

CAPART

Guidelines for Organisations seeking CAPART assistance

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and Rural Technology
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ELIGIBILITY CRITERIA

The eligibility criteria for Voluntary Organisations are as follows:

- i) VOs should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
- ii) VOs should have completed 3 years from the date of registration on the date of application filed with CAPART.
- iii) VOs should have a bank or post office account for at least three years preceding the date of filing of application to CAPART for funding.
- iv) Rural Development should be one of the objectives in the Memorandum of Association of the VOs.
- v) VOs should be working with beneficiaries in rural areas even if the VO's headquarters is located in an urban area.
- vi) The area of operation of the VOs must be rural, meaning thereby a village included within the jurisdiction of a gram panchayat. Areas included within the limits of Municipal Corporations, Municipalities, Notified Area Committees and Town Panchayats will not be considered as rural areas.
- viii) VOs should comply with the requirement of Income-Tax Department (PAN,12A) or should have at least applied for the same.
- vii) The organization should be broad based and representative in character. The members of the Executive Body/Managing Committee of the organisation should not be related to each other or belong to the same family. There may be maximum two relatives/family members in the Governing/Managing/Executive Committee of the organisation. But only one of them could be co-signatory of the bank account operations.
- ix) VOs should not have been put on the CAPART's list of organizations to which funding has been cancelled or suspended for acts of omission and commission.
- x) Members of the sanctioning committees of CAPART, namely, Executive Committee, National Standing Committee/Regional Committee or their family members and/or relatives should not be the office bearers of the VOs seeking assistance from CAPART.
- xi) There should not be more than three ongoing projects under implementation by the VO with funding by CAPART on the date of application filed with CAPART.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE PROPOSAL (COPIES SHOULD BE ATTESTED BY A GAZETTED OFFICER)

1. Registration certificate (authenticity of the registration certificate in case of amendments, if any, subsequent to the registration of the VO.)
2. Bye-laws of the VO (authenticity of the bye-laws, in case of amendments, if any, subsequent to the framing of bye-laws.)
3. Latest composition of the Managing Committee/Executive Body indicating the authenticity from the registration authorities.
4. Annual Report of the VO for the last 3 years.
5. Audited accounts, viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for the last three years.
6. Documents relating to PAN number and exemption order under 12A obtained from Income-tax Department or request letters sent to Income-Tax Authorities for obtaining these documents.
7. Bank/Post office pass book reflecting the transactions for the last three years.
8. Certificate from the Bank Manager/Post Master stating that the account is operative for the last three years.
9. The project proposal should be forwarded to CAPART accompanied by a resolution of the organisation duly signed by the sitting members of the Executive Body/Managing Committee of the VO. The photographs of all the sitting members of the Committee duly self-attested by the members with their complete, latest addresses should be mentioned in the resolution.
10. Other documents relevant to specific project proposal i.e. land pattas in respect of housing, land development programmes, NOC/permission from the owners of the common property, etc. should accompany the proposal.
11. Certificate that the concerned project has not received, is not receiving and will not receive or apply for receiving any funding, either completely or partially, from any other Governmental, non-governmental, international or any other agency, for the same project covering the same beneficiaries.

Organisational Profile of First Timer Organisations **Applying for CAPART Assistance**

(This Proforma is applicable for small voluntary organisations with annual turnover of less than Rs. 2 lakhs for submitting project proposals upto Rs. 1 lakhs).

1. Name of the Organisation _____

2. Address:

a) Village _____

b) Post Office _____

c) Taluka _____

d) Police Station _____

e) District _____

f) State _____

g) Pin Code _____

h) Telephone No. _____

i) Fax No. _____

j) E-mail _____

3. In how many villages does the VO operate?

4. Objective:

5. Details of Registration:

a) Registration No.: _____ Date _____

b) Valid Upto _____

c) If registered under FCRA indicate the No : _____

(Attested photocopy of the Registration Certificate to be enclosed)

6. Details of Members of Executive/Governing Body:

Sl. No.	Name	Father's/Husband's/ Wife's Name	Address with Telephone No.	If members are related to each other indicate relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				

If there is any change in the original executive/governing body of the organisation, certified copy of the resolution passed by the Executive Body/Managing Committee of the VO should be enclosed or supporting evidence should be furnished.

7. Activities undertaken and Experience :

8. Whether the VO has implemented any project under CAPART assistance in the past. If so give details and status:

9. Main target group:

10. a) Number of Bank Account/Accounts _____
b) Name of Bank Branches _____
c) Account Number and type of Account(s) _____
d) Date of opening of account _____
e) Bank Balance(s) as on date of application _____
f) Name of the Signatory(ies) _____
g) Relationship of signatory (ies) if any with the Chief

Functionary _____

11. Has the VO ever been placed under funding restriction by any other Funding Agency:-

Certificate

All the above information is true to the best of my knowledge and belief. In case at any stage it is found that any of the above information(s) is incorrect, my application for grant of financial assistance may be liable to be rejected.

Place Seal of the Organisation Signature of Authorised Signatory

Name

Date

Designation

FOR CAPART USE ONLY

Computer Generated Number Allotted

Date _____

Signature_____

ORGANISATIONAL PROFILE OF APPLICANT FOR CAPART ASSISTANCE (OTHER THAN FIRST TIMER)

(PLEASE FILL IN BLOCK/ CAPITAL LETTERS)

PART-A : ORGANISATIONAL DETAILS

1. Name of Organisation _____

- 2-1. Registered Address _____
Block _____
Police Station _____
District _____
State _____
Pin code _____

- 2-2. Details of Branch Office(s) if any. (*Append details of Branch Offices on additional sheets, if required.*)
Address _____
Block _____
Police Station _____
District _____
State _____
Pin code _____

3. Contact Numbers
Phone No (1) _____
Phone No (2) _____
Mobile Number _____
Telegram _____
Fax _____
E-mail _____
Website _____

4. Name of contact person(s)

	Last Name	Middle Name	First Name
4.1 Name	_____	_____	_____
Designation	_____		
4.2 Name	_____	_____	_____
Designation	_____		

5. Details of Registration (Kindly Enclose Copy of Relevant Registration Certificate(s)
(Please put ✓ against applicable Act)

State _____

District _____

Societies Registration Act, 1860 _____

Indian Trusts, Act, 1882 _____

The Religious and Charitable Institutions Registration Act, 1920 _____

If Registered under any other Act, please specify

5-1. Registration No. _____ Date of Original Registration _____

Registration valid upto _____

5.2. Details of Foreign Contributions Regulation Act, 1976
(If applicable, kindly enclose copy of certificate)

Date of Original Registration _____

Original Registration No _____ Registration valid upto _____

6. Are there any criminal cases pending against the organisation or office bearers _____ (Yes / No).
If yes, kindly append details.

7. Details of people's representatives of the target area (Full name and address to be provided)

7.1 Lok Sabha Member (MP)	i) _____
7.2 Vidhan Sabha Member (MLA)	ii) _____
7.3 Village Sarpanch/Gram Pradhan	iii) _____
7.4 The Collector & District Magistrate	iv) _____
7.5. Project Director, District Rural Development Agency	v) _____
7.6. Block Development Officer	vi) _____

8-2. DETAILS OF FUNCTIONARIES

(This item is to be filled for each office bearer. Kindly use photocopies of this page)

8-2-1. Name of Office Bearer : _____

8-2-2. State whether Office held, in any Other VO (s) : Yes/ No

8-2-3. Details of the Offices held in Other VO (s)

(in case answer to 8-2-2, is Yes)

Name of the Organisation : _____

Address of the Organisation : _____

Name of the Organisation : _____

Address of the Organisation : _____

Name of the Organisation : _____

Address of the Organisation : _____

8-2-4. Details of Relationship with CAPART officials, if applicable.

Name of CAPART official : _____

Designation : _____

Official Address : _____

Name of CAPART official : _____

Designation : _____

Official Address : _____

Name of CAPART official : _____

Designation : _____

Official Address : _____

8-2-5 Are there any members of the family of the chief functionary who receive salary/honorarium from the organisation? If yes, give details.

8-2-6 Please submit details of personal assets of chief functionary.

8-2-7 Is the chief functionary the founder of the organisation? If not how many years has he been working in rural areas? (kindly attach his bio-data)

Part-B : Details of Activities

9. **Activities (Please refer to Table-I on Activity Codes and give appropriate codes. For multiple activities, give more than one code as deemed fit.)**

9.1 **Schemes taken up (CAPART or Others) in past 3 years. ?**

Sr. No.	Title of scheme	Amount Rupees	Completed/ Ongoing	Measures taken for sustainability

9.2 **Have you undertaken projects involving people's participation? If yes, state it in 50 words on separate sheet.**

9.3 **Have you undertaken projects for organising and mobilising the poor, SC / ST, disabled or women? If yes, state it in a separate sheet in 100 words.**

10. **Geographical Area of Operation (Please tick (✓) appropriate code from the list below) :-**

Coastal (C)	Earthquake prone (E)	Tribal (T)
Desert (D)	Drought Prone (P)	Remote / Difficult Area (R)
Hilly (H)	Flood prone (F)	Any Other (specify) (O)

10.1 **Total number of different Districts in which activities have been undertaken**

10.2 **District wise Details:-**

State	District	Major Activities Codes as per Table-I	Period of time spent working in the area

10.3 **Is the project for which funding is being sought, being taken up in a new area? Yes /No**

10.4 **If yes, then how long do you plan to work in this area?**

11. Main Target Groups (Please give appropriate code from list below)

Agricultural Labourers (A)	Small and Marginal Farmers (M)	Children (C)
Bonded labour (B)	SC (S)	Women (W)
Landless labour (L)	Artisans (R)	Disabled (P)
Any Other(specify) (O)	Other VO's (V)	Tribals (T)

12. Professional staff presently working in the organisation (Please give the number of staff against appropriate item.

(Also specify whether full time or part time)

Doctors	Engineers	Teachers
Homeopaths	Technologists	Trainers
Ayurveds	Geophysicists	Lawyers
Nutritionists	Economists	Geologists
Health staff	Social workers	Veterinarians
Dais	<i>Social Animators</i>	Foresters
Audio-visual Experts	Chartered Accountants	Architects
Drillers	Accountants	Others (please specify)

12.1 No. of Staff presently Working in the organisation on :-

Full time basis	Part time
Voluntary basis	Total Number

Are any existing paid staff related to office bearers of the Executive Body/ Managing Committee of the Voluntary Organisation.

If yes, give details.

13. DETAILS OF CAPART ASSISTED PROJECTS ALREADY UNDERTAKEN BY THE VO

(In chronological order by the date of sanction)

Sl No.	File No.	Title of Proposal State, District) Block Village (s)	Location (Give	Particulars of Sanctions				Sanctioned No. of Units and Beneficiaries units				Releases Made		Date of Completion/ Submission of UC*	Remarks
				Date	CAPART Assistance	Others	Total	Units (Rs.)	SC/ST (Rs.)	OBC (Rs.)	Others	Date	Amount		
1	2	3	4	5a	5b	5c	5d	6a	6b	6c	6d	7a	7b	8	9

* Kindly attach photocopies of UC of completed projects.

PART- C : FINANCIAL STATUS OF ORGANISATION

Kindly provide

- a) **Copies of Annual Reports of last three years**
- b) **Copies of Audited statements of accounts of last three years**
- c) **Copies of Proof of having Post Office/Bank Account of last three years**
- d) **Copies of Permanent Account Number issued by Income Tax Department**

14. INCOME AND EXPENDITURE

Sr. No	Year (Rupees in Lacs)	Income (Rupees in Lacs)	Expenditure
1)			
2)			
3)			

15. RECEIPT & PAYMENT

Sr. No	Year (Rupees in Lacs)	Receipt (Rupees in Lacs)	Payment
1)			
2)			
3)			

16. MAJOR ASSETS OF ORGANISATION AS PER LAST AUDITED BALANCE SHEET*(This includes Land, Building with plinth area etc.)*

Sr. No.	Assets	Value (Rupees in Lacs)
1)	Cash Deposits	
2)	Movable Assets	
3)	Immovable Assets	

(Please Attach list of all movable and immovable assets of value over Rs. 20,000/-)**17. DETAILS OF BANK ACCOUNTS FROM WHICH CAPART FUNDS HAVE BEEN / PROPOSED TO BE OPERATED.****17.1 Account in the name of _____ (Attach photocopy of pass book)****17.2 Details of Bank Accounts :-**

Sr. No.	Items	Details	Details	Details
1.	Name of Bank			
2.	Full branch address			
3.	Account Number			
4.	Type of Account			
5.	Name of Signatory (1)			
	Post held in organisation			
	Relationship to Chief functionary.			
6.	Name of Signatory (2)			
	Post held in organisation			

	Relationship to Chief functionary.			
7.	Name of Signatory (3)			
	Post held in organisation			
	Relationship to Chief functionary.			

17.3 SUMMARY OF RECEIPTS

Give details from the Audited statements of Accounts for the last 3 years as indicated below :-

17.3.1 Break up of Receipts

Receipts	Year		Year		Year	
	Amount (Rupees)	%	Amount (Rupees)	%	Amount (Rupees)	%
Total funds Received		100		100		100
From Government						
From Foreign Sources						
Own Sources						
By Community Contributions						

17.3.2 What percentage of total expenditure was spent on Administration last year?

17.3.3. Break up of Administration expenditure in percentage :- * Clarification on page

Sr. No.	Administrative Expenditure	Amount (in Rupees)	Percentage
1)	Salary / emoluments		%
2)	Facilities for Staff		%
3)	Fuel, oil, lubricants		%
4)	Travel		%

5)	Telephone		%
6)	Office Expenses		%
7)	Any Other		%
	Total		100 %

17.3.4. Has your organisation been black listed / put under Funding Restrictions by CAPART / any other organisation ?

If yes, give details.

18. Are Annual Reports and Audited statements freely available to any member of the public ?

Yes/No

If no, the reasons thereof _____

19. Certified that the information given in this form is correct to the best of our knowledge. It is understood that tendering false information will result in CAPART recalling the assistance and stopping further funding of the VO.

Counter signed by Member of the Executive Body

Name

Authorised Signatory

Designation

Name

Designation

Place

Seal of the Organisation

Date

FOR CAPART USE ONLY

Computer Generated Number allotted

Date _____

Signature _____

Table – I
Activities and Corresponding Codes

Agriculture		Non conventional energy sources	RT03
Credit	AG01	Technology transfer	RT04
Extension and Training	AG02		
Land Development	AG03	Income Generation	
Wasteland Development	AG04	Rural Women	IG01
Watershed Management	AG05	Self Help Groups	IG02
		Integrated Rural Development	
Awareness Creation	AW01	Programmes	IG03
Training	AW02	Rural Credit	IG03
Campaigns	AW03		
Preparation of Information		Drinking Water & Sanitation	
material	AW04	Water Supply	DW01
Forest		Traditional water systems	DW02
Action Studies	FW01	Construction of Latrines	DW03
Social Forestry	FW02	Sanitary Marts	DW04
Rural Housing			
Construction of low cost houses	RH01	Marketing	
Disaster Management	RH02	Marketing rural products	MK01
		Exhibitions and fairs	MK02
Information Dissemination			
Process Documentation	ID01	Disability Related Issues	DR01
Publication	ID02	Panchayati Raj	PR01
Media Advocacy	ID03	Public Co-operation	PC01
Information Technology	ID04	Innovative Schemes	PC02
		Village Link Roads	VR01
		Others(Miscellaneous)	MS01
Rural Technology			
Research	RT01		
Application of RT	RT02		

Application of first-timer Organisations for assistance

- Voluntary Organisations applying to CAPART for the first time are required to submit their first project proposal before the RCs concerned irrespective of their strength, background and work experience.
- To avoid rejection of proposals, such VOs are advised to formulate proposals in tune with their capacities and accordingly seek appropriate assistance instead of formulating a project involving over ambitious assistance.

FORMAT OF THE PROJECT PROFILE OF APPLICANTS FOR CAPART ASSISTANCE

(Projects of first timer applicants and projects with financial outlay of below 25 lacs to be submitted in the respective Regional Centres. Projects above 25 Lacs to be submitted with CAPART Headquarters at Delhi.)

1. **Title of the project** _____

2. Location

- a) State _____
b) District _____
c) Block _____
d) Village(s) _____

3. Demographic details

- i. Total Population - Male _____ Female _____
ii. No. of families SC _____ ST _____ OBC _____
General/BPL _____ APL/Artisans _____
iii. Land Utilisation _____
iv. Source of Irrigation _____
v. Artisanal trades _____
vi. Problems of Villages _____

4. Objectives

Note:- The applicant while following this format can always furnish any relevant or additional information as appropriate.

5. Beneficiaries

- 5 1. List of beneficiaries giving village-wise details:** name, father's/husband's/wife's name, sex, caste group, people living below poverty line/APL, freed bonded labourers /landless labourers /schedule caste / scheduled tribes / marginal farmers/small

farmers/rural artisans/fisher folk, total land owned by the beneficiaries (irrigated or unirrigated), extent of land to be covered for the purpose of project. This list may be enclosed as per prescribed proforma at Annexure-I alongwith the signatures/thumb impressions of the beneficiaries.

5.2. Methodology adopted for identification and selection of beneficiaries.

6. Need of the project: Analyse and justify giving a brief write-up as to the need of project and 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.

7. 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.

8. Action programme

S.No.	Activities* (Each activity to 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 projects rough sketch map of land to be given indicating the activities to be taken up like group irrigation/borewells/ wells, command area of each group irrigation wells/bore wells be given. Area also to be given.

9. Duration of the project

10. Personnel required for implementation of the project

(i) Full time

S.No.	No. of Personnel needed, with their qualification	Already available	Addl. proposed	Cost (per annum) (Rs.)
(1)	(2)	(3)	(4)	(5)

(ii) Part-time consultants required to be engaged, their cost per annum, need and justification in relation to the project.

11. Other facilities available and required (Machinery, equipment, buildings, livestock, etc)

12. Technology to be used/adopted (please give details: regarding the nature of technology, why it has been chosen and how it will be acquired. Also provide technical estimates including technical drawing and material specifications, where required, duly certified by a subject matter specialist).

13. Financial implication of the project with source of funds.

S.No	Items of work activities	Unit cost	Quantity / Number	Total cost	VO's contribution	Beneficiaries contribution	Other sources*	CAPART assistance	Remarks**

Detailed justification to be furnished for each item of expenditure.

***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 to be given.**

****Please indicate the basis for cost estimates. Attach the relevant documents duly certified by a Civil Engineer.**

14. 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 requirements and process(es) to be adopted.

15. Marketing arrangements

16. Arrangements for maintenance of assets created for ensuring sustainability/ replicability of the programme after completion of the project.

17. Outcome expected to be achieved(Impact indicators):

- a) Employment/Self
- b) Income generation or augmentation
- c) Women's employment
- d) Skill upgradation
- e) Social Equity
- f) Environment Management
- g) Financial Returns(in case of income generating activities)

18. Physical targets and time schedule for implementation of the project.

Items	I year	II year	III year
(a)			
(b)			
(c)			
(d)			

19. Arrangement for conducting social audit (consultation with Gram Sabha while formulating project proposal as also reporting to the Gram Sabha about project outcome after completion of the project).

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 :

**Proforma for Submission of Beneficiaries
List for Schemes of CAPART**

Name of Village _____ Block _____ District _____

S. No.	Name of beneficiary	Father's/ Husband's/ Wife's name	Gender		Caste/Group				Disabled	Woman headed	Small Farmers	Marginal Farmers	Agricultural Labourers	Signature of the beneficiary/ thumb impression	Remarks
			Male	Female	SC	ST	OBC	Gen							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Note: i) In remark column any other relevant information can be given.

ii) In case of joint means of production/group tubewells/lift irrigation schemes, group list of beneficiaries indicating group leader may be clearly given.

Authorised signatory of NGO
(With full name)

Format for Half Yearly Progress Report for the sanctioned projects.

Progress report for the period: from _____ To _____
(Date/ month /year) (Date/ month /year)

Part-1: General

1. Name of the project _____
2. Name and address of the executing agency _____
3. Project area _____
4. (I) Total cost of the project Rs. _____
(II) Duration of the project _____
(III) Date of commencement of the project _____
5. Sources of financing
 - a) CAPART's assistance Rs. _____
 - b) Bank Loan Rs. _____
 - c) Govt. subsidies Rs. _____
 - d) Contribution by Executing Organisation Rs. _____
 - e) Contribution by beneficiaries Rs. _____
 - f) Other Sources, If any Rs. _____

Note:-The applicant while following this format can always furnish any relevant or additional information as appropriate.

Part –II Financial Progress

1. Date and amount of release of installment of funds by CAPART
 - (i)
 - (ii)
 2. Date of mid-term evaluation of the project by CAPART including name of the Evaluating Agency/Evaluator.
 - (i)
 - (ii)
 - (iii)
-
-

3. Itemwise utilization of funds

a) For Recurring Expenditure

Sl. No.	Item of work	Amount Sanctioned	Amount Released	Amount utilized during the last six months	Cumulative expenditure	Percentage utilization	Remarks

Total

b. For Non recurring expenditure

Sr. No	Item	Amount Sanctioned		Amount Released		Amount utilised		Percentage utilisation	
		CAPART	Contribution	CAPART	Contribution	CAPART	Contribution	CAPART	Contribution

4. Details of contribution and expenditure made by executing organisation

Item of work	Amount contributed in the last six months Rs.	Amount spent in the last six months Rs.	Cumulative Expenditure Rs.	Reasons of shortfall if any Rs.

5. Details of contribution and expenditure made by the beneficiaries

(Give details of contribution made in the form of cash, labour or in any material form)

Item of work	Kind of Contribution	Amount/quantity of contribution in the last six months Rs./Qty.	Amount/quantity spent in the last six months Rs./Qty.	Cumulative Expenditure Rs./Qty.	Reasons for shortfall if any
1	2	3	4	5	6

6. Other Sources of Executing Organisation

Part –III Physical Progress

1. Details of Beneficiaries covered*

S.No.	Action Programme*	Overall Target Period	Target	During the reporting Period	Achievement During the reporting period of the project	Reason for Cumulative shortfall, if any since inception
1	2	3	4	5	6	6

*Please furnish the list of beneficiaries (Activity wise) covered under each action programme in the reporting period giving details of their land holdings and other details considered necessary in selection.

