

# **VOCATIONAL TRAINING IN TRIBAL AREAS**

## **(w.e.f. 01.04.2009)**

### **1. OBJECTIVE**

Scheduled Tribes are the most marginalized section of the society, therefore to assist their socio-economic development, there is an imperative need to provide more employment avenues and income generation opportunities. It is aimed at upgrading the skills of the tribal youths in various traditional/modern vocations depending upon their educational qualification, present economic trends and the market potential, which would enable them to gain suitable employment or enable them to become self employed.

### **2. SCOPE AND ELIGIBILITY**

2.1 Under the scheme of Vocational Training, grants will be available for organizing vocational trainings in recognized institutes or in Vocational Training Centres (VTCs) subject to terms and conditions revised from time to time of the scheme.

2.2 The agencies eligible for such grants are:

- (i) State Governments and UT Administrations;
- (ii) 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;

- (iii) Educational and other institutions of the likes of local bodies and cooperative bodies.
- (iv) A Public Trust registered under any law for the time being in force. The trust must have been registered for at least three years.
- (v) Any Private Recognized Institution, registered and conducting such vocational courses for at least three years.
- (vi) Any industry or an association of industries like ASSOCHAM, CII, FICCI, etc. who are willing to run such skill upgradation training centres as per the financial norms of the scheme with a proper plan for placements.
- (vii) Voluntary Organization (VO)/Non-Government Organisations (NGOs) which fulfill the following requirements:
  - a) Any registered voluntary organization/non-governmental organization engaged in the conduct and promotion of social welfare of STs. The organization should have been registered for at least three years.
  - b) Experience of at least three years in the relevant field.
  - c) Aptitude and experience in welfare work pertaining to weaker sections.
  - d) Preference will be given to programmes that benefit the Particularly Vulnerable Tribal Groups (PTGs) or remote/interior/backward areas not serviced by Government Institutions or other established NGOs.
  - e) Financial viability of the organization and ability to continue the work for limited periods in absence of assistance from the Ministry.
  - f) Good reputation and credentials.

- g) Capability to mobilize community.
- h) Networking with other institutions for optimum utilization of resources allocated and assets created.

### **3. COMPONENTS OF THE REVISED SCHEME AND FUNDING PATTERN**

- a) The scheme will be implemented for the benefit of the Scheduled Tribes as well as PTGs and can be taken up anywhere in the country but priority will be given to remote tribal areas, areas inhabited by particularly vulnerable tribes and areas affected by extremist activities.
- b) Under the scheme, the training for trades including modern trades having employment potential in the region should be provided.
- c) This scheme is exclusively for the benefit of scheduled tribes as well as PTGs. The organization running VTC will admit the ST youth irrespective of the region/State to which they belong.
- d) It will be imperative on the part of the concerned organization (i.e. States/UTs/NGOs/other organizations) to assess the employment potential in a particular area in advance depending on the educational qualification of the target population, type of industries available in that region/State, present economic trend and market potential, etc. before proposing the trades.
- e) The organizations will establish linkages with recognized institutions which can provide a Certificate/Diploma to the candidates for the trades in which they have been trained.

- f) The institutions/organizations (State/UT run institutions as well as NGOs) who are already running project with the assistance from this Ministry, and also the new applicant institutions/organizations should get/have recognition/affiliation/accreditation under “Modular Employable Skills (MES)” from Regional Directorate of Apprenticeship Training of the State/UT Governments or recognition/affiliation under “Craftsmen Training Scheme (CTS)” from National Council of Vocational Training (NCVT) under Directorate General of Employment & Training (Ministry of Labour & Employment, Government of India), as applicable.
- g) The organization should establish linkages with placement services, and for the candidates interested in self employment after availing the training, the organization shall arrange easy micro finance/loans for them through financial institutions, National Scheduled Tribe Finance Development Corporation (NSTFDC), banks, etc. Preference will be given to those institutions which guarantee placement/employment after completion of training.
- h) As far as possible, minimum 33% seats will be reserved for tribal girl candidates.
- i) 100% grant-in-aid will be provided to the States/UTs/State owned institutions/VOs/NGOs/other private organizations, eligible for assistance as specified in Para 2 of the Scheme.
- j) The grant-in-aid will be released to the State/UT Governments/State owned institutions in one instalment in a year, and to the NGOs/private institutions in two instalments as per General Financial Rules.

