

INDIA

23

Scheme of
Environmental Orientation
to School Education

Guidelines for
Assistance to
Voluntary Agencies
for
**INNOVATIVE
PROGRAMMES**



सत्यमेव जयते

GOVERNMENT OF INDIA
BUREAU OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF EDUCATION
NEW DELHI
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GUIDELINES FOR ASSISTANCE TO VOLUNTARY AGENCIES FOR EXPERIMENTAL AND INNOVATIVE PROGRAMMES IN THE FIELD OF ENVIRONMENTAL ORIENTATION TO SCHOOL EDUCATION UNDER THE CENTRALLY SPONSORED SCHEME OF ENVIRONMENTAL ORIENTATION TO SCHOOL EDUCATION

The National Policy on Education, 1986 has laid great emphasis on integration of environmental consciousness in the entire educational process. It states that protection of environment is a value which alongwith certain other values must form an integral part of curriculum at all stages of education. In pursuance of the National Policy on Education, a new Centrally-sponsored scheme of Environmental Orientation to School Education has been started from 1988-89 under which financial assistance is provided to State Governments/UT Administrations to take up various programmes/activities aimed at creating environmental consciousness among the students. These activities will be taken up on project basis—each project area consisting of a few blocks/districts having homogeneous ecological conditions.

2. The State Governments will set up project cells for each project area to design and organise various educational programmes in the schools keeping in view the local environmental situation and concerns. The project cells may also involve voluntary agencies in the project activities. However, the projects under the scheme would only cover limited areas. Moreover, the formal format of school education has only a limited scope for organisation of open ended and imaginative activities. The voluntary organisations/non-governmental institutions can play an important role in organisation of such imaginative and innovative programmes. The following guidelines would govern and regulate assistance to voluntary agencies for taking up experimental and innovative programmes for environmental orientation to education at school level.

Objectives

3. The overall aim of this scheme is to promote experimentation and innovation, and to complement in diverse ways the scheme to be implemented by the State Governments, for the achievement of the goals spelt out in the NPE for creating environmental consciousness among students. Within this overall aim, the specific objective of the scheme is to provide financial assistance to suitable voluntary agencies for undertaking the following kinds of activities :

- (i) Development of locale-specific teaching-learning materials (e.g. books, brochures, posters, maps, charts, audio and video cassettes, etc.).
- (ii) Action research/experimental/innovative activities with the objectives of environmental orientation in a particular area;
- (iii) Training/orientation of teacher educators, teachers, and other educational personnel of an area to help them in relating instruction to local environment and environmental issues, and in adopting innovative practices for the purpose;
- (iv) Innovative programmes to relate activities of students under the work experience in schools with the local environmental concerns; and
- (v) Involvement of other voluntary agencies, social activist groups, individuals and the community at large in the furtherance of the objectives of environmental orientation to education.

Eligibility for Assistance under the Scheme:

4. (a) Educational institutions, registered societies, public trusts and non-profit making companies would be eligible for assistance under this scheme.

(b) As far as the voluntary agencies, public trusts and non-profit making companies are concerned, in order to be eligible for financial assistances under this scheme they should

- (i) have a proper constitution/articles of association ;**
- (ii) have a properly constituted managing body with its powers and duties clearly defined in the constitution;**
- (iii) be in a position to secure the involvement, on voluntary basis, of knowledgeable persons for furtherance of their programmes;**
- (iv) not be run for the profit of any individual or a body of individuals;**
- (v) not discriminate against any person or group of persons on the ground of sex, religion, caste or creed;**
- (vi) not directly function for the furtherance of the interest of any political party;**
- (vii) not in any manner incite communal disharmony;**
- (viii) not proselytise; and**
- (ix) eschew violence.**

(c) In exceptional cases a registered society or a public trust fulfilling requirements spelt out in (b) above may be given assistance for mobilisation, involvement and provision of financial support to other voluntary agencies, social activist groups and individuals.

(d) Only those activist agencies which have been in existence for 3 years would be considered for assistance under this scheme. This requirement may be waived in respect of agencies with specially qualified workers or which can otherwise justify a special consideration.

Note: The Grant-in-Aid Committee vide para 6(c) intra-should carefully examine the credentials of the "lead organisations"—vide (c) above and satisfy itself as to its reliability and capacity. The criteria for assistance by the

“lead organisation” to other agencies, its responsibility for proper utilisation of funds by the implementing agencies, and the nature of its accountability should be clearly laid down in the sanction.

