

Exchange of Visits by Tribals

(The word “tribals” used will always refer to Scheduled Tribes)

1. Background

Exchange of visits by the Scheduled Tribes (STs) is one of the ongoing schemes implemented by the Ministry with an endeavor to cultivate the spirit of oneness. It is specifically aimed at knowledge sharing and knowledge acquisition by both the host and the visiting tribal groups in order to emulate and draw lessons from best practices and lifestyles across States.

2. Objectives:

The objectives of the scheme of exchange of visits by tribals include inter-alia:

- i) Enhancing the exposure of the Scheduled Tribes, including students and teachers, resulting in better appreciation of various development, welfare and educational programmes under implementation as well as cultural and social practices adopted across different States/Tribes.
- ii) Acquainting the Scheduled Tribes with the latest techniques of agriculture, animal husbandry, processing of Non-Timber Forest Produce (NTFP), small scale industries, etc.
- iii) Encouraging sports development and/or cultural programmes, thereby being catalytic in improving and harnessing their inherent talent.

The visits will be organized in such a way that the visiting groups exchange their experiences and practices with the host groups in the following broad areas:

- (a) Education and Culture
- (b) Agricultural and Allied Activities/Rural Development

- (c) Small Scale/Cottage Industries
- (d) Social Sector Programmes
- (e) Human Resources Development
- (f) Health, including indigenous medicines
- (g) Sports
- (h) Any other field relevant to the over-all Scheduled Tribe development.

3. Implementing Agency:

The Ministry of Tribal Affairs (MoTA) in the Government of India is implementing the scheme through the State Governments. MoTA can also engage professional bodies/agencies to carry out these tasks.

4. Nomination procedures and selection

- 4.1 The areas of larger tribal concentration and model/residential schools would be the catchment areas of the scheme for selection of tribals for visits to other more developed parts/institutions of the country. For the purpose of organising the visit, all the States/UTs have been grouped into six regions as given in **Annexure – I**. Preference will be given to the proposals for visit across regions.
- 4.2 The Tribal Welfare Department of the State Government/UT Administration proposing to send tribal group/groups for such visit will, at the outset, nominate a Nodal Officer of an appropriate rank to identify areas and institution, contact and coordinate (mentioned at para 2 above) for which the visit is to be organised. The Nodal Officer shall also be responsible for calling nominations of individuals/group from the District Collectors/Magistrates/Deputy Commissioners of their districts and processing for final selection/constitution by a Selection Committee. This Committee would be headed by the Secretary of Tribal Development/Welfare Department, with

atleast four members from the concerned Departments such as Sports, Culture, Youth Affairs, Agriculture, etc. The Nodal Officer shall be the Member Secretary of the State Selection Committee.

- 4.3 The Tribal Welfare Department of the State Government/UT Administration proposing to send tribal group/groups for the exchange of visit shall also appoint a government official, preferably a lady officer, from any Department to accompany the tribal group.
- 4.4 Group/Groups constituted under para 4.2 above shall have not more than 10 persons per group excluding the government official. A State Government/UT Administration may constitute more than one group but not more than three groups for a particular year.
- 4.5. Each group will have representatives to include a maximum of four tribals from one community and five women of a local body. No member will, however, be entitled to be selected for more than one visit in one year or in four successive years. High school students, teachers and TRIs/Autonomous District Councils/ Village Councils would be given preference in the selection.
- 4.6 While selecting individual tribals for the purpose of the visits, due regard will be paid to the objectives of the scheme and the areas indicated at para 2 above. National level institutions / Non-Government Organisations (NGOs) / Voluntary Organisations (VOs) may be considered for the visit. In addition, Centres of Excellence (CoEs), Tribal Research Institutes (TRIs) and Eklavya Model Residential Schools (EMRS) would also be effective in meeting the objective of the scheme. An indicative list covering each of the broad categories which could be considered for the visit, keeping in view their success stories are given at **Annexure-II**. The websites of Planning Commission (www.planningcommission.nic.in), Ministry of Tribal Affairs

(www.tribal.gov.in) and related Administrative Ministries may be visited for further details on some of the aforesaid broad categories. Proposers are free to suggest areas/institutions beyond these, with justification/reason.