**k) The funding under this scheme will be in following two ways: (i) By setting up and running VTCs mainly in remote areas/rural areas deficient in facilities, (ii) By supporting vocational training for ST as also PTG candidates in already existing institutions in townships/districts, etc. like ITIs, Polytechnics, computer training centres, and other private recognized institutions subject to the maximum assistance of Rs.30,000/- per annum per ST trainee as per norms in Appendix-I.**

**(i) To set up and run VTCs in rural tribal areas:**

- a) Each Vocational Training Centre, set up under the scheme may cater to a maximum of five vocational courses depending upon the employment potential of the area, as assessed in conformity with para 3 (d) above.
- b) Each tribal boy/girl will be trained in one trade of his/her choice, the course being of maximum six months' duration. Thereafter, the trainee will be attached to a qualified Master Craftsman/Expert trainer for a maximum period of six months to learn the skills by practical experience.
- c) Each Vocational Training Centre set up under the scheme running five trades will provide training to 100 or more trainees i.e. for one trade there should be at least 20 candidates.
- d) The course content/syllabus for a particular trade will be finalized by the organization in consultation with the local ITIs/Polytechnics, etc.

- e) The organization will make efforts to get their VTCs attached with ITIs/Polytechnics or other recognized institutions, so that the training in various trades could be supported with recognized certificate/diploma.
- f) The organization shall ensure residential facilities with adequate infrastructure, toilets (separately for males and females) etc. for the outstation trainees enrolled in the institute.
- g) Existing vocational training centres under the scheme, will be reviewed by the State/UT Governments and their further continuation from 2009-10 will depend on the need subject to the condition that they follow the revised provisions of the scheme from the year 2009-10.
- h) The organizations will be given grant-in-aid to run the VTCs either in a rented building or in the building owned by the organization. In case of rented building, the rent will be admissible as per financial norms enclosed as **Appendix-I**.
- i) The organization should have sufficient class rooms, demonstration facilities, toilets and infrastructure etc. for conducting the quality training.
- j) The **non-recurring and recurring** grant-in-aid will be admissible in accordance with financial norms given in **Appendix-I**.
- k) The organization provided with the central assistance for running the courses on the trades which leads to production of finished products will market these products to earn income for making these VTCs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

(ii) **To support vocational training in existing recognized institutes in other areas:**

- a) Vocational training may be arranged for tribal youths in the vocational courses run by the institute depending upon the employment potential of the area, as assessed in conformity with para 3 (d) above.
- b) Each tribal boy/girl will be trained in one trade of his/her choice and given practical experience as per the syllabus prescribed by the institute.
- c) The organization should have sufficient class rooms, demonstration facilities, toilets and infrastructure etc. for conducting the quality training for tribal youths.
- d) The institute will utilize their own infrastructure for the purpose of training.
- e) The institute may follow Government recognized standard syllabus/course content if they are already running the trade, or the course content/syllabus for a particular trade will be finalized by the institute in consultation with the local ITIs/Polytechnics.
- f) After completion of the training, a certificate/diploma will be provided by the institute to the successful trainees.
- g) The **recurring** grant-in-aid will be admissible in accordance with financial norms given in **Appendix-I**.
- h) The organization provided with the central assistance for running the courses on the trades which leads to production of finished products will market these products to earn income for making these VTCs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