Nature and Extent of Assistance

5. Assistance under this scheme will ordinarily be on 100% basis. However, where the grant-in-aid committee feels it necessary, it may require the agencies concerned to make a contribution. The implementing agencies may seek assistance for undertaking various programmes and activities on project basis. of the kind specified in para 3.

Procedure

6(a) *Application* : Any agency eligible to receive assistance may make an application in the form appended hereto (Annex.I). The applications should be addressed to the Ministry of Human Resource Development (Department of Education), Government of India, New Delhi through the State Education Department (with a copy endorsed directly to the Ministry). Application can, however, be made directly to the Govt. of India if the agency making the application is of all India nature. Assistance may be sought for such duration as the applicant agency may consider appropriate. Ordinarily, such assistance will be provided for the duration of the experimental/innovative programme proposed to be taken up, but not exceeding the balance of a Five Year Plan period at the time.

Note (a) : If any agency is already receiving or expecting to receive grant from some other official source for a project for which application is made under this scheme, the assistance under this scheme will be made after taking into consideration the grant received, or likely to be received from such other official source. It should also be ensured that an agency already in receipt of a recurring grant from any other official source, Central or a State, should not transfer any part of that liability to a grant to be sanctioned under this scheme.

(b) **The State Govt.** should give its views, within a period of three months, regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it, etc. Comments should be sent by the State Govt. even if the proposal is not recommended, giving reasons, therefore. Applications for extension of the project will not be required to be sent through the State Government. It would, however, be necessary for the voluntary agency to send a copy of its requests for extension of the project to the State Government by Registered AD post.

(c) **Grant-in-Aid Committee** : The applications for grant-in-aid would be considered by a Grant-in-Aid Committee to be appointed in the Ministry. Ordinarily, the Committee will go by the advice of the State Government. However, in the event of the State Government not making any recommendation, or while considering cases of departure from the advice of the State Government, a representative of the State Govt. and, if necessary also of the agency making application, will be invited to discuss the proposal with the Committee.

(d) **Release of Grant** : On approval of the project the grant shall be released to the agency on an annual basis in two instalments—the first instalment of 50% shall be released immediately after the issue of the sanction. After the agency concerned has utilised 75% of an instalment it may make a request for release of the subsequent instalment along with a progress report and statement of expenditure with full details. Release of grants in the second and subsequent years will be made on a similar basis, provided that before release of the second instalment in a particular financial year (beginning with the second year) the utilisation certificate and audited statement of accounts in respect of the grants released till the end of the preceding year shall be furnished.

(e) **Disbursement** : Grant payable to a voluntary agency, public trust, non-profit making company, etc. would be remitted to it directly by a demand draft/cheque drawn in its favour by the Ministry of Human Resource Development.

Conditions of Grant

7. (i) The grant receiving agency will be required to execute a bond in the prescribed form (Annex. II). The bond should be supported by two sureties if the agency is not a legal entity.

(ii) An agency in receipt of financial assistance shall be open to inspection by an officer of the Union Ministry of Human Resource Development/or National Council of Educational Research and Training or the State Education Department.

(iii) The accounts of the project shall be maintained properly and separately and submitted as and when required. They should be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

(iv) The audited accounts together with utilisation certificate in the prescribed form duly countersigned by the Chartered Accountants are required to be furnished within six months in respect of a preceding year or after expiry of the duration for which grant is approved.

(v) The agency shall maintain a record of all assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed proforma. Such assets shall not be disposed of encumbered or utilised for purpose other than those for which the grant was given, without prior sanction of the Government of India. Should the agency cease to exist at any time, such properties shall revert to the Government of India.

(vi) When the State Government/Government of India have reasons to believe that the sanctioned money is not being utilised for approved purpose the payment of grant may be stopped and the earlier grants recovered.

(vii) The institution must exercise reasonable economy in the working of the approved project.

(viii) The grantee agency shall furnish the Ministry of Human Resource Development with such reports as may be prescribed.

(ix) The decisions of the Secretary to the Government of India in the Ministry of Human Resource Development (Department of Education) on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

Evaluation & Monitoring:

8. A format for monitoring the progress of the project will be prescribed at the time of the sanction depending upon the nature of the project. The voluntary agency shall submit the project reports every quarter in the prescribed format to the Department of Education, Ministry of Human Resource Development, New Delhi with a copy to the State Government concerned.

