration and elected local bodies such as Village Panchayats, Zila Parishads, etc., for getting adequate land width along the required alignment to meet the future needs.
- CAPART will not provide funds for land acquisition. The land should be donated by the local people or acquired by the Gram Panchyat or the VO or there should be clear permission of the State Government for road construction, if the land is the property of the State. The VO should certify that the entire land of the road has been made available through any of the above methods and that there is a certification of the State Government to the effect that the land is made available by them for the proposed road.

f) Maintenance of Road:

- The assets created through substantial investments should be maintained for meeting the traffic needs of the villages and should not be allowed to degenerate. The following are some of the possible measures which should be followed:
 - Durable construction of roads as per standard specifications with good workmanship under regular technical supervision.
 - Turfing with local grass over the slopes of road embankment for preventing erosion and rain cuts.
 - Provision of proper shoulders.
- A Committee for maintenance of road and cross drainage work should be constituted to ensure regular maintenance. The Committee could have the Sarpanch of the Panchayat, Primary School Head Masters, Technical persons available in the beneficiary villages, and other interested parties as its members. The Chief Functionary of the VO would be Head of this maintenance Committee and Sarpanches of all the villages which are directly or indirectly benefitted by the proposed road could be specially included in the Committee. Since the maintenance of assets created would require adequate capital and labour from time to time, the VO in consultation with the beneficiary villagers may evolve a strategy for raising resources for maintenance in the form of local contribution (cash or kind) from the villagers. Motivation of villagers and training of maintenance Committee members would also be needed.
- In order to ensure regular maintenance of the road, several options are available to the VO as under one of which must be indicated in the project proposal itself:
 - (a) The State P.W.D. issues a letter that the proposed road will be taken up by them for maintenance after completion.
 - (b) The Local Panchayats resolve and the State Government counter guarantees that the proposed road will be maintained by them after completion.
 - (c) The VO arranges through motivation of beneficiary village households to raise one third of the Maintenance Fund described in the succeeding paragraph, in which event CAPART would

contribute the remaining two-thirds to the Maintenance Fund.

- The Maintenance Fund is a corpus of funds deposited into a bank branch convenient to the VO and pledged to CAPART. The amount has to be sufficient to yield annual interest that would cover the maintenance requirement @ 20,000/- per km. of the road. Only the interest covered on this Maintenance Fund would be credited by the bank to another account to be operated jointly by the VO and a beneficiary representative nominated by the Maintenance Committee.
- In case the VO chooses (c) above as the maintenance option, the CAPART contribution (2/3 of the corpus) will be released once the bank branch has certified that the VO has deposited 1/3rd of the corpus. VO's consent to do so in the format is an essential pre-requisite for the project to be considered.

g) Expected Project Achievements:

Each road project is expected to achieve the following results at the end of the project period:

- All the works activities that are planned for the road construction project are completed with the active participation of under groups and villagers of the road project area.
- Under groups have begun to operate and maintain the assets created and have made suitable financial arrangements for their regular maintenance.

Procedure:

The project proposal should comprise of:

- Organisation Profile Form - Same as under ARTS
- Project Details Form: - Appendix VI
- Project Report - Appendix VI A.
- Certified estimate - Appendix VI B.

Other procedural requirements under this scheme are same as already mentioned under the ARTS.

7. Scheme of Rural Housing Through Voluntary Organisation

Background:

The Rural Housing Programme of CAPART is the part of Gram Samridhi Yojana (GSY) of the Ministry of Rural Development under which it provides financial

assistance to voluntary organisations for construction of dwelling units for SCs/STs, freed bonded labourers and other socially and economically weaker sections of the society. The programme has received a new vigour after the National Consultation on Rural Housing in 1995 held by CAPART. CAPART through its housing programme, supplements governments' effort in dealing with massive rural housing problem. CAPART has constituted a National Standing Committee on Rural Housing, chaired by the Director General, CAPART and comprising inter alia eminent representatives of the voluntary movement in rural housing.

Objective:

- To help construction of low cost dwelling units in the rural sector with infrastructure such as roads, soakpits and other common facilities and individual sanitation units by the members of SCs/STs, freed bonded labourers and other categories of people living below the poverty line.

Beneficiaries:

- Identification of Beneficiaries: Gram Sabha will select the beneficiaries from the list of eligible households.
- Priority in selection of beneficiaries under the scheme is given to: Freed bonded labourers, SC/ST Households: who are victims of atrocity, headed by widows and unmarried women, affected by flood, fire, earthquake, cyclone and similar natural calamities etc.; Non SC/ST households; Physically handicapped; Families/widows of personnel from defense services/ Para-Military forces, killed in action, ex-servicemen and retired members of the paramilitary forces and displaced persons on account of developmental projects, nomadic, semi-nomadic and de-notified tribals and families with displaced members belonging to below poverty line category.
- The beneficiary are to be involved in the construction of the houses. They will make their own arrangements for construction material, engage skilled workmen and also contribute family labour.

Financial Assistance:

(i) Cost of Houses:

The CAPART's assistance for the construction of the houses is Rs 16,000/- in plain areas and Rs 17,600/- in hilly/difficult areas, which is 80 per cent cost of a unit. VOs shall be able to reduce the cost of project by 20 percent of the unit cost by adopting cost effective technologies mandatory as per the main objective of housing scheme.

Category	Plain Areas (Rs.)	Hilly/Difficult Areas (Rs.)
• Construction of house including sanitary latrine and smokeless Chulha	Rs. 14,000/-	Rs. 15,600/-
• Cost of Providing infrastructure and common facilities	Rs. 2,000/-	Rs. 2,000/-
Total	Rs. 16,000/-	Rs. 17,600/-

(ii) Release of Funds to VO

The funds will be released to the VO by CAPART as follows:

- 50 per cent of the sanctioned amount is released in the first instance immediately after the receipt of the necessary documents.
- Balance amount is released upon satisfactory utilisation of the first instalment.

(iii) Payment to Beneficiaries

After receiving funds from CAPART, VOs would disburse the funds to the beneficiaries depending on the progress of work through a joint account of the VO/ beneficiaries or a committee of beneficiaries. The funds should given in progress - linked instalments.

(iv) Provisions in the Dwelling Units:

The dwelling units would have provisions such as drinking water supply, sanitation, a system of drainage, fuel efficient chulhas etc. Plantation of trees in the entire habitat or around individual houses should be taken up simultaneously.

Procedure of Application:

The format for Organisation Profile is the same as

mentioned under Advanced Rural Technology Scheme (ARTS). The format for Project Proposal is given in Appendix VII.

The applicant organisation for the housing scheme in the prescribed format and submit it for sanction to the member Convenor of the concerned Regional Committee for project costing up to Rs. 10 lakhs and or VOs receiving proposals with CAPART assistance for the first time with project cost less than Rs. 10 lakhs. Project cost of above Rs. 10 lakh would be submitted to the Housing Development Division, CAPART, IHC Building Zone V, 2nd Floor, Lodhi Road, New Delhi -110 003.

8. Social Forestry Scheme

Background:

The Forest Policy of 1988 which envisaged that 70% of the total afforestation would be in the farm sector and that forests are not to be commercially exploited for industries but conserved for soil and environmental protection and for meeting the subsistence requirements of local people. The thrust was shifted from commerce and investment to ecology and satisfying the minimum needs of the people providing fuel wood and fodder and strengthening of the tribal forest linkages.

Social forestry may be taken up on government, community, forest, private lands, roadside, canal embankments and alongside railway tracks, etc. Such work may also be taken up on degraded forest lands, with the concurrence of the state forest departments concerned, if suitable community lands are not available and if the entire produce from such lands is made available for community use under a general or specific order of the state government.

The social forestry project areas should not include any land under the jurisdiction of the Forest Department. However, such areas can be included in the project provided prior sanction of the concerned Divisional Forest-Officer has been obtained in writing, and the apportionment of usufructs has been mutually agreed upon.

Plantation on road sides and along the embankments are particularly vulnerable to damage and large- sized saplings should be planted at such locations to minimise the damage.

Objective:

The primary objective of social forestry is to generate through voluntary action wood, fuel, fodder and food for sustenance, thereby contributing to an environment-friendly habitat.

Beneficiaries:

Social forestry may be undertaken on lands belonging to the categories of the rural poor, such as: scheduled castes, scheduled tribes, marginal farmers, small farmers, freed bonded labourers and all identified individuals below the poverty line.

Salient Features of the Scheme:

(a) Selection of species:

- Planting of all types of fruits, fodder and fuel trees will be admissible. Quick growing local varieties may be given preference over exotic species. It is not possible to have a common all-India pattern in regard to selection of species. Local site conditions and needs and preferences of the community have to be taken care of. As far as possible, species selected should have the characteristic of nitrogen fixation and be good for coppicing with a view to improve soil fertility and to avoid re-planting. Bamboos must find a place of prominence in the plantation programme. These can be planted on boundaries of fields or can inter-perse with other tree species.
- It has been however, observed that in most places fodder is in short supply. In order to quickly meet the fodder needs of the community and to sustain their interest in the protection of plantation (social fencing), it is necessary that inter-space of tree rows should be used for raising nutritive and palatable grass species found naturally growing in the area. The grass fodder so produced can be harvested by villagers for feeding their livestock. In most instances planting of grass species may not be necessary or appropriate and natural regeneration would suffice. Where really necessary, seed of the wanted grass species could be broadcast, rather than sown. Expert technical information should be obtained in planning their propagation programme, especially when planting is being proposed.

- Care must be taken to cater for casualty replacement with the same species as planted earlier.
- As far as possible local species of trees would be planted with emphasis on fuel and fodder varieties. Mono culture may be avoided in case of large block plantations.
- Source of seeds and saplings should be indicated. Raising of seedlings by women folk and by voluntary organisation under the project would be greatly preferred.

(b) Nurseries:

Farmers, particularly small and marginal ones, should be encouraged to raise nurseries in their own fields. Beneficiaries may be given training in the raising of such nurseries. The cost of this training can be met from the social forestry programme by implementing agencies. Seedlings may also be purchased from the Forest Department nurseries. In each of the planned social forestry blocks, atleast one all-women managed nursery should be raised.

(c) Management of Plantation:

Wherever tree plantation has been taken up on community land for community benefit, during the three year period from the date of first plantation, local level institutions should be established and trained so that after this period they are in a position.

(d) Plantation Plan:

In order to get an overall perspective of the project, the plan for plantation will be reflected in the village map with suitable legends indicating the selected species of plants proposed for individual plots in the project area.

(e) Planting Season:

The monsoon season in which plantation activity is proposed to be carried out during the project period should be clearly indicated in the project profile.

Financial Assistance:

- Nursery costs should not normally exceed 75 paise per surviving seedling of 3-6 months old and Rs. 1/- per surviving seedling kept beyond six months. This includes cost of polythene bags, site development of nursery, weeding, pesticides, fertiliser, etc. and wages

- thereon. Total nursery costs should be kept within a ceiling of Rs. 1,600 per ha. upto 1,600 plants.
- The plantation cost including development, pit digging, weeding, plant protection measures, fertilisers, watering, wages and maintenance over a three year period including casualty replacement should not exceed Rs. 4,800 per hectre. or Rs. 3 per plant, whichever is less (1,600 plants per ha. on an average).
 - Normally CAPART will not finance barbed wire fencing. Other methods of fencing such as cattle trenches, trenches cum mounds and live fencing would however, be considered, subject to a maximum of Rs. 1,000 per hectre.
 - Supplementary efforts to include soil and water conservation measures where water supply for plantations is inadequate will be considered. For soil conservation measures like control trenches, gully plugging, deep pitting, etc. and for fencing measures an additional amount not exceeding Rs. 1,200 per ha. or Re 0.75 per plant upto 1,600 plants may be allowed subject to justification.
 - Transportation costs not exceeding Rs. 160 per ha or Re. 0.10 per plant upto 1,600 can be considered in hilly and desert areas.
 - For awareness and training, an expenditure upto 5% of total cost of nursery, plantation, fencing and soil and water conservation can be considered. Twice this amount will be admissible as administrative cost to the VO.
 - The maximum costs eligible for CAPART support will be as given below:

<u>Item</u>	<u>Maximum Amount (per hectare)</u>
1 Nursery	Rs. 1,600
2 Plantation	Rs. 4,800 (or Rs. 3 per plant upto 1,600)
3 Soil and water conservation	Rs. 1,200 (or Re. 0.75 per plant upto 1,600)
4 Live fencing	Rs. 950
5 Awareness and Training	Rs. 430 (or 5% of 1 to 4)
6 Administrative Cost	Rs. 860 (or 10% of 1 to 4)
7 Transportation of plants (hilly and desert areas only)	Rs. 160 (or Re. 0.10 per plant upto 1,600)
Total	Rs. 10,000

- CAPART assistance shall be limited to 90% of the above cost for community/government lands and 60% for private lands. The remainder will be met from beneficiary contribution at the rate of 10% and 40% of the total cost, respectively.
- Regeneration of plants would be encouraged. Over and above the assistance based on density of 1600 plants per ha. Rs. 3/- per regenerated plant would be admissible as assistance to cover the expenses on tending operations of root stock. Visual estimate of such possibility should therefore, be made while formulating the project.
- Preference will be given to projects where voluntary labour by beneficiaries is part and parcel of the project cost and is quantified.
- The project proposal shall not include assistance for purchase of jeeps and cars or construction of buildings.
- It may be ensured that the non-wage component does not exceed 40% of the project cost.

Monitoring:

The progress of plantation work will be monitored by project evaluators deputed by CAPART after every monsoon season.

Procedure of Application:

The application for assistance is in two parts. The first part is the Organisation Profile. The second part is the Project-Profile. The Organisation Profile is same as under the Advancement of Rural Technology Scheme. The Project Profile is given in Appendix VIII. The other procedure for application remains the same as under ARTS.

9. Scheme for Disability Action

Background:

About 80 per cent of people with disabilities in India are in the rural areas. The rural poor are most vulnerable to disabilities which are associated with malnutrition, poor conditions of environmental sanitation and diseases. Besides, accidents arising from negligence, ignorance and lack of safety measures at work and in the community are also major causes of disabilities. Some groups of persons with disabilities such eg. women and girls, persons with hearing and communication disabilities etc

are more marginalised than others. Any action to promote equalisation of opportunities in rural development must take into account this fact.

An Act of the persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 gives effect to full participation and equality of the people with Disabilities. The Disability Action programme aims at facilitating the equalisation of opportunities for people with disabilities in rural development. Projects for promoting social mobilisation and community based action on disability issues etc. are supported. CAPART plays a role generating awareness among rural masses for bringing about attitudinal changes towards the persons with disability to contribute in the field of rural development.

The scheme for disability is a strategy by CAPART to promote the participation of people with disabilities in programmes for rural development. It is designed to benefit rural poor with disabilities and is directed at mobilizing joint action by various groups.

Objective:

The basic objective of the scheme is to promote the active participation of poor rural people with disabilities in all rural developmental programmes of the government and voluntary organisations in India.

Focus Areas of Action:

- Elimination of attitudinal, cultural and physical barriers which limit the access of poor rural people with disabilities to facilities, services, information and development programmes in rural areas.
- Provision of local-level support measures to enable poor rural people with disabilities to have full access to rural development programmes.
- Encouragement of mutual support and partnerships among non-governmental development organisations concerned with the rural poor and those concerned with disabled persons.
- Development and strengthening of a self-help movement of people with disabilities in rural India.
- Supporting and strengthening of CBR projects that are based on local conditions and cultures, and expansion of CBR coverage as an important means of achieving equalisation of opportunities for people with disabilities in rural communities.

Criteria for CAPART Support

The main criteria for screening and sanctioning project proposals will include the following:

1. Implementing Organisation

Organisations which have strong working relations with other organisations, people's groups, movements and government agencies, and with proven experience in grassroots-level development work will be given preference.

2. Project Parameters

- Extent of congruence with the goal and areas of focus of this strategy.
- Innovativeness of approach in developing or strengthening multi-sectoral linkages with other development programmes and projects in the region.
- Degree of involvement of persons with disabilities and communities in identifying needs, designing the project, and in its planning and implementation.
- Previous experience of the organisation in implementing disability-related projects, or other village-level development projects.
- Mechanisms for training and support of workers in the proposed project, in collaboration with disability training and support organisations.
- Provisions for documentation and dissemination.
- Sustainability in terms of funding and building of competence at the community level.
- Extent of reinforcement of the impact of existing initiatives for persons with disability and for the rural poor; through building synergistic linkages with these initiatives.
- Non-duplication of existing activities.

Focus Areas of Project Proposals:

Project proposals which adequately cover one or more of the focus areas detailed below will be considered for funding support.

A. Social Mobilization

Social Mobilisation activities include the following:

- a) Organisation - Building :
 - Enabling persons with disabilities in rural areas to form their own village-level organisation.

- Supporting and enabling village-level organisations of persons with disabilities to form federations etc.
- b) Development of training and information materials, for use in social mobilisation.
- c) Programme Support:
 - Policy formulation, design, field support, monitoring and evaluation of programme.
 - Training of field staff and facilitation of voluntary organisations in order to build their capacities to act as promoters and facilitators of social mobilization around disability issues.
- d) Enhancement of local availability of assertive services.
 - Promotion of low-cost innovations in supply, repair and maintenance of assertive devices through (i) village level network of carpenters, (ii) black smiths, electricians etc.
 - Development of linkages with and support from key organisations and government institutions concerned with research, development and production of assistive devices.

B. Capacity Building:

- Training of development workers
- Development of training packages and information materials for persons with disabilities.
- Development of community-based support services.
- Training of traditional birth attendants and practitioners of indigenous medicine.

C. Rural Infrastructure Development:

- Innovations in eliminating physical barriers in the rural built environment
- Removing barriers in the work-place.
- Dissemination of barrier - free designs for rural infrastructure development.

D. Indigenous Technologies:

- Identification and dissemination of low-cost indigenous technologies.
- Development of information materials on assistive devices.
- Promotion of measures for accident prevention and safety.
- Training workshops and exchange visits
- Evaluation and adaptation of existing technologies.

E. Networking:

Initiating and supporting rural community networks among groups such as e.g. rural communities, self-help groups, and other village-level organisations of persons with disability, parent's organisations, Community-based rehabilitation (CBR) committees, village networks for assistive devices, development organisations etc.

Procedure of Application:

All project proposals are to be appraised in order to establish their sustainability for funding. The format for Organisation Profile for the scheme is same as under ARTS. The format for submission of Disability related Project proposals is given in Appendix IX.

The other procedures for Applying remain the same as mentioned under ARTS.

10. Scheme for Watershed Conservation and Development

Background:

Watershed Development Projects have been taken up by the Government of India under different programmes such as the Drought Prone Areas Programme (DPAP), Desert Development Programme, (DPP), Integrated Wasteland Development Projects (IWDP), National Watershed Development Programme in Rainfed Areas (NWDPA) etc. With a view to tackling the ecological imbalance and to conserve water, CAPART has taken up integrated micro - watersheds conservation and Development programme in the rural areas through the voluntary sector. Conservation and regeneration of soil and water, enhancing the biomass and productivity of the eco-system and provision of employment and economic opportunities to the community are the priorities.

Watershed Development projects focus on land and water resource management for sustainable production. Watershed conservation programmes are implemented by CAPART through assistance to voluntary organisations, who will implement over a total area of 1,000 to 1,500 hectares preferably in contiguous watersheds. The village is the basic management unit for watershed conservation. If a micro watershed extends beyond the boundaries of one village, attempt is made to cover the adjacent villages so as to cover the entire micro-Watershed.

Objectives:

- To promote sustainable economic development of the community which is directly or indirectly dependent on the Watershed through:
 - sustainable utilization of the watershed's natural resources like land, water, grass, forests etc. that will mitigate the adverse effects of drought and prevent further ecological degradation.
 - employment generation and development of the human and natural resources of the village in order to promote income-generation activities.
- To encourage restoration of ecological balance in the village through:
 - sustained community action for the operation and maintenance of assets created and further development of the potential of the natural resources in the watershed.
 - simple and affordable technological solutions and institutional arrangements that make use of and build upon, local technical knowledge, materials and traditions.
- To improve economic and social conditions of the poor and the disadvantaged sections of the watershed community such as assetless and the women through:
 - more equitable distribution of the benefits of land, water resources and biomass development.
 - greater access to income generating opportunities and focus on human resource development

Implementing Agency:

VOs with good track records and experiences.

Guidelines:

(a) Project Activities:

- About 80 per cent of the project area is covered with conservation/development activities. If treatments of forest areas are involved, VOs work on a plan approved by the forest department.
- All the project activities/works are implemented through user groups (UGs), village community or groups. Separate self - help groups (SHGs) are organised such as for women, SCs/STs, agricultural labour, shepherds etc.

- Training is given to all the multi-disciplinary team members, watershed conservation Committee members, watershed secretary, & volunteers, SHGs and UGs etc.
- The activities/role of voluntary organisations may include:
 - Motivating the villagers in the watershed to undertake watershed activities and provide shramdan.
 - Conducting PRA exercises, prepare the development plan for each watershed,
 - Undertaking community organisation and training for the village community,
 - Providing technical guidance and supervision of watershed activities.
 - Undertaking action research, adopt low-cost environment friendly technologies and building up indigenous technical knowledge etc.

(b) Location of the Projects:

The watershed projects will be sanctioned by National Standing Committee (NSC) in all districts of the country based on the capacity and willingness of VOs who have made proposals to it. However, preference will be given to those proposals coming from districts/blocks which have been notified under DPAP/DDP by GOI and other degraded areas identified by the NSC.

(c) Selection of Villages:

Keeping in view the strategy of peoples participation for sustainable watershed conservation, the following criteria are laid down for selecting villages:

- Selection shall be made of only those villages from where people's participation is assured through voluntary donations/contributions in terms of labour, raw materials, cash, etc. for the developmental activities as well as for the operation and maintenance of the assets to be created. Priority will be given to villages having drinking water problems, food deficiency, and migration. The minimum requirements for such contributions are:
 - For investment on community works/development of common property resources such as pasture lands, social forestry, community nurseries, etc. on public or private lands, at least 5% of the cost of

investment shall be a contribution from the community. This may come from the village community or users who are likely to derive benefit from these investments.

- For investments on individual works on private property, at least 10% of the work/investment must come from the beneficiary users. However, in the case of scheduled castes and scheduled tribes and persons identified as below the poverty line, the minimum contribution shall be 5%. For land leveling works in individual fields the beneficiaries must contribute 50 per cent of the cost. CAPART will meet the full cost of the activities on 100% basis, except for land leveling activities on individual fields.
- A formal resolution from the villagers of the watershed area to the effect that the village community is willing to operate and maintain the physical assets that will be created as a part of the watershed conservation project.
- A resolution from the Gram Panchayat to the effect that the Gram Panchayat (in the case of common property resources like fisheries, tanks, common pasture lands, community forests/wood lots etc.) and the watershed community (in the case of other community assets created under the project) shall be willing to share the benefits from these assets with the weaker sections of society such as Scheduled Castes, Scheduled Tribes, women and other persons below the poverty line in an equitable manner.
- A resolution from the villagers of the watershed area that they will not cut trees or permit free grazing in the watershed area.
- A plan for grazing and for sharing and utilisation of fuelwood, fodder and other usufructs to be adopted.

(d) Selection of Watersheds:

A watershed is a geo-hydrological unit or an area that drains at a common point. In the villages selected for

intervention, watersheds totaling approximately 1,000 to 1,500 hectares shall be identified and selected by the VO in consultation with the villagers from the watershed area.

The following criteria may be used in the selection of watersheds.

- Ones which have acute shortage of water, especially drinking water.
- Watersheds which have a large population of scheduled caste/scheduled tribes dependent on it.
- Critical Watersheds which have undergone heavy soil erosion and have a preponderance of wastelands and highly degraded land.
- Those which have a preponderance of common lands.
- Where actual wages are significantly lower than the minimum wages.
- Those contiguous to another watershed which has already been developed/may be selected for conservation.
- Watersheds which had been previously taken up for comprehensive development/treatment works. However, if the specific area of the watershed now identified had not previously benefited from any development works, even though it was a part of a larger watershed taken up under any of the earlier programmes, it may be selected for a project now.
- Five hundred hectares is a general norm and if on actual survey, a watershed is found to have less or more area, it may be taken up for conservation, keeping in view that the total area to be developed by a PIA is 1000 to 1500 hectre.
- Where public participation and commitment, individually and collectively, is available to carry out the precepts and objectives of this scheme.

Financial Assistance:

The funding pattern for watershed projects by CAPART is as follows:

Table Funding Pattern for Watershed Projects by CAPART

Sl.No.	Ecosystem	Major Problem	Per Ha. (Average)	Micro Watershed of 500 ha. (Rs. in Lakh)
1.	Hot sand: Arid (DDP)	<ul style="list-style-type: none"> • Sand movement • Degraded Pasture • Receding Groundwater • Extreme moisture Stress 	5,000	25.0
2.	Hot Arid (DDP)	<ul style="list-style-type: none"> • Receding groundwater • Degraded pasture • Extreme moisture stress • Soil Erosion 	4,500	22.5
3.	Cold Arid	<ul style="list-style-type: none"> • Deforestation • Poor Water Management • Lack of efforts on vegetable and fruit production 	5,000	25.00
4.	Semi-Arid (DPAP)	<ul style="list-style-type: none"> • Receding ground • Increased moisture stress • Soil erosion • Lack of vegetal cover 	4,000	20.0
5.	Dry sub-humid (DPAP)	<ul style="list-style-type: none"> • Moisture stress • Soil Erosion • Lack of vegetal cover 	3,000	15.0
6.	Dry Sub-humid (DPAP) Hill region)	<ul style="list-style-type: none"> • Serious soil erosion in slopy catena • Moisture stress • Lack of vegetal cover 	4,000	20.0
7.	All other areas (Non DPAP/DDP)	<ul style="list-style-type: none"> • Areas identified outside DPAP/DDP for JRY II Channel/EAS. 	4,000	20.0

Procedure:

The Organisation Profile format is same as under ARTS. The Project Profile format for watershed conservation project is given in Appendix X.

11. Panchayati Raj Awareness Programme**Background:**

The panchayat have been empowered to take up developmental programmes according to the aspirations and needs of the people. Towards this end in view, the government is transferring funds to the panchayats to take up different developmental programmes. In order to be effective, it is necessary that the members of the Panchayat Raj Institutions are made aware of their rights, functions, planning, management of their affairs etc. The task involved is gigantic and therefore it is felt that, voluntary organisations are to be involved to supplement

Government efforts in this direction. Accordingly, CAPART has taken up the responsibility of funding voluntary organisations under the Panchayati Raj Awareness Programme.

Objective:

The assistance provided by CAPART for the projects would be utilised for financing training programmes, awareness campaigns and related activities including studies, workshops/seminars etc. in the field of Panchayati Raj.

Eligibility Conditions:

Same as mentioned earlier in this chapter.

Beneficiaries:

In undertaking training and awareness programmes in Panchayati Raj, priority should be given to SC/ST and women.

Financial Assistance:

(a) The nature of support would be restricted for the following items:

- CAPART would fund a project upto a maximum of Rs. 5 lakhs.
- Workshops/Seminars/Awareness generation campaigns on Panchayati Raj are supported under the scheme.
- Mobile training facilities/distance education programme could be considered.
- The support to the organisation would be in a case-by-case basis and vary according to the number of participants, number of courses to be conducted, duration of the course, training equipment required etc.
- The ceiling of expenditure for financial support on training of Panchayati Raj representatives would be according to the following rate:
 - For village level training - Rs. 50 per trainee per day.
 - For Panchayat Samiti level training - Rs. 75 per trainee per day.
 - For Zilla Parishad level training - Rs. 100 per trainee per day.
 - A small amount in addition, could be considered for expenditure for purchase of training materials/equipments and for expenses on resource personnel.
- Cost of expenditure on hiring of accommodation is given under the scheme.
- Audio/Video training equipment where considered necessary would be supported only on hiring basis.
- CAPART would not support capital expenditure for establishment or expansion of infrastructure such as building construction and other physical amenities, including vehicles and furniture.
- Non-recurring expenditure of any kind would not be supported.

(b) Other Provisions under the scheme:

The venue of the training should be closer to the place of residence of the participants and over-night stay for the participants should be avoided as far as possible.

- Training may be conducted in batches i.e. 25 to 30 each. The attendance register showing names,

parentage and addresses of the trainees and duly signed by the trainees shall be kept in the VO's record for three years and be available for inspection and audit by CAPART nominees.

- The programme may cover upto 3/4 days depending upon the course content.

(c) The model course content for different levels is given below. The is not a rigid one and it may be made flexible according to the local needs/requirements:-

a) Village Level:

- Constitutional amendments and its background.
- Need for development/needs of the area, people's aspiration, resource endowments etc.,
- Peoples mobilization and resource mobilisation including taxation.

b) Panchayat Samiti level:

- All topics covered at the village level.
- Development needs of the Block and coordination with different Government Departmental Agencies and other Panchayats.
- Aspects of resource mobilization and taxation.
- Convergence of schemes and follow up with the peoples organisation of the area.

c) Zilla Parishad Level:

- Topics covered at the Panchayat Samiti Level.
- Dovetailing of village/block samiti plans with that of the District plan.
- Mobilization of resource including bank credit.
- Coordination with subject matter departments and blocks.
- Solution to inter Panchayat and inter Block Problems.
- Methods of mobilizing people's contribution and involvement.

Procedure of Application :

The format for Organisation Profile under the scheme is the same as under ARTS. The format for Project Profile is given in Appendix XI. All correspondence should be made in the addresses given earlier.

12. Scheme for the Accelerated Rural Water Supply Programme (ARWSP)

Background:

The problem of water supply in rural areas for drinking and other uses is alarming. The Ministry of Rural Development has identified 24,000 main habitations and 1.76 lakhs other habitations which are facing problem of scarcity of water, specially in summer. The scheme of Accelerated Rural Water Supply Programme has been implemented by CAPART since 1985 under which financial assistance is provided to voluntary organisations for installation of handpumps and digging wells etc. Projects for digging of well, bore wells, installation of hand pumps and water harvesting technologies through traditional methods, regeneration and conservation of existing natural water sources, construction of family latrines etc. are supported.

Objective:

The basis objective of the scheme is to supply safe drinking water in the rural areas.

Guidelines:

(a) Priority Areas:

- The priority areas for sanctioning projects under ARWSP are as follows:
 - Main habitations where there is no source of drinking water,
 - Other habitations where there is no source of drinking water and
 - Partially covered habitations where availability of water is less than 10 litres per capita per day.
- The list of NC and PC habitations is available with
 - (a) the Rajiv Gandhi National Drinking Water Mission, Paryavaran Bhawan, Lodi Road, New Delhi 110 003,
 - (b) CAPART headquarters and (c) CAPART Regional Committee offices.
- In order to implement this as priority it was also decided that CAPART should sanction projects which have a certificate from the district level officer of the department concerned with ARWSP in the State that the selected village belongs to one of the three categories mentioned above for the year.

(b) Coverage:

The scheme should cater to the demand of the entire habitation, at the rate of one handpump source for a population of 250 to 300, except in inaccessible areas/tribal areas where revenue villages are spread over a large area or where Scheduled Caste/Scheduled Tribe communities live away from the main village in which case this will be relaxed.

In Desert Area:

Scheme designed on the basis of 70 litres per capita per day will be considered as a special case for meeting the needs of cattle.

Piped Water Supply:

Not less than 40 litres per capita per day. Public standpoints without house connections should be employed.

Needs of SC/ST population:

Drinking water supply point should first be located in the SC/ST habitation where it is logically and technically possible to do so. The site should be open to all communities. In the case of piped water supply, a fair proportion of public points should be located in SC/ST habitations.

(c) Type of Systems:

- Wherever feasible handpumps should be taken up on first priority.
- In hilly areas, first priority should be given to gravity schemes and efforts must be made to avoid taking up high cost lift schemes. The feasibility of installing devices like hydraulic rams should be explored for meeting the needs of small rural communities.
- Piped water supply schemes are capital intensive in nature and are normally discouraged by CAPART. Assistance for such work is provided only and exclusively when there are no sources within the habitation and water is necessarily to be brought from the nearby habitations, for which the VO is expected to provide convincing evidence.
- In areas affected by problems of salinity, fluoride excessive groundwater pollution and iron or lead contamination, the feasibility of providing potable water through adoption of available low-cost

technologies should be considered.

- In the case of borewells, the number of borewells to be drilled, their diameter, etc. should be decided on the basis of the availability of underground water to avoid excessive withdrawal of water and consequent drying up of the sources.

(d) Technical Suggestions:

Handpumps:

- Only those handpumps should be installed which have been manufactured according to the standard laid down by the Bureau of Indian Standards (BIS) in respect of India Mark II and Mark III and Tara Handpumps by Indian manufacturers.
- Voluntary organisations involved in drilling and installation of handpumps should have had prior experience in such work and should be aware of the precautions to be taken for proper installations, including dangers of contamination, seepage back into the bore, etc.
- The handpump should be kept free from stagnant water and refuse.
- Each handpump installation will be considered complete only when there is a strong foundation, a pucca platform at least 2 metres in diameter and a pucca drain at least 2 metres in length, leading to a soakpit. Provision of a place for washing clothes should also be made.

Sanitary Dug Wells:

Where open wells are dug, care must be taken to reduce contamination from falling leaves of trees by suitably covering the well. For safety reasons, it is desirable to construct a pucca parapet wall of 1 metre height and pulleys provided to draw water. It is necessary to construct a pucca platform surrounding the well with a pucca waste water drain channel of 2 metres length connecting the soak pit. Chlorinating methods should also be included to ensure purification.

Water Harvesting Structures:

To augment ground water, it is necessary to conserve natural sources of water to the maximum extent. Voluntary Organisations should take up as many programmes as possible in this direction. Priorities should be accorded for the conservation programmes, such as community roof water harvesting, exploitation of available springs, impounding of rain water by creating percolation ponds with filtration arrangements to make the water potable, etc. It should be made community oriented. Attention should also be paid to programmes of eradication of Guinea worm, desalination on a smaller scale, defluoridation etc. wherever feasible. Therefore, proposals with convergence of all the priorities referred to above should be drawn of implementation.

(e) Operation and Maintenance:

The pump/sources created to solve the drinking water problem should invariably be handed over to the local elected body in the village so as to ensure proper upkeep. Provision for training 2 young persons in maintenance, one of whom should be a woman, should be made in the project. It is also necessary that the pumps/sources created by the voluntary organisations with the help of CAPART should be made identifiable.

(f) Selection of Sites:

It is important to get a recognised governmental agency or a voluntary organisation engaged in this task to conduct spot geo-hydrological survey to determine the likely sites where underground water is likely to be available and its depth. Copies of survey reports are required to be submitted to CAPART. The sitting decision should be based on the results of this survey and groups convenience of the community, especially women.

(g) Local contribution and formation of village level committee of users.

Collection of local contribution both for the creation of drinking water source and its maintenance are

necessary so as to create a sense of belonging amongst users. Projects under this programme should invariably include beneficiaries contribution. This is now a token amount of Rs. 500 per source irrespective of the number, caste or income levels of beneficiaries. The voluntary organisations should motivate the beneficiaries to create a village level committee of users consisting of both men and women to ensure proper use and maintenance of the asset.

Financial Assistance:

The activities for which CAPART assistance can be made available are: -

- Geo-hydrological survey wherever felt necessary.

- Installation of handpumps, sanitary wells, and water harvesting structures including their renovations and repair.
- Training & motivation of beneficiaries.
- Removal of contaminants from drinking water.
- Administrative and supervision cost @ 5% of CAPART assistance.

Procedure of Application:

The Organisation Profile under this scheme is same as under ARTS. The Project Profile for ARWSP is given in Appendix XII, Appendix XII A and XII B. Other procedural provisions are same as given under ARTS.

**Format for Project Proposal
Advancement of Rural Technology Scheme (ARTS)**

PART-I : Organisation Profile

Instructions for Filling up Organisation Profile

1. All information should be filled in block/capital letters.
2. Please ensure that the following documents are enclosed while submitting the form.
 - i. Annual Report, Audited (a) Income/Expenditure Account, (b) Receipts/Payments Account, and (c) Balance Sheet for the last 3 financial years.
 - ii. Memorandum and Articles of Association/Bye laws of your organisations.
 - iii. Copy of Registration under these Acts whichever be applicable.
 - a) Societies Registration Act, 1860
 - b) Indian Trusts Act, 1882
 - c) Charitable & Religious Trusts Act, 1920.
 - d) Foreign Contributions (Regulation) Act, 1976.
 - e) Any other Act.
 - iv. List of moveable and immovable assets.
 - v. Copies of exemptions granted by Government/Local Bodies for Sales Tax, Income Tax, etc.
3. Person signing this form should be the one so authorised by the Articles of Association/Byelaws of the VO. Otherwise authorization by resolution of the executive body for the person signing should be enclosed.
4. The form may be used as it is; for additional information please photo copy relevant portion. Alternately please type out in the same format.

APPENDIX-I(A)

**PART - II
Format for ARTS Project Profile
(To be submitted in two copies)**

1. Title of the project
(Please indicate if this/similar proposal has been submitted elsewhere for funding)
2. Project synopsis (A brief description of the technology be attached, also indicating past attempts, if any, by governmental and non-governmental agencies for spreading the proposed technology in the target area)
3. Objectives of the project:
4. Proposed activities and methodology:
5. Status of the proposed technology i.e, whether prototype stage, field tested or commercialised (kindly enclose diagrams/photographs of the proposed. technology).
6. With respect to the technology proposed, projects executed and technically trained manpower available.
7. Name, designation and address of the Principal Investigator and Co-Investigator (brief bio-data to be enclosed).
8. Name of the institution at which the project will be carried out and the list of target villages.



9. Name(s) of other institution(s) involved in the project.

10. Duration, with clearly specified time schedule for each of the project activities.

11. Staff requirements, if any

(Brief justification to be appended)

Name of Post	No. of Posts	Emoluments Monthly/Yearly	(Consolidated)
--------------	--------------	------------------------------	----------------

12. List of equipment and costs:

Cost in Rs.

Details of equipment

(Brief justification to be appended)

13. Abstract of project budget:

(Amount in Rs.)

1st Year	2nd Year	3rd Year
----------	----------	----------

- a) Salaries
- b) Equipment
- c) Materials and Supplies
- d) Travel (TA/DA)
- e) Contingencies
- f) Others (itemwise details)

Grand Total:

Countersigned by Member of Executive Body

Signature and Seal of the Authorised Signatory

Name:

Name:

Designation:

Designation:

(*Attach copy of Authorisation by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

Place:

Date:

APPENDIX-II

Scheme for Development of women and Children in Rural Areas (DWCRA) Project Profile

1. Title
2. Location
 - a) State
 - b) District
 - c) Block
 - d) Village(s)
3. Objectives:

4. The Beneficiaries

(Indicate number in the category to which they belong)

SC/ST Families	Marginal farms families	Small farms families
1	2	3

5. Action Programme

Sl.No.	Activities	Time Required for Completion	No. of Women assigned to the group
1	2	3	4

6. Duration of the Project

7. Facilities required to run the project

Sl.No.	Already available	Additional proposed
1	2	3

ii) Personnel

iii) Other Facilities

(Building, Machinery, Equipment, Livestock etc.)

8. Manner of implementation:

(Give detailed work plan which should cover identification of beneficiaries motivation/skill survey/skill development/technical support/mobilisation of credit or subsidies/production programme (centralized or decentralized)

9. Marketing arrangements

10. Arrangements for maintenance of asset and continuation of programme after completion of the project.

11. Economic of the project

(Production estimates, costs, gross returns and net returns)

12. Physical targets

(a)

(b)

(c)

(d)

13. Cost Estimates

A. Work Centre

a) Construction:

(Supported by copy of registered rent title deed)

- Covered area
- Cost/Sq.ft.
- Total cost (Rs.)

b) Rented:

(Supported by copy of registered land title deed)

- Covered area
- Cost/Sq.ft.
- Total cost (Rs.)

B. Skill Training

- (a) Stipends of trainees
- (b) Equipment's/machinery's/hardware component
(List with quantities)
- (c) Instructors Salary/emoluments
- (d) Raw materials
(List with quantities)
- (e) Communication tools
- (f) Social Support Service
(Creche/Balwadi)
- (g) Others

C. Establishment

Staff

D. Production

- (a) Equipment and Machinery/Other Productive Assets:
 - Institutional finance
 - CAPART's Subsidy
- (b) Revolving fund
(for raw material)

E. Marketing

(Itemwise expenditure)

F. Others

- (a) Contingencies

14. Sources of raising funds

Items	Sponsoring Organisation (Rs.)	Beneficiaries (Rs.)	Bank Loan (Rs.)	CAPART Assistance (Rs.)	Total (Rs.)
1	2	3	4	5	6

Countersigned by Member of Executive Body Signature and Seal of the Authorised Signatory*

Name:

Designation:

Name:

Designation:

(*Attach copy of Authorization by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

Place:

Date:

Scheme for the Integrated Rural Development Programme PROJECT PROFILE

(To be submitted in two copies)

1. Title of the Project
2. Location
 - a) State
 - b) District
 - c) Block
 - d) Village(s)
3. Objectives:
4. Economic activity to be undertaken
 - i) Coverage:

No. of beneficiaries				
Activity	Village	SC/ST Farmers	Marginal Farmers	Small Farmers
1	2	3a	3b	3c

- ii) Cost Estimates:

Total cost of the project (Rs.)

i) Cost of skill training (Rs.)

ii) Amount of subsidy required (Rs.)

iii) Amount of Bank loan required (Rs.)

iv) Cost of infrasture (Rs.)

v) Administrative cost (10% of (i) + (ii) + (iv)).

5. Demographic Profile

			Population by caste			
S.No.	Block	Village	No. of SC/ST	No. of OBC	No. of others	Total
1	2	3	4a	4b	4c	4d

6. List of beneficiaries

							Occupation						
S.No.	Block	Village	Name	Father/Husband Name	Age	Sex	Category SC/ST/OBC	Annual Family Income	Marginal farmer	Small Farmer	Agril Labour	Other	Signature/ T.I. of head of family
1	2	3	4	5	6	7	8	9	10	11	12	13	14

7. Economics of the activity proposed which will also include backward & forward linkages available in the area proposed.

8. Physical & Financial Benefits

i) Increase in annual income

a) Per beneficiary (Rs.)

b) Total Income (Rs.)

ii) Production (to be quantified)

9. Marketing linkage

10. Cost Estimates

(Financial details may be worked out on the following lines)

Sl.No.	Items of work	Total Cost	Bank Loan*	CAPART assistance	Beneficiaries Contribution	Other Contributions
1	2	3	4	5	6	7

A. Skill Training

i) Stipend to trainees

ii) Salary of Instructor

iii) Training equipment

iv) Raw material

B. Production Assistance

i) Cost of one item

Rs.

ii) Cost of one unit

(...Nos.) = Rs. ... x.... Nos. = Rs.

SC/ST (...Nos. x Rs. ...)

marginal Farmers (... Nos. x Rs.)

Small Farmers (...Nos. x Rs.)

Agr. Labourers (... Nos. x Rs.)

Total

C. Programme Infrastructure (10% of Subsidy)

Sl.No.	Item	Quantity	Unit Cost	Total Cost
1	2	3	4	5

D. Administrative Cost (10% of CAPART assistance)

*Please attach the letter of assurance of credit and beneficiaries list duly countersigned by the bank.

Countersigned by Member of Executive Body

Name:

Designation:

Place:

Date:

Signature and Seal of the Authorised Signatory*

Name:

Designation:

(*Attach copy of Authorisation by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

Format for Formulation of Project Proposal for Organisation of Beneficiaries and Social Animators Training

1. Coverage of Programme in terms of beneficiaries. (Give names of villages from where beneficiaries are proposed to be drawn)

<u>Name of Village</u>	<u>Block</u>	<u>District</u>	<u>Expected number of Beneficiaries</u>
------------------------	--------------	-----------------	---

2. Groups/types of beneficiaries to be covered (freed bonded labour, SC/ST landless labourer etc.) In case it proposed to cover only women beneficiaries as target group please indicate at the top of the proposal as “Special women group programme.”
3. Give reasons for selecting the groups proposed to be covered as target beneficiaries.
4. Action Programmes to be undertaken be given in details.
- a) Training of organisers
- (i) Selection of organisers
 - (ii) Place of training of organisers
 - (iii) Duration of training
 - (iv) Course contents of training with details of field visits resource persons etc. be given in details, case organisers are proposed to be trained by implementing agency.
- b) Mobilisation of groups
- (i) There may be various methodologies or techniques and tools for mobilization of the target groups for a particular purpose or action. Here it is requested that a methodology to be adopted by the organisations with tools and techniques, materials and methods for the purpose of the programme be given in detailed write up.
 - (ii) Number of small/mini/preparatory camps of 10-12 beneficiaries to be conducted in the village from where beneficiaries are to be drawn, be given. Preparatory camps may depend on the type of target groups as to how many repetition of dissemination of information that could require to prepare them for main camp of 5-7 days, wherein resource persons from government officers, social workers, doctors, development workers, educationists will be called from other organisation besides the organisation’s own personnel and organisers responsible for implementation of the programme.
 - (iii) Main awareness generation camp programme,
 - (a) Location of main camps Village Block District
 - (b) expected number of beneficiaries to be covered from the village(s)
 - (c) Expected number of other persons to be associated with the camp programme viz; resource persons, personnel of implementing agency, organisers etc. who cannot be considered as beneficiaries.
 - (d) Duration of main camp
 - (e) Resource persons proposed to be invited
 - (f) Topics on which awareness is to be created among beneficiaries
 - (g) Various techniques to be adopted for creating awareness and organising beneficiaries.
 - (iv) Follow up Action:
 - (a) Formation of groups and support action
 - (b) In case the groups are to be organised in formal groups, information of constitution, adoption of resolution and registration of groups formally indicating the purpose of object organisation is expected to be given in details as to what is their expectation out of this camp.

- (c) Action groups and economic groups proposed to be organised with objects and purpose.
5. Benefits expected (kindly give details, what benefits are visualized from awareness generation programme and organising beneficiaries.)
- (a)
- (b)
- (c)
6. Financial Details of the Project

Items:**Amount in Rs.**

- (a) Training of organiser(s)
(Travel, honorarium for six months training, material etc.)
- (b) Mobilisation of target groups (Organisation of mini-camps or preparatory camps, travel, boarding, lodging, honorarium audiovisual aids, training materials etc.)
- (c) Awareness generation camps(s) and follow up (Boarding and lodging, travel, honorarium to resource persons, training material, audio visual on hire and collective visits within district etc.)
- (d) Formation of groups and support action (Travel, stationary, postage, training material including posters, camps, legal aid etc.)

Date:

**Signature of the Authorised
Signatory of V.O.**

APPENDIX-V

**Promotion of Voluntary Action in Rural Development (Public cooperation)
Project Profile
Proforma for Presentation of Project Proposal
(To be submitted in two copies)**

1. Title of the project
2. Location
 - (a) State
 - (b) District
 - (c) Block
 - (d) Village(s)
3. Objectives
4. Beneficiaries
 - (i) Indicate number and category/categories: people living below poverty line/freed bonded labours landless labourers/Schedule Caste/Schedule Tribes/marginal farmers/small farmers/rural artisans/Fisherfolk. Also the average size of their holdings where applicable (use separate sheet if required).
 - (ii) Methodology adopted for identification and selection of beneficiaries.
 - (iii) List of beneficiaries village wise giving details: name, father's name, caste group, total land owned by the beneficiary (irrigated or unirrigated), khasra number, extent of land to be covered for the purpose of project, source of irrigation and availability of water, any other asset, equipment, annual income. This list may be enclosed alongwith the signatures/thumb impression of the beneficiaries.
5. Need of the Project: Analyse and justify giving a brief write-up as to how the objectives were brought into focus/

how the project idea was conceived. Whether needs of beneficiaries their, choices and preferences were ascertained to ensure their participation in implementation of project and maintenance of assets created etc. while formulating a need based beneficiary oriented project. (Give a brief write-up).

- 6. Scope and methodology for people’s participation: kindly give a brief write up on scope and methodology proposed to be adopted for social mobilization, people’s participation for social and economic empowerment of the beneficiaries.
- 7. Action Programme:

Sl.No.	Activities* (Each activity be given in detail with name, specification etc. in sequence of implementation)	Quantity/Number	Time required for completion
1	2	3	4

* In case of land based project rough sketch map of land to be covered indicating the activities to be taken up like group irrigation/borewells/wells, command area of each group irrigation wells/bore wells be given, Area map may also be given.

- 8. Duration of the Project
- 9. Personnel required for implementation of the project

(i) Full-time

Sl.No.	No. of Personnel needed, with their qualifications	Already available with CAPART assistance	Addl. proposed	Cost (per annum) (Rs.)
1	2	3	4	5

(ii) Part-time consultants required/to be engaged, their cost per annum, need & justification in relation to the project.

- 10. Other facilities available and required (Machinery, equipment, buildings, livestock, etc.)
- 11. Technology to be used/adopted (please give details what it is, why chosen and how it will be acquired?)
- 12. Financial implications of the project with sources of raising funds.

Sl.No	Items of work Activities	Unit Cost	Quantity /Number	Total Cost	VO’s contribution	Beneficiaries Contribution			Remarks	
						Cash Rs.	Kind (Imputed value of labour) Rs.	Other sources * (Rs.)		
1	2	3	4	5	6	7	8	9	10	**

* Indicate the name of source including State Govt, assistance and bank loan if any proposed to be arranged. If the other sources are more than one, clear indication be given.
 ** Please indicate the basis for cost estimates. Attach the relevant documents.

- 13. Manner of Implementation:
 (Give detailed work plan which should cover identification of beneficiaries/motivation/skill survey/skill development/ arrangement of inputs/raw materials/equipment/machinery/livestock etc./ technical support/mobilization of credit including working capital and subsidies/Production Programme. The computation of working capital requirement should be indicated).
- 14. Marketing arrangements
- 15. Arrangements for maintenance of assets and continuation of programme after completion of the project.
- 16. Economics of the project
 (Production estimates, costs, gross and net returns)

17. Benefits expected
(Economic and Social)

18. Physical targets and time schedule for implementation of the project.

Items	1st Year	2nd Year	3rd Year
(a)			
(b)			
(c)			
(d)			

Countersigned by Member of Executive Body Signature and Seal of the Authorised Signatory*

Name:

Name:

Designation:

Designation:

(*Attach copy of Authorisation by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

Place:

Date:

APPENDIX-VI

**Project Details Form for Construction of Village Link Roads in Hilly Areas
(To be submitted in two copies)**

1. Project Title _____

2. Location _____

Sl.No.	Beneficiary Villages	Population	Block	District	State
1	2	3	4	5	6

3. Expected Benefits

- 3.1 Total Population targeted _____
- 3.2 Mandays of skilled labour generated _____
- 3.3 Mandays of unskilled labour generated _____
- 3.4 Proposed length of Road _____ KM
- 3.5 Length Road in Hilly Area _____%
- 3.6 Whether new road or improvement of existing road _____

4. Details of Project Cost

4.1 Sources of Project Funding (In Rs.)

Local Contribution _____
 CAPART's Assistance _____
 Other Sources (Please Specify) _____

Total Project Cost (Rs.) _____

Details of Other Sources of Funding

4.2 Duration of Project _____

4.3 Break-up of Project Cost

Sl.No.	Component	Phase I		Phase II		Phase III		Total	
		Amt. (Rs.)	% of Total Cost	Amt. (Rs.)	% of Total Cost	(Amt. Rs.)	% of total Cost	Amt. (Rs.)	% of Total Cost
1	2	3a	3b	4a	4b	5a	5b	6a	6b
1	Wage								
2.	Material								
3.	Other non -wage								
4.	Training/ Motivation and Project Preparation								
5.	Admn. Cost								
	Total								

5. Checklist

- Kindly indicate Yes or No. against the following:
- Whether typical cross-sections of pavement at various points along route have been provided indicating details of layers and materials _____
- Whether quarry maps indicating source of materials have been enclosed _____
- Whether estimates have been certified by PWD/Engineers and their names and addresses have been enclosed. _____
- Whether Non-Objection-Certificate to road construction by local government authority stating also that at least 75% of the length of proposed road falls under the hilly zone as per definitions in guidelines has been enclosed. _____
- Whether certificate from D.F.O. or Chief Conservator of Forests has been enclosed _____
- Whether details of planned route with maps and certificate regarding availability of land have been enclosed. _____
- Whether details of maintenance committee, its constitution and consent regarding local contribution to the Maintenance Fund have been enclosed along with Project Report. _____

APPENDIX-VI(A)**PROJECT REPORT****The project report should include the following details:**

- a) Whether the proposed road is a new construction or improvement of existing facilities.
- b) Total cost of the project, giving local contribution and assistance sought with break-up, amount-wise and percentage-

- wise into (I) wage component, (ii) material components, (iii) other non-wage components, (iv) Training/motivation and project preparation expenses, and (v) administrative cost. This should be given phase-wise if applicable.
- c) Duration of project, given phase-wise, if applicable.
 - d) Basic details of the proposal, viz., (I) Total length of road with road map identifying the road (ii) Number of villages connected with their population range of 1,500 and above 1,000-1,500 and less than 1,000.
 - e) Benefits expected with villages to be connected and beneficiary population.
 - f) Number of mandays to be generated with approved daily wage rate.
 - g) Name & address of engineers or technical persons who actually carried out the survey work and designed the road profile/pavement with actual dates on which survey was carried out. All the design and estimate for proposed road should be certified by the same engineers who carried out survey and prepared the designs and estimates, on the basis of IRC 52-1981 published by the Indian Roadcs Congress.
 - h) Availability of local materials with supporting quarry maps.
 - i) Certificate from either concerned DFO or Chief Conservator of Forests that the alignment and dimensions of proposed profile of the road would not cause any violation of the Forest Conservation Act.
 - j) Consent of District Administrative Authority (i.e. D.M./S.D.M.) that 75% stretch of the length of the proposed road falls under the hilly zone as per definitions, the road is necessary and that they have no objection to the VO constructing it.
 - k) Availability of land and certification/
 - l) Special problems, if any
 - m) Requirement of drainage structures and their details
 - n) Salient details of the road with typical cross-section as per I.R.C. -52-1981 Standard.
 - o) Rates adopted with justification. Reference to PWD rates or other sources may be given.
 - p) Consent regarding local contribution for maintenance fund/details of how funds would be arranged and the constitution of the maintenance committee.

APPENDIX-VI(B)

CERTIFIED ESTIMATES

The estimates should be self-contained furnishing necessary details. The estimates should be based on the current schedule of rates of PWD or other schedules (source to be indicated) and actual survey carried out by a team of engineers or technical persons.

Name and address of engineers or technical persons who actually carried out the survey work and designed the road profile/pavement as per IRC-52-1981 should be indicated in the proposal with actual dates on which the survey was carried out. The design and estimate thereof for proposed road should also be certified by the P.W.D. engineers, in case P.W.D. is to take up the road for maintenance.

Unit estimate should be item wise estimate as per standard practice. This would typically comprise:

- a) Sub-headwise abstract: such as earthwork, pavement, culverts, protection works, drainage and miscellaneous items;
- b) Itemwise abstract, and;
- c) Detailed estimate given subheadwise/itemwise.
- d) Separate typical cross sections for fill and cut should be furnished indicating details of the formation width, heights, slopes, pavement width, thickness and composition of each layer.

Technical guidelines are given to assist voluntary organisations to formulate cost-effective rural road projects. It should be ensured that IRC-52-1981 and other relevant standards are adhered to: It may be noted that CAPART would not fund any surface treatment as part of the road project other than a simple protective coating comprising painting/spraying of the cleaned road surface with a thin film of binding material in a liquid state followed by the application of sand or fine stone over it.

**Scheme of Rural Housing through Voluntary Organisation
PROJECT PROFILE**

(To be submitted in two copies)

- 1. Location of Project _____

- Name(s) of Villages
 - 1) _____
 - 2) _____
 - 3) _____

- Hamlet _____
- Block _____
- Taluk/Tehsil _____
- District _____
- State _____

- 2. No. of Houses proposed to be constructed/upgraded(village wise/category wise) _____
- 3. Details of the beneficiaries (name and other features in line with item 2.1 of the Guidelines) _____
- 4. a) Land possession details of the beneficiaries for construction of house including land tenure (patta) status.
 Otherwise give the details of beneficiaries in a village with Khasra/Patta/ Plot no./Kathoni Survey
 Number _____
- b) Is village community and Gram-panchayat consulted for beneficiary selection. In case of disagreement with these, give reasons. Yes No

- 5. Layout(s) (where planning is done on macro habitat/cluster basis): (Annex.) _____
- 6. a) Building Design(s): (Annexures)
 Pinth Area Proposed initial construction and future growth aspects to be clearly indicated on the plan _____
- b) Approval of the beneficiary(ies) Yes No
 Foundation _____

- 7. Technology proposed to be used for foundation, walling, roofing, finishes & services including sanitation. Specifically indicate use of local/traditional/vemacular materials and technologies proposed to be used as appropriate/cost effective/materials/technologies also proposed to be used.
- Walling _____
- Roof _____
- Doors _____
- Windows _____
- Flooring _____
- Chulha _____
- Waste water disposal _____
- Sanitation _____
- Others _____



Integration of other amenities:

Rural water supply _____

Rural Sanitation _____

Non-Conventional Renewable Energy Sources _____

Bio-Gas _____

Smokeless Chulhas _____

Solar Energy _____

Wind Energy _____

9. Is a separate proposal for infrastructure package and common facilities for cluster/micro-habitat housing envisaged?

Yes _____ No _____

10. Costing details with current cost estimates (New Housing/Upgradation/Sanitation/Smokeless Chulha Development) _____

11. Mode of Implementation (Methodology for Construction) _____

12. Employment Generation (man days) _____

13. Financial Outlay and Sources of Funding

S.No.	Item	No. of Units	Unit Cost (Rs.)	Source of Funding (Rs.)					Total
				CAPART Assistance	Beneficiaries Contn.	VO Contn.	Institutions	Others Cost (Rs.)	
1.	New Housing Units								
2.	Upgradation Units								
3.	Sanitation Units								
4.	Smokeless Chulhas								
5.	Infrastructure								
6.	Others								
	Total								

Countersigned by Member of Executive Body

Name _____

Name _____

Designation _____

Designation _____

(Attach copy of Authorisation by Executive Body for Signing if Articles of Association/Bylaws do not indicate it)

Place:

Date:

Social Forestry Scheme Project Profile

(To be submitted in two copies)

1. Title of the Project:
2. Location:
 - a) State
 - b) District
 - c) Block/Mandal
 - d) Village(s)
3. Objectives of the Project:
4. Methodology of the project, (Please describe the manner in which the action plan will proceed in sequence and how it will be managed by VO/beneficiaries)
5. Please attach a list of beneficiaries as in Appendix -A
6. Ownership patten and area to be afforested (in hectares)

Sl.No.	Village	Private Land Plot No./Area	Community Land Plot No./Area	Govt. Land Plot No./Area	Forest Land Plot No./Area	Total Area
1	2	3	4	5	6	7

Note:

- (i) Consent from the private land holder or panchayat or forest department or government department be attached, preferably in Appendix A itself.
- (ii) The land particulars shown in Appendix A are to be verified by the Tehsildar.
7. Facilities already available in the area relevant to the project.
8. Facilities required to run the project.
9. Irrigation sources:
(Private/Govt. Tubewell, Pumping set, Canal, River and Dugwell etc. and distance from the project site)
10. Duration of the project.
11. Species to be planted. (Please indicate how beneficiaries have been consulted and the reasons for choice of species).
12. Plant population per hectare.
13. Physical targets of the project (yearwise)

Sl.No.	Item of work	Village Name	Quantity			
			1st Year	2nd year	3rd year	Total
1	2	3	4a	4b	4	4d
1. Planting Time (Month) 2. Nursery Development (Indicate the number of seedlings) 3. Plantation (Indicate the number of saplings to be planted) 4. Soil and Water-Conservation (quantify by activity) 5. Protection measures (Indicate length of fencing) 6. Awareness Generation (a) No. of Training Camps (b) No. of Trainees (c) Any other initiative						

14. Cost Estimates (Rs.)

Item	1st Year		2nd Year		3rd Year		Total	
	Wage	Non Wage	Wage	Non wage	Wage	Non wage	Wage	Non wage
1	2a	2b	3a	3b	4a	4b	5a	5b
i) Nursery ii) Plantation iii) Soil and water conservation iv) Live Fencing B) Total Cost (i to iv) v) Awareness and training (5% of (A)) vi) Administrative cost (10% of (A)) vii) Transportation (hilly/desert) B) Grand Total ((a)+v+vi+vii)								

15. Financial assistance required from CAPART

Items of work	Total Cost	CAPART assistance	Local Contribution	Others
i) Nursery				
ii) Plantation				
iii) Soil and water conservation				
iv) Live Fencing				
A) Total Cost (i to iv)				
v) Awareness and training (5% of (A))				
vi) Administrative cost (10% of (A))				
vii) Transportation (hilly/desert)				
B) Grand Total ((a)+v+vi+vii)				

16. Employment generation

- i) Current minimum wage rate:
- ii) No. of mandays estimated:

17. Cost benefit analysis of the project:

A. Anticipated Benefits	Year 0	year 1	Year 2	Year 3	Year 4	Year 5
1						
2						
3 Total Benefit						

B. Anticipated Costs

1. Investment
2. Maintenance
3. Total Costs

C. Net Benefit (A-B)

18. How will the plantation be protected and maintained? Please attach letter of consent of the organisation responsible for maintenance of the plantation.

19. Please specify the mechanism through which the plantation produce will be shared amongst the beneficiaries?

20. Please indicate the particulars of the person(s) who will provide technical guidance during project implementation.

Countersigned by Member of Executive Body**Signature and Seal of the Authorized Signatory****Name:****Name:****Designation:****Designation:**

(*Attach copy of Authorisation by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

Place:**Date:****APPENDIX-IX**

CAPART Format For Submission of Disability Action PROJECT PROPOSALS

(To be submitted in two copies)

(It is important to provide information under all these heads in your project proposal, since these encompass the major criteria on which funding decisions will be made).

Title of Project:

Location of Project:

Villages (give complete list):

Block(s)/Taluka(s)/Tehsil(s):

District(s):

State:

Background/Rationale for Project:

- Why is the intervention proposed in this project necessary?
- What is the linkage between this project and the other activities of your organization?
- How will this project facilitate the participation of persons with disabilities in programmes and processes of rural development?



Baseline Information:

- What are the prevailing social and economic conditions in the project area? Give a brief demographic profile of the area, with details of population (SC/ST/OBCs/others).
- What is the situation with regard to disability in the project area? Approximately how many persons with disabilities are there? What kinds of disability are prevalent?
- What are the existing resources and facilities in this area which are accessible to persons with disabilities?
- Are there other voluntary/non-governmental development organisations in this area? What is their focus of work? Are any of them working on disability? If yes, how does your organisation network with them?
- What are the needs of persons with disability in this area? How were these needs identified while planning this project?

Objectives:

- Objectives should be clearly defined and specific.
- Indicate how the objectives of the project are linked to the needs of persons with disabilities in the project area.

Primary Area(s) of Focus:

- These should be congruent with the areas of the CAPART strategy.

These are:

- * Social mobilization
- * Capacity building
- * Rural infrastructure development
- * Indigenous technologies
- * Networking

Coverage:

- How many persons with disabilities will be directly involved in and benefit from this project? Approximately how many of them belong to socially disadvantaged groups?
- Approximately how many persons will indirectly benefit from or be influenced by this project?
- What are the kinds of disability which will be addressed by this project? Are all kinds of disability included?
- Are all degrees of disability (mild/moderate/severe) included?
- Are women included? How?

Activity Plan:

- This should preferably be in the form of a chart. Highlight the expected outcomes of different activities, as indicated below.

Objective	Activities to achieve objective	Expected outcomes
1.	i. ii. iii.	i. ii. iii.
2.	i. ii. iii.	i. ii. iii.

- Both qualitative and quantitative outcomes should be listed. Specify what changes you hope to see in terms of:



- new attitudes in persons with disability/families/community/others;
- new skills for persons with disability/their families/ others in the community;
- new opportunities for persons with disability and/or their families;
- enhancement of community assets in favour of persons with disability;
- increased access of persons with disability to available infrastructure and opportunities;
- initiation/strengthening of village level support systems for persons with disability;
- influencing/changing/mobilizing members of other village and community level groups;
- increased participation of persons with disability in social/economic/political processes and programmes;
- changes in policy/structures/systems in education, health, panchayati raj, in favour of persons with disability.
 - For each activity, indicate a time frame, the person who will be responsible for implementing it, and what support this person will get (training, coordination with a team, supportive supervision in the field etc), as shown below.

Activity	Start	Complete	Person responsible	Type of support
----------	-------	----------	--------------------	-----------------

Resource Planning:

- Give details of how human resources will be mobilized and strengthened at different levels (among persons with disabilities, among workers in your organisation, within families and in the community), during the project.
- Highlight how existing resources, facilities and opportunities in the form of other government programmes or interventions by other voluntary/non-governmental development organisations will be used.
- Indicate whether other funding agencies/financial institutions will be approached to fund other components of this project.

Documentation:

- Give details of how this project will be documented, and what mechanisms will be set up to ensure that there is on-going documentation of the process of implementation. Specify how the experience of implementation will be shared with other CAPART supported organisations working on disability issues.

Parameters and Indicators for Monitoring Project Processes and Impact:

- During the term of the project, how do you plan to assess/measure the pace of project processes?
- How will you assess/measure the participation of persons with disabilities?
- How will the persons involved (persons with disabilities, their families, the community, project workers and others) influence the content and process of the project?
- At the end of the project period, how will you assess/measure the impact? Specify in terms of the expected outcomes as far as possible.

Cost Estimates:

- These should be presented year-wise, with break-ups under the following heads:
 1. Activity costs (specify separately for each activity, with clear indications of unit costs wherever relevant).
 2. Salaries (separately for each worker or category of personnel).
 3. Non-recurring capital costs (separately for each item of expenditure).
 4. Contribution from your organisation, in the form of administrative costs (eg. office space, computers, telephones, postage, secretarial assistance and auditing fees). This contribution should form at least 10% of the total cost of the project.

Cost estimates should preferably be given in the following format:

Item	Cost per month/unit	No. of months/units	Total Cost	Source of Funding		
				CAPART	Own	Other
Salary i. ii. iii.						
Activities i. ii. iii.						
Capital Costs i. ii. iii.						
Admn. Costs i. ii. iii.						
Total						

Sustainability:

- How do you plan to follow up and continue the activities and processes initiated during this project, after CAPART support comes to an end?

Participation/Involvement of Persons with Disabilities.

- Specify how persons with disabilities and/or their families have been involved in planning this project.
- How are they going to be involved in its implementation?

Signature of Head of Organisation

Place:

Name:

Date:

Designation:

Watershed Conservation Projects Formats and Proform For Preparatory Stage-I Projects (To be submitted in two copies)

II. Socio Economic Profile of the Watershed Village(s)

1. Name of the Village: _____ Name of the Investigator: _____

1.1 No. of Hamlets: _____ Duration of Survey: _____

1.2 Panchayat: Group of villages/Individual village From: _____ To : _____

1.2.1 If Group, Name(s) of other village(s):

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

1.3 Name of the Sarpanch: _____

1.3.1 Past Tenure (if any): _____ From: _____ To: _____

Present Tenure: _____ From: _____ To: _____

2. Location of village: _____

Block/Mandal: _____ Taluka: _____

District: _____ State: _____

Nearest Bus Stand: _____ Railway Station : _____

Nearest Air Port: _____

3. Details of Population (from village Records)

Sl.No	Name of the Community	No. of households	Population
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.	Total		

4. Details of Occupation (from village Records): (mention no. of households in this table)

Sl.No	Occupation	No. of households
1.	Agriculture	
2.	Animal Husbandry	
3.	Business	
4.	Landless Labourer	
5.	Service	
6.	Rural Artisans	
7.	Others	
8.	Total	

Classification of Agricultural Land based on the land holding as approved by the State Government , for the area.

	No. of households	Hectares
Marginal Farmer:		
Small Farmer:		
Big Farmer:		

5.1 Details of land: (From village records) (All figures in Acres)

Sl.No	Type of land	Area
1.	Govt. Waste Land	
2.	Private Waste Land	
3.	Common Grazing Land	
4.	Forest Land	
5.	Agricultural Land	
6.	Others (if any)	
7.	Total	

5.2 Details of Agricultural Land (Season-wise)

S.No.	Year	Irrigated/Unirrigated	Kharif	Rabi	Summer
1.	1994	Irrigated			
		Unirrigated			
2.	1993	Irrigated			
		Unirrigated			
3	1992	Irrigated			
		Unirrigated			

6. Amenities of the village:

6.1 School: Primary/Secondary/High School

6.1.1 No. of Students (Current Year):

Girls : _____ Boys _____

6.2 Nearest Medical Services:

Doctor/Nurse

Place

Distance from Village

Nearest Primary Health Care Centre

6.3 Nearest Post Office Pin Code: _____

6.4 Nearest Police Station

6.5 Telephone Service : _____ STD Code: _____

6.6 (a) Electrification Yes/No

(b) Reliability of supply

6.7 Nearest Public Distribution System outlet (Ration Shop)

6.8 Nearest Bank

6.9 Nearest Agricultural Produce Market Yard

6.10 Transportation Facilities for the village

6.11 Type of Approach Road

All Weather Road/Katch Road

6.12.1 No. of public Toilets: ___ Their Status: _____

6.12.2 No. of Household Latrines

6.13 Any other facilities

(like Dharamashala, etc.)

6.14 Drinking Water:

SNo	Type of Source	Not Functional	Defunct Since when	How long water is available (months)
1.	Hand Pump			
2.	Wells			
3.	Ponds			
4.	Stand Posts			
5.	Household Taps			
6.	Springs			
7.	Others			

6.14.1 Drinking Water Scarcity Details:

- a) How many times drinking water scarcity was observed in the village in the last 5 years?
- b) During drinking water scarcity time, what do women do in the village?
 - i) How far do they go for fetching water? km (appx)
 - ii) How long do they take for this activity? Hours/day (appx)
 - iii) What is quality of water during this period?

7. Direct Irrigation Sources:

Sl.No	Type of Source	No. capacity/length	Area
1.	Irrigation Canal (Govt.)		
2.	Irrigation Canal (Pvt)		
3.	Tanks (Govt)		
4.	Tanks (Pvt)		
5.	Tube well (Govt)		
6.	Tube well (Pvt.)		
7.	Steam/Spring		
8.	Wells		
9.	Others		

8. (a) Details of water Harvesting Structures:

S.No	Type of Structure	Total No. Working	Defunct	Since when Defunct	Reason
1.	Tanks				
2.	Check Dams				
3.	Nalla Plugs				
4.	Weirs				
5.	Farm Ponds				
6.	Diversion Chennels				
7.	Submersible Check Dams				
8.	Percolation Well				
9.	Any others				

8. (b) In view of the existing status of land & water resources what is the scope of watershed treatment:

(c) Present condition and kind of degradation of land under proposed watershed.

9. Live Stock Details of the village:

Sl.No	Type	No.
1.	Bullocks	
2.	Cows	
3.	Cow Calf He/She	
4.	Buffallow	
5.	Buffallow Calf He/She	
6.	Goat	
7.	Sheep	
8.	Camel	
9.	Others	

10. History of Community Action in the Village:

Sl.No	Type of Activity	Year of Starting	No. of Members	If non functional, why?
1.	Youth Club			
2.	Mahila Mandali			
3.	Milk Cooperatives			
4.	Irrigators Coop.			
5.	Credit Society			
6.	Bhajan Mandali			
7.	Any Other			

11. Opinion of the Investigator on the following issues of the village:

11.1 Leadership in the village:

11.2 Relationship between different communities in the villages:

11.3 Educational and Social status of the villages:

11.4 Any other special feature of the village:

11.5 History of community action with special reference to protection of natural resources.

11.6 Map of the watershed villages indicating Block and District.

11.7 The process of motivating and organising people for starting and managing the activity, the role played by the VO staff and the results obtained. This may be done for the most important activity of the organisation, not for all.

11.8 Which staff members, if any, would be joining the WCT or if new staff would be recruited for that purpose?

11.9 Whether any other VO is active in the suggested villages promoting natural resources development.

11.10 How the organisation is appropriate and capable for entering into watershed scheme which would require handling of large fund.

APPENDIX-XI

Panchayati Raj Awareness Programme Project Profile

1. Title of the project.
2. Location
 - a) State
 - b) District
 - c) Panchayat
 - d) Village(s)
3. Objectives of the project
4. Infrastructure available with the organisation.
5. Methodology of implementation.
6. Coverage of project in term of beneficiaries.

Sl.No.	Name of the villages	Block	District	Expected beneficiaries.	SC/ST	Women	Other

7. Reasons for selecting the groups proposed to be covered as target beneficiaries.
8. Action Programme to be under taken

- a) Training of the beneficiaries
 1. Place of training
 2. Duration of training
 3. Course contents of training (enclosed detailed sessionwise syllabus)
 4. Resource persons proposed to be invited.

9. Financial details.

The financial outlay may be worked out as per instruction given in para 5 of the Guideline.

- a) Lodging Boarding for the participants.
- b) Traveling of the participants.
- c) Honorarium and TA to the resource persons.
- d) Audio visual training equipments hiring charges.
- e) Secretarial expenses.
- d) Miscellaneous expenses.

Total

**Countersigned by Member of
Executive Body**

Name:

Designation:

**Signature and seal of the
Authorised signatory**

Name:

Designation:

(*Attach copy of Authorisation by
Executive Body for signing if
Articles of Association/Byelaws do
not indicate it.)

APPENDIX-XII

Scheme for the Accerlerated Rural Water Supply Programme (ARWSP)

PART I PROJECT PROFILE

(To be submitted in two copies)

1. Title
2. Location
 - (a) State
 - (b) District
 - (c) Block
 - (d) Villages

(Please furnish habitation-wise water scarcity details as per Annex-I)
3. Objectives:
4. Number of families to be benefited
 - (a) SC
 - (b) ST
 - (c) OBC

- (d) Others
5. Proposed arrangements for procurement of
- Drilling Rig
 - Hardware
 - Technical Skills and
 - Labour
6. Certificate of priority from the district level officer of the State government department dealing with this scheme in the format at Annex-XI (B).
7. Action Programme

Sl.No.	Activity Completion	Time Required for	Estimated Cost
1	2	3	4

8. Methodology of implementation
9. Financial implications

S.No.	Item	Estimated Cost	CAPART's Contribution	Local contribution		Year wise requirements of funds
				Sponsoring Organisation	Endusers	
1	2	3	4	5	6	7

10. Details of Geo-hydrological condition of the area.
- Type of Geo-hydrological formation and depth suggested.
 - Method of drilling.
 - Taste and Quality of Water
11. Per capita rates of water supply proposed.
12. per capita expenditure
- For present population
 - for population projected after 5 years.
13. System of maintenance proposed
14. Name of the agency responsible for maintenance and its consent letter.
15. Annual maintenance cost and the source of funds required for maintenance.
16. Please attach copies of village maps showing the location of existing and proposed drinking water sources.
17. Any other information.

Countersigned by
Member of Executive Body

Name:
Designation:

Place:
Date:

Signature and Seal of the Authorised Signatory

Name:
Designation:
(*Attach copy of Authorisation by Executive Body for signing if Articles of Association/Byelaws do not indicate it.)

PART - II

Habitation-Wise Water Scarcity Details

1. Location
 - (a) State
 - (b) District
 - (c) Block
 - (d) Villages
2. Present population
 - (a) SC
 - (b) ST
 - (c) OBC
 - (d) Others
3. Expected population after 5 years from now
4. Existing Sources
 - a) Type
 - (b) Number
 - (i) Functional
 - (ii) Defunct
 - (c) Defunct since when
5. Water Scarcity Details
 - (a) How long water is available (Months)
 - (b) No. of drinking water scarcities in last 5 years
 - (c) How far women go to fetch water? (Km.)
 - (d) How long this takes per day? (hours)
 - (e) What is the quality of water?
6. Additional sources required as per scheme norms
 - (a) Type
 - (b) Number

Place:**Signature and Seal of Authorised****Date:****Signatory of the VO**

PART - III

Certificate (on official stationery)

This is certify that the ARWSP project proposed to CAPART by _____(name of voluntary organisation) for financial assistance covers the following NC/PC habitations, regarding which no to other agency has been assigned work in the current Financial Year.

District	Block	Village	Habitation	Category (NC Main/NC Other /PC)
1	2	3	4	5

Place:**Signature and Seal of Authorised****Date:****Signatory of the VO**

CHAPTER 14

MINISTRY OF SCIENCE AND TECHNOLOGY

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INTRODUCTION:

Apart from aiming towards scientific research for the development and promotion of technology in the country, the Department of Science and Technology has evolved many programmes, especially devised for finding ways and means for application of S&T knowledge for overall economic development of the masses. Concomitant with the basic objectives, DST has been aiming to reach the appropriate outputs of S&T to people through various wealth generation and socially relevant activities.

The Department of Science and Technology implements various societal programmes aiming primary at reaching technology to the weaker sections of the society so that they derive benefit in terms of enhanced income, reduced drudgery and in general, an improved quality of life.

Various science popularisation programmes have been designed for development of scientific temper in the country. Programmes for generating employment and entrepreneurship have been undertaken for motivating people to actively participate in economic growth and benefited by it. Specific target groups like women, Scheduled Castes and S.T.s and all weaker sections of the society have been identified for specific focus. Various schemes have been formulated with the broad objective of providing opportunities to motivated scientists and field level workers to take up projects with inputs of S & T for benefit of disadvantaged sections of the society.

The programmes implemented by the National Science and Technology Entrepreneurship Development Board aims at creation of technocrat-entrepreneurs among the S & T persons.

The Natural Resources Data Management System (NRDMS) Division continues its efforts in the upgradation of data management methodologies for drawing up area specific developmental strategies, at district and sub-district level.

The programmes are implemented by the Department of Science and Technology through S & T institutions, University Departments along with the VOs. In achieving its basic socio-economic objectives, DST

has encouraged and extended support to voluntary organisations in certain thrust areas.

14.1 SCIENCE AND SOCIETY PROGRAMMES

Science and Technology plays a vital role in the development strategy of various sections of the society. The schemes under science and society programmes have been formulated with the broad objective of providing opportunities to motivate scientist, and field-level workers to take up projects with inputs of Science and Technology for benefit of disadvantaged sections of society.

The Societal programmes of Department of Science and Technology implemented aiming primary at reaching technology to the weaker sections of the society so that they derive benefit in terms of enhanced income, reduced drudgery and in general an improved quality of life. Apart from successful technology packages such programmes have also demonstrated the successful interface between S & T field groups, R & D and Technology Institutions. This has helped to evolve a successful system of technology transfer for sustainable livelihood generation.

The organisations/institutes eligible for grant under the Science & Society Programmes are:

- Recognised R & D Laboratories, Colleges, Universities and educational institutions.
- Non Governmental Organisations (NGOs). Those organisations, which are Non Governmental Voluntary and Non profit making and working in the rural areas with legal status as a society, registered under the societies Registration Act 1860 or under the corresponding State Act as a trust registered under the Indian Trusts Act 1982 or charitable or Religious Act 1920.
- In some priority areas proposals can also be invited from reputed Scientists/Organisations.

1. Science and Technology Application for Rural Development (STARD)

Background:

Science and Technology Application for Rural Development programme has allowed unique opportunity of pursuing research and development by interested

scientists, especially from the younger generation in the field of rural development. It has also helped in thematic networking and coordination amongst various voluntary organisations. Most of the core supported organisations are working in difficult geographical locations ranging from Himalayan region to coastal areas. Some of these centres of excellence have been working as Resource Centres on sectors such as watershed management, renewable energy, rural industries, etc.

The STARD aims at facilitating development of promising voluntary organisations and innovative technologies, which are related to rural development.

Objectives:

- To strengthen the existing institutions, field groups, VOs etc. involved in research and application of innovative S & T solutions for rural development by providing long-term support for core personnel.
- To catalyse research, development and adaptation of technology by funding development efforts.
- To motivate scientists and technologists for applying their expertise to problems in the rural areas.
- To take up all such activities which are conducive to the attainment of the above objectives.

Priority Areas:

The following priority areas have been identified:

- Exploration, harvesting and purification of water in rural areas with particular emphasis on land water and cover management.
- Health and sanitation: Developing diagnostic aids and innovative health awareness efforts, improving domestic drainage and waste disposal, prevention of diseases etc.
- Low-cost housing: Use of local resources, skills and techniques for constructing houses with minimum acceptable comfort at reduced cost inclusive of improved domestic drainage and waste disposal.
- Agriculture and Animal Husbandry: Effective use of inputs, post harvest technology including low-cost storage, preservation and processing.
- Engineering Services: Repair and maintenance of agricultural tools and machinery.
- Rural Industries: Feasibility studies and initial assistance for setting up sustainable rural industries.

The organisations desirous in applying under the scheme may send their proposals in the prescribed format any time of the year.

2. Science and Technology for Women

Background:

The programme is aimed at promoting Science and Technology for the benefit of women belonging to the economically weaker sections of the society. The programme serves as a common platform for the cause of developing technology for women, highlighting issues related to women's technology needs, and also issues related to women's health. A salient feature of this scheme is the involvement of women at all the stages of the programme from problem identification to dissemination of technology.

Objectives:

- To promote research, development and adaptation of technology, improve the life, working conditions and opportunities for gainful employment of women especially in rural areas.
- To increase the contribution of women to science and technology and development.

Priority Areas:

The following priority areas have been identified under the scheme:

- Specific science and technology application programmes to solve the problems of women in different regions such as hill areas, coastal and arid zones.
- Research and development on post-harvest technology and agricultural implements used by women.
- Involvement of women in low-cost preservation and processing of horticultural produce.
- Utilisation of agricultural and animal residues through such technologies which can provide opportunities for income generation.
- Association of women with wasteland development.
- Food processing, packaging and preservation/quality control.
- Sericulture and Pisciculture.
- Biological control of plant pests, diseases and weeds.
- Involvement of women in indigenous health practices

and cultivation, processing and marketing of medicinal plants, aromatic/automatic grasses.

- Owning and sustaining rural water supply and sanitation programmes through rural women.
- Research development and demonstration programmes to minimise occupational hazards of women.
- Design, fabrication and improvement of equipment, furniture and instruments used by women in different occupations.
- Identification and popularisation of technologies relating to water management, health and sanitation.
- Upgradation of traditional skills for utilisation of available resources and providing means for women to enter into the organised sector or for starting entrepreneurial production units.
- Involvement of women in modern industries particularly in electrical, electronic computer and information technologies.
- Selective studies on issues concerning women scientists.
- Improvement of skills to use local resources for better economic benefits and to create awareness among women by application of scientific knowledge in the field of health, nutrition and employment generation.

3. Science and Technology for Weaker Sections (STAWS)

Background:

This scheme of promotion and development of Science and Technology for Weaker Sections initiated during Sixth Plan period is aimed at the development of economically weaker sections of the society in rural and urban areas. It focuses attention on specific S & T inputs for improvement of rural artisans, landless labourers etc. Emphasis is placed on multi-sectoral approach incorporating original ideas based on locally available resources and incorporating the direct beneficiary groups in decision making.

Objectives:

- To promote research, development and adaptation of science and technology for improving quality of life of weaker sections.
- To motivate scientists for applying their knowledge and expertise to problems of the weaker communities.

Priority Areas:

This scheme has been given specific direction and approach and the following priority areas have been identified:

- Action oriented innovative field programmes in technology demonstration and utilisation, implemented by S & T field groups working with artisans, landless labour and other weaker sections.
- Technology generation and adaptation programmes by S & T institutions, undertaken in cooperation with, and as back up to the programmes of S & T field groups.
- Programmes to help the traditional artisans e.g. blacksmiths, carpenters with a view to organising them for better earning/reduced drudgery through innovative skill development, training programmes and adaptive research and development.

Technology generation and adaptation programmes is an important programme under STAWS. The aim of the programme is :-

- To initiate field demonstration and utilisation programmes.
- To develop and diversify existing artisan-based production networks to economically viable, S & T based norms of organisation and production.
- To develop new/improved technology to improve and diversify the local economy, utilisation of local resources to upgrade the skills of landless labour, etc.
- Identification and undertaking of these programmes in co-operation with S & T field groups, with demonstration projects as output.

4. Science and Technology for Development of Scheduled Castes

Background:

The department of Science and Technology had launched the scheme for the development of SCs during 1991-92. The scheme is a programme of Special Component Plan aiming at improving the conditions of the Scheduled Castes through intervention of Science & Technology. The main areas of Science and Technology intervention includes socio-economic studies of scheduled caste population, functional capability development

(training), technology upgradation, waste recycling and solid waste management.

Objectives:

The basic objectives of the scheme are:-

- To promote research, development and adaptation of technology for improving the quality of life of the economically weaker sections of scheduled castes in urban/rural areas.
- To encourage scientists and technologists to apply their knowledge and expertise to the needs of economically weaker scheduled caste communities, especially in rural areas.
- To promote activities such as workshops, seminars, publications, jathas etc. which would help in achieving the above objectives.

Priority Areas:

The priority areas of the scheme are as follows:-

- S&T intervention for sustainable development and income generation amongst scheduled caste artisans/farmers;
- S&T intervention for improving skill and efficiency of occupations among economically weaker sections;
- Leather tanning, carcass utilisation and production of traditional/non-traditional products from such operations.
- Optimising the design of cycle rickshaws to increase income, reduce drudgery and improve general health and well-being, simultaneously sharpening their competence for undertaking repairs and maintenance.
- Development of functional capability among SCs/STs and other weaker sections of population for improving their socio-economic conditions.
- Waste management
- Low cost sanitation & rehabilitation of scavengers
- Animal husbandry practices related to SC population.

5. Scheme of Science and Technology for Tribal (Tribal Sub-Plan)

The scheme aims at improving living conditions of scheduled tribes based on sustainable science and technology activities. In majority of projects under the scheme, the emphasis has been on creating sustainable livelihood base through use of locally available resources

and materials. The socio-economic activities of scattered and cluster based tribal population is essentially based on traditional agriculture and, therefore, improvement in agricultural operation was given top priority simultaneously regenerating the rapidly deteriorating natural environment of these regions. Integrated tribal village development programme is one of the thrust areas under this scheme.

Objectives:

S & T initiatives to be carried out with major emphasis on the following:

- Preserving traditional artisanal skills and upgrading the same.
- Finding out alternative employment potential wherever the present occupation is dwindling.
- Improvement in existing equipment and machinery and introduction of new techniques.
- To promote research, development & adaptation of S & T for improving quality of life of schedule tribes including primitive tribal groups.
- To motivate scientists for applying their knowledge and expertise to the problems of the tribal people.

Priority Areas:

- Identification of major socio-economic sectors for S & T intervention.
- Initiation of location specific S & T programmes.
- Application of science and technology for manpower development.
- Effective and sustainable utilisation of available natural resources including MFP.
- Land use, ecology and environment.

Specific activities which are given priority are the following:

- Development, demonstration and extension of viable models in the tribal artisanal trades.
- Value addition to products based on traditional skills.
- Sensitising voluntary agencies, scientists project officers and related agencies to S & T approach for tribal development (STDP) through short-term intensive workshops and long-term training courses.
- Awareness generation to possible technology options.
- Encouraging the voluntary organisations working in tribal areas to interact between R & D institutions,

- universities, funding agencies and the tribal population.
- Other activities, which would complement these objectives, like workshops, seminars, publications etc.