2. Physical achievements activity wise

Sl.No.	Activity	Location	Overall target	Quantity targeted during the reporting period	Achievement during the period	Cumulative achievement	Percentage achievement	Reasons for shortfall, if any
1	2	3	4	5	6	7	8	9

3. Physical benefits

S.No	Activity envisaged	Targets achieved in terms of physical units	Targets achieved in terms of No. of beneficiaries	Benefits in quantitative terms	Classification of beneficiaries according to economic/social conditions	Indirect benefits from complementing activities	Expected future benefits
1	2	3	4	5	6	7	8

4. Aspects of people's participation

- a) Have the beneficiaries been involved in project planning and implementation? If so indicate the areas in which beneficiaries have been involved and how they have been involved.
- b) Are the beneficiaries members of the project Implementation Committee? Give details of their participation,
- c) What are the problems confronted in project implementation? What remedial measures do you suggest for solving these problems?
- d) Have the beneficiaries been trained?
- e) Have the beneficiaries been given ownership of assets created?
- f) Are the beneficiaries being involved in maintenance of assets?
- g) Have any beneficiaries been changed? Give details with reasons, procedure adopted for identification of new beneficiaries and whether approval of CAPART has been obtained, if so please indicate No. and date of CAPART approval.
- h) Impact of the project (Please give a summary concerning specific activity and its impact in the project area and on the beneficiaries).
- i) Any additional remarks?

5. Details of assets created out of CAPART's grant

S.No.	Name & Description of assets.	Quantity	Date of purchase	Purchase price	Reference to items in which the amount stands included in the audited statement.	Remarks
1	2	3	4	5	6	7

Place :

(Signature of the project holder)

Seal of the VO

Date :

Name of the project

Utilisation Certificate

Position regarding utilization of CAPART's Fund

Head of account	Sanctioned allotment	Grant released upto date	Expenditure upto the previous accounting period	Expenditure during the current year	Reference of itemwise expenditure shown against col. 5 stands included in the audited accounts	Total Expenditure upto date	Excess or saving	Remark/ reasons for excess or saving
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8	9

(Accountant)

(Project Holder)

(Auditors)

Name of Project

TERMS AND CONDITIONS GOVERNING CAPART ASSISTANCE

Assistance extended _____
(Name of the Voluntary Organisation)

(Hereinafter referred to as "The Project Holder")

For the Project _____
(Title or Summarized description of the project)

(Hereinafter referred to as "the Project")

Project Details

1. The Project Holder has produced a certified true copy of each of its:
 - a) Memorandum & Rules and Regulations along with the names and address of all the office bearers and/ or members of the Governing Body.
 - b) Registration under Societies Registration Act/Public Trusts Act., Income Tax Act. Foreign Contribution (Regulation) Act (if applicable) and other laws, and
 - c) The Resolution passed by the Competent Committee of the project holder enabling it to accept the said project aid from CAPART and shall not make any alteration in any of the above without the prior written consent/approval of CAPART.
2. The project holder/VO undertakes to receive, hold in trust and to utilize the aid for the following items of the project only and for no other purpose whatsoever:

Sl.No.	Items of Work	Amount (in Rs.) CAPART assistance	Contribution of VO

- 2(a) The Project Holder/VO shall not unilaterally increase the amount available on various items of expenditure even within the limits of overall assistance available. Amount sanctioned for one item shall not be spent on another item without prior written consent/approval of CAPART.
3. In the event of any increase in costs, the Project Holder/VO shall meet the additional expenditure out of its own resources.
4. Separate proper books of accounts shall be maintained in respect of the project and the same will be audited by a Chartered Accountant every year for the period ending March 31st. The audited Receipt & Payment accounts, Income & Expenditure Accounts and Balance sheet for the said period along with the Auditor's certificate and report shall be sent to CAPART at New Delhi by June 30th every year.
5. The Project Holder shall open a separate Bank Account for all aid from CAPART for the project bearing account No. _____ in _____ Bank having address as _____ to be operated by 2 members of the Executive Committee of VO.
6. To insist on a bank guarantee from the VO upto 1% of the project cost.
7. The project holder undertakes to contribute Rs. _____ as his contribution towards the project. In addition, the project holder also agrees to obtain assistance from financial institutions as spelt out below but from no other outside source whatsoever without prior written permission of CAPART.

S.No.	Sources of Funds	Items of work	Amount (in Rs.)
i)	Bank Loan	_____	_____
ii)	Beneficiaries Contribution	_____	_____
iii)	Panchayat contribution	_____	_____
iv)	Community contribution	_____	_____
v)	VO's contribution	_____	_____

8. In such cases, the accounts shall also reflect the amount spent out of such alternative resources.
9. An amount of Rs _____ representing revolving fund has been sanctioned. The amount is refundable to CAPART after the date of expiry of the project or such extended time as CAPART may, in its sole discretion allow. The amount shall be kept in a bank as fixed deposit in the joint name of project holder and CAPART throughout the period of the project.

10. The sanction accorded by CAPART should be accepted within 45 days from the date of the receipt of the Sanction order. The acceptance should be supported with the original resolution of the organization. Failure to send communication of acceptance within the stipulated time will render the proposal liable for rejection
11. The duration of the project shall be _____ months from the date of realization of the first installment of funds from CAPART.
12. Duly accepted Terms and Conditions on indemnity bond sealed and signed by the Chief Functionary/Authorized persons before the Legal Notary should be submitted. In the event of the grantee failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond shall be jointly and severally liable to refund to CAPART, the whole or part amount of the grant with interest @ 6% per annum.
13. To retain/hold back at least 10% cost of the project till VO submits PR/Ac./UC finally.

During Project Period

14. In case of any change in the management of the VO, the new management body of the VO would also be bound to CAPART's Terms & Conditions of the projects in an undertaking from the VO in this regard. Any change in the composition of the committee between the submission of the proposal and the receipt of the sanction order should be supported with the relevant resolutions of the executive committee/governing body of the organisation (the resolution should give the complete address of all the members of the executive committee/governing body of the organisation) and also document in support of its ratification by the registration authorities or any documentary proof of submission.
15. VO shall arrange to display all the details of the Projects with sponsoring Agency's name and release of funds etc. for generating awareness about the project.
16. Salaries to all the project staff associated with the CAPART assisted project shall be made by cheque.
17. In order to maintain transparency, the budget shall be displayed in the Notice Board of the VO for every project staff.
18. The grant recipient organisation should also maintain the following documents:-
 - Asset register reflecting the date of purchase, value, registration particulars, if any.
 - Project register reflecting the title of the project, source of funding, date of sanction, time frame for the completion, location of the project, beneficiary coverage etc.

- Filing of returns to the Ministry of Home Affairs with regard to the funds received from abroad in conformity with provisions of FCRA.

All the books of accounts, registers of assets created and other material information relating to utilisation of the aid shall be made available by the Project Holder/VO for inspection and scrutiny by any officer of CAPART or any persons nominated by CAPART at all times during the period of the project and thereafter period of one year after the receipt by CAPART of the certificate and the audited accounts

19. VO should furnish the progress report on a half-yearly basis The Project Holder/VO shall prepare and submit to CAPART a statement of expenditure incurred on different items of cost mentioned in Clause 2 above within 30 days of the expiry of six months. Consequent to the date of release of the first instalment of the aid, the projected expenditure on these items during the remaining period of the project, along with a progress report of the project in such a form as may be prescribed by CAPART from time to time shall be sent. Thereafter, such statement, report etc. shall be sent to CAPART for every succeeding period of six months within 30 days of expiry of such periods. CAPART however, shall require the Project holder/VO to furnish the statement of expenditure etc. for any other period instead of every six months. The projected labour contributions mobilized should be supported with a certificate duly signed by the chief functionary of the organisation.
20. Penal interest rates is chargeable if the VO fails to furnish Progress Report/Audited statement of accounts /Audited Utilisation Certificate within 6 months period after release of funds.
21. The Project Holder/VO shall furnish to CAPART within three months after the completion of the project, a certificate of utilisation of funds signed by the person-in-charge of the project or any office bearer duly authorised by the Project Holder/VO and signed by the authorised CA on the following lines:-

“ Certified that the amount of Rs._____ out of the aid amounting to Rs._____ received from CAPART has been utilized for the purpose for which it was sanctioned”.
22. The certificate of the Project Holder shall be accompanied by a consolidated Receipts & Payments account, Income & Expenditure account and Balance Sheet relating to the project duly audited by a Chartered Accountant. The grant recipient organizations should make available audited statement of accounts at the end of financial year reflecting the grants received from different sources for the organization as a whole and similarly furnish consolidated audited statements of accounts and utilization certificate at the end of the project reflecting the grants received in various instalments as per the heads of sanction, interest accrued on the grants received, contributions made by the organization and the beneficiary contribution mobilized in cash. The

said accounts and the audited statement of accounts shall be accompanied by a certificate of the said Chartered Accountant as follows:-

“ Certified that expenditure from the aid of Rs._____ received from CAPART has been audited by me/us and the amounts released and spent according to the terms of the project as under”:

S.No.	Items of work	Amount released	Amount spent

Certified further on physical verification that the following are all the assets, movable or immovable created through or resulting from the CAPART aid the cost of acquisition whereof is Rs.20,000/-

SI.No.	Assets	Cost of acquisition

23. Within three months of the completion of the project, the Project Holder shall present to CAPART a copy of a consolidated report of the entire work done in the project
24. Wherever indicated by the Project Holder in the proposal, the Project Holder shall set up a local Project Implementing Committee to monitor the progress of the project.
25. The Project Holder shall cooperate for monitoring the progress of the Project with CAPART or any officer employed by CAPART or person nominated by CAPART for the purpose.
26. The Project Holder/VO, where necessary, shall seek approval for extension of the Project not later than three months before the terminal date as originally visualized.
27. Where the Project Holder has not obtained in writing, permission from CAPART to extend the duration of the project, the certificate of utilization of funds together with the audited accounts referred shall be furnished within three months of the terminal date of the Project as originally visualized.

28. The movable and immovable assets acquired wholly or partly out of the aid shall not without the prior permission in writing of CAPART be transferred, alienated, pledged, hypothecated, disposed off, encumbered or utilized for purposes other than those for which the aid is sanctioned and shall at all times be held in trust by the project holder for the benefit of CAPART and at any time, if so desired by CAPART shall be transferred to CAPART or any other person/body directed by it.
29. The Project Holder takes upon itself the responsibility of making arrangements for the running and maintenance of the project by the beneficiaries themselves after the completion of CAPART's assistance.
30. Any person wishing to publish papers based on the research work done under the project shall seek the approval of CAPART and also acknowledge the Organisation and financial support received from CAPART for the same.
31. Based on Monitor's reports CAPART's decision would be final to initiate further action against VO.

Action to be taken if funds are not utilised properly:

32. It is the essence of the contract that the funds of CAPART are "public funds" meant for enhancing rural prosperity and development and the aid is being given to Project Holder in solemn trust that the same will be used honestly, prudently and in public interest strictly for the Project in accordance with these terms and conditions. Any violation or deviation shall be punishable under the Prevention of Corruption Act.
33. CAPART shall have the power to recall the whole or part of the funds released in case of breach of any of the above mentioned conditions or a diversion of funds for other purposes or inaction, inadequate progress or non-utilisation of funds with interest thereon @ **6% per annum** from the date of last release. Waiver of any of the above shall not deemed to be waiver by CAPART of any of its rights hereunder subsequently in similar circumstances.
34. The Project Holder shall refund to CAPART such part of the amount released as remains unutilised on expiry of the Project period or earlier when the amount is no longer required for the purpose for which it is released.
35. All payments to CAPART shall be made by Demand Draft payable to CAPART.
36. CAPART shall have the right to call for drawings, specifications and other data, necessary to enable the transfer of technical know how to other parties, and the Project Holder shall supply all the required information to CAPART without any charge.
37. The project is not transferable and the Project Holder shall not entrust the implementation of the work for which the aid has been sanctioned by CAPART to

any other person or institution. Any case of sub contracting shall result in immediate penal action.

38. All disputes relating to the scope, extent, interpretation and meaning of the agreement and any dispute arising therefrom shall be decided by a Court of competent jurisdiction within the concerned Territory/State only.
39. The Defaulting VOs will be held responsible for recovery of unutilized/misutilised grants or audited accounts and Utilization Certificate. In case the VO fails to refund the grants then CAPART would be compelled not only to initiate action through District Administration but also to get them blacklisted by other Government/Semi-Government and other Funding agencies and simultaneously get them de-registered from the Registrar of Societies.
40. If the Government or CAPART have reason to believe or is of the opinion that the Implementing Agency -
 - i) is incapable of completing or implementing the project/programme as stipulated;
 - ii) is likely to be liquidated or wound up or may cease to carry on its normal activities.
 - iii) is likely to undergo substantial re-organisation or re-structuring which may adversely affect its eligibility to receive financial assistance from the Fund;
 - iv) is unable to maintain and preserve the assets acquired or created out of such financial assistance;
 - v) is unable to perform, or is likely to commit breach of its obligations in respect of the financial assistance granted to it or the assets or otherwise;
 - vi) may act/operate against the purpose of the fund or otherwise against public interest;

It may at any time revoke grant of financial assistance in which case the implementing agency shall be disentitled to retain the moneys paid or payable or the assets created thereby which shall cease to be entrusted to or with him, but without prejudice of the CAPART to any other rights in law.

41. In case of breach of any of these following conditions CAPART shall have the power to recover whole or part of the fund and VO shall be placed under FAS.
 - a) if the project holder shall not cooperate to the monitor at the time of evaluation.
 - b) If the project holder does not submit PR/AC/UC etc. within the stipulated time.

- c) If the project holder diverts the fund/change of beneficiary/change of location without approval of CAPART.
42. In case of breach of any of these following conditions CAPART shall have the power to recover whole or part of the fund and VO shall be placed under Blacklist category :-
- a) If the project holder has received or receives funds from more than one source or applies for receiving any funds, either completely or partially from any other governmental/non-governmental, international or any other agency, for the same project covering the same beneficiaries.
 - b) Principal office bearers involved in criminal conduct/misappropriation of public funds.
 - c) For not accomplishing the stipulated work even after sufficient opportunities.
 - d) Refusal to hand over the assets created/acquired under the project to the community/beneficiaries.
 - e) Principal office bearers are government servants and the VO conceals the fact.
 - f) If more than two members of the Executive/Governing/Managing Body of the organisation are relatives/family members and/ or two from these are co-signatory in Bank accounts operations and the VO conceals the fact.
 - g) VO blacklisted by other governmental organisations etc.
43. In the event of revocation of the grant of financial assistance to the implementing agency or in aid or anticipation thereof, CAPART may decide the ownership of the assets created out of the Funds. CAPART may also direct the Government to take over all money and assets and/or transfer such assets wholly or partly to State Government, Panchayati Raj Institutions or any other eligible agency for completion of the project or programme or for the maintenance and preservation of assets or otherwise. The assets so transferred should not be held or utilised by the transferee for purposes other than those for which the grant has been sanctioned; and the transferor shall hold, retain and utilize such assets as if it is an eligible agency with the same obligations, unless CAPART otherwise determines.
44. CAPART shall have the power to recover the whole or part of the funds released in case of breach of these conditions or a diversion of funds for other purposes or inaction, inadequate progress or non utilization of funds or departure from the approved proposal along with interest @ 6% per annum from the date of demand till the date of payment along with damages for breach of the terms and conditions of this contract quantified as double of the amount of grant. Waiver of any of the

above shall not be deemed to be a waiver by CAPART of any of its right hereunder subsequently in similar circumstances. The recovery under this procedure shall not preclude CAPART from recovering the said amounts as per the procedure available under the law.

**(Signature of the
President/Chairperson
with seal and date)**

**(Signature of the
Secretary/General Secretary
with seal and date)**

**Witnesses (Names, addresses and signatures of all the members of the Executive
Body/Managing Committee)**

RESOLUTION

A meeting of the Governing Body/Executive Committee of
..... was held at the office of the organization
..... at A.M./P.M on
President Secretary of the organization presided over the meeting. The following members
attended the meeting.

S.No.	Name	Father/	Address	Status Spouse	Signature

The meeting had the requisite attendance /did not have the requisite attendance to meet
the requirement of quorum.

The minutes of the last meeting of the Governing Body/Executive Committee were
confirmed.

The sanction letter issued by CAPART vide their letter Ref.
No.....dated..... was placed before the Governing Body/Executive
Committee and the Governing Body/Executive Committee unanimously resolved:-

- i) Acceptance of the financial assistance of Rs..... as approved
by CAPART under the scheme.
- ii) Acceptance of all the terms and conditions laid down by CAPART, New Delhi in the
Annexure attached with the sanction letter.
- iii) Authorization of Mr./Ms.....President/Secretary/Member of the
Governing Body/Executive Committee/Coordinator, to receive CAPART's funds on
the above project and to submit the reports of the projects and accounts related to
the implementation to CAPART from time to time and getting the project implemented
as per the terms and conditions of CAPART, New Delhi.
- iv) The meeting adjourned thereafter.

President/Chairperson

Place

Name

Date

Seal of the Organisation

PART-II

Sanctioning and Implementation Procedures

Desk Appraisal

As soon as the proposal is received,, an acknowledgement will be given by the concerned division. If the proposal is not as per the prescribed norms/guidelines and not submitted in the format of the concerned scheme, it may be rejected at the Division level with the approval of the HOD/DDG at the HQ and RR&MC at the RC concerned.

The proposals which are received in the prescribed format along with essential documents will be given computerized file number. The proposal will be examined at desk stage by the division. If the information/documents are not complete, all the queries and outstanding issues pertaining to the proposal will be raised in a consolidated manner to be communicated to the VO through registered post acknowledgement due. The VO will be provided opportunity to submit clarification/documents asked for latest within a period of 45 days. If no response is received from the VO within the said period, the proposal will be liable to be rejected and the file will be closed without any further reference to the VO concerned.

On receipt of necessary information/documents from the applicant the case will be further processed for prefunding appraisal(PFA). The project proposal after being subjected to PFA will be submitted before the NSC/RC for decision.

Pre-Funding Appraisal

After the desk-appraisal of the proposal, CAPART will depute its empanelled FCEs for pre-funding appraisal to look into the following aspects:-

- Adherence to the statutory requirements – periodic filing of reports and returns with the registration authorities, filing of income tax returns, if any, compliance with the FCRA requirements, etc.
- Verification of Account from Bank/Post Office and Registration Certificate from the office of the Registrar, Societies.
- Maintenance of basic records – Executive Committee, General Body minutes books, books of accounts, etc.

- Consultation with the members of the society for assessment of transparency in managing the society.
- Capacity, expertise and infrastructure to implement the project.
- Rapport established by the VO with the people, Panchayats, the local administration, Bank etc.
- Consultations held by the VO with the proposed beneficiaries, villagers, panchayat functionaries, Block officials, Bankers while formulating the project proposal.
- Consultations by the VO with the line departments, banks, etc. for ensuring sustainability of the project.
- On the basis of the appraisal as above, the FCE will, in his report, comment on the need of the project proposed, describe the technical feasibility, economic viability, social acceptance and administrative and technical competence of the VO.

Issue of sanction letter with terms and conditions

Once the proposal is approved by the NSC/EC/RC, a sanction letter with detailed terms and conditions for implementing the project will be issued to the VO for acceptance of the same. Copies of sanction letters will be endorsed to the concerned local MPs and MLAs, District Collectors, Project Directors of DRDAs, BDO and village panchayat, Pradhan/ Sarpanch. The total number of beneficiaries as also their breakup according to the various categorisation e.g. gender, APL/BPL, SC/ST, OBC and disabled will be specifically indicated with the sanction letter, if modifications have been made by CAPART.

Acceptance of the terms and conditions of the sanction by the VO

As a token of acceptance of the Terms and Conditions of sanction, the VO is expected to make available the following documents within 30 days from the date of issue of the sanction order. In case, no communication is received from the VO, CAPART will issue a reminder by registered post acknowledgement due giving 30 days time otherwise the sanction will be cancelled/withdrawn. For extension of time for submission of documents, specific prior approval of CAPART needs to be obtained.

- a) A resolution of the society in original accepting the offer of assistance extended by CAPART in the prescribed format. This should also categorically mention the delegation of powers for executing the agreements, reporting to

CAPART, etc.

- b) Plan of implementation with necessary time frame proposed for each activity.
- c) Amendments/changes in the composition of the managing committee or in the Memorandum of Association, if any should be made available along with the letter of ratification/evidence of having filed the changes made with the registration authorities.

Procedure for release of grant

On receipt of the duly accepted Terms and Conditions from the VO, the first installment will be released within 15 days based on the reasonableness of the work plan submitted by the Voluntary Organisation, the nature of activities involved, duration of the project and quantum of the amount sanctioned. In general, based on the physical and financial work plan submitted in regard to the project, the entire non-recurring grant and an amount, not exceeding six months recurring grant will be considered for release as 1st installment giving the full quantum of item-wise details.

Soon after receipt of the 1st installment, the project holder will submit stamped receipt and inform the date of commencement of the project to CAPART.

After release of the first installment, the project holder will submit a biannual physical progress report after six months as per format prescribed by CAPART clearly indicating the details of the activities carried out, achievements of the project against the quantitative and qualitative targets set for the period, list of beneficiaries, audited/unaudited Receipt and Payment A/c. and Utilisation Certificate, some photographs of the project and a report on the problems faced, if any during the implementation of the project. Request for release of the second installment of grant should be submitted to CAPART latest within 30 days of the completion of the first six months' period.

CAPART will then depute within 5 days an empanelled Facilitator-cum-Evaluator(FCE)/ team of monitors to visit the project area for conducting mid-term evaluation of the project and submit the evaluation report within 45 days.

Mid-term appraisal by CAPART monitors and release of second instalment.

Decision to depute FCE for conducting mid-term evaluation will be based on the following:-

- Progress Report received from the VO.

- Utilisation of funds made available/local contributions mobilised in proportion to the release made.
- Failure on the part of the VO to submit the requisite documents in time.