#### 4. PROCEDURE FOR APPLICATION

- a) State/UT Governments and State owned autonomous institutions shall apply in prescribed application **Format-I**, whereas VOs/NGOs/private institutions shall apply in **Format-II**.
- b) The State/UT Government/State owned institutions shall apply directly to the Ministry, whereas application of VOs/NGOs/private institutions shall be routed through “**State Level Committee for Voluntary Efforts**” as constituted under the scheme of Grant-in-aid to Voluntary Organizations.
- c) Applications of the State/UT Government/State owned institutions and the VOs/NGOs/Private institutions for the next financial year, must reach to this Ministry as per prescribed channel by January-February of the preceding financial year, e.g. the application for financial year 2010-11 must reach to this Ministry by the end of February 2010.
- d) To observe time schedule as stated above in para 4 (c), VOs/NGOs/Private institutions should submit their applications by December of every year for the next financial year, to the State/UT Governments to enable them to place it before the State Committee in time, e.g. the application for 2010-11 should be submitted by December 2009. For the financial year 2009-10, applications may be submitted to the State/UT Government latest by June 2009.
- e) State Government /UT Administrations, while forwarding the recommendations of the State Committee for the proposals of VOs/NGOs/Private institutions, shall ensure submission of following documents **as per the given Check List and Time Schedule:**



**Check List and Time Schedule for mandatory documents for VOs/NGOs/Private institutions:**

S. No. and Name of Documents	For New Projects in February every year along with State Committee's recommendations	For On-going Cases only	
		In February every year along with State Committee's recommendations	Latest by <u>15<sup>th</sup></u> July every year
1. Application Form	√	√	X
2. Budget Estimates	√	√	X
3. Un-audited Accounts of last year	X	√	X
4. Audited Accounts with Auditor's Report	√ (of last three years)	X	√ (of last year)
5. Utilization certificate of previous year's grant in prescribed format as per GFR 19(A)	X	X	√
6. Annual Report	√ (of last three years)	X	√ (of last year)
7. List of Staff	√	√	X
8. List of beneficiaries	√	√	X
9. Inspection Report counter-signed by District Collector/ Commissioner	√	X	√
10. Registration Certificate, Rules & Bye laws	√	√	X
11. List of Management Committee	√	√	X
12. Up to date Rent agreement/ rent assessment certificate authenticated by PWD/CPWD (as applicable)	√	√	X
13. Surety Bond, Authorization letter (in <b>Advance</b> )	√	√	X
14. Acceptance of Terms and Conditions ( <b>Advance</b> )	√	√	X

√- To be sent ; X- not to be sent

**5. Terms and Conditions for the VOs/NGOs/Private institutions**

As stipulated in **Appendix-II** of these guidelines.

**6. Monitoring**

(a) Besides regular inspections being conducted by the District Collector/ Commissioner/Authorities in the prescribed format, the concurrent

monitoring will also be undertaken by the officials of the Ministry and independent agencies appointed by the Central Government for the purpose.

- (b) Each organization/institution will maintain a record of each successful trainee along with the details of his/her employment/self employment.
- (c) Such details will be furnished by the organization/institution at the end of financial year mandatorily in the prescribed format. Further continuation of the project will depend on the performance in terms of employment ensured/arranged by the organization.
- (d) A monitoring cell will be established in the NGO Division to maintain data base of the NGO run projects and to monitor their progress and 2% of the annual budget may be allowed to be used for monitoring and management of the scheme.

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**Admissible Financial Norms**

**Recurring:-**

**(a) Rs. 30,000/- per annum per trainee includes:-**

- (i) Stipend to trainee @ Rs. 700/- per month.
- (ii) Rs. 1600/- per trainee per annum for procurement of tools, raw material etc.
- (iii) Monthly honorarium to faculty/supporting staff etc.
- (iv) Boarding/lodging of trainees, electricity and water charges, etc.

- (b)** In case of rented building, annual rent will be admissible in addition to (a) above as per actuals, and maximum limit will be Rs. 10,000/- per month. This will be subject to submission of **Rent Assessment Certificate** by Public Works Department of the State Government. If building is owned by the institution/organization, only 10% of the rental value (authenticated by State PWD), as admissible, will be provided as maintenance charges per annum.

**Non-recurring:-**

- (a)** Rs. 2.40 lakh for five trades once in five years @ Rs. 0.48 lakh per trade.