6. Scheme for Young Scientists (SYS)

Background:

The scheme is focussed on young scientists who have adequate background of and training in fields of science and technology and show inclination to undertake action research projects, which are socially relevant. This programme is aimed at giving opportunities for pursuing innovative research ideas for solving day to day problems faced by the weaker sections of the society through application of S & T and to exchange ideas with scientists working in the voluntary sector.

Objectives:

- To provide opportunities to young scientists for pursuing innovative research ideas which have direct bearing on social problems.
- To provide opportunities for interaction and exchange of ideas with the scientific community.
- To involve young scientists in national S&T development process through fellowships in selected VOs.
- To take up activities which are conducive to attainment of the above objectives.

Eligibility Conditions:

- The scheme is open to young scientists, upper age limit being 35 years and having a minimum qualification of graduation in Engineering or Post graduation in science.
- Proposals can be considered from young scientists forwarded by VOs.

Priority Areas:

- The scheme is directed towards national development as well as capability building of the young scientists. The broad areas in which proposals will be considered include those listed under the section of STARD, STAWS and S&T for Women.
- Fellowships are also available to young scientists to take up socially relevant research along with reputed VOs.

14.2 SCIENTIFIC RESEARCH PRO-

GRAMME

The Science and Engineering Research Council (SERC) programme was introduced in the year 1975 with the objective to promote frontline research in emerging fields of science and engineering. The SERC programme is focussed primarily in those areas, which are of interdisciplinary and inter-institutional nature. The scheme is implemented under the overall supervision of Research Council, an advisory body consisting of eminent scientists and technologists from Universities, National Laboratories and Industries.

7. Scheme of Utilisation of Scientific Expertise of Retired Scientists (USERS)

Background:

The scheme was introduced during Seventh Five Year Plan. The scheme was formulated to utilise the potential of senior scientists and technologists in development activities after their superannuation. The scheme has continued to play a significant role in involving a large number of retired scientists in S & T developmental activities. The programme encourages action research projects of integrated rural development and popularisation of Science and Technology and promotion of scientific temper in the country.

Objective:

The main objective of the scheme is to utilise expertise and potential of large number of eminent scientists in the country who remain active and deeply motivated to participate in S & T development activities even after their retirement.

Eligibility:

- Active scientists and technologists who have retired from University, R & D institutions are eligible under the scheme.
- Proposals can also be considered from retired scientists forwarded by VOs.

Priority Areas/Activities:

The main activities under the scheme include:-

- Action research projects of integrated rural development

- Development of educational materials including teaching and audio-visual aids
- Preparation of books/monographs/state-of-the-art reports etc.

Financial Assistance:

Grants are available for the staff's salaries, capital equipment, consumables, travel, overheads, contingencies etc.

Procedure:

Proposals under the scheme is to be sent to: Director, Department of Science and Technology, Ministry of Science and Technology, Technology Bhawan, New Mehaurali Road, New Delhi-10 016.

Guidelines for Formulating Proposals under Science and Society Related Schemes

1. Proposal should be confined to a few specific aspects of problem, which can be tackled and improved in a 2/3 year period. For a sound proposal, the following strategy may be considered:-
 - Review the socio-economic status of the weaker sections of population;
 - Identify the priorities of these people; and possible science and technology interventions.
 - Match the critical gap areas where the expertise of the organisation/institution can effectively contribute to fulfilling these needs; alternatively, interface with research and development institutions that can be associated as resource persons/institution.
 - From these gap areas, select one or two specific aspects, which could be tackled through the project.
2. While writing the proposal, please ensure that specific S & T inputs/elements with adequate scientific and technical details are clearly spelt out.
3. Proposals with broad objectives written without specific details are not viewed favorably. Programmes of extension based on proven technologies are also not considered.
4. Routine training/awareness/survey project proposals are not entertained.
5. Organisations submitting proposals for the first time are advised to submit only one copy initially, get the

view of the department and submit additional copies only when asked for.

6. Results of ongoing and completed projects of the organisation must be reflected in the formulation of new proposals.

General Terms and Conditions:

- The institution/organisation assumes financial and other administrative responsibility of the project.
- In case of multi-institutional project, the Principal Investigator (PI) has to obtain formal agreement from the collaborating institutions/scientists.
- International travel is not permissible under the project.
- The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government of India.

Procedure of Application:

Proposals should be submitted in the prescribed proforma (Appendix I) along with the following documents:

Documents/Enclosures Required with the Proposal:

- Endorsement from the Head of the Institution (on letter head) in the prescribed format.
- Certificate from Investigator(s).
- Detailed Biodata of PI & Co-PI.
- Details of the proposals (15 copies)
- Name and address of experts/institutions who may be interested in the subject/outcome of the project (circulation list).
- Valid Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution.
- Balance sheet, Audited Statement of accounts and the Annual Report (pertaining to the last two financial years).

Note: The above mentioned documents are essential for consideration of project proposals without which projects will not be processed.

Instructions for Filling up the Proforma:

1. Please use paper of A4 size
2. Please type as per the layout given in the format.
3. Please do not skip reproduction of any section even if the answer is nil or given elsewhere.

4. Project title should be within two lines e.g. To Develop appropriate spinning equipment for processing of local wool. (underline key words)
5. Indicate the scheme under which the proposal should ideally be considered.
6. Expected total duration of the project should normally be 2-3 years.
7. If project is to be executed by more than one institution (which is welcomed) and/or requires regular inputs from other scientists, names of collaborating institutions/scientists may be recorded.
8. Use telegraphic languages to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.
9. Objectives should be focussed and sharp rather than listing out 10-20 objectives.

Guidelines for Action Research Projects:

1. Identify the project area and project site based on a preliminary assessment of the area as well as the people, using the following criteria:
 - Minimum level of infrastructural facilities particularly roads, electricity and potential for irrigation.
 - Presence of local organisations like Panchayats or cooperative or voluntary groups.
 - Certain amount of homogenous villages are preferable in terms of its social structure.
 - The general perceived interest or response of the people or arousal proneness for development activity.
 - The extent of poverty as per the guidelines in operation. Consultation with the concerned official/non-official system in the area.
2. Identify the common resources in the village and the way the people utilise them or envisage utilising them and the type of supervisory function exercised by the village community on these resources.
3. (i) Identify any of the regular development programmes being implemented in the project area, agencies involved and beneficiaries covered. Identify sources of funds for these schemes in operation by Government sponsored programmes so that where possible, their efforts could be integrated into the

experimental projects.

- (ii) Assess the impact of these programmes experienced in its management.
4. Building up rapport with the identified people at project sites by frequent informal visits, meeting with all sections of the people, discussion with leaders culminating in organising gram sabha meetings.
5. Involve the local panchayat/organization in (i) Identification of the beneficiaries.(ii) Identification of schemes for the beneficiaries in consultation with them. (iii) Providing local supervision in the implementation of the programme.
6. Attempt should be made to develop the project management to the local panchayat/organisation and they should be educated to handle the project on a continuous basis. This could be one of the measures of the success of the action research project.

All correspondence, including proposals may be sent to the following address: Head (Science and Society Division), Department of Science and Technology, Ministry of Science and Technology, Technology Bhawan, New Delhi-110 016.

14.3 SCIENCE AND TECHNOLOGY COMMUNICATION AND POPULARISATION PROGRAMME

The National Council for Science and Technology Communication (NCSTC), ever since its inception in 1982, has been engaged in science and technology communication, popularisation and inculcation of scientific temper among the people. The emphasis has been on development, adaptation, promotion and use of different communication methodologies. Various media, traditional and non-traditional, being utilised for the purpose, include print, audio-radio, video/TV and folk-forms like songs, dances, street plays, puppetry etc.

Objective:

The basic objectives of NCSTC are to popularise science and indigenous technology among the masses and to stimulate scientific and technological temper among the people.

The NSTC works in collaboration with voluntary agencies and is involved in science popularisation activities. Financial Assistance is available for the following

specific activity projects:

14.3.1 Training in S&T Communication:

In order to achieve the NCSTC objectives, good and effective S & T communicators are required in large number and in different languages and for different media. This is to be achieved by providing formal and informal training to interested scientists and technologists in communication techniques and methods. The kind of activity being catalysed and supported include short term/regular courses, workshops for communicators and development of course and training materials etc.

14.3.2 S & T Communication Software Development:

Support is available for selected proposals for development, production and dissemination of S & T communication, software for different media in different Indian languages and for different types of audiences.

Some of the projects involving development of S & T communication software are for example, poster exhibitions and slide shows on subjects like understanding forests, leprosy, Health and Nutrition etc., and S & T publications.

14.3.3 Research in S & T Communication:

Support is available for selected projects in the areas such as:

- Study of existing impediments to the spread and promotion of scientific temper.
- Development of more effective communication means, tools and techniques.
- Development of evaluation methods for measuring efficacy of the various science popularisation tools presently being employed and the impact of various NSCTC programme and
- Polls and surveys to assess S & T awareness and levels of S & T temper among people.

14.3.4 Field Programmes:

Field based projects directed towards achievement of the objectives of NCSTC e.g. through well defined innovative activities involving large number of people, including Jathas/Yatras, science fairs. etc., quiz centres, model/chart competitions, poster, painting competition etc. are supported by the Department. To enhance the

pace and science popularisation activities and to sensitise various voluntary and other agencies about NCSTC programmes, workshops are organised with the help of voluntary organisations.

14.3.5 Projects with Emphasis on Specific Areas:

NCSTC provides support for projects largely relating to areas such as rural development, appropriate technology, rural technologies, environment and ecology, non-conventional energy. Formal education, computer education etc. The council provides assistance for activation of existing science clubs, seed money for project formulation in specified areas, wider dissemination of selected S & T communication Software (publications, films, video programmes, tapeslide shows, audio recording etc.) The focus of these areas must be on promoting an understanding of science and technology relating to science popularisation, science communication or to the promotion of scientific temper/attitude/outlook.

Guidelines for Formulating Proposals Under Science & Technology Communication and Popularisation Programme.

Terms and Conditions:

1. The organisation/institution should assume financial and other administrative responsibilities of the project.
2. No part of the grant will be given by the grantee to another society/institute/body, except in cases where such payments are within the framework of the sanctioned proposal.
3. Grant under a major head shall not be utilised for a purpose other than the purpose for which it is intended without prior approval.
4. NCSTC/DST reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilised properly or that appropriate progress in the project work is not being made.
5. Where support has been provided by NCSTC/DST under specific conditions accepted by a society/institution, if it does not comply with these conditions be liable to refunding the grant already received in such a manner as may be required by the Government and no further NCSTC/DST grant will be sanctioned

- to such a society/institution.
6. The Comptroller and Auditor General of the Government of India shall have the discretion and right of access to the accounts of the Society/Institute/Body pertaining to the grant(s) received from the Government.
 7. Any unspent balance of NCSTC/DST grant during a year is to be either refunded or specific concurrence has to be obtained for it being carried forward for utilisation during the next year.
 8. The Grantee Society/Institution/Body shall maintain separate audited accounts for the project to be furnished within six months of the close of the last budgeted activity in the project or of the financial year in which the last instalment of the grant is sanctioned, whichever is earlier.
 9. A Utilisation Certificate, in the form GFR-19A, to the effect that the grant has been actually spent for the purpose for which it has been sanctioned should reach the sanctioning authority within six months of the close of the last project activity of the financial year, whichever is earlier.
 10. All the assets acquired or created out of the grant including any information collected/compiled in the course of and for the project will be sole property of the NCSTC/DST; Government of India and should not be disposed off or divulged without the prior approval of NCSTC/DST.
 11. At the conclusion of the project, NCSTC/DST will be free to sell or dispose off by any appropriate means the assets/information acquired for the implementation of the project.
 12. The project completion report has to be submitted within one month of completion of actual work as per letter of sanction.

Eligibility:

Non-governmental, voluntary and non-profit organisations with legal status as a society registered under the Societies Registration Act, 1860 or under the corresponding States Act are eligible for assistance under the programmes.

Financial Assistance:

- Under the scheme expenses such as travels, consumables, overheads, contingencies etc. would be provided for various programmes.
- Generally no support would be provided for infrastructural facilities like vehicles or equipments.

Procedure of Applying:

Proposals should be submitted in the prescribed format (Appendix-II) along with the following documents:-

- Registration Certificate (one copy).
- Memorandum of Association (one copy).
- Bio-data of the members of the Executive Body of the Society (one copy).
- Rules, Regulations and Bye laws (one copy).
- Declaration to the effect that Society/Agency or any of its functionaries is not and has never been involved/implicated in any corrupt practices (one copy).
- Latest audited statement of accounts (one copy).
- Description of facilities available (one copy).

All correspondence should be made to: - Director, National Council for Science and Technology Communication (NCSTC), Department of Science and Technology, Technology Bhawan, Mehrauli Road, New Delhi-110 016.

14.3 SCIENCE AND TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT AND EMPLOYMENT GENERATION:

Background:

The National Science and Technology Entrepreneurship Development Board (NSTEDB), since its inception in 1982, has been making systematic and continued efforts in fostering entrepreneurship among S & T persons through its programmes and activities. The projects implemented by the Board aim at creation of technocrat-entrepreneurs among the S & T persons through structured training programmes and other facilitating mechanisms.

Objective:

The objective of the Board is to create a new breed of knowledge-based entrepreneurs and additional employment through entrepreneurship and application of S & T tools and technologies.

Eligibility:

Financial support under the scheme is provided to voluntary organisations and any other professional organisation having requisite expertise and infrastructure.

Programme:

The NSTEDB undertakes various programmes and activities under which assistance is provided to voluntary organisations. These include the following programmes:-

14.3.1 Entrepreneurship Awareness Camps (EACs)

Entrepreneurship Awareness Camps are organised by technical institutions to create awareness amongst the students of the college towards entrepreneurship.

14.3.2 Science and Technology Entrepreneurship Development Scheme (STEDS)

STEDS project envisages matching of the material as well as human resources of the target region to create new enterprises and hence jobs. Thus, data on various available resources are collected and compiled and opportunity profiles are prepared which are, in turn, used by potential entrepreneurs. STEDS also undertake training to upgrade technical skills of the local youth to enable them to become self employed.

14.3.3 Skill Development Training Through Science and Technology (STST)**Background:**

The NSTEDB has been undertaking STST programme since 1990-91 for up-gradation of skills by using S & T methods and techniques and the expertise available in technical and R & D institutions. It has been using the expertise developed in technical and R & D institutions for upgradation of skills. Each training programme under STST varies depending on the type of skill to be imparted in a particular trade.

Objective:

The main objectives of STST are: -

- To demonstrate that skills that can be developed/ upgraded through the application of S & T.
- To harness the resources of S & T infrastructure of

the country, which has so far remained under- utilised for skill development training and

- To increase quality of services/products and thereby enhance income generation among the skilled workers.

Eligibility:

The STST programme is implemented through a network of agencies comprising of educational or research institutions, professional bodies or reputed NGOs.

Proceudre:

All correspondence should be made to :- The Member Secretary, National Science and Technology Entrepreneurship Development Board (NSTEDB), Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016.

14.4 NATURAL RESOURCES DATA MANAGEMENT SYSTEMS (NRDMS)**Background:**

In the process of multi-level planning, district has been recognised as a unit of planning. Due to the large variety/ complexity of socio-cultural, economic and environmental settings, the emphasis is slowly shifting to planning at smaller area levels e.g. panchayats or a cluster of villages to ensure better participation of people and optimal utilisation of local resources. The implementation of this strategy calls for a major upgradation of the data-base.

The Natural Resources Data Management System (NRMS), a multi-disciplinary programme launched in 1982, has been working towards the upgradation of the data management methodologies for drawing up area specific developmental strategies, at district and sub-district level using the concept of Geographic Information System (GIS).

The NRDMS project aims at developing and applying data management technologies for area planning at the micro level. NRDMS is oriented towards evolving an objective decision support system to facilitate the practice of decentralised planning and better management of natural resources.

Multi-disciplinary R & D projects in the general area of micro level planning and management of natural resources are proposed to be supported under the scheme.

Priority Areas:

- Applications: Solid erosion, shifting cultivation and land-use practices, watershed management, land and water system analysis, land potential evaluation, management of ground and surface water, irrigation and drainage, surface waterlogging and soil salinisation, mineral exploration, digital terrain analysis etc.
- System Studies: Local area planning, Island Systems etc.
- Research and Development: Low cost PC based GIS package, expert systems and intelligent Geographic information systems, integration of heterogeneous multi-source data, spatial database structures and relations, image processing, applications of microwave remote sensing etc.
- Natural Disasters Mitigation: Design of drought assessment and Response System, Landslides hazard zonation etc.
- Operation Research and Modelling: Scenario building, Decision Support System for Sectoral Planning.
- Dissemination and Training.

Eligibility:

The proposals can be submitted by Scientist(s) from

- Academic and Research Institutions having some basic essential facilities to carry out the research programme.
- Voluntary organisations involved in the area of natural resources, management and local area planning.

Terms and Conditions:

Please refer to Chapter 5.

Financial Assistance:

- Assistance would be made available for salaries of the staff, capital equipments, consumables, travel, overheads, contingencies etc.
- No assistance would be provided for infrastructural facilities like furniture etc and international travel.

Procedure of Application:

Application in the prescribed proforma (Appendix III) should be forwarded through the Head of the respective agency/institution/organisation and accompanied by the following documents:

- Endorsement from the Head of the agency/organisation/institutions (one copy)
- Certificate from the Investigator(s) (one copy)
- Detailed proposals as per the proforma (thirty copies).
- Name and address of experts/institutions in the subject of the project (two copies).

Proposals along with the necessary documents are to be sent to : Director (NRDMS) Department of Science and Technology, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi 110 016.

FORMATS

APPENDIX-I

Formats for Submission of Projects under Science and Society Programmes (To be filled by applicant)

PART- I

Identification

1. Project title:
2. Programme applied for:

STARD	S&T for Women	STAWS
SYS	SCP	TSP
3. Details regarding:
 - a) Profile of Project area
 - b) Target Population (SC,ST, Women)
 - c) Direct Beneficiaries.
4. Duration _____ Number of months _____
5. Total Cost _____
6. Name of Principal Investigator:
Designation _____
Department _____
Date of Birth _____
Sex (M/F) _____
Organisation/Inst.Name _____
Address _____
Telephone _____ Fax _____ Email _____
7. Name of Co-Investigator
Designation _____
Department _____
Date of Birth _____
Sex (M/F) _____
Organisation/Inst.Name _____
Address _____
Telephone _____ Fax _____ Email _____
8. Capability of the Organisation
 - a) Expertise available with the group
 - b) List of on-going and completed projects by the group giving the following details

Title of The Project

Year of start Project and Completion cost

Name of sponsoring organisation

- c) Facilities/Assets/Equipments available

PART- II

Proforma for Biodata of Investigators (P.I&CO.P.I.)

- A. Name
 B. Date of Birth
 C. Institution
 D. Whether belongs to SC/ST
 E. Academic and Professional career:
 Academic Career. Professional Career:
 F. Award/Prize/Certificate etc. won by the investigator:
 G. Publication (Numbers only)
 Books Research Papers, reports General articles
 Patents Others (please specify)
- H. (1) List of completed and on going projects

Sl.No.	Title of Project	Duration From to	Total Cost	Funding Agency	Status
1. Projects Completed 2. Ongoing Projects					

PART - III

Technical Details

1. Description of the problem and its priority as perceived by the people including socio-economic status of the area (300 words)
2. Suggested solution(s) and alternatives with anticipated physical and financial benefits. Please also state solutions attempted by your institution and others to solve the problem(s) (200 words)
3. Objectives of the project (brief and to the Point)
4. Report of preliminary investigation conducted (if any) (300 words)
5. Implementation strategy covering aspects such as:
 - a) Information about local economy, relevant artisanal skills, markets available and link up etc.
 - b) S&T component of the project
 - c) Linkages with S&T institutions/resource persons/R&D agencies for technical back up.
 - d) Details of the project implementation site
6. Work Plan:
 - a) Phasewise plan of action, including consultation with the target group, resource persons etc. including post project activities.
 - b) Time schedule of activities giving milestones.
7. Techno-economic viability/cost benefit analysis (to include cash flow, working capital management, pay back period etc.)
8. Comment on the likely impact on adjoining areas/society.

9. Comment on the possibilities of the activity becoming self-sustainable.
10. Suggested parameters for monitoring effectiveness of intervention during and after the project.

PART- IV

Budget Estimates: Summary

(in Rupees)

Item	Budget			
	Ist year	2 nd year	3 rd year	Total
A. Recurring				
1. Manpower				
2. Consumables				
3. Travel				
4. Contingencies				
5. Institutional Overheads				
B. Non-Recurring				
Permanent equipment				
Grand Total (A + B)				

- Financial Year: April to March
- Count six months from submission of the proposal to arrive at expected time point for commencement of the project.
- Please provide enough justification for each head of expenditure (100 words for each)

Budget for Manpower

(In Rupees)

Designation	(Number of Persons)	Monthly Emoluments	Budget			
			Ist Yr. (m.m.)	2 nd Yr. (m.m.)	3 rd Yr. (m.m.)	Total (m.m.)
Full time						
Part Time						
Total						

*m.m: Man months to be given within brackets before the budget amount.

Budget for Consumables

(In Rupees)

Item	Budget			
	Ist Year.	2 nd Year.	3 rd Year.	Total

Budget for Travel

(In Rupees)

Item	Budget			
	Ist Yr.	2 nd Yr.	3 rd Yr.	Total
Travel				
1. Local				
2. Out Station				
Total				

Budget for Contingencies

(In Rupees)

Item	Budget			
	Ist Yr.	2 nd Yr.	3 rd Yr.	Total
Contingencies				
Total				

Budget for Permanent Equipment

(In Rupees)

Sl.No.	Name of Equipment Model	Estimated Cost*
1.		
2.		
Total		

*Include installation charges, inland transport etc.

APPENDIX-II**Format for Science and Technology Communication****General Information:**

1. Title of the Project.
2. Summary (abstract) of the proposed project (in 200 words or less)
3. Objectives of the project state briefly, clearly and specifically itemised.
4. Target group(s) with location specific information.
5. Duration of the project.
6. Project backgrounds – State briefly the background and origin of the idea on which the project proposal is based.
7. Experience – Mention briefly similar projects undertaken with details such as title, date of commencement, supporting agencies(s) outcome, whether ongoing or completed etc. Please enclose copy/copies of sanction letter(s).

8. Justification for undertaking the proposed project.

Work Plan

1. Approach and Methodology.
2. Organisation of work Elements.
3. Time schedules of activities giving milestones.
4. Description of the target area, target group(s) along with their current socio-economic status.
5. Relevance of the project to the work already going on in the organisation.
6. Utilisation of the expected outcome from the project and its possible user(s).
7. Highlights of the proposed project in relation to the objectives of NCSTC.

Addition Specific Information

1. Depending on the type of the project, additional specific information would need to be furnished as indicated project type below:
2. Training workshop/course/seminars/symposium/conference/video/film/slide(s)/audio/booklet/book/flipbook/others.
(Proposals for popular science magazines should be submitted as per a separate format available with NCSTC).
Jatha/Yatra
Exhibition/Science Fairs
Research and Development work.
There is need only to fill what is relevant to the proposal and not all the above.

Project Manpower

1. Review of expertise available with the proposed project group/institution.
2. Name(s), addressed and work experience of the co-ordinator(s) of the project.
3. Bio-data of resource persons likely to be involved in the project.
4. Manpower required for the execution of the project with justification, qualifications, experience and job description in each case.

Budget Estimates

1. State budgetary requirements, both recurring and non-recurring under separate heads. Please give justification for each item of the budget and indicate how arrived at.
2. On a single sheet, give a summary of the budget only.
3. Account of self-generated resources and means.
 - a) Please state the self-generated resources and means, both in cash and kind, such as cash collected, use of equipment on loan, manpower, free publicity etc.
 - b) Mode of utilising and accounting these resources for implementing this project.

Other Relevant Information

1. Name of the nearest branch of the Union Bank of India on which bank draft should be drawn, in case project is sanctioned.
2. Would you need any other kind of help-support from NCSTC for implementing the proposed project? Please specify.
3. Any other relevant matter or information but not touched upon elsewhere.

Addition Specific Information

(Please fill in only if applicable)

Type of project: Training Workshop/Course/Seminars/Symposium/Conference.

1. Geographical coverage: Statewide, Regional, National, Others (Please specify).

2. Target Group (Participants)
3. Eligibility Criteria (Participants).
4. Method and source to be used in identifying/selection of participants: (Please enclosed a likely list of participants/invitees).
5. Duration (in days) Proposed From to
6. Course syllabus/content of the course (Please attach copy): (only content in case of seminar/symposia/conferences).
7. Detailed day to day programme schedule envisaged.
8. Brief bio-data of the resource persons with their names, addresses and area of expertise likely to be involved and their relevant previous experience (please attachsheet(s), if necessary).
9. Language(s) of the communication to be employed.
- 10.Name(s) of other agencies likely to be involved (Please give details).
- 11.In build evaluation methodology to be adopted to assess the usefulness and efficacy of the proposed event from the point of view of participants/trainees (please elaborate).
- 12.Estimates for printing materials, report:
 - No. of copies
 - Price per copy (if any)
 - Printing cost
 - (Give justification for bringing out the proceedings and the number of copies to be printed).
- 13.Details of Income:
 - Registration, Fees, others.
- 14.Work-Plan for the preparation of background (or course) material(s).
- 15.The most recent course/seminar held on the subject.
- 16.Incase of international participation, have the requisite clearances/approvals been obtained (please enclose copies).

Addition Specific Information

(Please fill in only if applicable)

Type of Project: Video/Film/slide(s)/Audio/Others

1. Type of software
 - Video Film Slide(s)
 - Audio Others (to be specified)
2. Subject area(s)/theme(s), concept and treatment (Please attach separate sheets).
3. Target audience.
4. Language(s).
5. Draft Script/Synopsis.
6. Details of research required.
7. Type of shooting required:

Indoor %	Outdoor%
Animation %	Other %
With actors	Without Actors
With original music	Without original music
8. Duration/Length/Number
9. Distribution/Dissemination Mechanism.
- 10.Pricing
- 11.Budget estimates (Please cross out Item(s) not applicable)
 - Research:
 - Equipment Name

- Technical Fees:
 - Raw Stock:
 - Titles/Animations/Special Effects etc.
 - Music
 - Laboratory/Processing charges
 - Sets
 - Daily wages for equipment and studio
 - Attendants
 - Travel, Lodging/Boarding
 - Local conveyance.
 - Other (specify)
- 12>Returns: (Over how long a period)
- 13.No. of copies
- 14.Name of organisation undertaking the work:
- 15.Technical expertise available with the organization in terms of hardware and human-ware (details):

Additional Specific Information

- (Please fill in only if applicable)
- Type of Project: Booklet/book/flip book/others
Booklet/book/flip book/others
1. Type of Software:
Booklet, Book Flipbook, others (please specify),
 2. Subject area and objective of bringing out the publication.
 3. Language(s)
 4. Draft Manuscript/Synopsis enclosed:
 5. Printing details:
Number of copies.
Texture, weight and size of paper.
Number of colours for the text cover,
Plates:
Style of binding:
Exact finished size:
Photo-composing or hot metal setting.
 6. Budget estimates:
Preparation of manuscript.
Editing
Design of Illustration.
Printing and Publication
 7. Price: Per copy
 8. Revenue: Scale Others.
 9. Distribution Mode:
Direct sale, Through Agent(s)
 - 10.How the proceeds from sale of publication (if it is one time) to be returned to NCSTC or otherwise utilised.
 - 11.Plans for promotion of sale/distribution.

Additional Specific Information

(Please fill in only if applicable)

Type of Project: Jatha/Yatra

1. List of resource persons (with mailing addresses) likely to be involved, with field of specialization, agency where employed, designation.
2. List of various organizing committees (OCs) with name(s) of contact persons and their complete mailing addresses.
3. Items of software to be used (Please submit scripts if already existing)
 - New Items (Please give details)
 - Old Items (Please give details of enclosures).
4. Individuals likely to be involved (give following details)

<u>Name & complete Address</u>	<u>Involvement in project full/part time (%)</u>	<u>Present employment status</u>
------------------------------------	--	----------------------------------

5. List of potential invitees for workshops, if any (with complete mailing addresses)
6. Budget estimates with justification (at local/district/state level).
 - a) Organisational expenditure.
 - b) Software preparations (Slides, Posters, Scripts, sets, books, toys/models, exhibits etc.)
 - c) Software duplication.
 - d) Pre-jatha activities (workshops, training programmes etc.)
 - e) Rehearsal Camps
 - f) Publicity
 - g) Equipment on hire
 - h) Travel
 - i) Any other heads (Please specify and give details)
7. Enclose the route map of jatha/yatra mentioning places of visit.
8. Name, addresses of and copies of correspondence with other collaborating agencies, indicating the nature and details of their participation in each case.

Additional Specific Information

(Please fill in only if applicable)

Type of project: Exhibition/Science fairs.

1. Geographical coverage.
2. Target group approximate number of beneficiaries.
3. Duration.
4. Theme of the exhibition, storyline and specific topics to be covered.
5. Details of all components of the exhibition/science fairs such as exhibits science experiments, lectures, demonstrations etc. Also give details such as area (covered/uncovered), estimated number who can see at one time and duration of time to be spent by a visitor.
6. Items of software to be used, such as exhibits, models, slides, films, dramas, posters etc. Also state whether these items are already existing or to be developed/borrowed. If existing, please send pictures and copies of write-ups. If to be developed, please give complete details of subjects, topics and methodology of development.
7. Equipment on hire, if any.
8. Travel
9. Organizational expenditure.
10. Self-generated resources/means.
11. A complete time table of the entire programme with a map if the activities are to be conducted at different places.

Additional Specific Information

(Please fill in only if applicable)

Type of project: Research and Developmental work

1. Type of research.
 - a) Survey of existing impediments to the spread, promotion of scientific temper.
 - b) To assess S & T awareness and levels of S&T temper among people.
 - c) Development of more effective communication means/tools/techniques/kits/teaching aids.
 - d) Development of hardware.
 - e) Development of evaluation methods for measuring efficiency of the various science popularisation tools presently being employed and the impact of various NCSTC programmes.
 - f) Development of computer software package.
2. Subject and background.
3. Methodology and approach to be employed.
4. If in collaboration, the details of collaboration (individual or institutional).
5. Specific outcomes and their utility.

APPENDIX-III

**Scheme of Natural Resource Data Management System
Format for Submission on Projects**

(To be filled by the applicant)

Registration No. _____

PART- I GENERAL INFORMATION:

- 11.0 Project Title _____
- 11.1 Priority area & sub-area _____
- 11.2 Duration (in months) _____
- 11.3 Total cost _____
- 11.4 FE component _____
- 11.5 Principal Inv. _____
- 11.6 Designation _____
- 11.7 Department & Inst. name _____
- 11.8 Address _____
- 11.9 Date of birth _____
- 11.10 Sex _____
- 11.11 Telephone, Telegram, telex _____
- 11.12 Co-investigator _____
- 11.13 Designation _____
- 11.14 Department & Inst.Name _____
- 11.15 Address _____
- 11.16 Date of Birth _____
- 11.17 Sex _____

PART- II PROJECT FORMULATION:

- 11.18 Project Summary(maximum 150 words)
Key words (maximum 6) _____
- 11.19 Objectives:
- 12.0 Problem (s) intended to be addressed by proposed project:
Problem Cause(s) Evidence(s)
(i) At sectoral or sub-sectoral level (the macro level)
(ii) At level subject to solution by proposed project itself (the micro level).
- 13.0 Concerned parties/target users of the outputs of proposed project.**
- 13.1 Who has identified the problem and its relevance to the objectives of NRDMS Project?
- 13.2 How will the project output detail in to the overall development strategy?
- 13.3 What are the likely impacts on various sections of the society in the area or neighbouring areas?
- 13.4 Expectation/estimation when the project will become self-sustaining?
- 14.0 Review of Status:**
- 14.1 Pre-project status.
- 14.2 End-of-project status.
- 14.3 Specialists consulted or likely to be consulted.
- 15.0 Work plan: Time scheduling Success Parties responsible**
(Bar chart) Crtieria For each activity
- 15.1 Objective 1
15.1.1 Output 1
15.1.1.1 Activity 1
15.1.1.2 Activity 2
15.1.1.3 Activity 3
15.1.2 Output 2
15.1.2.1. Activity 1
15.1.2.2. Activity 2
- 15.2 Objective 2
- 16.0 Approaches/methodologies for the work plan (section 15.0)
- 17.0 Relevance of the Project to the work already going on in the organisation.
- 18.0 Implementation arrangements proposed for the project (Linkages and management structure)
- 19.0 Suggestions for replicability of the research outcomes.
- 20.0 Risks
- 21.0 Suggests plan of action for utilisation of expected outputs from the project.
- 22.0 Name of the nearest branch of the Union Bank of India on which bank draft should be issued.
- 23.0 Budget Estimates : Summary

(In Rupees)

Item	Budget			
	Ist Yr.(m.m.)	2 nd Yr.	3 rd Yr.	Total
A. Recurring				
1. Salaries/Wages				
2. Consumables				
3. Travel				
4. Other costs				

B. Permanent equipment

Grand Total (A + B)

N.B. Entries here should attach with those given in sections 23.1 to 23.3., 23.5 and 23.7.

23.1 Budget for salaries/wages

(In Rupees)

Designation (Number of Persons)	Monthly Emoluments	Budget			
		Ist Year. (m.m.)	2 nd Year. (m.m.)	3 rd Year. (m.m.)	Total (m.m.)
Full time					
Part Time					
Total					

*m.m: Man months to be given within brackets before the budget amount.

23.2 Budget for Consumable Materials

(In rupees)

Head	Budget			
	Ist Year.	2 nd Year.	3 rd Year.	Total
Q				
B				
F				
Total B				
F				

Q : Quantity/number; B: Budget: F: Foreign exchange component in US \$

23.3 Budget for Travel

(In Rupees)

Item	Budget			
	Ist Year.	2 nd Year.	3 rd Year.	Total
Travel				

23.4 Justification for (23.3)

23.5 Budget for other Costs

(In Rupees)

Item	Budget			
	Ist Year.	2 nd Year.	3 rd Year.	Total
a) Contingencies				
b) Others				
Total				

23.6 Justification for 23.5

23.7 Permanent Equipment

(In Rupees)		
Sl.No.	Name of Equipment Model	Estimated Cost*
1.		
2.		
Total		

23.8 Justification for 23.7

24.0 Proforma for Bio-data of investigators

- A. Name
- B. Date of Birth
- C. Institution
- D. Whether belongs to SC/ST
- E. Academic and professional career.
Year _____ University/Institution _____ Degree/position held.
- F. Award/Prize/Certificate etc., won by the investigator.
- G. Publication (Numbers only)
 - Books
 - Research Papers, reports
 - General articles
 - Patents
 - Others (please specify)
- H. List of completed project

S.No. Title of the Project Duration from to Total Cost Funding Agency

25.0 Other Project(s) (including DST projects) with the investigators

(Use separate sheet for each project)

- A Investigator(s)
 - (a)
 - (b)
 - (c)
- B. Project Title:
- C. Status (Completed)
- D. Duration Months (on-going) (Proposed) or (submitted) From _____ to _____
- E. Total cost _____
- F. Name of the funding agency.
- G. Summary of the project (in 100 words)
- H. Highlights of progress of the project to date (in 100 words) – for on-going projects only.
- I. Major results achieved on the project (in 100 words) for completed projects only.

25.0 Any other relevant matter not discussed elsewhere:

Essential for all Proposal From Voluntary Organisations

Information Concerning Sponsoring Organisation:

1. Name
2. Address
3. Registration number of society, date and act under which registered (attach photocopies of Registration Certificate and Memorandum of Association and Rules and Regulations. In case registered under Foreign Contribution (Regulation) Act, Registration Number and Date).
4. Organization's experience in Development/Welfare Projects, including information on all the continuing projects (to be furnished in the format spelt out below).

Name of the Project	Objectives	Target Beneficiary	Project cost	Sources of Funds/ project activity-wise	Period of execution	Benefit accrual
1	2	3	4	5	6	7

5. Balance – sheet and Statement of Accounts for the last year with the latest annual report (enclose copies).
6. Bank Particulars.
 - (i) Name and Address of Bank.
 - (ii) Society's Account Numbers in the bank (if society has accounts in more than one bank, particulars of different accounts may be given).
7. Assets (Land, building, equipment, machinery, livestock etc.)
8. Office bearers.
9. Principal Executive Officer.
10. Contact person.
11. Personnel (Qualifications, experience, etc.)

CHAPTER 15

**MINISTRY OF SMALL SCALE INDUSTRIES &
AGRO AND RURAL INDUSTRIES**

CONTENTS

15.1 OFFICE OF DEVELOPMENT COMMISSIONER (SMALL SCALE INDUSTRIES)

PAGE NO.

INTRODUCTION

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INTRODUCTION:

The Ministry of Small Industries and Agro and Rural Industries (SSI & ARI) created in October, 1999, is the nodal ministry for policy formulation, promotion, development and protection of small scale industries. Government of India have always accorded priority to the village and small industries (VSI) Sector in its Industrial Policy Resolutions and in the strategy for the industrialisation in the country. With deregulation of Indian economy, a new package of policy measures for promoting and strengthening VSI sector was announced by the Government in August 1991. The Ministry of Small Scale Industries and Agro and Rural Industries designs and implements the policies through its field organisations for promotion and growth of small and tiny enterprises, village and coir industries.

The implementation of policies and various programmes/schemes for providing infrastructure and support services to small enterprises is undertaken through its attached office namely, the office of the Development Commissioner (Small Scale Industries) also known as the Small Industry Development Organisation (SIDO), statutory bodies/other organisations likely Khadi and Village Industries Commission (KVIC) & Coir Board, public sector undertaking – National Small Industries Corporation (NSIC) and training institutes – National Institute of Small Industry Extension Training (NISIET), Hyderabad, National Institute for Entrepreneurship and Small Business Development (NIESBD), New Delhi and Indian Institute of Entrepreneurship (IIE), Guwahati.

The Ministry of Small Scale Industries and Agro and Rural Industries encourages and supports voluntary organisations and other NGOs in implementation of various programmes.

The office of the Development Commissioner (Small Scale Industries) headed by the Development Commissioner is an apex body for assisting the Ministry of Small Scale Industries and Agro & Rural Industries for formulating, coordinating and monitoring policies and programmes for promotion and development of small scale industries in the country.

The office of DCC Small Scale Industries maintains liaison with the Central Ministries, Planning Commission, State Governments, Financial Institutions, voluntary

Organisations and other organisations concerned with the development of Small Scale Industries. It also provides a comprehensive range of common facilities, technology support services, marketing assistance etc. through its network of Small Industries Service Institutes (SISI) Branch Institutes, Extension Centres, Regional Testing Centres, Production Centre and Field Testing Stations. The SIDO has a network of Tool Rooms, Prototype Production and Development Centres (PPDCs) and technology and training support institutes, which are run as autonomous bodies registered as societies under the Societies Act, 1860.

1. Prime Minister's Rozgar Yojana (PMRY)

Background:

Prime Minister's Rozgar Yojana was launched during Eighth Five Year Plan period on 2nd October, 1993.

The Yojana has been designed to provide employment to more than a million persons by setting up micro-enterprises by the educated unemployed youth. It relates to the setting up of the Self-employment ventures through industry, service and business routes. From 1994-95 onwards, the Self-employment Scheme for the Educated Unemployed Youth (SEEUY) has been subsumed in PMRY.

Objective:

The objective of the scheme is to provide employment to more than a million persons by setting up micro-enterprises by the educated unemployed youth.

Implementing Agencies:

- The scheme is implemented through DICs, State Directorate of Industries and the bank.
- The scheme also seeks to associate reputed non-governmental organisations in its implementation especially in the selection, training of entrepreneurs and preparation project profiles.

Salient Features of PMRY:

(a) Age:

In order to be eligible under the scheme the age group should be:-

- 35 years for all educated unemployed in the country

except in the North-Eastern region.

- 40 years for all educated unemployed in North East States.
- 45 years for Scheduled Castes/Scheduled Tribes, Ex-servicemen, Physically Handicapped and Women.

(b) Family Income:

The family income criteria should be as follows:-

- Neither the income of the beneficiary along with that of the spouse, nor the income of parents of the beneficiary shall exceed Rs. 24,000/- per annum.
- Upto Rs. 40,000/- per annum for North-East States.

(c) Educational Qualification:

The educational qualification should be VIIIth passed. However, preference will be given to those who have been trained for any trade in Government recognised/approved institutions for a duration of at least six months.

(d) Defaulter:

The person should not be a defaulter to any nationalised bank/financial institution/cooperative bank. Further, a person already assisted under other subsidy linked Government schemes would not be eligible under this scheme.

(e) Reservation:

Preference should be given to weaker sections including women. The scheme envisages 22.5% reservation for SC/ST and 27% for Other Backward Classes (OBCs).

(f) Activities Covered:

All economically viable activities including agriculture and allied activities but excluding direct agricultural operations like raising crop-,purchase of manure etc. covered under the scheme.

Financial Assistance:

Project Cost:

- Financial assistance is provided up to Rs. 1.00 lakh for business sector, Rs. 2.00 lakhs for other activities. The loan is to be of composite nature. If two or more eligible persons join together in a partnership, project upto Rs. 10.00 lakhs are given. Assistance shall be limited to individual admissibility.

Subsidy & Margin Money:

- Subsidy will be limited to 15% of the project cost subject to ceiling of Rs. 7,500/- per entrepreneur.
- Banks will be allowed to take margin money from the entrepreneur varying from 5% to 16.25% of the project cost so as to make the total of the subsidy and the margin money equal to 20% of the project cost.

For North-Eastern State:

- Subsidy @ of 15% of the project cost subject to a ceiling of Rs. 15,000/- of north-eastern States. Margin money contribution from the entrepreneur may vary from 5% to 12.5% of the project cost so as to make the total of the subsidy and the margin money equal to 20% of the project cost.

Collateral:

- No collateral for project upto Rs. 1.00 lakh. Exemption from collateral in case of partnership project will also be limited to an amount of Rs. 1.00 lakh per person participating in the project.

Rate of interest and Repayment:

- Normal rate of interest shall be charged and schedule may range between 3 to 7 years after an initial moratorium as may be prescribed.

Training:

Entrepreneur whose loan is sanctioned provides training as per details given below:

For industry sector:

Duration	Stipend	Trainer's Expenditure (Rs.)
15-20 working days	Rs. 300/-	Rs. 700/-
For service and business sector:		
7-10 working days.	Rs. 150/-	Rs. 350/-

Procedure:

Application under PMRY scheme should be made in the prescribed format (Appendix I).

All correspondence should be made to: - the Office of the Development Commissioner (DC-SSI), Ministry of Small Scale Industries and Agro and Rural Industries Government of India, Nirman Bhawan, New Delhi 110 011.

2. National Programme for Rural Industrialisation (NPRI)

Background:

The setting up of Rural industrial units is primarily the concern of private entrepreneurs. However, the Central Government have formulated many schemes for the development and promotion of such units throughout the country. The Finance Minister in his Budget Speech for 1999-2000 had announced the National Programme for Rural Industrialisation (NPRI) to promote clusters of units in rural areas aiming to set up 100 rural clusters in each year. The Office of the Development Commissioner (SSI) has been designated to coordinate the programme with various Ministries/agencies who are also engaged in similar programme. It was, decided to coordinate and synergies the efforts being made by various ministries/departments/organisations and the state governments so as to have a concerted effort towards setting up rural clusters.

Objective:

The objective of the programme is to set up 100 rural clusters every year to give a boost to rural artisans and unemployed youth which in turn reduce the disparities between rural and urban areas.

Implementing Agency:

- The office of the Development Commissioner (DC-SSI) has been coordinating the programme with other agencies.
- Khadi and Village Industries Commission has taken up 50 rural industrial clusters for development.
- Besides, the Small Industries Development Bank of India (SIDBI) has selected 25 clusters for development.
- The rest have been taken up by office of the DC(SSI), NABARD and the State.
- The implementation of the programme is being done at district level by an implementing Committee under the District Magistrate with members from other related Ministries/Agencies.

Activities:

The implementing agencies have been undertaking motivational campaigns and entrepreneurship training

along with skill upgradation of artisans and prospective entrepreneurs in rural areas.

Procedure:

All correspondence should be made in the address as given under scheme 1.

3. Scheme of Integrated Infrastructural Development (IID) for Small Scale Industries in the Backward/Rural Areas

Background:

In pursuance to the Industrial Policy measures for promoting and strengthening small and tiny village enterprises announced in August, 1991, a scheme of Integrated Infrastructural Development (IID) for small scale industries has been initiated in 1994 to facilitate location of industries in rural/backward areas and to promote stronger linkages between agriculture and industry.

Objective:

The aim of the Scheme is to create and develop infrastructural facilities like developed sites, power, distribution network, water, telecommunication, drainage and pollution control facilities, roads, banks, raw materials, storage and marketing outlets, common services facilities and technological back up services.

Coverage:

The scheme covers backward districts/rural areas those are not covered under the Growth Centres Scheme being implemented by the Department of Industrial Policy and Promotion.

Implementing Agencies:

- Under the Scheme, the concerned State Government are required to select suitable sites in the rural/backward areas, firm up the project proposals, get the project appraised from SIDBI.
- The IID scheme can be implemented by a State Public Sector Undertaking or corporate body or a reputed VO. Such agencies should have good track record and sound financial position as evident from their audited balance sheets.

Financial Assistance:

- The estimated cost to set up an IID centre is Rs. 5 crores (excluding cost of land) which is shared between the government of India and SIDBI in the ratio of 2:3.
- The share of the Central Government is in the form of grant and that of SIDBI as loan.
- The cost in excess of Rs. 5 crores will be borne by the respective States/U.Ts/Implementing agencies.
- With a view to give a boost to the growth of small industries in the North-East Region, Government of India has recently relaxed the funding pattern of this scheme for North-East Region. As per revised pattern, Project Cost is shared by Government of India and SIDBI in the ratio of 4:1, i.e., Government of India grant would be Rs. 4 Crores and State share/SIDBI loan would be Rs. 1 crore.

Procedure:

The High Powered Committee under the Ministry of SSI and ARI, Government of India considers the proposals only after recommendation of SIDBI becomes available.

4. Trade Related Entrepreneurship Assistance and Development for Women (TREAD).**Background:**

Over the years, a number of policies and programmes have been initiated by the Central and State Governments with the object of generating income and alleviating poverty of women. Mention may be made of programme such as Support to Employment Programme for Women (STEP) consisting of a series of action plans intended to strengthen and improve women's work and employment. Rashtriya Mahila Kosh (National Credit Fund) is an innovative Institution for extending credit to poor women. However, there was no comprehensive effective package targeting entrepreneurship development of women.

The TREAD is a holistic package covering not only management and trade related training, but also trade information, guidance counseling and follow-up at one end of the entrepreneurial development spectrum, and extension activities to transfer marketable designs and

packaging inputs tie-ups with marketing organisations, and guidance and follow-up at the group entrepreneurial level for the rural and urban poor.

Objective:

The TREAD programme seeks to economically empower women in rural, urban and semi-urban areas through development of entrepreneurial skills, elimination of constraints faced by women, and strengthen trade support networks.

Implementation Agency:

Government provides grants to the beneficiaries through the VOs. Besides the programme also has provisions for setting up women cells in the leading institutions across the country.

Coverage:

The product group cover any viable non-farm activity and the programme may be extended to the whole country.

Financial Assistance:

- Under the scheme government provides grant up to 1/3rd of the total project cost through the lending agency.
- Grant assistance will be available for the following:-
 - Conducting feasibility studies.
 - Skill training of women
 - Enterprise development training of women and VO's staff, product and market development
 - Institutional capacity building of VOs and support agencies
 - Development of data bases and trade related information system
 - Participation in exhibition and other marketing events.
 - Acquisition of common infrastructure
 - Payment of insurance premium on productive assets acquired by beneficiaries
 - Acquisition of computer and operationalisation of Information Management System.
 - Government subsidies of 50% is given for training costs in selected Institutions to enable them to acquire/upgrade entrepreneurial skills.
 - The VOs are free to choose lending agencies such

as SIDBI, NABARD, RMK or Commercial Banks. However, the lending agencies willing to operate the scheme is to sign an MOU with the Ministry of SSI.

Procedure:

The High Powered Committee under the Scheme in the Ministry of SSI and ARI, Government of India considers the proposals only after recommendation of SIDBI becomes available.

5. Scheme for Integrated Technology Upgradation and Management Programme (UPTECH)

Background:

The Office of the DC(SS)I has been operating a scheme on technology upgradation and management called UPTECH since February, 1998. The Scheme applies to the cluster of industries where there is commonality in the method of production, quality control and testing, energy conservation, pollution control etc. among the units of the cluster. It covers comprehensive range of

issues related to technology upgradation, improvement of productivity, energy conservation, pollution control, product diversification and their marketing, training of supervisors/workers etc.

Objective:

The objectives of the scheme are:

- To carry out technology status and technology needs studies of identified clusters of traditional skills-based enterprises.
- To scout for and identify appropriate technologies and their providers on the basis of the status and needs studies.
- To facilitate contract/need based research, if required and to adapt the available technology to the specific needs of the end users.
- To promote and facilitate the delivery of the technology from its producer to the recipient user.
- To promote the assimilation and diffusion of the identified technology across the cluster of small enterprises.

FORMAT

APPENDIX-I

Indicative Application Form for Financial Assistance Under Prime Minister's Rozgar Yojana for Educated Unemployed Youth

Affix Photograph

(Passport size)

1. Name of the applicant (in block letters)
2. Sex (Male/Female)
3. Father's name
Occupation
Address
4. Address (Self)
 - (a) Permanent
 - (b) Correspondence
 - (c) Whether residing continuously for the last three years in the area from where loan is applied Yes/No
5. Age particulars
 - (a) Date of Birth
 - (b) Age as on date of application
6. Qualification
 - (a) Academic
 - (b) Technical
7. Training received, if any (Give name of Institute & duration)
8. Whether the applicant is unemployed?
If so, whether registered with Employment Exchange? (Give Registration No. & Date)
9. Whether the applicant belongs to SC/ST/OBC
10. Whether the applicant belongs to minority community
11. Type of industry/service/business activity proposed to be started (Give project details)
12. Previous experience in the line, if any
13. Place of work where the activity as mentioned in Col. 10 above is proposed to be started (give full details)
14. Present annual income of the family duly supported by the affidavit.
15. Amount of loan required.
 - (a) Machinery & equipment
 - (b) Other fixed assets
 - (c) Working capital
 - (d) Total
16. Margin money proposed to be invested
17. (a) Whether taken loan from any banking/financial institution
of State/Central Govt.
 - (b) If yes for 16(a) whether all repayments made.
 - (c) If No for 16(b) indicate the balance amount.
18. I certify that all information furnished by me is true; and that I have no borrowing arrangements for my above proposed industrial/service/business concern with any bank/financial institution.

Signature of the applicant

Note:

Application should be submitted complete in all respects in duplicate along with attested copies of the following documents:

1. Age Certificate
2. Certificate of qualification-academic and technical.
3. Ration card or any other proof of residency for 3 years.
4. Experience certificate, if applicable.
5. Affidavit duly countersigned by the Oath Commissioner.

Specimen of Affidavit:

Specimen of Affidavit to be submitted along with the application on Rs. 3/- Non Judicial Stamp Paper duly attested by Oath Commissioner.

I S/o, D/o, W/o R/o Distt./State do hereby solemnly affirm and declare as under:

1. that I am unemployed
2. that I am not in a position to muster my own capital for the project.
3. that I am a permanent resident of _____since years.
4. that family income of my family which includes spouse is Rs..... per annum and income of my parents is Rs..... per annum separately from all sources such as salary, wages, agricultural income,business, rent, interest, pension etc.
5. that I have not defaulted in repayment of loan from any nationalised bank/ financial institution/Cooperative Bank.
6. that I shall abide by the rules framed under the scheme of PMRY for Educated Unemployed Youth.
7. that I shall submit the progress report required by the banks/Govt.

DEPONENT

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT**DATED:**

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15.2 KHADI AND VILLAGE INDUSTRIES COMMISSION

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INTRODUCTION

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INTRODUCTION:

The Khadi and Village Industries Commission (KVIC) is a statutory body created by an Act of Parliament for promotion and development of Khadi and Villages Industries in April 1957 and took over the work of the former All India Khadi and village industries which was established in 1953 to work in collaboration with Akhil Bharat Sarva Seva Sangh. The KVIC is entrusted with planning, promotion, organisation and implementation of programmes for the development of Khadi and other village industries in the rural areas in co-ordination with other agencies engaged in rural development.

Objectives:

The broad objectives of the KVIC are:-

- To provide employment to the rural artisans in their village itself.
- To produce saleable articles
- To create self-reliance amongst the people and build up of a strong rural community base.
- To make khadi and village industries, a more effective instrument for the rural industrialisation in the country.

Functional Domains of KVIC:

- The KVIC is entrusted with function of building up of a reserve of raw materials and implements for supply to producers, creation of common service facilities for processing of raw materials as semi-finished goods and provisions of facilities for marketing of KVI products apart from organisation of training of artisans engaged in these industries and encouragement of cooperative efforts amongst them. To promote the sale and marketing of khadi or products of village industries or handicrafts, the KVIC may forge linkages with established marketing agencies wherever necessary and feasible.
- The KVIC has taken the responsibility of encouraging and promoting research in the production techniques and equipment employed in the khadi and village industries sector and providing facilities for the study of the problems relating to it, including the use of non-conventional energy and electric power with a view to increasing productivity, eliminating drudgery and otherwise enhancing their competitive capacity

and arranging for dissemination of salient results obtained from such research.

- The KVIC is entrusted with the task of providing financial assistance to institutions and persons through them to engage in the development and operation of khadi and village industries and guiding them through supply of design, prototypes and other technical information.
- In implementing khadi and village Industries activities, the KVIC may take such steps so as to ensure genuineness of the products and to set standards of quality and ensure that the products of khadi and village industries do conform to the standards.
- The KVIC may also undertake directly or through other agencies studies concerning the problems of khadi or village industries besides experiments or pilot projects for the development of khadi and village industries.
- The KVIC is authorised to establish and maintain separate organisations for the purpose of carrying out any or all of the above matters besides carrying out any other matter incidental to its activities.

Khadi and Village Industries coverage under KVIC:

Khadi means any cloth woven on handloom from cotton, silk or woolen hand-spun yarn in India or from a mixture of any two or all of such yarns. Village Industry means any industry located in a rural area with population not exceeding 20,000 as per 1991 census or such other figures which produces any goods or renders any service with or without use of power and in which the fixed capital investment (in plant & machinery and land & building) per head of an artisan or a worker does not exceed Rs. 50,000.

The village industries are broadly grouped by KVIC under seven heads for the purpose of implementation of its programmes. These are:

- Mineral Based industry – e.g. cottage pottery industry, limestone, lime shell and other lime product industry etc.
- Forest Based industry – e.g. Handmade paper, manufacture of Kattha etc.
- Agro-Based and Food industry – e.g. processing, packing and marketing of cereals, pulses spices, condiments, masala etc.

- Polymer and Chemical Based Industry – e.g. Flaying, currying and tanning of hides and skins, cottages soap industry etc.
- Engineering and Non-conventional Energy e.g. Carpentry, Blacksmithy, Manufacture of household aluminium utensils etc.
- Textile industry (Excluding Khadi) e.g. Hosiery, Tailoring and preparation of readymade garments etc.
- Service industry e.g. Laundry, barber, plumbing etc.

KVIC arranges various training programmes and artisans as well as other personnel, initiates publicity measures to promote and popularise KVI products, provides marketing facilities to KVI units and lends such other facilities for the smooth implementation of khadi and village industries programme.

Implementing Agencies:

The implementation of the khadi and village industries programmes is carried out through directly aided institutions, State/UT Khadi Village Industries Boards, voluntary organisations, cooperative societies and individual entrepreneurs. Presently, KVI Programmes are being implemented through 30 State/UT level Khadi and Village Industries Boards, 5149 Registered Institutions, directly aided by KVIC, 30130 Cooperative Societies and nearly 0.8 million individuals implementing KVIC Programmes.

Funding:

For implementation of KVI programme mainly depends on the budgetary support being provided by the Government of India. The Government of India had released an amount of over Rs. 3460 million during 1998-99 under the plan head. In addition to the budgetary support, the other two sources of funds for KVI programme are, credit from a Consortium of Banks and funds availed by the implementing agencies from the Banking institutions.

Programmes:

In order to make the Khadi and Village Industry programmes a more effective instrument for the rural industrialisation and to suggest measures for its accelerated growth, a High Power Committee (HPC) was constituted in 1993 under the Chairmanship of the then

Prime Minister of India. The Committee submitted its final report in May 1994. KVIC has made various changes in its approaches in implementation of KVI programmes on the basis of recommendations of HPC. It has adopted a project approach under village industries programme. It has launched national programmes on thrust areas under KVI programme. Various programmes and schemes undertaken by KVIC through which voluntary organisations are involved and provided with assistance are outlined below:-

1. Rural Employment Generation Programme (REGP)

In pursuance of the recommendations of High Powered Committee, the KVIC has launched Rural Employment Generation Programmes in October 1994. Under this programme, Area specific programmes in Districts Special Employment Programme and 125 Blocks Development Programme, Blocks and National Programme for important village industries had been initiated. The District Special Employment Programme and the Block Development Programme are merged with normal programmes of Khadi and Village Industries with effect from April, 1999.

1.1 National Programmes in Selected Industries

In an effort to generate massive employment in the KVI sector and with an intention to modernise the activities by imparting improved skills and technique, thereby to enhance productivity and quality of programmes KVIC has launched National products on leather, beekeeping and hand made paper etc.

a) National Programme on Leather

Objectives:

The objectives of National Programme on leather are:- skill upgradation by imparting training; providing improved tools, plastic lasts etc., involvement of women; supply of design input and marketing support.

b) National Programme on Bee Keeping:

The programme envisages setting up of various national projects all over the country for generating employment to 50,000 persons by the end of Ninth Five

year plan. It also proposes to implement special projects under pottery with a employment target of 73,000 persons by the end of this plan. Institutions which are already engaged in implementation of beekeeping programme and which have working experience in the industry are considered for sanctioning modern honey processing plant. Establishment of modern honey processing plant for processing of rock bee honey may also be considered. The Directorate of Beekeeping has identified several institutions for implementation of the programme.

c) National Programme on Handmade Paper.

The National Programme on Handmade Paper Industry envisages setting up of 460 new handmade paper units providing direct employment to 40,000 persons. The Directorate of Handmade Paper Industry has been extending services of the technical and marketing support to hand made paper units.

2. National Programme for Rural Industrialisation

The National Programme for Rural Industrialisation (NPRI) was launched during 1999-2000 with the mission to set up 100 rural clusters every year to give a boost to rural industrialisation in the country. Out of the 100 clusters to be set up, 50 clusters have been undertaken by the KVIC. Rural artisans and unemployed youth were to be benefited from this programme.

2.1 Scheme of Cluster Development

Background:

KVIC had initiated development of clusters in the year 1990 to provide a wider coverage of artisans, particularly artisans engaged in traditional industries. The Commission introduced a scheme of Common Facility Centre (CFC) in April, 1998 for providing support services for the full development of clusters. The CFCs extend support for raw material supply, improved tools and implements, supply of spare parts, technical know-how and marketing linkages to the clusters.

A cluster which normally takes shape due to availability of specific raw material, specific skill, specific market or specific organisation has been identified in KVI sector based on:- (i) their engagement in single industry/

item and (ii) their engagement in more than one industry/item but located in one geographical area. The industries which are identified in clusters are for example, Bee-keeping industry, care & Bamboo industry, Non-edible oil and soap, Handmade paper, village oil industry, Khadi, Mineral based industry (lime) etc.

Objective:

The main goal of cluster development programme of KVIC is to make the clusters, the centres of vibrant economic activity generating employment in KVI sector.

Eligibility:

In order to be eligible for assistance under the scheme the organisations should fulfill the following conditions:-

- It should be an entity with a registration of a minimum of three years.
- Having experience in thrift and saving programmes with SHGs/individuals.
- Be engaged in entrepreneurship and income generation activities with women have basic infrastructure, qualified support staff and services to undertake micro-enterprise development for women.

Financial Assistance:

- KVIC has been providing margin money for establishing industrial units in the rural areas.
- The grant component is 25% of the project cost except in the North East Region, Andaman & Nicobar Island and Sikkim, where the grant component of margin money is of 30%.

Procedure:

Under the schemes, the VOs are required to submit their project proposal/outline to the Joint Secretary, Ministry of SSI & ARI, Udyog Bhavan, New Delhi 110 011. Two committees namely; the Steering Committee under the Chairmanship of Secretary (SSI & ARI) and Implementation Committee under the Chairmanship of Joint Secretary (SSI & ARI) have been set up to sanction, monitor the projects and providing overall guidance to the programme. In the States, the Secretary/(SSI) or the Director (Industries) act as the nodal officers for interacting with the VOs and to provide infrastructure and other support services.

3. Margin Money Scheme (MMS)

Background:

In consonance with the recommendations of the High Powered Committee, the KVIC had replaced its system of financing under village industries from pattern-based assistance to project based financing with effect from the financial year 1995-96. The Commission has introduced the Margin Money Scheme for financing viable village industry projects.

Implementation:

The main channels of the scheme are the public sector Scheduled Commercial Banks (PSBs), non-PSBs and a Consortium of Bank with a credit line of Rs. 10,000 million. Besides the Nationalised Commercial Banks, the scheme has extended its implementation through Rural Banks. Cooperative Banks are also involved case by case.

Salient Features of the Margin Money Scheme:

A. Eligibility:

- (i) **Eligible Projects:** The Margin Money Scheme is applicable to all viable village industry projects set up in rural areas.
- (ii) **Eligible Agencies:** The eligible agencies under the scheme are (i) Individuals (Rural artisans/entrepreneurs) for projects upto to Rs. 1 million (ii) institutions, cooperative societies, trusts registered with KVIC/KVIB for projects upto Rs. 2.5 million.

B. Margin Money:

The scheme envisages that:-

- (i) 25% of the project cost up to Rs. 1 million will be provided by KVIC as margin money by way of back ended subsidy.
- (ii) For projects above Rs. 1 million and upto Rs. 2.5 million, the rate of margin money will be 25% of Rs. 1 million plus 10 percent of remaining cost of the project.
- (iii) In the case of weaker section beneficiary viz. scheduled casts/scheduled tribes/ other backward classes/women/physically handicapped/ex-service men and minority community beneficiary/institutions and for hill, border and tribal areas, North Eastern

Region, Sikkim, Andaman and Nicobar Islands, Lakshadweep, the margin money grant will be at the rate of 30 percent of the project cost upto Rs 1 million and above this amount upto Rs. 2.5 million, it will be 10 percent of the remaining cost of the project.

C. Borrower's Contribution:

Under the scheme, the borrower is required to invest his own contribution of 10 percent of the project cost. In case of SCs/STs and other weaker section borrowers, the contribution will be 5 percent of the project cost.

D. Quantum of Loan:

Banks will sanction 90 percent of the project cost in case of general category of borrowers and 95 percent of the project cost in case of weaker section beneficiary/institution and disburse full amount of the loan.

E. Modalities of the Scheme financed through Banks.

- (i) KVIC will place a lumpsum deposit of margin money in advance with the corporate office of each Bank or a Nodal branch designated by the Banks in savings bank account in the name of KVIC.
- (ii) **Criteria:** Banks will ensure that each project fulfills the criteria of "Village Industries", Per capita Fixed investment, own contribution, and is located in rural areas.
- (iii) Banks will appraise projects technically and economically and take their own decision on the basis of viability of each project.
- (iv) Since margin money is to be provided in the form of back-ended subsidy (grant), it will be credited to the borrower's loan account after two years from the date of first disbursement to the borrower/institution.
- (v) Margin money will be one time assistance from KVIC.

Feedback and Reporting System:

The Banks will submit the margin money claim to the Commission every quarter certifying that the criteria laid down for availing the benefits of margin money scheme have been complied with the Banks.

Procedure:

Application form for claiming "margin money" is given in Appendix II.

All correspondence regarding the scheme may be made to Khadi and Village Industries Commission, Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400 056

4. Consortium Bank Credit (CBC) Scheme:

Background:

A consortium of 15 nationalised banks was constituted in 1995-96 popularly known as Consortium Bank Credit (CBC) under the leadership of State Bank of India. The Government of India has provided an amount of Rs. 10,000 million to the KVIC through the consortium for various KVI programmes. The KVIC draws funds from the consortium and lends to viable Khadi and village industrial units either directly or through State/UT/ KVIBs.

Eligibility:

KVIC can lend the bank credit to the State/UT Khadi and Village Industries Boards based on the guarantee of the respective state government. Bank credits are also given to KVIC's directly aided institutions, individual artisans and entrepreneurs.

The consortium bank credit is not available under khadi and polyvastra.

Descriptions of Consortium Bank Credit Scheme:

- In case of village industries, capital expenditure loan and working capital loan are covered under the consortium bank credit.
- The loan together with interest is repayable in 7 years after moratorium period of 12 months.
- The rate of interest of consortium bank credit for village industries now stands at 13.5% and the rate is subject to revision from time to time.
- State/UT KVI Boards are fully responsible for recovery of CBC borrowed by it from the KVIC.
- The amount of consortium Bank Credit is made available only after the execution of the guarantee in favour of the KVIC by the state government. Without the state government guarantee, no funding will be done by the KVIC out of the CBC.

5. MARKETING SUPPORT SCHEME

Background:

Marketing of KVI products are being done through number of sales outlets managed, departmentally by the KVIC and also a large number of non-departmental outlets. The KVIC has established 27 Departmental Bhavans in major cities in order to help the KVI producing Agencies in their marketing efforts. Besides, there are about 15,000 sales outlets being managed by VOs. The KVIC also organises exhibitions at various places in order to boost the market ability of its products.

In order to open better marketing avenues of KVI products, it has been decided to bring various KVI products under a common brand name known as Sarvodaya, which is proposed to be introduced in the immediate future. Initially, V.I. products like agarbatti, honey, pickles, toilet soap and spices etc. are being covered.

6. Human Resource Development Programme:

Background:

The KVIC's training programme is mainly designed to help new entrants and educated unemployed youths for engaging themselves in self employment. The KVIC arranges to impact various types of training courses for the artisans and supervisory technical personnel and entrepreneurs through its Departmental and non-departmental training centres.

Beneficiaries:

- Unemployed rural youths
- Artisans and Supervisors working in KVI institutions.
- Prospective entrepreneurs
- Beneficiaries of other Government Schemes desirous of undertaking KVI activities.

7. Programme for Weaker Sections

The KVIC undertakes its programme in rural areas mostly within the cottage and village industries artisans itself. The KVI activities are providing large number of employment of SCs/STs and women. At present 32% and 42% of total KVI employment are from the SC/ST and women artisans respectively. In the case of Margin Money Scheme, the KVIC is providing additional 5% Margin Money to the weaker sections like SC/ST, women, handicapped, minority etc.

FORMAT

APPENDIX-I

FORMAT FOR KVIC APPRAISAL FORM

1. Name of the Project
2. Name of the Unit and its address
3. Constitution
4. Name of product(s) to be manufactured
5. Installed capacity
6. Process of Product
7. The Entrepreneur's data (past activities, knowledge of present activity such as technical, managerial, financial, experience etc.)
In case of Society/Trust
The Chairman
Vice Chairman
Secretary
Treasurer
8. Capacity, ability & Integrity of Promoters/Office Bearers
9. Whether unit is existing or new unit.
If existing, whether financed in the past by KVIC/Bank.
If so, present position of the loan account and comment on conduct of account. (Full details to be given.)
10. Infrastructure facilities available to the project.
 - a) Land
 - b) Building (existing and proposed)
 - c) Water
 - d) Power/Electricity
 - e) Communication
 - (i) Roads
 - (ii) Telephone
 - (iii) Railway
 - (iv) Nearest Market
 - f) Skilled, unskilled & technical person.
10. Marketability of the product
Principal customers, areas, whether assured orders are in hand, selling arrangement proposed, if selling is on commission basis, its necessity and to which agency commission is payable, whether price offered is competitive as compared to market price, impact of competition on activities of unit)
11. Licensing formalities required/completed/Document obtained
 - a) Permission from Gram Panchayat/Z.P. for establishment of unit.
 - b) Permission for construction of building as per approved plan obtained from competent Authority.
 - c) Permission obtained.
 - d) Permission for manufacture of products from competent authority (whether necessary obtained).

Quantity	Weight	Rate	Sales Value



- e) Permission from pollution control authorities obtained (whether necessary)
 - f) Population Certificate
 - g) SSI Registration, if obtained.
13. Time schedule for commencement of manufacturing activity.
- a) Completion of Building structure and power.
 - b) Availment and installation of machinery.
- Therefore the likely date for commencement commercial production will be _____ months from the date of disbursement and will be around _____

14. Raw material (Name of raw material, plance/price, regular supply, transportation.

15. Cost of Project Rs. in lakhs

Cost of land Owned/leased

A. Capital Expenditure

- i) Building/shed (Measurement)
- ii) Machinery (List enclosed)
- iii) Furniture & Fixture.

Total (A) Rs. _____

- B) i) Raw Materials Period Amount
- ii) Stock in process
 - iii) Finished Goods
 - iv) Receivables.

Less

- v) Credit available for raw materials.

Total (B) _____

Total Funds Required (A) + (B) _____

16. Means of finance

- i) Own investment to be made by the applicant
- ii) Margin Money by KVIC.
 - a) upto 10 lakhs
 - b) above 20 lakhs.
- iii) Capital Expenditure Loan
- iv) Working Capital

Total _____

Note:

(Column No. 15 & 16 should agree).

17. PROFITABILITY

(Rs. in lakhs)

At installed capacity	Ist year	2nd year	3rd year



Estimated Sales

(A) Variable Cost

1. Raw Material
2. Wages
3. Power/Fuel
4. Transport
5. Interest on term loan
6. Selling and other general expenses
7. Others

TOTAL (A) _____

(B) Fixed Cost

- a) Salaries
- b) Repairs & Maintenance.
- c) Interest on W.C. Loan
- d) Adm. Expenses
- e) Insurance
- f) Depreciation
- g) Others

TOTAL (B) _____

**Cost of Production (A+B)
(Before Net Profit)**

Net

Less-Taxes (if any)

18. Calculation of Cash Accruals

(ii)	1st year	2nd year	3 rd year
Profit			
Depreciation			
Total	_____	_____	_____
Repayment			
C.E. Loan			
W.C. Loan			
Total	_____	_____	_____
D.S.C.R			
Average D.S.C.R.			
Conclusion			

19. Capital Expenditure Loan

Amount Rs. _____ would be repaid in _____ quarterly instalment of Rs. _____ and last instalment of Rs. _____ -with moratorium period of one year from the date of disbursement.



WORKING CAPITAL LOAN

Amount Rs. _____ would be repaid in _____ quarterly instalment of Rs. _____ -and last instalment of Rs. _____ with moratorium period of one year from the date of disbursement.

20. Profit Of Sales %	<u>1st year</u>	<u>2nd year</u>	<u>3 rd year</u>
Sales			
Profit			
Profit/Sales %	_____	_____	_____

- ii) Debt Equity Ratio
- Equity Rs. _____ (including quasi equity)
- Loan assistance
- Debt Equity Ratio

21 B.E.P. Sales Analysis

- i) Break even sales = $\frac{\text{Sales} \times \text{Fixed Cost}}{\text{Sales} - \text{Variable Cost}}$ at installed _____ capacity level
- ii) B.E.P. % to total sales in percentage level.
- iii) Conclusion

22. Confirmation

We have examined the proposal submitted by the applicant M/s. _____ and confirm that.

- a) The cost of the construction per sq. ft. at Rs. _____ is reasonable which is worked out to Rs. _____
- b) The cost of machinery and tools shown at Rs. _____ is competitive and reasonable. They will be sufficient to cope up the production level envisaged and their life span will be more than the repayment period of loan proposed.
- c) The production level estimated by the applicant considered by us as above is within reach realistic and achievable.
- d) The raw material percentage of cost of production as estimated by the applicant is scientifically correct.
- e) The items of the costs of production are reasonable according to the area of operation.
- f) We have satisfied ourselves about the integrity, ability, capacity and managerial competence of the applicant?
- g) The proposal is technically feasible and economically viable.

23. Recommendations:

In view of the foregoing, we consider the above mentioned proposal as a fair banking risk and therefore, recommend that the under noted loan facilities may be, Sanctioned to M/s. _____ under the KVIC terms and conditions, subject to scrutiny of the appraisal by the Project Appraisal Cell regards the economic viability on the basis of data submitted by the applicant and confirmed by us.

- i) Capital Expenditure Loan
- ii) Working Capital Loan
- iii) Margin Money

Total Rs. _____

Date:

Director/Dy. Director
_____ **Industry**

Application Form for Claiming “Margin Money” From Khadi & Village Industries Commission by Beneficiary and Bank/Financial Institution

Place:

Date:

No.

To

The Chief Executive Officer
(Directorate of Bank Finance)
Khadi & Village Industries Commission
Mumbai 400 056

(THROUGH THE BANK)

Sub: Payment of “Margin Money” against the Bank Finance sanctioned .reg.

Sir,

I/We _____ Son/Daughter of _____ Secretary/Chairman/President/Managing Trustee/Proprietor of _____ hereby inform you that a village industry project has been sanctioned in my/our favour under Margin Money Schme of KVIC by _____ -Bank _____ Branch _____ District _____ of _____ State.

Details of Project Cost**Means of Finance**

A) Capital Expenditure		Own Contribution	Rs.
i) Building/workshed	Rs.	Margin Money	Rs.
ii) Machinery/Equipment	Rs.	Term Loan	Rs.
B) Working Capital	Rs.	Cash Credit	Rs.

Total Cost : Rs.

I/We, therefore, request you to please advise the Bank to disburse an amount of Rs.(Rupees.....) being the margin money sanctioned by the Commission.

The details of my/our project is as under:-

1. Full Name of the beneficiary/ Society/Institution/Trust
 - (a) Full Address
 - (b) Legal Status.
 - (c) Registration No. and date, if any.
2. Location of the unit
(Village Industry Activity (Please specify))
3. Whether the beneficiary belongs to SC/ST/Minority/OBC/Ex-Servicemen/PHC/Women or General

4. Per Capita Fixed Investment : Rs.
HBA/NE States/Sikkim/Anadaman & Nicobar or Lakshadweep
5. Employment envisaged
 - a) Full time
 - b) part time
 - c) seasonal
6. Whether own contribution has been deposited with the bank.

I/we hereby agree to abide by the terms and conditions and instructions issued by the Commission in this behalf from time to time and those to be issued in future with regard to Margin Money Scheme. I/We also agree to furnish quarterly progress report on production, sales, employment, wages paid etc. to the Bank which in turn will send the information on Quarterly basis to the Commission for record and advice to Govt. of India. The advance stamped receipt of Margin Money amount is also attached.

Yours faithfully,

**(Signature of the beneficiary)
SEAL***

FORWARDED

**BRANCH MANAGER
Seal of the Bank/Branch**

CONTENT

15.3 COIR BOARD

INTRODUCTION

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PROGRAMMES/SCHEMES

1. Market Development Assistance Scheme
2. Integrated Coir Development under Cooperativisation Scheme
3. Social Development and Welfare
 - 3.1 Mahila Coir Yojana
 - 3.2 Model Coir Village Scheme
 - 3.3 Insurance Scheme for Coir Workers
4. Modernisation Programme
 - 4.1 Brown Fibre Development Scheme

INTRODUCTION:

Coir Industry ranks the foremost among the traditional industries. Primarily it is a labour intensive, export oriented cottage industry. An estimated 5 lakh people are employed in this industry. Coir industries has been developed mainly in the coastal areas where there is high concentration of coconut cultivation.

Nearly 80% of coir workers in the fibre extraction and spinning sector are women. The production and processing methods in coir industry largely continued to be traditional. The coir industry has started and flourished in Kerala, which has a long coast line and abundant lakes, lagoons and backwaters which provides the natural conditions required for retting. The industry gradually spread into other coconut producing States like Tamil Nadu, Karnataka, Andhra Pradesh, Orissa, West Bengal, Assam, Tripura, Pondicherry and Union Territories of Lakshadweep and Andaman & Nicobar Island.

Activities:

The Coir Board undertakes a wide range of activities for the development of the coir industry which are as follows:

- Undertaking scientific, technological and economic research and development activities.
- Collection of statistics relating to exports and internal consumption of coir and coir products.
- Development of new products and novel designs.
- Publicity for promotion of exports and internal sales.
- Marketing of coir and coir products in India and abroad.
- Preventing unfair competition among producers and exporters.
- Carrying out training activities for grooming skills etc.
- Assisting in the setting up of factories for the manufacture of products.
- Promoting cooperative organisations among producers of husks, coir fibre, coir yarn and manufacturers of coir products.
- Ensuring remunerative returns to producers and manufactures.

The Headquarter of the Board is located at Kochi, Kerala. There are three regional offices of the Board one each at Bangalore, Visakapatnam and Pollachi for promoting the development of coir industry primarily in

the brown fibre sector. The Central Coir Research Institute (CCRI) of Alleppey, Kerala and the Central Institute of Coir Technology (CICT), Bangalore are engaged in research and development activities of the coir industry.

The Coir Board undertakes various programmes/activities for promotion of coir industry under which it involves and supports projects of voluntary organisations. These programmes are outline below:-

1. Market Development Assistance Scheme

Background:

Improving the market of coir products in India is an important statutory function of the Coir Board. The Market Development Assistance Scheme has three component (sub-schemes):-

- Domestic Market Development
- Rebate Scheme
- Market Development Assistance Scheme (MDA).

A) Domestic Market Development

Objective:

The objective of the scheme is to popularise quality coir and coir-products and increase their consumption with the country.

Activities:

The domestic market development includes opening of new showrooms, participation in fairs and exhibitions, undertaking generic publicity to popularise coir and coir products. The Board has so far set up 33 showrooms and Sales Depots (SR&SD) all over the country including a mini depot at Secunderabad. The Board proposes to open a new SR & SD at Agartala in Tripura for the development of coir industry in the North-Eastern Region. It is also proposed to launch marketing activities for coir and coir products in this region in collaboration with the state governments concerned. The Board participate in exhibitions/fairs in different parts of the country to popularise the coir products.

B) Rebate Scheme:

The important aspect of the domestic market development programme is the rebate. The rebate scheme was introduced during the Seventh Plan Period. The

provisions under the scheme are as follows:

- The Rebate was allowed @ 20% on sale of coir yarn and coir products and that was to be shared on a 1:1 basis between Coir Board and concerned State and UT Governments.

Limitation of Rebate Scheme:

- Rebate is available only for 90 days a year.
- The scheme is sanctioned on an yearly basis, unless notified every year afresh.
- The benefit of rebate goes to the consumer.
- The Co-operatives, Apex bodies, Public Sector enterprises do not get any benefit, except that the rebate is reimbursed to them.

C) Market Development Assistance Scheme (MDA)

The Coir Board has been promoting the sale of coir products manufactured by the Co-operatives and State/Central Government agencies committed to payment of minimum wages to coir workers.

Financial Assistance:

- Financial assistance is provided @ 10% to the Apex societies, manufacturing societies, State owned coir development agencies/showrooms/sales depots of Coir Boards on the basis of the annual sales turnover of coir products. This assistance will be shared by the Central Government and the concerned State Government on 1:1 basis.
- Facilitating more employment opportunities in co-operative sector of coir industry.
- Providing developmental assistance on a continuing basis to the cooperatives and State Government agencies to pursue market development programme like setting up of Sales outlets, participation in exhibitions etc.

Procedure:

For further details and assistance, please contact: - Coir Board, M.G. Road, Ernakulam South, Kochi, Kerala 682 016.

2. Cooperativisation Scheme

Background:

The workers in Coir Industries sector are mostly

unorganised. The scheme of cooperativisation will revitalise the dormant cooperative societies and also bring 80% of the workers in the coir sector under the co-operative fold. The Central Government has evolved a scheme for assisting the coir industry by formation of viable coir co-operatives and revitalisation of the potentially viable, dormant societies and bringing the coir industry on a sound footing. The scheme covers coir producing States/Union Territories where there is potential for forming coir co-operatives.

Objective:

The objective of this scheme is to provide (i) share capital assistance to coir societies in the form of loan, (ii) managerial subsidy, (iii) equipment assistance, (iv) marketing assistance to apex societies for opening sales outlets and (v) Integrated Coir Development Project in Kerala, Tamilnadu and Karnataka.

Financial Assistance:

- Central assistance under the scheme covers only 50% of the expenditure of the project and the remaining 50% is met by the concerned State Government/Union Territory.
- Coir Industry is labour intensive and export oriented.
- Coir Board has been entrusted with the task of developing market for Coir products both in India and abroad. As a result of the various measures taken by the Coir Board, there is an upward trend in the export of Coir.
- The various measures undertaken by the Board to develop external market includes participation in International Conference, Exhibitions etc.

3. Social Development and Welfare Programmes

The Coir Board has introduced several social development and welfare programmes which are outlined below:-

3.1 Mahila Coir Yojana

Background:

Mahila Coir Yojana is the first women oriented self-employment programme in the industry. Mahila Coir Yojana is providing self-employment to rural women

artisans for distribution of motorised coir yarns spinning ratts. Conversion of coir fibre into yarn on motorised ratt in rural households provide scope for large scale employment, improvement in productivity and quality, better working conditions and higher income in the coir producing states. The scheme envisages distribution of motorised ratt for spinning coir yarn to women artisans after giving training.

Objective:

The objective of Mahila Coir Yojana is to provide self-employment to rural women artisans.

Training:

- Women spinners are trained for two months in spinning coir yarn on motorised ratt in the Board's training centres.
- A trainee who passes the test conducted at the end of the training become eligible for a motorised ratt.

Financial Assistance:

- Under this scheme, a one time subsidy to the tune of 75% of the cost of the motorised ratt with a maximum of Rs. 7,500/- is being granted.
- Not more than one artisan per household is eligible to receive assistance under the scheme.

3.2 Model Coir Village Scheme

To mitigate the hardships of coir workers, the Coir Board has been extending financial assistance at the rate of Rs. 3 lakh per village for construction of houses, sanitary latrines, safe drinking water facilities, smokeless chulha, working shed etc.

3.3 Insurance Scheme for Coir Workers

Background:

The workers engaged in processing of coir with the aid of machine and equipments are prone to minor or major accidents at work site and elsewhere. In such cases the insurance of the workers are not taken care by any of the existing welfare schemes being implemented in the Coir Industry. Keeping this in mind, Coir Board has introduced a Group Personal Accident Insurance Scheme.

Financial Assistance:

The Insurance Scheme was launched in December 1998 to provide financial compensation of Rs. 25,000/- for accidental death and permanent total disability and Rs. 12,500/- for permanent partial disability.

4. Modernisation Programme

Integrated Coir Development Projects (ICDP) in Kerala, Tamil Nadu, Karnataka and West Bengal envisage setting up of new primary cooperatives, modernisation and extension of existing cooperatives, improved handlooms, curling units and automatic spinning units etc. Important activities undertaken to develop the brown fibre sector are organising entrepreneur development programme, quality improvement programme, grant of financial assistance for setting up of new coir units/modernisation of existing coir units etc.

The Coir Board organises quality camps in the field of fibre extraction and manufacturing sector to create awareness among the coir workers for producing better quality products.

4.1 Brown Fibre Development Development Programme:

Under this scheme, Coir Board is extending financial assistance to the tune of 25% of the cost of equipment and infrastructural facilities subject to ceiling of Rs. 1 lakh for setting up of coir units and Rs. 50,000 for modernisation of existing coir units and for installation of generator sets in fibre/curled coir units.

Procedure:

The VOs having the requisite experience on micro credit would prepare project proposals on women entrepreneurs behalf which is sent to Lending Agency for detailed appraisal. Lending Agency sanctions the viable projects and recommends to the Ministry for sanction of grant. All correspondence should be made to: Coir Board, M.G. Road, Ernakulam south, Kochi-682016, Kerala.

CHAPTER 16

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

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INTRODUCTION:

The concept welfare state as enshrined in the Constitution of India finds its emphatic expression in its Preamble and the Directive Principles of State Policy. Articles 38,39 and 46 of the Constitution envisage a very positive role for the State in bringing about welfare and development of disadvantaged and marginalised groups of the society. Towards concretising the goals and objectives of the welfare state, the earlier Ministry of Welfare, renamed as the Ministry of Social Justice and Empowerment” in May 1998, has been pursuing policies, strategies and programmes for the welfare and development of the disadvantaged and marginalised sections of the society viz scheduled castes, scheduled tribes, backward classes, minorities, disabled, aged persons, street children and victims of drug abuse etc. The basic objective of the policies and programmes of the Ministry is to bring these target groups into the main stream of development by making them self-reliant.

There has been changing emphases of the Ministry now, more towards welfare, social justice and empowerment of these groups. A holistic and integrated approach covering social and economic empowerment and social justice to weaker sections is the main thrust of the Ministry to accomplish an all round development of these groups.

The Ministry widely recognises the historic role played by the voluntary organisations and NGOs in the field of social welfare. The policy of the Ministry is to encourage participation of the community and maximum utilisation of existing infrastructure and voluntary action in its programme interventions. The Ministry promotes and assists voluntary organisations and NGOs in implementing its various programmes which broadly fall under the Ministry to accomplish an all round development of these groups. The Ministry widely recognises the historic role played by the voluntary organisations and NGOs in the field of social welfare.

16.1 SCHEDULED CASTES DEVELOPMENT PROGRAMMES

Background:

The Scheduled Castes population constitute about 138 million or 17 percent of India’s total population (1991 census) and they are highly concentrated in states such as Uttar Pradesh, West Bengal, Bihar, Tamil Nadu and Andhra Pradesh. Together, these states account for more than half of the SC population. More than half of the scheduled caste workers in these states are agricultural wage labourers.

The Ministry of Social Justice and Empowerment is the nodal Ministry that oversees the interests of the Scheduled Castes. Besides implementing several welfare and protective schemes on its own, this Ministry is for protection and promotion of the interests of SCs.

The Ministry of Social Justice and Empowerment implements various programmes for the development of SCs under which assistance is given to voluntary organisations. Ninety percent of grant-in-aid is for activities like education, vocational training, support facilities such as creches, medical units, balwadis, legal aid, client service, human rights issues etc.

1. National Scheme of Liberation and Rehabilitation of Scavengers and their Dependents (NSLRS).

Background:

The scheme was launched by the Government of India in 1992 in pursuance of the commitment to eliminate the obnoxious practice of manual scavenging.

Objectives:

- To identify scavengers and their dependents and their aptitude for alternative trades and professions.
- To provide training of scavengers and their dependents with TRYSEM norms.
- To rehabilitate scavengers through a prescribed financial package.

Implementing Agencies:

- The National Safai Karamchari Finance and Development Corporation (NSKFDC) has been entrusted with the responsibility of the implementation

and monitoring of the scheme.

- The training of scavengers and their dependents is imparted through institutes of Central Government, State Governments, Semi-government and VOs.