- 4.7 The nomination process shall be completed by the State Governments/UT Administration by May every year and the proposals for exchange of visits should reach the Ministry of Tribal Affairs, latest by 15th June every year.
- 4.8 The State Government will maintain and periodically update a complete year-wise list of tribals who have been nominated under the exchange programme.

5 Screening Committee

On receipt of nominations/proposals from the concerned Department of the State Government/UT Administration, the Ministry of Tribal Affairs will process the cases for sanction of the visits. To facilitate this, a Screening Committee, as given below, would scrutinize the proposals:-

1	Joint Secretary/Equivalent officer in charge of Media, Ministry of Tribal Affairs	Chairperson
2	Director/DS (Edn), Ministry of Tribal Affairs	Member
3	A representative from TRIFED	Member
4	A representative from NSTFDC	Member
5	Director/Deputy Secretary in Charge of Research and Media Division, Ministry of Tribal Affairs	Member Secretary

The Screening Committee may hold more than one meeting, if necessary. The Committee would also be free to co-opt any special invitee, whenever required. Ministry of Tribal Affairs will issue sanction and normally make advance payment atleast two months prior to the date of visit. The group leader may, however, go ahead with the bookings for the travel/stay only after receiving the sanction orders.

6 Expenditure heads

6.1 On receipt of the proposal from the States, the Ministry will sanction funds to cover expenditure taking into accounts the overall budget provision in the financial year.

The broad items of the expenditure would be as under:

- (i) Expenses to cover journey by train (both for onward and returns) by III tier A/C by the shortest route. In case of journey to places not connected by train, the expenditure would be limited to the fare for public transport at the rates notified by the State Road Transport Corporation or the actual fare, which ever is less.
- (ii) The tribal groups will be preferably lodged in a hostel run by Government or Government owned Corporation. The cost of boarding and lodging will be borne by the Ministry upto Rs.500/- per head per day or the actual, which ever is less. Daily per head expenditure, restricted to a maximum of 15 days including journey period, should be limited to Rs. 150/- to meet expenses on contingencies.
- (iii) Each member of the tribal group selected for the exchange of visit should be from economically weaker section, which is below the poverty line. However, for cultural exchange or sports meets, the beneficiaries should produce evidence to show that they have participated in such events at the district/State level earlier. However, the income of such individuals should not be above Rs. 5000/- p.m.
- (iv) The group will also be entitled to get reimbursement of tickets/fees on actual basis up to a maximum of Rs 7500/- per group paid for entry/seeing local places of interest or events.
- (v) An expenditure of Rs 2000/- per day will be admissible for hiring local conveyance.

- (vi) On receipt of duly signed positive feedback from the members after completion of the visit, indicating the special initiatives taken, an honorarium of Rs 2000/- will be sanctioned by the Ministry of Tribal Affairs to the group leader.
- (vii) An honorarium of Rs 2000/- plus Rs 500/- per group will be provided to host institutions/individual officer, who will, inter alia be responsible for arrangement of boarding, lodging, local tour visits to places of interest/exhibition etc.
- 6.2 Proforma for Central Government Grants under the Central Sponsored Scheme of “Exchange of Visits by Tribals” may be filled in as per **Annexure - III**.
- 6.3 Feed Back Report, as per format at **Annexure IV** must be sent to the Ministry by the group leader within 2 months from the date of return from the visit.
- 6.4 The State Channelizing Agency on receipt of the proposal sanctioned by the Ministry of Tribal Affairs, shall immediately furnish a Pre-Stamped Receipt to enable the Ministry to process for release of the funds by the Office of the Pay and Accounts Officer, New Delhi.
- 6.5 Each proposal should be forwarded by a competent authority after verifying the details given in the Checklist at **Annexure –V**.
- 6.6 The State Government /UT Administration are to furnish the Utilisation Certificate in Form GFR 19 – A at **Appendix I** within a month of the completion of the visit. This is mandatory for consideration of the proposal and release of future grants by the Ministry of Tribal Affairs.