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## APPENDIX-II

### **TERMS AND CONDITIONS FOR VOs/NGOs/Private institutions UNDER THE SCHEME OF VOCATIONAL TRAINING IN TRIBAL AREAS**

The grant-in-aid sanctioned under the aforesaid scheme is subject to fulfillment of following conditions by the voluntary organization (VO) /non-governmental organization (NGO)/private institution:

1. that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme;
2. the grants can not be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
3. that the organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
4. that the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and the scheme that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
5. that the organization will make reservations for 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;
6. that the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
7. that the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection of by representatives/officers from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:

- a. the receipt and payment account of grant-in-aid in question for the year;
  - b. the income and expenditure accounts of grant-in-aid in question for the year;
  - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
  - d. the utilization certificate in prescribed format as per General Financial Rules along with the item-wise break-up;
  - e. the audited accounts of the organisation as a whole for the year.
8. the organization shall submit performance-cum-achievement report (s) every six months on the project for which it received Grant-in-aid in the prescribed format;
  9. 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.;
  10. the organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Tribal Affairs immediately after receipt with proper reference;
  11. the organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
  12. that if the Government is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and also take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the Ministry, will never be considered by the Ministry for grants in future, even if delisted from the black list at any point of time;
  13. at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due ;
  14. no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
  15. the organization shall maintain a register in the GFR (19) of permanent and semi-permanent assets acquired wholly or in part out of this Grant-in-aid. This register shall remain open for inspection to the officials from the Office of the Comptroller and Auditor General of India/Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the Ministry, along with the Audited Accounts;

16. the release of the last instalment of the annual grant will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year;
17. the organizations should liase 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;
18. provisions of General Financial Rule 150(2) (a) would be applicable where the Voluntary Organisations are being provided assistance for the prescribed amount;
19. the organization shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of Ministry of Tribal Affairs, Government of India;
20. the organization shall ensure annual inspection of the project within the first quarter of the financial year in the prescribed format from the District Collector/district authorities;
21. the purchase of non-recurring items should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection;
22. that the organization shall not charge any fees from the beneficiaries;
23. in case of new projects, the organization shall intimate this Ministry and the State Tribal Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;
24. that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;
25. in the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between the VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;
26. for all disputes involving Ministry of Tribal Affairs with regard to release of grants, **the jurisdiction of the Courts will be Delhi**;

27. the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date  
Place

Signature of President/Secretary  
Full Name  
Designation  
Official Seal

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**(For State/UT Governments and State owned Vocational Training institutions)**

**w.e.f. April 2009**

**MINISTRY OF TRIBAL AFFAIRS  
GOVERNMENT OF INDIA**

**APPLICATION FORM  
For  
New/On-going Proposals for financial assistance under  
the  
Scheme of Vocational Training in Tribal Areas  
Year : \_\_\_\_\_**

Note: 1. It is **mandatory** to fill all the columns. Incomplete application forms will be summarily rejected without any notice.

2. Unsigned application form will be summarily rejected without any notice.

3. The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form

**I Project details**

<b>S. No.</b>	<b>Particulars</b>	<b>To be filled by State/UT Governments/State owned institutions</b>
1	Name of the Project	
2	Whether New/On-going Project	
3	If On-going, the sanction order No. and dates of the first grant and the last grant received	
4	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN:
5	Proposed Project Period (To be given in case of both New and Ongoing projects. In case of on-going project, it has to be clearly indicated for how long the intervention is required to be continued. In any case, it will terminate at the end of Plan period. Thereafter, the project will be considered de novo)	



6	Whether the Project is located in Scheduled Area/ITDP area/TSP area/MADA area/Cluster, if so the details thereof	
7	If so, names of target villages	
8	Names of target Scheduled Tribe communities <b>(Please indicate specific names of ST communities as per Government notifications mandatorily)</b>	
9	Names of target PTGs, if any <b>(Please indicate specific names of PTG communities as per Government notifications mandatorily)</b>	
10	Demographic details: (a) Total ST population of the target villages (b) Total no. of tribal BPL families in the target villages (c) Total no. of unemployed tribal youths in target villages/block/district (d) Employment potential of the District/Region	
11	(a) Distance of project from the nearest district road/State highway and mode of transport (b) Whether the project site is electrified (c) Facility of drinking water (d) Whether the area is plain or hilly	
12	Beneficiaries of the project (males, females or both)	<b>As per Annexure I.</b>
13	Trade-wise details of beneficiaries	<b>As per Annexure II</b>