Financial Assistance:

- The scheme provides assistance for training and rehabilitation of scavengers and their dependents.
- The trainee gets stipend upto Rs. 500/- per month; besides, honorarium is given to trainer upto Rs. 300 per month and tool kit allowance upto Rs. 2000/- as per the TRYSEM norms.
- The maximum project cost can be financed under the scheme is Rs. 50,000/-.

Procedure for Applying:

All correspondence regarding the scheme should be made to: Joint Secretary, Ministry of Social Justice and Empowerment (Scheduled Caste Development Division), Room No. 612, A Wing, Shastri Bhawan, New Delhi-110 001

2. National Scheduled Castes & Scheduled Tribes Finance and Development Corporation (NSFDC)

Background:

National Scheduled Castes and Scheduled Tribes Finance and Development Corporation (NSFDC) was set up in February, 1989 as a company not for profit under the Companies Act, 1956 for financing the income generating activities for SCs and STs who are below the double poverty line (DPL).

The NSFDC provides loan at low interest rates to the target groups through the state level agencies called State Scheduled Castes Development Corporations (SCDCs) and other channelising agencies for implementing various economically feasible and financially viable self employment schemes/projects in sectors such as agriculture, horticulture, animal husbandry and dairy development, minor irrigation, small industries, trade and services and transport.

Objective:

The main objective of the NSFDC is for financing the income generating activities for SCs and STs, who are below the double poverty line.

Eligibilities:

- The beneficiary should be a SC of ST or a Co-operative Society or a legally constituted association firm promoted by members of SCs and STs.
- Annual family income of the beneficiary (ies)/ members of Co-operative Society or any forms of Association should not exceed double the Poverty Line (DPL) i.e. to the limit presently is of Rs. 31,952/- for rural areas and Rs. 42,412/- for urban areas.

Activities:

Financial assistance is provided for income generating activities such as land purchase and development, irrigation, sericulture, poultry, dairy, small machine shops, footwear making, garments manufacturing, handlooms, handicrafts, small hotels, purchase of goods and passenger vehicles etc.

Financial Assistance:

- NSFDC provides term loan assistance upto maximum of 90% of project cost for schemes costing upto Rs. 30.00 lakhs at an interest rate ranging from 7-9% to the beneficiaries depending on the quantum of financial assistance.
- It provides grants to channelising agencies for imparting skill and entrepreneurial oriented training for unemployed SC/ST youth through reputed training institutions.
- Financial grant can cover upto 85% of recurring expenditure of the training programme.
- Funds are allocated as detailed below:-
 - For projects/units costing upto Rs. 5 lakh- 90%
 - For project/units costing above Rs. 5 lakh, inclusive of seed Capital assistance – 10%

However, channelising agencies are at liberty to avail hundred percent of their national allocation for small value projects.

- Further, channelising agencies have also been advised to ensure the flow of funds as follows:-
 - i) Educated unemployed/underemployed beneficiaries- 60%
 - ii) Women beneficiaries – 20%
 - iii) Other beneficiaries – 20%

3. Scheme of Special Educational Development Programme for Scheduled Caste Girls belonging to very low Literacy Pockets..

Background:

As per 1981 census, 48 districts situated in Madhya Pradesh, Rajasthan, Uttar Pradesh have been identified with low literacy of less than 2 % among the scheduled caste girls. The scheme introduced in 1996-97 on pilot basis for educational development of S.C. girls with very low literacy in these districts.

Objectives:

To provide a package of educational inputs through residential schools for scheduled caste girls in areas of very low scheduled caste female literacy where traditions and environment are not conducive to their learning.

Implementing Agency:

The scheme is implemented by the Zilla Parishads (District Level Panchayats) of the concerned Districts. The Zilla Parishads may run the schools through credible VOs of proven integrity, competence and experiences.

Financial Assistance:

- Grant-in-aid under the scheme comprises of the package of Rs. 11,340/- per student in class I only which includes direct facilities to the students as well as costs towards infrastructure, staff and other running costs.
- No fees, charges or contributions are recovered from the student.
- The grant is given directly to concerned Zilla Parishads, which are required to send their proposals to the Ministry through their State government.

4. Scheme of Construction of Hostel Buildings for Scheduled Caste Boys and Girls.

Background:

The scheme of construction of hostel buildings for scheduled caste boys and girls is a Centrally sponsored scheme and is implemented by the State governments/ U.T. Administrations and Universities. However, Voluntary Organisations & NGOs are involved in this

scheme for expansion of existing hostels.

Objective:

The main objective of the scheme is to provide hostel facilities to scheduled caste students studying in middle and higher secondary schools, colleges and universities.

Implementing Agency:

State Governments/U.T. Administration/Universities/VOs

Financial Assistance:

- Financial assistance is provided to the State Government on 50:50 matching share basis (100% to UTs)
- VOs are given central assistance through the State government/UT Administration for expansion of existing hostels on the basis of 45:45:10 i.e. 45 percent central share, 45 percent state share and 10 percent by the VO themselves. Universities are also funded on the same basis as VOs.
- Financial Assistance is given for the construction of hostel buildings for upto 100 inmates, construction of boundary walls, two rooms set for hostel warden and one room set for chowkidar.
- A few rooms/blocks of the hostels should be constructed barrier free and facilities like, ramps, etc. should be incorporated in the design of their construction so as to enable the disabled SC students to reside conveniently.
- Land has to be provided free of cost by the State/UT or beneficiary institution.
- The cost of construction of hostels is worked out on the basis of State/CPWD scheduled of rates.

5. Coaching and Allied Scheme for Scheduled Castes and Scheduled Tribe Students.

Background:

The scheme is a Centrally sponsored scheme for providing free coaching facilities to scheduled caste/ Scheduled tribe candidates belonging to families with annual income levels upto Rs. 44,500 per annum through Pre-Examination Training Centres (PETCs). Coaching is imparted for competitive examinations having All India recruitment character such as Civil Services and

Engineering Services conducted by the UPSC, Banking Recruitment Service, Central Excise Inspector, Railway Board etc. The scheme continuing since the Fourth Five Year Plan, has been revised since 1998-99.

Objective:

The basic objective of the scheme is to provide coaching facilities to SC/ST candidates to improve their educational capability so as to compete in various all India competitive examinations (e.g U.P.S.C., S.S.C., Railway Board, Public Undertakings and various other recruiting bodies with All India character) in order to ensure their representation in employment.

Implementing Agency:

The PETCs for SC/ST run by the State Governments/ Universities/Private Coaching Institutes or VOs are eligible under the scheme. Private Organisations will be given assistance for conducting coaching for competitive examinations of All India nature for admission in Engineering, Medical and Management courses but not for Technical Courses.

Salient Features of the Scheme:

Location:

A candidate should have at least 50 percent marks in the qualifying examination. The selection should be on the basis of interview by a selection committee comprising of (a) the secretary of Social Welfare Department of the State Government, (b) Two representatives of SC/ST community nominated by the State Government & (c) the Director of the Institution.

The distribution of coaching centres should be uniform and linked to SC/ST population of the area. The privately run centres will be considered only in areas having no other good coaching centres run either by state government/or by university.

Eligibility of Candidate:

- State government's examinations and other subordinate examinations limited to state government jobs are not covered under the scheme.
- The coaching centres should not have more than 40 students in each class including non-SC/ST students. Grants under the scheme will be given only for SC/ST students. The centres should preferably consist of

30 percent women SC/ST candidates & 5 percent disabled SC/ST candidates.

- Candidates receiving coaching under the scheme can avail the grant only two times provided S(he) is selected by the selection committee and irrespective of the number of chances allowed under a particular examination.
- **Income Ceiling:** The income ceiling of candidates eligible for admissions is Rs. 44,500 per annum (of the candidate if employed or the income of parents if dependent on them).
- **Course Coverage:** The PETCS may conduct any number of courses but should preferably be of comparable level.

Eligibility Conditions:

The organisations/institution eligible for grant under the scheme include:

- Registered Trust or Society and/or Institution recognised by the concerned State/UT's Education/Social Welfare Department or institutions affiliated to the nearest University.
- The Institution should have at least 3 years successful experiences of imparting coaching.
- The selected institutes will be included under the scheme for a period of 3 years at a time and continuance for more period would depend upon the review of its standard.
- The institute should have adequate accommodation, teaching equipment and infrastructure, qualified and competent faculty.

Financial Assistance:

- Central assistance is on contractual payment basis according to the course. The grants shall be provided on per unit cost basis.
- Universities and private institutes will be funded 100 percent on contractual basis while State owned PETCs will be funded 50 percent of contractual amount.
- The grant may be released in two equal instalments in respect of private institutes.
- An annual incentive award of Rs. 5,000 will be given to the best coaching centre to generate competitive spirit among PETCs.
- The financial assistance pattern is as follows:-



Course/Exam	Coaching Period (Month)	Assistance amount (in Rs.)			
		Coaching fees per candidate	Advertisement Charges	Stipend (pm) to Students Local	Stipend (pm) to Students
CIVIL SERVICE (UPSC)					
a) Preliminary Exam	5	6,450	15,000	Given Below	Given Below
b) Main Exam.	4	8,550	15,000	Given Below	Given Below
Entrance Exam for Professional Courses (e.g. medical, Engineering)	3	3,000	10,000	250	85
Subordinate Services Examination	3	2,000	10,000	250	85
Lower Services Examination	1	2,000	10,000	250	--

- The stipends per month to students for Civil Services Examination are the same for both preliminary and main exams and they vary depending upon the city size class as given below:

City Class	Stipends per month in (Rs.) for Civil Services Examination	
	Outstation Students	Local Students
A	500	150
B, & B2	500	150
C	400	100
Others	300	100

Procedure of Applications:

The PETCs should send their application to the Ministry in the prescribed proforma (Appendix I) along with recommendations on the proforma by the State government/UT Administration in respect of grantee VO/ Institutions. Application by various PETCs should also accompany initial inspection report and sent to the address as mentioned under scheme 1.

6. Scheme of Financial Assistance for Supporting Projects of all India or Inter-State Nature

Bckground:

The Ministry of Social Justice and Empowerment under the Central Sector Scheme of ‘Research and Training’, financially assist those social-science research agencies, which have expertise and are actively willing

to undertake purposeful studies on the economic development, problems and requirements of Scheduled Castes and also on the impact of the implementation of various programmes undertaken by the governmental bodies. This Ministry would consider financing of such studies which are very specific in approach and meaningful and aim at concluding with practical recommendations and focussing attention on the observations where immediate remedial action is necessary. The scheme falls under the Ministry’s central sector scheme of research and training.

Objective:

The objective of the scheme is to provide financial assistance to reputed social research agencies to undertake purposeful studies on the economic development, problems and requirements of Scheduled Castes and also on the impact of the implementation of various programmes undertaken by the governmental bodies.

Eligibility:

Any reputed research organisation/institution which has a proven record and experiences of research works in the field of social sciences.

Projects/Activities:

Financial assistance is given for undertaking the following projects:

- Research and evaluation studies
- Seminar, workshop and training programme

6.1 Research and Evaluation Studies

Financial Assistance:

- The financial assistance given by the Ministry would be institution based and the funds will be released to the concerned research agency/institute only.
- Financial assistance is provided for the research study subject to Rs. 80,000 for a single research study.
- The Ministry provides financial assistance for the research study for following approved items of expenditure which may include the following:-
 - The consolidated pay of the research project staff (The project director may be given honorarium not exceeding 5% of the cost of the project).
 - Travelling allowance for travelling within the country in relation to the project work.
 - Data processing including utilisation of computer if deemed necessary.
 - Stationery and printing of questionnaire, schedule etc.
 - Essential equipment.
 - Reference materials, limited number of books, journals etc. required for research work.
 - Contingencies-overhead charges: 5% of the total cost.
- The number of instalments of grant-in-aid for research and evaluation studies will be in two instalment:- 1st Instalment – 50% and 2nd Instalment 25% (on submission of the draft report, its acceptance by the Ministry and 3rd instalment 25% (on receipt of 10 copies of report audited statement of accounts and utilisation certificate of first instalment i.e. 50% of the total approved expenditure).
- VOs which want to undertake research/evaluation studies/seminars/workshop and training programme shall contribute 10% of the budget estimate.

Procedure:

- The proposal for Research Studies should be furnished in duplicate; neatly typed out in double space and should cover the details like objectives of the study, justification, scope of inquiry, methodology, area of study, size of sample, details of data collection, duration of project, staffing pattern, budgetary requirement, contribution of research agency and bio-data of Project Director etc.

- Proposal for seminar, workshop and training should contain theme, date and duration of the programme, list of participants, names of resource persons, programme schedule, venue, estimates of expenditure etc.

The Research Advisory Committee of the Ministry will decide about admissibility of giving financial assistance to the research agency for every specific project of research/evaluation study.

The eligible research agency will have to submit the proposal in duplicate to the Ministry in the prescribed format (Appendix II). The application should be addressed to:- Secretary, Ministry of Social Justice and Empowerment, Government of India, Shastri Bhawan, New Delhi-110 001

6.2 Assistance for Conducting Seminar/ Workshop/Training Programme:

Financial Assistance:

- The financial assistance for holding seminar, workshop and training programme will be decided on a case to case basis.
- Release of funds will be in two instalments in the ratio of 70:30 basis.
- The instalment for the seminar/workshop/training programmes will be released on the receipt of the proceedings of the seminar/workshop/training programmes, audited statement of accounts and utilisation certificates in the Ministry.
- The grantee organisation shall undertake such seminar/workshop/training programme within 30 days of the receipt of first instalment of the grant-in-aid.
- The final report of the project along with the statement of accounts should be submitted within 30 days of holding such seminar/workshop/training programme.
- The items of expenditure in respect of lunch/dinner/tea to be provided to the participants of the seminar/workshop/training programmes will be governed by the Ministry of Finance orders issued from time to time.

7. Grant-in-Aid to Voluntary Organisations Working for Scheduled Castes.

Background:

The scheme has been modified and named as Grant-

in-aid to voluntary organisations working for Scheduled Castes. Assistance is provided to voluntary organisation under the scheme for establishing centres and developing services which could equip SCs with skills to enable them to start income generating activities on their own or get gainfully employed. In the revised scheme, focus has been given to (i) scheduled castes persons with disability (ii) SC beneficiaries living in North-Eastern region and (iii) SC women.

Objective:

The objective of the scheme is to involve the voluntary sector to improve the educational and socio-economic conditions of SCs with a view to upgrade skill to enable them to start income generating activities on their own or get gainfully employed.

Implementing Agency:

Voluntary organisations.

Eligibility Conditions:

In addition to the general characteristics and conditions of eligibility for Grant-in-aid as mentioned in Chapter 5, the following specific conditions are to be fulfilled under the scheme:

- The voluntary organisation should have been registered for at least two years at the time of applying for grant under the scheme. This can, however, be waived by the secretary, Ministry of Social Justice and Empowerment for reasons to be recorded in writing, in exceptional cases.
- Number of scheduled castes beneficiaries is not less than 60%
- Organisation which may be approved by the Secretary, Ministry of Social Justice & Empowerment.

Activities Covered:

- Assistance under the scheme is admissible for establishing centres and developing services which may equip the scheduled castes by upgrading their skills to enable them to start income generating activities either through self-employment or wage employment.
- Grants are given for activities like education, vocational training, support facilities- creches, medical units and balwadis, legal aid, client-service

human rights issues and environment related activities etc.

Financial Assistance:

Grants-in-aid to VOs under the scheme is given mainly for the purposes of : (i) opening of schools and hostels, ashram schools, training in arts and crafts and any other income generating scheme (ii) running Balwadies and Bal Kendras i.e. creches to look after the deprived children of SC communities (iii) providing medical facilities to scheduled castes through establishment of hospitals or mobile dispensaries.

- The grant is given up to 90 percent of the approved expenditure project cost and the balance is to be borne by the voluntary organisation from its own sources.
- No building grant is generally given under the scheme.
- In case of the project already approved i.e. continuing projects, first installment to the extent of 50% of the estimated expenditure will be released as soon as possible on receipt of the following documents:-
 - An application in the prescribed proforma together with the required documents;
 - Audited/unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned;
 - Budget Estimates for the financial year for which grant-in-aid is required; and
 - Performance, with statistical data, of the projects during the previous year. In case of new proposal this condition will not be applicable.

Procedure:

An organisation desirous to apply under the scheme would make their application in the prescribed proforma (same as under Appendix XVIII) and addressed to: - Joint Secretary, Ministry of Social Justice and Empowerment (Scheduled Castes, Development Division) Government of India, Sixth Floor, Room Number 612, A-Wing, Shastri Bhawan, New Delhi -10 001.

16.2 DEVELOPMENT PROGRAMMES FOR OTHER BACKWARD CLASSES

The Indian Constitution in its Article 15(4) entrusted upon the State to make special provisions for the advancement of any socially and educationally backward

classes of citizens. The government, in order to bring about social and economic development of OBCs and to bring them into the main stream of society, have taken various steps for their socio-economic empowerment through implementation of educational development schemes and concessional financial assistance for supporting economic activities.

8. Scheme of Construction of Hostels for OBC Boys and Girls

Objective:

The objective of the scheme is to provide adequate hostels facilities to the target group i.e. OBC to provide them a level playing field and to take up educational pursuits in quality education centre.

Scope and Eligibility:

- The scheme aims at providing better education opportunities to students belonging to socially and educationally backward classes notified as in the Central/State/UT Administration Lists of Backward Classes, generally referred to as Other Backward Classes (OBCs). It would, however not cover students belonging to the Creamy Layer as defined by the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training).
- The hostels under the scheme will be constructed in States/UTs which have a large OBC population but inadequate facilities.
- These hostels will be constructed for middle, secondary, college and university level students. Out of the Hostels to be set up under this scheme, at least one third will be exclusively for girls. Five percent of the total seats in these hostels shall be reserved for disabled students.
- Each institution will be provided central assistance for construction of girls/boys hostels for a maximum of 100 seats.
- The hostels will have built space for residential facilities for students, hostel warden, chowkidar and provision of boundary wall surrounding the campus. The agency concerned will be assisted for construction of such complexes based on State/UT PWD schedule rates.

- The organisations eligible for assistance shall be as follows: -
 - The State Governments and UTs concerned.
 - Institutions or organisation set up by Government as autonomous body under statute or as a society under the Registration of Societies Act, 1860 or otherwise;
 - Educational and other institutions owned and controlled by either Central Government/State Govt./UTs

Financial Assistance:

- Under the scheme 50% central assistance will be given for construction works. In such cases, the remaining 50% of the construction cost will have to be borne by the concerned State Govt. etc.
- In case of VOs and Universities, financial assistance is provided only for expansion of existing hotels on the basis of 45% Central share, 45% State share and the remaining 10% is to be borne by themselves.
- In case of Centrally Controlled Universities. 90% financial assistance shall be borne by Central Government for construction of OBC Boys/Girls Hostel.
- In all cases, land will have to be provided by the State Government, Universities or VOs, as the case may be. Grant will be limited to sharing of cost of construction of the hostel as indicated above.

Procedure:

The eligible institutions can apply in the prescribed proforma (Appendix III) and send the application in the following address: Joint Secretary (M&BC)/ Deputy Secretary, (BCC), Ministry of Social Justice & Empowerment, Room No.-612, A-Wing, Shastri Bhavan, New Delhi-110001.

9. Scheme of Pre-Examination Coaching for OBCs

Background:

Education is one of the key instruments of effective development of weaker sections. With a view to address the problem of education backwardness which has been hindrance for these sections to compete on equal terms with other relatively advanced section of society, the

Government of India has initiated the scheme of coaching/training for competitive/entrance examinations for candidates belonging to Backward Classes. The scheme has been implemented since August 1998.

Objective:

The objective of the Scheme is to coach/train candidates belonging to Other Backward Classes (OBCs) to enable them to compete on equal terms in various competitive/entrance examinations.

Implementing Agencies:

The scheme would be implemented through Universities and National and State level professional coaching institutions of repute. Centres already set up with the assistance of the Ministry of Social Justice & Empowerment which were functional during 1997-98 will be considered, if they fulfil the objectives of the scheme.

Salient Features of the Scheme:

(a) Coverage:

The type of examination covered under the scheme include:- (a) services under the Central and State Governments, Public and Private Sector Undertakings, Banks, GIC, LIC etc. and Defence Forces, State and Central Police Forces and Para-Military Forces; (b) admission to technical, vocational, engineering, medical, agricultural, management courses etc.

(b) Target Groups:

The target group to be covered under the scheme and the number of candidates to be coached/trained in each course is as follows:

- The scheme is for candidates belonging to Other Backward Classes who are not covered under the 'Creamy Layer'.
- The number of candidates to be included in one coaching course should not exceed 40 so as to make the group manageable and provide individual attention to the candidates. At least 30% of the total candidates should consist of women students. A quota of 3% should be reserved for disabled students.

(c) Criteria:

The candidate whose parents or guardians total income

from all sources including the income of the candidates is below Rs.1.00 lakh annually will be eligible for admission in the pre-examination coaching centre. He will have to produce a certificate from the prescribed authority to prove that he does not belong to the persons/sections (creamy layer) mentioned in Col. 3 of the Schedule of the government of India, Department of Personnel and Training.

(d) Location of Coaching Institutions:

(i) The coaching institutions for Civil Services Examination should preferably be located in major cities or at other important educational centres. (ii) The coaching institutions for other services/courses/examinations may be spread all over the country especially in Backward Classes concentrated districts/cities/pockets.

(e) The candidates would be entitled to receive coaching under the schemes twice at the maximum, even though he/she may be entitled to several chances in a particular examination.

(f) Time Period of Coaching:

The time periods of coaching for different types of examinations will be as follows: -

- The coaching period for the Civil Service Examination conducted by UPSC and the State Civil service Examination conducted by SPSC will be for a period of nine months and one month respectively for the written examination and viva voce.
- The Time period for the entrance examination for professional courses, subordinate services examinations and the lower services examinations will be for a period of three months each.

Financial Assistance:

- 100 percent central assistance is given to states/UTs/VOs.
- Grants will be provided for remuneration of teachers, coaching fee and stipend to students etc. The remuneration of teachers will be given for two teachers @ Rs. 500 per lecture of two hours 'duration and the teachers can be appointed on contract basis for the Civil Services Examination.
- The pattern of ceilings of financial assistance is as follows:

Examination	Coaching fee (Rs.) per candidate	Monthly stipend to students (Rs)						Advertisement
		Outstation			Local			
		A&B type city	C type city	Others type city	A&B city	C type	Others	
Civil Services (UPSC) Written Examn. Viva Voce	15,000 10,000	500 500	400 400	300 300	150 150	100 100	100 100	50,000 50,000
State Civil Services (SPSC) Written Examn. Viva Voce	5,000 5,000	500 500	400 400	300 300	150 150	100 100	100 100	25,000 ---
Entrance Exam. for Professional Courses	3,000		250		85			25,000
Sub-ordinate Service Examinations	1,000		250		85			25,000
Lower Services Exams.	2,000		250		85			10,000

Terms and Conditions:

In addition to the general conditions of grant-in-aid as mentioned in chapter 5, the following specific terms and conditions are to be followed under the scheme:-

- The Institution should have at least 3 years successful experience of imparting coaching in the course(s) for which inclusion under the scheme is proposed or in analogous courses/degrees.
- Institutions which have been started or managed by the OBCs themselves would be considered on priority.
- The institute should claim grant in respect of OBC candidates only in case it has coaching facilities for other categories also.
- The institute shall maintain Card System giving full Bio-data of each admitted candidates on each card with a view to maintain the record and follow up of the trained candidates.
- The Institute shall accept OBC certificates and income certificate in prescribed proforma duly issued by the competent authority like Collector/Deputy Collector/ Tehsildar etc.
- No contribution or fees should be levied on the beneficiaries.

Procedure for Application:

The concerned Organisations/Institutions can apply in the prescribed proforma (Appendix IV) either through

the State Government/UT Administration or the Convenor of the Designated Inspection Team (DIT) of the State/UT Administration.

The coaching institutions seeking assistance under the scheme shall apply to their respective State Governments/UTs Administrations/DITs, who will forward the applications with its recommendations to the Ministry of Social Justice & Empowerment (Backward Classes Division) within a period of one month of the receipt of applications. All application should be sent in the address as given in the previous scheme.

10. Assistance to Voluntary Organisations for the Welfare of OBCs

Background:

The programme of giving grant-in-aid to voluntary organisations under the Backward Classes sector has been taken up by the Govt. of India during the Ninth Five Year Plan. The main purpose behind the scheme of grant-in-aid to voluntary organisations for taking up welfare activities among the OBCs is to improve the educational and socio-economic conditions of these communities through voluntary efforts.

Objective:

The aim of the scheme is to involve the voluntary sector to improve educational and socio-economic

conditions of the target group i.e. OBCs, with a view to upgrade skill to enable them to start income- generating activities on their own or get gainfully employed in some sector or the other.

Eligibility:

The beneficiaries should belong to OBCs as per notified list in the Central List of Backward Classes and whose parents/guardians income from all sources including the income of the beneficiary does not exceed Rs.1 lakh annually will be eligible for availing the benefit under the scheme.

Activities:

Assistance under the scheme will be admissible for establishing centres and developing services, which may equip the OBCs by upgrading their skills to enable them to start income generating activities either through self-employment or wage-employment. An illustrated list of activities for which grant-in-aid will be extended are enclosed at Appendix V.

Scope:

- Assistance under the scheme will be given to eligible voluntary organisations fulfilling the eligibility conditions laid down as under chapter 5.
- The Ministry will identify reputed and established VOs which could be asked to set up facilities in those areas where various facilities for OBCs have not developed and rural and other inaccessible areas either themselves or in partnership with other VOs.

Financial Assistance:

- The quantum of assistance shall be determined in each case on merit. The Government of India may, however, meet 90% of the approved expenditure on any or all of the approved items. The remaining expenditure is to be met by the concerned voluntary organisation from its own sources.
- Assistance under the scheme will be admissible for establishing centres and developing services which may equip the OBCs by upgrading their skills to enable them to start income generating activities either through self-employment or wage-employment.
- Recurring/non-recurring grant will be sanctioned as per norms developed by the Ministry for the items

such as:- rent for the building in which the project is being run; Purchase of Furniture; Purchase of equipment and machinery; Honorarium to the staff; stipends to students and trainees; materials for use in learning the skills and creating awareness; stationary; contingencies which includes TA/DA and other such expenditure. The above is not exhaustive but merely an illustrative list of items for which assistance may be provided.

- The agencies running the vocational training centers shall also arrange for loan and subsidy either through State Channelising Agencies of National Backward classes Finance and Development Corporation or through any other Agency for enabling each successful trainee for starting his/her new job.
- The norms are adopted by the Ministry for various activities as per the list illustrated at Appendix V. The norms of assistance for running a centre for training on computers (for 30 trainees) for example are illustrated below:-

Items	Amount in Rupees
I Non Recurring	
1. Computer Hardware	4,42,000
2. Software and Networking	93,300
3. Site Preparation:	
a) One 1.5 ton AC with stabiliser	25,000
b) 2 KVA UPS with half hour battery back up	40,000
c) Electrical fittings	10,000
d) Computer tables, chairs and association civil works	20,000
Total	6,30,000
II Recurring (Honorarium):	
1. Instructor cum Systems Manager-I	6,000 p.m
2. Assistant Instructor cum junior Programmer-I	3,000 p.m.
3. Part time Accountant cum Office Assistant	1,400 p.m
4. Watchman cum Cleaner	1,200 p.m.
III Recurring (Other than Honorarium)	
1. Library, Stationery, Floppy	10,000 p.a.
2. Miscellaneous charges (Advertising, recruitment, Selection of Students for Courses)	5,000p.a.
3. TA/DA for Computer Faculty Experts	15,000p.a.
4. Maintenance from 2 nd year of the purchase of the Hardware @10%	44,200
5. Rent for Building	36,000 p.a.
6. Audit Fee	3,000p.a.
7. Stipend (per month per student)	150

Note:

1. The requirement of computer Hardware and Software would be subject to revision once in two years to ensure that the hardware are updated and have not fallen to obsolesce.
2. The Syllabus (six courses) to be covered in one year is given at Annexure—II
3. The Computer Hardware are to be purchased from Authorised National level Computer vendors of the likes of HCL, Wipro etc.

Summary of Recurring Cost of Training Per Trainee per Month:

1. Non-Recurring	6,30,300
2. Recurring	2,52,400
3. Recurring cost per month per trainee.	701

Procedure:

Application should be made in the prescribed format and sent in the address as given under scheme of construction of Hostels for OBC Boys and Girls i.e. scheme (8).

11. Financial Assistance Under National Backward Classes Finance and Development Corporation (NBCFDC)

Background:

National Backward Classes Finance & Development Corporation (NBCFDC) was set up by the Government of India under Ministry of Welfare in January, 1992 as a company not for profit under section 25 of the Company's Act, 1956, with the objective of providing concessional finance to the members for backward classes living below double the poverty line for their socio-economic development. The corporation undertakes:- to provide additional channel of finance to backward classes for economically and financially viable schemes and projects and upgrade the technological entrepreneurial skills of individuals or groups belonging to Backward Classes.

Objective:

NBCFDC's main objective is to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment ventures.

Eligibility:

- Members of Backward Classes living below the poverty line and those living above the poverty line but below double the poverty line can be given loans by the NBCFDC through channelising Agencies
- Backward Classes are communities that are notified as socially and educationally Backward Classes by the State Governments or those that may be notified as such by the Central Government from time to time.

Activities:

The NBCFDC assist a wide range of income generating activities which can be broadly covered under the following sectors : agriculture and allied activities; artisan and traditional occupations; technical trades; small business; small scale & tiny industry and transport service sector.

Financial Assistance:

There are two types of loan schemes under which financial assistance is provided by NBCFDC. These schemes are as follows:-

- **Term Loan Scheme:** - Under Term Loan Scheme, NBCFDC provide loan upto 85% of the project cost subject to maximum loan of Rs.5 lakh per beneficiary.
- **Margin Money Loan Scheme:-** Under Margin Money Loan Scheme, NBCFDC provides 40% of the project cost subject to maximum of Rs.2 lakh per beneficiary.

Procedure:

The eligible institutions can apply in the prescribed proforma to the Ministry of Social Justice & Empowerment. For a detailed information, please contact: - Managing Director, National Backward Classes Finance & Development Corporation (NBCFDC), NCUI Building, 3-Siri Institutional Area, Khel Gaon Marg, New Delhi-110 016.

16.3 DEVELOPMENT PROGRAMMES FOR MINORITIES

Under the Constitution of India, certain safeguards have been guaranteed to the religious and linguistic Minorities. Articles 29 and 30 protect the interests of minorities and recognise their right to conserve their

language, script or culture and establish and administer educational institutions of their choice.

The Central Government has notified 5 communities namely, Muslims, Christians, Sikhs, Buddhists and Jains as minorities for the purposes of National Commission of Minorities Act, 1992. These minorities constitute about 18% of the total population of the country as per the 1991 Census.

The Ministry of Social Justice and Empowerment has undertaken various welfare and development programmes for the minorities and it encourages and assists voluntary organisations for their greater involvement in its programmes.

12. Pre-Examination Coaching for Weaker Section Based on Economic Criteria

Background:

The Ministry has been operating a scheme of 'Pre-Examination Coaching for Weaker Sections' based on economic criteria among minorities and other backward classes since 1992-93 to enable them to compete on equal terms with other candidates in competitive examinations for various jobs.

Objective:

The objective of the scheme is to coach/train

candidates belonging to weaker section including minorities to enable them to compete on equal terms in various competitive/entrance examination.

Eligibility:

The scheme is implemented through private coaching institutions of National level, state level banking service recruitment board and universities. The financial assistance under the scheme will be available to eligible reputed institutions and they should satisfy the conditions as mentioned under chapter 5.

Activities Covered:

The financial assistance under the scheme is admissible to the reputed coaching institutions/organisations for Pre-examination coaching and developing services which may equip the weaker sections especially educationally and economically backward minorities by upgrading their skills to enable them to bring to the mainstream of National life and to complete on equal terms with other candidates from relatively advanced sections of the society in the employment market.

Financial Assistance:

- The Government provides 100 percent of the cost of the project for coaching.
- The financial assistance would be admissible to the institutions upto the ceiling as indicated below:-

Examination	Coaching fee (Rs.) per candidate	Monthly stipend to students (Rs)						Advertisement Charges (Rs.)
		Outstation			Local			
		A&B type city	C type city	Others type city	A&B city	C type	Others	
Civil Services (UPSC) Written Examn. Viva Voce	15,000 10,000	500 500	400 400	300 300	150 150	100 100	100 100	50,000 50,000
State Civil Services (SPSC) Written Examn. Viva Voce	5,000 5,000	500 500	400 400	300 300	150 150	100 100	100 100	25,000 ---
Entrance Exam. for Professional Courses	3,000		250		85			25,000
Sub-ordinate Service Examinations	1,000		250		85			25,000
Lower Services Exams.	2,000		250		85			10,000



- The quantum of financial assistance shall be determined in each case on merit.
- The financial assistance of the coaching institutions would continue only on the basis of performance and the results achieved by them.
- The Grant-in-aid shall be released after the grantee organisation executes an Agreement Bond in prescribed proforma see in (Chapter 5) to the effect that in the event of its failure to abide by any or all the conditions stipulated in the sanction letter, it shall be liable to refund with interest thereon the whole or such part of the grant as the govt. of India may decide.
- In case of VOs/Institutions already receiving grant-in-aid under the scheme during previous years, the 1st instalment would be 70% and the 2nd instalment would be 30%. As regard to new VOs, the two instalments would be of 50% each.
- The 1st instalment in both the above cases would be released immediately after the receipt of recommendation on the proposal through the Designated Inspection Team (DIT)/State Govt. The second instalment may be released on receipt of audited statement of accounts together with utilisation of grant-in-aid earlier released alongwith Progress/Assessment report in the prescribed proforma.

Procedure for Application:

The coaching institutions desirous of seeking assistance under the scheme shall apply in the prescribed application form and submit application to the Designated Inspection Team (DIT)/State Govt. and endorse a copy to the Ministry of Social Justice & Empowerment. The DIT/State Govt. would be comprising of serving and retired officers of the Central Government and the State Government, chartered accountants, consultants and representatives of those reputed VOs/Institutions which have been receiving grant for the last three years.

The application should be addressed to : - Joint Secretary (M&BC), Ministry of Social Justice & Empowerment, Room No.-612, A-Wing, Shastri Bhavan, New Delhi-110001.

13. Financial Assistance Under National Minorities Development and Finance Corporation (NMDFC)

Background:

The National Minorities Development and Finance Corporation (NMDFC) has been set up with an authorised share capital of Rs. 500 crores for providing concessional finance to eligible beneficiaries belonging to minorities for setting up self-employment ventures.

The NMDFC apart from providing concessional finance to weaker section beneficiaries belonging to minorities for setting up self-employment ventures also organises training programmes for upgradation of skills of the craftsmen engaged in various trades and also participates in exhibitions and fairs etc. to generate awareness amongst the target group about the schemes/programmes being implemented by the Corporation.

Objective:

The objective of the scheme is to provide concessional finance to economically and socially backward sections of minorities for setting up self-employment ventures.

Implementation:

The schemes of National Minorities Development and Finance Corporation are implemented through the State Channelising Agencies appointed/ nominated by the concerned State Governments.

Financial Assistance:

The Corporation extends term loans and margin money to minorities at concessional rates to the extent of 85% of the project cost subject to a maximum of Rs.4,25,000. The rest of the portion is met by State Government, Financial institutions and the beneficiaries.

13.1 Scheme of Micro Financing to Minorities through VOs

Background:

The NMDFC had launched a scheme of Micro-financing through VOs in April 1998. It envisages micro credit to the poorest among poors through selected VO's of proven bonafides and their network of self help groups.

Objective:

- To provide concessional finance to eligible beneficiaries belonging to minorities for setting up self-employment ventures.

Financial Assistance:

- Under the scheme short term loan upto the max of Rs.4000/- per beneficiary and medium term loans max. upto Rs.6000/- per beneficiary are provided through the VOs at the rate of 12% p.a. The repayment period is 15 months for ST and 2-5 years for the medium term loan.
- Financial assistance in the form of interest free loan is also provided to the VOs for promotion of Self Help Groups (SHG's). The max. amount of loan of Rs.2.15 lakhs is admissible to VOs for promotion of 50 SHGs of about 1000 members. The loan is repayable after one year and is adjusted by way of grant @ 25% of the loan advanced by the SHGs and 5% on the growth of savings (provided the growth in savings is atleast 10% over the last year).

Procedure of Application:

The organisations interested in the scheme may apply to:- Managing Director, National Minorities Development and Finance Corporation, Dr. Ambedkar Bhawan, Rani Jhansi Marg, New Delhi-110055.

14. Financial Assistance under Maulana Azad Education Foundation

Maulana Azad Education Foundation is a registered voluntary non-political, non-profit making social service organisation established to promote education amongst the educationally backward sections of society particularly among the minorities. The foundation established in the name of the first Education Minister of Free India, Maulana Abul Kalam Azad, was set up in July, 1989. It is funded by the Ministry of Social Justice & Empowerment, Government of India.

Objective:

The main objective of the Foundation is to formulate and implement schemes for promotion of education amongst the educationally backward minorities with the

special stress on the educational upliftment of girls belonging to the target group.

Programmes of the Foundation:

The programmes undertaken by the Foundation are as follows:-

- To establish residential school especially for girls to be opened in various parts of the country and to raise educational status of women belonging to educationally backward minorities.
- To promote a concept of technical education among the educationally backward minorities.
- Financial assistance for hostel accommodation for girls students belonging to the educationally backward sections of the society.
- Financial assistance for remedial coaching for students from educationally backward sections of society.
- Chairs may be established in selected Indian and Foreign Universities for researches into various aspects of the multi-faceted personality of Maulana Azad.
- Institution of an International Award in the name of Maulana Azad to be given annually to an eminent person having done commendable work in promoting amity amongst individual and peace amongst nations.

Financial Assistance:

- The Foundation finances its schemes out of the income earned on the Corpus Fund.
- The assistance is in the form of out-right grant not exceeding Rs. 50 lakh in each case, to be released in instalments.
- The foundation involves voluntary organisations and NGOs in achieving its basic objectives and provides financial assistance to them under two major schemes namely:-
 - Scheme of Financial Assistance to Voluntary Organisations to established School/Residential school mainly for Girls.
 - Scheme of Financial Assistance to Voluntary Organisations to Technical/Professional Institutions.

14.1 Scheme of Financial Assistance to Voluntary Organisations to Established School/Residential School mainly for Girls.

Objective:

- To provide basic educational infrastructure and facilities in the areas of concentration of educationally backward minorities which do not have adequate provision for elementary and secondary schools.

Eligibility:

Registered organisations/Societies/Trusts which have been in existence for three years.

Financial Assistance:

Financial assistance under the scheme is provided to VOs for :-

- Opening of multi-stream residential higher secondary school for girls where science, commerce, humanities and vocational courses are taught to the educationally backward minorities.
- Strengthening of educational infrastructure and physical facilities in secondary/higher secondary schools.

Procedure for Application:

The institutions seeking assistance under the scheme shall apply in the prescribed proforma (Appendix-VI) and send the application to :- Secretary Maulana Azad Education Foundation ,24 Ashoka Road, New Delhi - 110 001

14.2 Scheme of Financial Assistance to Voluntary Organisations to Technical/Professional Institutions.

Objective:

This scheme aims at strengthening technical and vocational courses or starting new trade courses in technical institutions run by educationally backward minorities organisations duly recognised/registered.

Scope:

The programme will be opened to educationally backward minorities. Preference will be given to the

districts and blocks/tehsils where there are concentration of educationally backward minorities. The activities for which financial assistance will be made available would include items such as expenditure on laboratory or workshop equipment/machinery and furniture.

Eligibility Conditions:

In addition to the eligibility conditions as mentioned under chapter 5, the following specific conditions are to be fulfilled under this scheme:-

- Institutions which have been in existence for three years, would be considered for assistance under this scheme.
- Organisations should be in a position to receive the involvement on voluntary basis of knowledgeable persons for furtherance of their programmes.

Financial Assistance:

- Normally the assistance given by the Foundation should not exceed Rs. 5 lakh. However, it is at the discretion of the Governing Body to decide each individual case on merit. No assistance will be given for recurring expenditure.
- If at any time it is found that the funds released by the Foundation are not being utilised for the purpose for which they were sanctioned, the Foundation will have the right to withdraw the entire assistance.

Procedure of Application:

The institutions seeking assistance under the scheme shall apply in the prescribed proforma (Appendix VII). The financial assistance to the institution will be given only after the spot evaluation by the members of the Foundation, Secretary of the Foundation or their nominees to whom Foundation will entrust this job, or to any other individual, or agency. The application for assistance should be addressed to Maulana Azad Education Foundation, New Delhi.

15. Scheme of Financial Assistance under Central WAKF Council

The institution of Wakf is a striking feature of Islamic jurisprudence. The word Wakf applies to any property movable or immovable dedicated for purposes recognised by the Muslim Law as religious, pious or charitable. Apart from their religious aspect, the Wakfs are also instruments

of socio-economic upliftment as the benefits from the Wakfs flow to the needy persons for their socio-economic, cultural and educational development.

Wakfs, if properly administered, can become a strong instrument not only for the preservation of religious and charitable institutions but also for educational and economic development of the Muslim community.

Central Wakf Council is a statutory body under the Ministry of Social Justice and Empowerment for advising to Government of India on Wakf matters. The Council also implements scheme for the development of Wakf properties.

The Central Government from 1974-75 has been giving annual grants-in-aid to the Central Wakf Council for the specific purpose for advancing the loan to the Wakf Boards/Wakf institutions in the country for the development of their urban Wakf properties. Under the scheme, the Central Wakf Council extends loan assistance to Wakf Boards/Wakf institutions for specific projects approved by the Council and the Central Government.

The Central Wakf Council provides loan assistance to Wakf Boards/Wakf Institutions under two schemes:-

- Scheme of Financial Assistance for the Development of Urban Wakf Properties
- Scheme of Financial Assistance to Wakf Institutions for Educational Development.

15.1 Scheme of Financial Assistance for the Development of Urban WAKF Properties

Background:

The Central Wakf Council provides assistance to the Wakf Boards/Wakf Institutions in the country for the development of their urban Wakf properties.

Objective:

- To improve the financial position of Wakfs and Wakf Boards, to save the properties from likely encroachment and enlarge the area of their welfare activities.

Project:

The projects approved under the scheme involve

construction or reconstruction of commercially viable buildings on Wakf lands like residential flats, commercial complexes, marriage halls etc.

Eligibility:

Only the Wakf institutions and Wakf Boards having urban Wakf land free from all encumbrances and having potential for development could apply for assistance.

Financial Assistance:

- The scheme is funded by the Central Government by giving an annual grant in aid to the Central Wakf Council
- The Council gives loans upto 75% of the estimated cost of the project subject to a maximum of Rs. 10 lakh. There is no upper limit for the cost of the project.
- The loan is to be repaid in 20 half yearly instalments after 30 months of release of first instalment of loan.

Procedure:

Application for grant of loan for Development of Urban Wakf properties should be made in the prescribed format (Appendix VIII). For detailed information, please contact: - Secretary, Central Wakf Council, 14/173, Jamnagar House, Shahjahan Road, New Delhi - 110011.

15.2 Scheme of Financial Assistance to WAKF Institutions for Educational Development.

Background:

The Central Wakf Council collects 6% as donation on loan advanced by it to Wakf Institutions under the scheme or the development of Urban Wakf Properties. The amount thus received is deposited in the Education Fund. The interest earned on the bank deposits as well as interest accrued from the Revolving fund is also credited to the Education Fund. The Education fund is utilised in financing educational development programmes of muslim community.

Financial Assistance:

The Financial assistance under the programme is provided for the following:-

- Matching grant of State Wakf Boards for scholarship to the students of diploma courses in technical education, higher secondary and madarsa education
- Ad-hoc grant to the poor and needy students of general degree courses @ Rs. 3,000/-.
- 50% matching grant to technical institutes for starting fresh courses or strengthening the existing trade courses;
- Financial assistance for vocational training courses and
- Financial assistance to book bank in school libraries and reading rooms.

16.4 PROGRAMMES FOR WELFARE OF PERSONS WITH DISABILITIES

The Ministry of Social Justice and Empowerment has adopted a policy of providing a complete package of welfare services to the physically and mentally disabled individuals and groups. The enactment of the People with Disabilities, Equal Opportunities and Protection of Rights Act of 1995 is a landmark legislation. The Ministry of Social Justice and Empowerment is the nodal Ministry for the disability sector even though rehabilitation of persons with disability is a multi-sectoral process involving a package of services.

The earlier Five-Year Plans of the Government had made a modest beginning in formulating and implementation of schemes and programmes for the care, protection and growth of persons with disability. It was, however, during the Seventh and Eighth Plans that significant strides in providing for programmes and services for the disabled were made in different sectors. The Ninth Plan envisages reaching out services in disability rehabilitation through out the country.

The scheme to promote voluntary action for persons with disabilities is an umbrella scheme under which assistance is provided to VOs for taking up a wide ranging activities for persons with disabilities, covering aspects such as prevention of disability, education, training and rehabilitation.

The four schemes operated earlier under Disability Division of the Ministry namely: - Scheme of Assistance to organisations for the Disabled; Scheme of Assistance to Voluntary Organisations for the Rehabilitation of

Leprosy Cured Persons; Scheme of Assistance for Special School for Handicapped Children and Scheme of Assistance for Persons with Cerebral Palsy and Mental Retardation, now being replaced by the umbrella scheme.

India has a very large number of non-governmental organisations working in various sectors of disability since long with an appreciable impact at the micro level. Many such organisations are being supported by the Ministry under the schemes for support to voluntary action. The schemes under which financial assistance is given to voluntary organisations are outlined below:-

16. Scheme to Promote Voluntary Action for Persons with Disabilities.

Background:

The scheme is an umbrella scheme to promote voluntary action to undertake programme for prevention, detection, intervention, education, vocational training, employment, counseling, manpower development.

Objective:

The objective of the schemes is to promote voluntary action for persons with disabilities.

Scope:

The scope of the scheme has been amplified to such an extent that any voluntary action for ameliorating the plight of the disabled will be funded by the Union Government as stipulated in the Persons with Disabilities Act, 1995.

Eligibility:

Please refer to chapter 5.

Financial Assistance:

- The quantum of support shall be determined on the scope and merits of the project proposal which could be upto 90% of the approved cost of each project. The remaining 10% is required to be met by the grantee organisation.
- The grant will be released in two installments normally. The first installment of 50% of the admissible amount will be released on adhoc basis against the organisation subject to nothing adverse.

- The admissible items of financial assistance include: salary/honorarium, construction of building/rent of building, maintenance, grant, stipend to students transport allowance, equipments (furniture, office and sports equipment) and for conducting seminars/workshops/rural camps, vocational training etc.

The norms of payment to VOs would be as per following pattern:-

Salary/Honorarium:

- There should be fixed honorarium to be paid to the personnel of the VO instead of salary. The government would contribute 90% of the honorarium to the VO.
- Every year, the recurring grant (only the honorarium portion) of the VO for honorarium would be enhanced by 10% of the amount released in the previous year.
- The amount of stipend for the hostelers will be Rs. 600/- and for the persons coming from far away places during day time will be Rs. 500/- p.m.

Construction of Building:

- The maximum admissible limit is Rs. 15 lakhs for each class room for every 10 students (or part)
- Rs. 2 lakhs for every 10 students (or part) for vocational training or employment centers.
- Assistance is to be provided for construction of hostel building with covered area not exceeding 40 sq.ft per beneficiary and it is subject to a maximum of Rs. 25,000/- per persons. Proposal for additional building grant for a particular purpose can be provided if there is an increase in the number of beneficiaries.
- The building grant will not be allowed for less than 20 persons.

Rent of Building:

- Such rent which is certified by Revenue/PWD authorities will be allowed and it is subject to under mentioned limits for 60 students in the school.
A - Class Cities:- Rs. 10,000/- p.m.
B - Class Cities:- Rs. 8,000/- p.m.
C - Class Cities and Rural Areas :- Rs. 5,000/-p.m.

Maintenance Grant:

- Maintenance grant is given for one teacher for every

8 students or part thereof. In cases of mentally handicapped, the student-teacher ratio would be 5:1 and in case of multiple disabled, the proportion would be 2:1

- Maintenance grant for building will be worked out at 2% of the capital cost of the building subject to a maximum of Rs. 50,000/- per year.
- One supervisory staff for a school is provided. Two supervisory personnel to be provided if the strength of the school exceeds 100 beneficiaries.
- Contingent expenditure will be limited to Rs. 500/- per beneficiary per year. This would include items such as printing, stationery, telephones, water and electricity.
- An allowance not to exceed 10% of the salary would be admissible for conveyance.

Stipend to Students:

- Stipend for students/trainees in hostel will be sanctioned @ Rs. 600/- per month per student trainee. A stipend @ Rs. 500/- per month per trainee/student to be provided for those who are not provided hostel facilities.

Transport Allowance:

- Transport allowance per month per child regardless of the category of the disability may be allowed at the rate as mentioned below:-
A - Class cities - Rs. 300/-
B - Class cities - Rs. 250/-
C - Class cities & rural Areas - Rs. 175/-
- Transport Allowance will not be paid for transporting children/handicapped persons for coming to the diagnostic clinic.
- Purchase of a vehicle will be allowed under the schemes to the extent of 90% of Rs. 5 lakhs. One post each of driver and escort will be sanctioned for the scheme in the honorarium or Rs. 2500/- and Rs. 1500/- per month respectively. This is subject to condition that an VO can either avail of the transport allowance or the vehicle and not both. Purchase of vehicle would be subject to the approval of Ministry of Finance.

Vocational Training:

- Staff and equipment for vocational training units are to be sanctioned according to the requirements. There

could be a provision for typewriters, computers etc in the vocational training centres and special schools so that the students could avail the training facilities.

Furniture and Office Equipment:

- One table and a chair for each student trainee @ Rs. 2000/- per set.
- One table and a chair for each staff sanctioned @ Rs. 2000/- per set. 2-6 extra chairs if asked for @ Rs. 800/-.
- One cupboard for each group of ten students/trainees (or Part) @ Rs.5000/- each.
- One cupboard for each supervisory staff sanctioned @ Rs. 5000/- each.
- One cot, mattress, bad sheet, pillows blanket, etc for each student in hostel @ Rs. 2000/- for each student.
- One typewriter for a group of 40 students for office use. More than two typewriters are not to be sanctioned. If an institution has 100 students or more, then a computer with printer may be sanctioned within the limit of Rs. 1 lakh.

Equipment for Sports:

- Equipment for sports shall be provided upto an amount of Rs. 20,000/- once in every three years. Excursion trip once in a year, may also be allowed upto an amount of Rs. 15,000/-.
- PT/OT/Speech therapy equipment/special education material, item which are approved by National Institute, would be funded upto 90% of the cost.

Seminars/workshops/Rural Camps

- Support and finance of seminar/workshop/rural camps by VOs would be considered on merit of each proposal to the maximum of Rs.1,00,000/- once a year.

Procedure for Application:

For New Project:

The application for the new projects will be sanctioned on the recommendation of the State Government/State Commissioners/National Institutions/Organisations/any other system designated by the Ministry of Social Justice & Empowerment for this purpose on the form prescribed proforma Appendix X but for New Projects dealing with training of professional application should be submitted to RCI for approval and support.

For Continuing Project:

Application is to be submitted on prescribed form for release of first instalment (Appendix X). The required documents to secure release of first instalment are:-

- Audited/unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned).
- Budget Estimates for the financial year for which grant-in-aid is required (show recurring and non-recurring items separately).

17. Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids and Appliances (ADIP)

Background:

India has a very large number of persons with disabilities and many of them belong to low income groups. It has been the constant endeavour of the Government to provide the disabled persons with aids/appliances at minimum costs. The requirement for providing of aids/appliances, which are essential for the social, economic and vocational rehabilitation of the disabled persons, has come into sharp focus, particularly after the enactment of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into force in 1996. The scheme aims at helping the disabled persons by bringing suitable, durable scientifically manufactured modern, standard aids and appliances within their reach. In addition, about 3% of the children below 14 years of age suffer from delayed development. Many of them are mentally retarded and cerebral palsied and they require some aids/appliances to attain the capacity for self-care and independent living.

Objective:

The main objective of the scheme is to assist the needy disabled persons in procuring durable sophisticated and scientifically manufactured, modern, standard aids and appliances that can promote their physical, social and psychological rehabilitation by reducing the effects of disabilities and enhance their economic potential.

Scope:

- The agencies will be provided with financial assistance for purchase, fabrication and distribution of such

standard aids and appliances that are in conformity with the objectives of the scheme.

- The implementing agencies will take care to make suitable arrangements for fitting and post-fitting care of the aids and appliances distributed under ADIP scheme.
- The scheme includes the use of mass media, exhibitions, workshops etc., for exchange of information and promoting awareness and distribution and use of aids/appliances.

Eligibility:

A) Implementing Agencies:

The following agencies would be eligible to implement the scheme on behalf of Ministry of Social Justice and Empowerment subject to fulfillment of the terms and conditions:-

- i) Societies registered under the Societies Registration Act, 1860 and their branches, if any, separately.
- ii) Registered Charitable trusts.
- iii) District Rural Development Agencies, Indian Red Cross Societies and other Autonomous Bodies headed by District Collector/Chief Executive Officer/District Development Officer of Zilla Parishad.
- iv) National/Apex Institutes including ALIMCO functioning under administrative control of the Ministry of Social Justice and Empowerment/Ministry of Health and Family Welfare.
- v) State Handicapped Development Corporations.
- vi) Local Bodies-such as Zilla Parishad, Municipalities, District Autonomous Development Councils and Panchayats.
- vii) Nehru Yuvak Kendras.
 - Grant-in-aid under the scheme will not be given for commercial supply of aids/appliances.
 - The VOs should preferably possess professional/technical expertise in the form of professionally qualified staff (from recognised courses) for the identification, prescription of the required artificial aids/appliances, fitment and post-fitment care of the beneficiaries as well as the aid/appliance.
 - The VO should also preferably possess infrastructure in the form of machinery/equipment for the fabrication, fitment and maintenance of

artificial aid/appliance to be given to a disabled person under ADIP scheme.

B) Beneficiaries:

A person with disabilities fulfilling following conditions would be eligible for assistance under ADIP scheme through authorised agencies:

- i) He/she should be an Indian citizen.
- ii) It should be certified by a Registered Medical Practitioner that he/she is disabled and fit to use prescribed aid/appliance.
- iii) Person who is employed/self-employed or getting pensions and whose monthly income from all sources does not exceed Rs. 8,000/- per month.
- iv) In case of dependents, the income of parents/guardians should not exceed Rs. 8,000/- per month.
- v) Persons who have not received assistance from the Government, local bodies and Non-Official Organisations during the last 3 years from the same purpose. However, for children below 12 years of age this limit would be 1 year.

Financial Assistance:

- Aids/appliances which do not cost less than Rs. 50/- and more than Rs. 6,000/- are covered under the scheme. However, for visually, mentally, speech and hearing or multiple disabled, the limit should be Rs. 8,000/- during their study period upto XII standard. The limits will apply to individual items of aid and where more than one aid is required, the ceiling will apply separately.
- The amount of assistance will be as follows:

Total Income (per month)	Amount of Assistance
Upto Rs.5,000/-	Full cost of aid appliance
Rs. 5,001/- to Rs. 8,000/-	50% of the cost of aid/ Appliance.
- Further, travelling cost would be admissible limited to bus fare in ordinary class or railway by second class sleeper subject to a limit of Rs. 250/- for beneficiary irrespective of number of visits to the centre and a Certificate from Doctor or Rehabilitation Professional, travel expenses subject to the same limit would be admissible to an attendant/escort accompanying the

beneficiary. The beneficiary should attend the rehabilitation centre nearest to his/her place of residence, except in the North-Eastern Region where he may be allowed travel cost for travelling outside the region till such facilities become available within that region.

- Boarding and lodging expenses at the rate of Rs. 30/- per day for maximum duration of 15 days would be admissible to only those patients whose total income is upto Rs. 5,000/- per month.

Types of Aids/Appliances to be Provided:

The following aids and appliances may be allowed for each type of disabled individual. However, any other item as notified from time to time by the Ministry of Social Justice and Empowerment for the purpose will also be allowed:

Locomotor Disabled:

- All types of prosthetic and orthotic devices.
- Mobility aids like tricycles, wheelchairs, crutches/ walking sticks and walking frames/rolators.
- All types of surgical footwears and MCR chappals.
- All types of devices for ADL (Activity of Daily Living)

Visually Disabled:

- Learning equipments like arithmetic frames, abacus, and geometry kits etc. Giant Braille dots system for slow-learning blind children. Dictaphone and other variable speed recording system. tape recorder for blind student upto XII standard.
- Science learning equipments like talking balances, talking thermometers, measuring equipments like tape measures, micrometers etc.
- Braille writing equipments including Brailers, Braille shorthand machines, typewriters for blind students after the XII class. Talking calculators, Geography learning equipment like raised maps and globes.
- Communication equipments for the deaf-blind. Braille attachments for telephone for deaf-blind persons.
- Low vision aids including hand-held stand, lighted and unlighted magnifiers, speech synthesiser or Braille attachments for computers.
- Special mobility aids for visually disabled people with muscular dystrophy or cerebral palsy like adapted walkers.

Hearing Disabled:

- Various types of hearing aids.
- Educational kits like tape recorders etc.
- Assistive and alarming devices including devices for hearing of telephone, TV, doorbell, time alarm etc.
- Communication aids, like, portable speech synthesizer etc.

Mentally Disabled:

- All items included in locomotor disabled.
- Tricycle and wheel chair including the modifications to suit the individual.
- All types of educational kits required for the mentally disabled.
- Any suitable device as advised by the Rehabilitation Professional or treating physician.

Multiple Disabled:

- i) Any suitable device as advised by rehabilitation professional or treating physician.

Procedure for Application:

Application is to be sent in the prescribed format (Appendix X). The application should be recommended by the State Government/UT and to be sent to the Secretary, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi -110 001.

18. Scheme of Financial Assistance to NGOs under Science and Technology Project in Mission Mode on Application of Technology for the Welfare of the Handicapped.

Background:

Science and Technology has brought significant changes in the life of society and it has been playing an equally important role in improving the quality of life of people with disabilities.

With a view to providing suitable and cost effective aids and appliances through the application of Science & Technology and to increase their employment opportunities and integration in society of the physically disabled, the above scheme was started during 1990-91. Under the scheme, suitable R & D projects are identified and funded for developing aids and appliances.

Objective:

- To coordinate, fund and direct application of technology in development and utilisation of suitable and cost effective aids and appliances and methods of education and skill development leading to enhancement of opportunities for employment, easier living and mobility, communication, recreation and integration in society.

Implementing Agencies:

The scheme is implemented through the IITs, Educational Institutes, Research Agencies, and Voluntary Organisations.

Financial Assistance:

Financial assistance is given on 100% basis to the research/scientific institutions through Rehabilitation Technology Centre for development of Aids and Appliances for persons with disabilities.

Procedure for Application:

A detailed information may be obtained from the: Project Director, District Rehabilitation Centre, 4, Vishnu Digamber Marg, New Delhi – 110 002.

19. Scheme of Assistance under National Handicapped Finance & Development Corporation (NHFDC)

Background:

The National Handicapped Finance and Development Corporation (NHFDC) was incorporated in January 1997 under the Section 25 of the Companies Act, 1956 as a company not for profit. The NHFDC is an apex level financial institution for routing funds through the channelising agencies authorised by the State Governments/UT Administrations and through Non-Governmental Organisations. NHFDC has also introduced a new “Micro-Financing Scheme” under which assistance to disabled is provided through VOs.

Objective:

The objectives of NHFDC are to provide concessional finance for a wide range of activities including self-employment ventures, upgrade of skills, infrastructural activities which support economic pursuits, loan for education etc.

Implementation :

NHFDC functions as an apex financial institution for routing funds through the channelising agencies authorised by the State Governments/UT Administrations. Assistance is given to disabled persons who are below double the poverty line, through VOs.

19.1 Financial Assistance to Disabled Persons through VOs under Micro-Financing Scheme.

Background:

The National Handicapped Finance and Development Corporation (NHFDC) provides financial assistance (loan) to disabled persons through the VO under Micro-financing scheme.

Objective:

The objective of the scheme is to provide assistance through VOs to weaker sections of the disabled for starting or augmenting income generation activities such as small business/trade, tiny/cottage industry or service activity, artisan activities, agricultural and allied activities, etc.

Eligibility:

Loan assistance is provided to disabled persons having disability of 40% or above and whose annual income does not exceed Rs. 1,00,000/- per annum in urban areas and Rs. 80,000/- per annum in rural areas.

Financial Assistance:

- Loans upto Rs. 6,000/- per beneficiary will be available at an interest rate of 5% on convenient repayment terms. Loans may be given repeatedly, subject to repayment of the earlier loans.
- The lending rate of NHFDC to VOs is 1% per annum.
- The VOs will charge from ultimate borrower rate of interest not exceeding 5% annum.
- In case, the loan is provided to ultimate borrowers through Self Help Groups, the interest spread of 4% may be divided between VOs and Self Help Groups as per their mutual agreement.
- A grant of Rs. 10,000/- will also be given to each VO for promoting, implementing and launching the Micro-financing Scheme and educating ultimate borrowers, organising self-help groups of persons with disability

as well as follow up action and recovery.

Procedure for Application:

Applications for loans will be received and processed by the State Channelising Agency nominated by the respective State Government. They, in turn, will forward such applications with their recommendations to the NHFDC for approval and release of loans. All correspondence should be made to: Chairman-cum-Managing Director, NHFDC, Red Cross Bhawan, Sector-12, Faridabad - 121 007

20. National Trust Fund Scheme for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability.

Background:

The Government had been increasingly concerned about the need for affirmative action in favour of persons with autism, cerebral palsy, mental retardation and multiple disabilities who constitute the most marginalised sections of the society. Keeping this in view, Government has enacted the National Trust Act.

The Trust, which will be a statutory body will primarily seek to uphold the rights, promote the development and safeguard the interests of persons with autism, cerebral palsy, mental retardation and multiple disability and their families. Towards this goal, the National Trust will support programmes which promote independence, facilitate guardianship where necessary and address the concerns of those special persons who do not have their family support.

Objective:

The objectives of the Trust are as follows:

- To enable and empower persons with disability to live as independently and as fully as possible within their own families.
- To strengthen facilities to support persons with disability within their own families.
- To extend support to organisations of persons with disability or parents and voluntary organisations for need based services during periods of family crisis.
- To address to the concerns of persons with disability, who do not have any family support.

- To promote measures for the care and protection of persons with disability after the death of their parents or guardians
- To facilitate the realisation of equal opportunities, protection of rights and full participation of persons with disabilities.

16.5 SOCIAL DEFENCE PROGRAMMES

There are large number of people including older persons, infant and children particularly, the street children, neglected and delinquent Juveniles, children of sex workers and the drug addicts and offenders, etc., who need special care, protection and support. The Ministry of Social Justice and Empowerment through its Social Defence Division, has been implementing various social defence programmes to cater to the requirements of these categories of persons. The programmes and the policies aim at equipping them to sustain a life of respect and honour and to become useful citizens. In this process, the Government plays the role of a catalyst and has promoted voluntary action. Ministry provides assistance to the voluntary organisation through its various schemes meant to prevent neglect, abuse and exploitation.

16.5.1 Programmes For Older Persons

Background:

The population of older persons in India is increasing at a faster pace. The changing demographic profile of the country has been accompanied by a new societal order. In recent times, a large number of factors like industrialisation with resultant urbanisation and migration of population of village to cities, particularly to the metropolitan cities have influenced long established life styles and conventional value system. The society has been witnessing a gradual but definite withering of the joint family system and as a result of which, the elders in the family are exposed to emotional neglect and lack of physical and financial support.

The government had announced a National Policy for Older Persons in January 1999. Some of the principal areas of intervention and action strategies in the policy include-health care and nutrition, financial security to older for persons, protection of life and property,

strengthening of family and inter generational relationships, emphasis on education, training and information etc. A National Council for Older Persons (NCOP) was also constituted by the Government in May 1999 to operationalise the National Policy of Older Persons.

The Social Defence Division provides assistance to the needs of older persons through its various programmes and initiatives, as outlined below:

21. Scheme for Integrated Programme for Older Persons

Background:

The Ministry has adopted a scheme, an 'integrated programme for older persons' under which financial assistance is provided to the VOs for strengthening institutional and non-institutional services for the aged. The basic thrust of the programme is on the people above 60 years of age and particularly the infirm, destitute and widows. Under this scheme grant is given for running old age homes, day-care centres, mobile medi-care units and also non-institutional services for older persons.

At the initiative and with the financial assistance of the Ministry, a Telephone Helpline for Older Persons has also been initiated by Agewell Foundation, a Delhi based VO, since April 1999.

Objectives:

The basic objective of the programme are:-

- to promote a society for all ages and to empower and improve the quality of life of older persons and
- to develop awareness and build the capacity of Government and Non-Governmental Organisations and the community at large in order to make productive use of older persons and to provide care to older persons in need.

Eligibility:

State Governments/UTs and local bodies and organisations registered under an appropriate Act (as mentioned in chapter 5) are eligible to get grant under the scheme.

Programme Components:

The programme components of the scheme include:

- To reinforce and enhance the commitment and ability

of the family to take care of older persons.

- To build and strengthen intergenerational relationships particularly between children/youth and older persons.
- To emphasise and contribute towards the need to undertake life long preparation for old age;
- To facilitate productive ageing;
- To enable formation of Self Help Groups/Associations of older persons and advancement of their rights and interests;
- To improve health care and the housing needs of the older persons particularly shelter to the destitute ones;
- To promote the income security needs of older persons particularly those engaged in agriculture, non-formal sector and those living in the rural areas.
- Advocacy and awareness programmes in the field of ageing.
- Research, training and documentation in the field of ageing.
- Any other programme in the best interests of older persons.

Financial Assistance:

- In case of VOs, upto 90% of the cost of the project will be provided by the Government and the remaining shall be borne by the organisation/institution concerned.
- Grant is sanctioned based upon the assessment made by prescribed agency of the Ministry.
- Normally a ceiling of Rs. 10 lakh per annum per project is applicable for release of grant-in-aid under the programme.
- Grant is released in two equal instalments.

Activities and Norms of Financial Assistance:

Grant-in-aid are provided to eligible organisations for establishing and maintaining Day-Care Centres, Old Age Homes, Mobile Medi-care Units and for Non-Institutional Services for the Older Persons.

I Day-Care Centres (DCCs):

Objectives:

The basic objectives are:

- to keep the aged integrated in their respective families and to supplement the activities of the family in looking

after the needs of the aged;

- To provide services not only to its members, but also to work as a focal point of services to the elder persons in the area.

Activities:

The prescribed guidelines for working of a Day-Care Centre (DCC) for the older persons may include:

- improving the living styles and gainful utilisation of the spare time of the elderly people;
- to establish links with welfare institutions and services available in the area and to involve its members to those services.
- To have activities of interest to its members and ensure their participation and the elderly persons living in the area;
- D.C.C. should run with less than 50 aged persons;
- The activities of DCC may include:- discussions, adult education, medical education, counseling/casework, games, outings, walking assistance, help in day-to-day activities etc.
- Each D.C.C. should have a trained social worker with required qualification, a part-time qualified physician for medical check up;
- D.C.C. should utilise the community services available in the area for its functioning and they should approach to the concerned State Government/Local Authorities for getting such provisions.

The admissible expenditure under the project would be as follows:

- Staff salary @ Rs. 45,000/- per annum
- Building (Rent/Maintenance) @ Rs. 30,000/- per annum
- Health Care (Doctor, Medicines etc.) and Nutritional Supplement @ of Rs. 1,23,000/- per annum.
- Recreation (Books, Magazines, News-papers etc.) Rs. 12,000 per annum
- Miscellaneous @ 7,500/- per annum

The total recurring expenditure will be Rs. 1,95,750/- per annum. In addition, a non-recurring expenditure of @ Rs. 16,875/- shall be provided for meeting the expenditures of equipment, utensils, furniture, raw material etc.

II. Old Age Homes:

The old Age Homes will be a residential unit for atleast 25 poor/destitute old persons of 60 years and above. Physical and psychological well-being of the aged inmates will be taken care of by way of the provision of part-time medical officer and trained social workers/counsellors.

The admissible expenditure under the project would be as follows:

- Staff salary @ Rs. 84,000/- per annum
- Building (Rent/Maintenance) @ Rs. 60,000/- per annum
- Health Care (Doctor, Medicines etc.) and Nutritional & hygiene (Oil, Soap, clothing etc) @ of Rs. 1,39,875/- per annum.
- Recreation (Books, Magazines, News-papers etc.) Rs. 12,000 per annum
- Miscellaneous @ 11,250/- per annum

The total recurring expenditure will be Rs. 2,76,412/- per annum. In addition, on non-recurring Expenditure @ Rs. 64,912/- shall be provided for meeting the expenditures of equipment, utensils, furniture, raw material etc.

III Mobile Medicare Unit

Mobile Medicare Services will be provided for consultation, treatment etc., for health care of the aged persons. Grant under the scheme is given to voluntary organisations possessing experience and expertise in this field covering the aged persons particularly in rural areas/urban slums.

The financial assistance under the programme is given upto 90% of the grant i.e. an estimated amount of about Rs. 1,53,900/- per annum shall be provided as grants-in-aid to mobile medicare unit for providing health care facilities to older persons.

IV Non-Institutional Services for Older Persons

Objectives:

The basic aim of this programme is to tap the experience and expertise of aged resource persons from various walks of life for the benefit of the community and also imparting a purposeful life by fruitfully utilising their spare time.

The objectives of the programme is to strengthen/

support non-institutional services by the aged resource persons like doctors, lawyers, teachers, consultants etc. and providing them with a meeting point where such potential persons would assemble for rendering services to the community.

Financial Assistance:

- Assistance under the programme is given for salary of a trained social workers/counsellors, rent of the building, contingencies including water, electricity charges and stationery etc.
- The grant include a calculated amount of Rs. 50,625/- and Rs. 11,250/- per annum respectively as the recurring and non-recurring expenditures.

Procedure for Application:

An organisations desirous to apply for grant under the scheme is required to apply in the prescribed proforma (Appendix XI) to an authority or Body designated for the purpose by the Ministry. All correspondences should be made to:- Joint Secretary, Ministry of Social Justice and Empowerment, Room No. 603, A-Wing, Shastri Bhawan, New Delhi 110 001.

22. Scheme of Assistance to Panchayati Raj Institutions/ Voluntary Organisations/Self-Help Groups for Construction of Old Age Homes/Multi Service Centres for Older Persons

Background:

Realising the significance of rapid demographic changes in India in favour of an increasing number and proportion of persons above the age of 60, and also a marked withdrawal of family support to them due to weakening of joint family ties and migration of people to cities and developed regions and the need for a biological, socio-economic and emotional care of old age, the Government of India has started the scheme for providing assistance for construction of Old Age Home or Multi-Service Centres for older persons in each district of the country.

Objective:

The basic objective of the programme is to provide financial assistance to Voluntary Organisations/ Self Help

Groups and to Local Bodies for construction and equipment of Old Age Homes and Multi-Service Centres for older persons.

Scope:

Assistant is given for construction of Old Age Home or a Multi-Service Centre consisting of Day-Care Centres for the mobile; reach out units for the home bound and Old Age Homes or Multi-Service Centres for older persons in each district of the country.

Day-Care Centres:

The Day-Care centres will be required to provide various non-institutional support systems to older persons such as developmental programmes for preparation for old age, death and bereavement; raising family and community awareness for enriched interactions, health check-up camps, information and awareness for prevention of problems and treatment; continuing education, training and opportunities for income generation, employment exchange and sponsorship, recreation, occupational therapy, counseling and legal aid information and referral services and any other programme or service in the best interest of older persons.

B. Reachout Units:

Besides Mobile Medicare, the Reachout units will also run other home/family based services for home bound older persons such as mobile meals, clinics, libraries, volunteer visits for help in home making and running external errands, information and referral services etc.

The Old Age Homes will provide for self-fulfillment, health, nutrition and care giving, continuing education and recreation activities to the older persons particularly, the destitute and the homeless.

Eligibility:

The following organisations are eligible for assistance:-

- Organisations registered under the Societies Registration Act, 1860; or relevant State Societies Registration Act.
- A Public Trust registered under any law for the time being in force;
- A Charitable company licensed under Section 5.25 of companies Act, 1958.

- Self Help Groups of Older Persons registered under the Societies Registration Act, 1860 or as Public Trust.
- The Panchayati Raj Institutions (PRIs) will also be eligible for grant in aid provided their recommendations are received, duly recommended by the State Government, through a resolution of their Zilla Parishad, Municipal Corporation/Municipal Council, as the case may be.

Financial Assistance:

- The Grant-in-aid under the scheme shall be limited to Rs. 30 lakhs per Home/Centre for construction/expansion of building and furnishing/equipping the Old Age Home/Multi-Service Centre.
- The grant is released in two instalments – the first instalment not exceeding 70% and the remaining will be approved as the second instalment.
- The organisations should produce clear title of land on which the Home/Centre is proposed to be constructed.

Procedure for Application:

The application for assistance should be submitted to the Ministry in the prescribed proforma (Appendix XII). The application shall be submitted to an Authority or Body designated for the purpose by the Ministry of Social Justice & Empowerment. On receipt of an application, inspection will be undertaken by the prescribed agency to determine the suitability and competence of applicant organisation and there after the proposal will be duly processed. The content of the proposal should include matter as per the following details:

The proposal for grant in aid should be submitted along with following details:

1. Geographical area to be served;
2. Target group of beneficiaries to be covered. In case the centre is open to men and women, separate lodging facilities for both will be provided.
3. The services to be delivered and the charges, if any, to be realised from the beneficiaries;
4. The expertise/experience, the organisation has planning and implementing related programmes/services (Not in case of PRIs);
5. The Constitution of the Association, Memorandum of Association and details of aims and objectives;
6. Constitution of the Board of Management, present

membership, date of constitution of present Board of Management;

7. Last Annual Report (Not applicable if the organisation is new)
8. Information relating to the grants received or likely to be received from other Departments of Central Government or from State Government for the same project.
9. A statement containing the balance sheet and the full receipt and payment of the organisation/institution for the last two years and a copy of the balance sheet for the previous year.
10. All applications shall give a proof of clear title of land on which the centre is to be constructed.
11. A copy of the project report including site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered etc.) and estimated cost of construction should be submitted.

All correspondence should be made in the following address: Joint Secretary, Ministry of Social Justice and Empowerment, Room No. 603, A wing, Shastri Bhawan, New Delhi 110 001.

16.5.2 PROGRAMMES FOR CHILDREN

Children are the most vulnerable and powerless groups. Some children are more marginalised than others in India. The radical changes in India's political, socio-cultural and economic environment have had impact on the marginalised children. The immediate causes of the plights of children include: abandonment, destitution, the breakdown of the family leading to an increase in runaway street children. The influence of the media on the children, causes conflicts of identity, role modelling and the glamour which, coupled with other factors, causes children to run away; abused and exploited by the unsocial elements. Such children need special care and protection. In addition, a very large number of infants and children are languishing in institutions for want of a home and care of the family.

The Ministry through its Social Defence Division has been implementing various schemes focusing on children in crisis situations such as for street children, children

who have been abused, abandoned orphaned and children in conflict with the law and affected by conflict or disasters, etc. These programmes encourages and involves voluntary organisations and provides them grant-in-aid for their implementation.

23. Scheme of an Integrated Programme for Street Children

Background:

A large number of children particularly, the street children in the cities in India, suffer destitution, neglect, abuse and exploitation. The basic urban services also do not reach them in an effective and integrated manner. The Ministry has been implementing an integrated scheme for street children. The basic aim of the scheme is prevention of destitution and withdrawal of children from a life on the street and their placement into national mainstream. The essential components of the programme include provision of shelter, nutrition, health care, sanitation and hygiene, safe drinking water, education, recreational facilities and protection against abuse and exploitation to destitute and neglected street children. All the state capitals and cities with a population of 1 million or more are covered under this programme.

A child line service which is a 24-hour free phone service for children in distress has been initiated by the Ministry under this programme to the children from neglect, abuse and exploitation. The service started in Mumbai, and it is expected to be extended to 30 cities by the end of Ninth Five Year Plan. In addition, the Ministry has established a Child-Line India Foundation as an umbrella organisation to identify, provide support services and to monitor efficient service delivery of the centres at various locations. It serves as a link between the Ministry and the VOs in the field.

Objective:

The basic objective of the programme is to provide wholesome development of children without homes, and family ties and to prevent destitution.

Implementing Agencies:

Voluntary organisations, State Governments, UT administration, local bodies, and educational institutions are eligible for the financial assistance from the

government under this programme.

Target Group:

The target groups of this programme are children without homes and family ties i.e. street children and children specially vulnerable to abuse and exploitation such as the children of sex workers and children of pavement dwellers.

Eligibility:

In addition to the general conditions as mentioned under chapter 5, the concerned organisations should have been registered for a period of two years but in case of North-Eastern region, Jammu & Kashmir, desert areas and under-served/under-represented areas the condition of two years will not be applicable. In any other deserving cases where an individual or a group of individuals has substantial experience in specific sector and the individual or group of individuals want to work in that area, the condition of two years may be relaxed by the Secretary, Ministry of Social Justice & Employment.

Financial Assistance:

- Upto 90 percent of the cost of the project will be provided by the Government of India and remaining shall be borne by the organisation/institution concerned.
- The grant will be released in two equal half-yearly instalments.

Procedure for Applying:

An organisation desirous to apply for grant-in-aid under this scheme is required to send its application in prescribed format (same as mentioned under Appendix XVIII) and send it to an authority/body designated for the purpose by the Ministry. The address of the contact person in the Ministry is same as mentioned under the scheme 21.

24. Scheme of Juvenile Justice

Background:

In order to provide care and protection to children who need them for various reasons, the Juvenile Justice Act of 1986 is in force. During the year 1998-99, the Scheme for Prevention and Control of Juvenile Social Mal-adjustment which the Ministry has been operating since

1986-87, was revised with a view to strengthening the implementation of the Juvenile Justice Act in the country and bring about a qualitative improvement in the services provided under the scheme to both neglected as well as delinquent children. The focus is now shifted from mere punishment and correction to growth, development and rehabilitation of children in distress. Under the scheme, the Ministry provides assistance to voluntary organisations for establishment and maintenance of Observation Homes, Juvenile Homes, Special Homes and After-care Institutes for neglected and delinquent juveniles.

Objective:

The basic objective of the programme is to provide for full coverage of services contemplated under the Juvenile Justice Act 1986 to meet the developmental needs of neglected and delinquent juveniles.

Financial Assistance:

- Provision of 100% financial assistance to States/UTs/ Voluntary Organisations to facilitate creation of infrastructure is prescribed under the Act in hitherto uncovered districts of the country.
- Financial assistance is given to bring about a qualitative improvement in the existing infrastructure.
- Expansion of non-institutional services such as sponsorship, foster care, probation, etc. as alternates to institutional care.
- Provision of scholarships to children being processed under the Act for excelling in academics or in extra-curricular activities.
- Assistance is given for establishment and maintenance of Observation Homes, Juvenile Homes, Special Homes and After-Care Institutions.
- Recurring and non-recurring expenditure costs are provided which includes items such as the maintenance costs for food, clothing soap oil etc., salary of the staff; bedding per child; contingencies etc., and the costs of construction, furniture, equipment and utensils etc.

Procedure for Applying:

Same as mentioned in the previous schemes.

25. Scheme of Grant-in-Aid to Homes for Infants (Shishu Greh) in Promoting in Country Adoption.

Background:

A large number of children are abandoned or orphaned for various socio-economic reasons viz. due to the changes in the traditional social structures and community support systems and/or due to rapid urbanisation and industrialisation. Therefore, there is an urgent need for creating alternate support systems in the community.

Generally, it has been found that the Homes set up for children both in Government and VOs, by and large, provide services to children in the age group of six and above. Very few institutions cater to the needs of newly born and/or the infants. The organisations/ institutions provide only institutional services for care and maintenance of children of older age and they don't focus their attention on the non-institutional rehabilitation of children. There is thus a need for rehabilitation of children through sponsorship, foster care and adoption/ guardianship.

In order to encourage voluntary organisations to take on the responsibility for providing care, protection, nurture to the children those are orphaned/abandoned, neglected and abused, the Ministry has launched this new scheme for setting up Homes (Shishu Greh) for children in the age group of 0-6 in the country, preferably in rural areas. The emphasis has been on the in-country adoption as opposed to inter-country adoption.

Objective:

The main objective of the scheme is to provide homes inside the country to children who become destitute at an early age and to promote in-country adoption.

Scope/Eligibility:

The scheme would be implemented through reputed and registered NGOs engaged in the field of child welfare. If such agencies which are already engaged in the placement of children in adoption, a pre-requisite for eligibility would be a minimum achievement of 50% placements with Indian adoptive parents during the previous year. The applicants under this scheme should be Indian Social/Child Welfare Agencies engaged in

adoption activities and recognised by the State Governments or Government of India.

Programme:

The organisations will set up Homes (Shishu Greh) and keep minimum 10 infants between the age group 0-6 for placing them in in-country adoption. A unit of 20 infants may be taken up depending upon the facilities and the ground realities.

Financial Assistance:

- The scheme is a Central Sector scheme of Grant-in-aid, providing grant to the extent of 90% of the total expenditure. The remaining 10% will be borne by the organisation/institution on its own.
- The recurring grants cover expenses on food, clothing, soap, oil, education, transportation, medicines, water and electricity charges etc., the salary of staff and house rent.
- The non-recurring grant covers the cost of basic infrastructure, equipments, furniture and related articles.
- The grants will be released in two half yearly instalments.
- The total annual expenditure for one Home is estimated to be Rs. 7,99,000/- i.e. (7,19,100/- as Government's share and Rs. 79,900/- as organisation's share).

Procedure for Applying:

Any Child Welfare Organisation engaged in adoption activities or any recognised Indian Placement Agency desirous of applying under this scheme should send its application in the prescribed format (same as in Appendix XVIII) through the concerned State Government to the Central Adoption Resource Agency, Ministry of Social Justice & Empowerment, Government of India, West Block-8, 2nd Floor, Wing-II, R.K. Puram, New Delhi.

16.5.3 PROGRAMME FOR PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE

The problem of drug abuse with far reaching socio-medical and economic consequences has emerged as one of the vital concerns of the human race. Drug abuse and alcoholism are acquiring alarming proportion in the society primarily due to the rapid socio-economic changes and the consequent impact in loosening of the traditional methods of social control, break down of familial

relationships and increasing vulnerability of individual to stress and strain of modern life. The fast changing social milieu, poverty, unemployment, economic stress and strain, peer groups affiliation etc., are significantly contributing to the proliferation of drug abuse. Irrespective of religion, caste affiliation, family background, marital status, young people in various communities are increasingly becoming vulnerable to drug addiction.

Addiction to drugs does not merely affect the physical and mental health of the individuals involved. It also disrupts his family and social relationships. An addict is not only a loss to himself but also to society as a productive individual and to the nation as an asset for development. This trend is most ominous for a developing country like India, which is still struggling to overcome its basic problems of poverty, hunger and disease. Drug abuse has emerged as a vital issue of the present and future quality of human life.

The use of dependence-producing substances, in some form or the other has been going on since time immemorial. In India, the abuse of alcohol, opium and cannabis has been known for long, but the consumption of drugs like heroin, hashish, LSD etc., is a new trend. Today, India is no more merely a transit country for illicit trafficking in drugs from the golden triangle or golden crescent, but it is also becoming a significant consumer in the global scenario.

The Ministry of Social Justice and Empowerment has adopted a community-based approach through family support and social action to tackle the problem of drug abuse. Voluntary organisations are encouraged to supplement the governmental efforts in combating drug abuse menace. Action is called for identification, treatment, and rehabilitation of drug addicts and to create awareness and public education for drug abuse prevention. The Ministry provides technical as well as financial assistance to voluntary organisations under its schemes for tackling drug abuse menace.

26. Scheme for Prevention of Alcoholism and Substance (DRUGS) Abuse

Background:

Recognising Alcoholism and substance (drug) abuse



as a psycho-socio-medial problem, the Ministry has been implementing the revised scheme for prevention of such abuse since April 1999. Under the scheme it provides assistance for a wide range of services including awareness generation, identification, treatment and rehabilitation of addicts implemented through the Voluntary Organisations. With a view to reducing the demand for and the consumption of alcohol and the dependence producing substances, the thrust is on preventive education programmes and on reintegration of the addicts into the mainstream of the society. While the government of India would provide financial support to the organisations for institutionalized activities, stress would also be on mobilisation of community resources and greater community participation.

Objective:

The aims and objectives of the present scheme for Prevention of Alcoholism and Substance (Drugs) Abuse are:

- To create awareness and educating the people about the ill-effects of alcoholism and substance abuse on the individual, the family and the society at large;
- To evolve culture-specific models for the prevention of alcoholism and substance and the treatment and rehabilitation of addicts;
- To provide for the whole range of community based services for the identification motivation, counseling, de-addiction, after care and rehabilitation of addicts;
- To promote collective initiatives and self-help endeavours among individuals and groups vulnerable to addiction or found at risk;
- To establish appropriate linkage between State interventions and voluntary efforts in the field of prohibition and substance abuse prevention;
- To increase community participation and public cooperation in the reduction of demand for dependence-producing substances; and

- To support activities which are in consonance with the mandate of the Ministry of Social Justice and Empowerment in this field.

Eligibility Conditions:

In addition to the eligibility conditions and characteristics of the organisations as mentioned under chapter 5, the following specific conditions are to be fulfilled:-

- Voluntary organisations of All India nature or major social welfare organisations are eligible under the scheme.
- The organisation should ordinarily have existed for a period of three years.

Programme Activities:

The Ministry provides assistance for setting up: Drug Awareness and Counseling Centre; treatment-cum-rehabilitation centres, de-addiction camps and for awareness and preventive education programme.

Details of items/activities admissible for assistance under the scheme are given below:-

26.1 Drug Awareness and Counseling Centres

Background:

The Drug Awareness and Counseling Centre would provide the services to the communities such as Awareness building; motivational counseling; screening of abusers/addicts; referral services and follow-up services.

Financial Assistance:

The financial assistance pattern under the scheme will be as follows:-

Norms for Setting up of Drug Awareness and Counselling Centres

(Expenditure in Rs.)

Sl.No.	Name of the Post	No. of posts	Monthly exp.	Yearly Exp.	Minimum qualificaitions
A. Recurring Expenditure (Estt)					
1.	Project Incharge	1	4,000	48,000	A graduate with minimum experience of 3 years of Addiction counselling in Drug De-addiction Centre
2.	Accountant-Cum-Clerk (Part-time)	1	1,500	18,000	Graduate with experience of accounts work.
3.	Counsellor/community Worker/ Social Worker	2	7,000	84,000	A graduate with minimum experience of 2 years of Addiction counselling in Drug De-addiction Centre
4.	Sweeper/Peon	1	500	6,000	
	Total A		13,000	1,56,000	

B. Recurring Expenditure (Other Than Estt.)					
1.	Rent	3,000-5,000	60,000		
2.	Contingencies (Water, Electricity, Telephone, Stationery etc.)	2,500	30,000		
3.	Publicity	2,000	24,000		
4.	Transport	1,500	18,000		
	Total B	11,000	**1,32,000		
	Total A and B	24,000	2,88,000		

** The organisations are permitted to re-appropriate maximum of 20% of the allocation against any item to the allocation made for another item subject to the total admissible allocation for recurring expenditure.