Based on the findings by the FCE, second and subsequent instalments will be released. A project may be subjected to one or more mid-term/concurrent evaluations depending upon the nature, duration & seasonalities involved in the implementation of the project.

During the course of mid-term evaluation, the monitor is expected to look into the following:-

- Management of the affairs of the society, fulfilling the legal requirements, etc.
- The authenticity/correctness of the progress report made available in comparison to the field work done.
- Assessment of the quality of physical work, beneficiaries involvement, reasonableness of the amount spent, etc.
- Withdrawal of project fund from the bank and its utilisation.
- Checking of the vouchers and books of accounts.
- Assessment of beneficiaries satisfaction and their participation.
- Assessment of the benefits accruing from the progress made in the implementation of the project.

Based on these factors, the monitor is expected to make his recommendation for release of the next instalment.

The evaluation report will be submitted by the FCE to CAPART within 45 days from the date of receipt of the assignment. The Evaluation report will be examined by CAPART keeping in view the progress reported by the project holder. After examination of the progress report, Receipt & Payment Account, utilisation certificate and the mid-term evaluation report, decision will be taken in regard to the release of second/subsequent installment within 15 days.

The balance grant will be considered for release in six monthly installments keeping in view the satisfactory performance and utilisation of grant released in previous installments and mid-term/concurrent evaluation reports.

10% of the total grant will be retained/withheld and will be reimbursed to the organisation after receipt of satisfactory completion/final progress report/audited receipt & payment and income and expenditure statements of accounts and utilisation certificate. The project holder need not furnish separate utilisation certificate for this 10% amount if a utilisation certificate for the same has been submitted in the final accounts.

Submission of completion report by the VO

The VOs are expected to submit the completion report to CAPART within 30 days of the completion of the project along with the following documents:-

- Completion report in the prescribed format.
- List of beneficiaries clearly stating the number of beneficiaries in accordance with the categorisation of gender, SC,ST, OBC, General, BPL, APL and disabled.
- Some action-oriented photographs capturing the achievements at the field level.
- A certificate through the Panchayat or other local authority that the community assets created under the project assisted by CAPART have been handed over to the authorities concerned or user groups.
- Details of arrangements made for the post project land holding of the project by the VO.
- Consolidated audited statements of accounts reflecting the grants received in various instalments and utilisation certificate for the grant extended. It should also include local contributions mobilized as per the terms of the sanction order.

Post Evaluation

On receipt of the completion report and other final documents, CAPART will appoint FCE for post evaluation within 15 days which will be carried out to obtain information on the following:-

- To verify whether all the stipulated work has been carried out as per the terms of the sanction order.
- To ascertain beneficiaries' satisfaction in the implementation/creation of the assets.
- TO verify the books of accounts and other related documents to ensure proper

utilisation of funds.

- To assess the impact of the project and arrangements made for sustainability of the project.

Comprehensive assessment and evaluation of the work of large recipients of CAPART assistance

Comprehensive evaluations of VOs are conducted by CAPART in addition to the periodic evaluations. Such evaluations are normally conducted through professional institutions or teams of experts in the following cases:-

- VOs which have received assistance over Rs.50 lakhs for a single project; or
- VOs which have received assistance over Rs.1 crore for different projects during a period of 4 years.

Closing / Termination of Project Files

The completion report and the audited statement of accounts and utilisation certificate received are to be examined and comments, if any should be communicated within 30 days to the VO for compliance.

Similarly, observations, if any, made in the post evaluation report on the implementation of the project should be communicated to the VO and its compliance should be obtained before taking action for closure of the file within 30 days.

Subject to the outcome of the above, the file will be closed and letter of closure will be issued/database updated within one month from the date of receipt of all the prescribed documents including the evaluation report.

Procedure for funding restrictions and blacklisting

Further Assistance Stopped (FAS)

VOs can be placed under funding restrictions on the following grounds:-

- i. If the project holder do not cooperate with the monitor for conducting evaluation of the project.
- ii. If the project holder does not submit progress report, audited statement of accounts and utilisation certificate.

- iii. If the project holder diverts the funds/change the beneficiaries/change the location of the project without approval of CAPART.

The organisation will be kept informed of the restrictions imposed in writing by CAPART. It will also be given an opportunity to rectify the defect(s) within a period of three months failing which the prescribed procedure for blacklisting of the organisation will be initiated. VOs complying with the requirements will be removed from the restricted category.

Complaint Category

On the receipt of complaint, on the functioning of a organisation where there is prima-facie evidence of any of the points stated above, restrictions on the sanctions and the release of funds will be imposed on the said organisation till the complaint is investigated/outcome decided.

Blacklisted Category

VOs can be blacklisted on the following grounds:-

- i. If the project holder has received or receives funds from more than one source or applies for receiving any funds, either completely or partially from any other governmental/non-governmental, international or any other agency, for the same project covering the same beneficiaries.
- ii. Principal office bearers involved in criminal conduct/misappropriation of public funds.
- iii. For submission of falsified accounts/documents.
- iv. For not accomplishing the stipulated work even after giving sufficient opportunities.
- v. Refusal to hand over the assets created/acquired under the project to the community/beneficiaries
- vi. Failure to return the savings/unspent balance/refundable grant available/extended under the project.
- vii. Principal office bearers are serving government servants and the organisation conceals the fact.

- viii. If more than two members of the Executive/Governing/Managing Body of the organisation are relatives/family members or two from these are co-signatory in bank account operations and the VO conceals the facts.
- ix. VOs blacklisted by other Governmental Organisations etc.

After the organisation is blacklisted, it will be served with notice for recovery of the fund in question within a period of one month. On the failure of the organisation to comply with the notice, suitable legal action for recovery of the said amount will be initiated by CAPART.

The organisation will have an opportunity to appeal against the order of blacklisting within 3 months from the date of issue of the order. This appeal will be considered by the Executive Committee of CAPART for decision. The decision will be communicated to the organisation.

Rejection of project proposals

While rejecting the project proposals, CAPART will mention the reasons for rejection clearly in the rejection letter. The reasons of rejection may be broadly illustrated as under and would be communicated to the applicant within 180 days of the submission of the proposal:-

- i) Non-fulfillment of the eligibility criteria
- ii) Non-submission of the requisite documents
- iii) The proposal not meeting the guideline requirements in any manner
- iv) The organisation is under Further Assistance Stopped (FAS) category
- v) The organisation is under Blacklisted (BLA) category
- vi) Organization profile, financial profile, activities profile and project are not filled up properly.
- vii) More than three ongoing projects at a time.
- viii) Negative report of FCE.
- ix) Bye-laws/Objective of the organisation do not cover rural development activities.
- x) Non-compliance with the suggestions and non-furnishing of clarifications even after two reminders sent by Registered A.D.

- xi) Projects lacking integration or innovation and being of a stereo-typed nature.
- xii) The organisation posing the project proposal being family based.
- xiii) More than one project in the same district.
- xiv) Urban based projects.
- xv) The enquiry going on against the organisation in any complaint case.
- xvi) Proposal is mere duplication.
- xvii) Project not found technically/economically viable.
- xviii) Organization is contractor type.
- xix) Unfavorable report from the district magistrate/State Govt./PRI.
- xx) Organisation. has no experience in the related field nor any resources to implement the projects.

PART-III

GUIDELINES FOR FORMULATION OF PROJECTS UNDER THE PROMOTION OF VOLUNTARY ACTION IN RURAL DEVELOPMENT (PUBLIC COOPERATION)

1. Objectives

Project should serve the following objectives:

- i) To integrate rural development activities through experimental and innovative efforts which can be replicated.
- ii) To involve participants in the planning, implementation and maintenance of activities envisaged.
- iii) To raise income levels and expand employment opportunities of the weaker sections of society, particularly of those living below the poverty line and women

2. Location

The area of operation must be rural, meaning thereby a village included within the jurisdiction of gram panchayats. Areas included within the limits of Municipal Corporations, Municipalities, Notified Area Committees and Town Panchayats will not be considered as rural areas.

3. Presence of organization in the area of operation

The organization must have its workers in the village or have liaison with villagers.

4. 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:

- i) Purely research programme
- ii) Projects exclusively for construction of building and/or purchase of vehicles, machinery and equipment.
- iii) Projects intended exclusively to strengthen the infrastructure facilities of the implementing voluntary organizations, and
- iv) Predominantly personnel oriented projects.

5. **Priorities and Preferences**

Certain areas and sections suffer from the added disadvantages of remoteness, lack of communication facilities and accessibility, absence of public institutions and vibrant and grass-rooted civil society organizations, etc. Such areas suffering from neglect and lack of opportunities can easily be classified as hilly, desert, border, arid and natural calamities affected etc. and the disadvantaged segments can be categorized as SCs, STs, women, disabled, widows, small and marginal farmers, freed bonded & landless labour, orphans, BPL etc. A strong affirmative action aiming at these areas and sections is also constitutionally mandated. To carry forward this mandate, voluntary action is needed to be guided in this direction. Therefore, priority and preference will be accorded to such type of project proposals which contain activities for the development of replicable models for these neglected and backward areas and sections.

6. **Pattern of Assistance**

- i) Projects will normally be assisted upto a maximum of 90% of the total cost. However, as much contribution of the community/VO will be mobilized by the Project Implementing Agencies as may be possible. Other sources like bank loans, Government subsidies and assistance may also be tapped apart from the sponsoring organization's contribution and contribution of the beneficiaries. Differential rates of funding may be provided for different activities depending upon their nature. For private activities, the contribution of the beneficiaries/VO may be higher.
- ii) Though a project exclusively for construction of building and/or purchase of machinery and equipment would not be eligible for assistance, assistance for these items could be provided if these are components of the basic programme content. Their ownership may vest in the Community/User Groups.
- iii) Administrative costs of project comprising salaries, maintenance of vehicles, furniture, contingencies and the like should not exceed 10% of the total cost of the project.
- iv) Purchase of land would not be eligible for CAPART assistance.
- v) Bankable activities like raising of a corpus fund, buying of animals, raw materials and machinery for production activity etc. will not normally be eligible for CAPART assistance.
- vi) Financial assistance shall be provided only to such eligible voluntary organisations as fit into the parameters issued by Government from time to time and also such parameters as may be developed by CAPART.

7. **Empowerment of women, SCs, STs and other Disadvantaged Groups.**

It is well known that generally the disadvantaged groups like SCs, STs, women etc. tend to get by passed in the developmental process. Mostly, the benefits do not percolate down to them. It is not only because of bias against them but also their lack of capacity to access the programmes. It is, therefore, necessary that at least 50% of the beneficiaries should be from SC/ST, BPL families and family assets created with CAPART funds should have co-ownership of women. For achieving this, pro-active approach needs to be followed by the Council and the VOs. This calls for a twin approach of identifying and partnering with the known and credible pro-weaker section VOs and then having projects executed with specific focus on the needs of SCs/STs and women by specially targeting these segments.

Illustrative list of focus areas are as under:-

Project proposals under this scheme will need to contain one or more focus areas as mentioned below:-

- Mobilization, promotion and formation of SHGs/Federations
- Leadership training and capacity building
- Skill Orientation for productive employment
- Promotion of barrier free environment and accessibility
- Sensitization of employers, public and private including the corporate sector.
- Livelihood promotion with credit linkages/internal savings, revolving fund and seed capital
- Empowerment through issue based awareness generation programmes e.g. girl child infanticide/fo0..eticide, dowry, de-addiction etc.
- Advocacy on all matters connected with the empowerment of the target groups.
- Land based activities including water harvesting, small irrigation projects etc.
- Integrated environment and sanitation.

Action Plan

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:

- i) Listing of all activities to be undertaken
- ii) These activities should bear a direct nexus to the objectives and projected benefits.
- iii) The sequence of activities should be planned.
- iv) 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 estimate.
- v) Cost estimates for each item of work should be formulated.

Methodology

- i) It is important that this programme succeeds in building strong groups of rural people at village/hamlet level. Group building of people is an important first step which may take considerable time, at least six months.
- ii) Poor rural people are usually engaged in several economic activities. Therefore, economic programmes for the people in this group that include more than one economic activity may be organized and developed
- iii) Income generating activities should be organized on a group basis.
- iv) The process of planning and implementing the economic programmes should be such that rural peoples' groups gradually take over the management of the entire programme.

Economic Activities

- i) The activities can entail upgrading skills, designs and technology of peoples' existing occupations, provide for reduced dependence on middlemen for credit, raw material and marketing, add additional occupations by training. A variety of activities can be considered simultaneously.
- ii) While 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 finished products are critical elements. Arrangements for dealing with these two inputs should be spelt out in the proposal.

- iii) Assurance of credit by Banks & other financial institutions is a vital requirement to sustain the income generating skills of the self help groups (SHGs). Without this linkage the project will not be entertained by CAPART. Institutional finance is essential to finance individual or group assets for production, as well as for working capital requirements.
- iv) It is essential that poor rural persons themselves make a choice of appropriate economic activities.
- v) The project posing VOs will clearly indicate the benefits/outcomes of each of the economic activities in terms of income to be generated per family per month, no. of families brought above the poverty line, no. of mandays of employment to be generated, extent of reduction in unemployment, pool of skilled manpower to be created in each village, augmentation in terms of infrastructure, expected addition of cultivable land, increase in production/productivity of food grains, milk, horticulture, vegetables etc. or any other change likely to take place in social and economic indicators in quantifiable terms as a result of the implementation of the activities.

Capabilities of the Implementing Organisation

- i) The implementing organisation should be able to
 - understand the needs of poor persons in rural areas
 - understand priorities of economically backward people..
 - build activities for poor people to see themselves as positive contributors to the economy.
 - understand the need for building people's groups and have skills to do the same.
 - develop 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 organization should have the following skills for successful implementation of the programme.
 - behavioral skills, viz., confidence building, group building, leadership, organizational capability, dealing with officials.

- vocational skills, viz., income generation skills
- managerial skills, viz. raw material procurement, marketing, budgeting, accounting etc.

The illustrative activities for which this assistance can be made available are:

- organization of people's groups
- socio-economic survey
- motivation and awareness building
- skill training of poor persons
- establishment and production activities
- marketing support
- social support services (crèche, balwadi, etc.)
- any other items.

Sustainability of the project

Plan to follow up and continue the activities and processes initiated during this period after CAPART support comes to an end.

8. Social and Economic Benefits

The project to be supported by CAPART must clearly state the outcomes. 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 of environment, increase in awareness levels, upgradation of skills, self-reliance and the like should also be indicated in qualitative terms.

9. 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.

9.1. The following illustrative check list might be of assistance:

Survey	Working Capital
Consultancy	Training
Personnel	Publicity
Buildings	Publications
Fixtures and furniture	Vehicles
Equipment	Travel
Raw materials	Contingencies
Margin money	Monitoring and evaluation

Marketing arrangements deserve special attention and should be spelt out in detail.

ORGANISATION OF BENEFICIARIES (OB)

What is OB?

OB is a funding scheme of CAPART whereby BPL Category and other disadvantaged strata of the rural areas are made aware of their social, economic and political rights enabling them to become empowered citizens of the country. In addition, the scheme is also intended to address social, economic or environmental issues that may have become prominent reasons of their backwardness. The projects under OB are also expected to create awareness and mobilize the target group around the selected burning issue of the area.

How to conduct an OB project

Under an OB project it is necessary to organize (a) awareness camps/meetings of one day duration, and (b) two days workshop on a selected burning issue of the area.

(a) One day camp

The implementing agency should demarcate the target villages/population in to 10-15 groups. Thereafter, the organization should conduct a survey and identify the groups. The VO should organize one day camps/meetings with each group to achieve the following two main objectives:

- educate the people about their social, economic and political rights for which resource persons can be invited from government agencies and/or non governmental institutions.
- to create an awareness about the selected 'Burning Issue' so that the target strata could collectively struggle for the protection of their rights.

What type of Burning Issue can be selected?

The selected Burning Issue must be such that has incapacitated the target people socially, economically or politically. For instance, backwardness of women, legal literacy and right to information, land reforms and lack of information about related legislation, social evils like consumption of alcoholic/narcotic materials, child labour etc.

(b) Workshop:

The selected group are required to be brought on a common platform in a one or two days workshop so that all aspects of the selected Burning Issue could be discussed in detail. The workshop should mainly be conducted by the specially invited subject matter specialists.

How to organize the selected people

On completion of the one day camps and the workshop the implementing voluntary agency is required to organize the target groups as per their expressed special interest into Self Help Groups and Youth Club etc. These groups/clubs should then be registered with the competent authority so that they acquire a legal standing. After gaining such a constitutional legal identity, the groups can collectively struggle more effectively for the protection of their rights.

The implementing agencies are advised to take note that the acid test of OB scheme is not merely organizing the awareness generation camps and the workshop. Rather the scheme is intended to create the above said social units of struggling people who could continue their struggle for their rights on a sustainable basis.

Main parts of the Project proposals

A well prepared project proposal under OB scheme must have a title, contextual antecedents of the selected location, background of location specific problems, statement of well designed objectives, implementation strategy, anticipated resource persons with a brief background of each, expected benefits, a budget proposal with justification and a clear and well out follow-up methodology.

Guidelines for Implementation of Organisation of Beneficiaries Scheme

1. Title of the Scheme: Organisation of Beneficiaries Scheme

2. Objective

- i. To provide support to community/groups consisting of the poor people who wish to organize themselves or have organized themselves, either on their own or due to the efforts of a Voluntary Organisation for a cause which is sufficiently just or serious and help to sustain their campaign/struggle for betterment of their economic status and social power.
- ii. To increase the awareness of the people and to empower them so as to be able to get what is rightfully theirs in terms of scheme, rights and legal entitlements.
- iii. To increase their bargaining power by supporting active networking amongst similar campaigns in the region/country.
- iv. To protect and support the interests of SC/ST, women, landless labourers, physically handicapped persons and other disadvantaged sections of the society.
- v. To fight legal battles to secure justice for a large number of poor and exploited people, including legal counselling and assistance for the poor litigants.

Note: OB Scheme is not merely a training scheme and definitely not a scheme providing funds to organize meetings where government functionaries are invited once to inform beneficiaries about government schemes, subsidies or projects. It is about people's struggles against injustice and exploitation and should result in increased confidence of the people to fight corruption and misuse of authority.

3. Eligibility

- (i) Voluntary organizations working in rural areas with legal status of a society registered for 3 years under the Societies Registration Act 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 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.
- (ii) The groups/community should be organized over a cause/issue affecting a large number of the poor people who have no means to sustain their struggle.

- (iii) The cause/issue should be specific with grassroots implications. Funds would not normally be released for national/regional meetings.
- (iv) The campaign should not have any links with any political parties.

4. Contents of Project

- (i) The scheme is to support and organize 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 organization to sustain their struggle.
- (ii) The scheme is flexible and broadbased and can cover any aspect relating to the above. However, it will not entertain:
 - Purchase of vehicles
 - Construction of buildings, training centres, salaries of regular staff of the organization.

5. Duration of Project

The duration of the project should be clearly spelt out. However, this should not ordinarily extend beyond 3 years.

6. Action Plan

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.

- (i) listing of major activities
- (ii) these activities must bear a direct nexus to the objectives and projected benefits.
- (iii) Expenditure schedule for each activity and if possible duration and sequence of events should be spelt out.

FORMAT FOR FORMULATION OF PROJECT PROPOSAL

Coverage of programme in terms of beneficiaries (Give names of villages from where beneficiaries are proposed to be drawn)

Name of Village	Block	District	Expected number of Beneficiaries
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Groups/types of beneficiaries to be covered (freed bounded labour, SC/ST landless labourer etc.) In case it is proposed to cover only women beneficiaries target group please indicate at the top of the proposal as “Special women group programme.”

Give reasons for selecting the groups proposed to be covered as target beneficiaries.

Action Programmes to be undertaken to be given in details.

(a) Training of organisers

- (i) Selection of organizers
- (ii) Place of training of organizers
- (iii) Duration of training
- (iv) Course contents of training with details of field visits, resource persons etc. to be given in detail, in case the organizers 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. Hence it is requested that the methodology to be adopted by the organisations with tools and techniques, materials and methods for the purpose of the programme be given in details in the 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, should be given. Preparatory camps may depend on the type of target group so as to determine how many repetitions of dissemination of information would be required to prepare them for main camp of 5-7 days, wherein resource persons such as government officers, social workers, doctors, development workers, educationists will be called from other organisations besides the organisation's own personnel and organizers responsible for implementation of the programme.
- (iii) Main awareness generation camp programme.
 - (a) Location of main camp 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, organizers 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 organizing beneficiaries.

(iv) Follow up Action:

- (a) Formation of groups and support action
- (b) In case the groups are to be organized in formal groups, formation of constitution, adoption of resolution and registration of groups formally indicating the purpose of the organization is expected to be given in detail to show what is expected from this camp.
- (c) Action groups and economic groups proposed to be organized with objects and purpose.

5. Benefits expected (kindly give details, showing what benefits are visualized as arising from the awareness generation programme and organizing beneficiaries)

(a)

(b)

(c)

6. Financial Details of the Project

Items

Amount (Rs.)

- (a) Training of organizers (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,
stationery, postage, training material including
posters, camps, legal aid etc.)

Total

FORMAT FOR PROGRESS REPORT

Report for the period

PART I

1. **Name of the Agency**

2. **Name of the organizer**

3. **Area of operation** Village.....

Panchayat.....

Tehsil/Block.....

District

State

4. **Details or preparatory work**

(a) Selection of work area

.....
.....

(b) Selection of participant group

.....
.....

(c) Method of work (establishing contacts, social awareness building etc.)

.....
.....

PART II

5. Details of camps organized for training the beneficiaries

(a) Number of camps

.....

(b) Place and venue of the camps (s)

.....

(c) Number of participants

.....

(d) Details of participants

(i) Males

(ii) Females

(iii) Landless labourers

(iv) Marginal farmers

(v) Small farmers

(vi) Village artisans

(e) Present beneficiaries

.....

(f) Potential beneficiaries

.....

(g) Participation of Government officials

- (i) Gram Sevaks/ Sevikas
- (ii) Block level officers
- (iii) District level officers

(h) Major issues discussed (in brief)

- (i)
- (ii)
- (iii)
- (iv)
- (v)

6. Other tools/steps used in creating awareness.

.....