**II Details of State owned autonomous institutions only (not applicable to State/UT Governments)**

<b>S. No.</b>	<b>Particulars</b>	<b>To be filled by the institution</b>
1	Name of the institution (as per registration certificate)	
2	(a) Name of President (b) Name of Secretary	
3	Full address of Headquarter of institution with PIN code	
4	Latest landline telephone no. with STD code	
5	Mobile no. of President and Secretary	
6	E-mail address of Organisation	
7	Name of Act under which registered	

### III Details of Building

S. No.	Particulars	To be filled by institution
1	Location of the building with complete address	
2	Whether the building belongs to State/UT Govt.	Yes/No
3	Whether the building is on rent	Yes/No
4	If on rent, name and address of the owner	
5	If on rent, monthly rent amount as per rent agreement	
6	Whether rent agreement has been certified by PWD	
7	Facilities to run VTC in the building (indicate no. of rooms, toilets, drinking water, electricity etc.)	

### IV Details of Trades proposed:

S.No.	Name (s) of Trade (s)	Course content/ syllabus	Recognized by whom	Duration in Months	Whether Certificate/ Diploma course

### V Brief justification of the Project (please justify on the basis of employment avenues available in the region and your efforts for placements of trained youths therein):

### VI Grants proposed:

S. No.	Particulars	Year (s) to be filled by institution
1	Current Grant	
2	Any Arrear Grant	

### VII Any contribution from State/UT run schemes

1. The amount of contribution:
2. Name of the scheme:

**VIII Details of proposed placements:**

**IX Details of successful trained STs (in Annexure-III)**

**IX Details of Annexures:**

- 1.
- 2.
- 3.
- 4.

Date

Signature of the Authorised Officer not  
below the rank of Deputy Secretary  
of the State/UT Govt.

Place

Official Stamp

**DETAILS OF ST BENEFICIARIES**

Year : \_\_\_\_\_

1. Name of the State/UT/State owned autonomous institution:
2. Name and address of the Project:
3. Details of beneficiaries:

Year	Total No. of Beneficiaries	Male	Female	Beneficiaries' Age	
				Below 18 years	18 year and above
1	2	3	4	5	6
Previous Year					
Current Year					

Date

Signature of the Authorised Officer not  
below the rank of Deputy Secretary  
of the State/UT Govt.

Place

Official Stamp

**Note: It is mandatory to attach a separate list of all trainees (trade-wise) indicating their name, Father's name, address, Date of Birth, and name of ST Community to which they belong (as per Govt. notification) as per Annexure II.**

**TRADE-WISE DETAILS OF ST BENEFICIARIES**  
**YEAR - \_\_\_\_\_**

1. Name of the State/UT/State owned institution:
2. Name and address of the Project:
3. Details of beneficiaries:

S. No.	Names of the Trades	Name of the beneficiary	Father's name	Home address	Male/ Female	Date of Birth	Name of ST community (as per Govt. notification)
1	2	3	4	5	6	7	8

Date

Place

Signature of the Authorised Officer not  
below the rank of Deputy Secretary  
of the State/UT Govt.  
Official Stamp

**Annexure-III**

**Details of Successful Scheduled Tribe Trainees of last Two Years**

<b>Year</b>	<b>Name of Trained candidates</b>	<b>Sex</b>	<b>Educational Qualification</b>	<b>Name of Trades in which trained</b>	<b>Address of trained candidate</b>	<b>Employed or self employed</b>	<b>If self - employed, in what profession and where</b>	<b>Average Annual income (In Rs.)</b>	<b>If Employed, where and in what capacity</b>	<b>Average Annual income (in Rs.)</b>
<b>2007-08</b>										
<b>2008-09</b>										

\* The years mentioned above are indicative. However, the details will be given by the project proponent for last two years.