C. Non-Recurring Expenditure

(admissible once only during the setting up of the Centre) Furniture, Almira, Typewriter, 50,000 Bedsheets, etc.

Note: 10% of the total annual expenditure would be borne by the organisations themselves.

- Rent would be subject to the location of the centre in type of cities A.B.C. and D or actuals whichever, is less. The maximum rent would be as under:
 - A Class cities - Rs. 5000/- p.m.
 - B. Class cities - Rs. 4000/- p.m.
 - C & D Class cities - Rs. 3000/- p.m.
- In case of self owned accommodation, no rent would be admissible. However, 10% of the admissible rent shall be paid as maintenance charges.

26.2 Treatment-cum-Rehabilitation Centres

Background:

The treatment-cum-rehabilitation centres provide community based services for awareness/services for the identification, motivation, counseling, de-addiction, after care and reintegration of addicts into the social mainstream. A Treatment-cum-Rehabilitation centre may either be a 15 bedded or a 30 bedded facility. In exceptional and rare cases, the reputed centres under the scheme may be allowed to establish 50 bedded facility

on the recommendation of a Committee constituted by the Ministry of Social Justice and Empowerment.

Eligibility Conditions:

- The centre has been uninterruptedly funded under the scheme of the Ministry for a minimum period of ten years.
- The centre has the requisite infrastructure, expertise and resources for a 50 bedded facility.
- The centre has proven record of community programmes, prevention and identification of addicts; detoxification and rehabilitation; after care and follow-up and monitoring of relapse and/or rehabilitation.
- Any other condition deemed necessary to ascertain the necessity and desirability of funding 50-bedded De-addiction centre.

Financial Assistance

Norms for Setting up of 15-Bedded Treatment-Cum-Rehabilitation Centre

(Expenditure in Rs.)

Sl.No.	Name of the Post	Qualifications No. of posts	Monthly exp.	Yearly Exp.	Minimum qualificaions
A. Recurring Expenditure (Estt)					
1.	Project Incharge	1	7,000	84,000	A graduate with minimum experience of 3 years of Addiction counselling in Drug De-addiction Centre
2.	Accountant-Cum-Clerk (Part-time)	1	3,000	36,000	A Graduate with experience of accounts work.
3.	Sweeper/Chowkidar	2*	4,000	48,000	
B) Medical					
1.	Medical Officer (Part-Time)	1	5,000	60,000	M.B.B.S. or equivalent degree recognised by the deptt. of Indian Systems of Medicine (ISM&H), Ministry of Health and Family Welfare, Government of India.
2.	Counsellor/Social Worker/ Psychologist	3*	12,000	1,44,000	A graduate with a minimum experience of 3 years in the relevant field or an experimental counsellor (recovered addict) with sobriety of 2 years. preference should be given to candidates with degree/diploma in Addiction Counselling.
3.	Yoga/Other Therapist (Part Time)	1	2,000	24,000	Adequate experience in the disciplines recognised by the Deptt. of ISM&H, Ministry of Health and Family Welfare, Government of India.
4.	Nurse/Ward boys etc.	2*	6,000	72,000	Nurse High School or equivalent with certificate I Nursing from a recognised institution. Ward Boy. VIIIth Class Pass preferably. Experienced in such centres.
Total B			39,000	4,68,000	

* It would be the discretion for the organisation to allocate the remuneration amongst the incumbents within the overall financial allocation.

B. Recurring Expenditure (Other than Estt)

1. Rent	10,000-15,000	1,80,000
2. Medicines	6,000	72,000
3. Contingencies (Stationery, electricity, postage, telephone, etc.)	5,000	60,000
4. Transport/Petrol & Maintenance of vehicle	3,000	36,000
Total B	29,000	34,800***
Total A + B	58,000	8,16,000

*** 20% of re-appropriation of expenditure amongst these heads would be permissible within the total admissible allocation for recurring Expenditure.

C. Non-Recurring Expenditure

(Admissible only once during the setting up of the Centre)

1. 20 beds, tables, 3 sets of linens,
blankets, other equipments etc. 1,50,000

Note:

- 10% of the expenditure would be borne by the organisations themselves.
- The payment of 'Rent' for the centre would be subject to the location of the Centre in Type A.B.C. and D cities. The rate of maximum rent would be as under or actuals whichever is less.

- A Class cities Rs. 15,000/- p.m.
- B. class cities Rs. 12,000/- p.m.
- C & D Class cities Rs. 10,000/- p.m.

- In case of self owned building, no rent would be admissible. However, 10% of the admissible rent shall be paid as maintenance charges within the overall financial allocation.

26.2.1 De-addiction Camps

Background:

To give wider coverage, provision of de-addiction camps has been made in the urban and rural areas where Treatment-cum-Rehabilitation Centres have not yet been established but there is need for the service. These camps are organised only by the organisations, which are running Treatment-cum-Rehabilitation centres.

Financial Assistance:

Norms for Expenditure on Holding of De-addiction Camps for Treatment of Drug Addicts.

- Number of Patients Not less than 25 and more than 40
- Duration of each camp (Expenditure in Rs.)

S.No. Item	Rural Areas	Urban Areas
Fixed Cost		
1. Allowances for the staff	12,000	7,500
2. Medicines	6,000	6,000
3. Transport	4,500	4,500
4. Contingencies (including rent, water, electricity charges, hiring of beds and other essential equipments and expenses on follow-ups)	7,500	12,000
Total	30,000*	30,000*

* 20% of reappropriation of expenditure within the heads of accounts would be permissible subject to the overall allocation.

Variable Cost

Food @ Rs. 50 per head per day.

Note:

- 10% of the expenditure shall be borne by the organisation themselves.
- Ordinarily not more than 18 De-addiction Camps are to be held by an organisation in a year.
- An organisation desirous of holding De-addiction Camps should (a) have a firm list of not less than 25

patients to be treated, after surveying an area. (b) The area should have high concentration of addicts as certified by District Authority and no de-addiction centre is available within 10 km. (c) Not enroll of an addict who has already been treated in another de-addiction centre.

26.3 Awareness and Preventive Education Programme

Background:

The Ministry has initiated awareness generation and preventive education programmes which include the provisions of holding of seminars, conferences, workshops, corner meetings, essay/debate competitions, publicity through mass media etc. Several radio and T.V Programmes have been launched and films have been produced to create awareness about role of parents, teachers and opinion leaders in the prevention and control of alcohol and drug abuse. Voluntary organisations are being financially assisted to undertake educational work amongst the community and target groups.

Financial Assistance:

- Production and dissemination of Educative and publicity materials.
 - Posters/flash cards/flannel charts/flip charts
 - Pamphlets/brochures/leaflets
 - Hoardings/panels/banners
 - Booklets/periodicals etc.
- Community participation programmes.
 - Corner meetings/workshops/conferences.
 - Essay/debate/slogans.drama/one act play competitions
 - Pantomine Shows/Street Plays/folk media etc.
- Training camps for Voluntary workers
- Any other activity for awareness building programme against drug/alcoholism.

26.4 Workplace Prevention Programme:

Background:

Study shows that drug abuse among the industrial workers, labourers and lower income groups in many cities is most prevalent. Low income, poor growth avenues, low self-esteem, social isolation, poor working



environment etc., are some of the factors for which they fall prey to drugs and becomes an addict. As a result, the deterioration in his physical and mental capacities have a positive impact on the efficiency, absenteeism, low productivity, industrial accidents and labour indiscipline in the workplace.

The Ministry encourages voluntary organisations and provides technical and financial assistances for establishing treatment-cum-rehabilitation centres in order to prevent drug abuse among the workers in workplace.

Objective:

- To prevent drug abuse among industrial workers so as to maintain and/or restore health and safety standards, productivity and quality of workmanship in the enterprise.
- To reduce absenteeism and to avoid the loss of employees.

Implementing Agencies:

Industrial houses/trade unions/voluntary welfare organisations/state government.

Programme Activities:

- Assistance is provided to voluntary organisations for setting up treatment-cum-rehabilitation centre (15 bedded) within an industry/enterprise.
- The enterprise taken under the programme should have atleast total workforce of 500 per unit.
- The centre will be a focal point for awareness, preventive education and referral services.

Financial Assistance:

- Financial assistance upto an additional funds of 25 percent to the general norms (as mentioned under 26.2) is admissible for the centre.
- Recurring and non-recurring expenditures are given under the scheme which may include recruiting additional staff such as, Counsellor(s), Community Worker(s), part-time Medical Officer, production of educational material, meeting of contingent expenditure etc.

26.5 VO Forum for Drug Abuse Prevention:

The main functions of VO forum will be to bring about an effective coordination among voluntary

organisations engaged in the field of drug abuse prevention to establish linkages among the programmes being offered by them, and to ensure convergence of services in the area of their operation. All organisations being supported under this scheme should be represented on the Forum, with one of their representatives being nominated as the Chairperson on a rotating basis. All State/Regional Forums will be affiliated to the National Federation.

26.6 Innovative Interventions to Strengthen Community Based Rehabilitation

Background:

The Treatment-cum-Rehabilitation Centres which have the capacity to do so, would be encouraged to develop innovative interventions to strengthen the community based approach towards rehabilitation of recovering addicts, like half-way homes, drop-in-centres etc. For this purpose an additional amount of 5% of the total approved expenditure for the Centre would be admissible to the organisation.

26.7 Technical Exchange and Manpower Development Programme

Background:

A Treatment-cum-Rehabilitation Centre will be entitled to receive financial assistance under this scheme to meet expenditure on deputation of its regular members of staff to other reputed centres identified by the Ministry.

Financial Assistance:

The assistance for the programme shall be based on the following norms:-

Norms for Financial Assistance under Technical Exchange and Manpower Development

- i) Total number of courses in a year to be conducted : 15 (fifteen)
- ii) Number of organisation to hold such training Courses : 5 (five)
- iii) Number of courses an organisation to hold in a year : 3 (three)
- iv) Duration of each course : 15 days

- v) Number of participants in each course : 5 (five)
- vi) D.A. per day to be approved by the Ministry of Social Justice and Empowerment at the minimum cost.
- vii) Travelling expenses III tier to and for Ist class/AC by train or actual expenditure whichever, is less.

26.8 Surveys, Studies, Evaluation and Research on the subject or any other activity which is considered suitable to the meet the objective of the scheme are covered under the scheme. The financial assistance shall be admissible to eligible organisations based on the merit of the proposal to be decided by the Ministry.

Financial Assistance:

- The quantum of assistance under the scheme shall not be more than 90% of the approved expenditure.
- In case of North Eastern States, Sikkim and Jammu & Kashmir, the quantum of assistance will be 95% of the total admissible expenditures.
- The Universities, School of Social Works and such other Institutions of higher learning will be eligible for 100% reimbursement of approved expenditure.

Procedure for Application:

A. For Ongoing Programmes.

For the release of grant-in-aid under the Scheme, an Organisation/Institution, shall apply in the prescribed proforma (Appendix XIII) along with the relevant documents in duplicate immediately on the commencement of the financial year to the Ministry of Social Justice and Empowerment (Social Defence Division), Government of India, New Delhi.

B. For New Activity/Programme:

Any request for a new programme/activity shall be submitted to the Ministry in the prescribed proforma (Appendix XIII) along with the relevant documents.

16.5.4 OTHER SOCIAL DEFENCE PROGRAMME

27. Scheme of Assistance to Voluntary Organisations for Providing Social Defence Services.

Background:

Under the scheme of assistance to voluntary organisations for providing social defence services,

assistance is provided for undertaking programmes which are not covered under the existing scheme of the Ministry. In particular, the scheme provides for pilot projects in uncharted areas in which the Ministry may like to formulate independent programmes in due course. Under this scheme currently a number of programmes are being supported for rehabilitation of children of sex projects for rehabilitation of widows and for providing counseling and support to traumatised children and physical violence and sexual abuse.

Objective:

The programme aims to provide support to voluntary organisations to undertake pilot projects in uncharted areas not currently covered by any of the existing programmes.

Projects:

Various projects under the scheme may include :- projects tackle problems in areas which are relatively unserved but for which there is an urgent need; which provide integrated services, which provide preventive, protective and development and rehabilitative services, to mobilise public opinion and support to tackle pressing social problems not covered by any of the existing schemes of the Ministry.

Eligibility:

In addition to the general conditions and characteristics of the organisations eligible for Grant-in-aid as mentioned under Chapter 5, the following specific conditions are to be noted:-

- Grants can be given to voluntary organisations/institutions, universities, research institutes, schools, and statutory bodies like Panchayati Raj Institutions, Municipal Corporations, Town Area Committees, Red Cross Societies and its branches.
- The organisation should have at least two years of experience of working in the related area or should show evidence of competence to take up the proposed scheme.

Financial Assistance:

- Financial assistance will be given upto 90% of the approved cost on recurring and non-recurring expenditure the balance of 10% to be met by the

voluntary agency.

- In case of an organisation working in a relatively new areas where both voluntary and Government efforts are very limited but there is great need for the service, then the Government may bear 100 percent of the cost.
- In the case of building grant, the grant will be limited to Rs. 10 lakhs. However, in exceptional cases the ceiling may be relaxed by the Secretary, Ministry of Social Justice and Empowerment.
- The following items are eligible for assistance under the scheme:-
 - Construction of building or extension of existing buildings or rent of the building in which the service is being given (staff quarters are excluded, except in the case of warden, chowkidar, etc.)
 - Salaries and allowances of staff; minimal administration support can also be considered,
 - Cost of equipment, furniture, etc.
 - Charges due to the delivery of the service (education, training, food etc.)
 - Stipends, etc. in case of trainees.
 - Other charges as may be necessary for the proper running of the programme.

Procedure for Applying:

An organisation desirous to apply for grant-in-aid under this programme will send its application in the prescribed proforma (same as in Appendix I) to an authority or body designated for the purpose by the Ministry of Social Justice & Empowerment. All correspondence to the Ministry should be made in the address as given under the scheme 21.

16.6 ANIMAL WELFARE PROGRAMMES

The work of animal welfare was transferred to the Ministry of Social Justice and Empowerment from the Ministry of Environment and Forests in September 1998. It is being realised that the welfare of human beings is directly related to the welfare of animals, so the welfare of animals is of great concern to us. The Ministry had created a separate Animal Welfare Division to implement the works relating to the Prevention of Cruelty to Animals, Act, 1960.

The Ministry had introduced on pilot basis three

schemes for the welfare of the animals and provides assistance to voluntary organisations to undertake the welfare works of animals. These schemes are outlined below:-

28. Scheme for Provision of Ambulance Service to Animals in Distress

Background:

A large number of domestic, stray and uncared for animals need care and protection particularly, during the time of natural calamities such as floods, droughts, famines, forest fires etc. In addition, animals frequently suffer from injuries and disabilities as a result of road accidents or diseases. The infrastructure for provision of emergency services to animals is almost non-existent and there is a need to strengthen the capabilities of organisations working in the field at the grass root-level throughout the country.

Objective:

The basic objective of the scheme is to make available emergency ambulance services to animals in distress throughout the country by the provision of appropriate assistance to competent Non-Governmental organisations working in the field.

Financial Assistance:

The scheme is a Central Sector scheme and grant is provided for purchasing ambulance/mobile clinic for the animals in distress. Ten percent of the total cost of the ambulance is borne by the organisation and ninety percent of the cost is borne by Central Government with the ceiling of Rs. 4.50 lakh for the cost of the vehicle including modifications.

Procedure:

There is a common application form for three NGO schemes run by the Animal Welfare Division. The list of documents required to be submitted for this scheme is given in Appendix XIV. The proposal should be sent in the prescribed format (same as in Appendix XVIII).

29. Schemes for Provision of Shelter Houses for Looking After the Animals

Background:

There are large number of animals in the country who are roaming around in the streets and everywhere. A number of them are not cared enough and are left in the streets either wounded or suffering from various diseases. Though we have shelter houses operating at various places their number is not adequate and the facilities provided are insufficient. In such a situation, it becomes imperative that shelter houses are established and made available at least one in a district with all the facilities like health care, stall feed etc.

Objective:

The basic objective of the scheme is to provide requisite care protection and services to uncared for animals by making provisions for establishment and maintenance of shelter houses in all the districts of the country.

Financial Assistance:

- This is a Central Sector Scheme and the NGOs are assisted to the extent of 90 percent of the project cost of the construction of a shelter house with a ceiling of Rs. 25 lakhs including 10 percent contribution to be made by the VOs.
- Grants are provided for construction of shelter houses for looking after the old, feeble, sick and distressed animals.
- The amount is released to VOs in two equal instalments for maximum of Rs. 11.25 lakhs for the items as mentioned in the application for three VO schemes.

Procedure:

Application should be made in the prescribed format (same as under the scheme XVIII). A list of documents required to be submitted for this scheme is in Appendix XV.

30. Scheme for Birth Control and Immunization of Stray Dogs.

The prevailing system of indiscriminate destruction of stray dogs to control their population and to minimise the incidence of rabies has not succeeded as per expectations. The municipal bodies have been killing stray dogs under the pretext of controlling rabies. Though the Animal Welfare Board of India has been trying to control the dog population by encouraging the voluntary organisations to conduct sterilization programmes but it has not much impact. A shift in policy to an alternative and more humane system of sterilisation-cum-immunisation is required for proper dog control and management.

Keeping in view the increasing number of stray dogs and the increase in number of rabies dogs, the Scheme for Birth Control and Immunization of Stray Dogs was introduced during the year 1998-99. The scheme provides assistance to conduct sterilisation and immunisation of stray dogs through the non-governmental organisations, including the societies for prevention of cruelty to animals throughout the country.

Objective:

The basic objective of the scheme is to control the population of stray dogs by sterilisation and to reduce the incidence of rabies by immunisation. The sterilisation-cum-immunisation of stray dogs are required to be conducted in zone/colony-wise and proper records are to be maintained under the provision of this scheme. Immunization of stray dogs will be conducted in the locality itself to assure the community about the safety from stray dogs.

Financial Assistance:

- This is a Central Sector Scheme under which 100 percent amount is released to NGOs in two equal instalments.
- For sterilisation of dogs under the scheme, there is a provision for release of Rs. 300 per day for sterilisation of dogs and an amount of Rs. 40 per day for immunisation (Anti-rabies).

Procedure:

Applications are invited from the NGOs in the prescribed format (Appendix XVIII), along with the documents as mentioned in the Appendix XVI.

31. Scheme of Grant-in-Aid for Social Welfare Research/ Workshops/Seminars or Publications

Background:

The Ministry of Social Justice & Empowerment has been implementing a number of schemes for welfare and development of the Scheduled Castes. Other Backward Classes, minorities, the disabled, abandoned children, the aged, drug addicts, etc. It is necessary that the impact of these schemes and programmes should be assessed and evaluated from time to time so that these can be appropriately modified to make them more effective and phased out if their utility is found to be doubtful. Besides, it is also necessary to identify through research, areas where social problems are likely to emerge so that the Ministry can plan timely interventions. The Ministry therefore sponsors research and evaluation studies under the Scheme to assist in the task of review and future planning.

Under the scheme of grant-in-aid for Research and Publication the Ministry extends financial assistance to Research Institutions, professional bodies, University departments and leading voluntary organisations. A Research Advisory Committee comprising of official members from the concerned fields and non-official members from academics/research fields advise the Ministry on priority areas and processing of the research projects.

Scope:

Grants under the scheme cover the following categories:

- Grants for research (including action research)
- Grants to individual scholars for research studies
- Grants for Workshops/Seminars and
- Grants for sponsoring publications.

31.1 Grants for Research

Background:

The projects sponsored by the Ministry of Social Justice & Empowerment will be in the fields of social welfare, social policy and social development. However, priority within these broad areas will be given to research

projects of an applied nature keeping in consideration of plan, policies and programmes, and social problems requiring urgent public intervention. The grants will cover research including action research for the development of innovative programmes or for testing the feasibility and efficacy of programmes and services.

Implementing Agencies:

Grant under this category can be made to an institution or a group of institutions for carrying out a specific research project with one or more scholars directing it. These institutions will include:-

- Universities, research institutes, voluntary organisations, professional associations in the field of social welfare and similar organisations/agencies which have the capacity to do research.
- Institutions set up by welfare and similar organisations/agencies which have the capacity to do research.
- Institutions set up and fully funded by Central Government/State Governments/Public Sector Undertakings will be eligible.

Projects:

Grants can be made available to an institution for a project which is of the nature of collective efforts of a group of scholars writing papers on different aspects of a problem under a broad framework indicated by the editors.

- Assistance can also be given for a group of projects to be undertaken sequentially by an institution(s). But in this case, the financial sanction of the Ministry of Social Justice and Empowerment will be given only to one project at a time.
- Research projects on a specific topic carried out simultaneously by several institutions following a common framework.
- The decision as to the exact number of research projects to be sanctioned to any organisation will depend upon the strength and quality of staff, facilities available, past performance in research and the research projects already in hand.
- The projects should be in the name of the Project Director, who should submit it through the head of the institution where he is working. The head of institution shall inform (i) whether a similar proposal was submitted to author organisation for financial

assistance and, if so, the name of the organisation and its observations and (ii) particulars of the research and the research projects on which the person whose name has been given as Director of the proposed project is currently engaged or is likely to be engaged in the near future.

Financial Assistance:

The items covered under the grants include: -

- Salaries and allowances of the project staff and honorarium to Project Director (5% of the total approved cost of the project or Rs. 5,000/-, whichever is less).
- Travel expenses in relation to the project,
- Consultancy charges,
- Printing,
- Equipment and books,
- Computer and Machine Tabulation Costs,
- Contingency and
- Overhead charges (not exceeding 5% of the total expenditure of above items).
- The grants of the Ministry will be released in six-monthly instalments, the quantum of each instalment being determined in the light of the estimated of expenditure for the ensuing six-months furnished by the Project Director.
- Seven and a half percent of the total grant-in-aid will be withheld and paid as the last instalment only after:
 - the final report of the research project is received and accepted by the Ministry:
 - the audited statement of accounts for all expenditure incurred, together with a utilisation certificate is received and is found to be in order; and
 - a statement of equipment purchased out of the grants-in-aid has been received.
- In special circumstances depending on the merit of each case the amount of last instalment may be fixed at less than five percent.

Procedure:

Research proposals shall be submitted in the prescribed format covering the points as per the guidelines given in Appendix XVII and accompanied by the relevant documents as mentioned below. The application should be addressed to :- The Director, PREM DIVISION, Ministry of Social Justice and Empowerment, 2nd Floor,

West Block 8, Sector I, R.K. Puram, New Delhi.

Relevant Documents (for Non-University Organisations/Institutions)

- Copy of Registration.
- Annual Report (latest).
- Audited Statement of Accounts of the Previous Year (receipts and payments statement and balance sheet).
- Articles of memorandum of association.
- List of office bearers.
- Brief account of work done in social science research and in social development.
- The Project Director will submit five copies of the project, complete in all respects and also enclose:
 - his bio-data in the prescribed proforma and
 - a detailed note on the work done so far on the subject and the precise contribution which the research project is expected to make to the existing body of knowledge.

31.2 Grants for Workshops/Seminars

Objectives:

Grants are made available to eligible institution or a group of institutions for organising workshops/seminars which will be helpful in formulating research proposals, dissemination of research findings, identify problem areas and research needs etc., in the broad field of social welfare, policy and development.

Implementing Agencies:

Same as under grant for research.

Financial Provisions:

- Items for grants include the travel expenses and daily allowances of participants, honoraria (if any and specifying the purpose), stationary, cyclostyling etc., contingencies, publication of the workshop/seminar papers and proceedings and any other expenditure (specify).
- 5% of the grant sanctioned will be withheld and payment be made after the Workshop/Seminar is over and the accounts have been finalised.
- The institution will submit an audited statement of accounts with utilisation certificate for all

expenditure incurred.

Procedure:

Application should be made in the prescribed format (Appendix-XVII A) and sent to the address as given under research grant.

Proposals should be indicated in the following headings:

- The main topic/theme of the workshop/seminar.
- Significance/purpose indicating clearly the contribution which the proposed workshop/seminar is expected to make.
- Subjects proposed for discussion.
- Level of participants and their number,
- Duration
- Programme.
- Cost estimates of the items as already mentioned above.

31.3 Grant-in-Aid for Sponsoring Publication

Scope:

Grants for publication may include:-

- Publication of studies in the field of social welfare, social policy and social development.
- Publication of documentation in the above fields.

Eligibility:

An institution or individual who has carried out a research/study in the fields as mentioned above and whether financed by the Ministry of Social Justice and Empowerment or not, is eligible for a grant to publish the work.

Terms and Conditions and Financial Provisions:

- The grantee shall have to supply 25 copies of the publication free of cost to the Ministry. The cost of

postage etc., will be borne by the grantee.

- Written assurance will have to be given by the grantee that no such grant has been or is being or will be obtained from any other source.
- The publisher will pay a royalty of 10-15% of the sale price on actual sales to the author/institution regularly in accordance with the agreement entered into the purpose.
- The amount of grant shall be paid by the Ministry to the publisher after the book is published and after he submits a statement of the cost of publication and 25 copies of book free of charges to the Ministry.
- The amount of grant-in-aid shall not exceed 50% of the cost of production or Rs. 10,000/-, whichever is less.
- The publisher will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the Government of India including the Comptroller and Auditor General of India.
- At the end of the period, the publisher will have the accounts of this grant audited by a Government Auditor or a Chartered Accountant and supply a copy of the audited accounts, together with a utilisation certificate to the Ministry.
- Any unspent balance out of this grant will be refunded by the publisher within 3 months.
- The copy right of all publications shall vest in the author, The Ministry, however reserves the right to make use of the material in any of its publications without making any payment but with due acknowledgement.

Procedure:

The application for the publication grant shall be made on the prescribed proforma (Appendix- XVII-B) and be sent in the address as mentioned earlier under the scheme

of grants for research.

FORMATS

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

Coaching and Allied Scheme for SCs/STs - Pre-Examination Coaching Centre.

APPENDIX-I

Name of Scheme : Coaching and Allied Scheme for SCs/STs - Pre-Examination Coaching Centre.

APPLICATION FORM

(Note: Application received in an incomplete, form or without supporting Documents after 30 December of each year will not be entertained. Also, the application should be filled in by words and not by dashes or dots. Application may be submitted to Secretary, Social Welfare of the concerned State Governemnt/U.T. Admn. or to the District Magistrate/Collector of the District in which the Institute is situated).

(To be filled in by an authorised representative of the applicant organisation).

PART-I

1. Name and complete address of the organisation/Institution (with Tel.No.)
2. Complete address of the functional centre for which application is submitted (with Tel. No.)
3. Nature of the organisation Institution
4. Date of establishment
5. Brief history and a brief account of the activities of the organisation since its inception.
6. Whether recognised by any State Government/Union Territory Administration and if so, the name of the State Government/Union Territory Administration. Indicate the nature of recognition given (Enclose certificate)
7. Whether registered under Societies Registration Act, 1860, or any relevant Act of the State Government/Union Territory Administration or under any State Law relating to registration of literacy, scientific and charitable Societies or as public trust or as a charitable company, if so:
 - a) Give name of the Act under which registered.
 - b) Registration no. and date of registration (Please attach an attested photocopy thereof)
 - c) Period upto which valid
8. Previous three years' achievements in pre-examination coaching of the organisation.

(Please attach details of successful candidates, Roll No., names and addresses)

Examination for which coaching was given	Year		Year		Year	
	No. of students coached	No. of students succeeded	No. of students coached	No. of students succeeded	No. of students coached	No. of students succeeded

9. List of papers/statements attached. (These should be numbered as Annexure-A, Annexure-B, Annexure-C etc. with consecutive page nos.)
 - a) Prospectus of the Organisation Institution or a brief description of its objects and activities
 - b) Constitution of Board of Management/ Governing Body, etc.and the particulars of each member (i.e. name, complete residential address, parentage, occupation with designation and tel. nos.)

Note: The life of the Board of Management (i.e. the last date on which it was constituted and upto which date it is



valid, may also be indicated.

c) Name of faculty members working for the organisation	Qualification	Experience in no, of years	Working with this organisation since when
---	---------------	----------------------------	---

- d) Constitution/Memorandum of Association and bye-laws of the Organisation/ Institution.
- e) A copy of the Annual Report for previous three years.
- f) A copy each of the Receipt and Payment, Income and Expenditure statement and Balance sheet for previous three years as certified by Chartered Accountant or a Government Auditor.

PART-II

1. i) Space available for Organisation of Coaching Classes _____ Office _____ Owned/rented Number of class rooms _____ Hostel/Dormitories for students _____
 - ii) Details of Library facility available with the coaching Institution.
 - iii) Subject-wise teaching faculty available with the Coaching Institution : Name, qualification, no. of years of experience, nature of experience since when working with the institution, subjects taught.
 - iv) Infrastructure available for coaching
 - a) Audio-Visual aids
 - b) Photocopies
 - c) Cyclostyling machines
 - d) Water coolers
2. The examination for which the grant is applied for :
3. The duration of the Programme
Date of commencing and completing the programme
4. Number of candidates to be coached/trained
 - a) Outstation stuentns
 - b) Local Students
5. i) Details of estimated expenditure on the programme Rs.
Coaching fee per candidate Rs.
Total amount for all candidates.....
 - ii) Stipend to candidates : Per candidate Rs.
Total for all candidates Rs.
 - iii) Avertisement charges Rs.....
Total: (Coaching + Stipend + Advertisement) Rs.
6. Amount of grant requested : Rs.....

It is certifies and agreed that the terms and conditions of the scheme have been read, understood and are acceptable to the organisation.

Place : _____

Signature of President/Secretary of the Institute
Full name of the Signing authority with designation
Name of the Institute with stamp

Date : _____

(Tel. No.)

PART - III**Specific Recommendation of the State Government to be Forwarded to Ministry of Social Justice & Empowerment, Government of India, Shastri Bhawan, (a) Wing), New Delhi 110 001**

1. Application from _____ (Name of the Organisation) under the Scheme of _____ is forwarded, duly recommended, to the Ministry of Welfare, Government of India. While recommending, the following is certified:
- That a Senior Officer of the _____ (State Government Department) has visited the organisation and a copy of his Inspection Report is attached/has not visited the Organisation;
 - That the Organisation is a registered body as per provisions of the above scheme;
 - That the application has been thoroughly examined and that it is found to be covered under the provisions of the Scheme;
 - That the project for which the application is being recommended is absolutely essential;
 - That the Organisation is not run for profit to any individual or a body of individuals;
 - That the assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose is attached.
 - That the existing stock of equipment/furniture/library books etc. has been examined and that the additional requirements are considered necessary/existing facilities are adequate.
2. The State Government recommends the following Grant-in-Aid to the Organisation by the Ministry of Social Social Justice and Empowerment under the above Scheme:

S.No.	Name of Item	Recurring (Rs.)	Non-recurring (Rs.)
1.	Coaching		
2.	Stipend to Candidates		
3.	Advertisement		

Date: _____

Signature

Name & Designation with Office Stamp

Note:

- This certificate should be signed only by the Secretary, Department of Welfare of the State Government/UT Administration.
- A statement showing the break-up of items of expenditure (of both recurring and non-recurring) recommended should be attached in the form of a calculation sheet.

APPENDIX-II

**GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE ANDEMPowerMENT
(SCHEDULED CASTES DEVELOPMENT DIVISION)**

**Central Sector Scheme of (Research and Training) Financial Assistance for undertaking
Research Study, Seminar/Workshop and Training Programme.**

APPLICATION FORM



(In quadruplicate)

I. Institutional Particulars

1. Name of the Organisation
2. Mailing address
3. Title of the Project
4. (a) In case the organisation is established under the Act of Parliament/state Legislature, the name of the Statute, No. of Act and Year.
(b) In case the organisation is established under the Societies Registration Act, the place, registration number and date of registration.
5. If Semi-Government Organisation, the name of the Government Department to which it is attached (with complete address).
6. (a) Whether organisation has a source of income
(b) If yes then how much per annum and from which source-give details
(c) Whether it runs on no-profit no-loss basis
7. Brief history of the organisation its objectives and activities.
8. Whether the organisation has any previous experience in the field mentioned in item 1 (3), if so, details thereof.

II. Project Outline

1. Objectives
2. Justification for taking up the study Seminar/workshop/training programme mentioned in item 1 (3)
3. Approach and Methodology
4. Estimated time in which project will be completed (total project duration alongwith phase-wise details).

III Staffing Pattern

1. Name of the Project Director alongwith his/her bio-data

IV Budget Estimate

(Salary, travel, publications, computer facility, stationery, postage, contingency etc.)

V. Additional information, if any

VI. List of documents (copies) to be attached with each copy of application form

1. Memorandum of Association and Rules/Constitution/certificate of Registration
2. Composition of Board Governors/Executive or Governing Body/Office Bearers.
3. Annual Reports (last two years)
4. Audited expenditure (last two years)

(The organisation will submit the project proposal as per the scheme)

To be signed by
Project Director of the Research Project
Head of the Institution
(Signature)

Place: _____

Date: _____

APPENDIX-III

Format of Application for Obtaining Central Assistance for

Hostels for OBC Boys/Girls

Sl.No.	Location of proposed hostel	No. of Inmates proposed to be accommodated	Whether land has been acquired	Likely delay of completion	Estimated cost	State share provided in the state budget	Central share proposed for release	Nature of Hostel Govt. sponsored or to be constructed by NGO	If non-govt./ university whether 10% the cost will be born orgn.	Remarks
1	2	3	4	5	6	7	8	9	10	11



Certificate: The cost of construction of the Hostels has been worked out on the basis of State/UT PWD/CPWD rates, as provided for in the Scheme.

Signature:

Seat:

APPENDIX-IV

PART - I

Form No. 1

Scheme of Pre-Examination Coaching for other Backward Classes

APPLICATION FORM FOR NEW PROPOSAL

1. Organisation Name
 - Address
 - Phone
 - Gram
 - Telex
 - E-mail
2. (i) Name of the Act under which registered
 - (ii) Registration No. and date of Registration (please attach a photocopy)
- 2 (a) Any other organisation/Institute Body, if applicable, give details
3. Registration under Foreign Contribution Act. If yes, Attach a attested copy of the Certificate issued by Ministry of Home Affairs (Govt. of India) under FCRA, 1976
4. Memorandum of Association And Bye-Laws (please attach a photocopy)
5. Name and Address of the Members of the Board of Management/Governing Body
6. A copy of the Annual Report for the previous two years which should contain Balance Sheet (including Receipts & Payment Account)
7. Date of Commencement of Coaching activities (details to be given)
 - a) with organisations own resources
 - b) with State Govt. grant
 - c) With any other Central Government agency.
8. Details of the project for which the grant-in-aid is being applied (as per Appendix XII B)
9. Location of the proposed Coaching Centre (village, block, district, state)
10. Details of Grant-in-Aid applied for in the current year (as per Appendix XII B)
11. Whether or not receiving foreign Contribution? If received,
 - a) details of foreign contribution received during last two years and for which specific purpose
 - b) whether foreign contribution received have ben reflected in the audited accounts of the organisation.
12. Details of Staff employed (as per Appendix I)
13. List of additional papers, if any

It is certified that I/We have read the scheme and the terms and conditions governing Grant-in-Aid to eligible agencies/ Organisations and undertake to abide by the same on behalf of our organisation

Signature

Name.....

Designation.....

Address

(Office seal)

Date

PART - II

Specific Recommendation of the State Government to be Forwarded to Ministry of Social Justice & Empowerment, Government of India, Shastri Bhawan, (A) Wing), New Delhi 110 001

Same as under Appendix I PART III.

APPENDIX-V

Scheme of Assistance to Voluntary Organisations for the Welfare of other Backward Classes

List of Illustrative Activities

1. Carpentry
2. Computer Centre
3. Creft Centre
4. Dari Making Training
5. Disel Pump Set Repair Training
6. Electrician Training
7. Fruit Preservation Traning
8. Gem Cutting Training
9. Motor Winding & Fitting Training
10. Photography Training
11. Plumbing Training
12. Printing, Cimposing & Book Binding Training
13. Scooter/Motr Cycle/Autorikshaw Repair Training
14. Spinning & Weaving Training
15. Typing & Shorthand Centre
16. TIE&DIE Training
17. Leather art Training
18. Sprary Painting & Denting Training
19. Welding & Fitter Training
20. TV, VCR, Radio Repair Training

Note: The above is not exhaustive but merely an illustrative list of activities.

APPENDIX-VI

PART - I

Maulana Azad Education Foundation Application for the Financial Asswistance Required to Establish School/Residential School Mainly for Girls.

1. Name and address of the Organisation
2. The aims and objects of the Society; a copy of the constitution and rules and Regulation to be furnished
3. Brief history of the organisation

4. List of members and Office bearers of the society
5. Amount of financial Assistance required.
6. *how the financial assistance would be utilised (project report in a narrative form indicating likely expenditure itemwise as per annexure-II
7. In case financial assistance has been received from the Central Wakf Concil/Maulana Azad Educational Foundation earlier has its utilisation certificate been furnished; if not enclose with this application.
8. Financial assistance if any received earlier for Govt; Local Body, other organisation. Indicate the amount received on each account during the last 3 years.
9. Audited statements of accounts of last three years.
10. How much amount society would be investing from its own resources on the proposed project.
11. Funds in the society's Bank accounts
12. Who are the intended beneficiaries.
13. Details of concession in fee or any other concession proposed to be given to poor students.
14. Detailsof the populationin Town/City/Distt. In particular the Muslim population in Town/City/Distt.
15. Present numbers of schools running in the area where assistance is required, specifying girls school separately.
16. Number of Minority Educational Institutions in the area.
17. Please indicate how a high standard of education will be maintained by the proposed school.
18. Whether it is a girls school or a boys school that it proposed to be opened.
19. The area of land acquired for raising the school building in acres (assistance will be made available only when adequate land is in possession).
 - Co-education could be permitted at the primary stage.
 - Residential school for girls will receive preference.
 - School in rural or semi-rural areas would be preferred.

APPENDIX -VI

PART- II

Maulana Azad Education Foundation Technical Information for Sanction of Grant

1. Name and address of the Organisation
2. Purpose for which grant required.
3. Amount of grant required
4. Availability of land (Attach copy of lease deed for land and site plan 1:100 indicating location, with approaches).
5. Name and address of architect
6. Details of accommodation required (Attach approved site plan (1:100), elevation & x-sections duly signed by the architect and a photograph of model (if available)/Isometric view as annexures)
 - (a) Area of Plot
 - (b) Covered area
 - (c) FAR
 - (d) No. of Floors
 - (e) Details of Accommodation proposed
7. Source of water & Quantity required
8. Source of electricity and quantity required
9. Sewage disposal
10. Environmental problems (if any)

11. Preliminary Project Cost: (including E & M service, water supply, electrifications, sewerage, roads but excluding the cost of land. Support project cost with a preliminary estimate duly signed by authorised valuer/architect on the attached proforma)
12. Means of financing balance cost of project from society's resources.
13. Additional information (if any)
14. Time required to complete project (attach. Masterwork Programme/PERT chart).

Preliminary Estimate Name of Project:

<u>S.N.</u>	<u>Particulars</u>	<u>Units</u>	<u>Qty.</u>	<u>Rate</u>	<u>Amount</u>	<u>Sub Total</u>	<u>Total</u>
1.	Land and Development						
	1.1 Land Cost						
	1.2 Development Cost						
	1.2.1 Boundary wall & gates						
	1.2.2 Tubewell						
	1.2.3 Roads						
	1.2.4 Landscaping						
2.	Building Works						
	2.1 Civil works						
	2.2 Sanitation & Water supply						
	2.3 Electrification						
	2.4 Furniture						
	2.5 Others						
	Total:						

APPENDIX-VII

Maulana Azad Education Foundation Application for Financial Assistance

Scheme of Financial Assistance to Technical/Professional Institutions

1. Name and address of the Institution/Organisation
2. The aims and objects of the Institution; a copy of the constitution and Rules and Regulation to be furnished.
3. Whether it is registered under the Societies Registration Certificate to be furnished.
4. Brief History of the Organisation
5. In case of Educational Institute whether it is recognised by the relevant authorities.
6. List of the Managing Committee and office bearers of the Institution.
7. Financial assistance received from Govt. Local Body or other organisation. Indicate the amount received on each account during the last 3 years.
8. Audited Statements of Accounts of the last three years.
9. Who are the beneficiaries
10. Details of the population in Town/City/District; in particular the Muslim population in Town/City/District.
11. Amount of Financial Assistance required.
12. How the financial assistance would be utilised (Details of likely expenditure item wise be given as Annexure)



13. In case financial assistance has been received from the Central Wakf Council/Maulana Azad Education Foundation earlier, has its utilisation certificate furnished; if not enclose with this application.
14. How much amount he Association/Society/Institute etc. would be investing from its own resources in this particular project.
15. Details of concession fee or any other concession given to poor Muslim students.
16. Minimum qualification required against each course.
17. A copy of the syllabus giving details of existing technical trade courses taught in the instituion.
18. Details of the new courses proposed to be started.
19. Duration of the course newly started on which require finances for their strengthening
20. Details of accommodation
- 21 Name and address of two respectable persons of the town to whom reference can be made.

APPENDIX-VIII

Application for Grant of Loan for Development of Urban WAKF Property

To,
The Secretary,
Central Wakf Council
New Delhi.

(Through the State Wakf Board and the State Government)

Sir,

Having carefully gone through Central Wakf Council Terms and Conditions for obtaining loans for the Development of Urban Wakf Properties, 1987 and agreeing to abide by all the terms and conditions laid down, I _____ Mutawalli of the _____ Wakf hereby apply for the grant of a loan of Rs. _____ - (Rupees _____ only) for the development of its property mentioned below which is duly registered as a Wakf and is free from all encumbrances. I further certify that no individual or body has any interest, right or claim in the property to be development, other than this Wakf which is in full possession of the property.

Necessary details are furnished below:-

1. Name of the Wakf
2. Location of the Property land to be developed (City/Town)
3. Particulars of the area/land to be developed
 - i) _____ Number
 - ii) Area _____ Sq. meters
 - iii) Boundaries _____ North
_____ East
_____ South
_____ West
 - iv) Present state of the property i.e. Vacant/built up/occupied by tenants/self.
1. Serial number of the Wakf Boards Register _____
Where the Wakf is registered _____ And the Gazette notification number _____ Date _____
2. Date of creation of the Wakf _____ and object of its creation _____



3. Present annual income of the Wakf
 - a) Property to be developed
 - b) Over all income of the Wakf
4. Security of the loan under Terms and Conditions 7 (3) for obtaining loans will be furnished through:
 - a) Deposit of title deeds with the Central Wakf Council; OR
 - b) State Government guarantee OR
 - c) Bank guarantee/State Wakf Board guarantee OR
 - d) Mortgage of the property OR
 - d) Any other

(Note: Strike out the options not chosen)
5. The following documents are being enclosed:-
 - a) Site plan of the land to be developed, indicating boundaries.
 - b) Plan of construction prepared by a qualified Engineer/Architect, duly sanctioned by the Municipal/Competent Authority or other plan prepared by Experts.
 - c) Detailed itemwise estimate of cost of construction or other cases.
 - d) A statement showing the profitability of the scheme.
 - e) A statement of the market value of the Wakf property proposed to be developed, duly prepared by an approved valuer/revenue authority.
 - f) Copies of documents, such as Wakf deed, revenue and municipal records, Wakf register of the Board etc. to establish the ownership of the borrower over the property.
 - g) A non-encumbrance certificate from the competent authority or the State Wakf Board where the property is situated.

Address
Date

Signature of the applicant
Name in block letters
Designation

(To be filled by the CEO/Secretary State Wakf Board)

The above application of _____
 _____ Wakf for a loan of Rs. _____
 _____ from the Central Wakf Council for the project at
 _____ in an URBAN AREA, was duly
 considered in the meeting of the State Wakf Board on _____. The Board vide resolution No.
 _____ reproduced below, has resolved to recommend the application to the Centre
 Wakf Council through the State Government, and to fulfill all the obligations which will develop on the Board under
 the agreement which will be signed by the Mutawalli of the Wakf and the CEO Secretry of the Boards as borrowers in
 accordance with the Central Wakf Council Terms and Conditions for obtaining loans.

Resolved to recommend the development project submitted by the Mutawalli of
 _____ Wakf for (the construction of)
 _____ on the site of the Wakf, to the Central wakf Council and to permit the Mutawalli
 to *Deposit the title deed with the Central Wakf Council or to furnish the State Government *guarantee/Bank guarantee/
 State Wakf Board's guarantee or to mortgage the property viz, the site proposed to be developed alongwith the
 proposed construction and any other immovable property with the Central Wakf Council under Section 51 (1) of the
 Wakf Act, 1995 as required of (or any other guarantee to be specified) for as obtaining necessary loan for development



of the said property. The CEO/Secretary of the Board is also authorised to sign the agreement deed in respect of the loan in accordance with the Central Wakf Council Terms and Conditions for obtaining loans for the Development of Urban Wakf Properties.

The undersigned further certify that:

- a) The property to be developed is in urban area.
- b) There is no infighting whatsoever in the Wakf
- c) There is no objection from the local muslim community.
- d) There is no litigation about the Mutawalliship.
- e) The plot is free from encroachment/not occupied by any tenants and is available for development.

The permission of the State Government under Section 75 of the Wakf Act, 1995 to borrow the sum of Rs. _____ by the Wakf Board and _____ Wakf may be enclosed by the State Government while forwarding the documents to the Central Wakf Council

**CEO/Secretary
State Wakf Board
Seal**

Dated _____

(*Strike out those not applicable)

APPENDIX-IX

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT Scheme to Promote Voluntary Action for Persons with Disabilities

I Application Form for New Proposal (To be submitted in Duplicate)

1. Organisation

Name

Address (Office/Project

Phone/Fax/Telex (Office)

(Project)

2. (i) Name of the Act under which registered

(ii) Registration No. and date of Registration: (Please attach a Photocopy)

Any other Organisation/Institute/Body, If applicable, give details (Please see note (ii) below)

3. Registration under Foreign Contribution Act:

4. Memorandum of Association and Bye-Laws (Please attach a photocopy)

5. Name, Address, Occupation and other particulars of the Board of Management/Governing Body.

6. Details of the project for which the Grant-in-aid: is being applied (here please mention the summary of the project alongwith financial details)

7. Grant-in-aid applied for the current year

Non-recurring

Recurring

8. List of the documents to be attached:
 - a) A copy of the annual report for the previous year,
 - b) Audited Statement of accounts duly certified by CA for the two years
 - (i) Receipt and payment A/c (by CA) for last two years,
 - (ii) Income & Expenditure A/c (by CA) for last two years,
 - (iii) Utilisation Certificate for the last two years (by CA)
 - (iv) Balance Sheet for the last two years (by CA)
 - c) Details of Staff Employed (Appendix-I)
 - d) Details for beneficiaries to be covered (Appendix-II)
 - e) If hostel is maintained, then number of hostellers,
Number of Non-hostellers
 - f) Other items, if any,
 - g) Whether located on its own/rented building
(Necessary evidence to be attached)
 9. If the application is for construction of building, the following additional documents are to be submitted:
 - i) Blue print (Site Plan) of the proposed building,
 - ii) Detailed structural estimates of the construction,
 - iii) Certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates.
 - (iv) Proof for permission of land (in name of the organisation).
 - (v) Permission for construction of building from local authorities.
 10. If the proposal is for establishment of special school, concerned NI's recommendation is also required to be obtained.
 11. Whether the organisation is receiving or expecting to receive any grant from some other source for the project for which application is being made?
If yes, give details.
- I, hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:-
- a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall revert to the Government of India.
 - b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
 - c) If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
 - d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
 - e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India.
 - f) No change in the Plan of building will be furnished at regular intervals as may be specified by the Government.
 - g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
 - h) The organisation will bear the balance of the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government; and.
 - i) The organisation agrees to make reservation for the Scheduled Caste/Scheduled Tribe candidate/Disabled persons



for appointment against the posts required for the working of the organisation in accordance with instruction issued by the Government of India from time to time.

Yours faithfully

Signature of the Authorised Signatory

Name

Designation

Address

Date

Office Stamp

- i) No column to be left black, wherever necessary, please write NA (not applicable)
- ii) The term 'new' means NGOs who are functioning for at least 2 years from the date of registration.
However, it will be open to the Central Government to entertain the application, in relaxation of the condition.
- iii) The term 'audit' means a/cs duly audited by the C.A. alongwith its audit report and not mere compilation preparation of reports on the basis of the books produced.

APPENDIX-X

Scheme of Assistance to Disabled persons for Purchase/Fitting of Aids/Appliances (ADIP Scheme)

Application for Central Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances

From

Date:

To

The Secretary to the Government of India,
Ministry of Social Justice & Empowerment,
Shastri Bhawan, New Delhi

Subject: Assistance under the Central Scheme of Assistance to Disabled Persons for purchase/fitting of aids/appliances.

I submit herewith an application for a grant for the year under the Scheme of Assistance to Disabled persons for purchase/fitting of aids/appliances. I certify that I have read the rules and regulations of the Scheme and I undertake to abide by them, on behalf of the Management. I further agree to the following conditions:

- a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed off or utilised for purpose other than those for which the grant is given. Should the Institution/Organisation cease to exist at any time, such properties shall revert to the Government of India.
- b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Govt. of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c) If the State or the Central Govt. have reasons to believe that the grant is not being utilised for approved purposes, the Govt. of India may stop payment of further Instalments and recover earlier grants in such a manner as they may decide.
- d) The Institution shall exercise reasonable economy in the implementaiton of the scheme.
- e) The Organisation will obtain an undertaking from the beneficiaries as required under the scheme, before fitting/giving of aids/appliances.

Yours faithfully
(Signature)
(Designation)
(Office Stamp)

APPLICATION FORM

Scheme of Integrated Programme for Older Persons

(Note: Application is to be submitted in duplicate. Those received in an incomplete form, will not be entertained.)

1. Name and complete postal address of the organisation
2. Date of establishment
3. Whether registered under the Societies Registration Act, 1860 (Act XXI of 1860) or any other act (to be specified) and date of registration.
(Please enclose a copy of the registration of the organisation in the case of first application)
4. Whether it is a National level organisation or state level organisation.
5. If it is a National level organisation, indicate the address of the State Branches and their activities.
6. Address where the organisation propose to undertake the activity/Programme
7. Details of the project/programme for which grant-in-aid is sought:-
 - i) The statement of the problem which the project seeks to tackle;
 - ii) The objective of the project/programme;
 - iii) The geographical area that will be covered;
 - iv) The client group that is sought to be served;
 - v) The services that will be delivered; (both institutional; non-institutional)
 - vi) The physical targets that the project seeks to achieve.
 - a) existing services
 - b) additional coverage of existing services, and
 - c) new services; (shoul db indicated separately in tabular form).
 - vii) The expertise/experience that the organisation has in planning and implementing such programmes/services;
 - viii) The cost estimates (item-wise) for recurring and non-recurring items for each year. (in the case of staff, the salaries and allowances for each post to be given separately);
 - ix) Details of equipment, furniture etc. required for the project with estimated cost;
 - x) Whether the project/programme to be conducted in a rented building or in a building owned by the organisation.
(Please indicate size, of accommodation and other facilities to conduct the programme).
 - xi) The anticipated output of the project (to be quantitatively specified wherever feasible).
 - xii) Charges proposed to be collected from beneficiaries for the services (education, medicines, food, etc.)
 - xiii) Other charges as may be necessary for the proper running of the programmes.
8. How the institution will meet its contribution and/or the balance expenditure; indicate the specific source with quantum of expenditure.
9. List of papers/statements to be attached:-
 - i) Constitution of the organisation its articles of memorandum and its aims and objectives (to be submitted in the case of first application).
 - ii) Annual report for the previous year giving inter-alia the details of activities. The physical target achieved and the locations of the services/activities should be mentioned.
 - iii) A list of the staff of the organisation alongwith a statement showing their qualifications, scales of pay, present salary and other allowances, if any.
 - iv) Information relating to the grants received or likely to be received from Central Govt. State Govt. or any other body including local bodes or voluntary organisations; if any, applications are pending with those organisations



for similar grant, the details in this regards should be given.

v) A statement of the item-wised incoem and expemditure of the Organisation/institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by a Chartered Accountant or Government Authority (This is applicable to organisations, which have existed for more than two year. If the organisation has a deficit, an explanatory note may be given on how this is met).

vi) Certificate as required in para 4.3 of the Scheme.

viii) List of additional papers attached, if any.

10. Additional Information, in any.

**Signature of the Secretary/
President of the Organisation with Stamp**

Date:

APPENDIX-XI

PART - II

Format of covering letter of forwarding of application through the State Government.

From

To

The Secretary,

Ministry of Social Justice and Empowerment

Government of India, Shastri Bhawan

New Delhi

Through

The Secretary to the Government of _____ Department of _____

Subject:

Sir,

I submit herewith an application (in duplicate) in the prescribed proforma, together with all relevant documents for grant-in-aid under the Central Sector Scheme of Assistance to Voluntary Organisations for Programme relating to Aged. I have read the terms and conditions of the above Scheme and undertake to abide by these.

It is requested that our request for grant may kindly be recommended to the Government of India early.

Yours faithfully,

Signature

**Name of the Secretary/President
of the Organisation with Stamp.**

Dated:

APPLICATION

Copy with a copy of the complete, is forwarded in advance to the Secretary, Ministry of Welfare Shastri Bhavan, New Delhi 110 001.

Signature of President/Secretary

PART-III**Recommendation of the State Government/UT Administration**

The application dated from _____ under the Central Sector Scheme of Assistance to voluntary Organisations for programmes relating to the Aged is forwarded herewith, duly recommended, to the Secretary, Ministry of Welfare, Government of India, Shastri Bhavan, New Delhi, with the undermentioned comments.

- i) That a Senior Officer of the Department has visited the organisation/institution. A copy of his/her Inspection Report is enclosed:
- ii) That the application of the organisation/institution has been scrutinised and all documents required have been given by the organisation/institution; and
- iii) That the application has been examined and the organisation/institution is found to be covered under the aforesaid Scheme.
- iv) That the Organisation is a suitable one having experience in various social welfare programmes, such as _____.

Signature
Name in Block Letters
Designation
Office Stamp

Dated:

Note: The officer signing the Certificate should of or above the rank of an Under Secretary to the State Govt./UT Administration.

Ministry of Social Justice & Empowerment

**Scheme of Assistance to Panchayati Raj Institutions/
 Voluntary Organisations/Self-help Groups for Construction of
 Old Age Homes/Multi Service Centres for Older Persons.**

Application Form for New Proposal

1. Organisation

Name
 Address
 Phone
 Fax
 Telex
 E-mail
 Grams

- 2(A) (i) Name of the Act Under which registered
- (ii) Registration No. and date of Registration.
 (Please attach a photocopy)

2(B) Any other Organisation/Institute/Body, if applicable, give details



- 3. Registration under Foreign Contribution Act (Yes/No)
- 4. Memorandum of Association and Bye-Laws (Please attach a Photocopy)
- 5. Name and Address of the Members of the Board of Management/Governing Body
- 6. List of documents to be attached
 - a) A copy of the Annual Report for the previous Year which should contain The balance-Sheet (including receipt and payment accounts). Income and Expenditure Account of the Organisation/Institution for the last 2 years). These should be certified by a Chartered Accountant or a Government Authority
- 7. Details of the Project for which the grant-in-aid is being applied
 - a) Geographical area to be served
 - b) Target group of beneficiaries to be covered. In case the centre is open to men and women separate lodging facilities for both will be provided.
 - c) The services to be delivered and the charges, if any, to be realised from the beneficiaries;
 - d) The expertise/experience, the organisation has planning and implementing related programmes/services (not in case of PRIs)
 - e) Information relating to the grants received or likely to be received from other Departments of Central Government or from State Government for the same project.
 - f) Proof of clear title of land on which the centre is to be constructed; and
 - g) A copy of the project report including site-plans/layout of the proposed building (rough sketch givign a broad indication of the building to be constructed and area to be covered etc) and estimated cost of construction should be submitted. After the proosal has been approved in principle, the Institution/organisation will have to submit blue prints of plan with detailed structural estimates that the construction of the building has been permitted. The estimates need not, however, be approved by the State P.W.D. A certificate by the State Government, or a Certificate from Approved Valuer (Approved by State Government, Income Tax Department, etc.) or even from State Construction Corporation that the rates are not more than the prevailing P.W.D. schedule of rates for similar work shall suffice.
- 8. Grant-in-Aid applied for in the Current:
 - Year
 - Non-recurring
 - Recurring
- 9. Details of the staff employed - Appendix 1
- 10. List of Additional Papers, (If any given)

I have read the scheme and fulfil the requirements and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme.

Signature

Name:

Address:.....

Seal:

Date:.....

Note: Wherever not applicable, specially in case of new organisation, please write-N.A.

Scheme of Assistance to Panchayati Raj Institutions/ Voluntary Organisations/Self-help Groups for Construction of Old Age Homes/Multi Service Centres for Older Persons.

CONTENTS OF THE PROPOSAL

1. The proposal for grant in aid should be submitted alongwith following details:
2. Geographical area to be served;
3. Target group of beneficiaries to be covered. In case the centre is open to men and women separate lodging facilities for both will be provided.
4. The services to be delivered and the charges, if any, to be realised from the beneficiaries;
5. The expertise/experience the organisation has planning and implementing related programmes/services (Not in case of PRIs);
6. The Constitution of the Association. Memorandum of Association and details of aims and objectives;
7. Constitution of the Board of Management, present membership, date of constitution of present Board of Management.
8. Last Annual Report (Not Applicable if the organisation is new)
9. Information relating to the grants received or likely to be received from other Departments of Central Government or from State Government for the same project.
10. A statement containing the balance sheet and the full receipt and payment, of the organisation/institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by a Chartered Accountant or a Government authority; and
11. All applications shall give a proof of clear title of land on which the centre is to be constructed.

A copy of the project report including site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered etc.) and estimated cost of construction should be submitted. After the proposal has been approved in principle, the Institution/organisation will have to submit blue prints of plan with detailed structural estimates that the construction of the building has been permitted. The estimates need not, however, be approved by the State P.W.D. A certificate by the State Government or a Certificate from approved Valuer (Approved by the State Government, Income Tax Department, etc.) or even from State Construction Corporation that the rates are not more than the prevailing P.W.D. schedule of rates for similar work shall suffice.

APPENDIX-XIII

Scheme for Prevention of Alcoholism and Substance (DRUGS) Abuse

APPLICATION FORM

1. Name and complete address of the organisation Institution/establishment and date of establishment.
2. Whether registered under Societies Registration Act, 1860 or any relevant Act of the State Government/Union Territory Administration or under any State Law relating to registration of literary, scientific and Charitable Societies or as public trust and as a charitable company, if so-
 - a) Give name of the Act under which registered,
 - b) Registration No. and date of registration (Please attach an attested photocopy thereof)
3. Whether or not receiving foreign contribution, if so-
 - a) No. and date of the Registration certificate issued by the Government of India in the Ministry of Home Affairs under the Foreign Contribution (Regulation) Act, 1976. (Please attach an attested photocopy thereof)



4. List of papers/statements attached
 - a) Constitution of Board of Management/Governing body, etc. and the particulars of each member (i.e. name, complete residential address, parentage, occupation with designation)
The life of the Board of Management (i.e. the last date on which it was constituted and upto which date) may also be indicated.
 - b) Constitution/Memorandum of Association and byelaws of the organisation/institution/establishment.
 - c) A copy of the annual report for the previous year.
 - d) A copy each of the receipt and Payment, Income and Expenditure Statement and Balance Sheets for the previous one year certified by Chartered Accountant or a Government Auditor.
 - e) List of staff with full particulars detailing name, address, educational qualifications, designation and experience in the field and period of employment.
 - f) Detailed budget estimates with break-up of expenditure for which grant is required.
 - g) Brief note indicating the sources of income, including foreign contribution, if any, and also details of assets acquired during the previous three years.

(This note should also give details of activities undertaken by the organisation/institution/establishment in various fields, including prohibition and drug abuse prevention, with details about areas/places covered and the expenditure incurred).
5. Additional information, if any, not covered by the above but relevant to the project may also be submitted.

Signature
Name of the Secretary/President
**Name of the organisation/
 Institution/establishment**
(with office stamp)

Place
Date

Note: The applicant organisation/institution/establishment is to ensure:-

- a) That each document is serially numbered by them as Annexure-A, Annexure-B, Annexure-C, etc. and that appropriate entry is also made against the corresponding Sl. No. in the Application Form.
- b) That each document is duly certified/signed by the President/Secretary of the organisation/institution/establishment after affixing their office stamp, and
- c) That the Registration Certificate is in the name of the applicant organisation/institution/establishment only.

APPENDIX-XIV

Scheme for Provision of Ambulance for the Animal in Distress

The list of documents required to be submitted for the Scheme of Ambulance Services for the Animals:

Application in prescribed proforma

The detailed proposal and its justification along with gist of existing activities undertaken and assets acquired

Photocopy of Registration

Memorandum of Association

Type and estimate of proposed ambulance

Proforma voucher from the supplier of the ambulance vehicle mentioning the cost of the vehicle

List of Governing Body

Latest audited accounts available in four parts duly certified by a

- a) Audit Report
- b) Balance Sheet
- c) Receipt & Payment Account

Income and Expenditure Account

Scheme of Shelter Houses for Animals

The list of documents required to be submitted for the. Scheme Of Shelter Houses For Animals:

Application in prescribed proforma

The detailed proposal and its justification

Photocopy of Registration

Memorandum of Association

Blue print/site plan duly approved by the local authority

The Certificate that the Organisation is in possession of land without any Encumbrances

The estimate for the Shelter House as per proforma enclosed

The Certificate that the rates are not more than prevailing PWD rates.

List of Governing Body

Latest audited accounts available in four parts duly certified by a Chartered Accountant as follows:-

- a) Audit Report
- b) Balance Sheet
- c) Receipt and Payment Account
- d) Income and Expenditure Account

Proforma for Budget

Items of Expenditure for Shelter House

- a) Cost of boundary Wall with man proof fencing
- b) Cost of construction of in house dispensary
- c) Cost of medicines and medical equipment
- d) Cost of construction of shelters
- e) Cost of construction of water tank(s)
- f) Contingencies

APPENDIX-XVI

Scheme for Birthcontrol and Immunization of Stray Dogs

The list of documents required to be submitted for the ABC Scheme:

Application in prescribed proforma

The detailed proposal and its justification along with gist of existing activities undertaken and assets acquired

Photocopy of Registration

Memorandum of Association

The estimated cost for immunization and sterilization of dogs along with the number of dogs and the area to be covered etc.

List of Governing Body

Latest audited accounts available in four parts duly certified by a chartered accountant as follows:

- a) Audit Report
- b) Balance Sheet
- c) Receipt & Payment Account
- d) Income & Expenditure Account

NB: Application format for proposals are as given in chapter Annexure.

Guidelines for formulation for Research Proposals

APPENDIX-XVII

The title of the Project (in capital letters)

Statement of the problem

In the opening paragraphs of the research proposal, the problem to be investigated should be presented clearly and briefly. The key originating question(s) and the location of the problem in the theoretical context of the concerned discipline should be specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specific aims of this project.

While indicating the significance of the problem the contribution which the proposed study is expected to make to the theory and methodology as well as its practical impact and national relevance should be specifically indicated.

A brief overview of work already done in the area of the Proposal

A note summarising the current status of research in the area including major findings and highlighting research gaps, should be included in the project proposal.

Objectives of the Project

This should list in clear and precise terms the main objectives

Research questions of hypotheses

Enumerate the specific research questions and/or hypotheses that you wish to investigate in this study.

Methodology

In the light of the questions raised or the hypothesis proposed to be tested, full information on the following points should be given:

- Universe of study
- Sampling frame
- Sampling procedure
- Units of observation and sample-size

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

The different types of data that are proposed to be gathered should be specifically mentioned.

The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

For questionnaire or schedule to be used, the following should be indicated:

1. Distribution of the questionnaire or schedule in different sections, e.g., identification data, socio-economic data, questions on various sub-theme, etc.
2. Approximate number of questions to be asked from each respondent
3. Any scaling techniques proposed to be included in the instrument.
4. Any projective tests incorporated in the questionnaire/schedule.
5. Approximate time needed for interview.
6. Any plans for index-construction.
7. Coding plan (whether the questions and responses will be pre-coded or not; whether the coding is done for computer, or for hand tabulation).

For the interviews, the following details should be given:

1. How are they to be conducted?
2. Particular characteristics that interviews must have.

For the use of observation techniques, describe:

1. The type of observation: participant, quasi-participant, non-participant.
2. Units of observation
3. Whether this will be the only technique or other techniques will also be employed.

Data processing

The manner in which the different types of data will be processed, the tabulation plan, and the type of data that will be processed through the computer, should be explained in details.

Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:

1. preparatory work, including selection and appointment of staff and their training
2. pilot study if any
3. drawing of sample
4. tool construction (including their pretesting and printing)
5. data collection
6. data processing (which should include coding, editing, punching, verification, sorting, computer analysis)
7. data analysis
8. report writing

Organizational framework

An organizational chart indicating the positions task and number of persons required to fill the different positions should be given.

Cost estimate

The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings:

Personnel Position	No. of persons	Salary (fixed consolidated)	Duration	Amount required
1	2	3	4	5
Total				

1. Travel
 2. Consultancy
 3. Printing
 4. Equipment and books
 5. Computer and machine tabulation costs
 6. Contingency
 7. Overhead charges 5 per cent of items 1 to 7
- Grand Total

Non-university organisations applying for grants should enclose the following papers:

1. Copy or registration
2. Annual report (latest)
3. Audited statement of accounts of previous year (receipts and payments statement and balance sheet)
4. Articles of Memorandum of Association
5. List of office bearers
6. Brief account of work done in social science research and in social development.

APPENDIX-XVII (B)

Proforma for Application for Publication Grant

1. Name and Address of the Institution/Person publisher applying for the grant
2. Title of the proposed publication
3. Name, designation, address of the person to be specified as author
4. Details of the manuscript:
 - i) Number of double spaced fair types/cyclostyled pages
 - ii) Size of the paper an which types/cyclostyled
5. Cost estimates of the proposed publications as prescribed by an approved publisher.
 - i) Size in which publication is desired
 - ii) Estimated number of paces
 - iii) Number of copies desired
 - iv) Quality of the paper and its total cost
 - v) If any chart, diagram or photographs are included in the publication, their particulars.
6. Amount of grant asked for
7. If any grant has been received or request thereof made to other bodies, e.g. University, Central/State Govt./Local bodies/Quasi Govt./Institutions/Private institution for the purpose of publication, the decision of those bodies may be indicted in details.
8. Details of the project/study on which the proposed publication is based.
 - i) Title of the project/study
 - ii) Main objectives of the project/study
 - iii) Institution under whose aegis the project study was carried out
 - iv) Name and address of the project/study sponsoring authority with period of study.
 - v) Total cost of the project study
 - vi) The sources and the quantum of assistance financing the project/study
 - vii) Date of completion of project/study.
9. A brief note justifying that the proposed publication is in the field of social welfare, social policy and social development.

I undertake to abide by the rules and conditions of the Government of India, Ministry of Welfare, governing the grant for the publication and I believe, that in default thereof, the decision of the Government shall be final and binding.

Signature

Dated:

**Name and Designation of the Officer
Signing on behalf of the Institution/author.**

Application Form for New Proposal

1. Organisation

Address

Phone

Fax

Telex

E-mail

Grams

2A)(i) Name of the Act Under which registered

(ii) Registration No. and date of Registration. (Please attach photocopy)

B) Any other Organisation/Institute/Body, if applicable, give details

3. Registration under Foreign Contribution Act

4. Memorandum of Association and Bye-Laws (Please attach a Photocopy)

5. Name and Address of the Members of the Board of Management/Governing Body

6. List of documents to be attached

a) A copy of the Annual Report for the previous Year which should contain The balance-Sheet (including receipt and payment accounts).

7. Details of the Project for which the grant-in-aid is being applied

8. Grant-in-Aid applied for in the Current Year:

Non-recurring

Recurring

9. Details of the staff employed (Appendix-I)

10. List of additional papers, if any given

I have read the scheme and fulfil the requirements and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme.

Signature:

Name:

Address:

Seal:

Date:

Note: Wherever not applicable, specially in case of new organisation, please write-N.A.

CHAPTER 17
MINISTRY OF TEXTILES

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INTRODUCTION:

Handicrafts constitute an important segment of the decentralised sector of our economy. Originally, started as traditional part-time activity in rural areas bereft of any significant market demand, over the years, it has been transformed into a flourishing economic activity. Handicrafts have big potential as they hold the key not only for sustaining the existing 7 million artisans spread over length and breadth of the country but also as a provider of gainful employment both full-time and part-time to increasingly large sections of economically poor and socially dispossessed people. Presently, handicraft sector is contributing substantially in employment generation, export and foreign exchange earnings and constitute about 1/5th of the total household industry in the country. However, in spite of all developmental efforts it has been observed that the majority of the handicraft artisans are still trapped under the vicious circle of poverty and are not the major beneficiaries of the plan development schemes. Majority of the work force in this sector belong to the women, SC/ST minority and other weaker section of the society. An All India Handicrafts Board (AIIHB) was constituted in 1991 to advise the Government in the formulation of the overall development programmes in the handicrafts sector, keeping in view their socio-economic, cultural and artistic perspectives.

The promotion of handicrafts industries is the primary responsibility of the State governments. However, the Office of the Development Commissioner (Handicrafts) has been implementing various developmental schemes at the central level to supplement the activities of the States in the handicrafts sector. The office assists the State governments in planning and execution of development schemes for the handicraft sector. It has 6 regional offices at Mumbai, Calcutta, Lucknow, Chennai, Guwahati and New Delhi. The Office of the Development Commissioner (Handicrafts), at the Central level, implements plan schemes covering various areas like training, design development, technology upgradation, market promotion, exhibition and publicity, surveys and studies and exports etc. It provides financial assistance to voluntary organisations under various promotional schemes as outlined below:-

17.1 TRAINING SCHEMES

1. Training Scheme 'A'

Background:

Training in different crafts is given for upgradation of skills of the existing craftpersons and also imparting skills to new craftpersons with the objective of expanding the production base of crafts specially those with high market and export demand of reviving languishing crafts. Training is given through: Departmentally-run-training centres, apprenticeship training scheme under master craftsmen following the 'Guru-Shishya tradition', Other organisations like Central/State Handicrafts Corporations, Apex Co-operatives and voluntary bodies.

Objectives:

- To increase the production base of crafts having a high market demand.
- To upgrade the skills of existing crafts persons and to
- To revive rare and dying crafts.

Eligibility:

- Central/State Corporations engaged in development and marketing of handicrafts.
- Apex Societies/Other Cooperative Societies engaged in the development and marketing of handicrafts.
- Voluntary organisations engaged in the development and marketing of handicrafts.

Financial Assistance:

a) Main features of the scheme are as under:

- Duration of training course 6 months or 12 months
- Number of trainees per course 15 (Fifteen)
- Instructor per course 1 (One)
- Rate of stipend per trainee 300/- per month
- Honorarium to Instructor 2000/- per month
- Payment of a lump sum of Rs. 500 & Rs. 1000/- as compensation for wastage of raw-material and supply of toolkits respectively.
- Payment of Rs. 1500/- per month for premises rent and Rs. 3000/- to Rs. 6000/- for contingencies and administrative expenses.
- A lump-sum grant of Rs. 10,000/- per training session as fee for design input/technology upgradation (subject to actual).

b) The pattern of financial assistance (in Rs.) per training scheme for 6 months and one year are as given below:

	(6 months)	(12 months)
1. Stipend (Rs. 300x15x6)	Rs. 27,000	Rs.54,000
2. Honorarium to Instructor (Rs 2000 x 6)	Rs. 12,000	Rs. 24,000
3. Raw-material compensation (Rs. 500x15)	Rs. 7,500	Rs. 7,500
4. Tool-kits to trainees 15,000/- (Rs. 1000x15)	Rs. 15,000	Rs. 15,000
5. Rent for accommodation (Rs 1500 x 6)	Rs. 9,000	Rs. 18,000
6. Fees for Design/Technology upgradation	Rs. 10,000	Rs. 10,000
7. Contingency & Administrative Expenses (6 months)	Rs. 3,000	Rs. 6,000
Total	Rs. 83,500	Rs. 1,34,500

c) Mode of sanction

Under training Scheme 'A' the amount is given in 2 or 3 instalments. First instalment is given on the basis of remaining months (as financial year). Second instalments are given after receiving progress report and audited st expenditure of the first instalment.

Procedure:

Application should be made in the prescribed proforma (Appendix I) and sent to the Development Commissioner for Handicrafts, Office of the Development Commissioner (Handicrafts), West Block 7, Second Floor, R. K. Puram, New Delhi-110066.

2. Training Scheme "B" Carpet Weaving

Background:

The training scheme 'B' (Carpet Weaving) provides for financial assistance to the organisations in order to enable them to undertake training programme.

Objectives:

The objectives of the scheme are:

- to increase the production base of carpet weaving to meet growing international demand for hand knotted carpets

- To enhance the employment opportunities.

Eligibility:

The following organisations are eligible to receive assistance under this scheme assistance

- Central/State corporation engaged in development and marketing of handicrafts.
- Apex societies/co-operative societies engaged in the development of handicrafts.
- Voluntary Organisation engaged in the development of Handicrafts

Salient Features of the Scheme:

- Duration of training course - 12 months.
- No. trainees per session - 30
- Number of looms - 6
- Instructor per course - 2

Financial Assistance:

- Rate of stipend per trainee Rs. 300/- P.M.
- Honorarium for Instructors Rs. 2500/- per month
- Payment of lump sum grant not exceeding Rs. 500/- per course per trainee to the implementing agency as compensation for wastage of Raw Material used during the training period.
- Payment of rental not exceeding a sum of Rs. 2500/- p.m. for premises where training to be undertaken subject to actuals.
- A lump sum grant not exceeding Rs. 10,000/- per year to the institution/corporation to meet contingencies.
- A lumpsum grant not exceeding Rs 5,000 towards design assistance.
- The pattern of Assistance for training is as follows:-
 - Stipend (Rs. 300x30x12) - Rs. 1.08 Lakhs
 - Honorarium to Instructors Rs. 2,500x12x) - Rs. 0.60 Lakhs
 - Carpet Looms (6 Nos) - Rs. 0.25 Lakhs*
 - Raw Material compensation (Rs. 500x30) Rs. 0.15 lakhs
 - Rent for accommodation @ Rs 2500/- x 12 - Rs. 0.30 lakhs
 - Contingencies and administrative expenditures - Rs. 0.10lakhs
 - Design assistance - Rs. 0.05 lakhs.

Note:

- * Total expenditure on loom should not exceed Rs 50,000/ - 50% of the same will be borne by NGO/Apex etc on share basis

Mode of Sanction:

- Funds shall be released in instalments only after receipt of minutes of self trainees.
- Second instalment will be released after receipt on inspection and statement of expenditure.

Procedure:

Appication should be made in the prescribed format (AppendixII) and sent in the address as mentioned under the scheme 1.

3. Apprenticeship Training Scheme**Background:**

Apprenticeship Training Scheme is given for upgradation of skills to the ATS under the traditional Guru Shishya Parampara has also been extended to make the programme more effective and result oriented.

Objectives:

- To augment the production-base of crafts having a high market demand.
- To improve skill of existing craftsmen.
- To transfer the skills of mastercraftsmen to new trainees in the “Guru Shishya Parampara”.
- To revive rare and dying crafts

Eligibility:

The Apprenticeship Training Scheme seeks to maintain the Guru Shishya tradition of training by assisting highly skilled master craftsmen to impart training to young persons in the neighbourhood/ community at his own work premises.

Scheme Contents:

The main features of the Scheme are as under:-

- Duration of training course 6 to 12 Months
- Number of trainees per session 15
- Mastercraftsmen per course 1 (One)

Financial Assistance:

- Rate of stipend per trainee Rs. 300/- p.m.
- Honorarium of mastercraftsmen Rs. 2,000/- p.m.
- Payment of a lum sum of Rs. 500/- per trainee per course to the Mastercraftsperson as compensation for wastage of raw-material used during the training period.

- Supply of a tool-kit at a cost not exceeding Rs 1000/- per trainee per course in order to enable the trainees to work independently after completion of the training course.
- The pattern of financial assistance per training scheme is as follows:-

Head	Assistance (Rs. in lakhs)
1. Stipend to trainees (Rs. 300x15x12)	0.540
2. Honorarium to Mastercraftsmen (Rs. 2000x12)	0.240
3. Raw-material Compensation Rs. 500x15	7,500/-
4. Tool-kit to trainees Rs. 1000x15-15000/-	0.225
5. Other Expenses	0.060
Total	1.065

Mode of Sanction:

The Headquarter office allocate the funds to the respective regional Directors in a financial year. Further the Regional Directors allocate the amount to respective Marketing & Service Extension Centre & M&SEC distribute the amount mastercraftsmen who is implementing the scheme on monthly basis subject to actual expenditure.

Procedure:

Appliction should be made on the prescribed format (Appendix III) and sent in the address as given under scheme 1.

4. Member Education Programme (MEP) for Handicrafts Cooperatives through National Cooperation Union of India**Background:**

To safeguard craftsmen against the exploitation of any form and to link them in an organised manner for providing benefits of the various developmental schemes of the State and Central Governments for their socio-economic development, it is necessary to bring them under cooperative fold which is the most suitable way to meet their needs and to bring them under institutional frame work.

It is in this context, the National Cooperative Union of - India (NCUI) launched a Member Education Programme

for handicrafts cooperatives in 1985 with the financial support of Government of India, Ministry of Textiles, office of the Development Commissioner (Handicrafts) as a central sector scheme.

With introduction of economic reforms through liberalisation, privatisation and globalisation India has entered a new era of economic development. The Member Education Programme for handicrafts cooperatives has been given new orientation so as to enhance their operational efficiency and competitiveness to face the new challenges and make them viable and self supporting. It is therefore proposed that the Member Education Programme implemented through a single CEI approach is changed on the basis of “cluster and team approach” for intensive development of Handicrafts Cooperatives and improving the quality of life of the artisans. The main objective of the reorganised and re-oriented “cluster and team approach” of MEP will strengthen handicrafts cooperative societies in the area of operation of the project so as to enable them to be with efficient democratic management and through these efforts, increase the quality and productivity of the member artisans in particular. This will result in improving the socio-economic conditions of the members and handicraft artisans.

For the purpose of implementing the member education programme for handicrafts cooperatives the cluster will comprise 2-3 blocks of identified district having concentration of handicraft artisans/handicraft cooperative societies.

Objective:

The objective of the scheme is to educate handicrafts artisans the advantages of formation of Cooperative Societies for their protection and better returns from the sale of their products and to apprise about various schemes and programmes for promotion of Handicrafts Cooperatives.

Implementation of the Scheme:

The scheme will be implemented by the National Cooperative Union of India through field units to be located at districts identified as growth centres for the development of handicrafts. At local level, for effective supervision and monitoring the units will be attached

with either of the following institutions:- (i) District Industries Centres; (ii) Cooperative Federations/Unions; (iii) Institutions of Cooperative Management; (iv) Handloom and Handicrafts Corporations; (v) Director of Handicrafts, & Cottage Industries, etc.

5. Scheme for Training of Trainers & Master Craftsperson

Background:

One of the objectives of the Ninth Plan for handicrafts in creation of increased employment opportunities to achieve higher standard of living of craftpersons individually and collectively in rural and urban craft clusters through efficient production practices, professionalised management and enlarged marketing network, domestic and overseas.

The Task Force on Textiles and Jute in its report had recommended a programme for imparting advanced training to the trainers and skilled practising craftsmen during the Ninth Plan. It is a training module prepared for the craft training Instructors (trainers) who are working in government Departments or with VOs and State Corporations are not very much exposed to the changes taking place in the craft world because of volatility of the market demand. Besides, the techniques of production are also undergoing changes so as to achieve perfection in skills and quality.

Objective:

The objectives of the scheme are as follow :-

- Upgradation of skills in order to achieve perfection and quality;
- Exposure of the practising craftsmen to the developments taking place in the field of design technology, market intelligence, management skills & packaging.

Description of the Scheme:

- The scheme will address to new design concepts; use of improved tools; view production techniques; new technologies) production management and costing; economic & commercial intelligence; and packaging.
- The Design Centres will organise five such training programmes during the year for a group of 20 artisans in each course. The expenses on account of TA/DA,

wage compensation, reading material and other training aids will be provided by the Office of the DC (Handicrafts).

- Number of courses to be conducted in each year Each RD&TDC will conduct five such refresher courses in a year and therefore 25 such courses will be organised by five centres annually.

Financial Assistance:

1. Recurring

Name of Heads	Assistance per month (in Rs.)
a) Travelling allowance (actuals for 2nd class train fare) @ Rs. 300/- for 20 participants	6,000
b) Daily allowance @ Rs. 200/- per day for 12 days for 20 participants	48,000
c) Faculty Charges (outside lecturer) :- i) 15 lecture @ Rs. 300/- per lecture -4,500 ii) 7 practicals/demonstration @ Rs 700/- per day-3,500	8,000
d) Transport charges for visiting faculty :- i) For local @ Rs 200/- x 10 = 2,000 ii) For outside @ Rs. 8,000/- x 5 = Rs. 40,000/- (Air Fare)	42,000
e) Course material @ Rs. 200/- x 20 per trainee per course	4,000
f) Raw- material for prototype development @ Rs. 500 /- per course. 00 Rs. 500 x 2 Misc. expenditure on papers, pencils, chalks, etc.	10,000
g) Misc. expenditure on papers, pencils, chalks, etc	2,000
TOTAL	1,20,000

II. Non-Recurring:

Tools , equipments , Black boards , furnitures & Fixtures	1,00,000
Total I & II	2,20,000
Total Estimated Annual Expenditure :	
i) Recurring Rs. 1,20,000 x 5 x 5	30,000
ii) Non - Recurring Rs. 1,00,000 x 00	5,00,000
Total :	35,00, 000

17.2 DESIGN SCHEMES

6. Scheme of Assistance for Design & Technical Development in Handicrafts.

Background:

Keeping in view the need to make handicrafts a viable economic activity by making the products more acceptable in the market, the regional design and technical development Centres are providing design and technical guidance accompanied by training facilities in different crafts to artisans in their respective regions.

Objective:

The objectives of the schemes are : -

- To make crafts a success in the contemporary market and thus enhance income an employment opportunities and
- To preserve the craft's traditional beauty which is the main source of strength to a designer.

Eligibility:

Organisations eligible to avail the assistance State/ Central Handicrafts Development Corporation /NGOs dealing in handicrafts.

Financial Assistance:

- The assistance is provided through various scheme of grant-in-aid for engaging professional designers to evolve new designs/products.
- Under the approved scheme as amount of Rs. 1.00 lakh per workshop is being sanctioned and payment is being made in two instalments.
- The assistance given under the scheme will cover the fees, and expenses of Designer/ Technical consultant, cost of raw material for development of two sets of proto-types and documentation report of the workshop.
- Pattern of Financial Assistance

- Designer's fee TA/DA etc.	Rs. 60,000
- Cost of sets of prototypes	Rs. 30,000
- Cost of documentation report etc	Rs. 10,000
Total	Rs. 1,00,000

Mode of Payment:

Assistance will be released in two instalments as per the following patterns:-

- a) In the case of Central/State Corporations and various Craft Councils, the first instalment would be released of the 60% of Sanctioned amount and balance as reimbursement.
- b) In the case of Non-Governmental organisations, the first instalment would be released 50% of the sanctioned amount and balance as reimbursement.

Procedure:

Application should be made on the prescribed proforma (Appendix IV) and to be sent in the address as mentioned under Scheme I.

7. Design Development Project Scheme**Objectives:**

- To undertake Design Projects on a bigger scale to meet the ever changing tastes of the consumers in the domestic and foreign markets.

Eligibility:

Organisations eligible to avail the assistance are as follows:-

The Handicrafts Corporations/Development Commissioner (Handicraft Office/Societies/Export Promotion Council for Handicrafts/Carpet Export Promotion Council would assign these projects to National Institute of Design and National Institute of Fashion Technology or a Top designer on contract basis.

Financial Assistance:

- The assistance given under the project is lumpsum, which will cover the traveling allowance/dearness allowance(TA/DA), wages of craftspersons, cost of prototypes(two sets), cost of documentation and designers fees etc.
- The financial assistance is given up to Rs. 10.00 lakh per Project.
- Assistance will be released in two instalments. 50% of the project amount will be given as advance to the organisation and balance as reimbursement. The organisation will pay the 50% sanctioned amount to the Institute and rest of money would be paid as reimbursement.

Procedure:

Application should be made in the prescribed proforma (same as Appendix IV) and sent in the address as mentioned under the scheme 1.

17.3 EXHIBITION SCHEME**8. Scheme of Financial Assistance to Organise Exhibitions****Background:**

Financial assistance is given as grant-in-aid to Corporations, and voluntary organisations to organise exhibitions. The Office of the Development Commissioner for Handicrafts sponsors exhibitions in India and abroad under Cultural Exchange Programme with different countries.

Objectives:

The objective of the scheme is to assist Organisation engaged in marketing/development of handicrafts to hold exhibition of handicrafts in various places within the country in order to :

- Promote sales of handicrafts.
- Increase awareness in favour of handicrafts.
- Expose craftspersons to the market.
- Launch new products and designs for trial and promotion.

Eligibility:

Organisation eligible to avail the assistance include Central/State Corporations/VOs/Apex/others cooperative societies and COHANDS engaged in the development & marketing of handicrafts.

Scheme Contents:

The scheme involves mounting of exhibitions of handicrafts in various parts of the country by Central/ State Corporation/ VOs/cooperatives etc. During the course of exhibitions live demonstration by the craftsmen is also organised with a view to allowing the visitors/ buyers to get the first hand feel of the intricacy of the crafts as well as the skill of the craftsmen. The handicraft products put up for sale during the exhibition are directly procured from craftsmen by the implementing organisations whereby the customer not only gets the products at a reasonable price but also desires satisfaction

of having purchased the products directly from the producer.

Financial Assistance:

- The total amount of assistance is given upto - Rs. 1.60 Lakhs per exhibition.
- The assistance extended by the Office of the Development Commissioner (Handicrafts) can be used for the following purposes to organise the exhibition:-
 - (i) Rental, (ii) Display and structural cost, (iii) Designer fee if needed for the exhibition (iv) Electricity, Water etc (v) Publicity(including media advts. posters, banners, leaflets, invitation cards etc.) (vi) TA/DA (based on actuals) as per rates prescribed by Govt. from time to time Wage compensation to Craftsmen and cost of transportation of its equipment required exclusively for demonstration.
- Mode of sanction
 - Out of Rs. 1.60 lakhs, 75% will be borne by office of the DC(H) and 25% by the beneficiary organisation subject to the actual audited statement of accounts which ever is less.
 - The organisation of North Eastern Region (NER) opting for mounting exhibitions anywhere outside the NER shall be eligible for 100% reimbursement i.e. Rs. 1.60 lakhs (maximum permissible limit) subject to the actual audited statement of accounts which ever is less. If conducted within NER, 75% will be reimbursed.