.....

.....

.....

7. Follow-up activities initiated

- (i) Formulation of Group (give details)

.....

.....

- (ii) Individual cases dealt with (give details)

.....
.....

(iii) Problems anticipated and suggestions to solve them

.....
.....

8. Assessment of the Impact of the Programme

.....
.....
.....
.....

PART III

Details of expenditure under each item listed under Point 6 of the project format
(Annexure 1)

.....
.....
.....
.....

Date.....

Signature of the Authorised

Signatory of V.O.

Guidelines for formulation of project proposals under Advancement of Rural Technology Scheme (ARTS)

Objectives

The broad objectives of the Council as regards development and dissemination of appropriate technologies for enhancement of rural prosperity are:-

1. To act as National Nodal Point for coordination of all efforts at development and dissemination of innovative technologies relevant for rural areas;
2. To act as a catalyst for development of technology appropriate for rural areas by identifying and funding sharply focused and need-based projects;
3. To strengthen existing institutions of research and development and set up new institutions for conducting need-based study, survey, adaptive research and development, field trials, demonstration, dissemination and popularization and evaluation of appropriate technologies amongst the end-users in rural areas;
4. To act as a clearing house of information and build up a data bank of technologies for rural areas;
5. To facilitate marketing of proven technologies by disseminating necessary information to manufacturers and users of machinery, tools, equipment and spare parts;
6. To act as a conduit for transfer of appropriate rural technologies to voluntary agencies, government departments, public sector undertakings and members of public;
7. To create a network of NGOs on a regional basis which could understand and then carry forward the thrust of rural technology to the rural areas;
8. To assist NGOs to set up demonstration and training centres for upgrading the skills of village youths, artisans, women and other target groups for their effective participation in development programmes;
9. To conduct or sponsor awareness camps, training programmes, meetings, seminars, workshops, conferences, consultations, to promote interaction between Government agencies, technical institutions and voluntary agencies working in the field of rural development and technology;
10. To document, prepare, print and publish papers, periodicals, bulletins, monographs, books, video films and CD etc. for dissemination of appropriate technologies.

The basic objectives of the project proposal should be upgrading skill, reducing drudgery, reducing physical labour, increasing efficiency, increasing productivity,

improving quality, enhancing income, generating employment, improving environment, recycling of waste materials, utilisation of local resources, improving hygienic conditions and improving quality of life of rural masses using advanced techniques and appropriate technologies for increasing rural prosperity. For achieving these objectives the following programmes may be taken up:-

- Conduct surveys as path-finding exercise to facilitate implementation of action oriented projects or for impact assessment on completion of technology oriented action projects.
- Transfer of need-based appropriate technologies through training programmes, demonstration, dissemination, propagation and popularization with active community participation.
- Need-based adaptive research and development of new rural technologies or optimization of existing technologies.
- Entrepreneurship Development Programme by application of Science & Technology.
- Network and organise the rural producers, provide technical and managerial inputs to the rural enterprises and link up with local/regional/national agencies for technical, financial and marketing support, assistance and collaboration.
- Establishment of organizational structures in rural locations for transfer of appropriate technologies, better management and marketing facilities for increasing rural prosperity
- Dissemination of scientific and technological information of relevance through leaflets, brochures, bulletins, booklets, news letters, CDs, films, Internet and other audio-visual aids.
- The project proposal should reflect viable and specific schemes in sufficient detail. The budget for such schemes should disclose, inter alia, the specific quantified and qualitative targets likely to be attained against the outlay.

The main thrust of the ARTS is to promote innovative rural technologies in the villages, especially for the disadvantaged sections. Such technologies are considered innovative which are newly designed and lab-tested to be viable, but are neither being promoted by extension agencies of the central and the state Govt. nor are yet commercialized to be eligible for Bank / Institutional finance. However, an exception to this rule is made in the context of traditional technologies which though relevant, have fallen into disuse for want of adequate back up and support by governmental institutions. In this category indigenous system of metallurgy, building construction and traditional systems of medicines etc. are being supported. A project for the promotion of well-established technologies will also be

encouraged since these are considered as crucial for spread of such technologies on a larger scale in different parts of the country including remote areas.

Which technologies are supported?

- The technology proposed should be simple, easy to learn, easy to demonstrate, easy to maintain, cost effective, environment friendly, and culturally and socially acceptable to the target groups.
- The technology should utilize 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 oriented and for creation of infrastructure for the organization.
- It should be applicable on practical lines for demonstrating the benefits for the target groups
- The project proposal should invariably have to be judged by the touchstone of marketability of products. In fact, undertaking of cost benefit analysis of all the project proposals received should be a part and parcel of project appraisal by CAPART.
- Standardization of the adoptive and adaptive research proposals in respect of various technologies should be undertaken through establishment of linkages with various scientific and technical bodies such as CSIR, DBT, DST etc.
- All technologies, which are need based, innovative, uses local expertise including resources and have a component of dissemination and adaptation should be promoted.

The broad areas under which CAPART supports innovative technology oriented project proposals for rural masses are as follows:-

- ❖ Sustainable Agricultural and allied technologies
- ❖ Rural industries
- ❖ Low cost building construction technologies
- ❖ Rural energy – Non-conventional/energy efficient technologies
- ❖ Water related technologies
- ❖ Traditional medicines and Medicinal Plants
- ❖ Bio-technology
- ❖ Food Processing and Preservation

- ❖ Bio-mass Utilization
- ❖ Entrepreneurship development programme
- ❖ Information Technology (IT)
- ❖ Processing, packaging and marketing.
- ❖ Cultivation of various kinds of plants for bio-fuel plants.
- ❖ Intellectual property rights
- ❖ Awareness generation and skill upgradation
- ❖ Organisation of Meetings, Seminars, Conferences
- ❖ Documentation, Publication and information dissemination
- ❖ All other newly emerging technologies for the benefit of the rural poor.

TECHNOLOGY RESOURCE CENTRES (TRCs)

Dissemination of appropriate technologies to the target groups in rural areas is the prime objective of CAPART. In order that sustainable benefits accrue to socio-economically deprived sections of rural society, the spread of proven and sustainable eco-friendly technology packages which generate employment, increase production, improve quality, reduce drudgery, raise income and improve living conditions is viewed as a process of key importance. This can be effectively carried out by grass-root NGOs . However, most of these NGOs need technical assistance and guidance regarding choice of suitable technologies, adaptation to field conditions, appropriate methodologies for transfer including training, involvement of beneficiaries and S&T based backup. This need is envisaged to be met by the Technology Resource Centres (TRCs), which would:-

- Identify, motivate and networking grass-root NGOs to take up technology dissemination programmes and catalyze projects for them;
- Provide technical assistance to NGOs involved in dissemination;
- Provide assistance in all related functions like feasibility studies, training, documentation, market formation/promotion etc.;
- Develop and absorb technologies suited to field conditions;
- Undertake adaptation or optimization of technology packages;
- Demonstrate these technologies in the area;
- Develop/promote linkages with PRIs and local government agencies;

- Link up with S&T experts/institutions to channelize their expertise for the NGOs, and finally to the people.
- Assist in design development, quality improvement of products of rural entrepreneurs and their marketing.
- Enhance and strengthen the outreach capacity of the voluntary organizations.

Therefore, a programme for setting up technology development and technology transfer institutions as Technology Resource Centres (TRCs) located in rural areas was initiated by CAPART. These 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 organizations, which have a high degree of technical competence. Under this programme Voluntary agencies with proven track record of adaptive R&D and technology transfer are supported with one time grant for creation of necessary infrastructure and some recurring expenses. These Centres are expected to act as focal points of referral of technology gaps in that area and generation of matching solutions to answer the technology needs identified by Government and non-governmental institutions. These Centres also conduct training programmes at various levels specially trainers' training programme.

The basic criteria for eligibility to apply for Technology Resource Centre are as follows:-

- Demonstrable achievements in design development and dissemination of innovative technologies for at least 5 years.
- Evidence of linkages and interaction with National and State level S&T institutions in technology adoption, adaptation and exchange activities.
- Good track record of adaptive R&D and transfer of technologies in rural areas.
- Adequate infrastructure such as training facilities, workshops, laboratories, tools and equipment etc.
- Professional capabilities to disseminate technologies through presentation, demonstration and training.
- Policy of openness to interact with other voluntary agencies in the area and willingness to spontaneously respond to their needs.

The Government created institutions/ autonomous bodies, which are registered bodies may also be considered as TRC of CAPART. However, special care is taken in identifying such institutions, which could really transfer the technology to the target groups. While considering such organizations, the NGOs who are running KVKs could also be brought under the ambit of TRC on selective basis. Besides, Universities which developed

technologies in their laboratories may also be considered as TRC if they want to extend their technologies to the field level. Such Universities should not ask funds for technology extension wing including subject matter specialist, laboratory facilities and field staff. The area of operation for such organizations should be around 100 villages. In any case, CAPART will not provide financial assistance for non-recurring/ infrastructure creation/ capital investment. However, in case the organization requires minimum non-recurring grant for some supplementary items necessary to execute the proposed activities that may be considered upto the financial limit of Rs. 5 lakhs only. CAPART will provide recurring grant for imparting training to NGOs and end users, demonstration, field trials, conducting adaptive research, documentation & publication and dissemination of the technologies developed by them for a period of 3 years.

It needs to be emphasized here that the primary expectations from TRCs is to act as partners of CAPART in reaching out to the disadvantaged sections of rural society. TRCs are viewed not as 'centres of excellence' alienated and distant from the people but as active instruments of change, equipped to innovate and create, capable of initiating and sustaining S&T based programmes of sweeping dimensions, with demonstrable and lasting effects. Thus, while identifying NGOs for designating (and supporting) them as TRCs, the main consideration is to see whether the NGOs perspective, past activities, capabilities and location are conducive to the above objectives, especially its outreach capacity. Here, it needs to be noted that if future potentials are strongly indicated, that too should be taken into account.

In the context of this broad perspective, NGOs may submit proposals for being designated as TRCs on the basis of the framework/ format given in the following sections. It should be in the nature of a Programme of Action since the primary aim of TRCs is to enhance and strengthen outreach. It should also contain relevant information as spelt out in the following format.

The format is divided into three parts:-

- Part A:- Background Information- Details of VO's past records and experience,
- Part B:- Action Programmes Proposed - Details of Action Programmes to be taken up with Annexures/Enclosures specifying methodology and time schedule.
- Part C:- Budget Estimates- Detailed Budget Estimates specifying estimated cost of Non-recurring and Recurring items with justifications.

These are over and above the essential documents required by CAPART, such as:-

- I. Organizational Profile in prescribed format,
- II. Attested photocopy of original Registration Certificate, Memorandum and Bye-Laws of the Organisation,

- III. Photocopy of Audited statements of Accounts and Balance sheet of the VO of last three years,
- IV. Annual Reports of the VO of last three years
- V. Documents relating to PAN No./Exemption order under 12A obtained from Income-Tax Department/Authority or request letter sent to Income-Tax authorities for obtaining these documents.
- VI. Evidence of one year old bank/Post Office Account of the VO.

PROPOSAL FOR TRC

Part A: Background information

1. Area of Operation

Blocks, District(s) State(s) where activities under TRC programme will be undertaken; brief description of area in terms of climate, topography, natural resources, socio-economic composition and status of population and main needs of disadvantaged sections.

2. Perspective/ Approach

The broad perspective with which past activities have been undertaken by applicant NGOs.

3. Experience

Number of years applicant NGOs has been working; specifically – number of years in science and technology related work. Give details.

4. Range of Specialization

Details of technology areas in which programmes have been undertaken; experience and capabilities.

5. Technology Development/ Adaptation

Give details of technologies developed and those adapted to local conditions or needs. Must include year, technical details, needs addressed, field trial results, experts involved and propagation efforts.

6. Technologies Absorbed

Number, sources, method, whether adaptation done, dissemination efforts and results.

7. Dissemination Programmes

Number and nature of technologies disseminated to other NGOs and among needy people. Give details of methodology, number of people involved and current status.

8. Sustainability of Field Programmes

Whether field level dissemination programmes sustainable; how economic, social, environment- sustainability ensured. Give details.

9. Status of Beneficiaries

Details of beneficiaries of all programmes undertaken till date; method of selection, number, socio-economic status, nature of benefits provided, follow-up and current status.

10. Science and Technology (S&T) Capability

Number of in-house qualified S&T personnel with details of qualification and number of years with NGO; same for consultants, visiting experts etc. Also, details of supporting infrastructure like laboratory facilities library etc.

11. Linkages with NGOs

Number of NGOs in contact; their names, location, period and nature of contact (jointly working, being motivated). Nature of networking; formal structure or need based. Linkages with NGOs from which exchange of ideas or information takes place or assistance/ support is sought; names and location.

12. Linkages with S&T Agencies/ Institutions

Names, location, nature of linkage, general experience with S&T Institution.

13. Infrastructure

Details of office, facilities, information communication systems, residential, workshed, area for in-house trials, library.

14. Other Organizational Aspects

Details about decision-making process, responsibility distribution, turnover of (key) personnel, property titles. Also some general comments (qualitative) on relationship with people in the area.

PART B: PROGRAMME OF ACTION

(only minimal indicators are suggested here since the applicant NGOs must have full flexibility in evolving its Programme of Action)

BACKGROUND

i. **Area to be Covered**

Details of villages and block(s); if different from current area of operation, give climatic, geographical, social and economic details, clarifying reasons for choice.

ii. **Needs of People in the Area**

A brief description, based on field investigations, pinpointing major needs of the socio-economically disadvantaged sections, and identifying those amenable to technological intervention.

iii. **Strategy Proposed to be Adopted**

Give broad contours of the (necessarily) multi-pronged strategy of intervention to address these needs.

Objectives

These should be concrete e.g. number of NGOs to be networked, no. of beneficiaries to be directly involved, training programmes to be held, number of production-based sustainable units to be set up.

Duration

3 to 5 years Programme of Action is desirable, but flexibility may be permitted in exceptional and justifiable cases.

Technical

i. Technologies to be Disseminated

Give reasons, status, technical details, cost-benefit analysis.

ii. Technology Development and Adaptation Proposed

Give reasons and methodology for adaptive R&D, technical details and focus of work.

iii. Technologies to be absorbed

Give reasons, status, trial results, technical details, cost-benefit analysis and sources.

iv. **Sustainability**

Should include assessment of local availability of raw materials, market, skills.

METHODOLOGY

i. **General Methodology of Programme**

Description of activities in sequence with reasons. Should include awareness generation, networking, training, market-formation etc.

ii. **Schedule of Activity**

Month-wise plan of work.

iii. **Existing Staff to be involved**

Give names of current staff to be deputed for TRC, and proposed augmentation, including qualification and experience.

ii. **S&T Agencies to be involved**

Give names and specific nature of such linkages.

iii. **Involvement of PRIs**

Indicate identity, method of involvement and reasons thereof for involvement of Panchayati Raj Institutions.

iv. **Documentation**

Proposed documentation should include pre-project baseline data, regular system of record maintenance; publication of booklets etc., reports.

IMPACT

i. **Impact Indicators**

To evaluate the impact of TRC programme; Employment, income augmentation, environmental, poverty line, women's empowerment, social equity, skill upgradation and capacity building; qualitative as well as quantitative projections and reasons thereof.

BUDGET

i. Manpower Requirements

Give current availability and projected requirements with justification

ii. Budgetary Requirements

Give current availability and projected requirements with justification.

iii. Budgetary Requirements

Give detailed projections for complete programme including manpower, infrastructure, materials and supplies, equipment and machinery, training, travel, documentation, awareness generation, overheads, etc. with justification. Also give year-wise abstract.

Part C: ANNEXURES AND ENCLOSURES

Annexures

1. List of NGOs with whom contact and relations exist at present.
2. List of S&T Institutions with whom contact and relations exist at present
3. List of villages where applicant NGO has been working
4. List of Experts (and their qualification) who regularly contribute to activities of applicant NGOs.
5. Abstract (for 10 years) of all funding agencies and total funds received therefrom.
6. List of scientific equipment available.
7. List of existing infrastructural facilities.

Enclosures

1. Brochures, booklets or any other publication(s).
2. Annual Report for past three years.
3. Copies of all publications, especially in past 3 years relating to specific technologies, programmes, issues etc.
4. A sample of papers (if any) submitted for Seminars/ Workshops by members of applicant NGOs in the past 3 years.

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 should be attached, also indicating past attempts, if any, by governmental and non-governmental agencies for spreading the proposed technology in the target areas)
- 3. Objectives of the project:**
- 4. Proposed activities and methodology:**
- 5. Status of the proposed technology** i.e. whether prototype stage, field tested or commercialized (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. Area of Operation**
State
District
Block
Police Station
Panchayat
Village(s)
- 12. Details of Beneficiaries**

- 13. Benefits expected**
- 14. Cost Benefit Analysis** (If applicable)
- 15. Staff requirements**, if any
(Brief justification to be appended)

Name of Post	No. of Posts	Emoluments (Consolidated)
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- 16. List of equipment and costs:** Cost in Rs.
Details of equipment
(Brief justification to be appended)

17. Abstract of project budget:

	(Amount in Rs.)			
	<u>1st year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>Total</u>
a) Salaries				
b) Equipment				
c) Materials and supplies				
d) Travel (TA/DA)				
e) Contingencies				
f) Other (itemwise details)				

Grand Total:

Countersigned by
Member of Executive Body

Signature and seal of the
Authorized Signatory

Name

Name

Designation.....

Designation.....

(*Attach copy of Authorization by Executive Body for signing if Articles of Association/ Bye-laws do not indicate it.)

Place

Date.....

In case, building/ shed construction is proposed attested photocopy of the registered land deed in the name of VO must be enclosed with the proposal along with layout plan, site plan blue print and detailed cost estimate.

Advancement of Rural Technology Scheme (ARTS)

CAPART assistance will be available for technologies developed by Department of Science and Technology(DST), Council for Scientific and Industrial Research(CSIR), Indian Council for Agricultural Research(ICAR,) Dept. of Bio-technology(DBT), Ministry of Non-Conventional Energy Sources(MNES), Indian Institutes of Technology (IITs), Ministry of Information Technology & Communications and other institutions and organizations of outstanding innovation.

Illustrative List:

Promotion of Sustainable Agriculture/Organic farming.

Bio-composting techniques (Recycling of Agro-wastes using Biomass)

1. NADEP Composting
2. Micronutrient Fortified Compost (Probiotic Fertilizers)
3. Vermi-composting/Vermi-culture
4. Vermi-wash
5. Cattle-shed wash
6. Bio-dung
7. Biogas-slurry
8. Mulching
9. Green Manuring
10. Slaughterhouse wastes
11. Poultry litter
12. Oil cakes
13. Bio-fertilizers-Rhizobium, Azotobactor,Azospirillum, Acetobactor, Mycorrhizae
14. Blue Green Algae
15. Azolla
16. Bio-dynamic composting
17. Cow horn manure (BD 500)

18. Cow horn silica (BD 501)
19. Bio-dynamic herbal preparations(BD 502-BD 507)
20. Cow Pat Pit (CPP)

Biological control of Diseases and Pests

1. Bio- pesticides
2. Plantation of neem
3. Predators-Animals, Birds, Insects
4. Botanical methods

Low Cost Nursery technology:

- 1 Tissue-culture
- 2 Micro-propagation
- 3 Green House/Poly-houses

Diversified Farming:

1. Crop-Rotations
2. Relay Cropping
3. Mixed Cropping
4. Composite Farming-Agriculture, Horticulture, Floriculture, Animal Husbandry, Dairy, Poultry, Goat and Sheep Rearing, Piggery, Fishery, Duckery, Rabbit Rearing, Bee-keeping, Sericulture, Mushroom Cultivation.
5. Cultivation of various kinds of bio-fuel plants.

Promoting Cultivation of Indigenous Varieties:

1. Multiplication of indigenous varieties of seeds
2. Setting up of seed banks

Irrigation methods:

1. Trench method
2. Drip irrigation

3. Krishak Bandhu Treadle Pump
4. Hydraulic Ram pump

BUILDING CONSTRUCTION:

1. Fire Retardant Thatch
2. Ferro-cement Roofing
3. TARA- Balram Brick making Machine
4. ASTRAM – Mud Block making Machine
5. Treatment of Coconut leaf thatch for longevity
6. PVC coating on mud houses
7. Non-erodable mud plaster
8. Burnt Clay Tiles for Mud-walls
9. Random Rubble Blocks
10. Gunna Tiles
11. Jayaja Tiles

RURAL INDUSTRIES

- 1 Bamboo Boards
- 2 Organic Leather Tanning
- 3 Carcass utilization
- 4 Lantana Furniture
- 5 Screen printing
- 6 TARA Loom
- 7 Food processing
- 8 Processing and preservation of Fruits & Vegetables
- 9 Computer training for rural areas
- 10 HDPE Boats- VATSI Boats

- 11 Fish Aggregating Devices
- 12 Rock bee honey
- 13 Red Clay pottery
- 14 Promotion of Natural Dyes
- 15 Banana Stem Pulp Board
- 16 Rubber Tapping
- 17 Entrepreneurship Development Programme
- 18 Wood and Stone Carving
- 19 Tools and Dies making
- 20 Paper from Water Hyacinth
- 21 Improved Bullock Carts
- 22 Improved Bicycle Trailers
- 23 Circular Hatchery for Fish Breeding
- 24 Use of Earthen Pipe in Tube-wells
- 25 Processing, packaging and marketing.

Rural Sanitation

- 1 Waste Water Management
- 2 Improved Soakage Pit

ENERGY

- 1 Solar Photovoltaic Lighting
- 2 Solar Cooker
- 3 Solar Heater
- 4 Solar Distillation Plants
- 5 Fuel efficient crematoria
- 6 Energy Efficient Bukhari

- 7 Garbage Gas Manure Plant
- 8 Mud Solar Cooker (Dhauladhar Mud Solar Cooker)
- 9 Pyrolysis and Brequetting
- 10 Wood Gasifiers
- 11 Improved Water Mill
- 12 Micro-hydel Power Plant
- 13 Plug Flow Type Bio-gas Digester
- 14 Red clay Pottery
- 15 Improved Glazing techniques on Pottery Wares
- 16 Improved Pottery Kiln
- 17 Processing of bio-fuel from non-edible oils.