Date

Place

Signature of the Authorised Officer  
not below the rank of Deputy Secretary  
of the State/UT Govt.  
Official Stamp



**(For VOs/NGOs/Private Institutions)**

**w.e.f. April 2009**

**MINISTRY OF TRIBAL AFFAIRS  
GOVERNMENT OF INDIA**

**APPLICATION FORM  
for  
New/On-going Proposals for financial assistance under  
the  
Scheme of Vocational Training in Tribal Areas  
Year : \_\_\_\_\_**

- Note: 1. It is **mandatory** for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice.
2. Unsigned application form will be summarily rejected without any notice.
3. The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form

**I Details of Voluntary Organization (VO) / Non-Governmental Organization (NGO)/ Private Institution**

<b>S. No.</b>	<b>Particulars</b>	<b>To be filled by VO/NGO/ Private Institution</b>
1	Name of the Organisation (as per registration certificate)	
2	(a) Name of President (b) Name of Secretary	
3	Full address of Headquarter of Organisation with PIN code	
4	Latest landline telephone no. with STD code	
5	Mobile no. of President and Secretary	
6	E-mail address of Organisation	
7	TIN/TAN Number	
8	Name of Act under which registered	
9	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of expiry: Registering Authority:
10	Details of registration under Foreign Contribution Regulation Act, if applicable	
11	Details of financial assistance from foreign agencies, if applicable	



12	Details of Management Committee/Governing Body	As per Annexure-I
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## II Suitability of VO/NGO/Private Institution

S. No.	Particulars	To be filled by VO/NGO/Private Institution
1	Experience of the Organisation in the relevant field (should not be less than 3 years)	
2	Other activities in which the Organisation is involved	
3	Financial resources of the Organisation along with bank account nos. in various banks	
4	Whether Organisation is in position to run the project without assistance from Ministry of Tribal Affairs	
5	Whether Organisation has been declared bankrupt at any point of time	Yes/No
6	If so, reasons thereof	
7	Whether Organisation is involved in promoting any religious faith	
8	Whether Organisation has been blacklisted by any institution of the Government at any point of time, if so the details thereof	

## III Project details

S. No.	Particulars	To be filled by VO/NGO/Private Institution
1	Name of the Project	
2	Whether New/On-going Project	
3	If On-going, the sanction order No. and dates of the first grant and the last grant received	
4	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN:
5	Proposed Project Period (To be given in case of both New and Ongoing projects. In case of on-going project, it has to be clearly indicated for how long the intervention is required to be continued. In any case, it will terminate at the end of Plan period. Thereafter, the project will be considered de novo)	
6	Whether the Project is located in Scheduled Area/ITDP area/TSP area/MADA area/Cluster, if so, name it	

7	Names of target villages/block/district	
8	Names of target Scheduled Tribe communities <b>(Please indicate specific names of ST communities as per Government notifications mandatorily)</b>	
9	Names of target PTGs, if any <b>(Please indicate specific names of PTG communities as per Government notifications mandatorily)</b>	
10	Demographic details: (a) Total ST population of the target villages (b) Total no. of tribal BPL families in the target villages (c) Total no. of unemployed tribal youths in target villages/block/district (d) Employment potential of the District	
11	(a) Distance of project from the nearest district road/State highway and mode of transport (b) Whether the project site is electrified (c) Facility of drinking water (d) Whether the area is plain or hilly	
12	Beneficiaries of the project (males, females or both)	As per Annexure II.
13.	Trade-wise details of beneficiaries	Annexure-III
14	Details of Staff Employed	As per Annexure-IV
15	Assets acquired wholly or substantially out of Government Grants	As per Annexure-V

#### IV Bank details of the Organization for transfer of funds

S. No.	Particulars	To be filled by VO/NGO/ Private Institution
1	<b>Details of main account:</b>  Name and full address of the Bank where the Organisation desires to receive the financial assistance from Ministry of Tribal Affairs	
2	MICR code of the branch of the Bank	
3	IFSC code/RTGS code of the Bank	
4	Nature of account (current/saving) and correct account no.	
5	Names of authorized signatories operating the bank account (please enclose certificate for specimen signatures as per Annexure-VI)	
6	<b>Details of account at project site:</b>	
(i)	Name and address of the Bank at the project site with MICR code	
(ii)	IFSC code/RTGS code of the Bank	

(iii)	Nature of account (current/saving) and correct account no.	
(iv)	Names of project head operating the bank account	

**Note:** **Authorization letter** as enclosed as Annexure-VIII to be attached with application. This letter should be countersigned by the Bank Manager. The details on this letter shall be for that bank where the grants have been proposed to be transferred by the organization.