Procedure:

Application should be made in the prescribed proforma (Appendix V) and sent in the address as mentioned under the scheme 1.

17.4 MARKETING SCHEMES

Under the marketing schemes, local level marketing workshops, melas, product promotion programmes, Craft bazars, local fairs and festivals, handicrafts expos are organised at various places in the country. The main objective of the marketing schemes is to provide ample opportunities to artisans to market their products directly to customers and get the fair price for their Crafts. With a view to boosting the domestic market, Dilli Haat has been set up in Delhi in which craftspersons/VOs/Voluntary

Organisations participate from different parts of the Country from time to time. Under Urban Haat scheme, infrastructure would be created at prime locations where artisans and weaver would get an opportunity to sell their products to the consumers.

9. Product Promotion Programme Scheme (PPPs)

Objective:

The objectives of the scheme is to popularise lesser-known and languishing Handicraft products/artifacts in unknown and new markets beyond one's region. This event gives an opportunity to consumers and craft-promoting-agencies of a city to interact with new crafts and new range of items produced by the State beyond where it is organised. Every year each region will conduct one Product Promotion Programme with anticipation of all the HM & SECs of his Region with total 50 craftpersons for seven days. In all, six Product Promotion Programmes are proposed to be organised every year.

Coverage under the Scheme:

In each programme, 50 craftpersons including the NGO's/Designers of the region will participate with their new range of artefacts, lesser known craft items, languishing craft products and newly developed designs, in a city beyond their region to get an opportunity to introduce their craft therein among the new buyers/marketing agencies/exporters.

Implementation of the Scheme:

- Societies who have developed new designs and prototypes within the region will also be invited for participation in the P.P.P. and one representative of the Society and one designer will be paid TA/DA and transportation/wage compensation as per existing norms for craftpersons.
- The most acceptable designers/prototypes may entail other appreciation's/incentives to such participating Society/designer.
- Each Regional Office is proposed to be organise one Product Promotion Programme every year. Thus six P.P.Ps will be organised every year which will provide this facility to 300 craftpersons/VOs/designers to get exposure to this scheme.

Particulars	Parameters
No. of Programmes	6
No. of HM&SECs	All M&SECs of a region
No. of participants	50 Individual as well as NGOs
Designers	
Duration	7 days

Financial Assistance:

Each programme would be organised at a cost of Rs. 4 lakh which include Rs. 1 lakh for infrastructure and Rs. 3 lakhs for TA/DA & transportation. Thus, there will be a need of Rs. 24 lakh to organise PPPs every year.

Procedure:

Application should be made in the prescribed proforma (Appendix VI) and sent in the address as mentioned under the scheme 1.

10. Marketing Workshop Programme (National/State/Local)

Background:

The Office of DC (Handicrafts) through its Regional Offices have been organising six, Market Meet Programmes in selected State capitals of the country every year. In these programmes, craftpersons from all over the region used to gather and discuss their various problems in handicrafts with the experts invited to the event from the field of Design, Financial Institutions, Manufacturers, Buyers, Exporters, State Handicrafts Corporations, Directorate of Industries, Raw Material concerns, Packaging Institutions, etc. for first three days and used to sell their products for last four days at the venue of the event.

The scheme has very innovative inbuilt provision for clinical approach to promote the sector. Three types of Marketing Workshop Programme are organised as follows:-

- National Marketing Workshop Programme : Wherein representatives of the VO'S, Apex Societies, State/Central Handicrafts Societies/Corporation from all over the country, Assistant Directors of M&SECs/Regional Directors, Deputy Directors of office of the DC (Handicrafts) interact with National Level Experts in various fields of Handicrafts.
- State Level Marketing Workshop Programme : Wherein the representatives of different VO's/

Societies, Manufacturers and Government Office of DC(Handicrafts) interact with the State level experts in various fields of Handicrafts.

- Local Marketing Workshop Programme : Wherein craftpersons of a particular crafts pocket interact with the local experts in various fields of Handicrafts.

Implementation of the Scheme:

National Marketing Workshop Programme is organised by the Regional Directors. The experts/delegates are invited by Headquarters office and the face to face interaction will take place among the interacting agencies for a day or two according to the need of the agenda. Similarly State and Local Marketing Workshop Programmes are organised by the host Regional Directors and Assistance Director's.

Salient Features of the Scheme:

The salient features are as follows:-

- Each programme will be organised for 1 & 2 days duration.
- The total No. of participants will be 200, 100 & 50 including experts for National, State and Local Marketing Workshop Programmes respectively.
- Nearly 25, 15 & 10 experts in various fields of handicrafts will be invited and ensured to take part in these National, State and Local Marketing Workshop Programmes.
- The concerned Regional Directors and Assistant Directors will organise the Programme and also act as Convenor of these Marketing Workshop Programmes.
- No TA/DA etc. will be paid to the participants from office of DC (HC).
- The invitees for local marketing workshop, however, will be paid a token honorarium of Rs. 150/- for their participation.
- National Marketing Workshop Programme will be organised in alternate years
- Infrastructural arrangement will be made through Central/State Handicraft Corporations., Apex Societies in Handicrafts or reputed VO's only in case of National/State Marketing Workshop. But in case of Local workshops the concerned assistance directors will make all arrangements for the programmes.
- At least one representative from Headquarters Office will participate in each such event.
- It is proposed to hold all three types of events at lower cost as per parameters given below:

Particulars	National Marketing Workshop Programme	State Marketing Workshop Programme	Local Marketing Workshop Programme
No. of events	3 in 5 years in National capital/Metro capitals i.e. 72 x 5=360 cities	30 x 5=150 State/UT	47+25=72 in a year
No. of participants including experts.	200	100	50
Cost of TA/DA transportation/ honorarium	Nil	Nil	Rs. 7500/- as honorarium
Infrastructure/ publicity/refreshment/ honorarium conveyance/Misc. Expenses/ Printing of brochures etc. per event.	15 lakhs	1 lakh	0.25 lakhs
Total Expenditure per event	15 lakhs	1 lakh	0.25 lakhs

- Each National Marketing Workshop Programme, State Level Marketing Workshop Programme and Local Marketing Workshop Programme will entail expenditures to the tune of Rs. 15 lakh, Rs. 1 lakh & Rs. 0.25 lakh respectively.

11. Crafts Bazar Scheme

Background:

Holding Crafts Bazars is aimed towards helping craftpersons to interact with the consumer in larger and metropolitan cities for direct sale of artifacts produced by them. One craft bazar will be organised for 10 days by every region with craftpersons from all over the country will participate with matching demand of a particular city in view of climate/taste/custom/awareness. The programme has evoked a good response from the buyers, exporters, general public and the craftsmen.

Objectives:

- To promote sales of the artifacts produced by the selected craftpersons.
- To generate the gainful self-employment in craftsmen families and increasing earning by ensuring better value for their products.
- To eliminate unnecessary middle man-ship from the marketing channel between the potential buyers and the artisans.

Implementation of the Scheme:

The Regional Director will organise one Craft Bazar every year by way of assigning host job to a Central/

State Handicrafts / Corporations./Handicrafts Societies/ Reputed VO's of their Region. Selection of the craft persons will be made by all the Regional Directors.

Salient Features of the Scheme:

The salient features of the scheme are:-

- Duration of the programme is 10 days in each case.
- Physical & financial Targets/Parameters
- Six Crafts Bazars will be organised every year during 9th Five Year Plan one each in every Region. The parameters of the scheme are as follows:

Particulars	Parameter
No. of programmes	6
No. of participating HM&SEC	15/16
No. of participating craftpersons	150 craftperson
Duration of programme	10 days

Financial Assistance:

The pattern of financial assistance is as follows:-

- Infrastructure cost including service charge Rs. 25,000/- to host agency and publicity- Rs. 10.00 lakh
- TA/DA/Transportation to craftpersons - Rs. 12.00 lakhs

12. National & Mini Handicrafts Expos

Background:

The office of the DC (HC) had been engaged in providing direct marketing outlets to the individual craftpersons only through its various activities like P.P.P.s, M.M.P.s, Crafts Bazars, Local & National Melas, etc. It was felt that a large number of State/Central Handicrafts

Corporations/Apex Societies/NGOs, who are directly involved in manufacture and procurement of Handicrafts items, were not getting sufficient domestic marketing outlets from office of the DG (HC). At the same time it was also not feasible to pay TA/DA/Transportation to such organisation like in the case of participation of individual craftpersons in other departmentally organised events. To meet both the ends, it has been decided for holding only two National Expos at New Delhi and Mumbai and two Mini Expos at Guwahati and Thiruvananthapuram/Chennai every year.

Implementation of the Scheme:

These programmes will be hosted by Central/State Handicrafts Corporations/Corporations/Reputed VOs with the approval of DC (Handicrafts). The administrative arrangement and the implementation of these events will be arranged by the Regional Directors under whose jurisdiction the agency event will be organised. However, the participants will be selected by all the Regional Directors as per quota allotted to them.

Salient Features:

- The National Handicraft Expos will be organised for 15 days whereas Mini Handicraft Expos will be organised for ten days.
- Two National & two Mini Expos will be organised every year at a total expenditure of target parameters Rs. 79 lakh.

Financial Assistance:

- The expenditure components will be Rs. 21.50 lakh on infrastructure, publicity and service charges and 0.50 lakhs on Miscellaneous expenses for each National Expos and Rs. 17. lakh on infrastructure, publicity and service charges and Rs. 0.50 lakh on Miscellaneous expenditure in case of Mini Expos.
- There will not be any provision of TA/DA/etc. to the participants. Only free stalls will be made available to the participants in these programmes.

13. Buyer-Seller Meet Craft Bazar Scheme

Background:

The office of the Development Commissioner (Handicrafts) has been implementing a number of

Departmental Marketing Events viz. Product Promotion Programmes, Marketing Workshop Programmes, Crafts Bazars National/ State Level Melas, National & Mini Handicrafts Expos in the major cities of the country every year to provide marketing outlets to the craftpersons but the effort is only symbolic as compared with the population of the craftpersons in the country.

It has been found that a number of organisations, who are engaged in different promotional activities for the craftpersons and their crafts, fail to arrange marketing outlets by way of organising Crafts Bazars/Melas in important cities for want of financial sufficiencies. To generate more Marketing outlets, it was found that the Voluntary Organisations, Societies & Corporations who are working in the field of Handicrafts, may also be encouraged to organise such events on the basis of cost sharing. The scheme was formulated during the 8th Five Year Plan. This scheme may fulfil the marketing commitments to the craftpersons at grassroot. It is estimated that nearly 2000 to 3000 craftpersons will get marketing facilities every year by way of implementation of this scheme.

Objective:

- To provide financial assistance to the organisations like Central Corporations, State Corporations, VO'S, COHANDS and other societies working in Handicrafts sector to undertake market related activities with ultimate objective to augment the employment and income of craftpersons.

Eligibility:

- Organisations eligible to avail the assistance are :- Central Handicrafts Corporations; State Handicrafts Corporations; Apex Cooperative Societies in Handicrafts Sector; VOs working in handicrafts sector with good track records and COHANDS/ Handicrafts Societies of different levels provided they are eligible for grant-in-aid in all respect and incur at least 0.5% of their annual turnover on social welfare activities.

Financial Assistance:

- The eligible organisations may avail a maximum of Rs. 20 lakh from the Office of DC (Handicrafts) for organising such programmes.

- Office of DC (Handicrafts) will share only 75% of the total expenditure on organising such programmes and the Organisation will have to incur 25% of the expenses at its own.
- The Office of DC (Handicrafts) will share expenses on account of publicity including invitation cards, hand bills, hoarding, banners, infrastructures, electricity charges, ground/hall rents, payment of TA/DA & transportation charges to the craftpersons as per norms of Office of DC (Handicrafts), drinking water arrangement and public conveniences, public-address system, inaugural expenses, deployment of dailywagers for day and night watch duties, temporary telephone facilities etc. Expenditure other than these subheads will have to be fully borne by the organisers.
- 50% of DC (Handicrafts) share will be released as advance and the balance as reimbursement after the event is over and the documents like audited statement of accounts from Chartered Accountant, Performance-cum-achievement report, creation/non-creation of permanent assets, publicity and other relevant informations are submitted in Office of DC(Handicrafts).
- In case of exclusive Craft Expos events, 100% grant-in-aid may be sanctioned (shared) to certain organisations subject to satisfaction of DC(Handicrafts). In such cases the event will be directly
- supervised by Office of DC (Handicrafts).
- The event may be organised for 5 to 15 days depending upon suitabilities to the organisers and duration of the events.

Procedure:

The eligible organisations who have sufficient experience of organising smaller exhibitions and fulfil the requirement of prescribed checklist, may apply for availing grant-in-aid under this scheme on the prescribed proforma (Appendix VII) available from Office of DC (Handicrafts) and its field units. The complete application may be submitted in the concerned Regional Offices of Office of DC (Handicrafts) for its consideration and recommendation at the State Level Committee. The applications recommended by State Level Committee will be considered for sanction by Office of DC (Handicrafts). The deserving cases may be considered by DC

(Handicrafts) even not recommended by State Level Committee and it will be at the discretion of the office of DC (Handicrafts) either to approve or to reject such proposals.

17.5 MARKETING SUPPORT SCHEMES

14. Scheme of Financial Assistance to VOs for Setting up New Emporia and Reneovation/Expansion of Emporia/Sales Outlet.

Background:

The scheme financially assist the implementing agencies to enable them to open new emporia and renovate/expand the existing emporia. The scheme has been modified on the basis of the recommendations of the Sub Group on Handicrafts.

Objectives:

- To ensure economic development of craftpersons, to provide facilities of marketing channels
- To craftpersons to avoid commission of middle men in marketing of handicrafts,
- To provide a permanent outlet to the artisans and to get spot payment for their items.

Implementation of the Scheme:

The Office of the DC(H) provides monetary assistance to organised sector such as Handicrafts Corporation. run by the State Govt. and established VOs, Apex Coop. Societies with good track records for selling handicraft items purchased directly from the craftpersons through the scheme of Emporia.

Eligibility:

Organisation eligible to avail the assistance from the DC(H) are :- Central/State Handicrafts Corporations; Apex Co-operative Societies.; Voluntary Organisation and handicrafts co-operative Societies with solid background.

Financial Assistance:

- Under the scheme grant-in-aid is to be provided under the heads land & building, interior decoration, furniture & fixtures, electrification, air-conditioning, civil works.

- Under the scheme 50% of the capital expenditure (non-recurring) is provided by the Office of the DC(H) as grant-in-aid and the remaining 50% is contributed by the implementing agencies subject to the maximum limits as under: -
 - Rs. 5 lakhs for renovation of existing emporium.
 - Rs. 20 lakhs for a new emporium to be housed in own premises in metropolis and Rs. 15 lakhs at other place.
 - Rs. 10 lakhs for a new emporium to be opened in the rented premises.
- 50% of the capital expenditure in phased manner/instalments as per necessity.

Procedure:

Application should be made in the prescribed proforma (Appendix VIII) and sent in the address as mentioned under the scheme 1.

15. Share Participation Instate Handicraft Corporations/Apex Cooperative Societies

Background:

With a view to enhancing the working capital base of the beneficiary organisations, the Office of the Development Commissioner for Handicrafts provides equity to State Handicrafts Development Corporations and Apex Co-operative Societies in order to enable them to undertake procurement of handicraft directly from artisans and distribute raw materials. The scheme is supposed to help the handicrafts corpns./apex coop. Societies to increase their capital base by receiving grants from the office of the DC (Handicrafts) so that they can utilise the money for any developmental, promotional and welfare activities of urgent nature concerning the craftspersons of their states.

Objective:

The objective of the scheme is to enable the corpns./Apex Societies to increase their capital base so that they can take up the programmes which will directly benefit the craftspersons.

Eligibility:

Organisations eligible to avail the assistance are:- State Handicrafts Corporations; Handicrafts Apex Cooperative Societies.

Financial Assistance:

- There is no fixed amount of assistance to the corporations etc. but amount is being invested in the share capital of Corporations/ Societies as per demand and necessity. The distribution among the corporations is on the basis of the total grant under share participation scheme in each financial year.
- The assistance is given once in every financial year and as per the availability of fund.

Procedure:

Application should be made in the prescribed proforma (Appendix IX) and sent in the address as mentioned under the scheme 1.

Guidelines for preparing proposals under the scheme

- An assistance proposed for the Corporations in a State will be considered only if it has the recommendation of the state government and concerned Regional Director.
- The working capital to be raised with the share capital provided by the Office of Development Commissioner (Handicrafts) should be used only for the following purposes:
 - That the corporation will provide improved service, better treatment and prompt payment to the craftspersons.
 - Purchase of finished goods directly from the artisans or their co-operative societies and for the sale of those products.
 - Procurement, processing and supply of raw materials needed by the craftsmen directly to them or to their cooperatives,
 - That they will identify and provide special marketing and developmental assistance to families of craft workers who are below the poverty line,
 - Any other activity directly with craftspersons or their cooperatives, which will rapidly augment the income of the craftsmen, with the prior concurrence of the Office of the Development Commissioner (Handicrafts)
- With a view to ensuring utilisation of the funds for the objective for which it is being provided, the following monitoring arrangements have been agreed to:-

- A representative of the Office of Development Commr. (Handicrafts) will be nominated on the Board of Management/Directors.
- The Development Commr./an officer of the office of the DC(H) should be permanent standing invitees to participate in the meetings of the Board of Management/Directors.
- The funds provided by the office of Development Commissioner (Handicrafts) and the working capital generated thereby, should be operated only after a detailed programme for activity as approved by the Board of Management/Directors, in which the office of the DC (HC)'s representative is present.
- A report on the working of the programmes based on the funds provided by the Office of the Development Commissioner (Handicrafts) and the working capital generated thereby should be one of the items in the agenda of all meetings of the Board of Management/Directors.
- A detailed report on the working of the programme initiated with the funds provided by the Office of the Development Commissioner (Handicrafts) and the working capital generated thereby, should be presented separately in the Annual report of the Board.

16. Scheme of Assistance for Setting up of Crafts Development Centres

Background:

To meet the persistent need of craftsmen in the areas of design guidance, raw material depot, common facility services and marketing, a scheme of setting up of Craft Development Centre to offer a package of services to a cluster of craftsmen is in operation. The Office of the DC(H) felt that the artisans should get facilities like advance training, design guidance, marketing, etc. at one place along with the raw-material and other common facilities.

Objective :

The objective to provide facilities to a cluster of artisans at the crafts concentration pockets under one roof.

Scope:

A craft development centre would offer a package of services to a cluster of craftsmen consisting not below 50

in number. The services may include: design dissemination, technical guidance, advanced skill training, procurement, assured supply of processed raw materials, common facility centres, marketing facilities and other supporting social services etc. to the craftsmen.

Eligibility:

Organisation eligible to avail the assistance are : Central/State Handicrafts Corporations/ Apex Co-operative Societies/ Registered Societies/Charitable Societies/Trust engaged in development of marketing of handicrafts.

Activities:

The scheme deals with design dissemination, technical guidance, advance skill training procurement (including placing of order and ensuring collection, quality control, etc), supply of processed raw material on sale/buy back basis common facilities, social & welfare services and marketing tie-up with marketing agencies like Handicrafts Corporation, Exporter, etc.

Financial Assistance:

Under the scheme financial assistance will be provided as grant-in-aid and the break-up of headwise grant would be as under:

Head	Total Cost Rs in Lakh	Share of the Govt. of India (75%)
Land & Building*	5.00	3.75
Equipment & Machinery	1.00	0.75
Design Consultancy	1.00	0.75
Workshop for improved design	1.00	0.75
Collection of Design Samples	0.50	0.375
Managerial Subsidy including Social services	1.50	1.125
Total	10.00	7.50

*The organisation desiring to start services in rented premises, may receive assistance towards rent for the first three years, which will be limited to Rs. 50,000/-. In cases where they do not want to acquire land and building and continue in rental premises, the assistance can suitably be raised/fixed on the basis of merits.

Terms and Conditions:

- The Craft Development Centre (CDC) would display

a board mentioning that the Centre is set up under the assistance from the office of the Development Commissioner (Handicrafts).

- A uniform nomenclature (e.g. Hastsilpa Kendra) be chosen which will be used for CDC set up anywhere in India.
- The organisation setting up a CDC must undertake procurement for marketing.
- Payment to craftsmen must be made from the CDC without delay.
- In the long run, the organisation running the CDC must make it commercially viable, through the sale of goods procured from the centre, charging a reasonable rate for services rendered.

Procedure:

Application should be made in the prescribed proforma (Appendix X) and sent in the address as mentioned under the scheme 1.

17. Common Facilities Service Centres for Handicrafts

Background:

Although the handicrafts sector has become a vibrant segment of the Indian economy, the Government has noted with concern the problem of craftsmen from their traditional production and hence, low income and drudgery. Many of the block-printers of Rajasthan have switched over to screen-printing because of higher productivity and income. Similar instances are available in other crafts as well. Unless the scales of production are reorganised to produce more goods of quality in less time, say through mechanisation of certain processes of production not requiring much of artistic skill, it may not be possible to arrest the trend.

New kind of processed raw material and finishing technologies are the most essential aid to quality upgradation. The Metal Handicrafts Service Centre set up at Moradabad, has demonstrated how the latest finishing technology can help meet the requirements of the international market. Wood-seasoning plants and CFSCs at Saharanpur is another example of success.

The demand pattern in the international markets is moving towards quality products in bulk quality. The supply is, therefore, posing a serious problem. The

enormous demand for Chennapatna or Kondapally toys notwithstanding, it has not been possible to augment supply. India's competitors, viz., Taiwan, China, Malaysia, Indonesia, Thailand and Philippines have moved much ahead of India in this regard.

The major problems are (a) indifference of craftsmen to adopt new technology; (b) The Govt. has little influence on the choice of technology of private entrepreneurs; (c) The level of investment being very high, the flow of private capital is conspicuous by its absence. It is, therefore, proposed to set up a number of CFSCs in various crafts in different craft concentration areas of the country .

Objective:

The objectives of the scheme are:-

- To increase productivity;
- Complementary to labour rather than its displacement
- Reduction in wastage of scarce raw material;
- Product diversification and standardisation;
- Enhanced efficiency of existing production system to improve quality;
- Reduction in drudgery;

Implementing agencies :

The project will be executed through Central/State level Corporations. For effective implementation of the project, the designated Corporation would form a Society registered under the Societies Registration Act, 1860 with members drawn from Central/State Governments the Corporation and actual users of the services like exporters, artisans, traders, etc.

Where there is no corporation or the concerned corporation is not willing to take up the project, voluntary organisations will be entrusted with the job.

Salient Features of the Scheme:

- Before initiating action for setting up of Common Facility Service Centres, a feasibility study would be undertaken to decide project cost, benefits, different phases of implementation, breakeven point, its internal rate of return etc. for each project.
- The scheme will have an inbuilt flexibility to accommodate varied requirements of machinery and equipment as required for a specific craft.
- Coverage of the Scheme emphasis on :

(a) Cane & Bamboo:

Fibre based crafts Common Facility Service centres would be set up for cane & bamboo and other fibre based products and in the next four years, 20 such centres would be set up.

(b) Stone Crafts:

It is proposed that 8 Common Facility Centres would be set up in the Ninth Five Year Plan. The CFSCs would be set up in the craft concentration areas of Puri, Mahabalipuram, Tirupati, Mandsore, Gaya, Jorhat, etc.

(c) Pottery & Terracotta:

During the Ninth Five Year Plan, 12 Pottery & Terracotta Common Facility Centres would be set up in various craft concentration areas of Jorhat, Madhubani, Bhuj, Kangra, Mangalore & Thiruvananthapuram etc.

(d) Ceramics & Glassware:

Four CFSCs are proposed to be operated in craft clusters of Khurja & Varanasi in UP, Panaji in Goa and 24 Parganas in West Bengal.

Staff & Foreign Exchange Component:

Technologies along with machinery and equipment in some cases need to be imported entailing expenditure in foreign exchange. While technologies for cane & bamboo are proposed to be imported from Taiwan, the same for ceramics would be brought from China.

Procedure of Applying:

Application should be made in the prescribed proforma (Appendix XI). All correspondence should be made in the address as given under Scheme 1.

17.6 EXPORT SCHEME

18. Short Term Training Programme in Business Enterprises and Export Management

Objective:

The scheme envisages creation of export consciousness among the educated aftpersons / manufacturers / exporters, etc. and to acquaint them with export policy / procedures / documentation / latest techniques to packing & packaging to handicrafts so that they may be able to enter the export business.

Eligibility:

Organisations eligible to avail the assistance include the specialised Institute/agency selected for imparting training.

Activities:

The Programme consists of lecturers & demonstration of improved packing techniques with the help of samples, specimen packages, films, slides, etc. and visits to manufacturing units for study of packing problems & rendering on the spot guidance.

Financial Assistance:

- Full Reimbursement will be made after conducting the programme.
- After completion of the training programme, the institute is required to submit the following documents
 - Completion certificate. (Through RDI/ Marketing Centres).
 - List of participants.
 - Evaluation Proforma (duly filled up by the trainees).

19. Enforcement Cell Welfare Scheme for Eradication of Child Labour

Background:

The Carpet Industry employees about 1.5 million persons and is an important sources of foreign exchange earning for the country. The carpet industry is mainly concentrated in UP, Rajasthan, Madhya Pradesh, J&K, Orissa, Bihar, Himachal Pradesh, Andhra Pradesh and Gujarat.

The carpet industry at present is under the threat of a set-back due to exaggerated and motivated propaganda within India and abroad regarding involvement of child labour in carpet weaving in Eastern UP. The National Council of Applied Economic Research (NCAER) conducted a survey in the Bhadohi, Mirzapur, Varanasi belt during 1992 which revealed incidences of child labour to the extent of 8% of which 4.4% were working in family enforcement and 3.6% on hired wage basis. Due to various measures taken by Government from time to time, the incidence of child labour declined on wage basis and has come down to 2.7% in 1994.

The incidence of un-authorized child labour in the carpet industry, it needs to be eradicated completely on

priority basis. With a view to solving this problem a multipronged strategy has been adopted by the Government which includes setting up of enforcement measure, welfare measure for the children weaned away from the carpet industry and to take promotional publicity measure to counter the adverse, motivated and malicious propaganda.

Coverage under the Scheme :

Financial assistance would be provided to CEPC in the manner specified under GFR for executing the following schemes:

- a) Registration of looms Cent percent registration of looms used for production of carpets throughout the country. The work can be undertaken by the Council directly or by engaging a suitable agency.
- b) Appointment of an independent agency for keeping surveillance of registered looms at random every year. (The agency will submit every quarter the details of looms inspected along with report about the employment of child labour, if any).
- c) Setting up of Enforcement Cell at Bhadohi for enforcement of labour laws by the carpet industry.

Implementation of the Scheme:

Carpet Export Promotion Council (CEPC) will be implementing the scheme under the guidance of DC(H). A committee has been constituted under the chairmanship of DC(H), consisting of chairman, 2 vice-chairman, ED-cum-secretary of CEPC, AD (H) dealing with carpets, representatives of AICMA and some export NGOs working in the field of child labour in international Organisation like ILO, UNICEF, etc., to evaluate and monitor the work and performance of the agency.

Financial Assistance:

- The financial assistance would in the form of grant-in-aid.
- The terms of payment, schedule of payment and the amount to be sanctioned would be decided on case-to-case basis. The advance, if any, payable to the granted institution prior to the commencement of the scheme, would not normally exceed 50% of the total grant. The balance expenditure will be reimbursed as Government of India rules.

17.7 PUBLICITY SCHEMES

20. Scheme of Publicity (Internal & Foreign)

Background:

In order to promote sales of Crafts abroad and in the domestic market, publicity arrangements are made by printing folders, brochures and catalogues and production of video films on crafts in different states through State Handicrafts Corporations, Apex Co-operative Societies and Voluntary Organisations.

A Handicrafts Week to popularise handicrafts through SHDC is celebrated from 8-15 December every year. The measures adopted for this includes by printing and distributing posters, by releasing advertisement in newspaper, journals and by announcing a rebate of 10% by SHDC on purchase of handicrafts during the week.

Objectives:

The objective of the scheme is to project the handicrafts within India and abroad thereby imparting greater awareness about the crafts and thus opening up opportunities for boosting the sales of handicrafts both in India and in foreign countries, the resultant effect of which would be further employment generation.

Implementing Agencies:

The scheme shall be implemented by Office of DC(Handicrafts) and through Central/State Corporations, Cooperative Societies and NGOs etc. engaged in the field of development and marketing of handicrafts.

Activities:

The scheme envisages the following activities:

- Production of video film on various themes.
- General advertisement like floating of tenders, special supplements in print media in connection with events like National Awards etc., and general advertisement of various important national and international events taking place in India connected with the handicrafts.
- Bringing out posters which would be event-specific e.g. a poster on the handicrafts week etc.
- Bringing out hadnicrafts based on yearly wall hanging, official newsletter, directory.
- Printing of hand book of schemes/procedures of the

Office of DC(Handicrafts) and updating it from time to time, printing of annual report and other statutory reports required under GFR to be placed before the Ministry/Parliament etc.

- Purchase of books/periodicals/journals for the departmental library, subscription for newspaper/magazines etc.
- Publicity through print and electronic media within the country and abroad.
- Publicity through hoardings at strategic locations in big cities, blow-ups banners, bus back panels, kiosks, railway/ state road transport bus tickets back.
- Audio/visual publicity by screening of films at places like airport lounges, doordarshan/other private channels and screening of these film in various departmental craft bazars/fairs/melas like Delhi Haat/ Suraj Kund etc.
- Printing of publicity and propaganda material for incoming/outgoing exhibitions to be mounted as per Cultural Exchange Programme and Embassies of India recommendations etc. in India/foreign countries.
- Printing/publication of brochures, catalogues/folders as part of the marketing mix and to supplement the marketing efforts of Central/State Corporations and VOs etc.
- Documentation of crafts & craftsmen of various regions/cities.

Financial Assistance:

- No financial ceiling has been prescribed for a particular activity under the scheme, however, subject to yearly budgetary allocations each activity specific-proposal shall be considered on merit. In case of proposals for the printing, brochures, folders, catalogues etc. assistance available to the implementing agencies would be 75% from the Government and the balance 25% shall have to be borne by the beneficiary organisation.
- Financial assistance are given to the Central/State Handicrafts Development corporations and Apex Co-operative Societies/ Voluntary Organisations for production of Folders, Brochures and Catalogues on the various Handicrafts Products of their States. The following norms will be applicable:

- A) The size of the Folder, Brochure, Catalogue will be of the following specifications:-
 - (a) Folder 8" x 3' 1/2" (folded)
 - (b) Brochure - 8" x 8"
 - (c) Catalogue - 8" x 11" (Marginal variations permissible)
 - B) The job will be executed in four colours, on 110 gsm "imported" art paper, and shall, in no case be printed on paper, having grammage less than 100 gsm. (A sample of the paper should also be submitted along with the dummy of forwarding the proposal)
 - C) The minimum print order for Folder, Brochure and Catalogue will not exceed the numbers shown below:
 - Folder - 10,000
 - Brochure - 10,000
 - Catalogue - 5,000
 - D) The dummy, layout and "copy material" for each publication, along with the cost estimate shall be submitted to the Publicity Division of the Office of the Development Commissioner (Handicrafts),
 - E) The layout should be largely visual, through all essential information in respect of size, material, colour and price, of a particular item be clearly indicated. As far as possible, each item should be code-numbered and indexed when a catalogue is made.
 - F) Craftwise Folders and Brochures are also eligible for assistance.
 - G) All Publications will carry the "Print order", year of publication, and the name of the press at the back of each publication, along with the legend, "Printed with assistance from the Office of the Development Commissioner (Handicrafts)" in all cases where financial assistance has been taken from the Office of the Development Commissioner (Handicrafts).
- All beneficiary organisations shall have to submit their proposals to the State Level Committees in the proforma prescribed and in response to newspaper advertisements at the Centre and State Levels. Such proposals as are recommended by the State Level Committees shall be further examined, considered and sanctioned by DC(Handicrafts).

Procedure for Applying:

The proposals for printing should be submitted in the prescribed proforma (Appendix XII) and sent to the address as given in the scheme 1.

17.8 PLANNING & RESEARCH SCHEMES

21. Scheme of Surveys and Studies in Handicrafts Sector

Background:

The Office of the Development Commissioner (Handicrafts) is responsible for formulation and implementation of several schemes for the development of handicrafts at the Central level. This office also provides necessary guidance to the State Government for formulation and implementation of their promotional programmes. A necessity, therefore, arises to have a regular system of feedback of economic, social, aesthetic and promotional aspects of various crafts and artisans in this sector. Presently, the handicrafts sector does not have any reliable data base. This office has, however, been undertaking some surveys and studies of important crafts on all India basis from time to time. The studies are, however, limited in scope and are meant for making a, general assessment of the industry. For study and in-depth analysis of specific aspects and problems of handicrafts and to have an independent evaluation of the schemes being implemented by both this office and by the State/UT Governments, there is a need to utilise the expertise of reputed research institutions and other professional/voluntary organisations.

Objective:

The basic objective of the scheme is to build up a reliable data base:-

Scope of the Scheme :

Financial assistance would be provided in the manner specified for the following kinds of projects:-

- Surveys/studies of specific crafts for which adequate information is not available
- Problems relating to availability -of raw material, technology, design, common facilities', etc.
- Living and working conditions of artisans in specific areas or crafts.

- Market evaluation studies of specific crafts for either domestic or overseas markets.
- Techno-economic feasibility studies and post evaluation of the various promotional projects or programmes undertaken in the handicrafts sector.
- Areas requiring special study for uplift of the weaker sections viz. Scheduled Castes and Scheduled Tribes.
- Any other problems of specific nature relating to handicrafts sector. Assistance under this scheme would normally be given to such projects, for which the office of the Development Commissioner (Handicrafts) is of the opinion that it would be desirable to utilise the expertise of an outside agency for assessment of any local problem or it would require an independent study. Such projects which could normally be conducted by the Office of the Development Commissioner (Handicrafts) with its existing staff would not be covered by this scheme.

Eligibility:

Assistance under the scheme will be extendable to an organisation registered under any of the Statutory Acts (Companies Act 1956, Societies Registration Act 1860, Co-operative Act. etc.), or registered with any bodies like DCSSI, Office of the Development Commissioner (Handicrafts), etc. or universities and recognised research Institutions. Generally, such assistance would not be extendable to any particular individual unless he is an eminent scholar or a person associated with promotion of handicrafts for a long time.

Financial Assistance:

- The financial assistance would be in the form of grant-in-aid.
- The terms of payment, schedule of payment, and the amount indicated in the proposal would require the approval of the Development Commissioner (HandiCrafts), which, if necessary, may modify them.
- The advance, if any, payable to the grantee institution prior to the commencement of the project, would not normally exceed 50% of the total grant-in-aid sanctioned for the project. However, the Development Commissioner (Handicrafts) may increase the advance, if found essential. Further, 10% of the total grant-in-aid sanctioned for the project would be payable only on submission of the portfolio.

Procedure of Application:

All proposals for undertaking projects would have to be submitted in the proforma as specified. The project sponsored under the scheme may comprise a single project/study or a series of projects to be undertaken simultaneously or sequentially, over a period as specified by this office. All proposals for undertaking surveys/studies would be submitted as per the proforma specified (Appendix XIII) and sent to the Development Commissioner (Handicrafts). After a proposal is approved by Development Commissioner (Handicrafts), the institution would be required to give their acceptance of terms and conditions also to furnish a bond as specified under the Government of India rules.

22. Special Programme for Revival of Languishing Crafts

Background:

A craft can be said to be languishing when it can be shown that although practised by a larger number in the past it has ceased to be practised any more, or is practised by a miniscular few whose number is fast dwindling. In most cases the skill is still there, but in the danger of disappearing with the few who possess it.

The reason why this happens is craft specific. Skills are traditionally disseminated from one, generation to another, and perfected through practice. It is threatened with disappearance mostly when the newer generation does not show interest in learning it, or having learnt it, in pursuing it as a vocation. Mostly it is a fall-out of the crafts failure in the market, in some cases, non-availability of raw material, alternative economic opportunities and so on. The reasons would be the same as with the crafts in general but have hit a certain craft particularly hard. In most cases there may be possibilities and opportunities (newer designs, newer markets, etc.) which the craftsmen need to be guided towards. There may be yet a few cases, where it has to be preserved for the sake of preserving it.

While some crafts survive, and flourish with the support of Plans and success in the market, a few other languish for lack of patronage. There is a need to preserve them both culturally and economically.

It is with this end in view that it is necessary to undertake special programmes for reviving languishing

crafts, with the understanding, however, that the implementation of the programme will be selective and discreet so that the programme is not misused for activities/crafts which can be otherwise met through normal programmes.

Objectives :

The basic objectives of the scheme is to provide financial assistance to voluntary organisations, apex, co-operative societies etc. to preserve the traditional beauty and skills of crafts and revive languishing crafts through such measures as design development, training, pilot projects, exhibitions and publicity.

Programme Activities:

Special programme to revive a languishing craft has to have the following components:-

- Identification
- Documentation and Diagnosis
- An integrated plan of action depending on diagnosis, which consists of one/come/all of the following
 - Product modification and design development (if it is a question of the craft in its traditional form not meeting contemporary taste/requirement)
 - Technical innovation in tools, processes (if it is a question of duration, drudgery or finish and quality in respect of its contemporary application).
 - Training, which may be: - training in the craft itself (if it is just a question of skill lost, or not known to a number who can make a violable quantity of production); training in improved design/techniques.
- Launching the product in its revived form/improved design and quality in publicised marketing effort (e.g. a special exhibition or advertised sale in existing emporium, a buyer meet).
- Repeat order and sale, if above is successful or continuing with minimum order level even if is not successful with fresh initiative in design and product development.

Implementation of the Scheme:

- An organisation which can undertake marketing, although the field Offices of the Development Commissioner (Handicrafts) can be used as a resource base, for survey, diagnosis and design development.

- The organisations to be involved may include:- Corporation; Co-operatives, Voluntary agency. Voluntary agency having services of individual knowledgeable about the craft concerned should be preferred for a programme of this nature.
- The following is a broad outline of how the programme should be taken up/implemented: -
 - The Office of the D.C. (Handicrafts) should propagate the objective and outline of this programme to all Organisations and Regional Offices under its control to identify languishing crafts for which they believe a special programme should be taken up.
 - The Regional Offices/other organisations identifying the languishing craft should send a craft note on the basis of preliminary facts, containing description of the craft, why it should be identified as languishing, known number of craftsmen engaged / previously engaged, and reasons, if any known of its languishing.
 - In case of the Regional Office identifying the craft, they should also identify a suitable marketing Organisation to undertake the project.
 - The Office of the DC (Handicrafts) may then select the craft and the Organisation for this special programme.
 - A craft survey should be conducted, preferably by the same Organisation which has been selected for undertaking the programmes with the service of knowledgeable persons in the field. The survey should include.
 - i) documentation of the craft processes, techniques
 - ii) survey of persons engaged in the craft, their numbers, distribution, economic status, etc.
 - iii) diagnosis of reasons of languishing
 - iv) A plan of action to revive and re-establish the craft in the market, depending on the diagnostic study and prospects of the craft.
- The office of the DC (Handicrafts) may then approve of the plan of action and release further assistance.

Financial Assistance:

- The financial requirement of the scheme (average estimated expenditure) will be as follows:-

<u>Survey</u>	<u>Rs. 30,000/-</u>
Expenditure for the following depending on plan of action	
(i) Design Development	Rs. 50,000/-
(ii) Technical Development	
(iii) Training On the pattern of Training Scheme-C	
(iv) Sample production, Publicity and Exhibition	Rs.2,00,000/-

- The total financial requirement will be 2,80,000 + Training Expenditure (subject to maximum limit of Rs.4,00,000)
- Each proposal may be considered on merit. The above is an average estimate

Procedure:

All correspondence regarding the scheme should be made to the Development Commissioner (Handicrafts) in the address as given under scheme 1.

17.9 WELFARE SCHEMES

23. Workshed-Cum-Housing & Workshed, for Handicrafts Artisans

Background:

Social Security and Welfare of artisans is another area which is being given special attention. Three new schemes namely:- (I) Workshed-cum-housing/Workshed, (ii) Health package for artisans and(iii) Group Insurance for artisans have been introduced during 1994-95. Handicrafts Corporation and leading NGOs will be encouraged to avail the financial assistance from the government and bring more and more craftspersons under this security net.

Objectives:

- To improve the working condition & work life of Artisans.
- To improve the production in quality and quantity.
- To make cluster of crafts/craftsperson.

Eligibility:

Organisations eligible to avail the assistance are Central or State Handicrafts Development Corporations.; Apex Co-operative Handicrafts Societies; Reputed & Capable Voluntary Organisations.

Financial Assistance:

- The pattern of financial assistance is as follows:-
 - Rs. 18,000 per unit is granted as Central Subsidy by the office of the DC (HC) for construction of workshed-cum-housing unit for rural area & Rs. 20,000 for urban area.
 - Rs. 7,000 per unit is granted as Central Subsidy by the office of DC (HC) for construction of Workshed unit for rural area & Rs. 10,000/- for urban area.
- The detail financial assistance pattern is given below:-

Scheme/Area	Unit cost of Workshed	Financial Assistance (In Rs.)		
		Contribution of beneficiaries	Loan from HUDCO	Central Subsidy/Grant
Workshed scheme				
- Rural Area	9,000	2,000	--	7,000
- Urban	14,000	4,000	--	10,000
Workshed-Cum-Housing (including workshed)				
- Rural Area	35,000	3,000	14,000	18,000
- Urban	45,000	5,000	20,000	20,000

Procedure for Applying:

The application should be made in the prescribed proforma (Appendix XIV). All correspondence regarding the scheme is to be made in the address as mentioned under scheme 1.

The State Level Committee recommends the proposals to RDs office & RD office forwards the proposal recommended by State Level Committee to Office of the DC (HC) after ensuring its completeness. The office of the DC(HC) checks up all documents such as Registration Certificate, Balance Sheet of last 3 years, list of beneficiaries and other documents of VO, on the basis of which the scheme is sanctioned to implementing agency.

The guidelines preparing proposals under the scheme are as follows :-

- The proposal should be made in a manner that not less than 25 units are constructed in a particular craft cluster.

- Special relaxation may be given in case of project for hilly and tribal area.
- While selecting the town, village for location of the projects, areas of concentration of Handicrafts shall be preferred.

24. Group Insurance Scheme for Crafts Persons

Background:

The scheme aims of provides social security to craftsmen through insurance coverage. The scheme proposes to cover craftsmen within the age group of 15 to 60 years working in different parts of the country.

Objectives :

The objective of the scheme is to give insurance coverage to all urban disadvantaged and rural poor craftpersons under the umbrella of Group Insurance Policy or Life Insurance Policy of Life Insurance Corporation of India Ltd.

Financial Assistance:

- The Handicrafts artisan will be insured for a sum of Rs. 25,000 with an annual premium of Rs.100/-, the premium will be shared by Central Government Rs. 60/- and Beneficiary Rs. 40/-
- The scheme will be implemented through the agencies like Central/State Handicrafts Development Corporation, Apex-Cooperative Societies, reputed and capable Voluntary Organisations.

Pattern of Financial Assistance :

- The annual premium rate per person under the policy will be Rs. 100/-
- The Insurance Premium Rs. 100/- will be shared as 60% Central Government subsidy 40% by the beneficiary.

Procedure:

The implementing agency will apply to the Office of the Development Commissioner [Handicrafts] for sanction of the scheme along with the list of artisans registered with them and document of society such as Registration Certificate, Article of Association. The relevant documents of VO are examined and if found satisfactory scheme is sanctioned to implementing agency.

Guidelines for Preparing Proposal under the Scheme:

- Identification of crafts and beneficiary craftperson has to be done by a Committee of which the Regional Director of the Office of the Development Commissioner [Handicrafts] or his representative not below the rank of Deputy Director shall be member.
- The Implementing agency is required to submit a copy of the agreement with the Insurance Company and also a note on the performance of the scheme regarding claim made and settled to the Office of the Development [Handicrafts].
- All craftpersons, whether male or female who are within the age group of 15 to 60 years will be covered under the scheme.
- The Implementing Agency should ensure that there should not be any duplication/overlap of artisan under the scheme. Only those who are not covered by any other agency scheme of similar nature of the other State Government and other agencies should be chosen, so that the benefits reach the target categories.
- For obtaining release of Central contribution the Implementing Agency will give an undertaking that they have realised the contribution of beneficiaries.

25. Health Package Insurance for Handicrafts Artisans

Background:

Social security to artisan is one of the thrust areas for the 9th Plan as suggested by the sub-group of Handicrafts and keeping this in view the scheme is proposed to be implemented at a larger scale during the Ninth Plan. All artisans of age group 18-70 years will be covered under the Scheme.

Objective:

The main objective of the scheme is to provide a security coverage to handicraft artisans by insuring the dwelling, contents of dwelling, raw materials, equipments, machinery and tools against accidental loss; accidental death of artisan, loss of limbs, eyes or permanent disablement due to accidents, hospitalisation, domiciliary hospitalisation and maternity benefits.)

Implementing Agency:

The scheme will be implemented by State Handicraft Corporations, Apex. Co-operative Societies and reputed voluntary organisation.

Benefits:

The Benefits in terms of sum assured would be as under:-

PREMIUM	RISK COVERED	SUM INSURED
Section No. I		
A) Dwelling Fire, lighting, explosion of boiler or Gas used for domestic purpose only, riot and strike. Malicious damage, aircrafts Damange, flood, inundation cyclone, storm, tempest, typhoon, tornado, hurricane.	Rs. 10,000/-	Rs. 22/-
B) Contents of the Dwelling Artisans Appliances, Raw Material Pertaining to the Trade	Rs. 10,000/-	Same as above
Section No. II		
Janata Personal Accident - Death only (100%) - Loss of use of two limbs or two eyes or one limb and one eye(100%) - Loss of use of one limb or one eye (50%) - Permanent total disablement from injuries other than named above LTD...100%)	Rs. 1,00,000/- Rs. 1,00,000/- Rs. 50,000/- Rs. 1,00,000/-	Rs. 30/- -- -- --
Section No. III		
A) HOSPITALISATION Hospitalisation including reimbursement of expenses incurred upto specified limits per treatment towards injury, disease, illness or sickness including domiciliary benefits (with limit & stipulations upto Rs. 3,000/-)	Rs. 15,000/-	Rs. 10/-
B) Maternity Reimbursement subject to limit upto	Rs. 750/-	--

Terms & Conditions:

- For claim insurance of building and contents (excluding money & valuables) the insured shall, upon the occurrence of any event giving rise of likely to give mediate notice to the United India Insurance Company (UIIC) in writing and shall not incur any expenses in making good any claim without written consent of the company.
- Under Janata Personal Accident Cover, the company shall not be liable under the policy for :-
 - Compensation under more than one of the four sub-clauses;
 - Payment of compensation in respects of injury or disablement directly or indirectly arising out of contributed by or traceable to any disability existing on date of issue of this policy;
 - Payment of compensation in respect of death, injury or disablement of the insured from intentional self injury, suicide, attempted suicide, intoxication, drugs, insanity, or breach of law, etc. No interest on the sum will be paid.
 - Under Mediclaim policy, all claims will be considered in accordance with the conditions laid down under the Group Mediclaim Insurance Policy of UIIC.
 - The total insured sum of Rs. 15,000/- will include Rs. 3,000/- for domicillary hospitalisation.
 - The maximum benefit allowable under Maternity Benefits would be Rs. 750/- and this benefit could be availed by women artisans provided they do not have more than one living child.

General Condition:

- Upon happening of any event which may give rise to a claim the insured shall give notice and other communication in writing to the UIIC.
- The policy will be void and premium shall be forfeited in the event of mis-representation, misdescription or non-disclosure of any material information or fraud.
- If any difference shall arise as to the quantum to be paid under the policy, this shall be referred to arbitrators appointed by the parties.
- Risk will commence on specified date only after receipt of the total premium i.e. Rs. 200/- per person by the UIIC office.

Financial Assistance:

The premium per person per annum would be Rs. 200/- out of which Government will share 75% i.e. Rs., 150/- and balance Rs. 50/- will be contributed by the beneficiary or the implementing agency. The United India Insurance Company has agreed to implement this group package insurance policy subject to the condition that the total beneficiary would be more than one lakh.

Implementing Mechanism:

- The implementing agency will identify eligible handicraft artisans (at least 50). The detailed information indicating name, age, sex, address, pre-existing disease, assignee, caste, craft and signature of artisans, etc. will be prepared by the implementing agency in the prescribed format. The O/o DC(H) will provide the central share of premium @ 150/- per person to the implementing agency. The agency will collect the beneficiary contribution @ Rs. 50/- per person.
- After the implementing agency collects the total premium @ Rs. 200/- per person, they shall furnish the detail information in the prescribed format (in triplicate) and the premium of the group of artisans to the UIIC office. UIIC after receiving the statement and the premium, would return one copy of the statement duly signed to the implementing agency for their statement and the premium, would return one copy of the statement duly signed to the implementing agency for their record.
- The UIIC will issue an insurance card to the insured craftsman.
- For any claim, the beneficiary would send the claim intimation form to the implementing agency. The agency will forward the claim intimation form along with other papers/medical reports/claim papers, etc. to the UIIC immediately.
- The implementing agency after getting all documents would send the claim form to UIIC for settlement of claim.
- The UIIC, after examining the case will prepare the final claim note for disbursement of the claim to the beneficiary directly.

26. Scheme for Financial Assistance to Master-Craftpersons in Indigent Circumstances

Background:

A scheme for pension to Mastercrafts-persons unable to work due to old age, has been in operation since 1973-74.

Eligibility:

- Mastercraftpersons, who are recipients of National Awards or Merit Certificate or State Awards in handicrafts will be eligible for being considered for financial assistance.
- The private income of the applicant must not be Rs. 6,000/- (Rupees Six thousand only) or more per year.
- The applicant should not be in receipt of similar financial assistance from any other source.
- The applicant should not be less than 60 years of age on the date of application. Age may be relaxed if the mastercraftpersons is disable.

Financial Assistance:

- Assistance from Government may be either in the form of pension or monthly allowance or lump sum grants. In no case, however, shall the assistance exceed Rs 500/- per month or Rs. 6,000/- per annum.
- This will normally not exceed five years subject to renewal at the expiry of this period.
- The assistance would be disbursed by the -Directorate of Industries or Board I s Regional Office or Marketing & Service Extension Centre.
- The disbursement of assistance will be made in the next succeeding months either to recipients in person or on basis of his authority and acknowledgement along with a life certificate, certifying that the recipient concerned is alive during the period of which the amount is claimed.
- The number of recipients of financial assistance under the schemes should not normally exceed 25 every year.

Procedure of Application:

- Application will be called through wide publicity in the month of September every year. Applicants should apply in the prescribed form (Appendix XV) to the office of the Development Commissioner

(Handicrafts) through the Directorate of Industries of the State concerned, the concerned Regional Office, Office of the Development Commissioner (Handicrafts) before 30 May, every year.

- Applicants cannot apply directly to the Office of the Development Commissioner (Handicrafts) but should be routed through recognised Design Centre, Marketing & Service Extension Centre, Co-operative and associations of craftpersons and Handicrafts Exporters associations or any other public institutions engaged in socio-economic welfare development.
- Applications should be duly supported by the following documents:
 - A certificate from the District Collector/Deputy commissioner, certifying the financial position of. the applicant including a certificate that the applicant is not in receipt of financial assistance from any other source.
 - Age certificate from the District Collector/Deputy Commissioner or any attested copy of birth certificate.

OR

- Required certificates in respect of income and age mentioned above can also be furnished by the craftpersons himself/herself in the form of an affidavit declared before a FIRST CLASS MAGISTRATE.
- The Directorate of Industries and/or the Regional Office or any of the organisations explain above, will forward the applications before Development Commissioner (Handicrafts), West Block 7, R.K. Puram, New Delhi-110066.
- Applications will be finally considered and selection made by the Central Selection Committee consisting of Chairman/ Development Commissioner for Handicrafts, Financial Advisor (Integrated Finance), ADC (dealing with the subject), Accounts Officer, Central Pay & Accounts Office two non-official to be nominated by the Chairman/Advisor out of the members of the board and the concerned Deputy Director of Office of the Development Commissioner (Handicrafts) as its convenor.

27. Scheme of National Awards for master Craftpersons

Background:

The National Awards for mastercraftpersons were first instituted by the All India Handicrafts Board. in 1965 to give recognition to craftsmen of outstanding merit. The scheme of National Awards was continued by the successor Organisation of AIHB, the Development Commissioner (Handicrafts) and was extended to include weavers also. The Development Commissioner (Handloom) is formally a co-sponsor of the Awards.

Objective:

The objective of the scheme of National Awards is to give recognition to Mastercraftpersons and Weavers who have made outstanding contribution in terms of excellence of craftsmanship and development of crafts. The award is to serve as an incentive to such craftpersons to continue their pursuit, as well as an example to others who may strive to receive the same.

The Award:

There shall be a maximum of 40 National Awards and 40 National Merit Certificates. Each National award shall consist of a cash prize of Rs. 25,000/- a copper plaque and an angavastram. Each National Merit Certificate shall consist of a certificate, a cash prize of Rs. 5,000/-.

Scope:

The Award shall be open to all craftpersons and weavers residing in India, and shall be made on the basis of all India selection.

Criteria for Selection:

The following are the main criteria which are to be kept in view for selection of craftpersons/weavers-

- Excellence of craftsmanship (this can be judged from samples received as entries and/or from photographs and other evidences which may be produced).
- Contribution of the craftpersons for development of the crafts in terms of training other craftpersons.
- Related achievements (this may be judged from bio-data and other materials submitted by the craftpersons/ sponsoring organisations).
- Special consideration may also be given while

selecting the craftpersons/weavers and the crafts to the following:

- If the craft practised is a languishing craft.
- If there has been a noteworthy effort in terms of reviving a languishing craft by way of product diversification or application to contemporary use. In other words, efforts made in order to achieve a 'break-through' in the development of craft should be given due consideration.
- Design innovation by the craftpersons.

Procedure:

The final selection of entries from handlooms and handicrafts shall be jointly made by the Central Selection Committee constituted at the Central level. The Central Selection Committee shall receive entries from the Headquarters level Selection Committee for Handlooms and Headquarters Level Selection Committee for Handicrafts. Thus the selection of entries for handlooms and handicrafts will be as follows:

Handlooms:

The primary level inviting of entries will be done at the zonal selection level by a committee headed by the Director/ Assistant Director of the Weavers Service Centre and Committee shall send the selected entries to the Headquarters Level Selection Committee. Office of the Development Commissioner (Handlooms) or W.S.C., Delhi as may be decided. The headquarters Selection Committee headed by the Development Commissioner (Handlooms) shall, then make a selection of around 60 entries for consideration by the Central Selection Committee.

Handicrafts:

The process of selection shall start at state level. However, the Regional Directors of the Office of the Development Commissioner (Handicrafts), acting as Convenors of state Level Committee, shall initiate the process by getting it circulated to all District Industries Centres and marketing and Service

Extension Centres to send entries to State Level Committee. A last date shall be fixed for this propose and the State Level Selection Committee shall thereupon make a selection of entries (not exceeding 10) from each state for sending to the Headquarters level Selection

Committee, Office of the Development Commissioner (Handicrafts), New Delhi.

In order that the process does not get inordinately delayed the Regional Director may fix a last date and consider entries from those centres that have sent them by that date. Further, to ensure quality and competitiveness, the State Level Committee may accept for consideration, entries directly by:

- Any member of the State Committee
- The state handicrafts Development Corporation
- Regional Design & Technical Development Centre.
- State Design Centres.

The Headquarters Level Committee for handicrafts shall make a final selection out of entries received from the State Level. The Headquarters Level Selection Committee (Handicrafts) shall submit such selected entries (not exceeding twice the number of awards) for consideration to Central Selection Committee.

28. Scheme of National Award for Outstanding Societies.

Background:

The scheme is mainly introduced to create awareness amongst the craftpersons to form the societies and encourage the existing societies to avail the full benefits of the various development schemes introduced by office of the DC(H) to promote handicrafts. Since the handicrafts sector is unorganised, proper thrust in this direction needs to be made to encourage the craftpersons to form organised production base in the shape of Cooperative Societies (under Registration Act) and emerge as one of the best societies (under Registration Act).

Objective:

- To motivate the craftpersons to form Societies and make use of the various handicrafts development schemes.

Scope:

The National Awards will be conferred to five best

societies (maximum limit) from each region for their outstanding contribution and excellent performance every year. For this purpose best five societies from each region would, in the order of merit, be conferred Gold Medal (1st Prize), Silver Medal(2nd Prize), Bronze Medal(3rd Prize) metals and two merit certificates. These awards would be conferred by the Hon'ble Union Minister of Textiles every year. The scheme shall mainly cover activities aimed at honouring the societies for their outstanding performance. The scheme shall cover a sizeable preparation of artisans belonging to SC/ST and backward classes, etc. since a considerable number of artisans belongs to the above categories.

Criteria:

While selecting the best societies the track record of the societies for the past 4-5 years, providing sustainable employment to the craftpersons and number of State/ National Awardees enrolled with the societies, etc. would be the main criteria. Having the above eligibility conditions and criteria in view, each Regional Level Committee would sponsor names of 10 societies for consideration at Central level.

Implementation of the Scheme:

The scheme shall be implemented by the office of the DC (Handicrafts) through the COHANDS/other agencies and voluntary organisations.

Financial Assistance:

Financial assistance is given for the items which include: Hiring of Hall; Boarding/Lodging, local hospitality to the representative of the award on merits winning societies, Publicity, TA/DA to the representative of the award winning societies, Cost towards making the awards, Miscellaneous Expenditure.

Procedure:

Applications should be made in the prescribed format (Appendix XVI) and sent in the address as mentioned under scheme 1.

FORMATS

APPENDIX-I

Proforma for Submission of Proposal for Scheme 'A'

PART-A - Particulars of the Organisation

1. Name & address of the Organisation
2. Financial status of the Organisation (enclose audited balance sheet for last three years)
3. Whether previous grants sanctioned by this office have been utilised and accounts submitted.
4. Details of training schemes executed by the Organisation during last three years and number of beneficiaries per session.
5. From out of this number, how many trainees are gainfully employed as a consequence of the training imparted,

PART-B - Particulars of Training Scheme

1. Name of the Craft, in which training is proposed.
2. Objective of training
3. What are the future employment prospects
4. Name of the Instructor & full address
5. Level of skill of the Instructor under whom the training is proposed to be undertaken (indicate recognitions obtained such as National Award/State Awards and Merit Certificate, etc.)
6. Full address of training premises
7. Timing of training session
8. Syllabus of training
9. Date from which training is proposed to be started
10. Batch number
11. List of tools used in the craft with approx cost.

PART-C- Financial Implication

1. Wages/Honorarium to Instructor at the rate of Rs. 2,000/- p.m.
2. Stipend for trainees @ Rs. 300 p.m.
3. Compensation for wastage of raw material @ Rs..... per trainee, per course (not exceeding Rs. 500/- per trainee/course)
4. Cost of tool kits @ Rs. 1 000/per trainee for course (not exceeding Rs. 1000/- per trainee, per course.)
5. Rent of the training premises, if any not exceeding Rs. 1,500/- p.m.
6. Contg. and Admn. expenses not exceeding Rs. 6,000/- per training session.
7. Fee for hiring services of expert for technological design upgradation (not exceeding Rs. 10,000/- per course.)

PART-D-Comments of the Implementing Organisation

1. The above training scheme is recommended for implementation.
2. Certified that there is no duplication of efforts.
3. Certified that no financial assistance has been received from any other source for the same purpose.
4. Certified that provisions of the scheme have been fully understood and we take the responsibility for SL completion of training scheme.
5. Certified that all efforts will be made to rehabilitate the trainees gainfully.

Date

Signature
Name, Designation and Address

PART-E - Recommendation of the Regional Directors/Asstt. Directors of M&SEC with full Justification for taking up the Training Scheme

**Signature
Name
Designation
Address**

Date:

APPENDIX-II

Proforma for Submitting the Proposal for Training Scheme -B

Proforma for submission of Application for training scheme/Central/State Handicrafts Development Corporation/ Apex Coop. Society/Voluntary Organisations/Agencies.

PART-A - Particulars of the Organisation

1. Name and address of the Organisation
2. Financial status of the Organisation (enclose audited balance sheet for last three years)
3. Whether previous grants sanctioned by this office have been utilised and accounts submitted
4. Details of training scheme executed by the Organisation during last three years and number of beneficiaries per session
5. From out of this number how many trainees are gainfully employed as a consequence of the training imparted

PART - B - Particulars of Training Scheme

1. Name of craft, in which training is proposed
2. What are the future employment prospects
3. Objective of training
4. Name of Instructor and full address
5. Level of skill of the Instructor under whom training is proposed to be undertaken (indicate recognitions obtained such as National Award/ State Awards Merit Certificate etc.)
- 6 Full address of Training premises
7. Timing of training session
8. Syllabus of training
9. Date from which training is proposed to be started
10. Batch number
11. List of tools used in the Crafts with approx. cost.

PART- C - Financial Implication

1. Wages/honorarium to Instructors at the rate of Rs. 2,500/- p.m.
2. Stipend for trainees at the rate of Rs. 300/- per month
3. Compensation for wastage of raw material at the rate of Rs. per trainee per course (not exceeding Rs. 500/- per trainee per course).
4. Rent of the training premises if any not exceeding Rs. 2,500/- p.m.
5. Contingent and Administrative expenditure not exceeding Rs. 10,000/- per training session
6. Cost of 6 looms (not exceeding Rs. 50,000/-), on fifty percent share basis
7. Cost of Design assistance Maximum Rs 5,000 Subject to actuals

PART-D - Comments of the Implementing Organisation

1. The above training scheme is recommended for implementation.
2. Certified that there is no duplication of efforts.
3. Certified that no financial assistance has been received from any other course for the same purpose.
4. Certified that provisions of the scheme have been fully understood and we take the responsibility for completion of training scheme.
5. Certified that all efforts will be made to rehabilitate the trainees gainfully.

Date :-

**Signature
Name
Designation
Address**

PART-E - Recommendation of the Regional Directors/Deputy Directors of Headquarters with full Justification taking of the Training Scheme.

Date :-

**Signature
Name
Designation
Address**

APPENDIX-III

**Proforma for Submission of Proposal
Apprenticeship Training Scheme**

A) Particulars of the Craftpersons.

1. Name of the craft in which Trg. is proposed
2. Name & Full address of the Mastercraftsmen.
3. Recognition received (National Award, State Award, etc.).
4. If National/State Awardee, indicate year of the Award.
5. Whether SC/ST/PH/Minority
6. Age.
7. Sex
8. Health
9. Experience.

B) Particulars about Apprenticeship Training Programme

1. Complete address of the Trg. premises.
2. No. of trainees proposed to be trained.
3. Timings of training From To
4. Period of Trg. with full Justification (enclose syllabus)
5. Date from which training is proposed to be started.

6. No. of courses run by the same Mastercraftsperson previously.
7. List of tools used in the crafts with approx. cost.

C) Total Estimated Expenditure on the Scheme

1. Hon. to Mastercraftspersons @ Rs 2000/p.m. for _____ - months.
 2. Stipend for trainees @ Rs. 300/- p.m. for months.
 3. Compensation for wastage of raw-material by trainees @ Rs. 500/- per trainee, per course (not exceeding Rs. 500/-per trainee, per course).
 4. Lump sum payment of Rs. 6000/- per course to M.C.M. for general alteration/modification of training premises and for enabling increased supply of water, light, etc.
 5. Cost of tool-kits @ Rs. 1000 per trainee per course for trainees (not exceeding Rs. 1000/- per course/ per trainee).
- Total

D) Comments of the Recommending Officer/Institution/Agency

1. The above Apprenticeship Scheme is recommended for implementation
2. Certified that there is no duplication of effort.
3. Certified that no financial assistance has been received from any other source for the same purpose.
4. There will be no repetition of trainees.
5. Certified that the tool-kit allowance claimed is reasonable.
6. Certified that the scheme has been duly explained to the Mastercraftsperson and he has understood his role, The terms and conditions duly signed by him to this effect is enclosed.

Date : -

Signature
Designation
Address

E) Recommendations/Comments of Regional Dy. Director with full Justifications of taking up the Training Scheme.

Date :-

Signature
Designation
Address

APPENDIX-IV

Proforma for Submission of Proposal under Design & Technical Development Workshop/Programme Scheme

1. Name of the Society with complete address
2. Registration No., Date of Registration validity of Registration
3. Name of the crafts in which workshop is to be organised
 - (a) Venue of the workshop (Details of the crafts being practised)
4. Duration of the workshop, specifying the period for preparation of sketches, Development of prototypes, preparation of documentation report etc.
5. No. of prototypes to be developed during the workshop, specifying the duration period

6. No. of craftpersons are to be benefitted
7. Bio-data of the designer to be engaged during workshop. The Designer should be from the empanelled list of the designers of this office or an alumni of National Institute of Design/National Institute of Fashion Technology (NID/NIFT)
8. Marketing feed back
9. Whether the Society is engaged in the development, promotion & Marketing of handicrafts developmental activities in the area of small industries or rural or urban extension work amongst the weaker section of the society. If yes, the details thereof
10. Whether above mentioned clause is specified in the aims and objectives in Article & Memorandum of Association of Society. If yes, the details thereof.
11. Affidavit that majority of members of the Governing body do not belongs to the same family
12. Certificate that none of the member is having the membership in any of the society registered all over India. If yes, the details thereof,
13. Certificate to the effect that the Society is not involved in corrupt practices
14. Whether society is having sufficient managerial and technical capacity/skill to implement the scheme, if yes, the details thereof
15. Documents to be submitted
 - a) Copy of Registration Certificate
 - b) Copy of Article of Memorandum of Association of the Society duly certificated by Registrar's office.
 - c) Copy of the Bye-laws duly certificated by Registrar's office.
 - d) Non-corrupt practices certificates on Non-Judicial stamp paper
 - e) Certificate to the effect that the Organisation is non-profit making as per balance sheet.
 - f) Balance sheet for the last three years audited by Chartered accountant.
16. Does the Organisation received
 - a) Grant-in-aid from other Central/State Govt. Offices during the last three years. If yes, the details thereof.
 - b) Grant-in-aid received from Office of DC(H) in any of the scheme during the last three years.
 - c) If so, the details thereof. If the grant is received under Design Scheme, have the funds utilised and prototypes have been deposited against each workshop.
17. Whether separate audted subsidiary accounts of Govt. Grants are being maintained or not.
18. Whether Regional Office/Regional Design Centre will be consulted in the workshop/seminar.
19. Bank Account No. & Complete address of the Bank where the account is being operated. in the name of the Society.

APPENDIX-V

Proforma for Submission of Proposals for Holding of Exhibition Scheme

1. Full Name and address of the Corporation/Voluntary organisations/ Co-operatives.
2. Whether registered under Society/Company's Act and if so, indicate Registration No. and attach a copy of Memorandum and articles of Association :
3. Brief note on the activities undertaken.
4. Details of Exhibitions:
 - a) Venue
 - b) period (with dates)
 - c) No. of craftpersons for sale
 - d) No. of craftpersons for demonstration
 - e) Crafts to be projected

- f) Amount of stock to be carried
- g) Expected sales
- h) Name of exhibitions if any
5. Amount of financial assistance requested for
 - a) Approx. cost of rent
 - b) Approx. cost of display Structure
 - c) Approx. cost of Electricity, water etc.
 - d) Approx. cost of Publicity
 - e) Approx fee for designer if required
 - f) Cost of TA/DA, Wage Compensation of Craftsmen
6. Amount of financial assistance secured from the office of the Development Commissioner (Handicrafts) during the last three years.
7. Whether the accounts of all previous grants settled, if not, please indicate the details of outstanding cases and reasons thereof.
8. a) All documents are enclosed as per the GFR, such as, balance sheet of last three years duly audited by CA.
b) Non corrupt practices certificates on affidavit
c) Funds received during the last three years from office of the DC (H) and other agencies and its utilization on affidavit etc.

Date**(Full Name & Signature)**
**Name & Designation
with seal of Organisation**
APPENDIX-VI

Proforma for Submission of Proposal Product Promotion Scheme

1. Full Name & Address of the Corporation/Voluntary Organisation/Co-operatives.
2. Whether registered under Societies/Companies Act and if so, indicate Registration No. and attach a copy of Registration certificate, Memorandum and Article of Association.
3. Brief Note on the activities undertaken.
4. Details of programme
 - a) Venue
 - b) Period with dates
 - c) No. of craftpersons for sale
 - d) No. of craftpersons for demonstration.
 - e) Crafts to be projected
 - f) Amount of stock to be carried
 - g) Expected Sales
5. Amount of Financial Assistance required for -
 - a) Approx. cost of Rent
 - b) Approx. Structure/decoration
 - c) Approx. Electricity & Water
 - d) Approx. Publicity
 - e) Approx. TA/DA for craftpersons.
 - f) Miscellaneous

6. Amounts of Financial Assistance secured from O/o Dev. Commissioner (Handicrafts) during the last three years.
7. Whether the accounts of all the previous years settled, if not, please indicate the details of outstanding case and results thereof
8. A certificate to the effect atleast 0.5% of their total annual turnover has been incurred in the welfare oriented activities.

Dated

Signature

Name:

Designation :

Name of the Corporation/Voluntary Organisation/Cooperatives

APPENDIX-VII

Project Proposal Scheme of Buyer-Seller Meet Craft Bazar

- 1) (i) Name of Agency
(ii) Name of scheme for which applying
- 2) (i) Registration Certificate
(ii) Article of Association
(iii) Bye-laws
(iv) Memorandum of Association
(v) List of office bearers
(vi) Copy of report of 1st AGM
- 3) Brief note on the activities of development of handicrafts undertaken by the Organisation.
- 4) Copies of audited statements for the last three years reflecting expenditure on development of handicrafts sector.
- 5) Detailed project report.
- 6) Sources of finance to meet the balance expenditure i.e. 25% shares of the project cost.
- 7) Views of the concerned Asstt. Director (report if any to be enclosed).
- 8) How has the viability of the proposed project been assessed.
- 9) What are the estimates for the last three years in respect of

	First Year	Second Year	Third Year
(a) Income			
(b) Service charges			
(c) Expenditure			
(Pl. indicate in detail)			
- 10) Has the Organisation received grant-in-aid from other Govt. Departments or Ministry for the scheme, if so please indicate.
- 11) Whether unspent balance of previous three years surrendered/carried forward Grants Released UC's issued - any recovery/settlement of advance pending? Chartered Accountant certificates issued. GFR 148 is Society/organisation profit making (If yes loan to be given instead of grant-in-aid).
- 12) Whether achievement-cum-performance report received for earlier releases.
- 13) Previous Inspection report (of the concerned Regional Director under whose jurisdiction the event held)

- 14) Certificate of non-creation/creation of assets out of grant-in aid by the Organisation. (GFR-19)
- 15) Certificate regarding non-involvement in any corrupt practices.
- 16) A certificate to the effect that atleast 0.5% of their total annual turnover has been incurred in the welfare oriented activities.

**Signature of Regional Director
(Concerned)
Office Seal**

APPENDIX-VIII

Proforma for Submitting the Proposal for Opening of New/Renovation/Expansion of Emporia/Sales Outlet

The proforma for submitting the proposal is in two parts.

Part I : Details of Project Proposal.

Guidelines/Check Lists

1. Detailed project report for setting up of new emporium/renovation of emporium as per proforma prescribed in the scheme.
2. Detailed viability report indicating clearly as to how and when the emporium would become self supporting.
3. A copy of resolution passed towards setting up of new emporium/renovation of old emporium.
4. The estimated expenditure under various heads as civil work, electrification, interior decoration, etc. carry full details and be authenticated by the competent authority viz. Engineer/Architect, etc.
5. An undertaking to ensure that handicrafts items will be sold in the proposed emporium.
6. Source of finance to meet the balance expenditure i.e. 50% capital expenditure, recurring expenditure and working capital.
7. A copy of the proposal may please be forwarded to our Regional Director at..... to enable them for their comments/recommendation on the proposal.
8. Audited accounts of the Organisation for last three years mentioning viability of the organisation.
9. Copy of Article of Memorandum of Association of the Organisation along with aims & objects.
10. List of office bearers.
11. Copy of the Report of last AGM.
12. Detailed activities undertaken by the Organisation in the field of Handicrafts Sector during last three years.
13. Copy of registration certificate of the Organisation.
14. An Affidavit duly attested by Notary Public/Ist Class Magistrate to effect that the Organisation is not involved in any corrupt or objectionable practices and working for the development and marketing in handicrafts sector and its registration is valid on date.

PART - II

A) New Emporia

- i) Name
- ii) Total sales
- iii) Total estimated cost of the proposal.
- iv) Amount of assistance requested from Office of the DC (H) for new emporia. The details must include;

1. Place
2. Whether in rental premises or in building constructed for the purpose/area.
3. Details of Estimated Cost :
 - a) Interior Decoration Rs.
 - b) Furniture and Fixture Rs.
 - c) Electrification Rs.
 - d) Air Conditioning Rs.
 - e) Civil Work Rs.
 - Total Rs.

B) Renovation/Expansion of Existing Emporia

1. Place
2. Details of Non-Recurring Expenditure :
 - a) Interior Decoration Rs.
 - b) Furniture and Fixture Rs.
 - c) Electrification Rs.
 - d) Air Conditioning Rs.
 - e) Civil Work Rs.
 - Total Rs.

APPENDIX-IX

Proforma for Submitting the Proposal for the Scheme Share Participation by Office of the DC (Handicraft) in the State Handicrafts Corps./Apex Cooperative Societies.

1. Name and brief address of the Corporation/Apex Coop. Societies.
2. Year of Registration
3. Capital structure of the Corpn./Apex Coop. Societies.
 - a) Authorised capital.
 - b) Subscribed/paid up capital
4. Source of paid up capital
 - a) Contributed by State Govt.
 - b) Contributed by Central Govt.
 - c) Other Member Cooperative (Please specify)
5. Details of paid up capital
 - a) Working Capital/Liquid Assets
 - b) Fixed capital
 - c) Any other working capital-loan (Please specify)
6. Net worth of the Organisation
 - a) Paid up capital
 - b) Accumulated lossess
 - c) State Govt. Loan
7. Year Wise break-up of share participation made by the Development Commissioner (Handicrafts)

Year	Share	Capital
------	-------	---------

8. Financail assistance availed from the Development Commr. (Handicrafts), New Delhi during last three years (from 1st April to 31st March) and proposal under submission for current year.
9. Total turnover (all items) for the last four years

Year	Total purchase	Total sales	
10. Total purchase and sales of Handicrafts only (Excluding non-handicrafts items, raw materials, etc.) during last 4 years.
11. Value and category of handicrafts sales on consignment basis during last four years.
12. Value of Handicrafts Directly from Other sources Total purchased from craftsmen and different sources their Coops./Asso.
13. Average percentage mark up on different categories of handicrafts
14. Latest year for which accounts have been audited.
15. Please attach aduited/ Whether audited If provisional when audited provision accounts or provisional accounts will be available
16. Profit and loss for last four years
17. Value of unsold stock of handicrafts at the end of last three years (excluding raw-material)
18. Is your financial year from 1st April to 31st March or 1st July to 30th June or for any other period?
19. Expansion programme for future (with reference to handicrafts)
20. Details of welfare schemes for craftspersons, if any
21. Any other useful information
22. Amount of equity participation applied for

Date

Signature
Designation
Office stamp

APPENDIX-X

Proforma for Submitting the Proposals
Scheme of Assistance for Setting up of Craft Development Centres
PART I

1. Implementing Agency
2. Location
3. Craft
4. Craftspersons to be covered
5. Project viability and break-even point
6. Projections of anticipated Performance/turnover
7. Budget

(Rs. in lakhs)

Items	Estimated Cost	Share of Govt. of Implementing India Agency	Share of Agency
(i) Land & Building Rent (First three yrs., yearwise). In cases where the Orgn. does not want to acquire land & Bldg. but continue in rental premises only, this assistance can be suitably raised/fixed on merits in each case.			

Land & Building : Under this head, normally a sum of Rs. 3.75 Lakh will be provided to the implementing agency to purchase land and construct building for the CDC. Preference would be given to those agencies, who could arrange to get the land from the State Govt. To be eligible or getting grant under this head, the agency should be financially sound to contribute balance fund from their own resources.

- a) Effort should be made by the implementing agency to construct the building through Govt. Agency.
- b) In case the ownership of the land and building vest with the Govt. (President of India) the Govt. may consider providing 100% grant i.e. Rs. 5.00 Lakh for land & building. However, the original agreement showing that the land & building are purchased (in the name of President of India will be admitted to the office of the DC (Handicrafts). The office of the DC (Handicrafts) may consider handing over the land & building to the guarantee on lease basis which will be normally for 25 years.
- c) In cases where 75% of grant is provided by the Govt. the Govt. shall acquire proportionate right on the asset to be so created by becoming joint owner with the implementing agency.
- d) Initially the CDC can run in a rented premises, and a sum of Rs. 50,000/- could be provided as rent per year which would be adjusted subsequently against the amount released for the land & building.
 - (i) Equipment & machinery
 - (ii) Design consultancy
 - (iii) Workshop for improved design technique
 - (iv) Collection of design samples.
 - (v) Managerial subsidy for first three yrs. (Yearwise) including social services.
 - (vi) Total (vii) Source of balance funds require (viii) Any other relevant information

PART - II

Guidelines/Check list

- (i) Have you enclosed a copy of Registration Certificate, Articles/ Memorandum of Association Yes/No
- (ii) Have you enclosed copies of audited statements of your Organisation for the past three years? Yes/No
- (iii) Have you indicated in your proposal
 - (a) Location of the centre
 - (b) Crafts covered
 - (c) No. of craftspersons to be covered.
 - (d) Nature of services proposed to be provided while indicating short-cominos in existing arrangements.
 - i) Raw material supply
 - ii) Common facilities
 - iii) Design dissemination
 - iv) Technical guidance,
 - v) Advanced skill@training
 - vi) Procurement including placing order, ensuring collection and
 - vii) Supporting social services where required
 - iv) How has the viability of the proposed centre assessed ?
 - v) What are the estimates for three years in respect of

	Ist Year	2nd Year	3rd Year
a) Income			
b) Service charges			
c) Expenditure			

 (Please indicate where break over is to be achieved)

(vi) Premises

Do you have

(a) building of your own (b) do you propose to rent premises (c) construct your own building

In case of (c) above, have you:

i) identified the land and negotiated acquisition and the cost

ii) Proposed cost of construction of building supported by detailed estimates duly certified.

iii) Date by which building is expected to be ready.

iv) Arrangement proposed to commence operations prior to completion of building.

(vii) Equipment & Machinery

i) Details of equipment and machinery proposed with cost estimates.

ii) Do the items related to proposed services as indicated in 6(iii) above ?

APPENDIX-XI

Proforma for Submitting the Proposal for Setting up CFSC (Common Facility Service Centre)

- 1) Name of the Organisation with address
- 2) Proposed location of the CFSC
- 3) Brief background of the area and ground for selection of the location
- 4) Crafts & Craftpersons to be covered
- 5) Project viability & Break-even points
- 6) Brief activities of the Organisation (in case of NGO) in the field of handicrafts during the last 3 years.
- 7) The following documents are required while submitting the proposal by NGO
 - A - Aricles of Association.
 - B - Bye Laws.
 - C - Audited Statement of Accounts for the last 3 years.
 - D - Copy of registration certificate.
 - E - List of office bearers with name & occupation and their addresses.
 - F - Copy of report of last Annual General Meeting.
 - G - An affidavit duly attested by notary publicist Class Magistrate towards Non-corrupt practices.
- 8) Source of balance fund required for the project.
- 9) Relevant information towards grant-in-aid received from. Govt./Semi Govt. organisation and for other schemes of office of DC (Handicrafts).
- 10) Targets & achievements expected during the first three years with no-loss-no-profit basis.

Maximum Cost of the Project

i) Land & Building	to be provided by the implementing agency.
ii) Site/Water tank etc.	Rs. 0.20 lakhs (by DC (H)
iii) Machinery & equipment	Rs. 24.80 lakhs (do)
iv) Misc. fixed assets	Rs. 0.70 lakhs (do)
v) Contingencies (10% on items ,(i) (ii) (iii) above	
vi) Rection & Commissioning	Rs. 3.90 lakhs (do)
Total	Rs. 32.17 lakhs or say 32.20 lakhs (1 0% to 15% variation allowed)

Note : The above fund will be released in 3 instalments i.e. Rs. 15 lakhs as advance, Rs. 12 lakhs also as advance on the basis of progress of work and audited statement of expenditure and Rs. 5.20 lakhs as reimbursement.

APPENDIX-XII

**Profoma for Submitting of Printing Proposal
(Folder, Catalogue & Bruchure)**

1. Name of the organisation
2. Proposal submitted for printing of catalogue/folder brochure.
3. Size
4. Whether proper dummy submitted
5. No. Of copies to be printed
6. Specimen of paper to be used
 - (a) Gsm of inside paper
 - (b) Gsm of cover paper
7. No. Of Transparencies/ Photographs Used In The Publication
8. No. Of Colours To Be Used
9. Total No. Of Inside & Cover Pages
10. Detail, Of Financial Assitance For Printing Catalogue/Folder/Brochure Taken Earlier From This Office, If Yes, When And For What
11. How Many Copies Printed Earlier?
Have The Copies Been Utilized Or Still In Record.
If Yes, Give No. Or Copies In Stock.
12. Briefly Enumerate Benefit/Assistance Achieved From Copies Printed Earlier.
13. Estimated Cost Of Printing Of Proposed Material
 - a) Cost Of Paper
 - b) Cost Of Scanning, Planning And Proofing
 - c) Cost Of Photography (Outdoor)/ Material No. Of Tps.
 - d) Cost Of Printing
 - e) Cost Of Designing/Copywriting And Art Work
 - f) Cost Of Binding/Cutting And Folding
 - g) Plates Total
14. Brief As To How The Proposed Printing Material Will Be Used & How It Would Be Beneficial For The Sector/Organisation/Craftperson.

APPENDIX-XIII

**Application for Financial Assistance under
Surveys & Studies in Handicrafts Sector
FORM - A**

General Information

1. Name of the Institution.
2. Address of the Office/branch office of the institution.



3. Brief account of the institution, its aims and objectives, type of Organisation, sources of finance, an account of the research projects/evaluation/extension, etc. work done in the past. Please attach a copy of the Annual Report(s), if any.
4. List of members of the faculty of the institution with their education/professional background and information regarding project.

FORM - B

Project Proposal

1. Title of the project
2. Statement of the problem : -A statement outlining the major research, questions/points of enquiry.
3. Brief overview of the work done in the area of, the proposal (By the Organisation or by any other Organisation).
4. Coverage, scope of the study/project.
 - (a) Area coverage (whether the study is of an All India nature or of a specified area),
 - (b) Crafts/Subjects to be covered by the study,
 - (c) Whether it is a case study or a sample study,
 - (d) Sampling frame and universe
 - (e) Sampling procedure (if any),
 - (f) Units of observation (e.g. household/firm/unit).....
5. Data Collection
 - (a) Sources of basic data (secondary sources).
 - (b) Different types of data that are proposed to be collected and the method of collection may be mentioned.
 - (c) Major points to be covered in the questionnaire to be used.
 - (d) Coding plan if any for primary data collected.
 - (e) Method of Interview/observation, etc.
 - (f) Pilot study, if any,
 - (g) Data processing plan : Manner in which different types of data is to be processed.
 - (h) Time budgeting : The project should be divided into suitable stages of work and time allotted accordingly.
 - (i) Preparatory work
 - (ii) Pilot study
 - (iii) Drawing of the sample
 - (iv) Data Collection
 - (v) Data processing
 - (vi) Data Analysis
 - (vii) Report Writing
 - (viii) Submission.

FORM - C

Financial Proposal

An organisational chart of the project team, indicating the tasks to be performed by the persons in different positions.

Cost estimation (year-wise details)

- (a) Total cost of project Rs.....
- (b) Personnel

Position	No. of Persons	Salary & Allowances	Time Schedule	Total Amount Required
----------	----------------	---------------------	---------------	-----------------------

Total

- (c) Travelling
- (d) Equipment
- (e) Stationery and printing
- (f) Computer work
- (g) Book/periodicals
- (h) Contingency and Misc. charges
- (i) any other (specify)

PART - II

Checklist for Survey & Studies

1. a) Name of the Agency
b) Name of the Scheme for which applying
2. a) Registration Certificate and validity
b) Article of Association
c) Bye Laws
d) Memorandum of Association
e) List of Office Bearers
f) Copy of report of last AGM
3. Brief note on the activities of the development of handicrafts undertaken by the agency.
4. Copies of audited statement for last three years reflecting experience on development of handicrafts sector.
5. Has the agency undertaken any study relate to handicrafts if yes, details thereof.
6. Other studies pertaining to informal sector undertaken by the agency.
7. Faculty members to be engaged in the study with their qualification.
8. Has the Organisation received grant in aid from other government departments or Ministry for the study.
9. Whether unspent balance of previous three years surrendered/carry forwarded. Grants released UCs issued.
10. A brief resume of the information/feed back available for the study.

APPENDIX-XIV

Proforma for Submission of Proposals for Construction of Workshed-cum-Housing for Handicrafts Artisans

1. Name and address of the implementing agency
2. Location where the project is to be implemented
3. Financial status of the implementing agency (enclose audited balance sheet for the last 3 years)
4. No. of craftpersons to be covered
5. Project viability
6. Projections of anticipated expenditure (yearwise)
7. Anticipated time for completion of the project
8. Whether artisans, contribution has been ensured
9. Whether loan from HUDCO/ other agencies has been arranged.
10. Budget

* Item Estimated Beneficiaries share of Loan from HUDCO/

Cost Contribution Govt. of India Other Agency

1. Workshed-cum Housing

2. Workshed

* strike off whichever is not applicable

11. Lay out of the project certified by the civil engineer (a copy to be enclosed)

12. Whether land has been acquired/ is to be acquired

13. Source of balance funds, if required

14. Any other relevant information

Declaration:

1. The project is recommended by the State Govt. for implementation.
2. Certified that there is no duplication of efforts for the same beneficiaries.
3. Certified that no additional financial grant has been received from any other source for the same purpose (within the ceiling limit of the unit cost prescribed in the scheme).
4. Certified that provisions of the scheme have been fully understood and we take the responsibility for successful completion of the project.
5. Certified that all efforts will be made to allocate the units to the genuine craft persons.

Signature
Designation
Office stamp
Address

APPENDIX-XV

**Application Form for Financial Assistance to
Master-Craftspersons of repute who are in Indigent Circumstances
(To be submitted in duplicate)**

PART - I

Please affix your latest passport size photographs duly attested by a gazetted officer.