WATER HARVESTING & CONSERVATION:

- 1 Agri-film Lining of Ponds
- 2 Rain Water Harvesting from roof tops using Ferro-cement Tanks

INDIAN SYSTEM OF MEDICINES:

- 1 Traditional Medicines
- 2 Cultivation of Medicinal Plants,
- 3 Paramparagat Aushadhi Sansodhan
- 4 Sustainable Harvesting of Medicinal Herbs

ARTISANS' TRAINING:

1. Use of improved tools and machinery
2. Handlooms
3. Handicrafts
4. Carpentry
5. Pottery

6. Masonary
7. Blacksmithy
8. Organic Leather Tanning and Carcass Utilisation.
9. Leather works
10. Rural mechanic
11. Computer assembling, Repairs & Maintenance

IT enabled services for Rural India

This programme will qualify for assistance from CAPART. The activities listed below are illustrative and not exhaustive.

- Internet Kiosks for rural areas
- Promotion of Communication Resource Network for information sharing.
- Promotion of E-commerce of artisans' products (on-line marketing)
- Training of rural youth in use of computers and internet
- Project on on-line monitoring
- Finding the natural resources through satellite linkages at the village level through NGOs networks
- Creating websites exclusively meant for rural artisans to understand national and global demands and technological developments through NGOs
- Tele medicine through network of NGOs
- Computer education at the village level, instead of outdated teaching aids.

The format for filling application for assistance under this programme will be as has been prescribed for other technology related projects. Any information not applicable for assistance under this scheme need not be furnished and explained accordingly.

Intellectual Property Rights(IPR) Related Projects

This programme will qualify for assistance from CAPART. The activities listed below are illustrative and not exhaustive.

- ❑ Documentation of indigenous knowledge systems like medicinal plants, seeds, artisan skills, traditional art and culture etc. at village level.
- ❑ Hiring of IPR professionals by NGOs.
- ❑ Awareness, training, exposure and other capacity building activities both for the NGOs and villagers.
- ❑ Holding seminars at state level and national level to expose the availability of indigenous knowledge systems.
- ❑ Database of the owners of the particular knowledge system.
- ❑ Wide publicity of the knowledge systems in print and electronic media.
- ❑ Awareness with regard to the rules and regulations and royalty involved in Government Gazette on IP Rights.
- ❑ Representation of rural NGOs at national and international level (IPR Fora).

The format for filling application for assistance under this programme will be as has been prescribed for other technology related projects. Any information not applicable for assistance under this scheme need not be furnished and explained accordingly.

The scope for assistance to any NGO under this scheme will be on flexible lines depending upon the issues involved and the emerging concerns of the target beneficiaries.

Disability Guidelines

The Issues

The 1991 round of the Sample Survey conducted by the National Sample Survey Organisation estimated that people with visual, communication and locomotor disabilities number at least 14.56 million, or 1.9% of the total population of India. This figure covers only people who are “profoundly disabled”, and does not include those with moderate to mild disabilities, who could, with a little effort, be integrated into efforts for rural development. Also not included in this figure are people with mental disabilities, and those affected by leprosy and deteriorating neuro-muscular conditions (e.g., muscular dystrophy, motor neurone disease, Parkinson’s disease and senile dementia). A separate Sample Survey of Mental Retardation estimated that 3% of all children aged 0 to 14 are developmentally delayed. However, this figure once again excluded children with learning disabilities (e.g. dyslexia), or those referred to as slow learners. Again, about 5% to 10% of the general population of India are estimated to suffer from mental disorders of varying types and degrees of severity. Village level survey in different parts of the country indicate that 4%-10% of the population are persons with disabilities.

Available figures and disability statistics should be interpreted with a degree of caution. Many families are reluctant to report disability, particularly in view of the prevailing negative attitudes to disabled persons in most communities. In some instances, the data collectors, or even the informants themselves, may simply not have the knowledge and experience required to recognize that a person is disabled. The National Sample Survey is accepted as a reliable source of macro-level data, but transposing NSS figures to make estimations at the micro level may not be relevant, given the wide regional variation.

Most disabilities are easily preventable

In India, as in other developing countries, the major causes of disability are malnutrition, communicable diseases, infections in early childhood and accidents at home and at work. Nutritional deficiencies, inadequate sanitation, insufficient or inaccessible health care services, accidents and injuries from poorly-designed equipment and implements, and practices like consanguineous marriages, have all contributed to a high prevalence of disabilities. Immunisation programmes have not yet achieved 100% coverage, due partly to inadequate infrastructure, logistical problems and difficulties in maintaining the cold chain, and partly to the lack of public education on the subject. It has been estimated that an effective primary health programme can prevent about half of all disabilities. Early detection of impairment, combined with early and effective curative care can make a significant impact in minimizing or compensating for impairment and its consequence.

The rural poor are most vulnerable to disability

About 80% of people with disabilities in India are in the rural areas. The rural poor are particularly at risk of those disabilities which are associated with malnutrition, poor conditions of environmental sanitation and communicable diseases. Accidents arising from negligence, ignorance and lack of safety measures at work and the community are also major causes of disabilities.

Persons with disabilities are a heterogeneous group composed of those born with a disability, those who acquire a disability following micro nutritional deficiencies and/or disease, as well as those who become disabled as a result of accidents or the trauma of life events. They include children and young people, adults and elderly persons. Their disabilities may be extensive or moderate and they may have a single disability or be disabled in multiple ways. However, whatever their particular type or degree of disability, they have the same basic needs as other members of the age, gender, economic and socio-cultural group to which they belong.

People with disabilities who are members of poor rural families are therefore marginalised and disadvantaged by a variety of factors – lack of access to productive resources, and to the opportunities, information and skills which enable participation in social, economic and political processes. In addition to these, people with disabilities are further disadvantaged and handicapped when they encounter social, cultural, physical and economic barriers which severely limit the opportunities for them to participate in the life of their communities on equal terms and to an equal extent as non-disabled persons. Because of the prevailing lack of understanding of and concern for their participation, rural persons with disabilities, particularly those who are members of poor families, are most vulnerable to economic and social handicaps.

Equalisation of opportunities is the process whereby the structures and systems of society are made accessible to people with disabilities. This includes all aspects of the physical and cultural environment, services, facilities and development programmes which are

designed for use by the public or which are the entitlement of every citizen, including those who are poor and have a disability. However, poor rural people with disabilities and their families have little or no access to the opportunities, information, technologies and programmes that are available within India for rehabilitation or participation in the development process. Parents and caregivers in extremely poor families, whose only source of income is daily wage labour, are hard pressed for time and other resources needed to provide appropriate care to persons with disabilities, or to take advantage of existing rural development programmes and rehabilitation services, even if the necessary information and skills were to be made available to them.

Initiatives have remained urban-based and welfare-oriented

Most efforts in the field of disability have so far, been made by health professionals and charitable organizations. While the majority of Indians with disabilities live in rural areas, available services are limited to urban centres. It is estimated that only 2% to 3% of person in need of rehabilitation, have access to these services.

The Ministry of Welfare is the nodal Ministry for disability matters. While this has, on the one hand, served the need for focused policies and initiatives to promote the interests of this highly marginalized social group, it has, on the other hand, also reinforced a conventional tendency for other Ministries to view disability-related issues as mere welfare matters which have no bearing on their respective mandates and schemes. Consequently, people with disabilities have largely been bypassed as participants in mainstream programmes. Programmes designed specifically for the rural poor are no exception to this pattern. In the absence of critical linkages with other development sectors, little headway has been made in equalization of opportunities for people with disabilities.

While there has certainly been concern for rural people with disabilities, it has been based on the perception that they are mainly in need of relief and alleviation of suffering. Initiatives based on such an approach have trapped them in situations of dependency and helplessness. There has been a predominance of action for medical intervention without adequate respect for the dignity, rights and potentials of persons with disabilities.

Medical rehabilitation is important, but it is seldom realized that it is a goal-oriented and time-limited process. Thus, rehabilitation is not an end in itself but is a means of enabling persons with disabilities to reach an optimum level of functioning, which allows them to contribute as active members of their communities. Putting the label of 'rehabilitation' on all action concerning disabled persons can obstruct fulfillment of their potential for self-determination and participation.

Attitudes are a major barrier to equalization of opportunities

While lack of services and lack of knowledge and technology are serious constraints, perhaps the greatest obstacle to full participation and equality is the prevalence of negative attitudes on the part of non-disabled persons in the family and the community, as well as

in the voluntary sector, the development machinery and the administration. While planning and designing programmes and interventions, the general tendency is to view persons with disabilities as members of an insignificant minority who merit attention only as medical cases or objects of charity. Their humanity, aspirations and potentials, and the fact that, as citizens of India, they have the same entitlements as non-disabled citizens, are usually not recognized. At the individual level, discrimination on the ground of disability is a common experience in the daily life of a person with disability the expression of this discrimination may range from receiving a smaller share of resources within the family, to the difficulties encountered in gaining access to programmes of services specifically intended for the rural poor. Marginalisation stemming from a rigid and hierarchical caste structure compounds these difficulties.

Negative attitudes are closely linked with widespread ignorance of the situations, problems and potentials of persons with disability in society. At the same time, despite the encouraging development of many small organizations (sanghams) of disabled persons in South India, self-advocacy by persons with disability is still very weak in rural areas.

One outcome of all these factors is the non-participation of this group in mainstream development programmes, including those for rural poverty alleviation. There has, as yet, been no review of mainstream development programmes in India to examine their impact on people with disabilities and the possibilities of convergence with disability-focused schemes.

Some groups of persons with disabilities are more marginalized than others

Any action to promote equalization of opportunities in rural development must take into account the fact that certain groups of persons with disabilities are more marginalized than others, and tend to be left out unless specific actions are taken to include them. Examples of such groups are women and girls with disabilities, persons with hearing and communication disabilities, persons with intellectual disabilities and mental illness, persons affected by leprosy and persons with extensive or multiple disabilities.

Women and girls with disabilities are handicapped not only by negative attitudes towards disability, but also by gender discrimination and poverty. Where services as programmes for disabled persons do exist, it is the men and boys who are the primary beneficiaries. Women and girls with disabilities are largely excluded from the mainstream women's movement and from development programmes targeted at poor women, as well as from the self-help movement and organizations of people with disabilities. Overall, the marked gender disparity in the leadership and membership of self-help organizations of people with disabilities in India is indicative of the difficult situation of women and girls with disabilities.

Nearly 75% of persons with intellectual disabilities are within the IQ 50 to 100 category,

and are only mildly to moderately disabled. They can achieve a degree of independence in self-care, learn to relate with other members of their community in socially acceptable ways, and can earn a living in supported employment. For example, they can be employed in various household tasks, or in animal husbandry, horticulture or repetitive non-farm jobs which non-disabled people may have little patience for. Despite this, however, their potential for contributing to their families and communities is little understood. Opportunities for their development are usually not available at those stages when they are most eager to learn and most in need of structured programmes for growth. On the contrary abusive terms like “imbecile” and “idiot” are applied to them and they are generally seen as being of “unsound mind”. Until as recently as 1987, the law did not recognize any difference between persons with intellectual disabilities and persons with mental illness. Many persons with intellectual disabilities are still being hidden away in mental asylums or imprisoned as ‘non-criminal lunatics’. This group is one of the most misunderstood and neglected. Urgent action is needed to raise awareness of their potential and of the many approaches for their development, including parent training, curricular reform and inclusive education in the formal and non-formal sector. Awareness-raising efforts should not remain limited to families and communities, but should include professionals in health, rehabilitation and education, as well as local administrators and development workers.

In a historic judgment in 1993, the Supreme Court of India ruled that it is illegal and unconstitutional to confine persons with mental disorders in jails. State governments were also directed to provide basic minimum facilities for the care of mentally ill persons. Over the last four decades, specific and effective treatment for a number of mental illnesses have become available. Early identification and treatment can cure many persons with mental illnesses, and can prevent chronic illness and disability. Strengthening the capacity of families, crisis interventions through volunteers and encouraging the formation of self-help groups can improve the quality of life of mentally ill persons, help families to mobilize mutual support and prevent relapses. Pioneering initiatives have proved that it is possible for doctors in the primary health care system to provide mental health care services, and that persons with mental illness can be cared for and treated in their homes and communities. In spite of the progress made in shifting the focus of interventions from mental hospitals to psychiatric units in general hospitals and to the primary health care level, only a very small part of the total number of Indians who are mentally ill have access to mental health services. There is an urgent need for professionals from different disciplines to work together to sensitize and inform families and communities, and provide support for implementing alternate community-based approaches to mental health care.

Insensitivity to non-typical ways of communication is a root of the isolation of persons with speech and hearing disabilities and other communication disabilities, in a ghetto of alienation and loneliness. Since sign language is composed of concepts and signs which are culture-specific, languages developed in other countries are not useful in India, with its diversity of languages and cultures. There is an urgent need for the development of indigenous sign languages which are acceptable to deaf people in various parts of rural India. Extensive research is required to collect and classify signs which are in use in rural India, in order to

evolve sign language based on rural culture, as distinct from the culture of the urban educated elite. The communication barrier to the full cognitive development of deaf children and the self-assertion of all deaf persons, has to be transcended not by forcing them, against their nature, to attempt oral means of communication for the convenience of hearing persons, but by respecting their right to use a sign language of their choice.

Families of persons with extensive or multiple disabilities, such as profound visual disability and cerebral palsy together, or mental retardation and cerebral palsy together, experience enormous stresses which often disrupt family life. In the absence of any support services for these families, multiple disabilities acquired later in life as a result of disease (e.g. muscular dystrophy or senile dementia), also lead to acute stress. In rural areas, services are almost non-existent, and, even where they exist, tend to include only persons with moderate and mild disabilities whose potential for achievement is higher. Persons with multiple and severe disabilities may not be able to participate directly in organizations of persons with disabilities, or in development activities. There is a need to facilitate the formation of village-level mutual support groups of parents and families of persons with multiple disabilities and severe disabilities. Services to provide stimulation, training and respite care are particularly important for poor families who have limited resources, and little energy and time to engage in the intensive intervention required for stimulation and socialisation. Families and care-givers of persons with multiple or extensive disabilities need easy access to day-care services and to home-based economic activities. Persons who acquire multiple disabilities later in life as a result of injuries, accidents or illness need time-bound rehabilitation, as well as opportunities for participation in self-help groups and alternative avenues for skills development and employment.

It has been estimated that one out of every three persons affected by leprosy in the world, is an Indian. Leprosy is widely believed to be incurable, and the myths and fears surrounding it have resulted in the almost complete social isolation and marginalisation of this group. Even today, most people are not aware that multidrug therapy can cure even advanced cases in three to six months, and that treatment does not require isolation and seclusion. Delays in identifying early symptoms and in starting treatment result in permanent impairments and disabilities, as

well as in transmission of the infection. Children of parents who are affected by leprosy face ostracism and are often excluded from education, child-care and health services. Integration of leprosy control programmes with primary health care can be an important step towards helping communities and health workers to see it as 'just another disease'. It is essential that primary health care workers, rehabilitation workers and organizations of persons with disabilities work together to create a better understanding of leprosy, lessen people's fears, ensure early detection and treatment, and facilitate acceptance and support from the community. Apart from long-term medical treatment to control infection, prevent and correct deformities, pro-active measures are needed for integration of persons affected by leprosy in on-going programmes for education, economic development, disability rehabilitation and rural development. Special support systems may need to be developed

for persons, particularly women, who are abandoned by their families when they are found to have contracted leprosy, and are left with no where to go and no source of livelihood even after they are cured.

Guiding Principles

- Rural people with disabilities are members of their communities and citizens of India. They are entitled to participate in the process of rural development, both as partners in processes of decision-making and planning, and as beneficiaries of programmes meant for the rural poor.
- Specific measures are needed to enable people with disabilities to transcend the attitudinal and physical barriers to their participation in rural development programmes and projects. These measures should focus on social mobilization (changing of attitudes among non-disabled persons and building of confidence and self-esteem among people with disabilities), as well as on elimination of physical and logistical barriers to their participation.
- The process of ensuring that rural people with disabilities avail their rights and entitlements, is the joint responsibility of all persons concerned with rural development.
- The rich experience of the voluntary and non-government development sector in India in primary rehabilitation, social mobilization and organization of community action for rural development can be tapped to facilitate the participation of rural people with disabilities, in development programmes.
- As basic rehabilitation services, assistive devices and access to the rural built environment are prerequisites for participation in development programmes, these should be considered a basic entitlement of poor rural people with disabilities.
- For families and communities below the poverty line, basic rehabilitation services need to be delivered to where they live, in forms and at times convenient to them. These basic rehabilitation services include early identification and diagnosis, regular health check-ups and treatment, assessment of physical, sensory and intellectual levels of functioning, early intervention, referral and integration in existing programmes.
- Community-based rehabilitation (CBR) is, in its broadest sense, social action to mobilize community and other resources to equalize opportunities for persons with disabilities to participate in education, skill development, decision-making, housing, transport and development schemes. In all CBR-related activities, the right of people with disabilities to participate in the planning and delivery services must be respected.

Goal and Focus Areas

The goal of this strategy is to promote the active participation of poor rural people with disabilities in all rural development programmes of the government and voluntary organizations in India. Given below are the focus areas for 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 organizations 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 equalization of opportunities for people with disabilities in rural communities.

Key Actors

The strategy is primarily designed to benefit poor rural people with disabilities and is directed at mobilizing joint action by several groups.

- Village-level organizations (sanghams) of persons with disabilities. These organizations may include persons with different disabilities, as well as persons with multiple and severe disabilities or their parents and care-givers, persons with communication difficulties and intellectual disabilities, women and girls with disabilities and disabled members of socially disadvantaged groups.
- Women's groups, youth clubs, self-help groups, credit groups, watershed associations, CBR committees, village education committees and other people's groups at the village level.
- Voluntary organizations working directly with people with disabilities, including urban-based self-help organizations of people with disabilities and rehabilitation service delivery organizations concerned with extending their outreach to rural people with disabilities.
- Voluntary/non-governmental development organizations working on rural development issues.
- People's representatives and administrators in local self-government and Panchayati Raj institutions.
- Persons and groups working to organize the rural poor, including those addressing labour and land issues, those working to promote the participation of women and other marginalized groups in the development process and members of mass campaigns, such as those for literacy, safe motherhood, voter education and community health.
- Government officers and administrators who are concerned with rural development at all levels, particularly District Collector, Project Officers of District Rural Development Agencies (DRDAs) and Block Development Officers.

Areas of Focus of Project Proposals

In order to facilitate initiatives that will strengthen the participation of poor people with disabilities in rural development programmes and projects, CAPART will extend support to voluntary organizations whose project proposals are in consonance with the overall thrust and guiding principles of this Strategy, and which will further its implementation.

Project proposals which adequately cover one or more of the focus areas detailed below will be considered for funding support.

A. SOCIAL MOBILISATION

1. Organisation-building

- Enabling persons with disabilities in rural areas to form their own village-level organizations. These organizations can include parents, guardians or care-givers of people with intellectual disabilities, multiple or extensive disabilities, who are unable to participate directly. However, efforts must be made to encourage direct participation as much as possible.
- Supporting and enabling village-level organizations of persons with disabilities to form federations, and supporting these federations to network and build solidarity with organizations of other marginalized groups.

2. Development of training and information materials, for use in social mobilization.

The materials should be easily understandable and usable by rural communities (including person who are neo-literates or illiterate), field workers of voluntary organizations working in rural development, Panchayati Raj personnel who are working in community development, anganwadi/balwadi workers, functionaries of the Integrated Child Development Services, Primary Health Care personnel and functionaries of other village-level programmes.

The materials should be in local languages, and should be accessible to persons with disabilities. They may include both audio-visual and print materials. The contents should be designed to promote and enhance understanding of disability and disability-related issues, in congruence with this strategy. Local resources, popular and folk media, mythologies and spiritual traditions can be explored and built upon while developing and using these training and information materials.

Some issues which could be highlighted are listed below

- Disability can be viewed as part of the continuum of normalcy and there are hidden disabilities in every non-disabled person.
- Any one can become disabled at any point in life. Disability can be difficult and challenging, but it can be the beginning of another way to live rather than the end of life.
- Disabled people are not necessarily “retarded”, even if they express themselves in different ways.
- People with mental illness are not dangerous.
- Several groups of persons with disabilities, particularly those subgroups which are especially marginalized, e.g. women and girls with disabilities, are at high risk as victims of violence and abuse.
- There is a need to respect the rights and dignity of persons with disabilities, as individuals, as citizens and as members of their community.
- People with disabilities have a right to opportunities for development and to take charge of their own lives.
- People with disabilities have potentials, abilities and achievements, can and do cope with their limitations and give meaning to their own and others’ lives.
- Apathy, lack of confidence and low self-esteem of persons with disabilities, when they occur, are outcomes of their internalization of negative social attitudes, and must be addressed accordingly.
- Efforts to assist and support persons with disability should be directed at enabling them to contribute actively to the development process, and should not reduce them to being mere recipients of charity.
- Non-disabled persons have a role in helping to eliminate physical barriers within the rural environment, which prevent the participation of persons with disabilities.
- Communities can take the initiative in forming support groups to facilitate the integration of disability concerns in on-going activities and programmes.
- It is important to build organizations of persons with disabilities which can take the leadership in planning and implementing action on disability issues.

3. Programme support

- Policy formulation, design, field support, monitoring and evaluation of programmes with a view to developing and strengthening approaches to community action around disability issues.
- Training of field staff and facilitators of voluntary organizations, in order to build their capacities to act as animators and facilitators of social mobilization about the disability issue. Training content must cover a basic understanding of the causes of poverty, the link between disability and poverty and disability as a development issue. Training must also build basic knowledge and skills in facilitating social analysis, carrying out community surveys and case studies, conducting community meetings and school-level disability meetings, counseling, community level organization building, use of media and documentation. Basic knowledge of causes and prevention of disabilities, and competence in identification and primary intervention are also essential.