## V Details of Building

S. No.	Particulars	To be filled by VO/NGO/ Private Institution
1	Location of the building with complete address	
2 (i)	Whether the building belongs to organization	Yes/No
(ii)	If yes, from which year the organization is running project in this building	
(iii)	Rental value of own building (duly authenticated by PWD)	
3	Whether the building is on rent	Yes/No
4	If on rent, name and address of the owner	
5	Monthly rent amount as per rent agreement (rent agreement certificate mandatory)/rent assessment certificate (copy to be enclosed)	
6	Whether rent agreement has been certified by PWD	Yes/No
7	In case of on-going projects, since when project is running in rented premises and year since when rent received from the Ministry	
8	Facilities to run VTC in the building: (i) Number of Rooms (ii) Details of hostel facility (iii) Number of toilets (for male/female separately if applicable) (iv) Details of water/electricity facility	

## VI Details of Trades proposed:

S.No.	Name of Trade	Course content/ syllabus	Recognized by whom	Duration in Months	Whether Certificate/ Diploma course

**VII Brief justification of the Project** (please justify on the basis of employment avenues available in the region and your efforts for placements of trained youths therein):

**VIII Grants proposed:**

<b>S. No.</b>	<b>Particulars</b>	<b>Year (s) to be filled by VO/NGO/ Private Institution</b>
1	Current Grant	
2	Any Arrear Grant	

**IX Details of proposed placements:**

**X Details of successful trainees (as per Annexure VII)**

**XI Details of Annexures (to be enclosed as per Checklist prescribed in the guidelines and also indicated in Appendix)**

- 1.
- 2.
- 3.
- 4.

**Declaration**

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date  
Place

Signature of the President/Secretary  
Name of the Signing Authority  
Official Stamp of the Organization

.....

**Composition of Managing Committee/Governing Body**  
Year : \_\_\_\_\_

**1. Name and Postal Address of the organization:**

**2. Details of Managing Committee/Governing Body**

S. No.	Name of the Members	Sex (M/F)	Father's Name	Spouse's Name	Complete Residential Address	Whether SC/ST/OBC/GEN	Self Occupation	Occupation of the Spouse	Position held in the Managing Committee/Governing Body
1	2	3	4	5	6	7	8	9	10

**3. Declaration:**

1. Certified that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organisation.
2. Certified that the above Managing Committee was elected by the General Body in its meeting held on \_\_\_\_\_. The life of the Committee is from \_\_\_\_\_ to \_\_\_\_\_.
3. Certified that the instant proposal has the consent of all the aforesaid members including the members belonging to Scheduled Tribes.

Place:  
Date:

Signature of President/Secretary  
Full Name of the signatory  
Designation  
Seal of the Organisation

**ANNEXURE-II**

**DETAILS OF ST BENEFICIARIES**

**Year :** \_\_\_\_\_

1. Name of the Organization:
2. Name and address of the Project:
3. Details of beneficiaries:

Year	Total No. of Beneficiaries	Male	Female	Beneficiaries' Age	
				Below 18 years	18 year and above
1	2	3	4	5	6
Previous Year					
Current Year					

Date:  
Place

Signature of the Secretary/president  
(Office stamp of the Organization)

**Note: It is mandatory to attach a separate list of all trainees (trade-wise) indicating their name, father's name, address, date of birth, and name of ST community to which they belong (as per Govt. notification) as per Annexure-III.**