Annexure-I

Grouping of States/Union Territories for purpose of Exchange of Visit

Region	State	Union Territories:
I	Haryana Himachal Pradesh Jammu and Kashmir Punjab Rajasthan	Chandigarh National Capital Territory of Delhi
II	Maharashtra Gujarat Goa	Dadra and Nagar Haveli Daman and Diu Lakshadweep Puducherry
III	Andhra Pradesh Karnataka Kerala Tamil Nadu	Andaman and Nicobar Islands
IV	Arunachal Pradesh Assam Meghalaya Manipur Mizoram Nagaland Tripura	
V	Bihar Chhattisgarh Jharkhand Madhya Pradesh Uttar Pradesh	
VI	Orissa Sikkim Uttarakhand West Bengal	

Annexure-II

Illustrative lists of National level Institutions/NGOs/VOs where visits can be organised are:

	Name of the Institute/Organisations	Activities
1	Eklavya Model Residential School, Bharuch, Gujarat.	Residential School
2	Eklavya Model Residential School, Chalakudy, Kerala.	Residential School
3	Council for Advancement of People's Action and Rural Technology (CAPART) projects http://www.capart.nic.in	Successful application of rural technologies
4	Swami Nirmalananda Balbhawanam, Sri Ramakrishna Asharam, Dist- Alappuzha, Kerala.	Hostel and Computer Training Centre
5	R.K.Mission Hospital, Itanagar, Arunachal Pradesh, P.O. - R.K. Mission, Itanagar – 791 113. Arunachal Pradesh. Website : http://www.rkmitanagar.netfirms.com/	191-Bedded Hospital, Mobile Dispensary, etc.
6	Ramakrishna Mission Ashrama Cherrapunji, East Khasi Hills Meghalaya 793 111. Website: www.rkmcherra.org	Schools, hostels, audio-visual unit , dispensary, library, museum etc.
7	BAIF Development Research Foundation, Centre of Excellence , Dr. Manibhai Desai Nagar, Warje, Pune 411 058, Maharashtra. 91 - 20 – 25231661 (Phone) 91 - 20 – 25231662 (Fax) Email id: baif@vsnl.com Website: http://www.baif.org.in/ WADI project in Gujarat.	Wadi is a holistic programme which combines livelihood generation through multiple need-based activities with various components to improve the quality of life, reduce drudgery and results in capacity building and empowerment of the tribal families, soil conservation, water resource development, health promotion, building people's organisations and credit programmes
8	N.M. Sadguru Water and Development Foundation, Post Box - 71, Dahod - 389151, Gujarat. Website: http://www.nmsadguru.org/	Community based water resource development and management, participatory watershed development and management, agro- forestry, joint forest management, agriculture and horticulture development, on farm income generation, promotion of Bio-gas and other renewable source of rural energy, building institutions, self help group, micro finance and human resource development through training and capacity building and public advocacy.
9	Tribal Research Institutes (TRIs) in Madhya Pradesh, Orissa, Kerala, Tamil Nadu,	Institutes and museums

**Government of India
Ministry of Tribal Affairs**

**Proforma for Central Govt. Grants under the Central Sector Scheme of
“Exchange of Visits by Tribals”**

1.	Name of the State/UT Admn.							
2.	Name & Address of the State/UT Admn. Deptt. sending the proposal (Sponsoring Authority)							
3.	Details of the Bank Account	Name of payee (as in bank account)	Full Address of the Payee	District				
		Pin Code	State		Telephone Number with STD Code			
		Fax No., (if any)	E-mail address (if any)	Name of the Bank		Bank Branch (full Address)		
		Bank account no.	Type of account saving/ current	Modes of electronic transfer available in bank branch (RTGS/ NEFT/ ECS/ CBS)		IFSC Code	MICR Code	
4.	Details of places proposed to be visited with justification	Place/Area/Project		Reason/justification				
		District						
		State						
5.	No. of Days (excluding Journey-time)							
6.	No. of Journey-time days (both to and fro)							
7.	Details of persons proposed to be included in this Team (excluding the Team leader) indicating the name, age, gender, occupation, income etc	S.No	Name	Age	Gender	Occupation	Income	Tribe
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