4. Enhancement of local availability of assistive devices

- Promotion of low-cost innovations in supply, repair and maintenance of assistive devices through a village-level network of carpenters, blacksmiths, masons, electricians, mechanics and other technicians.
- Development of linkages with and support from key organizations and government institutions concerned with research, development and production of assistive devices, in order to ensure availability.

B. CAPACITY BUILDING

1. Training of development workers

Workers in government agencies and voluntary organizations are addressing issues of empowerment of the rural poor, including women, tribal groups, landless agricultural labourers and other marginalized groups, to build their capacities to take up various activities.

- Mobilizing the support the poor families require to help their disabled members achieve full participation and equality.
- Supporting persons with disabilities in forming their own organizations and self-help groups.
- Actively including persons with disabilities in self-help groups of poor women, tribal and agricultural labourers, with special emphasis on the inclusion of women and girls with disabilities in all activities of Mahila Mandals and other women's organizations.
- Undertaking early identification of disability and referral to available services.

2. Development of training packages and information materials for persons with disabilities.

Design and production of information materials in appropriate formats, including audio, video and Braille, and pioneering of innovative approaches to training of persons with disabilities. Some possible content areas for these materials and training packages are listed below.

- Entitlement of rural persons with disabilities to participate in rural development, and details of schemes and programmes available in their localities.
- Types of work in particular rural areas which are suited to persons with disabilities, and available assistive devices, including tools which may be adapted for use by persons with disabilities. Materials should avoid stereotyping and restriction of persons with disabilities to low-level and conventional tasks.
- Development of skills for participation in economic and social activities and processes, including interpersonal and management skills in the context of the rural work environment, family and community.
- Peer counseling on reproductive health and interpersonal relations.

3. Development of community-based support services

- Identification and training of CBR workers from among members of rural communities in areas where services need to be developed. Selection criteria should include ability to identify with persons with disability and the potential to work in creative and flexible ways, without the rigidity of formal, urban and institution-based rehabilitation training.
- Building a network of village-level key trainers, through training of persons from the community (including those with little formal education) who may be identified by organizations of persons with disability, other people's organizations and local voluntary organizations. These persons would serve as "bare-foot" village-level social mobilization trainers, animators, counsellors and rehabilitation workers, who can assist voluntary organizations in the development of support services for disabled persons. Areas for competence building and skill development would include speech therapy, physiotherapy, special education, manufacture and maintenance of assistive devices and community mental health care.
- Building up of local-level teams of resource workers to be attached to anganwadis, balwadis and preschools, ICDS centers and Health Centres. These persons would provide:
 - basic rehabilitation services (early detection and diagnosis, infant stimulation, and early intervention through communication and physical therapy;
 - support for referral to more specialized rehabilitation services, as required;
 - Social and technical support for parents and families of persons with disabilities.

4. Training of traditional birth attendants and practitioners of indigenous medicine.

- The training should focus on the prevention of causes of disability, early detection, early intervention and basic rehabilitation.

C. RURAL INFRASTRUCTURE DEVELOPMENT

1. **Innovations in eliminating physical barriers in the rural environment**

The rural environment includes all facilities and related information intended for use by rural communities, including rural transport systems, schools, health centre, wells, water points and other water sources, sanitation facilities, panchayat offices, banks, post offices, training and employment sites, community centres, and all places which may be sources of constraint or assistance in the employment or self-employment or rural persons with disabilities.

The emphasis should be on local solutions and use of local materials in the development of barrier-free design.

2. **Removing barriers in the work-place**

- Innovations in developing barrier-free designs and adaptations in rural work-places, to facilitate on-the-job-training and employment or self-employment of persons with disabilities;

3. **Dissemination of barrier-free designs for rural infrastructure development**

- Developing and disseminating materials and manuals, and through organizing visits of concerned personnel to study innovations in different parts of India.

D. INDIGENOUS TECHNOLOGY

1. Identification and dissemination of low-cost indigenous technologies

- identification of low-cost indigenous technologies, appropriate for rural areas, which have been developed in India by voluntary organizations and Government, which enable persons with disabilities to be physically mobile and to acquire a range of skills required for their economic and social participation in the physical, economic and cultural lives of their own communities.

2. Development of information materials on assistive devices

- Production of illustrated technical materials on assistive devices, in local languages and formats which can be easily understood by village carpenters, technicians, mechanics and artisans.

3. Promotion of measures for accident-prevention and safety

- Dissemination of information on, and promotion of the use of adaptations, devices, and procedures for enhancing the safety of farm and non-farm equipment and rural technologies, in order to minimize the risk of accidents, injuries and consequent disability.

4. Training workshops and exchange visits

- Organisation of training workshops, opportunities for interaction and exchange visits for village carpenters, technicians, mechanics and artisans on local innovations, production, repair and maintenance of assistive devices, with a view to/supporting the development of a village network of such personnel across rural India.

5. Evaluation and adaptation of existing technologies

- Existing technologies and assistive devices for mobility, cognitive development, education and skills development, tools for craft work, agricultural implements and tools for non-farm work, to be evaluated and adapted in collaboration with users and members of village networks, in order to promote their effective use by persons with disabilities.

E. NETWORKING

1. Initiating and supporting rural community networks

Promoting contacts and networking among rural communities, self-help groups, sanghams and other village-level organizations of persons with disability, CBR Committees, parent's organizations, village networks for assistive devices, development organizations, and representatives and functionaries of Panchayati Raj institutions.

- Organisation of training attachment or apprenticeship for persons from areas where specific services are needed.
- Placement of rehabilitation professionals in PHCs/ICDS centres/child care centres to assist in the development and strengthening of community-based services.
- Organisation of workshops, at district, state and national levels, covering various aspects and areas of focus of this strategy.
- Organisation of mobile teams of community personnel with diverse skills, drawn from a range of exemplary local-level programmes to develop local expertise and provide specialized services in rural areas in need of such interventions.
- Exchange of experiences and insights among field-based groups, on strategies for social mobilization and training.
- Establishment of electronic communication among voluntary and development organizations actively engaged in the implementation of this strategy, with linkages through NICNET.

An indicative list of activities eligible for CAPART support under this Strategy is given in Appendix I.

Criteria for CAPART Support

In order to be eligible for CAPART support, an organization must fulfill the following criteria:

- Registration under the Societies Registration Act, 1860 (or a State amendment of this Act), the Indian Trusts Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920. The organization should have been registered for at least three years.
- The organization should have had a bank or post office account for the last three years.
- The organization should be working in rural areas, even if the headquarters are in an urban area.
- Project proposals should be in accordance with CAPART guidelines (as spelt out in this document), and should follow the format specified in Appendix II B.
- Proposals where project costs exceed Rs.5 lakhs should be mailed to CAPART headquarters.

In screening projects for support, preference will be given to those which have been evolved from the needs expressed by persons with disabilities and the local community themselves. The experience, competence and institutional capacity of the implementing agency will also be taken into consideration.

The main criteria for screening and sanctioning of project proposals will include the following:

1. Implementing organisation

- Organisations which have strong working relations with other organizations, 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 organization 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 organizations.
- 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.

All project proposals will be appraised in order to establish their suitability for funding. The format for appraisal of disability-related project proposals is given in Appendix II.

List of Appendices

Appendix I	Activities eligible for CAPART support.
Appendix II	CAPART format for disability-related Project Proposals.
Appendix III	CAPART format for project appraisal.
Appendix IV	Actions for convergence of initiatives.
Appendix V	The “Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation)” Act, 1995.

APPENDIX I

Activities Eligible for CAPART Support

The overall task for CAPART and CAPART supported organizations is to develop replicable approaches and interventions for enabling poor rural people with disabilities to gain greater access to rehabilitation services, opportunities for learning skills and for economic development, infrastructural support for employment and self-employment, and opportunities for acquiring their own productive assets. In addition, pro-active efforts are needed to ensure access for persons with disabilities, to political and social processes and decision-making for rural development.

All activities which are congruent with the specific focus areas detailed on pages 12 to 19 of this document are eligible for CAPART support. An illustrative list of possible activities is given below.

- Providing support for the formation of village-level organizations and self-help groups of persons with disabilities (or organizations of parents and caregivers in cases where persons with disability cannot participate directly).
- Facilitating the functioning of village-level organization of persons with disability, including thorough training on communication, leadership, interpersonal and organizational skills, legal aid and secondment of facilitators to support their functioning at the initial stages.
- Organising awareness-generation campaigns at the village level, in order to build an understanding of disability issues, enhance sensitivity to the needs, potentials and problems of persons with disabilities. The outcomes of such campaigns should be visible and measurable in terms of enhanced participation of persons with disability in development programmes.
- Organising campaigns to disseminate the “Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation)” Act, 1995.
- Organising campaigns for prevention of disabilities at the village level, and mobilizing communities to access existing services for immunization, early detection and prevention of disabilities.

- Facilitating the formation of village-level self-help groups of persons with disability, in order to develop peer support for integration.
- Identifying and meeting specific needs for community-based rehabilitation services for persons with disabilities in rural areas, or providing support for the development of services. A basic minimum level and quality of services must be ensured.
- Building the capacities of families and communities, to improve the quality of home-based and community-based interventions for persons with disability.
- Identifying and meeting specific needs for skills development, vocational training and employment opportunities for person with disabilities in rural areas.

Preparing and disseminating information packages, in formats easily understandable and appropriate for use by persons with diverse disabilities, of the rights and entitlements of persons with disabilities, including available services, facilities and resources.

Providing support for persons with disability to participate in formal, informal and special education and training arrangements existing under TRYSEM, and help them to use skills gainfully.

- Supporting the self-employment of poor rural persons with disabilities through securing subsidies and grants, including those for group schemes.
- Promoting and facilitating employment of persons with disability in the organized and public sectors.
- Building the capacities and providing training support for :
- Enabler groups (eg. District administration, local-level functionaries and field workers of voluntary organizations), to build positive attitudes and a conducive environment for integration of persons with disabilities;
- Families and communities of persons with disability in rural areas, in order to influence attitudes, build CBR skills and facilitate equalisation of opportunities;
- Persons with disability in rural areas, to build confidence and self-esteem, group identity, social skills, and initiate self-help initiatives.

- Creation of the requisite rural infrastructure (e.g. in schools, community centre, rural markets) for access by rural persons with disabilities to places and to information in the rural environment.
- Incorporation of features to improve the access of persons with disability to elements of the rural built environment, through adaptations of designs for new constructions and renovations.
- Networking with service agencies to ensure an adequate supply of assistive devices and availability of repair and maintenance services, as required.
- Establishing new marketing networks or facilitating integration with existing networks, to strengthen economic opportunities for persons with disabilities.
- Supporting networking activities among concerned voluntary organizations in rural development and in disability, including organizations of persons with disability, focusing on exchange of experiences and sharing of skills and other resources.
- Initiating and strengthening networks of community-based disability workers.
- Developing effective systems for on-going project monitoring and evaluation.
- Mobilising supplementary resources as required, for implementation of pilot projects.
- Documenting experiences and lessons learned, in regional and local languages for use in advocacy and networking.
- Carrying out action-research, in partnership with communities and persons with disabilities, for:
 - Collection of baseline data on disability, through community surveys, including data on types of disability, prevalence, age distribution, gender distribution, educational status, economic situation, source of livelihood, level of skills, support mechanisms, resource availability, and participation;
 - Gender analyses, in order to highlight the ways in which gender stereotyping and discrimination obstruct the participation of women and girls in poverty alleviation programmes;

- Identification of existing development resources and poverty alleviation programmes, beneficiary profile and dynamics of functioning, the nature and extent of participation by persons with disability, including the nature of obstacles to participation;
 - Identification of productive farm and non-farm opportunities which can be accessed by persons with disability.
 - Survey of local resources including technologies, marketing networks, credit sources, training and technical assistance opportunities, intermediaries etc. which can help integration of persons with disability in development programmes.
-

The above list is only indicative, and should be read as supplement to the focus areas for intervention given on pages 12 to 19.

INELIGIBLE ACTIVITIES

- Any activity which does not include persons with disability as partners in planning, implementing and assessing the impact of the project.
- Activities such as setting up of workshops for manufacture of assistive devices and camps for supply of corrective devices are ineligible for support unless they are part of larger integrated and community-based projects with components of training, follow-up and continuing support for users, their families and local artisans in manufacture, maintenance and repair;
- Establishment of homes, orphanages, special schools and residential care facilities for persons with disability will not be supported.
- Activities which are primarily welfarist, and do not reflect a perception of persons with disability as individuals with rights, responsibilities and potentials to become active members of their communities, will not be supported.

APPENDIX II

CAPART format for Submission of Disability-Related Project Proposals

(To be submitted in two copies)

It is important to provide information under all these heads in your project proposals, since these encompass the major criteria on which funding decisions will be made.

TITLE OF PROJECT

LOCATION OF PROJECT

Village (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 organizations in this area? What is their focus of work? Are any of them working on disability? If yes, how will your organization 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 focus of the CAPART strategy. These are :
 - Social mobilisation
 - Capacity building
 - Rural infrastructure development
 - Indigenous technologies
 - Networking

COVERAGE

- How many persons with disabilities will be directly involved 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.	i.
	ii.	ii.
	iii.	iii.
2.	i.	i.
	ii.	ii.
	iii.	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 opportunities for persons with disability and/or their families;
 - ❖ new skills for persons with disability/their families/others in the community;
 - ❖ 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.
 - ❖ contracts and networking with members of other groups and movements.
 - ❖ 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	State/Complete	Person responsible	Type of support

RESOURCE PLANING

- Give details of how human resources will be mobilized and strengthened at different levels(among persons with disabilities, among workers in your organization, 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 organizations 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 organizations 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 organization, 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 /unit	Total Cost	Source of Funding		
				CAPART	OWN	OTHER
Salaries						
i.						
ii.						
iii.						
Activities						
i.						
ii.						
iii.						
Capital Costs						
i.						
ii.						
iii.						
Admin. Costs						
i.						
ii.						
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:

APPENDIX III

CAPART format for Project Appraisal

Name of organization :

Name of project :

Name of reviewer :

Dates of visit :

Persons interviewed / interacted with

Name	Designation / functions
------	-------------------------

1. Is the information given in the project proposal accurate?

- Project area and situation with regard to disability.
- Beneficiaries by gender and kind of disability.
- Available resources (other voluntary/non-governmental development organizations, government programmes, institutions).
- Logistics for coverage of proposed area/population.
- Primary area(s) of focus
- Action plan and assignment of specific responsibilities to team members.
- Resource planning and mobilization.
- Planning for post-project linkages and convergence.

- 2. Are any persons with disabilities included as members of the team which will implement the project?**
- 3. How does the proposed project fit into the other ongoing activities of the organization?**
- 4. Does the organization have a people-centred development perspective, and is this reflected in its ongoing activities?**
- 5. Have the expected outcomes of the project been clearly defined? Have they been shared with others in the organisation who will not be directly involved in implementation?**
- 6. Does the organization have the capacity to implement the proposed project? Specify in terms of :**
 - ❖ Infrastructure and equipment ;
 - ❖ Personnel ;
 - ❖ Experience ;
 - ❖ Professional competence ;
 - ❖ Training support ;
 - ❖ Credibility with the community ;
 - ❖ Access to resource and technical networks ;
- 7. What do the proposed beneficiaries know about the project? Has it been planned on the basis of their needs? How have these needs been identified?**
- 8. What arrangements have been made for training and capacity building of project team members?**
- 9. Has the organization already started any ground-level work for the proposed project (base-line surveys/selection and training of workers/discussions at the community level/identification of persons with disabilities)?**
- 10. What arrangements have been made for on-going and field-level support**

for personnel during the implementation of the proposed project? Has an Advisory Committee been set up? Who are its members?

11. Is the budget proposed for the project rational and justified?

- ❖ Are proposed salaries in line with the salary structure of the organization?
- ❖ Are proposed items of capital expenditure necessary for the project?
- ❖ Are unit costs for trainings and meetings rational?
- ❖ Have all proposed activities been appropriately costed?
- ❖ Have documentation, monitoring and evaluation been built into the budget?
- ❖ Has the organizational contribution been realistically and accurately costed?

12. Have indicators been developed for quantitative and qualitative appraisal of outcomes, evaluation and monitoring? Have these been shared with the project team and persons with disabilities who will participate in the project?

Comments

- 1. To what extent does this project fit in with the CAPART strategy and guidelines on disability-related projects?**
- 2. What are the likely outcomes of this project in terms of change in the situation of persons with disability?**
- 3. What are the chances of the processes initiated during the project being sustained and carried forward?**

RECOMMENDATIONS

1. Suitable for funding/Unsuitable for funding
2. Modifications suggested
 - o Activities / programme components
 - o Project costs

Have these modifications been discussed with the organization? Are they acceptable to the organization?

3. Recommended quantum and break-up of project costs

	Amount	Source of funding		
		CAPART	Implementing Organization	Other
<hr/>				
● Programme				
Activity costs				
● Salaries				
● Non-recurring				
Capital costs				
	Total

Signature : _____

Date : _____

APPENDIX IV

Action for Convergence of Initiatives

In order to facilitate the convergence of programmes and ensure the participation of persons with disabilities in all initiatives for rural development it will be essential to mobilize the support of various groups for specific activities at various levels. Possible actions by various groups in support of such convergence, are outlined below.

1. RURAL DEVELOPMENT ORGANISATIONS

Rural development organizations, even if they are not working directly on disability, can take several steps to ensure that their programmes and initiatives are accessible to persons with disabilities, and to actively promote the participation of persons with disabilities in programmes and projects of rural developments. Given below is a suggestive list of possible actions which can be taken by organizations with different primary focus areas.

1. Social mobilization, awareness generation and building of village level organizations of the rural poor.

- Raise issues of attitudes and behaviour of communities, families and persons with disabilities themselves, towards disability, and the need to change negative attitudes and behaviour.
- Identify and use indigenous cultural resources and forms of expression which can be used to demonstrate and challenge the ignorance and prejudice regarding disability in communities, and internalization of these negative attitudes by persons with disabilities.
- Include disability issues and principles of equalization of opportunities in the training of social animators and organizers, presenting disability as a development issue, highlighting the potentials of people with disabilities, focusing on the need for breaking their physical and social isolation.
- Wherever a community has disabled members, make the issue visible and sensitize the community. Challenge perceptions of disability as punishment for past sins, and persons who are disabled as being 'bad luck'.
- Include persons with disabilities in village-level organizations, self-help groups, women's groups, credit groups and organizations of beneficiaries for specific schemes.
- Interact specifically with women and girls with disabilities, and facilitate their inclusion in organizations and social movements.

- Recruit and train persons with disabilities as field workers, organizers and animators, wherever possible.
- Develop links with organizations and groups working on disability, and facilitate linkages with individuals in the community who are in need of their services.

2. Activities for economic development, employment and income-generation

- Interact with persons with disabilities in the project area, to identify economic opportunities for persons with diverse disabilities (including intellectual disabilities).
- Facilitate access and social acceptance for participation of persons with disabilities in existing skill development programmes (e.g. TRYSEM)
- Introduce measures to ensure physical access to economic opportunities for persons with disabilities (e.g. arrangements for transport, facilities at the training venue/work site, adapted tools and implements).
- Train instructors/co-workers on appropriate attitudes and teaching methods.
- Organise support services, including family and individual counselling, pre-training programmes and on-the-job support for persons with diverse disabilities.
- Include employable persons with disabilities in all interactions and negotiations between potential employers and potential employees.

3. Rural technology

- Promote development, production and distribution of appropriate and low-cost assistive devices (e.g. calipers, hearing aids, wheelchairs and adapted tools).
- Explore the possibility of adapting existing equipment and technologies to make them suitable for use by persons with disabilities.
- Encourage development of repair and maintenance service for assistive devices.
- Include training on repair and maintenance of assistive devices in training programme for rural artisans and technicians.
- Include persons with disabilities as trainers and learners in training programmes for technology transfer.

- Include safety and accident-prevention devices and adaptations in design of new technologies and equipment.

4. Creation of rural infrastructure and community assets

- Promote barrier-free rural built environments by including access features (ramps, lowered plinths and counters, shallow steps, guide blocks and handrails) in designs for roads, housing, water points, schools, sanitary latrines, community center, anganwadi center, panchayat offices, post offices, rural banks and markets.
- Encourage the participation of persons with disabilities in creating and maintaining community infrastructure and assets. Press for the inclusion of access features in new constructions at the village level, and for the renovation of existing constructions to make them accessible. Include persons with disabilities as learners and trainers, wherever possible, in training programmes for masons, carpenters, water mechanics and builders at the village level.

5. Education

- Identify and include children with disabilities in enrolment drives, to the extent possible and wherever it appears that integration will have positive social and developmental outcomes.
- Encourage social interaction and support between non-disabled and disabled children in schools.
- Introduce disability issues into teacher's training curricula and research agendas in education.
- Sensitize preschool teachers to special learning needs of children with disabilities, and include materials appropriate for children with diverse disabilities in preschool kits.
- Press for appointment of special educators and special support teachers in normal schools, to meet the special learning needs of children with disabilities.
- Ensure that persons with disabilities are included in functional literacy programmes and campaigns for total literacy.
- Ensure that learning material is available in formats (audio/video/Braille), which are accessible to persons with disabilities.
- Screen texts and learning materials to include appropriate positive reference to the capacities and potentials of persons with disabilities, and to exclude

content which reinforces misconceptions, prejudice, stigmatization and dependency.

- Recruit persons with disabilities (particularly women) as trainers, instructors in non-formal education programmes and literacy programmes and teachers in regular schools.

6. Community health action

- Include components on early identification, early intervention and community-based rehabilitation of disabilities in training programmes and materials for community health workers.
- Include data on disability in community-level health surveys.
- Build contacts with rehabilitation service delivery organizations and institutions for referral and professional support.
- Include information on disability in health education materials.
- Ensure that health education materials are in format accessible to persons with disabilities.
- Include persons (especially women) with disabilities as trainers and learners in training programmes for health workers.
- Include components on disability prevention and identification in interactions with traditional birth attendants, herbal healers and indigenous medical practitioners.