GUIDELINES:

1. Application should be submitted to the Development Commissioner for Handicrafts, Office of the Development Commissioner (Handicrafts), West Block 7, R.K. Puram, New Delhi-110066, through the Director of Industries of the state concerned or Deputy Director at the concerned Regional Office, Office of the Development Commissioner (Handicrafts) duly supported by necessary documents by Registered post. Applicants can also apply to the Development Commissioner (Handicrafts) through recognised Emporia, Design Centres, Marketing & Service Extension Centres, Cooperatives and Associations or any other Public Institutions engaged in socio-economic

- welfare and development. Any application sent directly will not be entertained.
2. Please answer in legible hand or type it out.
 3. Incomplete application forms and application form without the certificate of the District Authorities or an affidavit, will not be entertained.
 4. Person whose age on the date of submission of application is below 60 years and whose monthly income from all sources is Rs. 500/- (Rupees Five hundred only) or more per month are not eligible to apply. The condition concerning age may be waived, in case the mastercraftsman is disabled. The application in such a case must be accompanied by a medical certificate from the District Medical Officer.
 5. The applicant should be a recipient of the National Award or Certificate of Merit from the Central Government or a recipient of State Award in Handicrafts. Prize/Certificate/Awards won by craftsmen in competitions conducted by States during Handicrafts Week Celebration are not considered equivalent to National or State Awards.
 6. The applicant should not be in receipt of financial assistance from any other source.

PART - II

FORM OF APPLICATION

1. Full Name of the Master craftsman, giving SURNAME first, if any
2. Father's Name
3. Date of Birth (in Christian era)
4. Permanent Address
5. Present residential address (including Distt. & State)
6. Details of National/ State Award received
7. a) Amount of Mastercraftsman's: annual income from all sources
b) Is the Mastercraftsman a recipient of any grant under any scheme of a local body/State Govt. Central Govt. If yes, details may be given.
8. Details of dependents/members of Mastercraftsman's family

Name	Age	Relationship	Married / Unmarried	Occupation	Income Per Month
1)					
2)					
3)					
4)					
5)					
9. Immovable property owned by the Mastercraftsman, his wife/ husband or children indicating location, ground area and current approximate value.
10. Particulars of the craft in which the mastercraftsman is proficient, and the significant work done by him.
11. Particulars of any recognition or distinction received from Govt. or any other agency in the field of handicrafts.
12. Had the mastercraftsman applied for the grant before, if so, the year in which he had applied before may be given indicating specifically whether his request was rejected.
13. Any other relevant information:

I solemnly declare that the information given above is correct to the best of my knowledge, and no fact has been concealed. In case there is any false or incorrect statement made by me in this proforma, I promise to refund on demand to the Government of India the entire amount of grant, if any, sanctioned to me.

Dated

(Signature of the Applicant)

PART - III

The following certificate should be signed by Collector/Deputy Commissioner or any other officer not below the rank of 1st Class Magistrate deputed for the purpose

CERTIFICATE

On the basis of the enquiries made by me about the applicant, I certify that the statement made by the applicant in Columns 6,7(a), (b) & 8 is correct.

His annual income from all source is Rs. (Rupees His date of birth as verified by me is recommend that the applicant is a Mastercraftperson of repute who is in indigent circumstances and deserves financial assistance as asked for by him.

Date

**(Signature of Collector
/Dy.Commissioner/an Officer of the rank of
1st Class Magistrate)
Designation**

Place

PART - IV AFFIDAVIT

Affidavit of Shri/Smt. son/wife of resident of

I, solemnly affirm and say as follows:

- 1) I am aged years, my date of birth being
- 2) My total annual income from all sources is Rs.
- 3) I am not receiving financial assistance under any other scheme of any local body/State Government / Government of India.

I, _____ aforesaid solemnly affirm that the facts stated above are correct and true to the best of my knowledge and belief and nothing has been concealed.

Deponent

Attested

Place

Dated

APPENDIX-XVI

National Award for Outstanding Societies

1. Name of the Society (In Block Letters)
2. Complete postal address (in Block Letters)
3. Year of Registration and number of years in existence on the date of application (along with photocopy of Registration Certificate duly attested by respective Regional Directors)

4. (i) Total number of artisans on roll/or serviced in the three preceding financial years (excluding the year in which the application is being made)
(ii) Please give break-up of the artisans above mentioned for each of the three years as under : - Number of women artisans - Number of SC/ST/OBC artisans - Number of other artisans
5. Latest audited balance sheet/ annual reports
6. (i) Number of artisans helped in seeking credit facility from banks/NABARD/other financial institutions of State or Centre;
(ii) Number of cases in which NGO/Cooperative Societies stood as a guarantor/co-guarantor before the credit agency for the artisans
(iii) Credit repayment record of the NGO/ Cooperative Societies for and on behalf of the artisans (to be supported by certificate from the lending institutions)
7. Source of funding of the NGO/cooperative societies with complete details about their utilisation for the three preceding years
8. Number of artisans trained towards development of entrepreneurs
9. Social welfare measures for artisans by the NGO/cooperative societies like organising health-camps basic education, rural community services, etc. supported by documents
10. Contribution of the NGO/cooperative societies to providing new tools, new designs new technologies, etc. to the member, artisans
11. Contribution towards revival of languishing craft
12. Marketing set up of the NGO/cooperative society for marketing the member artisans products, whether fixed infrastructure available, if yes, details thereof
13. Area of jurisdiction in terms of blocks/districts, etc
14. Whether organisational elections are held by the NGO/cooperative society details like its frequency and the date of last election/date of forthcoming election may be indicated
15. Authorised share capital/paid up share capital and percentage contributed by 0/0 DC (Handicrafts) as on 31-3-97
16. Has the society ever won appreciation from the State/Centre ? if yes the details thereof;
17. Number of State/National Awardees enrolled with the society/cooperative societies
18. Annual turnover
19. Follow-up action of the passed out trainees of schemes
'A', 'B' and 'C', 0/0 DC (Handicrafts)
20. Overall performance in the field of handicrafts/exports
- 21 (i) Track record for the past 4-5 years including projects and record in providing sustainable employment to its members/craftpersons and brief write-up of the activities of the organisation and its achievements

**Signature of Chairman/
President of the Society with seal**

CHAPTER 18

MINISTRY OF TRIBAL AFFAIRS

CONTENTS

18. MINISTRY OF TRIBAL AFFAIRS

INTRODUCTION

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INTRODUCTION:

Scheduled Tribes numbering about 68 millions according to 1991 Census constitute about 8 of the total population of the country. The essential characteristics of these communities are primitive traits, geographical isolation, distinctive culture, and economic backwardness. More than half of the Scheduled Tribe population is concentrated in five States of Madhya Pradesh, Maharashtra, Orissa, Bihar and Gujarat.

Realising the dimension of problems in the tribal areas and of the tribal people, a separate Ministry of Tribal Affairs was created in October, 1999. The programmes of the Tribal Division of the Ministry of Social Justice and Empowerment were transferred to this Ministry. The programmes and schemes of the Ministry of Tribal Affairs are intended to support and supplement the efforts of other Central Ministries, the State Governments/UT Administrations. These comprise schemes for educational, economic and social development including protective measures under the SC/ST (Prevention of Atrocities) Act and the policy of participation in public employment and education. Most of these schemes as Central Sector or Centrally sponsored schemes are administered by the Ministry of Tribal Affairs and are mostly implemented through the State Governments and UT Administrations and Voluntary Organisations.

1. Scheme of Grant-in-Aid to Voluntary Organisations Working for the Welfare of Scheduled Tribes

Background:

The main purpose behind the scheme of grant-in-aid to voluntary organisations for undertaking welfare work related programmes for Scheduled Tribes is to improve the educational and economic conditions of these communities through voluntary efforts. This scheme is in operation since the year 1953-54. The scheme has been modified during 1999-2000. The emphasis has been to adopt a need-based project approach in the assistance granted to the Voluntary Organisations.

Objective:

The prime objective of the scheme is to provide for an overall improvement and development of Scheduled

Tribes through voluntary efforts working in the field of Education, Health and Sanitation, Environment, Drinking Water, Legal Redressal Services, as well as need based socio-economic upliftment efforts and any other relevant activity deemed appropriate and having direct beneficial impact on the target group.

Implementing the Agency:

VOs/autonomous institutions/local bodies and cooperative societies.

Scope and Eligibility:

- Under the scheme, grants shall be sanctioned subject to terms and conditions laid down by this Ministry.
- The organisation eligible for assistance shall be as follows:
 - Institutions or organisations set up by Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860 or otherwise.
 - Any registered non-official organisation engaged in the conduct and promotion of social welfare of the Tribals.
 - A Public Trust registered under any law for the time being in force.
 - A company established under section 25 of the Companies Act, 1958.
 - Educational and other institutions, local bodies and cooperative societies.

In addition to the above eligibility conditions, the following criteria would be kept in view while selecting the voluntary organisations:

- Aptitude and experience in welfare work pertaining to weaker sections for a specified period.
- Location in remote/interior/backward areas not serviced by Government institutions or other established VOs.
- Financial viability to contribute its share, maintain the institution in the absence of assistance from Government.
- Good reputation and credentials in serving for the good of the tribals and tribal areas.
- Capability to mobilise resources other than those received from Government.
- Networking with other institutions for optimum

utilisation of resources allocated and assets created.

Programme Activities:

A wide spectrum of activities is covered under this scheme. They include, residential schools, hostels, medical units, computer training units, shorthand and typing training units, balwadis, libraries and audio-visual units. Projects for which Grants-in-aid is being considered under the scheme are identified and given in appendix-IB.

Financial Assistance:

The procedure for release of Grant-in-aid & the funding pattern under the scheme are as follows:-

- The extent of assistance under the scheme would be 100% for those organisations working in the Scheduled Areas.
- For those working in areas other than Scheduled Areas, 90% of the total project cost will be funded by the Government and the rest 10% by the organisation/ Institutions.
- The Ministry shall however have the discretion to decide on 100% assistance depending on the individual merits of the case, for those activities operational in areas other than the Scheduled Areas.
- In the event of the Ministry of Social Justice and Empowerment executing any element of the programme i.e. engagement of Agencies/Consultants, for Project Formulation, Monitoring and Evaluation as well as expenses towards cost fo trainingof NGO functionaries etc., full cost shall be borne from the budgetary provision of the Scheme.
- Assistance would be given for the cost of training of NGO functionaries.
- Certain activities for income generation and skill development have been added in the scheme.
- The Ministry of Tribal Affairs while approving the projects shall indicate the extent of support to the project as a whole as well as to each component of the project against which re-appropriation to the extent of 20% of the total grant shallbe permissible.

Terms and Conditions of Grant-in-Aid to Voluntary Organisations Working for the Welfare of the Scheduled Tribes.

In addition to the general terms and conditions of Grant-in-aid and procedure laid down in the General Financial Rules, 1963 and the amended ones as mentioned under Chapter 5, the following Terms an Conditions are to be fulfilled for assistance under the scheme:-

- That those organisation who will be eligible for receiving Grant-in-Aid under the Scheme will be the ones as specified above.
- That the orgaisation will confirm in writing to the effect that the conditions contained in this letter are acceptable to it.
- That the organisation will agree to make reservation of the Scheduled Castes and Scheduled Tribes, etc. in the posts/services under their control on the lines of the instructions issued by the Government of India and as amended from time to time;
- That the facilities to be extended with the help of the Grant-in-Aid will be available for the welfare of all STs irrespective of creed, religion, colour, etc.
- The Voluntary Organisations should liaise with District Administration for convergence of other existing services for the welfare of Scheduled Tribes. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation.
- In respect of Voluntary Organisation assisted for running residential schools, recognition of school/ courses by State Governments are to be insisted upon so that the future of students is not jeopardised.

Monitoring and Evaluation:

The monitoring and evaluation of the grantee organisations shall be done as per the procedure laid down under various relevant provisions of General Financial Rules, 1963 as amended from time to time. In addition the agencies of State Governments, National Institutes, National Commissions, Tribal Research Institutes of State Government, officials of the Ministry and any other agency designated by the Ministry of Tribal Affairs for this purpose may also be used for monitoring and evaluation under the scheme.

Procedure for Submission of Application:

The organisation desirous of getting Grant-in-Aid under the scheme shall be sanctioned grant under the scheme on the recommendation of the State Government, National Institutes, National Commissions, Tribal Research Institutes of State Government and any other agency to be designated by the Ministry of Tribal Affairs for this purpose. Applications should be made as per the prescribed format (Appendix I) and addressed to:- Joint Director Room No.212, D-Wing, Shastri Bhawan, New Delhi-110001

2. Scheme of Educational Complex in Low Literacy Pockets for Development of Girls Literacy in Tribal Areas

Background:

The scheme was introduced in 1993-94 and revised in July, 1998. According to the revised scheme, districts having literacy rate for ST women less than 10% as per 1991 census covering Eleven States of Andhra Pradesh, Arunachal Pradesh, Bihar Gujarat, Karnataka, Madhya Pradesh, Orissa, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal are covered under this scheme. The female literacy among certain primitive tribal groups is also very low. The scheme of educational complexes also covers the primitive tribal groups. The Ministry of Tribal Affairs provides full assistance for setting up of the education complexes. The concerned State Governments would identify and recommend reliable and interested NGOs for this venture.

Objective:

- To set up educational complexes in low literacy pockets in the tribal areas so as to raise the women literacy in such area.

Eligibility:

The specific eligibility conditions in order to be eligible for grants under the scheme are as follows:

- Institution or organisation set up by government as autonomous bodies either under a statute or as a society registered under the societies Registration Act, 1860 or otherwise
- Educational & other institutions or local bodies/cooperative societies
- Registered NGOs

working for tribal welfare and development and with an appropriate administrative structure and governed by its own members on democratic principles.

Operation of the Scheme:

- The educational complexes will have classes I to V with provision for upgradation upto XII standard.
- The complexes will be located in rural areas in identified districts with provisions for training in craft/vocational education and practical training in agriculture, animal husbandry and related subjects.
- Adult education centres can be set up for attracting the parents of children.
- The strength of the each class should be of 50 girl students.
- The educational complex will have all facilities such as space for class rooms, staff quarters, toilets, kitchen, sports facilities etc.
- **Staffing:** Each educational complex will have one headmistress, one assistant teacher per class, one music/art & crafts teacher per 100 students, one teacher for teaching agriculture/animal husbandry or related subject, one part time doctor, one cook and one helper, one part-time sweeper, one ayah per 100 students and also one watchman for the whole complex.
- Food and lodging are free for students
- There is a provision for supply of two sets of uniforms per year, periodical medical check up for the children and adult education for the parents of the girls in the evening.
- If the organisation feels it necessary to create additional accommodation, an account of Rs. 50/- per student per month will be provided as rent for the increased number of students.
- Other terms and conditions of the scheme will be the same as the conditions of the general grant-in-aid as mentioned in chapter 5.

Financial Assistance:

- Grants-in-aid under the scheme is given to the extent of 100 percent in all cases.
- The recurring grant to run the educational complexes will be @ Rs. 9,000 per student per year.
- An incentive would be given to the parents of girl students @Rs. 50/- per month per student for sending their daughters to the residential schools.

- The non-recurring grant for providing lots & mattresses and other items of furniture will be given @ Rs. 1,000/- per student as one time grant for five years.
- The organisation will be given grant-in-aid to run the educational complexes whether in rented building or in the building owned by the organisation.

Procedure:

Applications will be made in the prescribed proforma (Appendix II) and sent to the Ministry in the address as mentioned under scheme (1).

3. Scheme of Vocational Training Centre in Tribal Areas

Background:

The scheme of Vocational Training Centre in Tribal areas was introduced in 1992-93 as a Central sector scheme and is basis implemented through the State Governments. The scheme was under the Tribal Division of the Ministry of Social Justice and Empowerment and was transferred to the Ministry of Tribal Affairs . The scheme was revised in August 1998.

Objective:

The objective of the scheme is to develop the skills of the tribal youth in order to gain employment/self employment opportunities

Implementing Agency:

In addition to State governments and Union Territory Administrations and VOs, the following agencies have also been made eligible under the scheme:

- Institutions or organisations set up by Government as autonomous bodies either; under a statute or as a society registered under the Societies Registration Act, 1860; or otherwise; educational and other institutions or local bodies and cooperative societies.

Operation of the Scheme:

- The capacity of the vocational training centres is 50 with hostel facility for 25 of them.
- Each centre is to have a provision for training in 3 trades out of identified trades, the course of each trade being for duration of 4 months.
- At the end of one-year of training the trainee is to be attached to a master craftsman for a period of 3 months

to sharpen his skills through practical experiences. After this, the trainee is expected to emerge as multi-skilled person capable of self-employment.

Financial Assistance:

- Assistance is given to VOs setting up vocational training to the tribal youths.
- There is provision for monthly stipend and grant for raw material for the trainees.
- No construction grant would be given under this scheme. The agencies implementing this scheme would have to obtain building on rent basis.

4. Scheme of Financial Assistance to Voluntary Organisations for Development of Primitive Tribal Groups

Background:

Certain communities amongst STs are so backward that these have been defined as Primitive Tribal Groups (PTGs) with specific characteristics viz. very low level of literacy, declining or stagnant population and pre-agricultural level of technology. The estimated population of such groups is around 17 lakhs and 75 such Primitive Tribal Groups have been identified in 15 States/UTs, largest number of such groups being in Orissa and Andhra Pradesh (12).

A New scheme was launched for the development of Primitive Tribal Groups during the year 1998-99 and assistance is provided under the scheme to NGOs for undertaking activities promoting development and welfare of the Primitive Tribal Groups (PTGs). with specific characteristics viz. very low level of literacy, declining or stagnant population and pre agricultural level of technology. The estimated population of such groups is around 17 lakhs and 75 such Primitive Tribal Groups have been identified in 15 States/UTs, largest number of such groups being in Orissa and Andhra Pradesh.

Objective:

The objective of the scheme is to provide financial assistance to organisations for promoting development & welfare of the Primitive Tribal Groups.

Implementing Agency:

Assistance is given under the scheme to VOs, Integrated Tribal Development Projects (ITDP), Research Institutes.

Programme Activities:

Assistance is given to VOs for undertaking activities such as generation of awareness, confidence building, training for the skill development of tribal youth organisations and of self help groups and providing services/ inputs not covered under any existing schemes for the development and welfare of Primitive Tribal Groups.

Financial Assistance:

100% financial assistance is given to NGOs ITDP & research institutes.

5. Scheme of Grant-in-Aid to Voluntary Organisations for Supporting Research and Evaluation/Workshops/Seminar and Publication Projects of All India or Inter-State Nature.

Background:

The scheme is a centrally sponsored scheme for research and training for scheduled tribes. The Ministry sponsors rapid action oriented research studies on problems of Scheduled Tribes particularly in the field of economic development to provide necessary data to improve formulation and implementation of tribal development programmes.

Objective:

The objective of the scheme is to provide assistance to VOs and research organisations for :

- Conducting research including evaluation studies/projects.
- Workshops and seminars helpful in orienting developmental programmes and disseminating knowledge and exchange of experience, and
- Publication of literature on tribal development

Implementing Agency:

The scheme is being implemented through State Governments/U.T. Administrations, VOs, Social

Science Research Agencies and Universities.

Project Coverage:

- The projects will be in the field of tribal development and may cover connected disciplines like Anthropology. Sociology. Economics, etc. However, priority within this broad area will be accorded to research projects of an applied nature taking into consideration plan policies and programmes of developmental problems requiring governmental intervention.
- The projects covered under the scheme would focus on accelerating tribal development programmes in the field of planning, programming and implementation.

5.1 Financial Assistance to VOs for Conducting Research and Evaluation

Financial Assistance:

Financial assistance under the scheme is given for undertaking research and evaluation studies for a period of eight to twelve months. The grants of the Ministry for research projects will be on cent percent basis and shall not ordinarily exceed Rs. 2,50,000 for a single research project.

Pattern of Assistance:

The Ministry bears the expenses on the following approved of expenditure connected with the type of study:-

- A) The consolidated pay of the project staff other than Director who will be on honorary basis, except in specific cases where the Ministry is satisfied of the need of pay remuneration to the Director.
- b) Travels within the country to be undertaken in relation to the Project.
- c) Data Processing.
- d) Stationery and printing of questionnaires, schedules etc.
- e) Equipments, if any (to be specified).
- f) Books, journals, photo copies etc., (to be specified in details).
- g) Contingencies.
- h) Any other (to be specified) and
- i) Overhead charges at the rate of 5 per cent of the total cost of items (a) to (h).

Note: Retrospective payment for work already done will ordinarily be not permissible.

B) The remuneration and conditions of services of the staff employed on the project shall be worked out by the research agency keeping in view the 'employment-terms' of personnel working in similar research projects in the same research agency. However, the consolidated pay of the staff of the research project shall not exceed the pay of their counterparts who are regular employees of the research agency. The categories and the size of the staff in such category would depend upon the nature of the project.

C) All such persons appointed to work on the project and paid from the project funds being fully financed by the Ministry, shall be deemed to be employees of research agencies concerned and the Ministry will not accept any responsibility and/or liability on this/their account.

D) While formulating the project, the research agency would examine the feasibility of the use of mechanical and or electronic devices (including computer) for processing of the data proposed to be collected and details of cost involved vis-à-vis quantum of data to be processed and the necessary inputs required for it. It shall be worked out and conveyed to the Ministry along with the comprehensive research proposal.

Terms & Conditions:

In addition to the general conditions of Grant-in-aid as mentioned under the Chapter 5, the following specific terms and conditions are to be followed:-

a) Scrutiny and Sanction of Funds:

- The research advisory committee of the Ministry will decide about admissibility of giving grant-in-aid to the research agency for a specific project.
- The research agency shall not be entitled to a grant-in-aid to excess of the sanctioned amount, prior approval to this effect has been obtained from the Ministry.
- The Ministry shall not accept any responsibility for any financial expenditure or liability arising out of the Project except what has been specifically approved by it and conveyed to the institution through the sanction letter of the Ministry.
- Any re-appropriation of expenditure from one sub-head

to the other can be done only with the prior-approval of the Ministry.

- Time and cost factors once approved for the project by the Ministry can not be revised/changed without obtaining prior approval of the Ministry.
 - The Ministry will release 50% of the sanctioned amount to the research agency as first instalment. Another 25% of the sanctioned amount will be released after six month of the starting the project, after receiving the draft report of the project and Ministry being satisfied that the progress of the project is satisfactory. The balance 25% of the sanctioned amount will be released on receipt of the final report of ten copies audited statement of expenditure and utilisation certificate.
- b) The research agency receiving grant-in-aid for a project shall make suitable arrangements for the preservation of the data, such as filled in schedule tabulation or working sheets, manuscript reports etc. relating to the project, and make it available to Ministry only. The data can be destroyed only with the approval of the Ministry.
- c) The project report in any form cannot be published without prior approval of the Ministry.
- d) Ten typed/cyclostyled copies of the Project/Study Report have to be supplied to the Ministry.

Guidelines for Formulation of Research Proposal:

- The research agency is required to furnish a detailed research proposal covering the statement of the problem, the principal research question posed or the hypothesis to be tested, (if any), the definition of key concepts, the research design including the universe of study, the sampling frame, the type of sampling procedure where applicable, tools to be used in data collection; time schedule; staffing pattern; and an estimate of cost etc.
- Whether it is a descriptive or any explanatory research design, the problem taken up for investigation is invariably rooted in a complex and multifaceted socio-economic reality and it is therefore, necessary to indicate aspects of socio-economic reality most relevant that particular problem.
- In the opening paragraphs of the research proposal the problem to be investigated should be stated clearly and

briefly (the key questions and the location of the problem in the theoretical context of the concerned discipline should be specified). The significance of the problem, the contribution which the proposed study is expected to make to theory and methodology as well as its practical importance and national relevance should be specifically indicated.

- Summarising the current status of research in the area, including major findings, the project proposal should clearly demonstrate the relevance, findings or approach for the investigation of the problem at hand.
- Given the conceptual framework and the specification of dimensions, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and relationships among them through specific hypothesis must be spelt out.

Methodology

If in the light of the questions raised or the hypothesis proposed to be tested, sampling becomes necessary, full information on the following points should be given:

- Universe of study
- Sampling frame
- Sampling procedure
- Units of observation and sample-size

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

- The different types of data that are proposed to be gathered should be specifically mentioned. The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.
- For questionnaire or schedules to be used, the following should be indicated:
 - Distribution of the questionnaire or schedule in different sections, e.g., identification data, socio-economic data, questions on various sub-theme, etc.
 - Approximate number of questions to be asked from each respondent
 - Any scaling techniques proposed to be included in

the instrument.

- Any projective tests incorporated in the questionnaire/schedule.
- Approximate time needed for interview.
- Any plans for index-construction.
- Coding plan (whether the questions and responses will be pre-coded or not; whether the coding is done for computer, or for hand tabulation).
- For the interviews, the following details should be given:
 - How are they to be conducted?
 - Particular characteristics that interviews must have.
- For the use of observation techniques, describe:
 - The type of observation: participant, quasi-participant, non-participant.
 - Units of observation
 - Whether this will be the only technique or other techniques will also be employed.

• Data processing

The manner in which the different types of data will be processed, the tabulation plan, and the type of data that will be processed through the computer should be explained in details.

• Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:

- preparatory work, including selection and appointment of staff and their training pilot study, if any
- drawing of sample
- tool construction (including their pretesting and printing)
- data collection
- data processing (which should include coding, editing, punching, verification, sorting, computer analysis)
- data analysis
- report writing

• Organizational framework

An organisational chart indicating the positions task and number of persons required to fill the different positions should be given.

• **Cost estimate**

The cost of the project is to be estimated in terms of total man-months and the facilities needed. It may be calculated under the following headings:

• **Personnel:**

Position	No. of persons	Salary (fixed/ consolidated)	Duration	Amount required

- Travel
 - Consultancy
 - Printing
 - Equipment and books
 - Computer and machine tabulation costs
 - Contingency
 - Any other (specify)
 - Overhead charges 5 per cent of items 1 to 8
- Grand Total

The Procedure of Application:

Application should be made in the prescribed format and the research proposal should be designed covering the heads as mentioned in Appendix III.

5.2 Grants for Workshops/Seminars

Background:

Grants may be made available to an institution or a group of institutions for organising workshops/seminars which will help in disseminating research findings, identifying problem areas, discuss developmental problems in the broad field of tribal development.

Financial Assistance:

- Grants for seminars/workshops will be made available through the head of the institution organising it.
- The pattern of the financial assistance for the purpose will be as under:-

No. of Day(s)	Amount In Rupees
One Day	Rs. 50,000/-
Two Day	Rs. 75,000/-
Three Day	Rs. 1,00,000/-

- Ten percent of the total cost of grant-in-aid sanctioned

for the purpose will be withheld and released only after receiving a report on the workshop/seminar, audited statement of expenditure and utilisation certificate.

Project Proposal:

Proposal for organising workshops/seminars will be self contained and indicate: (a) the main theme of the workshop/seminar, (b) significance of the theme related to tribal development, (c) level of participant and their number (d) duration (e) programme, (f) cost estimates and (g) source(s) of funding.

5.3 Grant-In-Aid for Publication

The publication grant of the Ministry of Tribal Affairs will be only for recent works related to tribal development. An institution or an individual may apply for grant for publishing a work. The maximum assistance under this category will be Rupees 30,000/- for publication.

Provisions under the Scheme:

- In all publications supported by grant-in-aid from the Ministry, specific mention shall be made that the publication was financially supported by the Ministry of Tribal Affairs.
- The grantee shall supply 50 copies of the publication free to the Ministry.
- The cost of postage and handling charges etc., in making available these copies to the Ministry will also be borne by the grantee.
- The Ministry will accept no responsibility for the views expressed in the publication or for any financial expenditure or liability arising out of the publication except what has been specifically approved by the Ministry conveyed through the sanction letter.

Procedure for Application:

The application for publication grant may be made to the Ministry incorporating inter-alia:-

- A copy of the manuscript,
- Estimate of printing.
- The proposed sale price of the publication

FORMATS

MINISTRY OF TRIBAL AFFAIRS

APPENDIX-I

Scheme Of Grant-In-Aid To Voluntary Organisations Working for the Welfare of Scheduled Tribes

APPLICATION FORM FOR NEW PROPOSAL

1. Organisation
Name
Address
Phone
Fax
Telex
E-mail
Grams
2. (a) (i) Name of the Act under which registered
(ii) Registration No. and date (Please attach a photocopy)
(b).Any other organisation/Institute Body, if applicable, give details
3. Registration under Foreign Contribution Act Yes/No
4. Memorandum of Association and bye-laws (Please attach photocopy)
5. Name and Address of the Members of the Board of Management/Governing Body
6. List of documents to be attached:
(a)A copy of the Annual Report For the previous year which should contain the balance sheet (including receipt and Payment account).
7. Details of the Project for which Grant-in-aid is being applied.
8. Grant-in-aid applied for in the Current year
Non-recurring
Recurring
9. Details of the Staff employed (In prescribed Form No. 5)
10. List of additional papers, if any given.

I have read the scheme and fulfill the requirements and conditions of the scheme. I undertake to abide by all the conditions of the scheme.

Signature

Date:

Full Name (in capital letters)

Designation

Place

Office Stamp of the organisation

Note: Wherever not applicable, specially in case of new organisation, please write-N.A.

Form No. 2**APPLICATION FORM FOR 1ST INSTALMENT**

1. Organisation

Name

Address

Phone

Fax

Telex

E-mail

Grams

2. Audited/unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item viz. a- vis the grant sanctioned.
3. Budget Estimates for the Financial year for which grant-in-aid is required (show recurring and non-recurring separately)

Signature**Date:****Place****Full Name (in capital letters)****Designation****Office Stamp of the Organisation**

APPENDIX (B)

**A List of Projects for Which Grant-in-Aid is being
Considered under the Scheme**

Sl.No. Name of the Projects

1. Residential School (100 Students)
2. Non-Residential Schools (100 Students)
3. Hostel (100 Students)
4. Banasthali Vidyapith, Banasthali, Rajasthan, (15 Tribal Girls each from North East State viz. Assam, Meghalya, Mizoram, Manipur, Nagaland, Tripura, Arunachal Pradesh) Incl. Sikkim Andman & Nicobar Islands and Lakshadweep.
5. Rural Night School for tribals (50 Students per school for 50 Schools)
6. Library
7. Mobile Library cum audio visual Unit.
8. Ten-Bedded Hospital/Dispensary
9. Mobile Dispensary
10. Cener for Training on Computer (30 Trainees)
11. Typing and Shorthand Trainng Centre (80 Trainees)
12. Divyayan: Training in Agriculture and allied subjects for 100 Tribals (Res.) and follow-up Programmes, R.K. Mission, Morabadi, Ranchi (Bihar)
13. Training in Carpentry (40 Trainee)

14. Workers Training Centre (Residential:For 25 Trainee)
15. Training Centre for Dari Making (50 Trainees)
16. T.V., VCR, Tape Recorder and Radio/Transistor Training Centre (40 Trainees)
17. Cane & Bamboo Training Centre (25 Trainees)
18. Coconut Coir Making and Agarbatti Making Training Centre (60 trainees : 30 Trainees in each Trade)
19. Training Centre for Printing, composing and Book Binding (60 Trainees)
20. Training in welding and Fitter Trades (40 Trainees)
21. Knitting/Weaving and Handloom Training Centre (75 Trainees)
22. Scooter/Moter Cycle Repair Training Centre (50 Trainees)
23. Balwadi/Creche Centres
24. Drinking Water Programme for Tribals.
25. Environment Protection Programme
26. Legal Redressal Services
27. Health and Sanitation Programme

APPENDIX-II

Application Form for New Proposals for Grants-in-Aid under the Scheme of Educational Complex in Low Literacy Pockets for Development of Women Literacy in Tribal Areas

1. Name of the Organisation
2. Complete postal address of headquarters
 - Phone:
 - Fax
 - Telex
 - E-mail
 - Grams
3. Name of the Act under which registered (please attach an attested photocopy of Registration certificate)
4. Any other organisation/institution/body, if applicable, give details
5. Whether registered under Foreign Contribution Act? If yes, attach an attested copy of the certificate issued by the Ministry of Home Affairs (Govt. of India) under FCRA, 1976
6. Memorandum of Association and Bye-Laws (with an attested copy)
7. Name and Address of the Members of the Board of Management/Governing Body
8. A copy of the Annual Report for the previous two years which should contain the balance sheet (including receipt and payment account)
9. Date of commencement of the Educational activities
 - (Details to be given)
 - (a) with organisation's own resources
 - (b) with State Government's grants
 - (c) with any other Central Government Agency
10. Details of the project for which the grant-in-aid is being applied.
11. The location of the proposed complex (village, block, district and State)
12. Details of Grant-in-aid applied in the current year
 - Non-recurring.
 - Recurring

13. Whether the organisation/agency proposes to run the complex in its own building or in any rented building or in the building constructed out of grants from Central Govt/State Government.

a) In case in its own building the details on the following may be given:

i) Whether the building is in the name of the organisation or in the name of any member (or his relative) of the Managing/Executive Committee of the organisation.

i) If the building was constructed with financial assistance from any source, the specific purpose for which such assistance was given to the organisation, should be clearly indicated.

ii) Whether accommodation is to be provided free or on rent or maintenance charges are to be claimed and at what monthly rate.

iii) Number of rooms, area covered and details of other facilities available in the accommodation.

iv) Details of Centres/activities already accommodated under the same roof/existing premises/complex where the proposed. Centre under the Grant-in-Aid Scheme for the welfare of the tribals now applied is, to be accommodated.

b) In case, it is proposed to accommodate the Centre/Activity in a rented house, then:

i) Indicate if the building is in the name of the organisation or in the name of any member or relative of any member of the Managing/Executive Committee of the organisation.

ii) Indicate the details of Centres/activities already accommodated in the same roof/Existing premises/Complex where the proposed centre, under the Grant-in-Aid Scheme for the welfare of the Tribals now applied for, is to be accommodated.

iii) Attach Rent Agreement on on-containing details of the terms and conditions entered into immediately after first instalment of grant is received and a photocopy thereof should be sent to the Ministry for record. Such an Agreement should inter-alia contain particulars on the following:

a) Period of validity of the Agreement:

b) Amount of rent per month:

14. Whether or not receiving foreign contribution if received:

a) Details of foreign contributions received during the last two years and for which specific purposes.

b) Whether foreign contributions so received have been reflected in the audited accounts of the organisation

15. It is certified that I have read the guidelines and terms and conditions governing grant-in-aid to eligible agencies/ organisations and undertake to abide by the same on behalf of our organisation.

SIGNATURE
(NAME IN CAPITAL LETTERS)
Designation: Secretary/President
Name of the Organisation/Institution
(Office Stamp to be affixed)

Date:

Place:

FORMAT FOR RESEARCH PROJECT PROPOSAL

1. The proposals for the research project should be self-contained and include therein a note on the work done so far on the subject and/or the precise contribution which the research project is expected to make to the existing body of knowledge.
2. The proposal should be furnished in duplicate and typed out in double space covering the following aspects:-
 - **Objectives:** The focus and orientation as well as the specific objectives to be spelt out in detail.
 - **Justification:** A precise identification of the problem, the hypothesis to be tested and the question to be answered and the problem that could be solved as a result of this study.
 - **Relevance of the study:** A statement in concrete terms as to how the results of the study will be relevant to improvement in formulation and implementation of developmental policy plan or programme.
 - **Approach and methodology:** the extent to which the study is reflective or empirical whether it is intended to collect primary, if the use of available data is envisaged.
 - Details of data collection and analysis. Concepts, definitions of important variables, sampling design if necessary, broad content of Scheduled/Questionnaires if relevant, lines of analysis, tabulation programme, and synopsis of chapter plan of the report, if possible.
 - **Duration of Projects:** Time required for completing the study and submission of the report, period envisaged for preparation, field study/collection of data and drafting of the report.
 - **Staffing pattern:** The number and types of supporting staff, the period for which required and scales of pay.
 - **Budget:** Financial requirements with break-up under different items, salaries and allowances for staff. T.A stationery/printing of forms, computation and contingencies. No amount should be provided for publication of the report.
 - **Institute's contribution:** The extent of contribution proposed by the Institution/organisation towards the cost of undertaking the study.
 - **Bio-data of Staff:** Sufficient information about the academic qualifications and research experience of the Project Director and the senior staff to be associated with the study.

CHAPTER 19

MINISTRY OF TOURISM AND CULTURE

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INTRODUCTION:

The Department of Culture, Government of India was set up with the objective of developing ways and means by which basic cultural and aesthetic values remain dynamic among people. Apart from dealing with the tangible and intangible heritage, it addresses the issues relating to history, values and beliefs in conjugation with several other Ministries and Departments like Tourism, Education, Ministry of External Affairs etc.

The Ministry of Culture, Youth Affairs and Sports was formed in 1999 by bringing together Departments of Culture and Department of Youth Affairs and Sports to integrate and synergy efforts for the development of Art, Culture, Youth and Sports and again bifurcated after making independent Ministry of Youth and Sports separately with Ministry of Tourism and Culture.

The Ministry of Culture plays a vital role in the preservation, promotion and diffusion of art and culture in the country. The functional spectrum of the ministry ranges from creating cultural awareness at the grass-root level to cultural exchanges at the international level. The ministry has two attached offices, six subordinate offices, and 26 autonomous organisations.

The Department undertakes activities and programmes, which are broadly include:-

- Maintenance and conservation of Heritage, Ancient Monuments and Historic Sites.
- Promotion of literary, visual and performing Arts.
- Observation of Centenaries and Anniversaries of important national personalities and events.
- Administration and promotion of libraries, local and regional museums.
- Promotion of institutions and organisation of Buddhist and Tibetan studies.
- Promotion of institutional and individual non-official initiatives in the field of Art and Culture.

1. National Culture Fund (NCF)

Background:

India's cultural heritage is diverse and requires surviving, growing and evolving. Unfortunately, it is being threatened by the constantly changing socio-economic and environmental conditions and by the advent of new technologies. Communities are demanding an increase in awareness of these threats to preserve the cultural heritage, renewing their language, traditions and culture

and reinvigorating their cultural identity and creativity.

The National Culture Fund (NCF) was formed to enable these various communities to participate and contribute to their promotions. It enables institutions and individuals to support arts and culture directly as partners with the government.

The NCF, set up as a Trust in November 1996 under the Charitable Endowments Act, 1890, formally launched in March 1997, is a mechanism to elicit people's support, both intellectual and financial, to culture related endeavour. It is established to tap private and corporate resources for promoting cultural activities and created as a funding mechanism distinct from the existing sources and patterns of funding for the arts and culture in India. The Govt. of India in Aug-Sep'98 notified that the donations to the National Culture Fund will be eligible for tax benefit under Section 10 (23C) (iv) and 80 G(2) of the Income Tax Act.

Objective:

- To preserve and promote precious tangible and intangible heritage of the country in Partnership with the community.

Funding and Management:

- The NCF is managed and administered by a Council who decides on policies. An Executive Committee materialises those policies. The Union Minister of Culture, Youth Affairs and Sports chairs the Council . It has a maximum strength of 24 including both the Chairman and the Member Secretary. A team of 19 members represents various fields including corporate sector, private foundation and voluntary organisation. The purpose for this structure is to increase non-government representation in the decision making process.
- The NCF will be raising funds in collaboration with other organisations for their activities

Activities:

The income of the NCF will be utilised in activities such as:-

- Conservation and preservation of monuments,
- Promotion and reinforcement of oral and other forms of intangible cultural expression,

- Inter-disciplinary research,
- Strengthening and creating of new galleries and Museums,
- Training of specialists in cultural activities and
- International Cultural Co-operation etc.

National Culture Fund (NCF) would help in:

- providing institutional support to develop and implement projects in partnership.
- ensuring complete flexibility in project management.
- extending technical support to the projects.
- providing a forum for public visibility and accountability.
- providing a channel for mobilising resources from individuals and institutions.

Contact: Member Secretary; National Culture Fund; B-Wing, II Floor, Janpath Bhavan, Janpath, New Delhi 110001.

The Department of Culture involves and encourages voluntary organisations in its programmes. There are various schemes now operated by the Department to provide financial assistance to individuals, groups and voluntary organisations in their endeavours to promote art and culture in the country. The cultural voluntary Organisations are provided assistance by the Department for the multi-purposes such as e.g. construction of building, purchase of equipment, salary grants, production grants etc. The Schemes are outlined below:

1. Scheme of Financial Assistance for Preservation and Development of the Cultural Heritage of the Himalays

Background:

The responsibility for drawing up of a long-term programme for development of Himalayan Art and culture has been entrusted to Indira Gandhi Rashtriya Manav Sanghralaya (IGRMS), an autonomous undertaking of the Department of Culture. The IGRMS will co-ordinate measures for the promotion and preservation of Himalayan culture by various organisations and institutions in consultation with zonal cultural centres, representatives of selected organisations and the

Anthropological Survey of India. In the short-term program, the Department of Culture undertakes the Scheme for providing financial assistance to research, documentation and collection of artefacts etc.

Objectives:

- To promote, protect and preserve the cultural heritage of the Himalayas for which financial assistance is provided to institutions and voluntary organisations.

Scope of the Scheme:

- Study and research of all aspects of cultural heritage.
- Collection of objects of art and craft and documentation of cultural artefacts including the folk music, dance and literature,
- Dissemination through audio-visual programmes of art and culture;
- Training in traditional and folk art, and
- Assisting and setting up of museums and libraries of Himalayan culture.

Implementing Agencies:

Institutions/colleges/universities/Voluntary Organisations/ Museums/Libraries/ Research bodies/ Individual Experts and various Organisations/ Departments.

Criteria for Grants:

In addition to the general eligibility criteria as mentioned in Chapter 5, the following specific eligibility criteria may be noted:-

- A registered Voluntary Organisation, Institution, Society and Trust, functioning for a period of three years.
- The institutions concerned such as Universities etc should introduce in their curricula or research course aspects of studies relating to preservation of Himalayan art and culture.
- A college applying for grant should be affiliated to the university which fulfils the condition.

Financial Assistance:

- The financial assistance will be provided with reference to the scope and content of the individual project.
- A grant up to Rs. 5 lakh (may be increased in

exceptional cases) is given to Voluntary Organisations, research bodies on the recommendation of an expert Committee constituted for the purpose.

Procedure:

The application should be made in the prescribed format (Appendix I and IA) and sent along with the required documents as mentioned in Chapter 5. It should be channelled through the governments of the respective State/Union Territory in the case of the voluntary agencies, societies, Trusts or individuals, and through the University Grants Commission (UGC) in the case of Universities and Colleges. The application should be addressed to the: Desk N.N.M. the Department of Culture, the Ministry of Culture, Youth Affairs and Sports, The Government of India, Shastri Bhawan, New Delhi -110 001.

2. Scheme of Financial Assistance for Promotion and Dissemination of Tribal/Folk Art and Culture.

Background:

The Scheme provides financial assistance to the Voluntary Organisations and institutions engaged in the preservation, promotion and dissemination of tribal/folk, art and culture.

Objectives:

- To provide the tribals with opportunities to conduct their cultural activities including the 'Utsavas' (Festivals & festivities) in their environment and to collect and preserve their art and craft in their milieu so as to ensure the continuity to the traditions of tribal art and crafts.
- To promote and support documentation, research and survey particularly the preparation of photographic record of such artistic and craft heritage and manifestations of tribal and rural India.
- To assist the educational authorities of the state governments concerned in identifying projects, which will help to integrate the educational system particularly the curriculum in tribal areas with the cultural traditions of the tribal and rural communities.
- To disseminate the richness of tribal/rural culture, particularly among the urban educated masses so as to inculcate in them respect for the contribution of tribal/rural communities to various facets of Indian culture.

- To promote preservation and development of tribal arts and crafts and other facts of tribal culture by all other means.

Implementing Agencies:

Registered voluntary organisation, institutions, individuals (both tribal and non-tribal) engaged in the area of preservation of tribal art and culture.

Activities:

Grants are given for undertaking projects for: (i) Documentation, research, survey and photographic record of artistic manifestations (ii) Preservation and propagation of tribal art, crafts, oral traditions and other facts of tribal and rural culture (iii) Formal and informal education to disseminate awareness of the richness of tribal/folk art and culture.

Financial Assistance:

- The maximum grant envisaged under the scheme is Rs. 2 lakhs per project.
- The grants will be recurring/non-recurring character subject to the limits laid down by the Expert Committee constituted for the purpose.
- In selecting individual projects for assistance care will be taken by the Department to ensure that different tribal groups are covered.

Procedure:

Application is to be made in the prescribed format (Appendix II) and sent along with the required documents as mentioned in Chapter 5, to the Department of Culture through the respective State Government/UT Administration. The content of forwarding letter P.S.P. Division, under the Scheme is same as under Appendix-I. The application should be addressed to:

- Department of Culture, Ministry of Culture, Youth Affairs and Sports, Government of India, Vigyan Bhavan Annexe, New Delhi -110 001.

3. Scheme of Financial Assistance to Professional Groups and Individuals for Specified Performing Art Projects.

Objectives:

- To provide financial assistance to professional groups and individuals working in the specified field of

performing arts i.e. dance, drama, music and theatre.

Eligibility:

Professional groups and individuals such as dramatic groups, theatre group, music etc.

Criteria for Selection:

Special consideration will be given to :

- Experimental/innovative projects, emerging original writings, theatre research, theatre training programmes or training of audience and those foster cultural activities at the rural level.
- In selecting individual projects for assistance care will be taken to ensure that all different art forms and styles from all parts of the country are represented.
- Projects shall normally be of the duration not exceeding one year except in the case of dance drama, or ballet groups where it may extend up to two years.

Financial Assistance:

Grants or subsidies will be given on the basis of approved projects or programmes and subject to the limits laid down for different components of the project by the Advisory Committee set up for the purpose.

The scheme has three-grant components:-

- a) Production Grant: The maximum grant envisaged under the production grant is Rs. 50,000 per organisation/individual.
- b) Salary Grant: The rate of salary for one artist is Rs. 1500 per month up to a maximum of 30 artists inclusive of one Guru, who is paid Rs. 3000.
- c) Grants for meeting the expenditure of performing arts groups' establishment, maintenance of library, photography, documentation, rental for halls for rehearsals, cost of costumes, transport, contingencies etc.

Procedure:

The Department of culture invites from time to time applications for assistance under the scheme. Application is to be made in the prescribed format (Appendix III) and routed through the respective State Governments or State Academies, which may give their recommendations. While recommending, preference will be given by them to groups practising in traditional forms which have received recognition in India & abroad (e.g. Bhagwat Mela in Andhra Pradesh, Krishnatham in Kerala or Chhau

in Orissa). All application form should contain the required documents as mentioned in Chapter 5. The content of the forwarding application letter under this scheme is same as under Appendix I except the name of the scheme.

4. Scheme of Financial Assistance for Promotion and Strengthening of Regional and Local Museums.

Objectives:

- To provide financial assistance to voluntary organisations to promote local and regional arts and artefacts including setting up of museums at the regional level
- To highlight a particular culture of the area & for the promotion of art, textile, craft, antiques, numismatics, personal memorial, painting photography, opening of school, museum etc.

Implementing Agencies:

Voluntary Organisations, Societies, Trusts, Colleges, Universities, Municipalities, Corporations etc., except those institutions directly managed by the state or central government.

Eligibility:

In addition to the general eligibility as mentioned earlier in Chapter 5, the following specific criteria would be used for grants:-

- The registered voluntary organisations, societies and trusts should have been in existence for at least three years before applying for grants. However, the condition may be relaxed in respect of Institutions/ Museums declared by Central Government as representative institutions or museum depicting the culture of the area/region.
- In case of a College, it should be affiliated to a University
- No Institution will be eligible for grant for more than two consecutive times. This condition may, however, be relaxed in respect of museums declared by central government as regional museums.

Financial Assistance:

Grants are given for the following purposes:-

Construction, extension, repairs of building:

The grants for construction are given on 60:40 basis i.e. 60 percent of estimated expenditure will be met by the Central Government and 40 percent by the Institution. The share of Central Government is normally released in three instalments (25,25 and 50 percent)

Equipment:

The grant for equipment is on cent percent basis. Equipment may include items required for display and storage. In special cases, video camera, epidiascope and slide projector would be provided. No single item of equipment should cost more than Rs. 4 lakhs.

Publication:

Publications of catalogues, guides to galleries, photo index cards, picture post cards, album of pictures of exhibits, monographs and similar publications based on the collections in the museum are covered under the financial assistance of the scheme.

Laboratories and Libraries:

Grants are also made available to the existing laboratories to function in regard to preservation work. Similarly, grants are provided to the existing libraries of the non-governmental museums, for purchase of books on art and culture, etc.

Procedure:

The applications from voluntary organisations/ institutions under the scheme are invited by the Department every year (in the month of April) through advertisement in the newspapers, besides they are received directly, on recommendations of the state governments, all India recognised cultural organisations, U.G.C. etc. Applications are to be made in the prescribed format(Appendix IV) and sent to the Department of Culture, Government of India, Shastri Bhawan, New Delhi 110 001 along with the required documents.

5. Scheme for Providing Grant-in-Aid to Voluntary Organisations/Societies for Development and Maintenance of National Memorials.

Objectives:

- To commemorate the role of eminent national

Personalities who have contributed to and played a role in the history of the country.

- To highlight their lives, activities as well as the relevance of the ideas of national Personalities to the Indian heritage.
- To preserve their memory and propagate the messages of such personalities among the younger generations.

Implementing Agencies:

Central Government/State Government and/or CIVIC Bodies/Voluntary Organisations and Non-Religious Institutions.

Eligibility:

In addition to the eligibility conditions mentioned in Chapter 5, the following specific conditions are to be noted:

Registered voluntary organisations with five years of existence before applying for the grant are eligible. They should be of All India Character organisations who propose to take up development activities instead of merely erecting new memorials.

Financial Assistance:

The maximum limit of financial assistance for are memorial shall be Rs. 5 lakhs. However, the quantum of financial assistance shall be decided by an Expert Committee on the basis of merit.

Procedure:

Application is to be made in the prescribed formats (Appendix V). It must be accompanied by the recommendation of the concerned state government(the format is same as under part II of Appendix II) and also the required documents as mentioned in Chapter 5. All correspondence should be made to the Department of Culture, Government of India, Shastri Bhawan, New Delhi -110 001.

6. Scheme of Financial Assistance to Voluntary Organisations for Celebration of Centenaries/Anniversaries of Important Personalities.

Objective:

- To highlight salient aspects of the life of important personalities in order to infuse in the public,

particularly the young, the spirit of these great leaders.

Eligibility & Limitations:

- Grants are given to registered voluntary Organisations, trusts.
- Not more than five voluntary organisations will be given grants for celebrating a centenary/anniversary of the particular personality and not more than one organisation should normally be funded at one place (Town/City) at a time
- No grant would be given to Voluntary Organisations where a centenary is celebrated by the Union Government, unless such organisation is selected by the National Committee for the purpose.

Financial Assistance:

- Grants not exceeding Rupees one lakh to any voluntary organisation for appropriate programmes under the scheme.
- Grant not exceeding Rs. 40,000 in case of Anniversary Celebrations of Jubilee Years (i.e. 125th, 150th, 175th and so on.)
- Grant will not exceed 75 percent of the total expenditure of (I) or (ii) above. The balance 25percent would be borne by the organisation.

Purpose of Grant:

Grants are available under the Scheme for:

- Programme concerns propagation and presentation of cultural values, national integration and communal harmony.
- Celebration of centenary/anniversary of Eminent personalities who have served the nation and contributed to the cultural heritages as well as in the field of social reforms, spiritual values, culture, education, including arts and fine arts and architects of modern India.
- Grant will not be given for construction of memorials as a part of the celebration.

Procedure for Application:

Application is to be sent through the concerned state government/UT administration. In addition to the documents mentioned earlier in Chapter 5, a detailed description of the proposed Centenary/Anniversary Celebration for which assistance is sought along with its

duration should be submitted with the application form and the application should be addressed to: C & M Section, Department of Culture, Government of India, Ministry of Culture, Youth Affairs and Sports, Shastri Bhawan, New Delhi -110 001

7. Scheme of Financial Assistance for the Development of Buddhist-Tibetan Culture and Art.

Objective:

- To provide financial assistance to the voluntary Buddhist/Tibetan Organisations including Monasteries engaged in the propagation and scientific development of Buddhist/Tibetan culture and tradition and research in related fields.

Eligibility Criteria:

Specific eligibility under the scheme are:-

- Registered Voluntary Buddhist/Tibetan organisations engaged in the propagation and scientific development of Buddhist/Tibetan culture and tradition and research in related fields & have been functioning at least for the last three years.
- The organisation should be of Regional or All-India Character.
- Organisations doing good work in the field and have resources for meeting the matching grant will be given preference
- Grants to those organisations which are not in receipt of grants from any other source for similar purposes.

Financial Assistance:

- The grants are ad-hoc in nature and cover non-recurring expenditure up to a maximum limit of Rs. 2 lakh per year for any single organisation.
- The ceiling for financial assistance under each project is listed below:-
 - Maintenance/Research Project Rs. 40,000/- p.a.
 - Repair/restoration/ renovation of ancient Monasteries etc of historical and cultural importance Rs. 60,000/- p.a.
 - Award of Fellowship/holding special courses Rs. 50,000/- p.a.
 - Purchase of books, documentation, cataloguing Rs. 50,000/- p.a.

- Financial assistance given for the construction of hostel building Rs. 2.0 lakh
- The grant on any of the above items will be shared between Central Government and Voluntary Organisation in the ratio 3:1.
- Grants will be paid in to equal instalments.

Procedure for Application:

Application should be made in the prescribed format (Appendix VI) and sent along with the required documents as mentioned in Chapter 5 and routed through the concerned State Government/UT Administration. An advance copy may be sent to the Department of Culture. All correspondence should be addressed to: Desk N.N.M., Department of Culture, Government of India, Shastri Bhawan, New Delhi -110 001.

8. Scheme of Financial Assistance for Building and Equipment Grants to Voluntary Cultural Organisations

Objective:

- To give grants to registered Voluntary Cultural Organisations for construction of building and purchase of equipment.

Eligibility:

- The scheme covers all organisations including those run by local bodies/municipalities/corporation and primarily working in the fields of culture such as dance, drama, music, fine arts, indology and literature etc.
- Organisations which have been functioning at least for five years and are registered at least for a period of two years under the Registration of Societies Act, 1860 or similar Acts, and which are recommended by the concerned state governments, union territories administrations, will qualify for a grant.

Criteria:

The organisation:

- Must be of a Regional or All India character
- Works substantially for preservation, propagation and promotion of Indian culture
- Working in the field of dance, drama and music, preference will be given to institutions engaged in acting.

Financial Assistance:

- The maximum assistance admissible to an organisation will be 50 percent of the expenditure (excluding the cost of land) and subject to a maximum of Rs. 15 lakhs.
- The quantum of assistance for equipment shall not exceed Rs. 1 lakh. The equipment may include: musical instrument, costumes, sound recording/lighting equipment stage material, furniture for the auditorium etc.
- The grant shall be non-recurring in nature.
- The release of building grant would be in four instalments ((25,40,15 & 20%)
- In case of equipment grant, 90 percent of the grant would be released in first instalment and the remaining 10 percent will be released after completion of project.

Procedure of Application:

Application should be made in duplicate in the prescribed format (Appendix VII) and sent along with the required documents and routed through the concerned state government/U.T administration to the Department of Culture, Government of India, New Delhi -110 001.

9. Scheme of Financial Assistance for Research Support to Voluntary Organisations engaged in Cultural Activities.

Objective:

- To provide financial assistance for research support to Voluntary Organisations engaged in cultural activities i.e. literary, visual and performing arts.

Eligibility:

Voluntary Organisations, which are engaged in cultural activities and research in different aspects of Indian culture as related to its tradition and philosophy etc., are covered under the scheme. They should also be of All India character or national fame and should have been functioning for at least three years.

Financial Assistance:

Financial Assistance may be given for:-

- Holding of conferences, seminars and symposia on important cultural matters.
- To meet the expenditure on activities of development

nature like conduct of surveys, pilot etc.

- Grants for specific projects as mentioned above, shall be restricted to 75 percent of the expenditure, subject to a maximum ceiling of Rs. 50,000/- per project as recommended by the Expert committee.

Conditions of Grant:

As indicated in Chapter 5.

Procedure of Application:

The application should be made in the prescribed format (Appendix VIII) and accompanied by the required documents (see Chapter 5) and sent through the concerned State Government/ U.T. Administration/State Academies to the Department of Culture, Government of India, Shastri Bhawan, New Delhi 110 001. The format for the recommendation of the state government is same as the part II of Appendix II.

10. Scheme of Financial Assistance for Setting up Multipurpose Cultural Complexes Including those for Children.

Objective:

- To promote, disseminate and support excellence in creative arts, literature etc and to improve the quality of our young people by exposing them to the finest forms in different fields such as music, dance, drama, literature and fine art etc and promote through them the cultural unity of the country.

Scope:

An autonomous body set up by the state government and registered under the Registration of Societies Act, 1860. The multi-purpose art and cultural complexes will work as centres of excellence in creative arts and/or imparting training to young talents. They will serve as major resource centres for the region. The basic infrastructure may include. Auditorium, library, museum, exhibition area, gallery, open - air theatre, recording studios etc.

Financial Assistance:

- A sum up to Rs. one crore (or ten million) will be given as a one-time grant by the Government of India to the concerned autonomous body.
- The grant will be released in four equal instalments based on progress of the project.

Procedure:

All proposals received from state government will be submitted for recommendations of an Expert committee constituted for the purpose. The application is to be made in the prescribed formats (Appendix IX).

11. Scheme of Financial Assistance to Persons Distinguished in Letters, Arts and such other Walks of Life and Their Dependents who may in Indigent Circumstances.

Objective:

- To provide financial assistance to the artists whose contribution to the field of culture has been of great significance and is in indigent circumstances.

Eligibility:

- A person's contribution to art and letter etc. must be of significance.
- Personal income of the applicant (including the income of the spouse) must not exceed Rs. 1000/- per month.
- The applicant should not be less than 58 years of age.

Financial Assistance:

- Assistance from the government may be in the form of monthly allowance. -Assistance is also given to the dependants of these artists whose income does not exceed Rs. 1000 per month.
- A monthly allowance not exceeding Rs.1500 per month is given in the ratio of 2:1 and to be shared by the centre and state governments respectively. In some cases the entire allowance is borne by the Central Government (Central Quota).
- Medical aid (payment of hospitalisation costs) in the cases of eminent artistes who are in indigent circumstances may also be considered by the Department of Culture.

Selection of Applicants:

In the light of the recommendations of the State/UT Government's financial means and eminence of the applicant, the assistance to be granted and awardees may be guided by the Expert Committee, nominated by the Department of Culture.

Renewal and Discontinuance:

- The allowance sanctioned under the scheme shall be for such period as may be determined by the Central Government and/or may be continued on year to year basis on the recommendations of the concerned State/ U.T Governments.
- If the financial means of the recipient is improved to over Rs. 1000/- per month, the allowance under the scheme is discontinued.
- Government may also at their discretion terminate the allowance after giving three months notice to the recipient.
- Any recipient may also resign his/her rights to receive allowance by giving
 - Written notice to government.

- On the death of the recipient, the assistance may be continued, at the discretion of the central Government after examining the financial condition of the dependants. The mode of payment in case of death of the recipient will be as under:
 - for spouse – lifetime
 - for dependants Daughter – till marriage or employment or 21 years of age.
 - for dependent Son : Employment or 21 years.

Procedure of Application:

Application should be made in the prescribed format (Appendix X) and sent to the Department of Culture, Government of India, Shastri Bhawan, New Delhi- 110 001

FORMATS

APPENDIX-I

**Government of India
Ministry of Human Resource Development
Department of Culture**

**Application for the Scheme of Financial Assistance for Preservation and
Development of Cultural Heritage of the Himalayas**

From:

Name and Address of Applicant

To:

The Secretary to the Government of India
Ministry of Human Resource Development
Department of Culture
Shastri Bhavan
New Delhi -110 001

Through

The Secretary to (State/UT Government concerned)
Department _____

Subject: Scheme of Financial Assistance to Voluntary Cultural Organisation, Institution, Society, Trust, University, Department, Colleges etc. for preservation and development of Cultural heritage of the Himalayas.

Sir,

I submit herewith an application for a grant under the above-mentioned scheme, I hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed or utilised for purpose other than those for which grant is given should the institution/organisation cease to exist any time, such properties shall revert to the Government of India.
- b) The Accounts of the project shall be properly and separately maintained. They shall always be open to a test check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the comptroller and Auditor General of India at his discretion.
- c) If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes, the Government of India may stop payment of further instalment and recover earlier grants in such a manner as they may decide.
- d) Within six months of the close of the financial year of the financial grant, the grantee shall submit to the Government of India a statement of accounts audited by a Chartered Accountant setting out the expenditure incurred on the approved project and indicating the utilisation of the Government grant in the preceding year. If the utilisation certificate is not submitted within the period, the grantee may be asked to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India, unless specially exempted by the Government.



- e) A register of the permanent and semi -permanent assets acquired wholly or mainly or of central grant should be maintained in the prescribed form G.F.R. 1000. Every year a copy of this register should be furnished to the Ministry by the grantee.
- f) The grantee shall execute bond in the prescribed form in favour of the President of India providing therein that he will abide by the conditions of the grant. In the event of his failing to comply with the condition of the grant or committing a breach of the bond, the grant shall individually be liable to refund to the President of India the entire amount of grant together with interest thereon at the prevailing borrowing rate of the Government of India.
- g) The Institution shall exercise reasonable economy in his working.
- h) Progress reports on the projects will be furnished at regular intervals as may be specified by the Government.

Yours faithfully

Date:

Place:

**Signature
Name
Designation
Office Stamp**

Note:

- a) Application received either in the incomplete form/or after the prescribed date shall not be entertained.
- b) Application form must be filled in neatly.

PART- I

(To be completed by the applicant)

1. Name of the Institution/Organisation/ Individual in full (in block letters)
2. Complete Postal Address.
3. Date of Establishment. (in case of Institution/Organisation)
4. Whether registered under Indian Societies Registration Act, 1860?
If yes, number and year of registration.
5. Brief details of the Institution/Organisation, its objectives and activities.
6. Details of activities relating to Research, Documentation projects, programmes, collection of artefacts etc. undertaken during the last three years.
7. In case of University, State whether they have introduced in the curricula or Research course (regular or short-term course) aspects of studies relating to preservation of Himalayan Art and Culture? If yes, indicate briefly the aspects included in the Curricula.
8. In case of college, indicate whether the college is affiliated to University, which includes the aspect of studies relating to preservation on Himalayan Art and Culture? If yes, indicate the name of University.
9. Number engaged.
 - i) Professional Experts
 - ii) Artist.
 - iii) Trainees
 - iv) Others



10. Number of performances/programmes/projects undertaken during the last three years (complete details to be given in a supplementary sheet).
11. Details of the project for which assistance asked for (add extra sheet, if necessary).
12. Total estimate of cost involved in respect of the project/programme with details and likely dates of commencement and completion of the project.
13. Amount of grant sought for the project/programme.
14. Quantum of assistance received during the last three years from-
 - i) Department of Culture, New Delhi
 - ii) Sangeet Natak Akademi/Lalit Kala Akademi/Sahitya Akademi, New Delhi
 - iii) State Government/State Akademi/Sahitya Akademi, New Delhi.
 - iv) From other sources.
15. Whether or not audited statement of accounts and the utilisation certificate in respect of the grant released by this Department on the last occasion have been submitted.

Date: _____

Place: _____

Signature

Name

Designation with Office Stamp

Note: The application should be submitted in duplicate copy with them for their record and forward the original to the Government of India, Department of Culture, with recommendation of the State/UT Government as per Part II of the application form.

PART - II

Recommendation of the State Government/Union Territory/U.G.C.

1. The application received from _____ is forwarded duly recommended to the Department of Culture, Government of India with the comments on following items:
 - a) That the Institution/Organisation is recognised and/or registered under Indian Societies Registration Act, 1860.
 - b) That application has been examined and that it is found to be covered under the scheme.
 - c) That assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.
2. The State Government recommends/does not recommend to be given by the Department of Culture as per details given below:-
 - a) Standing of the institution and its main activities, standing of individuals in his/her field.
 - b) Details of the project for which the grant has been applied for along with comments of state government. Financial arrangements made by the institutions/individuals for the project and how far they are in a position to raise further funds from their own resources.

Date: _____

Place: _____

Signature

Name

Designation with Office Stamp

Note: The officer signing this certificate should be of or above the rank of an Under Secretary to the State Government/ U.G.C.

For U.G.C. Only

1. That the University has introduced in the curricula or Research Course (Regular or short term) aspects or studies relating to preservation of Himalayan Art and Culture.
2. That the college is affiliated to the University which has introduced in its curricula or Research Course aspect or studies relating to preservation of Himalayan Art and Culture.

**Signature
Name
Designation with Office Stamp**

APPENDIX-II

Application for the Scheme of Financial Assistance for Promotion and Dissemination of Tribal/Folk Art and Culture.

Note:

- a) Application received either in a incomplete form or after the prescribed date shall not be entertained.
- b) Application form must be filled-in-neatly.

PART – I

(To be completed by the applicant)

1. Name of the Institution/Organisation/Individual in full (in capital letters)
2. Complete Postal Address.
3. Date of Establishment (In case of Institution/organisation)
4. Whether registered under Indian Societies Registration Act, 1860? If yes, number and year of registration.
5. Brief details of Institution/Organisation, its objectives and activities.
6. Details of activities relating to research, documentation projects, programmes, and collection of artefacts undertaken etc. during the last three years.
7. Number engaged.
 - Professional Experts
 - Artist
 - Trainees
 - Others
8. Number of performance/programme/projects undertaken during the last three years (complete details to be given in supplementary sheet).
9. Details of the project for which assistance, asked for (add extra sheet if necessary)
10. Total estimate or cost involved.
11. Total estimate of cost involved in respect of the project/programme with details, and likely dates of commencement and completion of the project.
12. Amount of grant sought for the project programme.
13. Quantum of Assistance received during the last three years from:
 - Department of Culture, New Delhi
 - Sangeet Natak Akademi/Lalit Kala Akademi/Sahitya Akademi, New Delhi.
 - State Government/State Akademi.



- From other sources.

Whether or not audited statement of accounts and the utilisation certificate in respect of the grant released by this Department on the last occasion have been submitted?

Date: _____

Place: _____

Signature

Name

Designation with Office Stamp

Note: The application should be submitted in duplicate to the State Government/Union Territory or U.G.C. as the case may be who will retain the duplicate copy with them for their record and forward the original to the Government of India, Department of Culture, with recommendation as per the Part II of the application form.

PART – II

Recommendation of the Government/Union Territory

The application received from _____ is forwarded duly recommended to the Department of Culture, Government of India with the comments on following items: –

- (a) That the institution/organisation is recognised and/or registered under Indian Societies Registration Act 1860.
 - (b) That application has been examined and that it is found to be covered under the scheme.
 - (c) That assistance has /has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.
2. The State Government recommends/does not recommend the financial assistance given by the Department of Culture as per details given below:-
- (a) Standing of the institution and its main activities/standing of individuals in his/her field.
 - (b) Details of the project for which the grant has been applied for along with comments of Government.
 - (c) Financial arrangements made by the institutions/individuals for the project and how far in a position to raise further funds from their own resources.

Date: _____

Place: _____

Signature

Name

Designation with Office Stamp

Note: The Officer signing this certificate should be of or above the rank of an Under Secretary to the State Government/ U.G.C.

**Government of India
Ministry of Human Resource Development
Department of Culture**

**Scheme for Financial Assistance to Professional Groups and
Individuals for Specified performing Art Projects.**

Note:

1. Application received in an incomplete form after the prescribed date will not be entertained.
2. Application form may please be filled in neatly.

PART – I

(To be completed by the applicant)

1. Name of the Institution/Organisation/Individuals in full (in block letters).
2. Complete postal address.
3. Date of establishment (in case of Institution/Organisation).
4. Whether registered under Indian Societies Registration Act, 1860, (XXI of 1860) if yes, number and year of registration.
5. Brief details of the Institution/Organisation, its objectives and activities.
6. Details of activities/projects/programmes undertaken during the last two years.
7. Number of full time performing artists.
8. Number of seasonal artists engaged (i.e. artists engaged for only 3 to 4 months in a year).
9. Number of performances given during the last two years (inside and outside the State).
10. Details of the project for which assistance asked for (add extra sheet, if necessary).
11. Total estimated cost involved in respect of the project/programme with details.
12. Amount of grant sought for the project/programme.
13. Quantum of Assistance received during the last three years.
 - Department of Culture, New Delhi
 - Sangeet Natak Academy New Delhi
 - State Government/State Academy
 - From other resources/.

Whether or not audited statement of accounts and the utilisation certificate in respect of the grant released by this department on the last occasion have been utilised.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

Note:

The application should be submitted in duplicate to the State Governments/State Academies who will retain the duplicate copy with them for their record and forward the original to the Government of India. Department of Culture.

PART –II

Recommendations of the State Government/State Academy

1. The application received from _____ is forwarded duly recommended to the Department of Culture, Government of India with the following comments:-
 - a) That the institution/organisation is recognised and/or registered under Indian Societies Registration Act, 1860 (in the case of the Institution/Organisation only)/.
 - b) That application has been examined and that it is found to be covered under the scheme.
 - c) That assistance has/has not been given by the State Government/Academy. In the former case details of grant sanctioned during the last five years for the purpose may be given.
2. The state government/state Academy recommended that the grant may be given by the Department of Culture as per details given below:-
 - a) Standing of the Institution and its main activities/Standing of the individual in his/her field.
 - b) Details of the project for which the grant has been applied for along with comments of the State Government/State Academy.
 - c) Financial arrangements made by the institution/individuals for the project and how far they are in a position to raise further funds from their own resources.

Signature _____

Name _____

Designation _____

Office Stamp _____

Note: The Officer signing this certificate should be of an Under Secretary to the State Government.

APPENDIX- IV

Government of India Ministry of Human Resource Development Department of Culture

Application form for Financial Assistance under the Scheme “Promotion and Strengthening of Regional and Local Museums”.

Note:

- a) Application received in an incomplete form after the prescribed date will not be entertained.
- b) Application form may please be filled in neatly.

PART–I

(To be completed by the Applicant)

1. Name of the institution/organisation/individual in full (in block letters).
2. Complete postal address
3. Date of establishment (In case of Institution/Organisation).
4. Whether registered under Indian Societies Registration Act, 1860 (XXI of 1860) if yes, number and year of registration.
5. Brief details of the institution/organisation, its objectives and activities.
6. Details of activities/projects/programme undertaken during the last two years.
7. Details of the project for which assistance asked for (add extra sheet, if necessary).

8. Total estimated cost involved in respect of the project/programme with details.
9. Amount of grant sought for the project/programme.
10. Quantum of Assistance received during the last three years.
 - (a) Department of Culture, New Delhi.
 - (b) National Museum, Janpath, New Delhi.
 - (c) State Government
 - (d) From other sources.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

Note:

The application should be submitted in duplicate to the State Government who will retain the duplicate copy with them for their record and forward the original to the Government of India. Department of Culture.

PART-II

Recommendations for the State Governments/Museums/UGC

1. The application received from _____ is forwarded duly recommended to the Department of Culture, Government of India with the following comments:-
 - a) That the institution/organisation is recognised and/or registered under Indian Societies Registration Act, 1860 (In the case of the institution/organisation only)
 - b) That application has been examined and that it is found to be covered under the scheme.
 - c) That assistance has/has not been given by the State Government. In the former case details of grant sanctioned during the last five years for the purpose may be given.
2. The State Government/Museum/UGC recommended that the grant may be given by the Department of Culture as per details given below:-
 - a) Standing of the Institution and its main activities/standing of the State Government etc.
 - b) Details of the project for which the grant has been applied for along with comments of the State Government etc.
 - c) Financial arrangements made by the institution/individuals for the project and how far they are in a position to raise further funds from their own resources.

Signature _____

Name _____

Designation _____

Office Stamp _____

**Government of India
Ministry of Human Resource Development
Department of Culture**

**Scheme for Providing Grant-in-aid to Voluntary Organisations/Societies
for Development and Maintenance of National Memorials.**

Note:

1. Application received in an incomplete form or after the prescribed date will not be entertained.
2. Application form may please be filled in neatly.

PART-I

(To be Completed by the Applicant)

1. Name of the Institution/Organisation/Society in full (in block letters)
2. Complete Postal Address
3. Date of Establishment
4. Whether registered under Indian Societies Registration Act,
5. If yes, number and year of Registration.
6. Brief details of the Institution/Organisation with its objectives and activities.
7. Details of activities/projects/programmes undertaken during the last three years.
8. Whether Institution/Organisation/Society is of All India Character or of Regional fame.
9. Details of the project for which assistance asked for (add extra sheet, if necessary).
10. Total estimated cost involved in respect of the project/programme.
11. Amount of grant sought for the project/programme.
12. Other sources of raising funds for the project/programme.
13. Quantum of assistance received during the last three years from:-
 - Department of Culture, New Delhi
 - Sangeet Natak Akademi, New Delhi
 - Sahitya Akademi, New Delhi
 - Lalit Kala Akademi, New Delhi
 - State Government/State Akademi
 - From other resources.

Whether or not audited statement of accounts and utilisation certificate in respect of the grants released by this Department on the last occasion have been submitted.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

Note:

The application should be submitted in duplicate to the State Government who will retain the duplicate copy with them for their record and forward the original to the Government of India, Department of Culture.

**Government of India
Ministry of Human Resource Development
Department of Culture
(Desk N.N.M.)**

**Application form for the Scheme of Financial Assistance for the
Development of Buddhist/Tibetan Culture and Art**

PART-I

(To be filled by the organisation)

1. Name of the Organisation
2. Address of the Organisation (with Telephone Nos.)
3. Date of Establishment of the Organisation
4. (a) Whether registered as a Society (copy of the Registration Certificate to be enclosed)
(b) Date of last renewal of Registration.
5. Copies of Memorandum of Association and Rules and Regulations of the Organisation.
6. Composition of the Board of Management of the Organisation.
7. Copy of the annual reports for the last three years.
8. Copies of audited statement of account for the last three years.
9. Cash and Bank balance available at the beginning of the current Financial year (latest balance sheet may be enclosed).
10. Details of assistance received from the Central/State and UT Government during the last three years indicating the purposes for which grants were received.
11. (a) Grant, if any received in the previous years under this scheme and if so, for what purposes and expenditure incurred so far, separately for each item.
(b) Whether audited accounts and utilisation certificates for the grant received last year have been furnished.
12. Details of the assistance sought for

A. (I) Maintenance

- Salary of staff (Post-wise & month-wise details to be attached separately)
- TA/DA
- Office Expenses
- Miscellaneous
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

(II) Research Projects

- Short description of project indicating duration
- Details of staff proposed to be employed exclusively for the project.
- Item-wise details of expenditure likely to be incurred.
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

B. For Repairs, Restoration, Renovation of Monasteries etc.

- Sketch Plan of the structures

- Short description of the work involved
- Item-wise details of expenditure to be incurred
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

B.For Repairs, Restoration, Renovation of Monasteries etc.

- Sketch Plan of the structures
- Short description of the work involved
- Item-wise details of expenditure to be incurred
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

C.(I) Purchase of Books etc.

- Details of books, periodicals etc. available in stock.
- Where and how these are stocked
- Details of books proposed to be purchased.
- Expenditure likely to be incurred
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

(II) Activities relating to cataloguing, publication, translation etc.

- Brief details of activities proposed to be undertaken during the year.
- Expenditure likely to be incurred (Item-wise)
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

D. (I) Award of Fellowships/Scholarships

- Number of fellowships/Scholarships proposed
- Amount of each fellowship/scholarship
- Total expenditure likely to be incurred
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

(II) Holding of Special Courses

- Brief description of courses indicating aims and objectives
- Details of expenditure likely to be incurred
- Amount requested from the Central Government
- Balance to be met by (to indicate sources)

E. Construction of Hostel Building

- Brief description of the Project indicating the area to be constructed and the number of persons to be accommodated.
- Whether land is available (to give details)
- Plan and estimates of the proposed construction, indicating whether these have been approved by the Municipal/ PWD authorities.
- How long will it take to complete the construction.
- Amount requested from the Central Government.



- Balance to be met by (to indicate sources)

Name, designation and complete address of the person in whose favour Cheque/demand draft is to be sent.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

PART-II

Recommendation of the State Government/Union Territory/U.G.C.

The application of _____ is forwarded, duly recommended to the Department of Culture, Government of India with the following comments/observations:

1. A senior officer of the _____ Department of the State/UT Government has/has not visited the organisation and a copy of his report is attached.
2. The organisation is registered under the _____
3. The application has been scrutinised and it is found that the items for which Central Government assistance has been sought are covered under the scheme.
4. The items for which assistance has been sought are essential for the following reasons (separate sheet to be attached, if necessary):-
5. The working of the organisation has been satisfactory during the last three years.
6. The organisation is not run for profit to any individual or a body of individuals.
7. The land for construction of building is available to the organisation (if applicable).
8. The accommodation proposed to be constructed conforms to the standards.
9. The rates of the proposed construction are not more than the prevailing PWD rates for similar work (if applicable).
10. The balance of expenditure on each item will be met by the organisation and the State/UT government in the following manner (details to be indicated on a separate sheet, if necessary):-
1. The state/UT Government recommends that the following grants may be given by the Department of Culture, Government of India (Separate sheet to be attached, if necessary):

Item(s)	Total Expenditure	Amount Recommended
1.		
2.		
3.		

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

**Government of India
Ministry of Human Resource Development
Department of Culture
(to be submitted in duplicate)**

Scheme of Assistance to Voluntary Cultural Organisation

1. Application received in an incomplete form and without necessary documents will not be entertained and summarily rejected.
2. Only those institutions which have collected 50% of the cost of construction and equipment need apply.
3. Application form may please be filled neatly.

PART-I

(To be completed by the applicant)

1. Name of the Institution/Organisation (in block letters)
2. Complete postal address with name of the State in Block letter and Telegraphic address and Telephone number and pin code.
3. Whether run primarily for the benefit of members belonging to Scheduled Castes/Scheduled Tribes communities or whether the organisation is situated in tribal area.
4. Status (Voluntary/Private/Autonomous) and if Autonomous, whether fully financed by the State Government or any other Government Agency.
5. Date of establishment of the Institution/Organisation. Whether established under an Act of Parliament/state Legislature Notification issued by Central/State Government.
6. Whether registered under Indian Societies Registration Act, 1860 or similar other Acts Registration number and date.
7. Brief details of the Institution/Organisation and its objects and Cultural activities in which it is engaged.
8. Whether recognised by the State Government.
9. Whether recognised by the concerned State Akademi/Central Akademi.
10. Whether affiliated to any Organisation.
11. Name of office Bearers (in block letters)
 - President
 - Chairman
 - Vice-President
 - Vice-Chairman
 - Secretary
 - Treasurer
12. Whether the Institution/Organisation is of an All-India Character if so, the nature of its All India activities.
13. Statement giving broad year wise activities undertaken by the institution during the last five years.
14. Details of the project for which grant is applied for.
15. Likely dates of commencement and completion of the project.
If the construction has already started please indicate:-
 - The date of starting
 - Progress of construction

- Amount spent so far
- The work still to be completed along with estimated expenditure
- The likely date of completion.

16. Whether the project is likely to be assisted by some other Official source or non-official source.

17. Justification for the project indicating its outstanding features.

18. Total estimated expenditure on the project.

Non-recurring

Construction

Equipment

(a) for work already completed

(b) for work still to be completed

19. What is the plinth area of the proposed construction.

20. Whether the organisation has already got some building? If so, what is the plinth area and to what use it is being put?

21. Amount of the grant requested

Non-Recurring

For construction

For equipment

22. Total Budget Estimate (approx.) of the institution for the current year.

23. Whether necessary land for the proposed building is available. If so, give details.

24. Documentary proof showing cost of Land paid by the Institution. (English/Hindi version).

25. Whether the project is to be assisted by the State Government and if so, give details of assistance approved by the State Government.

26. Whether institution is in a position to meet the balance expenditure. If so, indicate the sources and amount so far raised. Authenticated proof of the adequate funds available may also be furnished.

- Amount raised so far
- Balance in hand

27. Whether the institution has collected 50% of the cost of construction of the building or equipment.

- Funds raised
- Expected to be raised (Source to be indicated)
- Amount in Hand.

28. Whether the institution has received a grant from the Department under the Building grants Scheme and if so, please indicate.

- Amount of grant
- Department's sanction letter, number and date.
- Amount of the grant received by the institution.
- Whether audited statement of accounts and utilisation certificate/completion-cum-valuation certificate in respect of the amount received by the Institution has been furnished to this Department.

29. List of papers/Statement to be attached:

- a) Prospectus/Memorandum of Association (Attested copy)
- b) Constitution of the Board of Management with particulars of each member.
- c) Constitution of the Institution organisation.
- d) A copy of the certificate for Registration under the Societies Registration Act 1860 or similar other Acts.
- e) Annual Report of Institution for the last five years along with detailed year wise activities of the institution for



the last five years.

- f) Audited Accounts (by Chartered Accountant) for the last five years along with a copy of the certified balance sheet for the previous year.
- g) A statement giving details year wise, purpose, amount etc. of assistance received during the last five years from the Central Social Welfare Board, Local Bodies or any other quasi-Government Institution including requests made therefore to any one of these or any other organisation.
- h) A Statement giving item-wise and year wise details of estimated expenditure on the project.
- i) A copy of documents for possession/acquisition of land in the name of institution/organisation in the form of Registered Title Deed.
- j) A copy of the approved site plan and plan of the proposed building of construction as approved by the local municipalities/corporation or such civic body as may be concerned and a copy of letter according approval for construction from the local authority, in case of Rural Land, permission from District Collector and Sarpanch may be added, and estimated cost of the proposed building duly approved by a qualified engineer not below the status of Executive Engineer of P.W.D. or registered Architect of Rural Land, certifying that rate of proposed construction are in accordance with to the schedule rate of State P.W.D. and in conformity to the standard laid down by the State Government.
- k) Detailed list of items of equipment to be purchased with estimated cost of each item, duly certified by Chartered Accountant certifying that the item wise rates of equipment are according to the prevalent market rates.
- l) Documentary evidence for amount collected so far from donation, subscription etc. in the form of certificate from Bankers or Chartered Accountant.

30. List of additional papers if any.

31. List of additional information, if any.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

- In case the project is divided into different phases, details of each may be given separately. Mention specifically whether the grant is requested for erection of new building or extension or addition to the building and also details of construction like halls, rooms, stadium, auditorium with measurement and also what use the building will be put.
- Details of items may kindly be given:
 - i) Building work
 - ii) Electrification
 - iii) Other equipment.

Note: The institution should submit its applications in duplicate to the State Government who will retain one copy with them for their record and forward the original to the Government of India.

PART-II

Recommendations of the State Government

1. The application from _____ is forwarded duly recommendations to the Department of Culture, Government of India with following comments:-



- a) That a senior officer of the _____ Department has visited the institution/organisation and a copy of his report is attached/has not visited the institution/organisation.
- b) That the institution/organisation is recognised and or registered under Indian Societies Registration Act, 1860.
- c) That the application has been examined and that it is found to be covered under the scheme.
- d) That the institution/organisation is primarily cultural organisation as defined in the scheme (while examining this aspect, the constitution of the institution/organisation may kindly be looked into). It is run primarily for the benefit of members belonging to Scheduled Castes/Scheduled Tribe communities or that the organisation is situated in the tribal area.
- e) That the opinion of the concerned state Akademi about the institution has been obtained and is attached.
- f) That the institution/organisation is not run for profit to any individual or a body of the individuals.
- g) That the land for the construction of building is available and is registered in its name.,
- h) That the accommodation proposed to be constructed conforms to the Standards laid down by the State Government.
- i) That the rates of the proposed construction are not more than the prevailing PWD schedule of rates for similar work.
- j) That the assistance has/has not been given by the State Government. In the former case details of the grant sanctioned during the last five years for the purpose may be given.
- k) That the balance expenditure will be met by the institution/organisation and the State Government in ratio of _____ and the institution has or is in a position to raise adequate funds of their share of expenditure.
- l) That the State Government undertakes full responsibility for the proper and timely utilisation of the amount of grant sanctioned against this application. The State Government will also ensure the completion of the project and submission of papers by the Institution to the Government of India within the stipulated period of time.

2.
 - a) Standing of the Institution and its main activities.
 - b) Importance of the project for which the grant has been applied for from the local/regional/all India point of view.
 - c) Financial arrangements made by the Institution for the project and how far they are in a position to raise further funds for completion of the project.
3. The State Government recommend that the following grants may be given by the Department of Culture.

Item

(a) for construction	Rs. _____
(b) for equipments	Rs. _____
Total	_____

Signature _____
Name _____
Designation _____
Office Stamp _____

Note: The Officer signing this Certificate should be of or above the rank of an Under Secretary to the State Government.

**Government of India
Ministry of Human Resource Development
Department of Culture**

**Scheme of Financial Assistance for Research
Support to Voluntary Organisations engaged in Cultural Activities**

Note:

1. Application received in an incomplete form will not be entertained.
2. Application form may please be filled in neatly.

PART – I

(To be Completed by the Applicant)

1. Name of the Institution/Organisation/Society in Full (in block letters)
2. Names of the Office bearers
 - (a) President/Chairman
 - (b) Vice President/
 - (a) Secretary/Director
3. Complete Postal Address
4. Date of Establishment
5. Whether registered under Indian Societies Registration Act, 1860 (XXI of 1860), if yes, number and year of Registration.
6. Brief details of the Institution/Organisation, its objectives and activities.
 - Main activities of the Institution (e.g. Music, Dance and Drama)
 - Whether the institution has a separate entity or is a unit of bigger organisation for the purpose of assets and liabilities.
 - Whether affiliated to any organisation (s)
 - Whether it is an affiliating body. If so, details thereof.
7. Details of activities/projects/programmes undertaken during the last three years.
8. Whether Institution/Organisation/Society is of all India Character or of National fame.
9. Details of the project for which assistance, asked for alongwith the date & period of execution (add extra sheet, if necessary).
10. Total estimated cost involved in respect of the project/programme.
11. Amount of grant sought for the project/programme.
12. Other sources of raising of funds for the project/programme
13. Quantum of assistance received during the last three years from.,
 - Department of Culture, New Delhi
 - Sangeet Natak Akademi, New Delhi
 - Sahitya Akademi, New Delhi
 - Lalit Kala Akademi, New Delhi
 - State Government/State Akademi

- From other sources.

I certify and declare that:

- The particulars of statement made above is true;
- The institution will abide by the rules and condition laid down by the Department of culture;
- The institution has not applied for any grant for this project from any other source.

Place: _____

Date: _____

Yours faithfully

Signature _____

Name _____

Designation _____

Office Stamp _____

Note: The application should be submitted in duplicate to the State Government/who will retain the duplicate copy with them for their record and forward the original to the Government of India, Department of Culture, C & M Section.

The following papers must accompany the applications:

- Prospectus/Memorandum of Association.
- Constitution of the Board of Management with particulars of each member.
- Constitution of the Institution/Organisation/Society
- A statement of income and expenditure of the institution/organisation for the previous three years, and copy of the balance sheet for the previous year certified by a Chartered Accountant for a Government Auditor.
- Financial statement of the project giving item-wise details of recurring and non-recurring expenditure separately, and the sources from which counterpart funds will be obtained.
- Latest available Annual Report.
- Report of the activities during the last one-year.