8.	Name & Address of the State Channelizing Agency which would be organizing / implementing the visit by tribals.			
9.	Name & Address of the organization (State Channelizing Agency) to whom the Central Govt. Grants are to be remitted.			
10.	Name & Address of the organisation which would send Reports, Photographs and Utilization Certificates in the Form of GFR 19 A after utilization of grants.			
11.	Tour Report of the previous exchange of visit undertaken and how this has helped them.			
12.	ESTIMATED EXPENDITURE :			
		Per Person (including Team/ Group leader) per day	For the Group (including Team/Group leader) per day	Total for the whole Team/ Group (including Team/ Group leader) and for all the days
(a)	Travel cost (to and fro) with details e.g. by train IIIrd A.C by shortest route. and in case of any journey by taxi/bus, the expenditure would be restricted to travel by IIIrd A.C train or actuals, whichever is less/ shortest and mode of conveyance with details for plains and hill area, if any.			
(b)	Boarding & Lodging			
(c)	Others :			
(i)	For reimbursement of expenditure towards Entry Fees			
(ii)	For Hiring of Local conveyances			
(iii)	Honorarium for the Group Leader of the Sponsoring State/UT only after receiving a duly authenticated tour report			

(iv)	Honorarium to the Host Institution/Individual Officer for making arrangements for board/lodging, local visits etc.			
	Grand Total			

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Phone : _____

Fax : _____

E-mail: _____

Seal of the Sponsoring Authority

PROFORMA FOR FEEDBACK REPORT

(Feedback report of the visit of the team during the year..... under the scheme of Exchange of Visits of Tribals).

(TO BE SUBMITTED WITHIN 2 MONTHS FROM THE DATE OF RETURN FROM VISIT)

Name of the State.....

Name of the State Channelizing Agency.....

Sl. No.	Items	
1	Name of the organization which conducted the tour with complete address and telephone/fax nos.	
2	Date(s) of visit	
3	Composition of the group i.e. Profile of members as per details given in para 7. of Annexure III	To be attached
4	States & Districts visited	
5	Name of the Group Leader with designation and office address and telephone number.	
6	Name and designation of host and details of office	
7	Details of places visited i.e. Name and address of the organization visited.	
8	Number of photographs of visit attached	
9	Experience shared with the host during the visit	Statement to be attached.
10	Experience gained from the visit	Statement to be attached.
11	Certified copy on the amount utilized for sight seeing/ local conveyance.	
12	Honorarium given to the Officer of the Host State, certified copy of the receipt to be enclosed.	
13	Suggestions/comments by the individual as well as the group leader	Statement to be attached.
14	Suggestions regarding name of institutions/organisations where visits could be made in future	Statement to be attached.
15	The Tour Report (copy in CD) along with the photographs of the sites visited	

To be certified by the Group Leader
Name of the Group Leader.....

Signature

Place.
Date.

Signature of Forwarding Officer
Name

CHECK LIST

1. Proforma duly filled in as per **Annexure III**.
2. Feedback report for the earlier visits have been furnished to the Ministry of Tribal Affairs as per **Annexure –IV**.
3. Nominations have been scrutinized in terms of para 4 of the guidelines and found to be complete in all respect.
4. Areas and places to be visited has been finalized in consultation with the host organisations/State Government/ UT Administration.
5. No individual from the present team has been nominated in earlier visits.

Forwarding Officer

Signature -----

Name-----

Designation-----

Date-----

Place-----

FORM GFR 19-A

(See Government of India's Decision (1) below Rule 150)

Utilisation Certificate

Sl. No.	Letter No. and date	Amount	Certified that out of Rs.....of grants-in-aid sanctioned during the year.....in favourunder this Ministry/Department letter No. given in the margin and Rs. on account of unspent balance of the previous year a sum of Rs.....has been utilised for the purpose offor which it was sanctioned. and that the balance of Rs.....remaining unutilised at the end of the year has been surrendered to Government (vide No..... dated.....)/will be adjusted towards the grants-in-aid payable during the next year
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised

1. Audited Statement of accounts signed by a C.A.
2. Formal UC signed by a C.A.
3. Progress Report.

Signature -----

Designation-----

Date-----