(To be submitted in duplicate)

Scheme for assistance to voluntary agencies for experimental and innovative programmes in the field of Environment Education

APPLICATION FORM

Part—I

(To be filled by the applicant)

1. Name of the agency _____

2. Its objects and activities (give brief history) _____

3. Whether registered under Indian Societies Registration Act, 1860, (Act XXI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document.

4. **Whether the organization has any experience in conducting activities for environmental education for school children ? If so, a brief mention may be made indicating the type, size and location of the programmes organised.**

5. **Whether the office of the organization is located in its own or rented building ?**

6. **The title of the experimental and innovative project for which the grant is applied for and the details of the project (detailing the objective to be achieved by the programme, activities to be undertaken, method/process to be followed, management system and cost estimates for each activity alongwith norms followed for arriving at these estimates) (Attach extra sheets).**

7. The duration of the project :

8. Whether any part of the expenditure on the projects is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.

9. Total estimated expenditure on the project

Rs. _____ (Year-wise details to be attached).

(i) Non-recurring Rs. _____

(ii) Recurring Rs. _____

10. Amount of grant requested Rs. _____

(i) Non-recurring Rs. _____

(ii) Recurring Rs. _____

11. Whether the institution has adequate personnel to look after the project? If so indicate details.

12. List of papers/statements to be attached :
- (a) Constitution/Trust Deed of the Agency.
 - (b) Constitution of the Board of Management with particulars of each member.
 - (c) Latest available annual report.
 - (d) Audited accounts for the last three years along with a copy of the certified balance sheet for the preceding year.
13. List of additional papers, if any.
14. Additional information, if any.

Signature of the
authorised person with
designation & stamp.

PART-II

Recommendation of the State Government

The application has been examined and it is certified that the organisation is eligible for assistance and has the capability of taking up a programme applied for.

Signature_____

Designation
& office stamp_____

The officer signing this should not be below the rank of Under Secretary.

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we
the _____

an Association registered under the Societies Registration
Act, 1860 (21 of 1860) and having its office _____
_____ in the State of _____
_____ (Hereinafter called the obligors) are held
and firmly bound to the President of India (hereinafter called
the Government) in the sum of Rs. _____

(Rupees _____ only)
well and truly to be paid to the President on Demand and without
a demur for which payment we bind ourselves and our successors
and assigns by these presents.

2. SIGNED this _____ day of _____ in the year
one thousand nine hundred and eighty _____

3. WHEREAS on the obligors request, the Government has
as per Union Ministry of Human Resource Development (Deptt.
of Education's) letter _____ dated _____ (herein
after referred to as the 'Letter of Sanction' which forms an

integral part of these presents and copy whereof is annexed to as Annexure-A) agreed to make favour of the obligors a grant of Rs. _____ (Rupees _____

_____ only) out of which Rs. _____ have already been received by the obligors on condition of the obligors executing bond. In these terms and manner contained hereinafter and which the obligors have agreed to do.

4. Now the condition of the above written obligation is that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent the obligors agree to refund the unspent balance alongwith interest @6% p.a. unless it is agreed to be carried over.

5. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/unauthorised use (such as letting out the premises for adequate or less than adequate consideration, or use of the premises for any purpose other than that for which the grant was intended, of the property/building created/acquired constructed largely from out of Government grant. The decision of the Secretary to Government of India in the Ministry of Education or the Administrative Head of the Department concerned as regards the monetary value aforementioned to be surrendered/paid to the Government will be final and binding on the Society/Trust.

6. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Govt. of India in the Ministry of Human Resource Development (Deptt. of Education) on the question whether there has been

breach or violations of any of the terms or conditions mentioned in the sanction letter shall be final and binding on the obligors, and

(ii) The Government shall bear the stamp duty payable on these presents.

7. In witness whereof these presents have been executed as under on behalf of the Obligor the day herein above written in pursuance of the Resolution No. _____ dated _____ passed by the Governing Body of the Obligor, a copy whereof is annexed hereto as Annex-B, and by _____ for and on behalf of the President of India on the date appearing below.

Signed for and on behalf of

(Name of the obligor Association)

In the presence of

(1)

(2)

Witness Name and Address _____

Accepted for and on behalf of the President of India

Witness _____

Dated _____

Name & Address (Designation) _____

Enclosures : A & B

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