APPENDIX-IX

Government of India Ministry of Human Resource Development Department of Culture

Application form for the Scheme of Financial Assistance for Setting up of Multi-purpose Cultural Complexes at States including those for Children

1. Name and complete postal address of concerned State Government Officer. (Telegraphic address, Telephone number, PIN Code, Telex number, FAX number may also kindly be given).
2. Existing facilities like auditoriums, libraries, museums, exhibition halls, galleries, open air theatre etc. available in the State. (Give separately for Government owned and private ones-attach separate sheet if space is insufficient).
3. Justification/Objective for the proposed multi-purpose cultural complex. (Attach additional sheet, if required).
4. Reasons for request to Central Government for grant for the purpose.
5. Whether the state Government is agreeable to form a autonomous organisation registered under the Societies Act, for establishing the Complex as also its running?



6. Whether the State Government is willing to provide land to the proposed autonomous body free of cost for the purpose?
7. Whether the State Government is willing to nominate representatives of Governmental of India in the various committee like General Council, Finance Committee, Executive Board etc. of the Autonomous Body?
8. Whether the State Government is willing to spare 50% of the expenditure on setting up of the proposed complex?
9. Whether the State Government has resources to run the complex on its own, after it has been set up by providing regular grants to the Autonomous Body? Please furnish details.
10. Approximate cost of setting up of the Complex.
11. Whether the detailed project report for the proposed complex has been prepared by the State Government? If yes, a copy of the project report including also the preliminary item-wise cost estimate, time phasing of implementation, staff requirement, functions of the proposed complex, its spread & coverage etc. should be enclosed. (if not, such a project report should be prepared and sent to Department of culture for consideration of the request for grant).

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Office Stamp _____

Appendix X

**Government of India
Ministry of Human Resource Development
Department of Culture**

Application for fresh projects under the Scheme

To accompany applications or recommendations under the scheme of financial assistance to persons distinguished in letters, arts or such other walks of life who are in indigent circumstances so as to consider fresh cases.

1. Full Name & Address
2. Permanent Address (Residence)
3. Date of Birth
4. Particulars of Significant work (Field)
5. Present occupation if any, and amount of present income from all sources put together
6. Number of persons wholly dependent, on the applicant, their relationships, age, occupation and source of income.

Name	Age	Relationship	Occupation/Income
-------------	------------	---------------------	--------------------------

7. Immovable property, if any, owned in the name of self, wife/husband or children, location of ground area and value,
8. Particulars of any recognition or distinction received from Government or any prominent literary or arts society.
9. Whether the applicant is in receipt of any other grant or award from Government of India/State Government under any other similar Scheme, and if so details.
10. Recommendations of the State/UT Government Central Selection Committee.
11. Any other relevant information.

Place: _____

Date: _____

Signature of the Applicant

Note: Separate sheets may be used, wherever necessary.

CHAPTER - 20

MINISTRY OF URBAN DEVELOPMENT AND POVERTY ALLEVIATION

CONTENTS

20.1 MINISTRY OF URBAN DEVELOPMENT

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INTRODUCTION:

The Ministry of Urban Affairs and Employment was renamed as Ministry of Urban Development in April 1999 which further bifurcated into two Ministries namely, Ministry of Urban Development and Ministry of Urban Employment and Poverty Alleviation with effect from October 1999). The Ministry of Urban Development has the responsibility of broad policy formulation and monitoring of programmes in the areas of urban development, urban water supply and sanitation. These are essentially State subjects but the Government of India plays a co-ordinating and monitoring role and also supports these programmes through Central Sector Schemes, Institutional Finance and expertise.

The Ministry is in the process of formulating a National Urban Policy keeping in view the recommendations of the National Commission on Urbanisation. The Planning Commission has constituted a National Task Force on Perspective and Policy in 1995. The recommendations of the Task Force will form an important input for the National Urbanisation Policy.

The Ministry of Urban Development involves voluntary organisations and NGOs in implementation of its various programmes. Two major centrally sponsored programmes of the Ministry involving the voluntary organisations are:-

- Accelerated Urban Water Supply Programme (AUWSP) &
- Low Cost Sanitation Scheme (LCS).

1. Accelerated Urban Water Supply Programme (AUWSP)

Background:

The AUWSP was launched in 1994 as a centrally sponsored scheme for solving the drinking water problems in towns having population of less than 20,000 and with scarcity of water.

Objective:

The objective of the scheme is to provide safe and adequate water supply facilities to the entire population of the towns having population less than 20,000 as per 1991 Census.

Coverage:

There are 2151 such small towns in the entire country which have less than 20,000 population

Priority and Selection of Towns:

- a) Priority is to be given to the towns with
 - very low per capita supply of potable water
 - very distant or deep water sources,
 - drought prone areas,
 - excess salinity, fluoride, iron content in the water sources, and
 - high incidence of water borne diseases.
- b) Selection of Towns

The towns shall be selected by a Selection Committee constituted by the State Govt./UT Administration.

Financial Assistance:

- The share of allocation of grant to state shall be decided on the basis of following weightage:
 - 50% on the population of towns.
 - 35% on the incidence of poverty in a State/Union Territory.
 - 5% on the number of such towns in States/Union Territories.
 - 10% for towns covered under the DPAP, DDP, HADP and Special Category Hilly States.

Procedure:

All Correspondence regarding the scheme should be made to: - Secretary, Ministry of Urban Development, Government of India, Nirman Bhawan, New Delhi 110 011.

2. Low Cost Sanitation Scheme

Background:

The scheme was started in 1980-81, initially through the Ministry of Home Affairs, and later on through the Ministry of Welfare. From 1989-90, it was transferred to the then Ministry of Urban Development.

It provides for conversion of existing dry latrines into low cost water seal pour flush latrines and construction of new sanitary units where none exist to prevent open defecation.

The Employment of annual Scavengers &

Construction of Dry Latrines (Prohibition) Act, 1993 was enacted by the Central Government on 5.6.93. It was a milestone achieved to bring an element of compulsion on the society for abolition of manual scavenging.

Objective:

The objective of the scheme are:

- to totally eliminate manual scavenging,
- to convert the existing dry latrines into low cost pour-flush latrines,
- to rehabilitate the scavengers.

Eligibility:

Proposals can be submitted by the concerned urban local body or organisations, like, Housing Board, Slum Clearance Board, Development Authority, Improvement Trust, Water Supply & Sewerage Board, Cantonment Board etc., duly authorised by the State Govt. for undertaking the programme.

Criteria for Selection:

a) Selection of Towns:

The towns are selected on the basis of the urban population and the extent of prevalence of manual scavenging. Priority is given to those towns which have a pre-dominance of dry latrines or where widespread open defecation takes place and has a large scavenger population.

b) Selection of Beneficiaries:

This scheme covers all the households which have dry latrines and households having no sanitation facilities, including slums and squatters' colonies.

Financial Assistance:

- Mix of subsidy and loan depending upon the economic conditions of the beneficiaries:
- For community toilets only loan is given.
- The State Govt. may subsidise beneficiary contribution or the loan component in order to reduce the burden on beneficiaries. The Central Subsidy and loan are routed through HUDCO. The loan carries 10% interest repayable over a period of 7 years.

Procedure:

All Correspondence regarding the scheme should be made to : - Secretary, Ministry of Urban Development,

Government of India, Nirman Bhawan, New Delhi 110 011.

3. Public Health Engineering (PHE) Training Programme

Adequately trained professional manpower is an essential ingredient for successful implementation of water supply, sewerage and sanitation programmes. In order to provide training to the in-service Engineers, and para-engineering staff of various water supply and sanitation departments in the Ministry has been sponsoring various training courses. Grants are provided to the recognised Engineering Colleges and Training Institutes for conducting Post Graduate, Short Term and Refresher Courses.

4. Grant-in-Aid to Voluntary Organisations for undertaking Research Projects/Studies, Training and Seminars/Conferences.

The Ministry provide Grant-in-aid to voluntary organisations for conducting research studies pertaining to subjects such as the Evaluation of On-going Plan Schemes in the Urban Development and Urban Management, Upgradation of the Financial and Administrative Capability of the Urban Local Bodies, System of Devolution of State Resources to Municipalities, Operation of Urban Land Market, Measures for Promoting Privatisation/Public-Private Partnership, etc. and also for relevant Training Programmes for Municipal/Town Planning functionaries. The grant is also released to the various institutions/organisations by various Divisions of the Ministry for conducting seminars/conferences.

The implementing agencies of the scheme include Government, Semi-Government, Academic and Research Institutions and Voluntary Organisations.

Procedure:

All Correspondence regarding the scheme should be made to: - Secretary, Ministry of Urban Development, Government of India, Nirman Bhawan, New Delhi 110 011.

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20.2 MINISTRY OF URBAN EMPLOYMENT AND POVERTY ALLEVIATION

INTRODUCTION **PAGE NO.**

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I URBAN EMPLOYMENT AND POVERTY ALLEVIATION PROGRAMMES

A. Swarna Jayanti Shahari Rozgar Yojana

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| 4. | National Slum Development Programme. | 644 |

INTRODUCTION:

The Ministry of Urban Employment & Poverty Alleviation is entrusted with the responsibility of broad policy formulation and monitoring of programmes in the areas of housing and urban poverty alleviation. These are also essentially State subjects but this Ministry plays a co-ordinating and monitoring role and also support these programmes through Central Sector Schemes, institutional finance and expertise.

The Housing and Urban Development Corporation Ltd. (HUDCO) was set up as a fully owned Government company in April, 1970 with a view to providing loans and technical support to State and City level agencies and other eligible Organisations for various types of housing activities and infrastructural development.

The Ministry has been implementing various Urban Employment and Poverty alleviation and housing programmes under which it has been encouraging voluntary actions and providing financial assistance to various organisations. These programmes of the Ministry are outlined below:-

I URBAN EMPLOYMENT AND POVERTY ALLEVIATION PROGRAMMES

A. Swarna Jayanti Shahari Rozgar Yojana

Background:

The Swarna Jayanti Shahari Rozgar Yojana (SJSRY) has been launched on 1.12.97 as a replacement for the earlier urban poverty alleviation schemes of Government of India, namely, Nehru Rozgar Yojana (NRY), Urban Basic Services for the Poor (UBSP), and Prime Minister's Integrated Urban Poverty Eradication Programme (PMI UPEP). It seeks to provide gainful employment to the urban unemployed or underemployed poor through encouraging the setting up of self-employment ventures or provision of wage employment.

The scheme of Swarna Jayanti Shahari Rozgar Yojana consists of two programmes, namely:-

- The Urban Self Employment Programme (USEP)
- The Urban Wage Employment Programme (UWEP)

Objective:

The objective of the programme is to provide gainful

employment to the urban unemployed or underemployed poor through encouraging the setting up of self-employment ventures or provision of wage employment.

Salient Features:

- The SJSRY rests on a foundation of community empowerment. It relies on establishing and promoting community organisations and structures to provide supporting and facilitating mechanism for local development. Towards this end community organisations like Neighborhood Groups (NHGs), Neighborhood Committees (NHCs), and Community Development Societies (CDSs) are to be set up in the target areas based on the UBSP pattern.
- The CDSs shall be the focal point for purposes of identification of beneficiaries, preparation of application, monitoring of recovery, and generally providing whatever other support is necessary to the programme. The CDSs will also identify viable projects suitable for that particular area.
- The CDSs, being a federation of different community based organisations, shall be the nodal agency for this programme. It is expected that they will lay emphasis on providing the entire gamut of social sector inputs to their areas including but not limited to, health, welfare, education, etc. through establishing convergence between schemes being implemented by different line departments within their jurisdiction.

1. The Urban Self-Employment Programme (USEP):

Background:

The Urban Self-Employment Programme has three distinct parts:-

- Assistance to individual urban poor beneficiaries for setting up gainful self employment ventures.
- Assistance to groups of urban poor women for setting up gainful self employment ventures. This sub-scheme may be called "The Scheme for Development of Women and Children in the Urban Areas (DWCUA)".
- Training of beneficiaries, potential beneficiaries and other persons associated with the urban employment programme for upgradation and acquisition of vocational and entrepreneurial skills.

Coverage:

- The programme will be applicable to all urban towns in India.
- The programme will be implemented on a whole town basis with special emphasis on urban poor clusters.

Target Groups:

- The programme shall target the urban poor, defined as those living below the urban poverty line, as defined from time to time.
- Special attention will be given to women, persons belonging to Scheduled Castes/Tribes, disabled persons and other such categories as may be indicated by the Government from time to time. The percentage of women beneficiaries under this programme shall not be less than 30%.
- A provision of 3% is to be reserved for the disabled.
- **Educational Qualification:** There will be no minimum educational qualification for beneficiaries under this programme. However, to avoid an overlap with the PMRY Scheme, for the self employment component, this scheme shall not apply to beneficiaries educated beyond the IX standard.
- All other conditions being equal, women beneficiaries belonging to women headed households, viz widows, divorcees, single women of even households where women are the sole earners is to be ranked higher in priority.

Salient Features of USEP:

Under the USEP, assistance is provided for the following programmes:-

- Setting up Micro-Enterprises and Skill Development and
- Training and infrastructure support.

a) Self-employment through setting up Micro-enterprises and skill development

Background:

The programme encourages under-employed and unemployed urban youth to set up small enterprises relating to servicing, petty business and manufacturing, for which there is a lot of potential in urban areas. Local skills and local crafts are encouraged for this purpose.

Objective:

The objective of the programme is to provide

assistance to individual urban poor beneficiaries for setting up gainful self-employment ventures.

Financial Assistance:

- Maximum Unit cost :: Rs. 50,000/-
- Subsidy :: 15% of the project cost subject to a maximum ceiling of Rs. 7,500/-.
- Margin money to be contributed by the Beneficiary :: 5% of the project cost

For Joint Venture

- Project Cost :: Sum of individual project cost allowable Per beneficiary.
- Subsidy :: Total permitted subsidy per person.

b) Training and Infrastructure Support Programme

Financial assistance is given as training and infrastructure support in the following pattern:-

- Training cost per person :: Rs. 2000/-
- Training period :: Two to six months subject to a Minimum of 300 hours.
- Tool kit worth :: Rs. 600/-

1.1 Scheme of Development of Women and Children in Urban Areas (DWCUA)

Background:

The scheme of Development of Women and Children in Urban Areas (DWCUA) is a sub-scheme of the Urban Self-employment Programme (USEP). It is an innovative component of SJSRY for development of women and children in urban areas.

Objective:

The basic objective of DWCUA is to provide assistance to groups of urban poor women for setting up gainful self-employment ventures, with a view to make women economically independent.

Salient Features of DWCUA

- Groups of urban poor women shall take up an economic activity suited to their skill, training, aptitude, and local conditions. Besides generation of income, this group strategy shall strive to empower the urban poor women by making them independent as also providing a facilitating atmosphere for self-

employment.

- The group should consist of atleast 10 women.

Financial Assistance:

- The DWCUA group society shall be entitled to a subsidy of Rs.1,25,000 or 50% of the cost of project whichever is less.
- Where the DWCUA group sets itself up as a Thrift and Credit Society, in addition to its other entrepreneurial activity, the group Thrift and Credit society shall also be entitled to a lump sum grant of Rs.25,000 as revolving fund at the rate of Rs.1000 maximum per member.
- The fund is meant for purposes like purchase of raw materials and marketing, infrastructure support, one time expense on child care activity, expenses upto Rs. 500 on travel cost of group members to bank, payment of insurance premium for self/spouse/child by maintaining savings for different periods by a member and any other expense allowed by the State in Group's interest.

Procedure:

All Correspondence regarding the scheme should be made to: - Secretary, Ministry of Urban Employment and Poverty Alleviation, Government of India, Nirman Bhawan, New Delhi110 011.

2. The Urban Wage Employment Programme (UWEP)

Background:

The UWEP programme shall seek to provide wage employment to beneficiaries living below the poverty line within the jurisdiction of urban local bodies by utilising their labour for construction of socially and economically useful public assets. This programme shall apply to urban local bodies, the population of which was less than 5 lakhs as per the 1991 Census. The material labour ratio for works under this programme shall be maintained at 60:40. The prevailing minimum wage rate, as notified from time to time for each area, shall be paid to beneficiaries under this programme.

Objective:

The basic objective of the scheme is to provide wage employment to persons living below the poverty line

within the jurisdiction of urban local bodies.

Salient Features of UWEP:

a) Methods of Implementation:

- The Community Development Societies (CDSs) shall survey and draw up a list of available basic minimum services in their areas. Missing basic minimum services shall be first identified. Other requirements of physical infrastructure shall be listed thereafter. The term "basic minimum services" shall carry the same connotation as is carried under the scheme of Environmental Development of Urban Slums(EIUS).
- The CDS shall prioritise the above services into two lists "A" and "B". List A will be the order of priority for the missing minimum services whereas List B shall be the order of priority for other required infrastructure. These lists along with the remarks of the CDS with respect to where such services should be located etc. shall be forwarded to the Town Poverty Eradication Cell at the beginning of the year.

b) Project Administration:

At the community level a Community Organiser shall be appointed for about 2000 identified families. Such Community Organiser should, as far as practicable, be a woman. She should be a full time functionary before or recruited, or taken on deputation from some Government department, or from the ULB, or employed on a contract basis. The Community Organiser's responsibility will include facilitating and promoting voluntarism and organising community groups, guiding and assisting the community in need assessment and formulating plans; working with the community to implement and monitor the programme; liaise with the sectoral departments to establish initial contacts with the community; facilitating community skill enhancement through interactive experiences; organising community level training and information sharing.

Procedure:

All Correspondence regarding the scheme should be made to : - Secretary, Ministry of Urban Employment and Poverty Alleviation, Government of India, Nirman Bhawan, New Delhi110 011.

II URBAN HOUSING PROGRAMMES

National Housing and Habitat Policy 1998 was formulated to address the issues of sustainable development, infrastructure and for strong public private partnership. The objective of the policy are to create surpluses in housing stock and facilitate construction of 2 million additional dwelling units each year in pursuance of National Agenda for Governance. It also seeks to ensure that housing along with supporting services is treated as priority sector at par with infrastructure. The Central theme of the policy is strong public private partnerships for tackling housing and infrastructure problems. The National Agenda for Governance has identified Housing for all as a priority area, with particular emphasis on the needs of the vulnerable groups.

3. Scheme of Night Shelter and Sanitation Facilities for the Footpath Dwellers

Background:

As per the 1991 census, the total number of houseless households in the urban areas is 3 lakhs and most of them are in the metropolitan cities. A majority of the houseless in the urban areas comprises footpath dwellers who are unable to secure any kind of shelter against the vagaries of weather e.g. rain and winter. They comprise also single women and children. To meet their minimum housing needs, a centrally sponsored Night Shelter Scheme for Foot Path Dwellers was initiated during the VII Plan.

To make the composite night shelter scheme self supporting for maintenance purpose, commercial places like shops and godowns can be provided in the ground floor of such complexes and existing structures can be renovated to create such integrated units.

Objective:

The objective of the scheme is provide shelter and sanitation facilities to the footpath dwellers in the urban areas.

Implementation:

- The scheme is being implemented through HUDCO and has now been extended to cover all urban areas, wherever the problem of footpath dwellers exists.

- The projects under the scheme will be formulated, constructed and operated by the municipal bodies or agencies designated by State Governments. Voluntary organisations recommended or concurred in with the State Government or its agencies can also be involved with the implementation and management of the schemes.
- HUDCO will be responsible for approval, financing and monitoring of the scheme under the supervision of the Ministry.

Scope of the Scheme:

The guidelines of the scheme were revised in 1993 with a view to widen the scope of the scheme and to make it more effective. The modified scheme has the following components:-

- Construction of community night shelters with community toilets and baths.
- Construction only of community pays and use toilets/baths for the homeless.

These two components can be part of an overall complex of commercial or remunerative facilities or civic infrastructure.

3.1 Construction of Community Night Shelters with Community Toilets/ Bath Facilities

Background:

These buildings besides providing space for sleeping, would also include facilities for common bathing, W.C., drinking water and lockers etc. Wherever required, open parking of rickshaws, hand carts or rehries etc. can be provided near the shelter. The facility can be designed as part of an integrated complex having remunerative components. Model designs as well as technical help in design as per local conditions will be provided by HUDCO.

Financial Assistance:

- Land will be provided by State/Local Government or through agreement with private owners.
- The cost of construction should be limited to Rs. 5,000/- per beneficiary.
- Central Government through HUDCO will provide upto Rs. 1000/- per capita as subsidy and the balance

Rs. 4000/- per capita may be either the contribution by the local body from its own resources or State budget or to be secured from HUDCO as loan at terms applicable for social infrastructure or found from the overall cost of execution of the integrated complex by the executing agency.

- Where the agency seeks the balance cost from HUDCO beyond Rs. 5000/- only 50% of the excess cost beyond Rs. 5000/- will be financed by HUDCO and the balance will be provided by Municipal body/ State Government or the executing agency.

3.2 Construction of Pay and Use Toilets/Baths

Construction of independent pay and use toilets can also be proposed under the scheme where night shelters are not considered feasible. The central subsidy for this scheme will be limited to Rs. 350/- per user, provided the executing agency undertakes to mobilise balance funds for constructing sanitary latrines with adequate water and arrangements for maintenance. The loan assistance may be secured from HUDCO as per existing norms.

Procedure:

All Correspondence regarding the scheme should be made to : - Secretary, Ministry of Urban Employment and Poverty Alleviation, Government of India, Nirman Bhawan, New Delhi 110 011.

4. National Slum Development Programme

Background:

The Central Government had introduced a Centrally Sponsored Scheme in the Fifth Five Year Plan for Environmental Development of Urban Slums (EIUS). The scheme was transferred in the State Sector. Experience shows that virtually none of the State Governments has been able to provide sufficient funds for the scheme as a result of which there has not been much improvement and upgradation work in urban slums except, in some selected areas where special projects were sanctioned. Therefore, it was considered appropriate for the Government of India to introduce the National Slum Development Programme in 1996.

Implementation:

- The scheme shall be implemented at the grass-root level by Neighborhood Committees and Community Development Societies set up for the SJSRY. The activities of the Community Development Societies should include taking over of various community activities including organisation of Thrift and Credit Societies.
- The required staff shall be appointed by the community committees and paid for out of the Community Development Fund. This fund at the community level will be set up based on a principle that for every rupee raised by the community for this fund, a matching share of Rs.5/- shall be contributed from the additional central assistance allocation.

Salient Features:

a) Coverage

The scheme shall be applicable to all the States and Union Territories having urban population. Funds will be allocated to States on the basis of urban slum population.

b) Components

- Provision of physical amenities like water supply, storm water drains, community bath, widening and paving of existing lanes, sewers, community latrines, street lights, etc.
- Provision of Community centres to be used for pre-school education, non-formal education, adult education, recreational activities etc.
- Social Amenities like pre-school education, non-formal education, adult education, maternity, child health care including immunisation etc. The scheme will attempt to bring about convergence between schemes being implemented by different line departments and may also provide missing links, if required.
- **Provision for Shelter:** The Scheme must have a component of shelter up-gradation or construction of new houses (including EWS) as may be required. Not less than 10% of the allocation to State under this assistance shall be utilised for construction and/or upgradation of houses for the urban poor. State may



work out State specific schemes for housing construction/upgradation under this component subject to the proviso that the scheme shall not be an entirely subsidy based scheme but the funding shall contain a loan component as well.

- The scheme must make adequate provision for achieving convergence between different sectoral and departmental programmes related to achieving social sector goals similar to those envisaged in this scheme.

c) Slum Development Committee:

Every urban local body must create a separate sub-head in the budget for slum development and urban

poverty eradication. In addition, a Slum Development Committee shall also be set up which will oversee all slum development programmes within the urban area. This Committee will consist of elected members of the municipal body and can co-opt representatives of the NGOs, CBOs, etc. as per requirement.

Procedure:

All Correspondence regarding the scheme should be made to : - Secretary, Ministry of Urban Employment and Poverty Alleviation, Government of India, Nirman Bhawan, New Delhi 110 011.

CHAPTER 21

MINISTRY OF YOUTH AFFAIRS & SPORTS

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INTRODUCTION:

Youth constitute a vital and vibrant human resource of a society and they have a critical role to play in bringing social change and development. Government of India has evolved a new National Youth Policy, 1988 with a multi-sectoral and integrated approach. Some of the important objectives of youth Policy are: to provide the youth with proper educational and employment opportunities; to give access to all relevant information; create adequate sports and other recreational facilities; to create among the youth awareness about Indian history, culture and heritage and to inculcate a scientific temper in them. The Policy endeavours to provide basic rights to youth relating to education, training, employment, health services etc.

As per the guidelines of National Youth Policy, the Government has constituted a Committee on National Youth Programmes, replacing the earlier National Youth Council. The Department of Youth Affairs and Sports has been implementing various programmes for youth in order to channelise the energy into constructive work; to inculcate the values of secularism, national integration and to develop leadership qualities in them.

The Department of Youth Affairs and Sports was one of the two wings of the Ministry of Culture, Youth Affairs and Sports. Later on after bifurcating this ministry two separate ministries were created in 1999 namely Ministry of Youth Affairs and Sports and Ministry of Tourism and Culture. The Department has put greater emphasis in the field of Youth Affairs to harness youth energy for nation building activities. In the field of sports, the Ministry has special emphasis to achieve its twin goals i.e. sports for all and to attain excellence in performance and achieve better standards to meet international challenges.

The Department created in 1986-87; an autonomous organisation called Nehru Yuva Kendra Sangathan (NYKS) with its headquarters at New Delhi, which is the largest grass-root level organisation in the Asia-Pacific region. The NYKS have been catering to the needs of rural youth in the age group of 15-35 years, enrolled through village based youth clubs covering aspects of education, training, employment promotion, income generation, self-employment etc. They organise activities for the overall development of rural communities with emphasis on values, vision and voluntary action. There are about 500 Nehru Yuva Kendras across the country. The basic objective of the NYK is to bring rural youth

into the mainstream of national development as active participants, responsible and productive citizens. In order to promote and develop youth club movement in the country so as to make the youth self-reliant and act as catalytic agents in national development, the NYKS has been organising various youth development programmes such as e.g., vocational training, awareness campaigns, sports promotion, cultural programme, social campaign, youth leadership training and various environmental and developmental programmes.

The Department of Youth Affairs and Sports takes a co-operative stance and encourages, promotes and assists voluntary organisations in supplementing its various youth welfare, sports and games programmes. The Department actively involved the voluntary organisations in the preparation of the Draft of the National Youth Policy. The Department involves and provides financial assistance to voluntary organisation, working in the field of youth affairs and sports activities through its various central and Centrally Sponsored Schemes. These are outlined below:-

1. Scheme for Promotion of Adventure

Objectives:

- To create and foster amongst youth a spirit of risk-taking, cooperative team works, the capacity of ready and vital response to challenging situations and of endurance. The scheme also intends to create and strengthen institutional structures to support adventure programmes.

More specifically this scheme aims at;(i) encouraging a spirit of adventure (ii)creating motivation towards adventure by assisting in the organisation of discussions, seminars, film/slide shows, meeting eminent persons in this field; (iii) inculcating nature appreciation with emphasis on ecology and conservation of natural resources; (iv)providing assistance for printing/publishing of original literature which will serve to promote adventure activities; (v) providing encouragement and assistance to educational institutions, governmental and non-governmental organisations, individuals and groups of individuals in undertaking adventure programmes; and (vi)providing support for establishment of training facilities for purposes pertaining to adventure.

Eligibility:

State Governments/Union Territory Administrations/ Nehru Yuva Kendras/Educational Institutions/Registered Voluntary Organisations/ Individuals/group of Individuals in the age group of 10-35 years.

Activities:

Under this scheme, financial assistance would be given for undertaking programmes in the following broad categories:

- Development, promotion and training in respect of adventure activities such as:
- Adventure activities on land-(a) in the Mountains : Trekking, Hiking and Camping, Orienteering in plains & villages; Rock Climbing; Mountaineering; Grass Skiing; Cycling (b) On Snow and Ice : Skiing and allied sports; sliding; Tobogganing (c) In jungle covered Terrain: Trekking, Hiking, Camping and Orienteering (d) Desert Terrain: Trekking, Hiking, Camping and Orienteering (e) Sea Beaches, Wild River Banks, Smooth Lakebeds: Land Yachting (f) Under-ground: Cave diving and exploration, spility
- In Water- (a) White Water Sports: Rafting, Kayaking and Canoeing(b) Placid Water Sports: Water Skiing; Jet boating;Long distance swimming;Wind Surfing; Sailing long distance (c) Sea Sports:Surfing and wind surfing; Sailing (Long distance); Motor boating (Long distance); Diving, including Scuba Diving etc
- In Air- Gliding, Hang gliding;Ballooning; Parachuting; Para Sailing/Para Gliding; Microlite flying and power gliding; Para/Heli Skiing etc.
- Development and maintenance of camp sites in suitable areas of hill/forest/desert/sea.
- Establishment of base camps to facilitate activities mentioned at (a) above. These base camps would generally be run by voluntary organisations/institutions normally for a period of one month in a year. During this period, generally three groups of participants would live in the camp for a period of ten days each. These groups would ordinarily not exceed 200 in number.
- Organisation of training programmes for launching activities referred to as (a) above.
- Establishment and development of organisations and

institutions for promotion of the above activities including training.

- Hire and purchase of equipment for undertaking activities mentioned at (a) above.
- Publication of original literature on adventure.
- Holding of seminars, lectures, discussions, film/slide shows on adventure.
- Such other activities as may be appropriate for fulfilling the objectives of the scheme.

Financial Assistance:

- If for activities referred to in (a) above, is given for boarding, lodging and contingencies, including minor repairs, and medical aid up to Rs.40/-per day per head.
- Assistance for other activities would be up to 90% of the cost of the project to the voluntary organisations and other institutions;
- No assistance will be given for construction of building, purchase of land, establishment, etc. Also, no recurring grant will be given.
- Recurring cost for holding of base camps include: (i) boarding and lodging @ Rs. 40/-per head per day;(ii) actual travel cost to the base camp by second class rail/bus fare by the shortest route;(iii) contingencies @ 25% of the total on boarding and lodging.
- Up to 50% of the actual cost of printing/publishing of original literature.
- Up to 75% of the expenditure involved in organisation of seminars, discussions, film/slide shows, pertaining to adventure.
- The beneficiaries under this scheme should be in the age group of 10-35years.

Procedure of Application:

Voluntary organisations desirous of seeking assistance under this scheme may make application to the Department of Youth Affairs & Sports on the prescribed form (Appendix I & IA) with the recommendation (Appendix I B) of the appropriate authority i.e either the State Government; or Recognised Federation/Foundation in the activity/activities for which assistance is sought; or District Collector, or Nehru Yuva Kendra or NSS Regional Centre. No recommendation will be required

in case of programmes directly sponsored by Universities and institutions established by Central Government/State Governments/Union Territory Administrations. Applications should be sent to the under Secretary, Department of Youth Affairs and Sports, Ministry of Culture, Youth Affairs & Sports, Shastri Bhawan, New Delhi-110 001.

2. Scheme of Exhibition for Youth

Objectives:

- Projecting and recognising the activities and contribution made by youth in various fields of national development.
- Promoting a spirit of secularism and national integration, unity in diversity, pride in Indianness among youth of different parts of the country and induce a sense of communal harmony amongst the youth;
- Enabling youth to receive education (in a non-formal and formal way) and knowledge about Indian culture, freedom struggle, Constitution of India, Five Year Plans and schemes for weaker sections, protection of environment, population control and the latest developments taking place in the field of art, culture, education, agriculture, industry and science and technology etc;
- Channelising youth energies for boosting the 20 Point Programme and effective participation of all section of society;
- Educating youth in various aspects of youth development such as physical, political, psychological, intellectual and ideological development;
- Making youth aware of existing developmental agencies/organisations working in the field of education and culture, agriculture, social welfare labour, industry/rural development, tourism environment, etc. in the country;
- Promoting an increasing national understanding amongst youth;
- Motivating youth to develop qualities of leadership, character, comradeship and involvement in the decision making process;
- Promoting vocational training for self-employment in rural areas;

- Promoting physical health and sports consciousness;
- Promoting a spirit of self reliance among young persons;
- To inculcate dignity of labour and community service; and
- Eradication of social evils.

Eligibility:

State Government/Union Territory Administrations;/ Registered Voluntary agencies;/Recognised educational institutions including universities/National Service Scheme/Nehru Yuva Kendras; and Department of Youth Affairs & Sports.

Activities:

In furtherance of the above objectives, assistance under this scheme may be provided for the activities such as:

- (A)Exhibitions on Folk Dances and Folk Songs: With a view to enabling the youth in general and the non-student/rural youth in particular (i) to familiarise themselves with the social customs, ways of living and traditional dresses in different parts of the country; (ii) to understand the historical and cultural heritage of the country, as symbolised in cultural forms and the way of life of the people;(iii) to appreciate the vastness of the country, its varied system and yet a basic oneness which should engender among the participants a pride in being an Indian; (iv) to project their inherent talents; (v) to make an effective contribution in the development, preservation and upkeep of the traditional forms of culture as a means of communicating social messages; and(vi) to become a catalytic agent for popularising nationally accepted objectives like pride in Indianness socialism, secularism, democracy, patriotism and development of scientific temper.
- (B)Exhibitions of Paintings, Art and Craft : with a view to:(i) projecting and recognising the activities and contributions made by the young people in the field of paintings, art and craft;(ii) stimulating young people in such activities and enriching their functional capabilities; (iii) providing an opportunity to young persons to broaden their horizon about the latest developments in the field of painting, art and craft;(iv) enabling the young persons to remove social evils

through their artistic work; (v) increasing the functional capabilities to the young artists through the sales of their products; (vi) depicting the economic utility of the traditional art and craft in the way of life of persons living in different parts of the country;(vii) encourage diversification in forms and styles in artistic creation and free discussion of different view-points and among different schools of thought on academic and theoretical issues; and (viii) provide artists with a full scope of personal creativity without infringing on national, social and collective interests of freedom and rights of others.

- (C)Exhibitions of Books: with a view to:(i) promoting an awareness among the young people on the good literature available for developing their personality, and making them functionally efficient and economically productive; (ii) encouraging young persons to produce inspiring literature;(iii) assisting the young persons for procurement of books at reasonable prices;(iv) to promote and distribute literature available on youth programmes and policies in India;(v) encourage development of scientific temper and utility of science through books in rural areas;(vi) enabling young writers to exhibit their works; (vii) provide writers with full scope of personal creativity without infringing on national, social and collective interests and freedom and rights of others.
- (D)Exhibitions on Sports on National Achievements: with a view to creating sports consciousness among youth etc ,
- (E)Exhibitions on Development in the Fields of: Education, Science, Industry, Commerce, Agriculture, Defence, Social Welfare, Environment, Rural Development, Tourism etc
- (F)Exhibitions on Youth on various themes like: (i) Youth on the march (ii) Youth and national development,(iii) Youth as a factor of social change,(iv) Youth and culture,(v) Youth and values,(vi) Youth and philosophy, (vii) Youth and ethics, (viii) Youth as a catalytic agent in setting trends in political, social, economic, cultural and development fields, (ix) Youth for communal harmony(x) Contribution of youth in maintenance of peace and social harmony, (xi) youth for mass literacy,(xii) Exhibition on any other national theme for promoting national understanding, friendship, and good-will among youth in different parts

of the country through organisation of symposia/ seminars at national level; and national conference/ youth camps.

Financial Assistance:

Financial assistance may be given for :-

- Organisation of exhibitions of Folk Dances, folk culture & songs, paintings, art, and craft, and national level youth conferences/symposia/seminars/youth camps, activities.
- Boarding @ Rs. 20/- per persons per day,(ii) Travel expenses from the place of residence of participants to the place of camp by the cheapest mode of conveyance, and (iii) 25 per cent of the total approved expenditure for one camp on per diem per head for contingencies.
- Expenditure on other national theme 90% of the expenditure.
- Wherever a programme is organised or sponsored by the Department of Youth Affairs and Sports including NSS organisation assistance upto 100% may be provided.

Procedure of Applying:

Application should be made in the prescribed format (Appendix II) and sent to the Department of Youth Affairs and Sports, Ministry of Culture, Youth Affairs & Sports, Shastri Bhawan, Government of India, New Delhi-110001 through the concerned State/ U.T Administration.

3. Promotion of National Integration

Background:

The problem of national integration needs to be dealt with on several fronts. On the economic front, to reduce inequalities and to strive for social justice; on the legal front, not only to enact legislation aimed at social and sexual equality but to devise means for their implementation, on the cultural front, to recognise the rich diversity of the country and yet create an understanding among the various sections regarding the essential unity; on the social front, to mobilise not only opinion but also purposeful action; and on the educational front, to instil an understanding of dangers to national integration among all persons connected with it. The

scheme provides the framework for greater exchange and understanding among the youth of the regions of the country and for greater involvement of voluntary agencies in the task of national integration and communal harmony.

I. Inter-state Youth Exchange Programme

Objectives:

The objective of this programme is to facilitate visit of youth living and working in the border States to States with market cultural difference and an exchange visit by youth of those States to the border States. More specifically, such inter-State youth exchange would aim at :-

- familiarisation with environment, family life, social customs, etc. of the people living in different parts of the country;
- understanding of the common historical and cultural heritage of the country as symbolised in historical monuments, cultural forms and the way of life of the people;
- understanding of the problems being faced by the people of different regions in their development and making contribution by voluntary labour in developmental projects in other States;
- appreciation of the vastness of the country, its varied system and yet a basic oneness which should engender among the participants a pride in being an Indian ; and
- to inculcate amongst the youth feeling of communal harmony.

Salient Features of the Scheme

Formation of groups and activities

Exchange visits by groups of youth would, ordinarily, begin by a group from a Border State organising visit to a comparatively centrally situated State/region with marked cultural difference. In regard to formation of groups, their itinerary and activities would be planned keeping in view the following:-

- a) The group should be reasonably representative i.e., they should comprise men and women, students and non-students, and should include persons of different

communities, particularly minorities and those belonging to the Scheduled Castes and Scheduled Tribes.

- b) These groups while travelling to the place of visit could stop, en-route, where conveniently possible, to visit places of interest relating to development and historical and cultural heritage.
- c) The groups on reaching the places of visit should undertake a variety of programmes which may include:- cultural programmes, seminars, discussions and informal meetings; joint participation of visitors and hosts in social/developmental projects, participation in regional festivals, visit to places of historical importance and scenic beauty as well as to important developmental projects.
- d) It would be desirable if local families could be identified with whom the visitors could stay for short periods during their visit.
- e) The youth may be engaged in social service/ community service and manual labour (Shramdan).

Eligibility and Sponsorship:

- a) All persons in the age group 15-35 would be eligible to participate in this programme, preference being given to :- teachers and students, non-student youth who are members of youth clubs or voluntary agencies, and members of peasants or workers organisation.
- b) Eligible persons may be sponsored under this programme by any of the following :- National Service Scheme regional centres. State Governments/Union Territory Administrations, Voluntary agencies, Recognised educational institutions, including universities, and v) Nehru Yuva Kendras.

Note: Eligibility of a voluntary agency to participate in this programme, the manner for processing of its application and the conditions governing grants to it would be as indicated in part II.

Duration The inter-state youth exchange programme for any group would ordinarily not exceed six weeks including the time taken on travel.

Follow up action: The group of visitors on return to their won States would disseminate the benefits of their experience through such methods as may be the most suitable in the local context. This could include discussions, seminars, slide shows, exhibitions, reports, etc. In cases

where dissemination takes the form of reports, a copy should be sent to the Department of Youth Affairs and Sports, Ministry of Human Resource Development.

Financial Assistance:

Financial assistance will be admissible according to the following pattern:-

- Boarding & Lodging : Rs. 40/- per head per day for metropolis and State capitals; and Rs. 35/- per head per day for other places;
- Travel expenditure : up to 90% of the actual fare by rail (second class) or by bus.
- Printing and publication : cost of reports on youths exchange programme ordinarily not exceeding Rs. 1,000/- in each case.

II. Assistance to Voluntary Agencies

Objectives:

- Creation of public opinion against the forces promoting disintegration and in favour of the objectives of the scheme.
- Involvement of organised social groups for action to serve the objective of national integration.
- Creation of new organisations and groups for this purpose.
- Inclusion of the spirit of communal harmony among the youth.

Activities for Assistance:

Assistance under this programme may be provided for any activity proposed to be organised for furtherance of the cause of national integration including :-

- organisation of camps of student and non-student youth including camps organised for work on project;
- inter-State youth exchange programmes;
- maintenance grant for regular activities only to institutions established primarily with the objective of furtherance of the cause of the national integration;
- organisation of symposia and seminars;
- undertaking of research and publications;
- organisation of cultural activities; connected with the specific purpose of promoting national integration;
- to undertake community service; and
- to organise Leadership Training Camps to induce spirit

of communal harmony.

Eligibility:

- All persons in the age group of 15-35 would be eligible to participate in the programme.
- Registered voluntary societies, public trusts and non-profit companies would be eligible for assistance under this scheme. Ordinarily agencies which are not legally formed would not be eligible. However, even agencies which are not legally formed would not be eligible. However, even agencies which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies the bona fides of such organisation.
- The National Service Scheme, Nehru Yuva Kendras and educational institutions will also be eligible for assistance for organising programmes
- Organisations applying through the NSS should route their applications via NSS Regional Centres.
- In order to be eligible for financial assistance under this scheme an agency should have a proper constitution of articles of association; have a properly constituted managing body with its powers and duties clearly defined in its constitution; be in a position to secure the involvement on a voluntary basis, of knowledgeable persons for furtherance of its programmes; not be run for the profit of any individual or a body of individuals; and not discriminate against any person or groups of persons on the ground of sex, religion, caste or creed.

Financial Assistance:

The eligible institutions may be given financial assistance according to the following pattern:-

(a) Organisation of Camps

- Boarding & Lodging : Rs. 40/- per head per day for metropolis and State capitals; and Rs. 35/- per head per day for other places.
- Travel Expenditure : From the place of residence of participants to the place of camp by the cheapest mode of conveyance; and
- For contingencies : 25% of the total approved expenditure on boarding and lodging for one camp subject to a maximum ceiling of Rs. 40,000/-

- (b) Inter-State Youth Exchange : As indicated in Part-I, Para 4.
- (c) Maintenance grant and publication : 50%
- (d) Organisation of symposia and seminar and cultural activities: 75%
- (e) Assistance upto. 100% can be given in respect of such programmes organised by National Service Scheme and Nehru Yuva Kendras.
- (f) In the case of such programmes organised by educational institutions, the pattern of assistance would be the same as for voluntary agencies.
- (g) The maximum assistance admissible under this scheme for each programme will be Rs.2.00 lakh.

Research programmes : 90%

Terms and Conditions of Grant:

The grant-receiving agency will be required to execute a bond on a prescribed form. The bond should be supported by two sureties if the agency is not a registered society.

- An agency in receipt of financial assistance shall be open to inspection by an officer deputed by the Govt. of India or the State Government concerned.
- The accounts of the projects shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to test check by the Comptroller and Auditor General of India at his discretion.
- The audited accounts together with Utilisation certificates in the prescribed form duly countersigned by the Chartered Accountant are required to be furnished within six months in respect of a preceding year or after expiry of the duration for which grant is approved.
- The grantee shall keep a record of all assets acquired wholly or substantially out of Government grant and maintain a register of such assets on the prescribed proforma. Such assets shall not be disposed of, encumbered or utilised for purposes other than those for which the grant was given, without prior sanction of the Government of India. Should the agency cease

to exist at any time,

- Such properties shall revert to the Government of India.
- When the State Government/ Government of India have reasons to believe that the sanctioned money is not being utilised for approved purpose the payment of grant may stopped and the earlier grants recovered.
- The institution in receipt of grant should exercise reasonable economy in the working of the approved project, especially in respect of construction of building.
- The grantee agency shall furnish to the Deptt. of Youth Affairs and Sports, Ministry of Human Resource Development progress reports as may be prescribed of the project, indicating both the physical and financial achievements.
- The decision of the Secretary to the Government of India in the Department of Youth Affairs and Sports, Ministry of Human Resource Development on the question as to whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

Procedure of Applying:

A voluntary agency eligible to receive assistance under this scheme should make application through the State Government/Union Territory Administration concerned on the prescribed proforma (Appendix III) with the requisite certificate (Appendix IIIA) (appended with the application proforma) and the latter should give its views regarding eligibility and suitability of the activity to be undertaken, capacity of the institution to implement the proposed programme, etc.

Provided that it shall not be necessary for an all-India voluntary agency to route its application through the State Government.

Voluntary agencies working in collaboration with NSS units may route their applications through the concerned NSS Regional Centre.

III. Other Activity & Programmes

Objectives:

- Selection of inspiring books from which relevant extracts may be taken and published for distribution, free of cost to the best students in colleges all over India.
- Organisation of assemblies of youth to provide an opportunity to listen to eminent personalities, participate in cultural programmes including workshops for writers, painters, musicians, community Service, etc. connected with the specific purpose of promoting national integration and also to witness special dance drama programmes on national themes to be presented by selected artists.
- Organisation of assemblies of youths and award prizes in the form of books, cash or kind or scholarships.
- Undertaking surveys to elicit the views of the students as well as the non-student youth on need based programme for their welfare and also devise ways and means for promotion of employment opportunities.

Activities for Assistance:

Assistance under this programme may be provided for the activities mentioned above for furtherance of the cause of national integration.

Eligibility and Conditions of Grants:

- The activities/programmes mentioned above may be organised either directly by the Department of Youth Affairs and Sports, including NSS, or through reputed voluntary organisations which are considered capable of organising such programmes. These organisations will be designated by the Department of Youth Affairs & Sports, Ministry of Human Resource Development.
- In order to be eligible for financial assistance under the scheme an organisation should fulfil the conditions prescribed in part II, 3(b). The conditions governing the grant are indicated in part II, para 6.

Financial Assistance:

- In case of activities/programmes organised by the Department of Youth Affairs and Sports, Ministry of Human Resources Development directly or through NSS, the entire expenditure will be met as per prescribed procedure.
- The voluntary organisations designated to carry out a

particular activity/programme may be given financial assistance up to 100 per cent of expenditure. The estimated expenditure will be based on the following pattern :-

- Rs. 40/- per head per day for board and lodging and other contingencies for the duration of the programme in the metropolies and State capitals; and
- Rs.35/-per head per day for other places.
- Travel expenses from the place of residence of participants to the place of camp by the cheapest mode of conveyance; and
- Administrative expenditure including contingencies on cent per cent basis.
- Cent per cent assistance will be provided for follow-up action like printing and publication of the reports of the programmes and also for monitoring the impact of these activities after a period of 3-5 years.

Prizes/Scholarships:

The value of the prizes to be awarded in the form of books, cash or kind or scholarships will be determined by the Department of Youth Affairs and Sports, taking into consideration the kind of the competition.

4. National Service Volunteer Scheme

Background:

Youth have to play catalytic role in accelerating the process of national development. The National Service Scheme was launched in 1969. It aims at the involvement mainly of under-graduate students on a voluntary basis in various activities of social service and national development, which, while making a contribution to socio-economic progress would also provide opportunities to the students to understand and appreciate the problems of the community, awaken social consciousness and inculcate in them a sense of dignity of labour.

National Service Volunteer Scheme (NSVS), launched with effect from 1977-78, aims at providing opportunities to students, generally speaking those who have completed their first degree, to involve themselves on a voluntary basis, in national building activities for a specific period on a whole-time basis.

The National Service Volunteer is envisaged as a social engineer, one who is striving to discover his creative potential and to gain a deep and critical insight into the issues involved in the process of development, and who is willing to commit all his energy in the service of the community and the country.

Objectives:

- The primary objective of NSVS are :- to provide opportunities to those students who feel motivated to serve the community on a whole-time basis. Working for and with the community, understanding the problems of real-life and utilising their skills and knowledge in solving those problems, would enrich their experience and would have a tremendous value as a preparation for life.
- To help in the successful implementation of various national development programmes such as anti-poverty, literacy programmes, improvement in the conditions of the rural poor and the urban slum dwellers and programmes against social evils etc.
- To provide the youth, avenues for creative and constructive work suited to their educational background and aptitude.
- The youth have a special role to play as agents of social change, in transforming the socio-economic structure of the society.
- The struggle against poverty, illiteracy and social evils, and improvement in the conditions of the rural poor and the slum dwellers in urban areas are possible only if the energies of youth reinforce other efforts in this direction.

Eligibility:

- Every person who has completed the first degree or its equivalent (for example, B.A., B.Sc., B.Com., B.Sc. Agri, MBBS., B.Tech., BE) is eligible to enrol herself/himself as a volunteer under the scheme provided that she/he has not attained 25 years of age, as on the last day of the financial year. For this purpose, students who have obtained a three-year diploma from polytechnics are also eligible.
- Exception regarding the requirement of a degree or polytechnic diploma may be made in respect of youth who had to discontinue their studies owing to

participation in any mass movement for a better political and social order and those belonging to Scheduled castes/Scheduled tribes and also in respect of women.

Salient Features of the Scheme:

(a) Programme:

The volunteers will be deployed with the Nehru Yuva Kendra Sangathan (NYKS) or with the National Service Scheme or with Bharat Scouts and Guides. The volunteers can also be deployed by various State Governments and Union Territory Administrations. Every State/UT will be allowed volunteers equal to the number of districts in the State/UT. Further, volunteers may also be deployed with other bodies including non-governmental organisations, on a select basis, at the discretion of the Department of Youth Affairs & Sports.

Wherever they may be deployed, they are expected to help in implementing the programmes of the concerned organisations.

(b) Operation of the Scheme

(i) Registration

Institutions/Organisations involved in the youth programmes are allocated National Service Volunteers (NSV) by the Department of Youth Affairs & Sports.

Every person wishing to enrol himself/herself as a volunteer is required to submit an application to the concerned organisation after it has been advertised/circulated. A specimen of the application form is at Appendix I. The application should be accompanied by a character certificate from the head of the Institution last attended by the applicant and the attested copies of certificates in support of her/his educational qualifications, date of birth, etc.

(c) Deployment by concerned Organisation

On the basis of the particulars of the volunteers, the Organisation makes selection of volunteers allotted to them through a Selection Committee of least 3 persons. The chairman of the Committee is the District Collector or Deputy Commissioner or his nominee, with the representative of the concerned organisation as a member. Other members may be educationists or public figures or youth work officials/administrators. The names of the volunteers selected, along with particulars, should be

immediately intimated by the Organisation to the Under Secretary (YS-I), Department of Youth Affairs and Sports, Shastri Bhavan, New Delhi-110001.

(c) Training

It is necessary that a NS Volunteer should go through a well-designed programme of training before she/he starts work in the field. The purpose of the training programme is two-fold: firstly, it should enable the volunteer to acquire a deep understanding of the objectives of and issues involved in national development and, secondly, to impart specific, managerial and technical skills which are needed for organisation of youth programmes. The training programme is of a duration of about four weeks and is organised at institutions or organisations or agencies which are identified by the Department of Youth Affairs and Sports.

Grants to the Institution/Organisation arranging training to cover the expenditure on board and lodging of the volunteers as well as for other expenses on training are as per following pattern: Board & Lodging: @ Rs. 25/- per head per day. Travel Allowance : @ 25% of Board & Lodging expenditure (By cheapest mode as per actuals) and contingencies

(d) Placement, Minimum duration of Work

While informing NS Volunteer of her/his selection the Organisation should apprise her/him broadly about the nature of work she/he would be expected to do. The volunteer should also be informed, giving her/him reasonable time to prepare herself/himself, of the date of commencement and place of training and the date, time and place where she/he should join. The period of pre-training orientation at the organisation should not exceed one week. The organisation should send intimation regarding the place of work to the NS Volunteer before the completion of her/his training. Upon completion of the training, the volunteers will be engaged by the Organisation on various tasks/programmes assigned to them. Normally, the minimum period of volunteership will be one year, including the period spent on training. This period may be extended by another year, at the discretion of the Government, subject to the condition that he/she remains within the prescribed age limit. Extension of volunteership beyond period of two years

will not be considered.

(e) Supervision and Discipline

During the period a volunteer is engaged on a programme she/he shall subject herself/himself to the full discipline of the organisation with which she/he works. The administrative control over the volunteer will be that of the organisation which will make suitable arrangements for supervision and monitoring of the work done by her/him. In case, the work of a particular volunteer is not found satisfactory, her/his enrolment will be liable to be terminated on one month's notice. A suitable but a simple form for appraisal of the work done by the volunteers especially with regard to the efforts put in, the achievement registered and the dedication convinced has been involved by the Ministry. The Organisation shall furnish to the Department of Youth Affairs and Sports after each financial year report of the work done by the group of volunteers engaged on each programme giving as far as possible quantified information.

The organisation would make suitable arrangements for guiding the volunteers in their work on the spot or through periodic consultations. Similarly, suitable arrangements will also have to be made for evaluation of the work done by the volunteers.

(f) Certificate:

Upon successful completion of a year, each volunteer would be given certificate by the concerned Organisation.

(g) Leave:

A volunteer will be allowed 12 days' casual leave per year. Leave, however, will be sanctioned subject to permission being given by the organisation where the volunteer is deployed. No other kind of leave is permissible. Pro-rata deduction would be made for any unauthorised leave.

Financial Assistance:

Annual expenditure on stipends to volunteers and other item for implementation of the scheme will be in accordance with financial pattern approved by the Government as indicated below:

- Stipend at the rate of Rs. 500/-per month for 12 months (Rs.500x12).Rs. 6,000.00

- Travel to different villages/Adult Education Centres @ Rs.200/- per month. (Rs. 200x12)
Rs. 2,400.00
 - Contingencies and miscellaneous expenses.
Rs. 100.00
- Total Annual Cost Rs. 8,500.00**

Procedure of Applying:

Application should be made in the prescribed format (Appendix IV). All correspondence regarding scheme and financial assistance should be made in the address as mentioned under the Scheme 1.

5. Scheme for Training of Youth

Background:

The scheme has been formulated in 1986-87 to motivate the youth, and thereby have multiplier spread effect, through spread of knowledge in the rural society, through youth participation in training courses under the scheme based on the local needs and talents of the young persons. The scheme aims at:

Objectives:

- To develop leadership qualities among all cross section of youth through training programmes, so that youth can act as focal point of dissemination of knowledge in their own area of activity.
- To develop among the non-student and rural youth such aptitudes and skills as will enable them to function better as production citizens.
- To prevent migration of the rural youth to cities by enabling the rural youth to realise that agriculture and other rural occupations are as rewarding occupations as those in the urban areas.
- To create new skills among rural youth through which villages can become self-reliant.
- To inspire youth to set up own training centers in their areas.
- To inspire young entrepreneurs learn modern techniques/methods in training with a view to promote self-employment.

Eligibility & Sponsorship:

- (a) All persons in the age group 15-35 would be eligible

to participate in this programme, preference being given to :- (i) Young persons without any special skill to generate income and willing to acquire such skills. (ii) Young persons who because of some back-dated traditional skill are bound to a low level of income but who may with a little modification or rationalising of the existing skills may improve the type of their products and increase their income. (iii) Young persons belonging to backward communities and areas far from urban facilities. (iv) Young persons who have not been able to get opportunity of training under one programme of the Government or the other.

- (b) Eligible persons may be sponsored under this programme by any of the following :- (i) State Governments/Union Territory Administrations. (ii) National Service Scheme. (iii) Nehru Yuva Kendras. (iv) Educational institutions. (v) Voluntary organisations.

Fields of Training:

Financial assistance would be given for obtaining training particularly in :- animal husbandry, dairy, poultry, etc. various methods of agriculture, establishment of co-operative society and setting up of agro-service centres, health education/food nutrition, management at local level. Propagation of scientific methods of using smokeless chullahs, bio-gas plants and other non-conventional energy sources.

Duration:

The duration of the training programme may range from one month to six months. Financial assistance would be available according to the following pattern :- Actual travel cost from the place of residence of trainees to the place of training and back by second class rail/bus fare by the shortest route. Reimbursement of actual boarding/lodging and other miscellaneous charges like training expenses of the training institution subject to a maximum of Rs. 50/- per day per trainee.

Procedure:

The agencies seeking assistance under the scheme should, in the beginning of every financial year, identify the beneficiaries in consultation with the Panchayati Raj Institutions and the training institutions and finalise the number of trainees to be sent in each course, the dates of

the courses etc. in consultation with the training institutions. They may, therefore, apply in the prescribed proforma (Appendix V) with the recommendation of the appropriate authority sufficiently in advance of the training schedule. The appropriate recommending authority will be :-

- For voluntary organisation : State Government/UT Administrations concerned, provided that it shall not be necessary for an All India voluntary agency to route its application through the State Government.
- For educational institutions (including private educational institutions) : State Government or District Collector.
- No recommendation will be required in case of programmes directly sponsored by Universities and institutions established by Central Government/State Governments/Union Territory Administrations.
- Recommendations from NSS Units may be routed through the concerned NSS Regional Center.

6. Scheme for Assistance to Rural Youth and Sports Clubs

Background:

Youth is a potent force in the society whose organised voluntary efforts can promote nationally accepted values, consciousness against social evils, development of fitness culture, etc. Such voluntary efforts can thus help in building a healthy society contributing to national development.

The activities of Youth Clubs could be significant in organising such voluntary efforts. In India, a large number of Youth Clubs function at the grass-root level but tend to lack direction in their activities due to lack of guidance. This scheme, therefore, is an attempt at giving a positive direction to the Youth Club activities.

Objective:

The scheme specifically aims to :-

- organise and channelise youth energy in character building activities,
- develop amongst youth a sense of pride in nationally accepted values like democracy, socialism, secularism,

- develop consciousness among youth against social evils such as dowry, untouchability, drug addiction, etc.,
- enable the youth to develop awareness of environment, culture, own-self,
- provide facilities for developing rural sports at grass-root level,
- organise activities for the preservation of cultural heritage especially of the rural areas,
- provide opportunity to the youth for participation in rural community development works through developmental schemes like TRYSEM, IRDP, etc. so as to enable the youth below poverty-line to be properly identified by such Youth Clubs and brought into the ambit of the developmental programmes, and provide an opportunity of training at village level leading to self-employment or better employment.

Eligibility:

To be eligible, the Youth Club has to be registered under the Societies Registration Act, 1860 or under any corresponding State Act. However, the application of the Club should reach the Department within 2 years from the date of registration.

Financial Assistance:

- The Department will render a one time financial assistance to the tune of Rs. 5,000/- per club. Rs. 2,500- would be used for recurring expenditure, e.g. payment of rent, purchase of newspapers, stationery and for organising functions, competitions, etc. The remaining amount of Rs. 2,500/- would be used for non-recurring expenditure, e.g. purchase of sports equipment suited to the local needs, purchase of doree, tables, chairs, cultural equipment, etc. as per the local requirement.
- The Club shall furnish a utilisation certificate and audited statement of accounts for the grant given to them by the Department.

Procedure of Applying:

An eligible Youth Club may submit their application in the prescribed format (Appendix VI) to the Youth Coordinator of the Nehru Yuva Kendra of their district. In case there is no Kendra in the district, the application may be submitted to the Kendra of the adjoining district. The Youth Coordinator will send the list of eligible Youth

Clubs to Nehru Yuva Kendra Sangathan, Indira Gandhi Indoor Stadium, East Plaza, New Delhi - 110002.

The State/U.T. Governments may also promote the growth of Youth Clubs and may send the proposals; duly recommended to the Department of Youth Affairs & Sports, Govt. of India, Shastri Bhawan, New Delhi - 110001.

7. Scheme of Assistance to Voluntary Organisations Working in the Field of Youth

Background:

India has an untapped reservoir of Youth energy. The national plan of development encompassing all fields of activity and sectors of population give ample scope for the efforts of the youth to be directed. The scheme provides financial assistance to voluntary organisations working in the field of youth for emerging youth of the country to participate in the development process.

Objective:

To provide a framework for Voluntary Organisations to involve youth for developmental activities specially in the rural areas.

The scheme is designed to promote the following activities:-

Involvement of Youth on a full time basis for undertaking any one or more of such activities:- (i) Programmes of rural development, including education and mass programme of Functional Literacy (MPFL). (ii) Developmental and educational activities in urban slums including MPFL. (iii) Promotion of plastic, graphic and folk arts and mass media; youth groups may be appointed if they are striving to create innovative forms of artistic and cultural media or if they are attempting to use them to bring about social change. (iv) Exploratory measures and training programmes for any of the activities referred at (i) to (iii).

- Larger Involvement of voluntary agencies in the implementation of youth programmes. Such programmes may include one or more of the following:-

Training:

- To impart training in skills to non-student youth with a view to improving their functional capabilities so that they may be in a position to take up full-time employment, self-employment or subsidiary employment.
- This training may generally be given on a non-formal basis for a duration not exceeding one year. Short duration courses may be encouraged.
- Youth leadership training or training of young persons who can act as catalysts to bring about social change.
- The training should :
 - help to develop amongst the participants a critical awareness of their environment;
 - inculcate a capacity to identify problems and to generate an understanding regarding the ways in which these problems can be overcome in a manner that engenders a spirit of self-reliance;
 - impart occupational training in order to improve the functional capabilities of youth and to encourage their participation in developmental programmes;
 - encourage the youth to identify themselves with the needs and aspirations of the poor and deprived sections of the community.
 - provide opportunities of community living and of work in field situations.
- The training is intended primarily for non-student youth with special emphasis on the poor and deprived sections of the community. The duration of the training programme may range from 7 to 30 days. Follow-up activity may also be taken up, which may be in the nature of refresher courses, providing suitable reading material and visit of trainees by organisers.
 - Organising youth camps with a view to promoting national integration and also for taking up social service activities including promotion of communal harmony,
 - Conducting survey and research work.
 - Publication and holding of seminars.

Eligibility:

- Registered societies, public trusts and non-profit making companies would be eligible for assistance under this scheme.
- Ordinarily, agencies which are not legally formed would

not be eligible. However, even agencies and groups which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies the bonafides of such organisations.

- Registered voluntary agencies may sponsor youth groups who are interested in availing of assistance under this Scheme, and are not registered as a Society. In such cases, certificate of the District Collector may not be necessary.
- Voluntary agencies functioning in collaboration with NSS Units should route their applications through the concerned NSS Regional Centre. The other eligible characteristics and conditions remain the same as mentioned under chapter 5.

Financial Assistance:

- Assistance upto 90 per cent may be given for workers on cent per cent basis.
- Office expenditure is given on 75% basis.
- Assistance up to 90 per cent may be given for purchase of equipment and raw material and expenditure to be incurred on employment of instructors.
- Whenever necessary, assistance for construction of sheds may be given, such assistance should not exceed 75 per cent of the cost of construction. Wherever essential, a reasonable stipend may also be given to the trainees.
- Assistance may include per diem to trainees at the rate of Rs. 15. Organisational expenditure to the training agency may be given @ 25% of the total cost on per diem expenditure to be incurred on travel of the trainees by the cheapest mode of conveyance may also be given subject to a maximum of Rs. 100 per trainee.
- 90% assistance will be given for follow-up programmes.

Duration:

Assistance may be sought for a duration not exceeding the plan period during which the application is made.

Conditions of Grant:

Same as mentioned under Chapter 5.

Procedure:

A registered voluntary agency eligible to receive assistance under the scheme should make application on the prescribed form (Appendix VII). The application may be routed through the State Government/Union Territory Administration initially. In the case of non-registered agencies and groups, the proposal may be sponsored by the District Collector/registered voluntary organisation. In the case of all India voluntary organisations (registered societies), it is not necessary to route the application through the State Government. If, however, the programme of the All India agency is to be implemented in one State/Union Territory Administration will be necessary.

Whenever the recommendation of the State Government is not received within a reasonable time, the Department may invite a representative of the State Government to the meeting of the Grant-in-aid Committee considering the application in order that he may give the views of the State Government on the project.

In the case of voluntary organisation functioning in collaboration with the NSS Units, the proposal should be routed through the concerned NSS Regional Centre.

8. Scheme for Promotion of Youth Activities in Tribal Areas

The scheme for Promotion of Youth Activities in Tribal Areas include various component of the programmes such as: (i) Youth Leadership Programme (ii) Programmes for Training (iii) Programmes for Promotion of National Integration (iv) Inter-state Youth Exchange Programme (v) Exhibition for Youth and (vi) Scheme of Financial Assistance to VOs engaged in welfare of tribal youth. The contents of these schemes are outlined separately as follows:-

I. Youth Leadership Training Programme

Background:

The Tribal Youth Leadership programme will enable to give them inputs such as pride in Indianness, the importance of tribal folk heritage and also inputs in democratic values and the functioning of the Government. The idea is to enable these tribal youths to act as catalysts of social change.

Objective:

The objectives of Youth Leadership Training Programme for Tribal Youth are:-

- To help develop amongst the non-student and rural/tribal youths a critical awareness of their environments,
- To inculcate a capacity to identify problems and to generate an understanding regarding the ways these problems can be overcome in a manner that engenders a spirit of self-reliance, develop skills and impart occupational training in order to improve the functional capabilities of youths
- To encourage their participation in development programmes, encourage the youth to identify themselves with the needs and aspirations of the poor and deprived sections of the community and to work with them in situations of concrete realities in such a manner that their leadership does not create a social gap between them and those with whom they work, and
- To provide opportunities of community living and of work in field situations.

II Programmes for Training

Same as the scheme 5 i.e. scheme of Training of Youth.

III Programmes for promotion of National Integration

Please refer to the scheme No. 3.

IV Inter-State Youth Exchange Programme

The objective, eligibility, duration etc. remain the same as mentioned under the scheme 3 (I).

Financial Assistance:

Financial assistance will be admissible, according to the following pattern:-

- Rs. 25 per head per day for boarding and lodging and other contingencies for the duration of exchange including the days spent on travel.
- Full Travel expenditure of the actual fare by rail (second class) or by bus.

V Exhibition for Youth

The objectives, eligibility and activities etc. under this programme remains the same as mentioned under scheme 2.

Exhibitions of folk dance, folk songs, painting art and

crafts, exhibition on books and on various development and youths related themes are funded under the scheme. Financial assistance is given to NYKs, NSS, Colleges and Voluntary Organisations to organise exhibitions.

All these will be directed with a special reference to programmes of Tribal youth, i.e. Exhibition of Tribal folk dance, tribal folk songs, etc.

VI. Financial Assistance to Voluntary Organisations Engaged in Welfare of Tribal Youth

Background:

Voluntary organisations who are engaged in voluntary action for mobilising tribal youth giving them orientation, awareness, training and vocational training for self-employment and upgrading their functional capabilities will be given adequate support from the Government by way of grant-in-aid for the above mentioned schemes. Government of India/State Government encourages such organisations to come forward for taking up schemes for the tribal youth in the above mentioned sectors.

9. Scheme for Awards to Outstanding Youth Clubs

Background:

The Government in the year 1986-87 created an autonomous body under this Department by the name of Nehru Yuva Kendra Sangathan. The Sangathan is registered under the Societies Registration Act, 1860, and is fully funded by the Department of Youth Affairs & Sports. The Sangathan was created with the special objective of formulating programmes for the non-student rural youth. For the implementation of the programmes, the kendras of the Sangathan are heavily dependent on the village level Youth Clubs. The Youth Clubs are basically an association of youth, working in the field voluntarily, in areas such as literacy, vocational training, eradication of dowry, untouchability, and for afforestation etc.

It has been observed that Youth Clubs can play a vital role in activities such as Adult literacy, vocational training, creation of durable community assets in villages, national integration, sports, etc.

The role of Youth Clubs was found to be very useful in



the recently conducted study of the Planning Commission on the schemes of the Sangathan. It is only appropriate that such grass-root level organisations get adequate support from the government so that they are able to develop further and contribute more towards national development. In order to promote further growth of Youth Clubs the Government have introduced the scheme so as to encourage more and more Youth Clubs to come forward towards nation building. The scheme institute awards for outstanding Youth Clubs at the district/state and national level.

Objective:

The objective of the scheme is to encourage the growth of Youth Clubs which have been recognised as catalysts of social change.

Eligibility:

All Youth Club which are registered under the Societies Registration Act of the State/UT concerned are eligible to apply.

Operation:

The Scheme will operate at three levels, i.e. District, State and National. The competition will begin at the District Level, carry on to the State level, and finally go up to the National level. The winners of District level competition will automatically qualify for the State level competition and similarly, the winners of the State level competition will automatically qualify for the National level competition.

Financial Assistance:

- **Award:** At the District level, the winners will be awarded a sum of Rs 5,000 and at the State level the award will be Rs 20,000. At the National level, three awards of Rs 1,00,000/- Rs 50,000/- and Rs 25,000/- will be given. The Youth Clubs would utilise the award money in community development project/ programmes.
- The representatives of the Youth Club which is given District level award will be reimbursed actual travel costs by IInd ordinary sleeper class rail journey by shortest routs, DA @ Rs 100/- per head for two days and Board & Lodge costs @ Rs 150/- per head for two days or the actuals, whichever is less.

- The representatives of the Youth Club which is given State level Award will be reimbursed actual Travel costs by Ist Class rail journey by shortest route, DA @ Rs 200/- per head for two days and Board and Lodge @ Rs 300/- per head for two days or the actuals, whichever is less.
- The representatives of the Youth Clubs which is awarded National level Award will be reimbursed actual Travel Costs by IInd AC rail journey by shortest route, DA @ Rs 200/- per head for two days and Board & Lodge costs @ Rs 500/- per head for two days or the actuals, whichever is less.
- The whole of the amount of awards should be used for development activities/infrastructure development of Youth Clubs & Youth Development. Centres.

The financial implications of the scheme are as follows:

a) For giving awards at District level @ Rs 5,000/- for approx.470** Districts(including Expenditure on TA/DA and B&L)	Rs. 23,50,000 Rs. 6,34,500 Rs. 29,84,500
(b) For giving awards at State/UT level @ Rs 20,000 (for 25 States and 7 UTs (including expenditure on TA/DA and B & L)	Rs. 6,40,000 Rs. 86,400 Rs. 7,26,400
c) For giving 3 awards at National level @ Rs 1,00,000/- Rs 50,000/-, Rs 25,000/- (including expenditure on TA/DA and B & L)	Rs. 1,75,000 Rs. 11,100 Rs. 1,86,100
Grand Total	Rs. 38,97,000

** The scheme will be operating in the Districts where a Kendra of Nehru Yuva Kendra Sangathan exists. At present there are 426 Kendras but by the end of Ninth Five Year Plan period, it is envisaged that there will be a kendra in every District.

Procedure:

Application should be made in the prescribed proforma (Appendix VIII) and mail to the Youth Coordinator of the Nehru Yuva Kenda Sangathan of the respective District. In case there is no kendra in a certain District, the application form can be mailed to the Kendra of the adjoining District to which the District is attached. The Youth Coordinator will certify the claims made in the application.

The applications received will be evaluated by a committee. There will be 3 different Committees evaluating applications, one each for District, State and National level awards.

All applications should be sent to the Youth Coordinator of Nehru Yuva Kendra concerned latest by 1st of December each year. There will be no need to apply afresh for the State level and National level awards since the winners of the District level competition will automatically qualify for State level competition and similarly, winners of State level competition will automatically qualify for the National Competition.

The District level award will be given away on the 12th of January, the birthday of Swami Vivekanand, which is observed as National Youth Day. The State level award will be given away before 31st May each year on any day convenient, appropriate to each State which will be, however, the same day every year and at the National level on the 20th of August observed as Sadbhavana Day.

10 Scheme of National Adventure Awards

Objectives:

The objectives of the Award are :

- To recognise the achievements in the field of adventure.
- To encourage young people to develop the spirit of endurance, risk-taking, cooperative team work and quick, ready and effective reflexes in challenging situations.
- To provide incentive to the young people for getting exposed to the adventure activities.

Eligibility:

To be eligible for the Award, a person should have excellent performance and have outstanding qualities of leadership, adventurism, sense of discipline etc.

Financial Assistance:

Award:

- Ordinarily not more than one Award each will be made for adventure activities on Land, Sea and Air.
- No award will be made for a second time to the same person. However, the award may be given

posthumously if such an occasion arises.

The Award will consist of a bronze statuette, a scroll of honour, a woollen blazer with silken tie and a cash award of Rs. 20,000/- which will be presented to the winners at a function for the presentation of awards to be held at a place and on a date to be determined by the Government of India.

Procedure:

Recommendations for the National Adventure Awards can be made by a recognised adventure foundation like National Adventure Foundation, Indian Mountaineering Foundation, Adventure Promotion Cell of the Army, Indo-Tibetan Border Police or by the State governments.

The Awards will be made in respect of a calendar year and entries will be sent by the authorised organisations by a date specified by the Government of India. Entries will be sent in a proforma giving the past performance of the persons recommended in general and for the year of the Award in particular.

The last date of entry may be relaxed at the discretion of the Government of India in exceptional cases.

11. National Youth Award Scheme

Background:

The National Youth Awards are given annually by the Department of Youth Affairs and Sports as part of the observance of the National Youth week to young persons in the age group of 15-35 years and to voluntary organisations to encourage a sense of responsibility towards the community.

Objectives:

The basic objectives are: -

- To provide young persons between the ages of 15-35, a challenge to achieve excellence in the field of national or social service
- To encourage young people to develop a sense of responsibility to their community and to improve their personal potential as good citizens and
- To give recognition to the outstanding work done by young persons and voluntary youth organisations for national development and/or social service.

Activities:

(i) Social work in the rural areas and urban slums (ii) promotion of national integration, adventure, culture and recreational activities (iii) non-formal and adult education programmes (iv) for improvement of the conditions of the persons belonging to the weaker sections of the society, SC/ST and tribal areas and (v) popularisation of the nationally accepted values.

However, the state governments may identify priority areas and call upon their youth to concentrate their efforts in these fields.

Eligibility:

In addition to the general conditions mentioned earlier in chapter 5, the voluntary organisations to be eligible for the Youth Award, should (a) be in a position to secure involvement on a voluntary basis of knowledgeable persons for furtherance of its programmes (b) have rendered service in the relevant field for at least three years and should also be engaged in the field for at least two years after the conferring of the award (c) not have been conferred such as award earlier.

Financial Assistance:

- Each of person selected for the award would be given a medal, a scroll and a cash award of Rs. 5,000/- for outstanding youth work.
- In the case of a voluntary youth organisation, the amount of cash award would be Rs. 1,00,000/-
- In addition, the young persons and the representative of the voluntary agency selected arrangements for their stay will also be made.

12. Scheme of Youth Development Centres(YDCs)

Background:

In order to give chance for participation of rural youth in development activities the scheme for setting up youth development centre for a group of 10 villages each was introduced during 1994-95. The Development Centres provide an intermediate tier between the youth clubs at the village level and NYK at the district level.

Objective:

- To provide the rural youth opportunities for full participation in developmental and recreational activities by providing minimum infrastructure.

Implementings Agency:

Entirely through Nehru Yuva Kendra Sangathan.

Eligibility:

Any youth club to be eligible to become a youth Development Centre and to be financed under this scheme, should fulfil the following conditions:-

- Must be active and registered under the societies registration Act XXI, 1960 for atleast three years.
- Must have a building of its own or on lease with minimum carpet areas of 500 square feet and with adequate infrastructure.
- Must have savings account with local post office or nationalised bank with minimum of Rs. 5000/- as balance for last 6 months.
- Must have properly elected executive committee.
- Must have proper books of accounts with audited statement, minutes of meetings and annual reports etc.
- A Preference will be given to youth clubs which have been awarded at District, State or National level, or are situated in a large village or are centrally located in a cluster of villages have shown ability to mobilise resources from other agencies and also from within the community.

Salient Features of the Scheme:

(a) Facilities at YDCs

The minimum facilities available at YDCs should include: Vocational guidance, information about schemes and programmes, regular sports activities and tournaments, cultural programmes, library facilities with books and magazines of interest of youth, desirable facilities may include: TC/VCP, facilities to listen to radio programmes, telephone, vocational training, sports equipment's and any other facility according to local needs.

(b) Resource Mobilisation/Assistance:

The resource mobilisation by youth clubs, NYKS and the Deptt. Of Youth affairs and Sports include the following pattern.

- Youth Club: Would contribute the building, electricity, drinking water supply and basic furniture.
- NYKS: From its internal resources will finance the purchase of Sports equipments, equipments for cultural activities and vocational training, books and magazines, informational materials on developmental schemes.
- The Department of Youth Affairs and Sports would provide one time assistance for the purchase of colour TV/VCP, initial charges for telephone connection audio/video cassettes, almirahs, storage boxes or any other durable items.
- The YDCs have to mobilise their own resources from different sources such as e.g. monthly subscriptions from members, assistance from government departments or autonomous bodies etc.

Procedure:

Proposals in the prescribed format (Appendix IX) will be invited by the respective NYKS youth coordinators and to be routed through Gram Panchayat/Municipality concerned for recommendation. The applications are then to be forwarded by the youth coordinator alongwith his/her recommendations, and channelled through regional coordinator.

13. Youth Development Studies/ Research/Evaluation and Publications

The Department of the Youth Affairs and Sports have been providing financial assistance to voluntary agencies under the scheme of assistance for various youth development studies/research, evaluation and publications activities. The Rajiv Gandhi National Institute of Youth Development has been set up at Sriperumbudur (Tamil Nadu) to function as an autonomous body, registered under the Societies Registration Act, 1860 with the objectives of documents, research and evaluation for all youth related activities in the country.

14. International Programmes

(a) Commonwealth Youth Programme (CYP)

The CYP programme came into being in 1974 with the overall purpose of promoting the development of youth in the Commonwealth. The programme encourages and supports the youth in the process of national development and provides opportunities for increasing international understanding. This programme is mainly financed by the member countries. Besides, as a host country for regional centre for Asia region, India has provided building and basic infra-structural facilities for the Asia centre at Chandigarh.

(b) United Nations Volunteers (UNV)

United Nations Volunteers (UNV), created in 1970 under United Nations Development Programme (UNDP), is world's unique multilateral volunteer sending Scheme. It has become one of United Nations' foremost suppliers of middle and upper level specialist professionals at low cost, who work with national and international personnel in over 143 developing countries in a wide variety of technical, economic, professional and social fields offering practical response to their developmental needs. Presently, 39 Indian national are working abroad as UNV and 162 are on the roster of UNDP awaiting assignments.

There is another component of UNV scheme known as UNV-Domestic Development Service (DDS). Under this, India sends volunteers selected from various voluntary organisations, to neighbouring countries to work at grass-root levels for assisting in the self-help efforts of local communities.

15 Scheme of Grants for Creation of Sports Infrastructure

Background:

The scheme of 'Grants for Creation of Sports Infrastructure' has been in operation for the past two and half decades. The scheme has been revised during the Ninth Five Year Plan and the revised scheme became

effective from September,1998. The thrust now is to set up at least one State level training centre in each State for training/coaching of teams and promising sportspersons.

Objective:

- To facilitate creation of sports infrastructure throughout the country.

Eligibility:

- The grant can be availed of by the State Governments/ UT Administrations, Local statutory Bodies such as Municipalities/Municipal Corporations/Notified Area Committees/Cantonment Boards and Registered Voluntary Organisations active in the field of Sports.
- The Voluntary Organisations should not have restricted/closed membership based on caste, sex, race or religion etc.
- The sponsors will have to give an undertaking that they will follow a project approach so as to ensure proper utilisation and maintenance of the facility/ infrastructure after it is created.
- Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti will be eligible to avail assistance for construction/ improvement of facilities in their schools.

Projects /Sports Facilities:

The grants shall be released for the projects that include:

- (a) development of playfields (b) construction of Indoor stadia/facilities (c) construction of outdoor stadia/facilities (d) construction of swimming pools (e) construction of water sports infrastructure other than swimming pool (such as jetty, boat houses etc.) (f) construction of winter sports infrastructure (such

as skiing slope, ice-hockey field etc.)(g). construction of shooting ranges (h) construction of skating rinks.(i) construction of velodromes.(j) construction of sports hostels.(k) construction of additional facilities in existing sports projects.

- In case of schools, grants would be provided for the projects such as:- i) development of playfields, ii) skating rink with outdoor cement concrete floor, iii) athletic track with a hockey/football/cricket ground. iv) Indoor sports hall of size 17mt.x. 17mt.x7mt. swimming Pool of 25x31metre. dimensions.

Financial Assistance:

- Financial assistance shall be rendered subject to the cost being shared between the Union Government and the sponsoring Agencies/State Government concerned in the ratio of 75: 25 in respect of the Special Category States such as Arunachal Pradesh, Assam, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and Hilly and Tribal areas in other States/UTs. In case of other areas, the Central Assistance will be in the ratio of 50 : 50.
- In case of Schools, they have to provide 50% of the estimated cost of the infrastructure.
- The total maximum Central assistance would be limited to Rs.5 lakh.
- No financial assistance would be admissible to public/private schools. In case of a sports school for training of sportspersons, the total maximum central assistance would be limited to Rs.50 lakhs. Only one sports school to be developed by State Government/UT administration shall be eligible for this assistance.
- The Central assistance for voluntary organisations and other agencies (other than schools) will be limited by the ceilings indicated below against each sports infrastructure:-

Procedure of Application:

Type of project	Estimated cost (in Rs. Lakh)	Ceiling of special Category States/ Hilly/ Tribal Areas (in Rs. Lakh)	Assistance in other Areas(Rs. in Lakh)
(A) Play Field			
Football, Cricket Hockey field	3.00	2.25	1.50
Cricket Ground with or without pitch	4.50	3.38	2.25
Grass /Clinder 8 lane 400 metre Running Track.	1.50	1.13	0.75
Tennis Court (murrum) Asphalt (Concrete)	2.00	1.50	1.00
Basketball Court (murrum) Asphalt (Concrete)	2.00	1.50	1.00
Volleyball mud plastered court	0.60	0.45	0.30
(B) Indoor Stadium/Facility			
Category I size not less than 40X25X12.5 metres with wooden flooring, change room & toilets etc.	120.00	90.00	60.00
Category-II size not less than 35x19x12.5 metres, with wooden flooring, change rooms, toilets	90.00	67.50	45.00
Category-III size not less than 17x17x7 metres, with change rooms and toilet facilities.	40.00	30.00	20.00
(C) Outdoor Stadium/Facility			
Category-I Field size not less than 180x100 metres. with 8 lane grass/cinder running track, change rooms and toilet facilities.	36.00	27.00	18.00
Category-II Field size not less than 180x100 metres. With 6 lane grass/clinder running track, change rooms & toilet facilities.	30.00	22.50	15.00
(D) Swimming Pool			
Category-I 8-lane swimming pool 50x21 metres,with filtration plant, Change, rooms, toilets, showers etc.	120.00	90.00	60.00
Category-II 6-lane swimming pool 25x13 metres,with filtration plant, change rooms, toilets, showers etc.	50.00	37.50	25.00
(E) Water Sports infrastructure (such as Boat House, Jetty etc.) Lump sum grant.	50.00	37.50	25.00
(F) Winter Sports infrastructure (such as skiing slope, Ice-Hockey field, Ice-skating rink) Lump sum grant.	50.00	37.50	25.00
(G) Shooting Range	40.00	30.00	20.00
(H) Skating Rink	4.00	3.00	2.00
(I) Velodrome	48.00	36.00	24.00
(J) Sports Hostels 80 bed independent, suitably divided into boys & girls wings with at least 30 bed for girls.	60.00	45.00	30.00

All the applications must be made in the prescribed form given in Appendix IV). It should be filled in properly and must be accompanied with required documents as mentioned in the appendix X. All such applications should be routed through concerned State Govt./UT Administration, which shall forward the same by endorsing them (Appendix X A). The applicants have to send proposals for various kinds of sports infrastructure in accordance with the dimensional and other specifications laid down from time to time for that kind of infrastructure.

16. Grant of Rural Schools for Purchase of Sports Equipment and Development of Playground

Background:

The scheme was originally conceived and approved in the year 1988-89 and was revised in 1991 and 1998 in order to liberalise and for hilly and tribal areas in particular. Assistance under this scheme can be availed for development of playground or for purchase of consumable or non-consumable sports equipment.

Objective:

The objective of the scheme is the development of physical education and sports in secondary and senior secondary schools situated in rural areas.

Eligibility:

- Schools situated in rural areas and having the following facilities shall be eligible for assistance under the scheme:- This school should have a playground of the standard size for the sports discipline, equipment for which assistance are sought to be purchased. In case of hilly areas, the estimates for development of playground may include provision for fencing also. A list of standard sizes of playground for various disciplines is given at Annexure-I.
- The school should have minimum of 200 students on its rolls.
- The school should, preferably, have in its employment, a full-time teacher in physical Education who should hold a degree/diploma/certificate in physical Education

from a recognised University/Institute.

- The school must be in a position to provide a sum of at least Rs. 10,000/ p.a. for maintenance and utilisation of the equipment and for the purchase of consumable stores.

Financial Assistance:

- Total Central assistance upto Rs. 1.50 lakh would be given under the scheme. However, the maximum grant for non-consumable sports equipment, development of playground and consumable sports equipment would be restricted to Rs. 1 lakh, Rs 1.20 lakh and Rs. 25,000/ respectively. This assistance would be given in two instalments in the ratio of 75:25 of the approved grant.
- Assistance for purchase of multi-gym equipment can also be availed of provided the school has a room of at least 20 X 12 mts size, exclusively for housing this equipment.
- The assistance will be limited to one school per block and shall not exceed two schools per block for a Five Year plan.

Procedure for Applying:

The application under the scheme should be forwarded by the District Sports officers or District Education officer of the State/UT in the prescribed proforma (Appendix XI) duly filled up in all respects after countersigning the prescribed proforma. And advance copy of the same may be sent to the Department of Youth Affairs & Sports (DYAS), Govt. of India, with a copy to the concerned Director/Deputy Secretary of the State Government.

17. Promotion of Sports and Games in Schools

Background:

The Department of Youth Affairs & Sports had launched in 1986, a scheme with a view to raise the standard of sports at the school level and to encourage participation in inter-school competitions. This scheme was reviewed in 1992 & 1998.

Objective:

- To generate interest in sports and games among the school children but also to place greater emphasis on the organisation of tournaments at various levels.

Implementation of Scheme:

The disciplines of the tournament will be those which are included in School Games Federation of India (SGFI) tournament schedule.

Fund under the scheme will be placed with the State Director (Education), who will be responsible for implementing the scheme. School Games Federation of India (SGFI) and Sports Authority of India (SAI) will be associated with implementation of the scheme.

Salient Features of the Scheme:

(a)Events: Each district would identify, apart from Athletics, four other discipline. These disciplines will be identified on the basis of their popularity, specialisation and tradition of the district.

(b)Tournaments: Inter-school tournaments under this scheme would be organised in the identified disciplines in each district separately for boys and girls. The time schedule for district/state level tournaments will be determined by the concerned States as per the convenience of schools.

- The best school teams of each district in their identified disciplines will participate in the State level.
- The best school team of each State will take part in the National level Inter-State tournament which will be organised by the School Games Federation of India (SGFI) preferably in the month of January each year. Financial assistance will be given to SGFI for the organisation of National level tournaments.
- The scheme does not put any restriction on organising Inter-School tournaments in disciplines other than the identified ones in the district. However, only the identified disciplines would qualify for financial support under the scheme. At the State and National levels, the tournaments would be organised in all recognised disciplines. For disciplines other than the ones identified as above the state Government/Districts may provide the necessary financial support.
- Organisation of Tournaments: (i) District level: District level tournaments will be organised by a Committee formed under the Chairmanship of the District Collector. (ii) State level: There will also be a State-level Committee under the Chairmanship

of Secretary (Education)/Secretary, (Sports) to be determined by the State Govt. Director Sports, Director of Education/Physical Education, two eminent sportspersons, preferably Arjuna Awardees and two representatives of State Sports Department will be the members of the Committee. Director (Sports) will be the convenor of the committee.