**Annexure-III**

**TRADE-WISE DETAILS OF ST BENEFICIARIES**  
**YEAR - \_\_\_\_\_**

1. Name of the Organization:
2. Name and address of the Project:
3. Details of beneficiaries:

S. No.	Name of the Trade	Name of the beneficiary	Father's name	Address	Male/ Female	Date of Birth	Educational Qualification	Name of ST community (as per Government notification)
1	2	3	4	5	6	7	8	9

Date:  
Place

Signature of the Secretary/president  
(Office stamp of the Organization)

## ANNEXURE-IV

### DETAILS OF THE STAFF EMPLOYED

Year : \_\_\_\_\_

1. Name and address of the Organisation
2. Name and address of the Project:
3. Details of Staff employed in previous year:
  - (i) Total no. of Staff employed:
  - (ii) No. of ST staff:
  - (iii) No. of Males and females staff:
  - (iv) Details as follows:

S. No.	Name & Address	Sex (M/F)	Educational Qualification	Date of Appointment	Appointed as	Period for which Employed during the year	Honorarium Per Month	Total Honorarium	Remarks, if any
1	2	3	4	5	6	7	8	9	10

- (v) Whether there is any change in staff members from the previous year, if so, give details:

Date:  
Place

Signature of the Secretary/president  
(Office stamp of the Organization)



**ANNEXURE-V**

**Assets acquired wholly or substantially out of Government Grants**

**Register maintained by Grantee Institution  
Block Account maintained by Sanctioning Authorities**

**[Vide Government of India's Decision (7) (b) under General Financial Rule 149(3)]**

**Name of the Sanctioning Authority:**

1.	Name of the Grantee Institution	
2	No. and date of sanction	
3	Amount of the sanctioned grant	
4	Brief purpose of the grant	
5	Whether any condition regarding the right of Govt. in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction	
6	Particulars of assets actually credited or acquired	
7	Value of the assets as on _____	
8	Purpose for which utilized at present	
9	Encumbered or not	
10	Reasons if encumbered	
11	Disposed of or not	
12	Reason and authority, if any, for disposal	
13	Remarks	

Date:

Place:

Signature:

Full Name(In capital letters):

Designation:

Office Stamp of the organization

Note: In case there is no change from the previous year, a photocopy of the statement of the previous year be furnished with the following statement "No change from the year.....".

.....

**CERTIFICATE**

Authorised Signatories Operating Bank A/C No. \_\_\_\_\_  
In Respect of Organization \_\_\_\_\_

I- Signature:  
Name:  
Address:  
Designation in organization

II- Signature:  
Name:  
Address:  
Designation in organization:

Signature of Bank Authority with stamp \_\_\_\_\_

Name & Designation:

Name and address of Bank:

Date:

.....

**Annexure-VII**

**Details of Successful Scheduled Tribe Trainees of last Two Years**

<b>Year</b>	<b>Name of Trained ST candidates</b>	<b>Sex</b>	<b>Educational Qualification</b>	<b>Name of Trades in which trained</b>	<b>Address of trained candidate</b>	<b>Employed or self employed</b>	<b>If self - employed, in what profession and where</b>	<b>Average Annual income (In Rs.)</b>	<b>If Employed, where and in what capacity</b>	<b>Average Annual income (in Rs.)</b>
<b>2007-08</b>										
<b>2008-09</b>										

\* The years mentioned above are indicative. However, the details will be given by the project proponent for last two years.

Date:

Place:

Signature:

Full Name(In capital letters):

Designation:

Office Stamp of the organization

**ANNEXURE-VIII**

I/We \_\_\_\_\_ (Organisation Name) would like to receive the sums disbursed by the Ministry of Tribal Affairs electronically to our bank account detailed below. The account number duly verified by the bank on their letter & seal is enclosed:

Name of the payee as in bank account	Address	District	Pin code	State	Tele No. with STD code	Fax No.	E-mail Address	Name of the Bank	Bank Branch (full address with tele. no)	Bank Account No.	Account Type	Modes of Electronic transfer available in bank branch (RTGS/ NEFT/ ECS/ CBS)	IFSC Code	MICR Code

Signature (Name) \_\_\_\_\_  
Organisation \_\_\_\_\_