



VOLUNTARY AGENCIES **PARTNERS IN LITERACY ACTION**

Scheme of Assistance to Voluntary Agencies in Adult Education

NIEPA DC



D04474

**Ministry of Human Resource Development
Government of India
New Delhi**

Sub. **Systems Unit,**
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Date.....

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ASSISTANTCE TO VOLUNTARY AGENCIES FOR ADULT EDUCATION PROGRAMMES—SCHEME UNDER THE NATIONAL LITERACY MISSION

INTRODUCTION

Literacy is an essential tool for communication and learning, for acquiring and sharing of information, a pre-condition for a person's physical and mental growth and national development. With this perspective in view, the National Adult Education Programme was launched in October, 1978 with literacy and numeracy, functionality and awareness as its basic components. During the last 10 years, necessary administrative and technical resource structures have been established and voluntary agencies involved in a good number for implementation of the adult education programmes. Despite best efforts, however, the situation today continues to be characterised by a low level of literacy even amongst persons who are treated as literate, widespread disuse of literacy skills, large scale relapse to illiteracy, limited opportunities of post-literacy and continuing education etc. Besides, there has been a very limited application of Science & Technology and efficient pedagogic techniques to literacy programmes which, by and large, are being implemented in isolation and without active involvement of all sections of the community. Involvement of voluntary agencies has also been uneven - a good many of them being involved in some areas while practically no participation by them in others.

2. The National Policy on Education 1986 declares: “The whole Nation must pledge itself to the task of eradication of illiteracy, particularly in the 15-35 age-group,” and that the Central and State Governments, political parties and their mass organisations, the mass media and educational institutions must fully commit themselves to a mass literacy programme. The policy also stipulates that it will have to involve, on a large scale, all sections of the community, including teachers, students, youth, voluntary agencies, employers and trade-unions as a part of the multipronged drive for eradication of illiteracy. The Policy goes on to say that concerted efforts will be made to harness various research agencies to improve the pedagogical aspects of literacy.

3. In pursuance of the directives of National Policy on Education 1986, a comprehensive programme of action known as National Literacy Mission (NLM) has been formulated. NLM is primarily a societal Mission which implies that there is a political will at all levels for the achievement of the Mission goals, that a national consensus can be created for mobilisation of social forces, and that mechanisms can be created for active participation of the people through energisation of their latent potential for substantial improvement in their working and living conditions.

4. NLM envisages imparting of functional literacy to 80 million illiterate persons, particularly in 15-35 age group, 30 million by 1990 and an additional 50 million by 1995. NLM document defines functional literacy to include

- (a) achieving self-reliance in literacy and numeracy (the norms for achievement of 3 Rs are given in the Appendix I);

- (b) becoming aware of the causes of their deprivation and moving towards amelioration of their condition through organization, and participation in the process of development;
- (c) acquiring skills to improve the economic status and general well-being;
- (d) imbibing the values of national integration, conservation of the environment, women's equality, observance of small family norms, etc.

The main characteristics of the NLM strategy are (i) designing of functional literacy programmes with a view to increasing motivation; (ii) securing people's participation; (iii) a significant increase in involvement of voluntary agencies; (iv) improvement of ongoing programmes, among other things by application of science and technology inputs, better supervision, suitable training, pedagogical innovations, etc.; (v) launching of mass movement of functional literacy; (vi) provision of post-literacy and continuing education facilities, particularly through establishment of Jana Shishan Nilayams and better use of existing institutional facilities; (vii) ensuring availability of standard learning material; and (viii) universalisation of outreach (Details in respect of NLM have been published and can be obtained by writing either to the Ministry of Human Resource Development, New Delhi or State Education Departments or State Resource Centres).

5. It is evident that NLM cannot be implemented by Government agencies alone. It would necessarily call for participation of a large number of agencies, particularly the voluntary agencies which are in constant touch with the masses and the community. They have the added advantage of flexibility in their structure and operations on the one hand and availability of dedicated and experienced workers

on the other. It has, therefore, been envisaged that besides undertaking field programmes on an extensive scale, voluntary agencies would also play an important role in innovation and experimentation, techno-pedagogic inputs in adult education programmes, post-literacy and continuing education, provision of technical resource support, programme evaluation etc.