7. Credit and finance schemes

- Include persons (particularly women) with disabilities as beneficiaries of credit and finance schemes for the rural poor.
- Provide support services for independent enterprise and entrepreneurship development among persons with disabilities.

II. PEOPLE'S REPRESENTATIVES AND FUNCTIONARIES IN PANCHAYATI RAJ INSTITUTIONS.

- Collection of gender-and age-segregated information and data on persons with disabilities, and on families with disabled members, including their levels of education, sources of livelihood, living arrangements, and participation in groups / organisations.

- Review of all local facilities, schemes, work opportunities and community organizations, with a view to identifying means of supporting the participation of persons with disabilities in rural development programmes and projects and in community life.
- Organisation of training for local functionaries on the inclusion of persons with disabilities in schemes for employment promotion in formal and non-formal sectors, with a particular focus on the preferences and capacities of persons with diverse disabilities for various schemes.
- The design, planning, implementation, monitoring and evaluation of rural development projects so as to ensure the participation of persons with disability.
- Ensure that on-going campaigns for literacy, health etc. include persons with disabilities, particularly poor women and girls with disabilities.
- The Distance Education Programme of the Indira Gandhi National Open University, designed for elected members of Panchayats, can facilitate such convergence, by including disability-related issues in their curricula for ongoing training interventions with elected members of Panchayati Raj institutions.

III. MEDIA PERSONS FROM THE OFFICIAL MEDIA

- Producers and directors of programmes on rural development can be sensitized to the need for action on issues concerning the participation of rural persons with disabilities in development programmes. Programmes may be developed focusing on successful efforts and community action to promote the participation of rural persons with disabilities, and on diverse approaches to CBR in rural India.

APPENDIX V

The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act, 1995

The following Act of Parliament received the assent of the President on the 1st January 1996, and is hereby published for general information:

THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995.

No. 1 of 1996.

An Act to give effect to the Proclamation on the full Participation and Equality of the People with Disabilities in the Asian and Pacific Region.

Where as the Meeting to launch the Asian and Pacific Decade of Disabled Persons' 1993-2002 convened by the Economic and Social Commission for Asia and the Pacific held at Beijing on 1st to 5th December, 1992, adopted the Proclamation on the Full Participation and Equality of People with Disabilities in the Asian and Pacific Region;

AND WHEREAS India is a signatory to the said Proclamation;

AND WHEREAS it is considered necessary to implement the Proclamation aforesaid.

CHAPTER - I

PRELIMINARY

1. (1) This Act may be called the Persons With Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act, 1995.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) It shall come into force on such date as the Central Government may, by notification, appoint.
2. In this Act, unless the context otherwise requires,-
 - (a) " Appropriate Government" means,-
 - (i) In relation to the Central Government or any establishment wholly or substantially financed by that Government, or a Cantonment Board constituted under the cantonment Act, 1924, the Central Government;
 - (ii) In relation to a State Government or any establishment wholly or substantially

financed by that Government, or any local authority other than a Cantonment Board, the State Government;

- (iii) In respect of the State Coordination committee and the State Executive Committee, the State Government;
- (iv) In respect of the State Coordination Committee and the State Executive Committee, the State Government;
- (b) “Blindness” refers to a condition where a person suffers from any of the following conditions, namely:-
 - (i) Total absence of sight; or
 - (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
 - (iii) Limitation of the field of vision subtending an angle of 20 degree or worse;
- (c) “Central Coordination Committee” means the Central Coordination Committee constituted under sub-section (1) of section 3;
- (d) “Central Executive Committee” means the Central Executive Committee constituted under sub section (1) of section 9;
- (e) “Cerebral palsy” means a group of non- progressive conditions of a person characterized by abnormal motor control or posture resulting from brain insult or injuries occurring in the pre-natal or infant period of development;
- (f) “Chief Commissioner” means the Chief Commissioner appointed under sub-section (1) of section 57;
- (g) “Commissioner” means the Commissioner appointed under sub-section (1) of section 60;
- (h) “Competent authority” means the authority appointed under section 50;
- (i) “Disability: means:-
 - (i) blindness;
 - (ii) low vision;
 - (iii) leprosy-cured;
 - (iv) hearing impairment;
 - (v) locomotor disability;

- (vi) mental retardation;
- (vii) mental illness;
- (j) “ employer” means;
 - (i) in relation to a Government, the authority notified by the Head of the Department in this behalf or where no such authority is notified, the Head of the Department; and
 - (ii) in relation to an establishment, the chief executive officer of that establishment;
- (k) “ Establishment” means a corporation established by or under a Central, Provincial or State Act, or an authority or a body owned or controlled or aided by the Government or a local authority or a Government company as defined in section 617 of the Companies Act, 1956 and includes Departments of a Government;
- (l) “hearing impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies;
- (m) “Institution for persons with disabilities” means an institution for the reception, care, protection, education, training, rehabilitation or any other service of persons with disabilities;
- (n) “Leprosy cured person” means any person who has been cured of leprosy but is suffering from:-
 - (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - (iii) extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation, and the expression “leprosy cured” shall be construed accordingly;
- (o) “Locomotor disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy;
- (p) “Medical authority” means any hospital or institution specified for the purposes of this Act by notification by the appropriate Government;
- (q) “Mental illness” means any mental disorder other than mental retardation;
- (r) “Mental retardation” means a condition of arrested or incomplete development

of mind of a person which is specially characterized by subnormality of intelligence;

- (s) “ Notification” means a notification published in the Official Gazette;
- (t) “Person with disability” means a person suffering from not less than forty per cent of any disability as certified by a medical authority;
- (u) “Person with low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device;
- (v) “ Prescribed “ means prescribed by rules made under this Act;
- (w) “Rehabilitation” refers to process aimed at enabling persons with disabilities to reach and maintain their optimal physical, sensory, intellectual, psychiatric or social functional levels;
- (x) “Special Employment Exchange” means any office or place established and maintained by the Government for the collection and furnishing of information, either by keeping of registers or otherwise, respecting-
 - (i) persons who seek to engage employees from amongst the persons suffering from disabilities;
 - (ii) persons with disability who seek employment.
 - (iii) Vacancies to which person with disability seeking employment may be appointed;
- (y) “State Coordination committee” means the State Coordination Committee constituted under sub-section (1) of section 13;
- (z) “ State Executive Committee” means the State Executive Committee constituted under sub-section (1) of section 19.

CHAPTER II

THE CENTRAL COORDINATION COMMITTEE

3. (1) The Central Government shall by notification constitute a body to be known as the Central Coordination Committee to exercise the powers conferred on, and to perform the functions assigned to it, under this Act.

- (2) The Central Coordination Committee shall consist of
- (a) the Minister in charge of the Department of Welfare in the Central government, Chairperson, ex officio;
 - (b) the Minister of State in-charge of the Department of Welfare in the Central government, Vice Chairperson, ex officio;
 - (c) Secretaries to the Government of India in-charge of the Departments of Welfare, Education, Woman and Child Development, Expenditure, Personnel, Training and Public Grievances, Health, Rural Development, Industrial Development, Urban Affairs and Employment, Science and Technology, Legal Affairs, Public Enterprises, Members, ex-officio;
 - (d) Chief Commissioner, Member, ex officio;
 - (e) Chairman Railway Board, Member, ex officio;
 - (f) Director-General of Labour, Employment and Training Member, ex officio;
 - (g) Director, National Council for Education Research and Training Member, ex-officio
 - (h) Three Members of Parliament, of whom two shall be elected by the House of the people and one by the Council of States, Members;
 - (i) Three persons to be nominated by the Central Government to represent the interests, which in the opinion of that Government ought to be represented, Members;
 - (j) Director of the –
 - (i) National Institute for the Visually Handicapped, Dehradun;
 - (ii) National Institute for the Mentally Handicapped, Secunderabad;

(iii) National Institute for the Orthopaedically Handicapped, Calcutta;

(iv) Ali Yavar Jung National Institute for the Hearing Handicapped, Bombay, Members, ex-officio;

(k) Four Members to be nominated by the Central Government by rotation to represent the States and the Union territories in such manner as may be prescribed by the Central Government:

Provide that no appointment under this clause shall be made except on the recommendation of the State Government or, as the case may be, the Union territory;

(l) Five persons as far as practicable, being persons with disabilities, to represent non-governmental organisations or associations which are concerned with disabilities, to be nominated by the Central Government, one from each area of disability, Members;

Provided that while nominating persons under this clause, the Central government shall nominate at least one woman and one person belonging to Scheduled Castes or Scheduled Tribes;

(m) Joint Secretary to the government of India in the Ministry of Welfare dealing with the welfare of the handicapped, Member-Secretary, ex-officio.

(3) The office of the Member of the Central coordination committee shall not disqualify its holder for being chosen as or for being a Member of either House of Parliament.

(4) (1) Save as otherwise provided by or under this Act a Member of Central Coordination Committee nominated under clause (1) or clause (1) of sub-section (2) of section 3 shall hold office for a term of three years from the date of his nomination;

Provided that such a Member shall, notwithstanding the expiration of his term, continue to hold office until his successor enters upon his office.

(2) The term of office of an ex-officio Member shall come to an end as soon as he ceases to hold the office by virtue of which he was so nominated.

(3) The Central Government may if it thinks fit remove any Member nominated under clause (1) or clause (1) of sub-section 3, before the expiry of his term of office after giving him a reasonable opportunity of showing cause against the same.

- (4) A Member nominated under clause (1) or clause (1) of sub-section (2) of section 3 may at any time resign his office by writing under his hand addressed to the Central Government and the seat of the said Member shall thereupon become vacant.
 - (5) A casual vacancy in the Central Coordination Committee shall be filled by a fresh nomination and the persons nominated to fill the Vacancy shall hold office only for the remainder of the term of the Member in whose place he was so nominated.
 - (6) A Member nominated under clause (1) or clause (1) of sub-section (2) of section 3 shall be eligible for renomination.
 - (7) Members nominated under clause (i) and clause (1) of sub-section(2)of section 3 shall be eligible for renomination.
5. (1) No persons shall be a Member of the Central Coordination Committee, who-
- (a) is, or at any time has been, adjudged insolvent or has suspended payment of his debts or has compounded with his creditors, or
 - (b) is of unsound mind and stands so declared by a competent court,or
 - (c) is or has been convicted of an offence which,in the opinion of the Central Government,involves moral turpitude,or
 - (d) is or at any time has been convicted of an offence under this Act,or
 - (e) has so abused in the opinion of the Central Government his position as a Member as to render his continuance in the Central Coordination Committee detrimental to the interests of the general public.
- (2) No order of removal shall be made by the Central Government under this section unless the Member concerned has been given a reasonable opportunity of showing cause against the same.
 - (3) Notwithstanding anything contained in sub-section (1) or Sub-section (6) of section 4, a Member who has been removed under this section shall not be eligible for renomination as a Member.

- (6) If a Member of the Central Coordination Committee becomes subject to any of the disqualifications specified in section 5, his seat shall not be eligible for renomination as a Member.
- (7) The Central Coordination Committee shall meet at least once in every six months and shall observe such rules of procedure in regard to the transaction of business at its meetings as may be prescribed by the Central Government.
- (8) (1) Subject to the provisions of this Act, the function of the Central Coordination Committee shall be to serve as the national focal point on disability matters and facilitate the continuous evolution of a comprehensive policy towards solving the problems faced by persons with disabilities.
- (2) In particular and without prejudice to the generality of the foregoing, the Central Coordination Committee may perform all or any of the following functions namely:-
 - (a) Review and coordinate the activities of all the Departments of Government and Other Governmental and non-Governmental Organisations which are dealing with matters relating to persons with disabilities;
 - (b) Develop a national policy to address issues faced by persons with disabilities;
 - (c) Advise the Central Government on the formulation of policies, programmes, legislation and projects with respect to disability;
 - (d) Take up the cause of persons with disabilities with the concerned authorities and the international organisations with a view to provide for schemes and projects for the disabled in the national plans and other programmes and policies evolved by the international agencies;
 - (e) Review in consultation with the donor agencies their funding policies from the perspective of their impact on persons with disabilities;
 - (f) Take such other steps to ensure barrier free environment in public places, work places, public utilities, schools and other institutions;
 - (g) Monitor and evaluate the impact of policies and programmes designed for achieving equality and full participation of persons with disabilities.

- (h) To perform such other functions as may be prescribed by the Central Government
9. (1) The Central Government shall constitute a Committee to be known as the Central Executive Committee to perform the functions assigned to it under this Act.
- (2) The Central Executive Committee shall consist of
- (a) the Secretary to the Government of India in the Ministry of Welfare, Chairperson, ex officio;
 - (b) The Chief Commissioner, Member, ex officio;
 - (c) The Director-General for Health Services, Member, ex officio;
 - (d) The Director-General, Employment and Training, Member, ex officio;
 - (e) Six persons not below the rank of a Joint Secretary to the Government of India, to represent the Ministries or Departments of Rural Development, Education, Welfare, Personnel, Public Grievances and Pension, Urban Affairs and Employment and Science and Technology, Members, ex officio;
 - (f) The Financial Advisor, Ministry of Welfare in the Central Government, Member, ex officio;
 - (g) Advisor (Tariff) Railway Board, Member, ex officio;
 - (h) Four members to be nominated by the Central Government, by rotation, to represent the State Governments and the Union territories in such manner as may be prescribed by the Central Government;
 - (i) One person to be nominated by the Central Government to represent the interest, which in the opinion of the Central Government ought to be represented, Member;
 - (j) Five persons, as far as practicable, being persons with disabilities, to represent non-governmental organisations or associations which are concerned with disabilities, to be nominated by the Central Government, one from each area of disability, Members;

Provided that while nominating persons under this clause, the Central Government shall nominate at least one woman and

one person belonging to Scheduled Castes or Scheduled Tribes;

- (k) Joint Secretary to the Government of India in the Ministry of Welfare dealing with the welfare of the handicapped, Member-Secretary, ex officio;
 - (3) Members nominated under clause (1) and clause(i) of sub-section(2) shall receive such allowances as may be prescribed by the Central Government.
 - (4) A Member nominated under clause(1) or clause(i) of sub-section(2) may at any time resign his office by writing under his hand addressed to the Central Government and the seat of the said Member shall thereupon become vacant.
10. (1) The Central Executive Committee shall be the executive body of the Central Coordination Committee and shall be responsible for carrying out the decisions of the Central Coordination Committee.
- (2) Without prejudice to the provisions of sub-section (1), the Central Executive Committee shall also perform such other functions as may be delegated to it by the Central Coordination Committee.
11. The Central Executive Committee shall meet at least once in three months and shall observe such rules of procedure in regard to the transaction of business at its meetings as may be prescribed by the Central Government.
12. (1) The Central Executive Committee may associate with itself in such manner and for such purposes as may be prescribed by the Central Government any person whose assistance or advice it may desire to obtain in performing any of its functions under this ACT.
- (2) A person associated with the Central Executive Committee under sub-section (1) for any purpose shall have the right to take part in the discussions of the Central Executive Committee relevant to that purpose, but shall not have a right to vote a meeting of the said Committee, and shall not be a member for any other purpose.

A person associated with the said Committee under sub-section (1) for any purpose shall be paid such fees and allowances, for attending its meetings and for attending to any other work of the said Committee, as may be prescribed by the Central Government.

CAPART Gram Shree Mela Guidelines (GSMs)/ Buyer Seller Meets (BSMs)

1) Introduction

CAPART directs a substantial part of its efforts towards income generation activities through production of marketable goods in rural areas. To provide these goods marketing outlets, and to make their presence felt in urban markets, marketing division of CAPART decided to give this work of rural artisans a distinct identity under the name of “**Gram Shree**”. ‘Gram Shree’ which literally means ‘wealth of villages’ provides an opportunity to rural producers to sell their products directly in major markets, to interact with the buyers, to study and comprehend the latter’s tastes, preferences and choices. Thus it helps them to upgrade and adjust their products and marketing skills and provide a better service to the consumer while benefiting from a larger marketing opportunity.

Objectives of GSM

- To provide an opportunity for all rural producers including IRDP and DWCRA beneficiaries supported by DRDAs and NGOs to sell their products in urban markets and through this process sensitize the urban consumer to rural India.
- To create opportunities for producers to interact directly with urban buyers so as to understand their taste, preferences and choice.
- To upgrade marketing skills of producers as well as staff of supported organizations by providing an opportunity to interact with marketing, design and packaging professionals through the workshops organized during the melas.
- To enable producers to negotiate bulk orders through buyer-seller meets organized at melas.
- To provide an opportunity for different producer groups to interact amongst themselves and learn from each other.

The Gram Shree Melas across the country are organized through some selected Voluntary Organizations.

2) Criteria for selection of the VO organizing the GSM

- The VO must be a registered organization under the Societies Registration Act 1860 or a state amendment thereof, the India Trust Act 1882 or the Religious or Charitable Institution Registration Act 1920.
- Have completed 3 years with proven track record.
- VOs organizing melas should have undertaken projects/activities on income generation/production/marketing of rural crafts etc.
- VO should be financially sound and have had an annual budget (income and expenditure) of at least Rs 15 lakhs during each of the last three financial years for organizing State Capital Melas and Rs. 7 lakhs each of the last three years for the Melas to be organized at places apart from the state capitals. This should be reflected in the accounts of the past three years submitted by the VO.
- Should have organizational ability to handle events such as workshops, seminars, market promotion activities, publicity and public relations.
- Should have adequate manpower and resources to undertake the responsibilities.
- Have a cordial and effective working relationship with the local government, line department of state/district and enjoy a good reputation with the local people and the groups.
- The NGO should have some physical presence in the State/Union Territory where the Mela is being organized.
- VO shall not be sanctioned more than two Melas in a block period of five years anywhere.

For organizing GSM, Headquarters will prepare a panel of competent NGOs annually with inputs provided by RR and MCs and they will be given the responsibility on an equal opportunity basis.

However, if any of the selected NGOs is not available or ready to organize the event, the work will be given to an NGO outside the panel.

3) Responsibilities of the Nodal Agency (NGO)

3A Identification of location

- The site of the GSM apart from the State Capitals, can be organized in any major town/city of the state or any prime rural location also.
- The mela to be held in any location can be synchronized with local festivals.
- The Gram Shree Mela can coincide with major religious occasions or social/cultural events, adding a fillup to the objective of organizing the mela.

3B Publicity

The Gram Shree Mela (GSM) must receive adequate publicity prior to its commencement and also during the mela.

It should be widely publicized that entry to the Mela is free. The proofs of publicity of the event e.g. newspaper cuttings for the days when press releases were made, supporting bills and samples, and bills of banners, brochures and hoardings etc. have to be shown to the monitor deputed by CAPART to visit the Gram Shree Mela.

- Press advertisements
- Posters
- Banners
- Brochures
- Hoardings
- Pamphlets
- Newspaper advertisements

The name of CAPART as the sponsoring organization has to be given importance/prominence in all the above publicity methods.

3C Facilities to be provided to the participating agencies/SHGs etc

The voluntary agency must provide the following amenities to the participating NGOs/DRDAs/SHGs in the mela:

1. CAPART supported voluntary agencies will be provided expenses incurred by them on the freight of the material for onward journey. It would be limited to the actual amount paid not exceeding Rs. 3000, to the railways/road transport and would be payable only on the production of the original/ photocopy receipt. The expenses on local transport will not be paid by CAPART.
2. Two persons from each voluntary agency/DRDA will be provided dormitory style accommodation free of cost. The participants would also be free to make alternative arrangements at their own cost .
3. In case of CAPART supported voluntary agencies, daily allowance of Rs. 100/- (Rupees One Hundred Only) per day per person for the duration of the mela will be paid to a maximum of two representatives of each participating agency.
4. Each participating organization shall be provided with a stall measuring approximately 75 sq ft with two long tables for display of products and two chairs.
5. Proper security arrangements in the mela campus.
6. Proper sanitation facilities and temporary toilets.
7. Safe drinking water
8. First aid facilities in case of minor accidents/mishaps/ailments etc
9. Few stalls exclusively for local cuisine/ethnic food items.

3D Buyer Seller Meets (BSMs)

The organizing voluntary agency must take steps to organize **Buyer Seller Meets (BSMs)** with local/district/state level manufacturers involving emporia displaying/selling such products and district/state level line department government officials during the mela event. The Buyer Seller Meets (BSMs) must be organized at least **one-1-day of the GSM** at the mela site only. Adequate importance must be given to the BSMs for making it a success, thus helping the cause of the rural producers/artisans. Prior coordination with concerned officials of the government and local/state level manufacturers must be made to ensure that such meet(s) yield results in orders/commitments, in writing.

3E Product Development Workshop

The organizing voluntary agency should organize at least one Workshop during the Mela at the Mela site to discuss the potential new products and improvements in displayed products. The participants in the workshop may be participant groups, government departments working in design development, emporia representatives and manufacturers. It is expected that participant enrich with the latest designs, trends, choice and preferences of the customers and with the details of availability of machines and equipment. The idea behind the workshop is to encourage and promote the participant groups to come up with quality products in future.

3F Miscellaneous

- 3F1** Regular meetings may be held during the mela as informal gatherings of the participants to discuss the problems and suggestive solutions should be organized, and the outcomes of these meetings should be reflected in the Mela report to be submitted to CAPART.
- 3F2** For the workshop, invitation letters to designers, bulk buyers, exporters, government officials, experts of the concerned fields, representatives of the financial institutions etc are to be sent.
- 3F3** Competitions like best stall in terms of decoration, sales, salesmanship, orders booked etc. should be organized to create interest and healthy competition amongst participants.
- 3F4** No claim for any excess expenditure over and above the sanctioned budget would be entertained.
- 3F5** In case the arrangements are not as per the specified norms as prescribed in paras C, D, E the last installment will be withheld and the organization will not be given any chance of holding melas in the future.
- 3F6** All organizing VOs must send their final mela reports and audited statements of accounts at the earliest but in no case later than two months from the date of conclusion of the mela.
- 3F7** For promotion of independent artisans, the nodal agency may be requested to provide space equivalent to two stalls where local artisans can display and demonstrate their local products in consultation with the local administration.