Financial Assistance:

- The Department of Youth Affairs and Sports, Government of India, will give a grant calculated @ Rs. 50,000/- for each district for organising the Inter-school tournaments in the identified disciplines. This grant will be placed at the disposal of Director (Sports) of the State/UT. for allocation to the district keeping in view their number of schools and other requirements.
- The States/UTs will also be given a grant of Rs. 2 lakh each for organising the State-level tournament and for meeting the travel expenditure of sportspersons taking part in the national school games.
- Prize Money: - (i) The State that performs the best in the National level tournament will be given an award of Rs. 1 lakh alongwith a Rolling Trophy. The trophy will be named after one of the most eminent sportspersons in the country. (ii) The State will also have a Rolling Trophy for the best performing district. This trophy will be named after one of the most eminent sportspersons of the State. The State Government shall also give a cash award, to be decided by the State Government, alongwith the trophy to the best performing district. The State Govt. may also give prize money to the members of the winning team. (iii) Similarly, the best performing school team at the district level will be given a Rolling Trophy named after one of the most eminent sportspersons of the district alongwith an appropriate cash award to be decided by the District Collector.

18 Scheme of Grants for Promotion of Spots in Universities and Colleges

Background:

The scheme of “Grants for Games and Sports in Universities and colleges” has been revised so as to make it more result oriented. It came into force w.e.f. 22

June 1998.

Objectives:

- To promote sports among the students of universities and colleges including professional colleges like agricultural, needical and engineering etc.

Programmes and Activities:

The Scheme is designed for:- (I) Creation of Infrastructure (II) Coaching and Tournaments

A. Creation of Infrastructure

Eligibility:

A college shall normally be entitled for grants for the development/upgradation of the playground and for supply of non-colleges having substantial enrolments, creditable past performance in the field of sports in inter-university tournaments and having goaad hosted accomodation shall be eligible for assistance for creation of sports facilities. In addition, the financial capability of the institutions shall also be taken into consideration by the Sanctioning Authority.

Financial Assistance:

- For development of playgrounds and creation of sports infrastructure, the cost sharing between the government of India and the universities/colleges will be in the ratio of 75:25 in respect of special category of states (viz. Arunachal Pradesh, Assam, Himachal Pradesh, J & K, Manipur, Meghalaya, Mizoram, Nagaland, Skkim & Tripura) as determined by the Planning Commission, and 50:50 basis in respect of other states subject to certain ceiling limits.
- Type of Projects for which assistance is available include: (i) play field for football, cricket, hockey, tennis court, Basket ball court, Volleyball court, Running track etc. (ii) Construction of Indoor Stadium/facilities (iii) swimming pool (iv) purchase of non-consumable sports equipment.
- For purchase of non-consumable sports equipment the central government’s assistance is limited to Rs. 3 lakh per applicant without any matching share from the institutions.
- Improvement/addition/alteration to the existing sports facilities may also be considered provided no such assistance was availed for the construction of these

facilities.

- Only one project will be sanctioned for an institution during one Plan period.
- To work on the project must start within six months from the date of sanction failing which, the sanction may be withdrawn.

Procedure:

The applications in the prescribed form (Appendix XII) should be submitted to the Department through the channel as indicated below:-

Applicant	Channel
General Colleges and Colleges of Physical Education	Through the affiliated University
Universities	Directly to DYAS
Agriculture Colleges/Universities	ICAR
Engineering Colleges	AICTE
Medical College	Medical Council of India

B. Inter-University Tournaments

Financial Assistance:

- Assistance will be given to Association of Indian University for conducting holding tournaments at three levels.
- The total maximum permissible grants for all these levels is estimated separately to be the tune of Rs. 37.55 lakhs.
- Prize Money: Rs one lakh earmarked for each of the 20 disciplines to be awarded to the Universities taking first, second and third positions @ Rs. 50,000/- Rs. 30,000/- and Rs. 20,000/- respectively. Affiliation fee amounting to Rs. 50,000/- which AIU has to pay to the various National Sports Federations for participation of Indian Universities’ teams in important national competitions.
- An administrative expenses amounting to Rs. 4.5 lakh will be given for salaries, TA/DA etc.
- Contingencies for postage, stationery, telephones, telegrame etc. will be 10 percent of total grant subject

to a ceiling of Rs. 3.5 lakhs.

- Awards: The winner universities in the inter-university Tournaments shall be entitled to receive prizes of Rs. 1 lakh, Rs. 50,000/- & Rs. 25,000/- for first, second and third positions respectively.
- The overall winner university shall receive the Maulana Abul Kalam Azad (MAKA) Trophy, which is a running trophy.

C. Participation in Foreign Tournaments

No participation in foreign tournaments is permitted unless proceeded by coaching/training camps. Government provides expenses towards: air passage cost, boarding and lodging, airport tax, visa fee, entry fee, pocket expenses @ 25 US \$, playing kit, contingencies etc.

D. Coaching/Training

Government provides the cost of coaching/training of the combined university teams in a limited number sports disciplines with a view to prepare them for meaningful participation in open National Championships or any other tournaments national or international.

The Coaching/Training shall be conducted by the Association of India Universities (AIU). AIU will decide about the scheduling of the coaching/training camps. AIU will obtain prior, sanction of the government for each camp, at the beginning of the year. Government will bear the travelling expenses of the athletes (limited to the single second class rail fare plus sleeper reservation charges through shortage route from the place of residence to the pace of the camp). Where rail services are not available, it would be the actual bus fare of ordinary class.

19 Scheme of Assistance to National Sports Federations

Background:

Sports and games have been widely recognised as an essential ingredient of Human Resource Development. The Government of India attaches considerable importance to development of sports in general and achieving excellence in the olympics and other international events in particular. It has been the endeavour of the Govt. to streamline the procedures for

effective coordination among various agencies involved in promotion of sports and extend required infrastructure, training and other facilities to the sportspersons for achieving excellence in the international sports events in the coming years.

It has always been the policy of Government of India to support and encourage the voluntary organisations for development of games and sports in the country. Generally, the voluntary sports body at National Level (hereinafter referred to as Federation) has a corresponding State/UT level body affiliated to it which in turn, has affiliated District level/local level voluntary sports bodies.

Over the years a number of National Sports Federations (NSFs) have come up for development of specific games/sports disciplines. These Federations have been actively supported by the Government of India in achieving their objectives. Existing Guidelines for assisting National Sports Federations have been reviewed and revised with effect from 10th July, 1997.

National Sports Federation shall be fully responsible and accountable for the overall management, direction, control, regulation, promotion, development and sponsorship of the discipline for which they are recognised by the concerned International Federation. They will be expected to discharge these responsibilities in consonance with the principles laid down in the Olympic Charter or in the charter of the India Olympic Association or the relevant International Federation, as the case may be.

Conditions for Eligibility:

- For NSFs to be eligible for financial assistance and sponsorship, organisations must maintain their Recognised status with the Department.
- Further in order to be eligible for assistance the national sporting organisations must meet the following criteria:
 - be in existence and operating effectively for at least three years after recognition (this should be supported by annual reports and financial statements for this period).
 - follow proper, democratic and healthy management practices which provide for greater accountability and transparency at all levels.
 - have proper accounting procedures at all levels and

- produce annual financial statements.
- produce an annual report within six months of completion of the year.
- have impartial and transparent selection procedures.
- provide a positive exposure to the Department of Youth Affairs and Sports as a major sponsor of sports in India.

Salient Features of the Scheme:

- A clear demarcation and identification of the role and responsibility of the agencies involved in sports development and promotion. A clearly defined criterion for determining priority categories for Government assistance.
- **Priority Sports:** The Department has reviewed the system by which sports disciplines were assigned priority status in the past and has evolved a set of criteria, listed against each category, which have been used to assign a particular discipline to a category. The list of disciplines in the respective categories are given at Annexure I.
- Three category of sports have been identified under the scheme as mentioned below:-
 - (a) **Category A:** Sports which are included in Olympic Commonwealth and Asian Games and where standards are at, or close to, international competitive levels, and where the teams or individuals are likely to win medals in future.
 - (b) **Category B:** Sports, which are included in Olympic, Commonwealth and Asian Games, and where there is a proven aptitude but not yet close to international competitive levels.
 - (c) **Category C:** Other sports, not covered in categories A & B including sports for the physically handicapped youth.

Financial Assistance:

- The flow of funds to NSFs, will be from two streams: (i) From Grants to National Sports Federations; (ii) From other Schemes of the Department.
- The items for which the Department will continue to provide assistance to NSF under grants to National Federations will be as under : (i) For training requirements (including coaching camps in India, training abroad, hiring of coaches/equipment etc.); (ii)

For purchase of equipment; (iii) For participation in tournaments abroad; (iv) For hosting and holding tournaments in India including international tournaments; (v) For administrative support.

- Grants to National Federations: National Sports Federation in category “A” & “B” may avail assistance as indicated below. National Sports Federations in category “C” shall, however, be entitled for assistance for holding National Championships.

I Coaching Camps:

Financial Assistance:

- Full assistance will be provided for approved coaching camps at scales to be notified by the SAI. This will cover to and for journeys by first class Rail for Senior Players and by second class Rail for Junior and Sub Junior players from place of residence, board & lodging, training Kits, medical coverage and insurance.
- Assistance will be provided by the SAI for required equipment for national camps. The equipment will be owned and maintained by the SAI.
- National Sports Federations may also be assisted for purchase of sports equipment/sports sciences equipment for training/competition upto 75 per cent of the cost.
- For Participation in International Competitions and Training Abroad assistance is given subject to availability of funds, assistance for participation in international tournaments and for training abroad in case of teams/sportspersons may cover the following:-
 - **Air Passage Cost :** This will include to and international/domestic travel by excursion/economy class, visa fees, airport tax, incidentals on account of inter-airport transfers, and insurance.
 - Board and Lodging for teams including Coaches

Procedure:

Application on prescribed form (Appendix XIII) may be made at least six weeks in advance to ED (Teams), SAI.

II National Championships:

Financial Assistance:

- Federations organising the Championship at National level may be assisted at rates, subject to the following

conditions, provided that in case more than one Championship is held at the same venue and at the same time, the ceiling shall be restricted to Rs. 3.00 lakhs at the maximum.

- Senior (men & women) : Rs. 1.00 lakh
- Junior (men & Women) : Rs. 2.00 lakhs
- Sub-Junior (men & women) : Rs. 3.00 lakhs
- In case, however, men and women championship is organised separately, only 50% of the total grant shall be released. For calculating the assistance boarding & lodging and transportation cost at the rate of Rs. 300/- per head for 'A' class cities and at the rate of Rs. 200/- per head for other cities subject to the ceilings of Rs. 90,000/- for championship at (i) Rs. 1.80 lakh for championship at (ii) and Rs. 2.70 lakhs for championship at (iii) above. In addition, Rs. 10,000/, Rs. 20,000/- and Rs. 30,000/- respectively for championships at (i) to (iii) above will be given to Federation/Association for actual rent of playfields and cost of consumable equipment including certificates and medals.
- Grants shall be released in the following pattern:-
 - 75% of the affiliated units participate. In case percentage of participation is between 50 and 74.9, Government grant will be reduced by 25%. However, no grant will be payable for participation below 50%.
 - free boarding and lodging is provided to the sportspersons by the organisers. For its purpose 'sportspersons' will include coach, manager, referee, doctor and masseur accompanying the teams.

Procedure:

Application on the prescribed proforma (Appendix XIII A) will be sent to DYAS with a copy to ED (Teams), SAI, three months before the date of the championship.

III International Tournaments

Financial Assistance:

- Government will provide assistance to the National Sports Federations for holding of international tournaments in India as per the following scales :
 - World Cup/World/Commonwealth/Asian

Championship : Rs. 5.00 lakhs

- Other International tournaments : Rs. 3.00 lakhs
- The reimbursement of expenditure on boarding, lodging and transportation will be @ Rs. 1,000/- per head per day in 'A' class cities and Rs. 700/- per head per day in other cities subject to ceiling of Rs. 4.50 lakhs for tournament at (i) and Rs. 2.70 lakhs for tournament at (ii) above.
- In addition, Rs. 50,000/- in case of category (i) and Rs. 30,000/- in case of category (ii) above will be given to Federation/Association for actual rent of playfields and cost of consumable equipment including certificate and medals. The application for financial assistance will have to be submitted to Government three months prior to the event alongwith details indicating the number of countries, players and officials expected to participate in the event.
- 75% of the amount indicated at paras 8.7 and 8.8 above will be released before the event. The balance will be released on receipt of a report from the National Sports Federation/Association giving a statement of actual expenditure certified by a practising Chartered Accountant on the basis of participation of sportspersons per day in the event.

Procedure:

The application for financial assistance in prescribed proforma will have to be submitted to DYAS with a copy to ED (Teams), SAI three months before the date of the championship.

IV Cultural Exchange:

Financial Assistance:

Subject to availability of funds, National Sports Federations, may be assisted for meeting expenses on local hospitality of foreign teams visiting India under Cultural Exchange Programme on quid pro-quo basis i.e. similar facilities being extended to Indian teams while visiting the said country. Local hospitality shall cover boarding, lodging, internal travel and such other expenses as are provided for the Cultural Exchange Programmes.

Procedure :

Application in this respect may be submitted in the proforma at Appendix XIII B for teams going abroad and

in proforma Appendix XIII C for teams coming to India, under such programmes. These applications will be submitted to DYAS 3 months before the event with a copy to SAI.

20 Scheme of National Welfare Fund for Sports Persons

Background:

The Scheme for the National Welfare Fund for Sportspersons shall extend to cover whole of India.

Objectives:

- To provide suitable assistance to sportspersons injured during the period of their training for competitions and also during the competitions, depending on the nature of the injury;
- To provide suitable assistance to outstanding sportspersons who bring glory to the country in international field and who are disabled as an after-effect of their strenuous training or otherwise and to provide them assistance by way of medical treatment or through grant of monthly pension or both, depending on the merit of the case;
- To administer and apply funds to promote the welfare of the sportspersons generally in order to alleviate distress among them and their dependants in indigent circumstances;
- To administer and apply the funds of the Fund for active sportspersons individually or collectively as a group;
- To encourage and provide assistance in cash or kind (sports equipments, kit, etc.) to budding sportspersons, in their pursuit for achieving excellence in sports;
- To do all other things which are incidental to the above objectives.

Financial Assistance:

- A lump sum financial assistance to a sportsperson or his family may be granted under the scheme:-
 - in case of sustaining a fatal injury during training for, or participation in, an international competition, subject to a maximum of Rs. 1.00 lakh;
 - in case of the sportsperson sustaining injury other than a fatal injury, subject to a maximum of Rs. 40,000/- provided that the assistance shall in no

case be less than Rs. 2,000/-.

- **Pension :** A monthly pension may be provided to an outstanding sportsperson in indigent circumstances:-
 - in the case of an outstanding sportsperson who is permanently or indefinitely incapacitated for service or otherwise, of a sum not exceeding Rs. 2,500/- and
 - in other cases, of a sum not exceeding Rs. 2,000. Provided that in either case the period for which the pension would be available (including life pension) shall be determined by the Committee.
- Assistance to Families of Outstanding Sportspersons: A lump sum financial assistance, not exceeding Rs. 4,000/- in each case, may also be provided to the families of outstanding sportspersons in indigent circumstances.
- Assistance for Medical Treatment : A financial assistance, not exceeding Rs. 40,000/- may also be provided for medical treatment of an Outstanding Sportsperson in indigent circumstances.
- Provided that an 'Outstanding Sportsperson' getting benefits under any other scheme, like insurance scheme, etc. may be provided assistance not exceeding Rs. 5,000/- as an immediate relief for medical help.
- Assistance to Sports Promoters : A lump sum financial assistance, not exceeding Rs. 10,000/- may be provided to television or radio sports commentators, referees, coaches, umpires and other categories of sports promoters, who were eminent, but were not well off and are in indigent circumstances.
- Discretionary powers to the Chairperson : The Chairperson may sanction the assistance in deserving cases even to those who, technically, are non-eligible, depending upon the facts and circumstances of each case. The Chairperson will have the discretion to decide the quantum of assistance. The Chairperson of the Committee may stop giving grant if he thinks it necessary to do so and for reasons to be recorded in writing, withhold or reduce any undisbursed grant, whether of a recurring or a non-recurring nature, made under this Scheme.

Procedure for Applying:

An application for financial assistance from the Fund shall be made in the prescribed proforma (Appendix XIV)

and addressed to the Member-Secretary/Treasurer, National Welfare Fund for Sportspersons, Department of Youth Affairs & Sports, Ministry of Culture, Youth Affairs and Sports, Shastri Bhawan, New Delhi - 110001

All applications for financial assistance from the Fund shall be considered and disposed of by the Committee. In cases of urgency, the Chairperson of the Committee may consider and dispose of such an application.

21. Scheme of Grant for Installation of Synthetic Playing Surfaces

Background:

The scheme of 'Support for Installation of Synthetic Track and Artificial Surfaces' was launched by the Government of India in the beginning of the Seventh Plan. Initially assistance was given for athletic tracks and hockey turfs, other synthetic surfaces such as volleyball, basket ball, badminton, tennis etc. are made eligible for assistance under the scheme.

Objectives:

- To familiarise the players with synthetic surfaces from the beginning of their sports career so as to equip them with appropriate skills and training necessary for participation in international competitions.
- To provide synthetic surfaces which can be used throughout the year and can sustain high intensity of use.
- To provide consistency of performance and to reduce risks of to the players/athletes.

Eligibility:

State Government/U.T. Administration, State Sports Council, Sports Authority of India, State Sports Authorities, National Sports Associations/Federations, Services Sports Control Board, Railway Sports Control Board, Local Bodies, Universities/Colleges/Schools/ Public or Private Sector Enterprises who are Running Sports Academics or Sports Hostels.

Financial Assistance:

- The quantum central assistance will be 50% of the total cost of installation including cost of drainage, sprinkler system etc subject to a ceiling of Rs. 10 million.
- However, special category States such as Arunachal Pradesh, Assam, Himachal Pradesh, Jammu and

Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura will be eligible for 75% assistance subject to a ceiling of Rs. 10 million.

- Assistance will be provided for competitions as well as training surfaces. The competition surfaces will generally be limited to one per State. The locations of installation should have adequate facilities at least for players, athletes, officials/referees, administration, maintenance and hostel.
- No grant is permissible to the User Agencies for locations where S.A.I centre has already such provision.

Procedure:

Application for assistance under the scheme shall be submitted to the Department on the prescribed form (Appendix XV) and all applications must be routed through the concerned state government/UT Administration. The application form must be accompanied by a soil test report in the prescribed format (Appendix XV-A).

22 Rural Sports Programme

Background:

The scheme of Rural Sports programme was launched by the Department of Youth Affairs & Sports, Government of India in the year 1970-71 with a view to broad-basing games and sports and tap the hidden talent in rural areas. The scheme is being operated through the Sports Authority of India. The present scheme lays emphasis on arranging tournament in rural areas and at the Block, District, State and National levels. It also includes a special component for the North Eastern Region, namely the North-East Sports Festival.

Objectives:

- To generate sports consciousness and mass participation in sports in rural areas.
- To strengthen sports at the grass-root level.
- To provided opportunity to rural youth to get noticed for further nurturing.
- To encourage sports in the North Eastern Region

Eligibility:

- The participant must be working/studying and residing

in rural area for the last two years. For the purpose of the rule, areas covered under Town Area Committee and Notified Area Committee shall also be included as rural area. Only areas under Municipal Corporations and Municipal Committees would be excluded.

- The participants should not have taken part earlier in open State/National level competitions other than rural sports.
- The age of the participants should be below 16 years of age as on 31st December of that year.
- The competitions in the tournament will be organised in accordance with the rules of the game as approved by the National Sports Federation and applicable to the National Championships.

Financial Assistance:

- Rural Sports Tournament: Rural sports tournaments shall be organised in selected disciplines viz. Athletics, Tug of war, Archery, Hockey, Kho-kho, Kabaddi, Weightlifting, Volleyball, Wrestling, Football (Boys only), at Block, District, State and National level. However, the State Government may organise tournaments in any other indigenous sports, popular in the area at block, district and State level.
- The Central Government shall provide assistance at the scales mentioned below:
 - National Level Tournament: The National level tournament separately for men and women shall be conducted by Sports Authority of India (SAI). A Financial assistance of Rs. 2 Lakh per discipline will be available for organising these tournaments in various State by rotation. This would include boarding and lodging charges at the rate of Rs. 60 per day per person; charges for sports equipment, ground preparation and technical official fee. Minimum 12 entries will be necessary for the conduct of national level tournaments in each discipline.
 - State/UT level Tournament: The State/UT level tournaments shall be organised by the State/UT Governments. Assistance for holding the State level tournaments will be provided at the rate of Rs. 30,000/- per discipline. In the case of Union Territories this assistance will be at the rate of Rs. 15,000/- per discipline.
 - Block and District Level Sports Tournaments: The rural sports tournaments at the Block and District levels will be organised by the State/UT Government from their own resources.
- No separate assistance for distributing prizes at the Block, District and State level tournaments will be provided to the State Governments.
- For National level tournaments, an assistance of Rs. 75,000/- for each group will be given to SAI for the following purposes :-
 - Medals upto the first three places in individual and team events and shields for the winners and runners-up places in the team championships for every discipline included in the festival. Besides, running trophies for the overall best place and the second place shall be given on the basis of the points secured by the participating States in the competitions for various disciplines.
 - Merit Certificates to the winners of first three places in individual and team events and participation certificates to all the participants including officials.
 - The Winners of Gold Medals in individual and team events in the tournament may also be awarded utility prizes costing upto Rs. 1500/- in each case. Apart of the expenditure on the special prizes may be arranged through contributions from Public/Private Sector Enterprises.

FORMAT

APPENDIX-I

Scheme of Financial Assistance for Promotion of Adventure Programme

(Other than Purchase of Equipment) (Advance copy of this application may be submitted)

Note:- Application should be complete in all respects Incomplete application will not be considered.

- 1 Name of the applicant (in block letters).
Address.
State/U.T.
- 2 Details of the programme for which assistance is sought. (Please give dates, destinations and actual number of days of the programme on a separate page).
- 3 No. of beneficiaries (Enclose a list giving Name, Father's name, age & address-Persons in the age group of 10-35 years only are eligible).
- 4 Sponsoring Authority (Not required in case of State Govt/U.T. Administrations and universities).
- 5 Details of the available expertise. If a training Institute, full details of the available resources, etc. must be given (Names of experts with their Bio-data must be enclosed please also give maps/ sketches/ route charts clearly indicating the relevant areas).
- 6 List of existing equipment, if any, with detail.
 - a) If all equipment required for the project is not available, please state in detail how you propose to acquire it and whether the loaning or hiring authority (give its name & address) has approved this loan or hire (copy of sanctions to be enclosed).
- 7 Whether any assistance received previously for such programmes from this Department?
If so, give details thereof (sanction letter No., date, amount, purpose, etc.). Yes No
- 8 a) Have you settled accounts of above earlier assistance? If so, give reference of letter. Yes No
- 9 Total estimated expenditure on the programme, with detailed break-up.
- 10 Details of sources which have been requested to provide assistance for the project and the quantum thereof:

Sources	Quantum of assistance applied for		Quantum of assistance Sanctioned for	
	Capital	Non-Capital	Capital	Non-Capital

- (a) Central Govt.
- (b) State Govt.
- (c) Public Sector Undertaking.
- (d) Private Donors:

Name

Quantum

- (i)
- (ii)
- (iii)

How do you propose to meet the balance expenditure if Central Government assistance according to norms (given at the end of this form) is made available and there is a shortfall after adding the amounts from all the sources given in column 9 above.

Is it a voluntary organisation? If yes, state. Yes/No

Whether registered under the Societies Registration Act, 1860 or any corresponding State Act or a Public Trust established under any law for the time being in force? Yes/No

If so, indicate. Yes/No

Registration number; Date of registration. For how long functioning in the field. Achievements upto date (Please add annual report for the last 3 years).

Indicate Whether annual statements of accounts and balance sheets for last 3 years attached.

Yes/No

Is registered Society/ Voluntary Organisation totally funded by the Government? Yes/No

If yes, State why the demands could not be included in your budget. Yes/No

Is it a non-Government educational institution? Yes/No

If yes, state Yes/No

Whether recognised by the State Government.

Whether in receipt of regular grants from the state Government? Yes/No

If so, give details of the grants received during the last 3 years.

Please indicate whether annual statements of accounts and balance sheet for the last 3 years attached. Yes/No

Place:

Dated:

**Signature of the Applicant
(with Office Stamp)**

APPENDIX-I(A)

Application for Central Financial Assistance for Purchase of Equipment for Adventure Programme

(Advance copy of this application may be submitted)

Note:-Application should be complete in all respects. Incomplete application will not be considered.

- 1 Name of the applicant (in block letters).
Address.
State/U.T.
- 2 Details of the programme for which equipment is proposed to be purchased.
- 3 No. of beneficiaries the proposed equipment will be used for at one time.
- 4 Sponsoring Authority (Not required in case of State Govt/U.T. Administrations and universities).
- 5 Details of the available expertise. If a training Institute, full details of the available resources, etc. must be given qualifications of instructors.
- 6 Existing equipment, if any, with detail.
- 7 Whether any assistance received previously for such equipment.
If so, give details thereof (sanction letter, date, amount, purpose, etc.). Yes No
- 8 a) Have you settled accounts of above earlier assistance? If so, give reference of letter. Yes/No
- 9 Total estimated expenditure on the purchase of equipment with detailed break-up. (Enclose 3 quotations from reputed dealers for purchase of equipment).
10. Total quantum of Central financial assistance required. How is it proposed to maintain and repair the equipment
11. Details of storage facilities available. If none, then detail how the equipment is proposed to be stored?
- 12 Whether financial assistance for the purchase of equipment in question is being sought from or Non-Governmental agencies?

If so, Indicate the quantum of assistance applied for and sanctioned. Yes/No

13. Is it a voluntary organisation? Yes/No

If yes, state

(i) Whether registered under the Societies Registration Act, 1860 or any corresponding State Act or a Public Trust established under any law for the time being in force? Yes/No

If so, indicate the Registration number; Date of registration.

(ii) For how long functioning in the field.

(iii) Achievements upto date (Please add annual report for the last 3 years).

(iv) Whether regularly maintaining audited accounts? Yes/No

If so, Please add statements of accounts for last 3 years.

14 The aims and objects of the Organisation. (Please add a copy of the rules and regulations of the Organisation).

15 Is it a Non-Government educational institution, or if an individual or group of individuals? Yes/No

If yes, state

16 Whether sponsored by the state Government. Yes/No

17 Whether in receipt of regular grants from the state Govt? Yes/No

18. If so, give details of the grants received during the last 3 years.

19. Whether audited accounts are maintained regularly. If so, attach detailed statements of accounts for the last 3 years.

Yes/No

20. If so, attach detailed statements of accounts for the last 3 years.

Place:

Dated:

**Signature of the Applicant
(with Office Stamp)**

APPENDIX-I(B)

Recommendation of the Sponsoring Authority

Recommended the proposal. Certified that the proposal and proforma are in order for financial assistance. It is also certified that the above mentioned organisation is a reputed organisation and nothing adverse about the above organisation or its programmes has come to our notice.

Place:

Dated:

**Signature of the Competent Authority
(with Office Stamp)**

APPENDIX-II

**Scheme of Exhibitions for Youth
Application form for submitting proposal(s)
(Advance copy of this application may be submitted)**

Note:-Application received in an incomplete form will not be entertained.

1 Name of the Voluntary Organisation(s)/Institution.

Address.

State/U.T.



2. Details of programme /activity for which assistance is sought (Detailed note to be enclosed).
3. Title of the exhibition.
4. Duration of the Exhibition.
Date.
5. Whether the organisation has the approval of District Collector/ Deputy Commissioner/District Organising Committee. Copy of approval of DC/DM or Minutes of the District Organising Committee or the approval of the concerned NSS Regional Centre to be enclosed. Yes/No
6. Whether it is voluntary organisation/Institutions? Yes/No
If so,
 - i) Whether registersd under the Societies Registration Act 1860 (Act XXI of 1860) or any corresponding State Act? Yes/No
 - ii) Whether the organisation seeking financial assistance is an All-India Organisation? Yes/No
 - iii) Whether the Organisation has any experience in youth work? Yes/No
 - iv) Whether the Organisation is housed in its own building or rented building? Own/Rented
 - v) Details of beneficiaries with number of students/ non-students/ males/ females/ members of weaker sections to be shown in separate categories.
 - vi) Whether there is staff and other facilities for undertaking/ organising the exhibition? Yes/No
If so, give details.
 - vii) Whether the organisation is in a position to meet whole or part of the expenditure on the project? Yes/No If so, indicate the source(s) and quantum of funds raised/ proposed to be raised.
 - viii) List of papers/ statements to be attached are.
 - a) Constitution of the Organisation.
 - b) Constitution of Board of Management/Governing Body.
 - c) Prospectus/note giving aims and objectives of the organisation with a copy of the rules and regulation for the functioning of the organisation.
 - d) Copies of Annual Reports, preferably for the last 2 years.
 - e) Copies of audited statements of accounts/balance sheet for the last 2 years.
 - f) A Statement giving details (year, purpose, amount etc.) of assistance received during the last 5 years from the Central Governments/State Government/ Local Bodies or any other quasi Government institutions for organisations of any exhibitions, if any.
 - g) List of additional papers, if any.
 - h) Additional information, if any.
 - i) Recommendations of the State Government/Union Territory Administration/ NSS Regional Centre.
7. Items of Exhibition to be prepared/ displayed (Give broad list indicating name of item, number, expected cost etc.).
8. Estimates of expenditure on each item.
9. Utilization of the materials after the Exhibition is over.
10. Details of beneficiaries (Give broad list) .

Place:

Dated:

Name (In Capital Letters)
Status of Officer of the Organisation
Rubber Stamp of the Organisation

Scheme of Financial Assistance for Promotion of National Integration

(Advance copy of this application may be submitted)

Note:-Application received incomplete will not be entertained.

- 1 Name of the Voluntary Organisation(s)/Institution.
Address.
State/U.T.
- 2 Details of activity/ experience of the institution(s)/ organisation(s).
3. If a voluntary organisation, indicate whether registered under the societies registration Act 1860 (Act XXI of 1860) or any corresponding state Act? Yes/No
If so, indicate the.
Registration number; Date of registration.
In case the organisation is not registered under the societies registration act, 1860 or any corresponding act, recommendation of the collector/ Deputy commissioner to be attached.
4. Whether the organisation seeking financial assistance is an all India Organisation. Yes/No
5. Recommendation of the NSS Regional Centre, the state Government/ Union Territory administration concerned to be attached in all cases of organisation/ institutions including educational institutions which are not of all India character.
6. Whether the organisation is housed in its own building or in a rented building. Own/Rented
7. Details of the programme/ project for which grant is sought; in case of youth exchange programme itinerary to be enclosed.
8. Details of beneficiaries with number of students/ non-students/ males/ females/ members of weaker sections/ different regions/communities, etc., to be shown in separate categories. The age of each such beneficiary may also be included.
9. a)Whether there is staff and other facilities available for undertaking the projects? Yes/No
If so, details.
b)Whether new staff is to be appointed? Yes/No
If so, give details of qualifications (academic and professional) and experience prescribed for the purpose.
- 10.Likely dates of commencement of the project/ programme.
Likely dates of completion of the project/programme.
- 11 Year-wise estimated expenditure (non-recurring/ recurring separately)of the project with detailed break-up.
- 12 Amount of grant required for
Recurring .
Non-Recurring .
- 13 Whether the organisation/ institution is in a position to meet the whole or part of expenditure on the project/ programme? Yes/No
If so, indicate the sources and quantum of funds raised/ proposed to be raised.
- 14.Whether request for financial assistance has been/ is proposed to be made to other official (Central Government and/ or state Government) agencies? Yes/No
If so, give complete details.
- 15.Additional information, if any.
- 16.Is it a voluntary organisation? Yes/No
If yes, the following papers/ documents are to be attached:



- a) Constitution,
- b) Constitution of Board of Management/ Governing Body with list/ particulars of present office bearers
- c) Prospectus/ note giving aims and objectives of the organisation with a copy of the rules and regulation for the functioning of the organisation.
- d) Copies of Annual Reports, preferably for the last 3 years.
- e) Copies of audited statements of accounts/balance sheet for the last three years.
- f) Statement giving details (year, purpose, amount etc.) of assistance, if any, received during the last 5 years from the Central Governments/ Local Bodies or any other quasi Government institutions. The position of the utilisation certificate with regard to each grant received under this scheme may be indicated separately.

17. Additional document attached, if any.

18 In case of Nehru Yuva Kendra, details of beneficiaries and the proposed programme/project to be forwarded to the Department of Youth Affairs and Sports, Ministry of Human Resource Development with the specific recommendation of the District Collector/Deputy Commissioner.

Place:

Dated:

**Signature Name (In Capital Letters)
Status in the Organisation
Rubber Stamp of the Organisation**

APPENDIX-III(A)

Certificate

I undertake to ensure that the total grant shall be utilised within three months of the receipt of money.

I also undertake to submit audited accounts of total utilisation of this grant within one month of the sanction having been fully utilised, along with utilisation certificate on prescribed form for both duly signed by a Chartered Accountant. I understand that failure to submit the audited accounts may lead to recovery by the Government of the entire amount or unspent portion plus the items of equipment purchased.

Place:

Dated:

**Signature of the Applicant
(With Office Stamp)**

APPENDIX-IV

Scheme of National Service Volunteer Scheme

(Advance copy of this application may be submitted)

Particulars of the Candidate.

- Name of the Candidate.
- Date of Birth (in Christian Era):
- Age.
- Sex: Male/Female
- Marital Status: Unmarried/Married

Educational Qualifications and institution attended (Beginning with Higher Secondary/ Intermediate Examination)



Name of the Institution	From	To	Examination passed	Subjects taken	division	Year of passing

- District to which belongs.
- Whether belongs to a rural area? Yes/No
If so, indicate number of years spent in villages.
- Postal Address to which communication are to be sent (along with Pin code)
State/U.T.
- Information in respect of earning head of the family.
- Name:
- Relation:
- Occupation:
- Monthly Income:
- Complete Address:
- Whether participated in the National Service scheme. (if so, attested copy of the certificate issued by the University/ college indicating the number of years for which participated in NSS may be attached.) Yes/No
- Whether participated in NCC at the College level. (If so, an attested copy of the certificate issue by the college regarding participation in NCC indicating the year of participation, certificate obtained etc. (may be attached.) Yes/No
- Whether represents the college in any of sports? Yes/No
If so, give details and attach an attested copy in evidence thereof.
- Details of the participation in other important extra-curricular activities/ hobbies.
- Preference with regard to the field of activity in which candidate would like to be engaged. (Indicate the field in order of preference.)
- Whether belongs to Scheduled Caste/ Scheduled Tribe? If so, an attested copy of certificate may be attached. Yes/ No
- Certificates/Testimonials to be attached. (Please attach attested copies only)
- Degree or Diploma.
- Certificate about date of birth (High School/ Higher Secondary)
- Certificate regarding participation in NSS/ NCC/ University level tournament.
- Certificate regarding Scheduled Caste/ Scheduled Tribe.
- Undertaking and Declaration:
 - i. I certify that I have read the National Service Volunteer Scheme and understand its implications.
 - ii. I understand that after the completion of work in the National Service Volunteer Scheme, I will not be able to claim as a right employment in the Agency/ Department where I am engaged.
 - iii. I understand to abide by the terms and condition of the scheme including that in case I am engaged under the scheme. I will serve the entire period of one year in the project and that I will not leave this work before the completion of this period.
 - iv. I undertake to abide by the discipline and the rules of the deploying agency, during the tenure of my engagement as a volunteer with that agency.
 - v. I understand that a breach of the above undertaking would entail the termination of my deployment by the deploying agency on one month's notice and that the decision of the deploying agency in this regard shall be final and binding on me.
 - vi. I certify that I have neither registered myself nor have I applied for registration for enrolment under National

Service Volunteer Scheme at any other Nehru Yuva Kendra/ Voluntary Agency.

vii. I declare that the particulars furnished in this application are true, complete and correct to the best of my knowledge and belief.

Date:

Place:

(Signature of Candidate)

APPENDIX-V

Scheme of Financial Assistance for Training of Youth (Advance copy of this application may be submitted)

Note:-Application should be complete in all respects. Incomplete application will not be considered.

- 1 Name of the applicant.
Address.
State/U.T.
- 2 Name of the Voluntary Organisation(s)/Institution.
Address.
State/U.T.
3. Details of training programme for which assistance is sought. (indicate duration, name of the training course and attach certificate of the training institution etc.
4. No. of beneficiaries (Names and addresses).
5. Sponsoring Authority in case of State Government /U.T. Administrations and Universities.
6. Criteria of selecting the beneficiaries (state in clear terms).
7. Whether the beneficiaries have obtained any training in the past under the State /Central Government.
Yes/No
8. Total estimated expenditure on the training programme, with detailed break-up.
9. Total quantum of Central financial assistance required.
10. Whether financial assistance for the training programmes in question is being sought from other Government or non-Government agencies. Yes/No
If so, the quantum of assistance applied for the sanction.
- 11 If a voluntary organisation:
 - i) Whether registered under the Societies Registration Act, 1860 or any corresponding State Act or a Public Trust established under any law for the time being in force? Yes/No
If so, indicate the
Registration number; Date of Registration.
 - ii) For how long functioning in the field.
 - iii) Achievement up-to-date (Please add annual reports for the last 3 years).
 - iv) Whether regularly maintaining audited accounts. (Please add statements of the accounts for the last 3 years).
Yes/No
 - v) The aims and objects of the Organisation (Please add a copy of the rules and regulations of the Organisations).
 - vi) Whether the organisation is an all India organisation? Yes/No
12. Is it a Non-Government Educational Institution? Yes/No
If yes, state
 - (i) Whether recognised by the State Government. Yes/No

- ii) Whether in receipt of regular grants from the State Government? Yes/No
If so, details of the grants received during the last 3 years.
- iii) Whether maintaining audited accounts regular? Yes/No
If so, please add statement of accounts for the last 3 years.

Date:

Place:

**(Signature of the Applicant)
Rubber Stamp of the Office**

APPENDIX-VI

Scheme of Financial Assistance to Youth Clubs

(Advance copy of this application may be submitted)

- 1 Name of the Organisation.
Address.
State/U.T.
- 2 Brief history of the Organisation and its objects and activities including area of operation (Indicate name of village, block and district).
3. Whether registered under the societies registration Act, 1860(Act XXI of 1860) or any corresponding state Act?
Yes/No
If so, indicate the Registration number
Date of registration.
4. Whether the Organisation has any experience in youth programme/ activities? Yes/No
5. Whether the organisation is housed in its own building or in a rented building? Own/Rented
6. Details of beneficiaries with number of students/ non-students/ males/ females/ members of weaker sections to be shown in separate categories.
7. List of papers/ documents to be attached.
 - a) Constitution of the Organisation.
 - b) Prospectus/ note giving aims and objectives of the Organisation with a copy of the rules and regulation for the functioning of the Organisation.
 - c) Copies of audited statements of accounts/balance sheet for the last three years (if available).
 - d) A Statement giving details (year, purpose, amount etc.) of assistance, if any, received during the last 5 years from the Central Governments/ State Government/ Local Bodies or any other quasi Government institutions.
8. List of additional papers enclosed, if any.
9. Additional information, if any.
10. Recommendation of the State Government/Union Territory Administration/ Nehru Yuva Kendra concerned (to be attached.).

Date:

Place:

**(Signature Name (In Capital Letters)
Designation
Rubber Stamp of the Organisation**

Scheme of Financial Assistance to Voluntary Organisation Working in the Field of Youth

(Advance copy of this application may be submitted)

Note:-Application received in an incomplete form will not be entertained.

- 1 Name of the Organisation.
Address.
State/U.T.
- 2 Brief history of the Organisation and its objects and activities.
3. Whether registered under the societies registration Act, 1860 (Act XXI of 1860) or any corresponding state Act?
Yes/No
If so, indicate the
Registration number; Date of registration.
In case the organisation is not registered under the societies registration act, 1860 or any corresponding act, recommendation of the collector/ Deputy commissioner or certificate of sponsorship by an Organisation so registered to be attached.
4. Whether the Organisation seeking financial assistance is an all India Organisation. Yes/No
5. Whether the project for which financial assistance is sought pertains to one State/ Union Territory only. Yes/No
6. Whether the Organisation has any experience in youth programme/ activities. Yes/No
7. Whether the organisation is housed in its own building or in a rented building. Own Rented
8. Details of beneficiaries with number of students/ non-students/ males/ females/members of weaker sections to be shown in separate categories.
9. Details of the project(s) for which grant is sought.
- 10 Likely dates of commencement of the project/programme.
Likely dates of completion of the project/programme.
- 11 a) Whether there is staff and other facilities available for undertaking the projects? Yes/No.
If so, details.
b) Whether new staff is to be appointed? Yes/No
If so, give details of qualifications (academic and professional) and experience prescribed for the purpose.
12. Whether request for financial assistance has been/ is proposed to be made to other official (Central Government and/ or State Government) agencies? Yes/No
If so, give complete details.
13. Year-wise estimated expenditure (non-recurring/ recurring separately) of the project with detailed break-up.
- 14 Amount of grant required for.
Recurring .
Non-Recurring .
- 15 Whether the organisation/ institution is in a position to meet the whole or part of expenditure on the project/ programme? Yes No
If so, indicate the source(s) and quantum of funds raised/ proposed to be raised.
List of papers/ documents to be attached.
a) Constitution of the Organisation.
b) Constitution of Board of Management/.Governing Body with list/ particulars of present office bearers.

- c) Prospectus/note giving aims and objectives of the Organisation with a copy of the rules and regulation for the functioning of the Organisation.
- d) Copies of Annual Reports, preferably for the last 3 years.
- e) Copies of audited statements of accounts/balance sheet for the last three years.

A Statement giving details (year, purpose, amount etc.) of assistance, if any, received during the last 5 years from the Central Governments/ State Government/ Local Bodies or any other quasi Government institutions.

List of additional papers, if any.

Additional information, if any.

Recommendation of the State Government/Union Territory Administration NSS Regional Centre concerned to be attached in all vases of Organisations which are not all-India in character and in cases of programmes/ projects undertaken by any organisation (all India or otherwise) which pertain to one State/ Union Territory only.

Date:

Place:

**(Name (In Capital Letters)
Status as office bearer Organisation
Rubber Stamp of the Organisation**

APPENDIX-VIII

**Application proforma for scheme of Awards to Outstanding
Youth Club at the District/ State/ National Level**

(Advance copy of this application may be submitted)

- 1 Name of the Organisation.
Address.
State/U.T.
- 2 Brief history of the Organisation and its objectives.
 - a) Whether resistered under any Act? Yes/No
If so, indicate the.
Registration number.
Date of registration.
3. Name of the President.
Address.
4. Name of the Secretary.
Address.
5. Details of activities undertaken in the financial year, to be filled in the annual report of current years activity and previous year activity should given.
6. A resume of the activities undertaken not exceeding 1000 words, to be attached with the application.
7. Details of income and expenditure (please attached relevant statement).
8. Any other recognition received.
9. Additional information, if any.

Date:

Place:

Signature of the Secretary of Club

Scheme of Youth Development Centres
Proforma for submitting proposal(s)
(Incomplete applications will not be entertained).

1. (a) Name of the Youth Organisation
 - (a) Block
 - (b) District/State
2. Complete Address of the Office
3. Year of setting up of youth organisation
4. Registration No. and Date
5. (a) Total number of members Male Female
- (b) Total number of officers Male Female
6. Area of building (Attach the map)
7. Area of the campus attached with the building
8. List of Gram Sabhas Related to the building
9. Population of the area concerned with Youth Development
10. Distance of the proposed place from the Block Office
11. Distance of/the proposed place from the district headquarters
12. Resource availability of Youth Organisation keeping in view the prospect of Youth Development Centre and their estimated cost. (Please attach a separate list of it).
13. Progress report of the proposed Youth Organisation.
14. Brief action plan to make Youth Development Centre more effective in the context of programme implementation (attach it separately)
15. Other proposed resources needed for setting up of Youth Development Centre (attach the list of estimated amount).

Signature of President

Signature of Secretary

PART II

Recommendation of Gram Panchayat/Municipality

Date:
Place:

Signature
Full Name
Designation
Official Seal

FORMATS OF SPORTS PROGRAMMES

APPENDIX-X

Application Form for Central Financial Assistance for creation of Sports Infrastructure

(Advance copy of this application may be submitted)

1. Name of the applicant
2. Address:
3. State/U.T.
4. Name of the project.
5. Address of the project.
6. Area of Land.
7. Landownership - owned/leased.
- 8 Sports facilities to be created.
9. Estimated cost of the project
- 10.Means of financing the project over and above the Central Govt. assistance.
- 11.Own Sources.
- 12.State Govt./UT Admn. Grant.
- 13.Details of existing sports facilities, if any
- 14.Whether any Cental Grant has been received for this project in the past? Yes/ No
If so, indicate
 - (a) Sanction number.
 - (b) Sanction amount.
- 15.Time required for completion of the project.
Justification for the proposal.

We undertake to follow a project approach for the proposed infrastructure so as to ensure its proper maintenance and utilisation after it is created.

We certify that the information given above is correct. We hereby guarantee that the facilities of the project will be made available for bona-fide purposes to the general public free of cost or on nominal/ token payment only.

Signature
Name
Designation.
(with rubber Stamp of the sponsors of the project)

PART II

APPENDIX-X(A)

It is certified that the information given above by the applicant is correct. The State/Union Territory Government is satisfied that the project will be completed within the period indicated against column 12 above, and also undertake to provide funds, over and above the Central Government grant, and resources for timely completion of the project.



Signature

Date:

Name :

**For & on behalf of the Government of
Department of Rubber Stamp**

PART- III

APPENDIX-X (B)

Additional Certificate to be given in Case of Playfield in a School

It is certified that the playfield will be made available, free of charge, for use by the out-of-school population also outside the school hours, and for all time during vacations.

**Signature
Name
Designation
Rubber Stamp
(Sponsoring agency)**

PART - IV

List of documents to be submitted along with the application

1. Proof of land ownership/lease deed
2. Registered voluntary organisations must attach copies of Registration Certificate; Memorandum/Articles of Association and Audited Statement of Accounts (Income and Expenditure Accounts, balance-sheet etc.) for the last three years.
3. Short history and scope of work indicating salient features such as solid condition, cutting/filling, type of construction therein and any other special features; and
4. Detailed site plan indicating the boundary of the land, detailed drawing of the works and detailed cost estimates, measurement sheets and basis of rates of items of work by central/state govt. engineer.

APPENDIX-XI

**Application for Financial Assistance for Creation of Sports Facilities in the
Secondary/Senior Secondary Schools Situated in Rural Areas.**

(Advance copy of this application may be submitted)

1. Name of the school.
2. Address.
Block.
District.
State/U.T.
3. Total number of Student enrolled in various classes.
4. Dimensions of the playground available.
5. Whether a clear title of the land exists in favour of the school authorities? Yes/No
6. Whether school is located in Rural, Hilly or Tribal area? Yes/No



7. Is assistance sought for sports equipment? Yes/No
 If yes, attach a single list of sports equipment with quantity, rate as prevalent in the state countersigned by District Education Officer/ District Sports Officer.
8. Is the proposal to develop playground? Yes No
 If yes, attach blue-prints and detailed plan with estimates of an Engineer/ Architect.
9. Sports facilities/ infrastructure presently available in school.
10. Is the estimated cost of serial Nos. 7 & 8 above is more than Rs. 1.5 lakh? Yes/No
 If yes, furnish details of funding from other sources.
11. Whether assistance, sanctioned by the Central Govt. for development of playground/sports equipment, etc., for the school. Yes/No
 If so, Sanction No.
 Sanction date
 Amount.
12. Does the school have a full-time teacher in physical education and whether the teacher is holding a degree/ diploma in physical education? (enclose attested xerox copies of certificate of his technical qualifications Yes/No
 We certify that the information given above is correct. The facilities created under the Scheme will be made available to other school also.

Dated:

Signature

Name
Designation.
(with rubber Stamp of the Principal/
Headmaster of the school)

APPENDIX-XI (A)

Certificate

(To be given by District Education Officer or equivalent)

It is certified that School

BlockDistt.....State, fulfils the following conditions (Tick whichever is applicable):

1. The school has a playground of standard size for(Name of Sports discipline).
2. The school has enrolment of 200 students on its rolls.
3. The school has in its employment a full-time Physical Education Teacher.
4. The school has adequate financial resources to meet recurring expenditure of Rs. 10,000 p.a. for maintenance of equipment and purchase of consumable stores.

OR

- The State Govt. would provide a recurring grant of Rs. 10,000 p.a. to the school for maintenance of equipment and purchase of consumable stores.
5. The school has a room of size 20 X 12 mts. for housing multi-gym equipment.

Signature.....
 Name.....
 Date
 Designation.....
 (Office Seal of DlStt.Education Officer
 /Dy. Secretary, education/Sports)

APPENDIX-XII

Scheme of Grants for Games and Sports in Universities/Colleges

Proforma for Submitting Proposals for Different Projects under Scheme of Grants for Promotion of Sports in Universities and Colleges.

Notes (1) This format is common for universities and colleges

(2) Use separate profroma (of this type) for different projects

(3) Send one copy of the proposal for a different projects

1. Name of the Project (Mention the title as given in the Annexure-I)

1. Name of University/College: with full address

2. Name of the District:

3. (a) In case of college to which university it is affiliated to

(b) Nature of Affiliation: Temporary/Permanent

5. Indicate whether it is fit to receive: Yes/No

Financial assistance as per Section 2(f) and section 12 (B) of the UGC Act. (Wherever applicable).

6. Indicate the number of students enrolled: UG PG Total in the current year in the Under-Graduate (UG), Post-Graduate (PG) Courses in the Institution

7. Whether the land for the project has acquired Yes/No

8. Whether any such facility is already available Yes/No.

9. If yes to Q No. 8, give justification for this proposal

10. Attach complete and clean drawings showing the site plan and all details of the Scheme duly approved by CPWD/PWD, chartered Public Works Department/Municipal Engineer (in case of earth work cross section and long-section should also be enclosed).

11. Indicate whether the project conforms of the Specifications given in Playing field Manual Yes/No

12. Estimated cost: Attach detailed estimates on the basis of approved drawings.

13. Scope of the work indicating the salient features, soil Condition, cutting/filling, if any, type of construction, terrain and any other Special feature highlighting same.

14. Indicate the date from which the work is proposed to be started.

15. (a) Indicate how the matching share, over and above the assistance under this scheme, is proposed to be met.

(b) Indicate (with documentary evidence) the amount already Collected/proposed to be collected to meet the College/University share.

16. Indicate the assistance approved or sanctioned by State/Union Territory/Govt. for this project.

17. Indicate the period by which the project will be completed.

18. (a) Indicate whether the College/University had received grant for this purpose under NSO Programme or this scheme in the past.

(b) If yes, mention the sanction letter NO. with date and amount received.

19. Give full justification for this project

I certify that the information given above is correct. The facilities of the Project shall be used for the bonafide purpose for which the funds have been made available.

Vice-Chancellor**Registrar/Principal****Seal****Place:****Date:****APPENDIX-XIII**

Form of Application for Financial Assistance to the National Sports Federation/Association for Holding Coaching Camps.

1. Name of Sponsoring Authority
2. Name with dates of the international meet for which camp(s) is proposed.
3. Dates of the camp(s) from – to — (duration).
 - (i) First
 - (ii) Second
 - (iii) Third
4. Number of probables proposed for the camps with justification:
 - (i) First
 - (ii) Second
 - (iii) Third
5. Location of the camp(s)
6. Number and names of coaches to be engaged for the camp(s) (Give names of those whom Federation/Association will depute).
7. Procedure adopted for selecting probables.
8. Procedure for selection of final team/competitors.
9. Total estimated expenditure with break-up on the following items:
 - (a) TA and DA for trainees and coaches
 - (b) Boarding and lodging for trainees and coaches.
 - (c) Ground preparation and purchase of sport equipment of expendible nature
 - (d) Medical aid.
10. Any other relevant information and justification that may be necessary.
11. Details of residential accommodation if the camp is not being held at NSNIS, Patiala:
 - (a) If the accommodations not at the camp site, how far is it from there and what are the transport arrangements for the trainees.
 - (b) Details of availability of essential facilities like water, furniture, medical aid and sanitary arrangements. (Please say if you are satisfied with the facilities available).
 - (c) Details of playfields or covered hall available at camp site. (Please say if those would be adequate in your opinion for the number of trainees attending the camps).
 - (d) Details of boarding arrangements and whether these are considered satisfactory.
 - (e) Reasons for non-inclusion of the proposal in the coaching plan.

(Normally the proposals for holding of adhoc coaching camps are likely to be rejected. Therefore, kindly give details and cogent reasons).



Date:

**Name
Designation of the Applicant**

Note: An advance copy of this proposal be sent direct to the SAI.

APPENDIX-XIII (A)

Form of Application for Financial Assistance to the Sports Federations/Associations for National Championships

To be submitted in duplicate at least three months in advance of the event with a copy of Sport Authority of India (SAI)

1. Name of the Federation
2. Name and number of National Championships
3. Whether the assistance asked for is for Seniors, Sub-Jr. or Junior Championships.
4. (a) If assistance asked for is for Seniors, whether Junior or sub-Junior Championships were held and if so, when and where.
5. Venue
6. Dates for the Championships
7. No. of States/Other Units affiliated to NSF.
8. (a) Name of the affiliated Unit made responsible to hold the Championship.
(b) Whether a representative of the State Sports Council of the State mentioned at
(c) above is being associated. If so, his name and address.
9. Amount of financial assistance asked for (detailed budget to be attached.)
10. Source from which the likely deficit is proposed to be met.
11. Details of all financial assistance during the last three years and the purpose for which it was submitted.
12. Are any of its office-bearers holding offices in any other sports organisation? If so, give details.
13. Have you been asked to refund portions of any grants sanctioned in the past? If so, give details.
14. Has the Federation submitted the annual audited statement of accounts for the last financial year?
15. When was the last Annual General Meeting of the Federation held and where?
16. Name and number of state affiliated units. Are at least 50% of the affiliated units of the N.S.F. participating in the Championships? If not, give reasons with justification.
17. Name and Designation of the Office bearer in whose favour the sanction for grant is to be issued.
18. Will any expenditure in foreign exchange be incurred.

**Signature.....
Designation.....
Dated.....**

APPENDIX-XIII (B)

Application Form for Obtaining Approval for Sending Sports Teams/Persons Abroad

1. (Please submit this in duplicate atleast 3 months before the event to the Deptt. Of Youth Affairs & Sports with copy of Sports Authority of India.)
2. Please fill in the points with appropriate answer.
 1. Name and address of the applicant Federation/Association

2. Sports/Games discipline
3. Details of the event
 - 3.1 Name
 - 3.2 Category Olympic/Commonwealth/Asiad Main/Qualifying
Others (please specify)
 - 3.3 Avenue
 - 3.4 Date from to
 - 3.5 Proposed duration of stay abroad from to
 - 4.1 Name of all the countries invited for participation
 - 4.2 Name of countries, who have confirmed participation.
 - 5.1 Will be team participate in any other event, en route?
 - 5.2 If yes, please give details
 - (i) Name
 - (ii) Venue
 - Date
 - Terms and conditions
 - Financial implications
6. Is the participation included in the Long Term Development Plan (LTDP) If so, give details of LTDP.
7. Details of participation in similar event last held
 - i) Name of the event
 - ii) Place
 - iii) Period From to
 - iv) Financial support extended
 - v) Composition of team sent abroad
 - vi) Criteria for selecting the team
 - vii) Performance of the Indian team
 - viii) Details of report submitted by the Federation on the last visit (a copy of the report to the enclosed).
 - ix) Submission of utilisation certificate for fund sanctioned earlier.
8. Selection of the team
 - 8.1 Procedure followed for selecting probables.
 - 8.2 Coaching camps
 - (i) Is it covered under LTDP
 - (ii) Venue
 - (iii) Period
 - (iv) Number of participants
 - (v) Coaches associated (Name and Qualification)
 - (vi) Remark of coaches on the camp.
 - 8.3 Procedure followed for selecting final teams
 - 8.4 Composition of final team
 - (i) Players
 - (a) Name
 - (b) Performance Level achieved by coaching camps
 - (c) Existing record
 - (ii) Coach

(a) Name

(b) Qualification

iii) Any other official

(Please give detailed justification)

9. Financial

9.1 Organisation which will host the event

(a) Name

(b) Address

9.2 Details of assistance to be provided by the host (copy of letter received to be enclosed).

(a) Local accommodation

(b) Hospitality (Boarding)

(c) Local transport

(d) Air Passage

(e) Any other support

(f) Estimate of foreign exchange like share of gate money etc. to be received.

10. Details of assistance sought

10.1 Passage cost

(a) Mode By Air/any other

(b) Port of embarkation in India

(c) Port of disembarkation.

10.2 Incidentals to passage

(a) Visa fee

(b) Airport tax

10.3 Any other (Please give detail itemwise alongwith justification and enclose copy of relevant supporting documents).

10.4 Total amount of foreign exchange required.

10.5 Foreign exchange likely to be earned.

10.6 Net foreign exchange required.

10.7 Office of Reserve Bank of India to be advised Delhi/Calcutta/Bombay/Chennai

11. Is any other team member/official is a Government Servant/office bearer of political party? If so, a/c require clearance has been obtained from Ministry of Home Affairs? Please enclose copy of clearance received. Certified that facts given above are true as per records of the federation and my knowledge.

Further certified that full account of foreign exchange earned by any other team member/team shall be repatriated as per law within the time specified.

Date:
Place

Signature
(Name & Designation)
Seal

Form of Application for Obtaining Approval of the Government of India for Inviting Foreign Teams/Sportspersons to India

**(To be submitted in triplicate at least 3 months prior to the date of
commencement of the event to the Department of Y.A. & Sports
with a copy thereof to Sports Authority of India)**

1. Name of the Federation
2. Are any of its office bearers (President, Vice-President, Hony. Secretary and Treasurer) holding office in any other National Sports Organisation except Indian Olympic Association, if so, give details.
3. Name of countries proposed to be invited.
4. Whether South Africa, Israel, China (Taiwan) are also proposed to be invited? If so, which country/Countries.
5. Strength of the visiting team(s) with their Nationality.
 - (a) Officials
 - (b) Players
6. Particulars of the members of the team(s):-
 - (a) Nationality
 - (b) Date and place of Birth
 - (c) Parentage
 - (d) Present address
 - (e) Permanent address
 - (f) Passport number, date and place of its issue.

(Please attach a statement giving the above information in respect of each member of the team).
7. Name, place and dates of the events giving details of arrangements made at various centres and itinerary of the tour.
8. Date on which the team proposes to come to India and the port of its disembarkation.
9. Duration of stay in India.
10. Financial terms settled (A copy of the letter from the visiting teams organisation accepting the terms should be enclosed).
11. (a) Whether the visiting team will bear its own passage to and fro-if not, arrangements made for their passage indicating the Air Company which is doing the job.
 - (b) Whether free Local Hospitality will be provided.
 - (c) Whether any out of pocket money is to be paid to the members of the team, if so, the amount to be paid.
12. Whether the visiting team will be given any share in the gate money. If so, the mode of payment and the estimated amount payable to the visiting team.
13. Foreign exchange if any, required giving the detailed break-up and justification. Also indicate the amount if any, to be repatriated out of India.
14. Whether any foreign exchange is likely to be earned by way of entry fee and expenses of board and lodging etc. If so, give estimate earnings in foreign exchange.
15. Amount of financial assistance required if any, giving detailed budget estimates and justification.
16. Likely income from gate receipts, souvenir, advertisements and hoarding etc. and whether they have been reflected in the budget estimates.
17. Name of Liaison Officer appointed to look after the foreign team(s).
18. Details of financial assistance received during the last 3 years from the Central Government.
19. Have the accounts of the previous grants been settled? If not, give the details of grant not accounted for and reasons therefore?

Certified that all foreign exchange earnings will be fully accounted for.



Dated _____

**Signature of the Applicant
Designation**

If all the information is not available in the first instance, all available information/including in particular, the nationality of the foreigners should be furnished but the remaining particulars should be furnished as soon as they are available.

APPENDIX-XIV

**National Welfare Fund for Sports Persons
Specimen Application Form for Assistance**

PART- I

(To be submitted in quadruplicate)

1. Name of the applicant (In capital letters)
2. Father's name
3. Postal address (In capital letters)
4. Date of birth (Attach documentary proof)
5. Present occupation with full address of the employers, if any
6. Whether himself/herself is a sportsman/woman or dependent.(If dependent, state relationship with the sportsman/woman whose particulars i.e. name, father's name etc. may be given)
7. Discipline of sports in which participations.
8. Sports Achievements

	Year	Venue	Name of the tournament	Position achieved	Remarks
(a) Participation					
(i) At National level					
(ii) At International level					
(b) Achievements					
(i) At National level					
(ii) At International level					

(Kindly give details i.e. year, venue, name, position achieved, etc., of the tournaments of national/international level in which participated and also enclose copies of such documents, if any, which were given on the occasion).

9. Circumstances and purpose for which financial assistance is required.
10. Quantum of financial assistance desired.
11. Details of immovable assets including bank balances, etc. of the applicant and income, if any, derived from these assets.
12. Annual income of the applicant from all sources.
13. Annual assistance has also been obtained for this purpose from any other sources? If give details including the quantum of assistance received.
14. Any other relevant information.

**Date
Place**

(Signature of the Applicant)

PART - II

DECLARATION

I do hereby solemnly declare and affirm that the particulars mentioned above are correct.

Date

(Signature of the Applicant)

Signed in my presence (2 witnesses)

Name & address in capital letters.

Signature and Date

1.

2.

To,
Member-Secretary/Treasurer,
National Welfare Fund for Sportspersons,
Deptt. Of Youth Affairs, & Sports
Shastri Bhavan, New Delhi 110 001

NB

If the applicant can have a certificate from a gazetted officer to the effect that he/she the information furnished by the applicant in the application form, it will facilitate quick examination of the request. However, if he is not in a position to get such a certificate, he can apply and the Committee will itself have the necessary particulars furnished by applicant verified.

APPENDIX XV

Scheme of Grant for Supply and Installation of Synthetic Surfaces

Application Form for Central Assistance

(Proforma of the Application form for financial assistance for installation of synthetic playing surfaces)

1. Name and Complete address of the sponsoring agency:-
2. Details of the surface proposed to be purchased and installed
 - (i) Sports discipline
 - (ii) Dimensions and total area of surface
3. Complete address of the site where the facility is proposed to be installed
 - (a) Site details
 - (b) Name of the owner of the site
 - (c) In case the sponsor is not the owner, enclose a copy of lease agreement executed by the owner in favour of the sponsor, permitting him to install the surface at the site.
4. Reasons for selecting the proposed site
5. Whether the necessary soil tests of the proposed site have been conducted? If so, enclose a copy of the Soil Test Report state:
(Name of the Testing Agency
The findings of the test is the site suitable for the installation of the surface?)
6. Estimated cost:



- (a) For the construction of sub-structure (wherever required)
 - (b) Cost of the synthetic surface.
 - (c) Total estimated cost = (a + b)
7. Has the purchase of the surface been negotiated? If so, give the name and address of the Firm selected and of its product.
 8. Target date for completion of the project.
 9. Sources of funds for the project.
 - (a) Central assistance admissible for the project according to the scheme.
 - (b) Funds likely to be available from the State Government.
 - (c) Has state Government sanctioned any funds so far?
 - (d) Funds to be arranged by the Sponsor from its own resources.
 - (e) Amount of ready money available with the Sponsor which he has arranged from his own sources.
 10. Legal status of the Sponsor (Please enclose a Certificate of incorporation/registration and a copy of the Articles of Association, Memorandum, Byelaws etc.)
 11. What is the annual income/receipt of the Sponsor from all the sources? How are those being applied? (Please submit the Balance sheet and the Income and Expenditure account of the Sponsor for the last 3 consecutive years.
 12. Who are likely to be the users of the facility? Estimate of the number of sportspersons who are likely to use this facility on a regular basis.
 13. Will the use of the facility be permitted free of cost? If not, the likely fees for each category of participants may be specified.
 14. The likely use of the surface – average hours per day.
 15. Certified that the above information has been given to the best of my knowledge. I have gone through the Scheme of Support for Synthetic Playing Surfaces of the Union Government/SAI and I agree to abide all the terms and conditions if any imposed further by the Union Government in public interest. The Central assistance will be used only for the purpose of laying the Surface.

I shall also submit regularly the Reports and Returns, Utilisation Certificate and Completion Certificate etc., as required under this scheme. I also undertake to provide to the Union Government or its representative any other information pertaining to this project which may be called for from time to time.

Signature of the Secretary/Chief _____
 Executive Sponsoring Agency & Name _____
 In Block letter _____
 Full Address & Tel. No. _____
 (Office Seal) _____

Full Address & Tel.No. _____

Pin _____
 Office Seal _____

16. It is certified that the information given above is correct. The state government/union Territory Administration also undertake to provide the funds required for completion of the project over and above the Central Government grant.



This government will ensure that the project is completed within the target date stated above and the surface will be subsequently maintained in the best possible manner.

Signature of the State Government not below the rank of Deputy Secretary _____
 Name _____
 In Block letter _____
 Full Address & Tel. No. _____
 (Office Seal) _____

 Full Address & Tel.No. _____

 Pin _____
 Office Seal _____

APPENDIX-XV(A)

Typical Details to be Furnished for Soil Investigation Report

1. Introduction

The soil investigation is required to be done to

- (i) Determine subsoil conditions at the proposed site where the synthetic surface is to be laid;
- (ii) Evaluate the Engineering properties of the soil on which the sub-base will be constructed;
- (iii) Determine the allowable bearing pressure for the design of substructure;
- (iv) Level of subsoil water and its effect on the soil.

2. Tests to be Done

- (a) Field
 - (i) Dynamic cone penetration tests at five locations (Refer is 4968-1976)
 - (ii) Static penetration tests at five locations (Refer Is 2131-1981)
 - (iii) Plate load test at one location (where considered necessary) (Refer IS 1888-1982).
 - (b) Laboratory
 - (i) Grainsize analysis
 - (ii) Mechanical analysis
 - (iii) Atterburg limits
 - (iv) Field Moisture content & bulk density.
 - (v) Direct/Triaxians Shear tests.
 - (vi) Record of water table.
- (All the tests to be done to the relevant Indian Standards)

3.Site Overvations to be Recorded.

- (i) Location, topography.
- (ii) Drainage of the area, including level of outfall drain.
- (iii) Max, flood level as recorded.

4. Report and Recommendations

- (i) The report should discuss the test result and the method arrived at for determining the SBC and the factor of safety adopted.
- (ii) Graphical representation of the results should be attached. These are:-
 - (a) Chart for physical Characteristics (Chart-I)
 - (b) Chart for SBC (Chart-II)
 - (c) Laboratory test Result (Chart-III)
 - (d) Fore log for SPT/DCP (Chart-IV)
 - (e) Record of boring (Chart-V)

5. Other Deal

Date of tests, agency who conducted the tests etc. are to be recorded.

CHAPTER 22

MISCELLANEOUS DEPARTMENTS/ AUTONOMOUS ORGANISATIONS

CONTENTS

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22.1 NATIONAL HUMAN RIGHTS COMMISSION

1. Scheme of Financial Assistance to Non-Governmental Organisations and Institutions Working in the Field of Human Rights.

INTRODUCTION:

National Human Rights Commission (NHRC) is a statutory body concerned with promotion and protection of human rights civil, political, economic, social and cultural. It deals with issues of human rights in the areas of terrorism and insurgency; custodial death, rape and torture. The Commission as a statutory body is empowered to review laws and enforce treaties and other international instruments of human rights. It is also required to spread human rights literacy among various sections of society and promote awareness of the safeguards available for the protection of these rights through publications, the media, seminars and other available means.

To encourage the efforts of non-governmental organisations working in the field of human rights is another statutory responsibility of the Commission. The promotion and protection of human rights cannot possibly gather the momentum it requires without the fullest cooperation between the Commission and the NGOs. In order to further strengthen this interface, the Commission.

Objective:

- To provide financial assistance to non-governmental organisations and institutions working in the field of Human Rights.

Eligibility:

Non-governmental organisations/institutions working in the field of human rights and having a minimum standing of three years in the field are eligible to apply for the grant.

Financial Assistance:

- Financial assistance would be provided to the non-governmental organisations upto fifty per cent of the total expenditure incurred.
- The concerned NGO/institution would have to submit to the Commission a detailed report of the work done

alongwith a certified statement of accounts of total expenditure incurred as also the utilisation of assistance received from NHRC within a month of organising the seminar/workshop/programme.

Procedure for Applying:

All correspondence should be made to the Chairperson, National Human Rights Commission, Sardar Patel Bhawan, (Second Floor), Sansad Marg, New Delhi-110 001.

22.2 NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD)

Introduction:

National Bank for Agriculture and Rural Development (NABARD) was established as an apex rural development bank in the year 1982, through an Act of Parliament to finance agriculture allied activities, small scale industries, cottage and village industries, rural artisans and crafts in an integrated manner. It works in coordination with various central/state government agencies, voluntary organisations to implement projects like the watershed management, dryland, farming, wasteland development, forestry, integrated rural development and other poverty alleviation programmes.

NABARD has been providing grants to voluntary organisations for various programmes such as mother units, ancillarisation, common facility centres, training including skill upgradation and entrepreneurship development etc. under its Rural Promotion Corpus Fund. Some of the important schemes for which NABARD is currently providing grant are outlined below:-

1. Non-Farm Sector:

Credit facilities for promotion of small, cottage, tiny, village industries, handicrafts and other crafts in rural areas are eligible for refinance from NABARD. The industries are classified into various groups. Any industry approved by Development Commissioner (SSI), Government of India is also eligible for assistance.

Automatic Refinance Facility:

- General Refinance for composite and integrated loans.
- Scheme for purchase of solar cookers
- Bio-gas plants

- Purchase of goods vehicles by small road transport operators in rural areas.
- Purchase of sales vans and mobile/static carts and kiosks for marketing rural non-farm products.
- Scheme for infrastructural and promotional support (worksheds, raw material centres, show rooms, godowns, delivery vans).
- Project formulation and consultancy.
- Soft loan assistance to provide margin money assistance to entrepreneurs.

Non-Automatic Refinance (Schemes with Prior Sanction)

- Special schemes for coir, sericulture, handloom, powerloom and industrial cooperative societies.
- Term loan assistance for SSI Units, registered Institutions and industrial cooperative societies.
- Project Finance for Agro-processing/Agro-chemical/Agro-industries (selectively) upto SSI limits.
- Loans for construction/renovation of marketing outlets for rural non-farm products in rural, semi-rurban and metropolis areas (automatic upto Rs. 10 lakhs)
- Credit related promotional programmes to NGOs/VAs like mother units, common service centres, rural artisan guilds, ancillarisation etc.

Other Schemes:

- SEMFEX-II scheme for ex-servicemen, widows of ex-servicemen, disabled servicemen etc. for setting up tiny/small industrial units in rural areas.
- IRDP-ISB component

Eligible Borrower:

Rural artisans, handicrafts, small entrepreneurs, groups of individuals and partnership firms, industrial cooperative societies, registered institutions, trusts, voluntary agencies, public/private limited companies.

Financial Assistance:

- Block capital and working capital. The refinance is available to take up any industrial activity covered under the broad groups of industries.
- Refinance per Unit:
 - Composite loan :: Rs. 50,000/-
 - Integrated Loan :: Rs. 10 lakhs Under ARF
 - Upto SSI limit selectively on schematic basis.
 - Repayment Period :: 3 to 10 years
 - Moratorium/Grace Period :: 12 months

2. Non-Farm Promotional Schemes for Rural Women

i) Rural Entrepreneurship Development Programmes (REDPs) and other Training Programmes

Under the programme, grant assistance is sanctioned to reputed VOs and professional agencies for conducting REDPs and skills upgradation programmes. It requires 2 years' escort and follow-up support to the trained village women. In addition to REDPs, special training programmes are also sanctioned covering skill upgradation, market-oriented training programmes and training of and by master-craftsmen/women.

ii) Artisan Guild

These are multi-trade organisations of working artisans/entrepreneurs formed for the purpose of developing among themselves a sense of self-help and mutual help and to secure for themselves better bargaining power through supportive linkages provided by reputed VOs, promotional institutions, banks, KVIC/KVIBs or private industrial houses. Under the scheme, grant assistance is provided to VOs and other promotional organisations for the purposes of organising such guilds and to provide initial support as a foster agency with ultimate objective of the guild members taking over its management in due course.

iii) Mother Units and Common Service Centres

The scheme aim at providing credit linked promotional support for sub-contracting and ancillarisation and to encourage setting up of centralised support systems for the benefit of cluster of unit as well as decentralised units in the rural areas.

3. Women's Self-Help Groups and NABARD's Pilot Project

A pilot project for linking Self Help Groups (SHGs) with banks was introduced in 1992 to encourage thrift and savings amongst the rural poor and to supplement their credit needs through the banking system. The project has the following main features:

- The VOs play the role of facilitator
- SHGs should be in existence for atleast six months actively promoting savings and lendings amongst their members.

- SHGs are normally informal groups.
- The size of the group is not to exceed 20.
- Banks will finance the SHGs in proportion to the savings mobilised by the group. The proportion of savings to loan could vary from 1:1 to 1:4 depending on the assessment by the bank.

From the pilot stage, the project has now entered the consolidation phase.

Financial Assistance:

(a) Rate of Refinance:

NABARD provides 100% refinance assistance to banks.

(b) Rate of Interest:

On refinance to banks	Bank to VA	Banks/VA to SHGs	SHG to members
6.5% p.a.	10.5% p.a.	12% p.a.	As may be decided by the SHG

4. A Flexible Model for Promotion of Rural Non-Farm Enterprises

The concept of Flexible Approach was adopted by NABARD with a view to capitalising on the strong points of many established NGOs/VOs in the country, particularly the indigenous system and programmes developed by them through their vast experiences in the field over the period. The concept envisages supporting such programmes of NGOs/VOs that fit into the goals and perspective of NABARD instead of suggesting a pre-defined concept and programme in all detail for implementation, to the agency. Under the new approach, the choice of project concept, methodology regarding implementation, etc. are left to the discretion of agency with the pre-condition that the objectives should be achieved in a viable and cost-effective manner. NABARD's support will be for a specific project or a programme to be implemented during a period not exceeding five years, aimed at facilitating establishment or modernisation of rural non-farm enterprises. The programme should lead to credit flow to enterprises in rural areas. NABARD will provide refinance for the credit component and grant will be linked to the number of employment opportunities generated and quantum of credit flow. Under this concept, grant could be made available to NGOs for engaging the services of one or two professionals for a limited period.

5. Bulk Lending to NGO for On-lending to Rural Micro and Household Enterprises – A Scheme Most Suited for Women's Groups/Enterprises.

As a supplement to the broad objectives to the SHG linkage project, NABARD introduced the concept of Bulk Lending to NGOs in the form of Revolving Fund Assistance to be provided on a selective basis to NGOs who find it difficult to secure loans from banks for on-lending to SHGs. The assistance facilitates reduction in transaction costs, makes the credit closer to women, encourages savings among women, promotes women's group enterprises and ensures good repayment through peer group pressure. Group savings also serve as collaterals for lending by banks.

Salient Features of the Scheme:

- The scheme provides for loans to VOs/NGOs, which are engaged in thrift and provisions of credit to the rural poor individually or through small groups.
- The agency will prepare projections for its lending programme for a period of say 1 to 3 years.
- The agency may normally provide 25% of the outlay as their involvement.
- Compulsory savings by individuals/groups on a regular basis.
- Interest rate/rate of refinance is as follows:-
 - NAARD-Bank 6.5%
 - Bank-NGO 10.5%
 - NGO-Members/Individuals 12% p.a.

Eligibility Norms:

Eligibility conditions of NGOs/VOs for Bulk Lending Assistance from NABARD for on-lending purposes will be as follows:-

- Legal status and its functionaries not holding any elected office.
- Organisational capacity and managerial competence-representation of women in the management of the NGO.
- Commitment for socio-economic development of the poor.
- Experience in group activities, savings mobilisation and credit inter-mediation.
- Outreach potential for linkage.

- Financial position and audit report.
- Transparency in operations
- Track record

6. Women Vikas Volunteer Vahini Programmes

Background:

NABARD had formulated a scheme for supporting Vikas Volunteer Vahini (V.V.V) Clubs for propagating the principles of development through credit. The assistance is available on selective basis for launching farmers clubs under V.V.V. programmes for rural women.

Various training programmes have been designed/implemented for the benefit of rural women folks in the club areas. Which include training in non-farm activities, income generating activities/women development programme for rural women with the help of designated banks/VOs.

Financial Assistance:

Financial assistance is given at at the rate of Rs. 1,500/- per club per year towards maintenance expenses to the designated Services Area Bank for five years. Such clubs, if run in association with VOs, the VOs/NGOs are entitled for additional administrative grant to the extent of Rs.2,000/- per club per annum for five years. NABARD will also extend maintenance expenses at the rate of Rs. 1500/- per annum for five years to the clubs maintained by VOs/NGOs.

7. Assistance to Rural Women in Non-farm Development (ARWIND)

Background:

NABARD had introduced a scheme of Assistance to Rural Women in Non-farm Development (ARWIND) with the objective to encourage lending to rural women, preferably organised in groups supported by VOs, Women Development Corporations, KVIC/KVIB or Cooperatives, Trusts, etc.

The scheme has both credit and grant components. It is envisaged that women groups organised or sponsored by a suitable agency could avail of bank credit normally not exceeding Rs. 50,000/- per woman member for an own account activity or a group activity with 100% refinance support from NABARD.

Salient Features:

NABARD will also consider need-based grant assistance subject to the availability of promotional funds, to meet the sponsoring agency's expenditure for organisation of groups, sensitisation, training and other related expenditures. In case, the sponsoring agency provides services such as supply of raw materials, quality control, marketing etc., such services undertaken by it will also be eligible for financial assistance under NABARD's credit-linked promotional scheme, viz. Mother Units/Common Service Centres. The items eligible for grant assistance are as under:

Mother Unit:

- Product design, drawings and quality control/testing
- Salary of one or two professionals for organising and supervising the satellite units for a limited period, say three to five years.
- Compensation for a limited period not exceeding five years towards expenses that may be necessary to be incurred in connection with provision of inputs to and collection of products from far flung satellite units in rural areas.
- Cost of machinery/equipments for quality control and packaging.
- Margin for working capital to enable procurement of raw material/marketing of finished products.
- Cash losses for the first three years.

Common Service Centres

- Preliminary/pre-operative expenses including market survey etc.
- Organisational/administrative expenses including salary of one or two professionals for a limited period.
- Expenses on design development and quality control.
- Where the CSC is engaged in supply of raw material/marketing of products, margin required for working capital.
- Cash losses of the CSC for a maximum period of five years.

Procedure for Applying:

All correspondence should be made to the Managing Director, NABARD, Sterling Centre, Shivsagar Estate, Dr. A.B. Road, Worli, Mumbai-400 018.

PART- III
ANNEXURE

List of size of playgrounds for various disciplines

1. Badminton
13.40M x 6.10M with free area behind end line 2.25 M and side line 2.22 M
between parallel courts, 1.98 M Height ceiling 19.14 M.
2. Basket Ball
28 M x 15 M with 2 M free area around the court. Height at ceiling 7 M.
3. Football
105 M x 65 M.
4. Handball
40 M x 20 M.
5. Hockey
100 yds x 60 yds.
6. Table Tennis
L-20 to 14 M, w-6-7 M.
7. Volleyball
18 M x 9 M x 12.5 M (free area 9 M behind and 6 M sides)
8. Gymnastics
73 M x 33.5 M, Height 7.6 M.
9. Cricket
68.58 M radius
10. Throwball
50' x 30'

ANNEXURE-II

Zone-Wise Regional Committee Office Locations, Addresses and Areas of Operation

Zone	City Location	Area of Operation	Regional Committee Office Address
North-Zone	Jaipur	Delhi, Rajasthan	North Zone Regional Committee, CAPART HCM Rajasthan Institute of Public Administration (SIRD) Jawaharlal Nehru Marg, Jaipur-302 017,
South Zone	Hyderabad	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Pandichery, Tamil Nadu	South Zone Regional Committee, CAPART A.P. Academy of Rural Development (SIRD), Rajendra Nagar, Hyderabad-500 030
East Zone	Bhubaneswar	Andaman and Nicobar Island, Orissa & West Bengal	East Zone Regional Committee CAPART, SIRD, Unit 8, Gopabandhu Nagar, Bhubaneswar 751 030
West Zone	Ahmedabad	Daman & Diu, Dadra & Nagar Haveli, Goa, Gujarat, Madhya Pradesh, Maharashtra	West Zone Regional Committee, CAPART, Sardar Patel Institute of Public Administration, Opp. ISRO, Satellite Road, Ahmedabad 360 015.
Central Zone	Lucknow	Uttar Pradesh	Central Zone Regional Committee, CAPART B-3/499, Vishal Khand-III, Opp. City Montessori School, Gomti Nagar, Lucknow, Uttar Pradesh
North East Zone	Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	North East Regional Committee, CAPART, Ashok Path, Bashistha Road, (Survey), Guwahati 781 028 Assam
	Chandigarh	Chandigarh, Haryana, Himachal Pradesh, Jammu Kashmir, Punjab	Regional Committee CAPART SCO/179-180, 2nd Floor, Sector 17-C, Chandigarh
	Patna	Bihar	Regional Committee, CAPART, Biswcooun Tower, Near Gandhi Maidan, Patna 800 001

ANNEXURE - III

**Scheme-wise Amount Sanctioned by CAPART
(Since Inception till 31.12.1999)**

Year Since Inception	JRY*	Housing	CRSP	OB/SAT	DWCRA	ARWSP	ARTS	PC	IRDP	PR	SF	WSD	DA	Media	Total
Upto 1987	1.31	--	--	1.09	1.44	1.37	8.89	3.48	--	--	--	--	--	--	17.58
1987-88	3.16	--	1.37	0.58	1.89	3.57	0.91	1.16	0.04	--	--	--	--	--	12.68
1987-88	7.04	--	5.62	0.64	3.23	3.41	1.96	5.19	0.92	--	--	--	--	--	28.01
1988-89	5.52	--	1.85	0.89	1.91	3.83	0.66	7.92	0.70	--	--	--	--	--	23.28
1989-90	4.60	--	--	1.07	1.51	5.90	0.87	2.66	0.66	--	--	--	--	--	17.27
1990-91	10.46	--	8.24	0.93	2.46	10.11	3.24	10.64	1.21	--	--	--	--	--	47.29
1991-92	8.60	--	8.35	2.58	2.01	13.16	3.20	6.34	1.25	--	--	--	--	--	45.49
1992-93	8.87	--	10.45	2.38	5.55	15.32	2.49	10.82	1.95	--	--	--	--	--	57.96
1994-95	9.70	--	8.09	1.85	2.84	18.02	2.54	9.54	2.38	--	--	--	--	--	54.96
1995-96	50.97	--	7.50	0.72	2.24	3.37	3.13	5.50	1.08	0.15	--	--	--	--	74.66
1996-97	5.98	25.26	12.37	1.34	2.27	1.95	5.09	6.45	1.08	0.19	--	--	--	--	61.98
1997-98	5.71	--	9.76	1.06	1.47	4.88	4.04	6.50	0.49	0.10	--	--	--	--	34.01
1998-99	--	--	3.15	0.47	1.62	5.70	4.62	5.79	0.31	0.03	0.16	9.16	1.47	0.65	33.13
1999-2000 (till Dec., 99)	--	0.03	0.12	0.36	0.65	0.54	1.52	5.45	0.06	0.05	--	2.60	0.19	--	11.57
Total	121.92	25.29	76.87	15.96	31.09	91.13	43.16	87.44	12.13	0.52	0.16	11.76	1.66	0.65	519.74

Source: Government of India, The Ministry of Rural Development, Annual Report, 1999-2000 p.176

ANNEXURE-IV

Illustrative List of Works that can be taken up under MPLADs

1. Construction of buildings for schools, hostels, libraries and other buildings of educational institutions belonging to government or local bodies. Such buildings belonging to aided institutions and unaided but recognised institutions can also be constructed provided, however, that the institution be in existence for not less than two years.
2. Construction of tube-wells and water tanks for providing water to the people in villages, towns or cities, or execution of other works, which may help in this respect.
3. Construction of roads including part roads approach roads, link roads etc. in villages and towns and cities. Very selectively kutchha roads can also be constructed where the MP concerned and the District Head agree to meet the locally felt need.
4. Construction of culverts/bridges on the roads of above description and of open cut or tube wells.
5. Construction of common shelters for the old or handicapped.
6. Construction of buildings for local bodies for recognised District or State Sports Associations and for cultural and sports activities or for hospitals. Provision of multi-gym facilities in gymnastic centres, sports associations, physical education training institutions etc. is also permissible.
7. Special forestry, farm forestry, horticulture, pastures parks and gardens in Government and community lands or other surrendered lands.
8. Desilting of ponds in villages, towns and cities.
9. Construction of public irrigation and public drainage facilities.
10. Construction of common gohar gas plants, non-conventional energy systems/devices for community use and related activities.
11. Construction of irrigation embankments, or lift irrigation or water table recharging facilities.
12. Construction of public libraries and reading rooms.
13. Construction of creches and anganwadis.
14. Construction of public health care buildings, including family welfare sub-centres together with the ANM residential quarters. Such buildings belonging to aided institutions also can be constructed.
15. Construction of crematoriums and structures on burial/cremation grounds.
16. Construction of public toilets and bathrooms.
17. Construction of drains and gutters.
18. Construction of footpaths, pathways and footbridges.
19. Provision of civic amenities like electricity, water, pathways, public toilets etc. in slum areas of cities, town and villages and in SC/ST habitations, provision of common work-sheds in slums and for artisans.
20. Construction of residential schools in tribal areas.
21. Construction of bus-sheds/stops for public transport passengers.
22. Construction of veterinary aid centres, artificial insemination centres and breeding centres.
23. Procurement of hospital equipment like x-ray machines, ambulances for Government Hospitals and setting up of mobile dispensaries in rural areas by government Panchayat Institutions. Ambulances can be provided to reputed service organisations like Red Cross Ramakrishna Mission etc.
24. Electronic Projects:
 - Computer in education project of High school/College
 - Information footpath
 - Ham Club in high schools
 - Citizen band radio
 - Bibliographic database projects.
25. Construction of Level Crossing at unmanned Railway crossing.

ANNEXURE-IV(A)**List of Works Not Permissible under MPLADS**

1. Office buildings, residential buildings, and other buildings relating to Central or State Governments, Departments, Agencies or Organisations.
2. Works belonging to commercial organisations, trusts registered societies, private institutions or co-operative institutions.
3. Repair and maintenance works of any type other than special repairs for restoration/up-gradation of any durable asset.
4. Grant and loans.
5. Memorials or memorial buildings.
6. Purchase of inventory or stock of any type.
7. Acquisition of land or any compensation for land acquired.
8. Assets for all individual benefit except those, which are part of approved schemes.
9. Places for religious worship.

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