OBJECTIVES AND ROLE OF VOLUNTARY AGENCIES

6. The main objective of the scheme is to secure extensive involvement of voluntary agencies in NLM. The activities for which grants would be admissible to the voluntary agencies under this scheme would include the following:

- (a) taking responsibility in well-defined areas for eradication of illiteracy and running of post-literacy and continuing education programmes, through establishment of Jana Shikshan Nilayams and other appropriate activities;
- (b) organization of functional literacy component in developmental programmes such as health care, women's development, environmental conservation, SC/ST development, poverty alleviation programmes, etc.
- (c) Organization of programmes of vocational and technical education for imparting such skills, as may be relevant to the needs and interests of the neo-literates ensuring that women participate in such programmes with men;
- (d) undertake resource development activities, including curriculum development, production of teaching and learning materials, training of adult education functionaries, audio-visual and other instructional/training aids, including establishment of State Resource Centres, District Resource Units, etc.

- (e) innovation, experimentation, learner evaluation and action research, including application of science and technology and pedagogic inputs for improvement of functional literacy and adult education programmes;
- (f) programme evaluation, including support to institution of social science research and of higher education for 'external evaluation;'
- (g) help in creation of environment, through support to the mass media, folk and traditional media, organisation of Jatthas, etc.
- (h) training of youth and other animators to facilitate implementation of NLM;
- (i) taking up varied and comprehensive programmes for women's development and eradication of female illiteracy;
- (j) organisation of symposia, seminars and conferences and publication of books, periodicals, newspapers, wall-papers, etc. for furtherance of the objectives of NLM.
- (k) undertake such other activity as may be appropriate for achievement of the objectives of NLM;

ELIGIBILITY

7. (a) Registered voluntary societies, public trusts and non-profit making companies would be eligible for assistance under the scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, agencies which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies regarding the practical difficulties owing to which they could not be registered and regarding the bonafides of such organisations.

(b) In order to be eligible for financial assistance under this scheme, an agency should

- (i) have a proper Constitution, Memorandum or Articles of Association;**
- (ii) have a properly constituted Managing/Governing body with its powers and duties clearly defined in its Constitution;**
- (iii) be in a position to secure the involvement, on a voluntary basis, of knowledgeable persons for furtherance of its programmes;**
- (iv) not be run for the benefit of an individual or body of individuals;**
- (v) not discriminate against any person or group of persons on the ground of sex, religion, caste or creed;**
- (vi) be secular and democratic in character, and should do nothing which may incite communal disharmony;**
- (vii) not directly function for the furtherance of the interest of any political party;**
- (viii) not proselytise;**
- (ix) eschew violence; and**
- (x) not have been set up by State Government/UT Admn., including State Social Welfare Advisory Board, Municipalities, Panchayat Raj Institutions, Government Corporations/Committees.**

c) In exceptional cases, a registered society or public trust, fulfilling requirements as eligible 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. The Grants-in-aid Committee should carefully examine the credentials of the “Lead Organisation” and satisfy itself about its reliability and capability. The criteria for assistance by the “Lead Organisation” to other agencies, its responsibility for proper utilization of funds by the implementation agency and the nature of its accountability should be clearly laid down.

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

PATTERN OF ASSISTANCE

8. (a) The eligible institutions may be given financial assistance according to the following pattern :

Administration costs	75 per cent
Programme costs	100 per cent

For the purpose of this paragraph, administrative costs would be the expenditure to be incurred at the headquarters office, i.e., on salaries of staff including project officer, clerks and peon, and office expenditure. Programme costs would include expenditure to be incurred on supervisory staff and instructors, transportation, instructional arrangements, training programmes, development of prototype teaching/learning materials, etc.

In cases where there is ambiguity in regard to administrative and programme costs, the Grant-in-aid Committee shall take a decision on merits of each case.

b) The voluntary agencies applying for financial assistance under the scheme would be expected to prepare a project for eradication of illiteracy in a well defined area through running of functional literacy centres and post-literacy programmes. The financial pattern (three in number) indicating size of few projects have been given in the Appendix II. These are illustrative patterns and each agency would be expected to develop its own financial pattern, keeping in view the desirability of adhering to per learner cost in accordance with the illustrative pattern.

c) The pattern indicated in (a) will apply only to (a) & (b) in para 6 above (Objectives and Role of Voluntary Agencies). The Grants-in-Aid Committee referred to at para 11 will determine the financial pattern in respect of other activities, keeping in view such guidelines as may be evolved for these activities from time to time.

Ordinarily financial assistance for publication of books, periodicals, newspapers, wall papers, etc., would be restricted to 50 per cent of the cost.