- 3F8** Visitors book should be kept during the Gram Shree Mela for identification of potential buyers and visitors to the Mela.
- 3F9** The VOs should make use of the events to also promote marketing of skills, services and appropriate technology of CAPART.
- 3F10** Award/Prizes may be given to the VOs/SHGs exhibiting innovative ideas/ Products/ themes in the various melas.
- 3F11** The mela would be sanctioned subject to the condition that the VO will furnish a certificate that the concerned GSM has not received, is not receiving and will not receive or apply for receiving any funding either completely or partially from any other govt./nongovernmental/international or any other agency for the same mela and location

4) Participating groups in the Gram Shree Mela

4A Eligibility/Criteria for the selection of participating agencies in GSM-BSM:

1. Only CAPART supported voluntary organizations (CSVOs) and organizations nominated by District Rural Development Agencies (DRDAs) are eligible for participation in GSMs. The participating organization will be required to produce the original letter of invitation (in case of DRDA/Govt. nominated organizations) at the time of the registration.
2. Organizations failing to participate in the Mela after confirmation without valid reasons or displaying products not manufactured by their own beneficiaries will be debarred from participating in the future melas.
3. Only two persons from an organization (from which one should essentially be an artisan and the other representative of NGO) would be permitted. The participants who bring in additional members will have to bear their stay expenses on their own.
4. Same agencies should not be offered stalls more three times in a year.
5. For the State Capital Melas, concerned state MC should take list of 6-7 CAPART supported agencies from other MCs and the balance from his region.
6. For the District level melas, larger representation to crafts persons of the region and neighboring states should be given.

4B Product Profile, Pricing & Related Details

- Stock of products brought to the GSM.

The participants should display their price list in their respective state. At the end of the day, the sales figures and balance stock figures should also be given to officials of the voluntary agency organizing the GSM.

- All the items meant for sale should have price tags.
- The participants should bring their own bill books and other required stationery. No agency will be permitted to sell without issuing cash memos/bills.
- Except for the products brought for sale by participating agencies, no other product should be sold in the GSM-BSM. The concept is to promote marketing of products prepared under income generation schemes of CAPART/DRDA. If found guilty, the participants will be asked to vacate and also be debarred from participation in future Melas.

5A Budget for GSM-BSM

The tentative budget will be as follows:

- a) Gram Shree Melas at places apart from State Capitals

No of stalls= 40-50

Duration = 10 days

Budget will be about Rs. 4,50,000/- inclusive of ground rent.

- b) Gram Shree Melas at State Capitals

No of stalls= 90-100

Duration = 10 days

Budget will be about Rs. 10,00,000/- inclusive of ground rent.

Note:

1. Ground for organizing Gram Shree Mela should preferably be owned by village panchayat/town area committee/state.

2. Request of the NGO for reimbursement of expenditure incurred over and above the sanctioned amount will not be entertained. However reappropriation among the budget heads not exceeding 10% of the sanctioned budget will be accepted, if adequate justification for it is provided.

NGOs organizing GSM-BSM should indicate the budget break-up under the following heads:

Sr. No.	Expenditure Head
1	Ground Rent
2	Honorarium (Rs. 70,000/- for State Capital melas and Rs. 50,000/- for non-State capital melas)
3	Tentage (gate, lighting, stage, electricity, table, chair, decoration, security)
4	Accommodation (dormitory style)
5	Publicity (Posters, Banners, Hoardings, Advertising, Local Cable Network, Press Conference, Newspapers, Pamphlets etc.)
6	DA/Freight Charges
7	Transport
8	Insurance
9	Cultural Programmes
10	Inauguration/closing functions
11	Drinking Water
12	Postage/Stationery
13	Telephone
14	Workshop/Seminar (BSM & PDM)
15	Audit Fee
16	Miscellaneous/Unforeseen

5B Releases of the sanctioned amount to the NGO

The releases will be made in three installments as under:

- 1st Installment: 50% - After receipt of terms and conditions of sanction duly accepted by the NGO.
- 2nd Installment: 25%- Completion of erection of stalls and rest of the arrangements
- 3rd Installment: 25% - On submission of mela report as per format along with audited statement of accounts, utilization certificate by the NGO and evaluation report by the monitor.

6) Monitoring

- The Mela site will be visited by any CAPART official or Project Evaluator deputed by the MC concerned.
- The NGO is expected to produce all the records pertaining to organizing GSM from the preparations prior to commencement and daily events and records of sales and other proceedings.

7) FORMAT FOR PRESENTING THE PROPSAL ON GSM-BSM

- A. Organization Profile - As given in the Compendium for small organizations
- B. Project Profile
1. Title of the project :
 2. Are you fulfilling all the conditions of eligibility of GSM-BSM as per Guidelines :
 3. The criteria for identifying the site for GSM :
 4. Experience related to Marketing Development of rural products :
 5. How much sales, you are expecting

- from the aforesaid mela :
- 6. Any other items, which you would like to elaborate and highlight so as to strengthen and promote the producer groups. :
- 7. Past experience in organizing GSM :
- 8. Copies of annual report, Audited statement of accounts, income/expenditure accounts, receipt and payment accounts, balance sheet for last three years :

(Signature of the President)

Date:

8) Reporting Format for the organizing VO

Part-I

1. Name & Address of the Organizer
2. Amount sanctioned : Rs. _____
Date _____
3. Amount Released : R1 _____ (Date _____)
: R2 _____ (Date _____)
: R3 _____ (Date _____)
4. No of Stalls : _____
5. No of participating VOs
 - i) CAPART supported : _____
 - ii) DRDA supported : _____
 - iii) Individuals : _____
 - iv) Others : _____

(A list of participant voluntary agencies, addresses and other communication details along with the products on display and sale has to be annexed)

6. Date of inauguration of the Mela/ period (furnish particulars of the significance of the period selected)
7. Inaugurated by whom
8. Mode of publicity adopted
(Enclose copy of each of the materials produced/used)
9. Daily sales proceeds
10. How many participant voluntary agencies have shown interest in replicating products displayed by others in GSM (in terms of training, availability of raw-material, marketing potential etc.)

[A list of V.O.s along with the products may be attached]

11. List of products displayed in major outlets like KVIC/TRIFED/State emporia
12. The orders received during the GSM
 - During the Mela
 - Trade enquiries
13. List of persons with full addresses who participated in Buyer Seller Meet (Proceedings may be attached)
14. List of persons with full addresses in product development meet (Proceedings may be attached)
15. Photographs taken during the Mela
16. Mode of publicity adopted
(Enclose a copy of each of the materials produced/used)
17. Suggest 3-4 potential locations in the State for organizing the GSM in future with reasons. (nearby districts)
18. Suggestions for improvement in organizing GSM.
19. List of the products that have export potential.

Part-II

1. How many stalls remained unoccupied during the period of the Mela, with reasons.
2. Furnish the particulars of the Buyer Seller Meets (BSMs) organized and their outcome.
3. Provide information of any attempt to facilitate interaction between the artisans from different States/ regions.
4. Did you arrange any live demonstrations at the site by the artisans (furnish details)
5. Did you obtain any feedback from the participants and if so, furnish their reactions.
 - On the location of the mela site
 - Facilities provided at the mela site
 - On matters related to security
 - On accommodation arrangements
 - Impressions on the publicity arrangements made
 - Problems if any, brought out
6. Whether the mela was affected by rains or any other unforeseen natural calamity during the period of the Mela, if so, furnish the dates including the loss suffered.
7. Your suggestions for improvement of arrangements

Place

Date

(Signature of the chief Functionary)

Proforma for Circulation among Participants In the Gram Shree Mela – Cum Buyers Sellers Meet to be submitted by organizing NGO after collection to local MC

- a. Name and Address of the participating organization –
- b. Are you satisfied by the arrangements made in the mela - Yes/No

Proforma for Reporting Daily Sales By Participating Agency

1. Name of the organization/SHG Group/ DRDA/Individual Artisan
2. Stall No –
3. Products brought/ exhibited/sold

Nature of Product Brought	Quantity Sold	Value Realized	Quantity in stock

4. Response of the Visitors:- Excellent/Very Good/Good/Fair/Not encouraging
5. Response of the Buyers Sellers Meet arranged: -
6. Furnish the particulars of orders, if any received: -
7. Furnish suggestion, if any, made by the visitors, buyers, sellers for the improvement of the quality
8. Others, if any, to report: -

(Signature of the participant representing)

Tentative Budget for GSM

A: Number of Stalls 40-50 for Regional Committees
80-100 for State Level

B: Duration 10 days

Sr. No.	Expenditure Head	Percentage Allocation	Headquarters (Budget of Rs. 10 lakh for 100 stalls)	Regional Committees (Budget of Rs. 4 lakh for 40-50 stalls)
1	Ground Rent		As per actual demanded by the concerned authority (preferably a Govt. owned ground)	As per actual demanded by the concerned authority (preferably a Govt. owned ground)
2	Honorarium		70,000/-	50,000/-
3	Tentage (gate, lighting, stage, electricity, table, chair, decoration, security)	35%	3,50,000/-	1,40,000/-
4	Accommodation (dormitory style)	8%	80,000/-	30,000/-
5	Publicity (posters, banners, hoardings, advertising, local cable network, press conference, newspapers, pamphlets, etc.)	10%	1,00,000/-	40,000/-
6	DA/Freight Charges	20%	2,00,000/-	1,00,000/-
7	Transport	2.5%	20,000/- to 25,000/-	10,000/-

8	Insurance	1%	7,000/- to 10,000/-	4,000/-
9	Cultural Programmes	2.5%	20,000/- to 25,000/-	10,000/-
10	Inauguration/Closing Functions	1%	5,000/- to 10,000/-	5,000/-
11	Drinking Water	0.5%	3,000/- to 5,000/-	3,000/-
12	Postage/Stationery	1%	10,000/-	4,000/-
13	Telephone	0.3%	3,000/-	1,500/-
14	Workshop/Seminar (BSM & PDM)	1%	5,000/- to 10,000/-	4,000/-
15	Audit Fee	0.3%	3,000/-	1,500/-
16	Miscellaneous/Unforeseen	2%	20,000/-	8,000/-
			8,96,000/- to 9,21,000/- + Ground rent	4,11,000/- + Ground Rent

8) Reporting Format for the NGO

- a) Amount Sanctioned : Rs. _____
Date _____
- b) Amount Released : R1 _____ (Date _____)
: R2 _____ (Date _____)
: R3 _____ (Date _____)
- c) No of Stalls : _____
- d) No of Participating VOs
- i) CAPART Supported : _____
- ii) DRDA Supported : _____
- iii) Individuals : _____
- iv) Others : _____

(A list of participant voluntary agencies, addresses and other communication details along with the products on display and sale has to be annexed)

- e) Sales proceedings of each days to see the trend
- f) How many participant voluntary agencies have shown interest in replicating products displayed by others in GSM (in terms of training, availability of raw-material, maketing potential, etc.)

(A list of VOs along with the products may be attached)

- g) What were the sales oppotunities for products in major outlets like KVIC/TRIFED/ State/private emporia?
- h) The orders received during the GSM
- During the Mela
 - Expected in future

- i) List of persons, with full addresses, who participated in Buyer Seller Meet (Proceedings may be attached)
- j) List of persons, with full addresses, in product development meet (Proceedings may be attached)
- k) Photographs taken during the Mela
- l) Suggest 3-4 potential locations in the State for organizing the GSM in future with reasons. (Nearby districts)
- m) Please mention events, which if prepared in advance, could have been more successful. Give suggestions for improvements and to take precautionary measures.
- n) Suggestions for betterment in organizing GSM.
- o) Which products have export potential? (Please provide an appropriate list)

Criteria for the selection of participating agencies in GSM-BSM:

1. Name and addresses of the participating agencies
2. Name of the chief functionary
3. Year of registration
4. Type of products manufactured
5. Method of production adopted
6. Marketing strategy
7. Must be recommended by the concerned RR/MC
8. Number of times participated in GSM-BSM

VO will furnish a certificate that the concerned GSM has not received, is not receiving and will not receive or apply for receipt of any funding either completely or partially from any other govt./nongovernmental/international or any other agency for the same mela and location.

GUIDELINES FOR WORKSHOPS/SEMINARS/CONFERENCES PROPOSED FOR CAPART'S SUPPORT

INTRODUCTION

The Council for Advancement of People's Action & Rural Technology (CAPART) will support WORKSHOPS/CONFERENCES on any topic of direct relevance to the Council's basic commitment to improve the quality of life in rural areas through voluntary organizations as laid down in the objectives of the Society contained in the Memorandum of Association.

Objectives of the programme should be:

- To generate awareness regarding CAPART schemes.
- To support training workshops on participatory approaches and voluntary action.
- To encourage, promote and assist voluntary action for rural development and replicable *model of Voluntary action/Interventions*.
- To disseminate and spread appropriate technology for the enhancement of rural prosperity.
- To promote sustainable economic development through Natural Resource Management like *Watershed Management* and *Social Forestry*.
- To provide equal opportunities in rural development to people with disabilities and promote their full participation in all initiatives.
- To enable people in the Development Sector to come together on common platform to share their field level experience and knowledge to enable better implementation of rural development projects.

DEFINITION

Workshops-cum-Training: A meeting of a group of minimum 25 persons to disseminate information and indigenous knowledge/technologies/skills to select people working in the voluntary sector.

SEMINAR

A meeting of practitioners/ professional/ academicians/ administrators/ representatives of the voluntary sector to discuss and brainstorm on a topic, which would result in a set of recommendations to promote rural development.

CONFERENCE

A meeting of senior representatives of the voluntary sector and development professionals and experts to discuss and evolve policy guidelines of direct relevance to rural development.

Terms and Conditions for Organizing the Programmes:

1. Proposals for any of the programmes should be submitted in the prescribed proforma and should be received in the Council at least two months for National level events and one month for state and district level event, prior to the commencement of the programme.
2. Experience of the organizer in conducting similar programmes earlier and details of resource persons to be deployed both in house and guest.
3. After completion of the programme a detailed report containing resource materials, proceedings of the event, recommendations must be submitted to the Council with in two months.
4. List of participants with full addresses, audited accounts and utilization certificate should also be submitted at the earliest but in no case later than two months from the date of conclusion of the programme.
5. It is essential for a representative from CAPART to attend all the workshops.
6. 10% of the total grant will be retained/withheld and will be reimbursed to the organizer after receipt of satisfactory completion and audited statement of account and utilization certificate. The organizer need not furnish separate utilization certificate, if a utilization certificate for the same has been submitted in the final account.
7. No claim for any excess expenditure over and above the sanctioned budget would be entertained.
8. All banners, publicity material and printed reports etc. must acknowledge CAPART's financial assistance.

Criteria for selection of the VO organising the workshop/seminar/conference:

The VO should:

1. Have been registered under the Societies Registration Act. 1860 or a State amendment thereof, the Indian Trusts Act. 1882 or the Religious and Charitable Institutions Registration Act. 1920.
2. Have had a bank or post office account for the last three years.
3. Be working with beneficiaries in rural areas, if the VO's headquarters are located in an urban area;
4. Have presence in the state/region.
5. Not have been put on the CAPART list of organizations to which funding has been suspended.
6. Have organizational ability to handle events in terms of sufficient manpower and resources like halls, accommodation, lecture room etc. to match the responsibilities undertaken by the VO.
7. All first timer NGOs/VOs should approach the Regional Offices for conducting the event.
8. The proposal will be recommended and forwarded by the RR & MCs to CAPART HQ. for consideration and approval.

BUDGET

The tentative budget will be as follows:-

1. Workshops/Seminars/Conferences at places apart from state capitals.

No. of participants - 25 - 50

Duration - 2 - 3 days

Budget will be about Rs.1 lakh.

- 2] Workshops/Seminars/Conferences at state capitals.

No. of participants - 50 - 100

Duration - 2 - 3 days

Budget will be about Rs.2 lakhs.

3. Workshops/Seminars/Conferences at national level.

No. of participants - 50 - 100

Duration - 2 - 3 days

Budget will be about Rs.3 lakhs

Proforma for submission of project proposals for organising workshop/seminar/conference

Part-A

Proposal from VO should comprise of:

Organisation profile

A Organisation Details

(Please submit Memorandum of Association & Byelaws)

The information should be furnished as per proforma for organizational profile of small VOs given in CAPART guidelines.

B Details of activities:

- Activities of the organization
- Geographical area of operation
- Professional staff

C Financial status:

Copies of annual reports & audited statements of accounts

Income/expenditure account

Receipt & payment account

Balance sheet for last 3 years

Part-B

1. Title of the Seminar/Workshop/Conference
2. Objective of the Seminar/Workshop/Conference
3. Justification for the Seminar/Workshop/Conference
4. Indicate its benefit to the objective of rural development CAPART's objective and mandate
5. Schedule of the workshop

6. Proposed participants category wise
(e.g. academics, social workers)
7. List of resource persons (with qualifications)
8. Chief guest (if any)
9. Please attach a set of the Resource Material proposed to be utilized

Outcome : The Council should be given a report of about 1,000 words along with resource material generated for the workshop as well as feed-back from the participants, their address and phone number and area of work.

11. Budget*
 - i. Boarding and Lodging of participants
 - ii. Travel of participants
 - iii. Travel and Honorarium to resource persons
 - iv. Preparation of resource material
 - v. Rent for venue, mike, banners etc.
 - vi. Misc. expenses.

* Break-up of each item and justification, thereof.

PART-IV

Council for Advancement of People's Action and Rural Technology (CAPART), New Delhi

List of Telephone Numbers of CAPART, New Delhi

Designation	Extension No.	Office
President, CAPART and Union Minister for Rural Development Ministry for Rural Development, Govt. of India Krishi Bhawan New Delhi	-	23782373, 23782327 23385876 (Fax)
PS	-	23383548, 23782327 23782373 23385876 (Fax)
Minister of State for Rural Development (P) Ministry for Rural Development, Govt. of India Krishi Bhawan New Delhi	-	23782063, 23782211 23782328 (Fax)
PS	-	23782063, 23782211 23782328 (Fax)
Minister of State for Rural Development (N) Ministry for Rural Development, Govt. of India Nirman Bhawan New Delhi	-	23061671, 23062390 23061695 (Fax)
PS	-	23061183
Secretary, Rural Development Ministry of Rural Development, Govt. of India, Krishi Bhawan New Delhi	-	23384467, 23382230 23382408 (Fax)
Director General, CAPART Core-5A, 2nd Floor, India Habitat Centre Lodhi Road, New Delhi - 110 003	103	24642390 24633546 (Fax)
PS	104	24642390

Designation	Extension No.	Office
Dy. Director General - I Core-5A, 2nd Floor, India Habitat Centre Lodhi Road, New Delhi - 110 003	107	24642392 24647956 (Fax)
PA Dy. Director General - II Core-5A, 2nd Floor, India Habitat Centre Lodhi Road, New Delhi - 110 003	108 105	24642392 24647958 24647955 (Fax)
PA	106	24647958
Chief Vigilance Officer Core-5A, 2nd Floor, India Habitat Centre Lodhi Road, New Delhi - 110 003	101	24603026 24603026 (Fax)
PS	146	24603026
HoD (ARTS)	127	24656697
HoD (PC&OB)	116	24656698
HoD (Disability)	131	24642395
HoD (RTI)	123	24656701
HoD (Coordination)	111	24648604
HoD (Accounts)	119	24643682
HoD (Media & Publication)	168	24642395
HoD (Administration)	125	24642394
HoD (ITD)	117	24642395

General Phones : (011) - 24642391, 24642393, 24642395, 24648602,
24648603, 24648605, 24646906, 24646908, 24654425

General Fax : 011-24648607

Gram : CAPART

Website : www.capart.nic.in

Address and Telephone / Fax Numbers of Regional Committies of CAPART

Name & Address	Area of Operation	Telephone / FAX No.
Regional Representative & Member Convenor West Zone Regional Committee, CAPART Navajivan Trust Complex Ashram Road Ahmedabad - 380 014	Gujarat, Goa Maharashtra, Daman & Diu Dadar & Nagar Haveli	079-27545073 (T) 079-27545072 (F) 079-55122627 (R)
Regional Representative & Member Convenor East Zone Regional Committee, CAPART N1-A/7, IRC Village, Nayapalli Bhubneshwar - 751 015	West Bengal, Chattisgarh, Orissa, Andaman & Nicobar Island.	0674-2551028 (T) 0674-2552244 (F)
Regional Representative & Member Convenor Regional Committee, CAPART SCO / 179-180, 2nd Floor, Sector - 17 C Chandigarh - 160 017	Haryana, Himachal Pradesh, Jammu & Kashmir Chandigarh & Punjab	0172-2720465 (T) 0172-2700457 (F)
Regional Representative & Member Convenor North Zone Regional Committee, CAPART Tambi Tower, 3rd Floor, Sansar Chandra Road Jaipur - 302 001	Delhi, Rajasthan Madhya Pradesh	0141-2373460 (T) 0141-2379783 (F)
Regional Representative & Member Convenor North East Zone Regional Committee, CAPART Ashok Path, Basistha Road, Guwahati - 781 028	Assam, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Tripura & Meghalaya	0361-2269113 (T) 0361-2268368 (T) 0361-2222118 (F)

Name & Address	Area of Operation	Telephone / FAX No.
Regional Representative & Member Convenor South Zone Regional Committee, CAPART Faculty Building No. II National Institute of Rural Development Rajendranagar, Hyderabad - 500 030	Ahdhra Pradesh, Tamil Nadu, Pondicherry	040-24017851 (T) 040-24018669 (F)
Regional Representative & Member Convenor Central Zone Regional Committee, CAPART “Pickup Bhawan” 6th Floor Block - A, Vibhuti Khand, Gomati Nagar Lucknow - 260 101	Uttar Pradesh Uttaranchal	0522-2721696 (T) 0522-2721695 (F)
Regional Representative & Member Convenor Regional Committee, CAPART Biscomaun Bhawan, Near Gandhi Maidan Patna - 800 001	Bihar & Jharkhand	0612-221648 (T) 0612-2203669 (F)
Regional Representative & Member Convenor No. 304, “Indira Niwas” Bharati Nagar, 3rd Main Road, Dasanakoppa Circle, Dharwad - 580 001	Karnataka, Kerala and Lakshadweep	0836-2440309 (T) 0836-2770810 (F)