9. Where construction of building is essential for the furtherance of the objectives of NLM, assistance may be given for this purpose, subject to its being limited to 50% of the construction cost of the building or Rs. 3.00 lakhs whichever is less, provided that the limit of Rs. 3.00 lakhs may be extended to Rs. 5.00 lakhs in respect of State Resource Centres.

10. If any agency is already receiving or is 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 normally 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 State, should not transfer any part of that liability to a grant to be sanctioned under this scheme.

THE PROCEDURE

11. (a) Application : Any agency eligible to receive assistance may make an application in the form appended hereto (Appendix III). The application 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). The State Government should give its views, within a period of three months, regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it etc. Comments should be sent by the State Government even if the proposal is not recommended, giving reasons therefor. Application for extension of the project, or release instalments, will not be required to be sent through the State Government. It would, however, be necessary for the voluntary agency to send a copy of its request for extension of the project or for release of instalment, to the State Government by Registered AD post. All-India organisations may make applications directly to the Ministry.

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

(c) Duration : Assistance may be sought for such duration as the applicant agency may consider appropriate. Ordinarily, such assistance will be provided on a long term basis, but not exceeding the balance of a Five Year Plan period at a time. Indication in regard to the period for which grant has been approved would normally be given in the letter of sanction.

(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 one 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. 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 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.

AREA OF WORK

12. The project should be run by the agency in a compact and contiguous area. The voluntary agency will take responsibility for eradication of illiteracy from that area within a specific time-frame. In order that projects may conform to the area based approach, attitude of flexibility will be adopted in the number of adult education centres and Jana Shikshan Nilayams. As far as possible, the project should be undertaken in a community development block area, but for the sake of viability of project and to conform to the concept of compact and contiguous area, a project falling within two adjacent community development blocks may also be allowed. In case of two agencies running projects in one community development block, their respective areas of operation would be clearly demarcated.

RE-ALLOCATION OF SAVINGS

13. Savings in honorarium to Instructors/Preraks cannot be used for any other purpose. Savings under the following items of field cost can be re-allocated to each other :

1. Basic learning materials
2. Teaching materials
3. Equipment

4. Kerosene/Electricity
5. Contingent Expenditure

Savings in supervision and administrative expenditure can be used for training. Savings in various items of administrative expenditure may be used for any other item under administrative cost. Allocation for non-recurring expenditure cannot be increased out of savings under recurring items.

BUILDING GRANT

14. Assistance approved for construction of building would ordinarily be required to be utilised within a period of six months from the date of the first instalment. The first instalment will be released immediately after issue of sanction and the grant would be made in three instalments to be released as follows :

- 50 per cent to be released immediately after issue of the letter of sanction;
- 40 per cent to be released upon receipt of intimation regarding utilisation of the first instalment; and
- 10 per cent to be released after receipt of certificate of completion; utilisation of earlier instalments and requirement of the balance from the Executive Engineer of the Central Public Works Department, wherever the same exists, or the State Public Works Department having jurisdiction over the area. Audited statements of accounts in respect of a building grant should be received within six months after release of the third instalment.

MONITORING

15. All Instructors of Adult Education Centres and Preraks of JSN are expected to send initial reports and monthly reports. Initial Report of the Project should be sent to District Adult Education Officer (DAEO) soon after commencement of the Project. Quarterly Progress Report (QPR) should be sent to the concerned DAEO and Government of India, at the end of March, June, September and December. Annual Project Report (APR) should be sent to DAEO and Government of India after the project is over. It is essential that all voluntary agencies comply with this system of reporting. The proformae of the reports are given in the Appendices.

CONDITIONS OF GRANT

16. (i) The grant-receiving agency will be required to execute a bond on a prescribed form (Appendix XI). 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/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 the utilisation certificate in the prescribed form duly countersigned by the Chartered Accountants are required to be furnished within six months in respect of a preceding year or after expiry of the duration for which 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 purposes other than those for which the grant was given, without prior sanction of the Government of India. Should the agency cease to exist at any time, such properties shall revert to the Government of India.**
- (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 to the Ministry of Human Resource Development reports as may be prescribed.**
- (ix) The decision of the Secretary to the Government of India in the Ministry of Human Resource Development, Department of Education on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.**

APPENDICES

PRESCRIBED LEVELS IN THREE R's

Reading

- (a) Reading aloud with normal accent simple passage on topic related to the interest of the learners at a speed of 30 words per minute.
- (b) Reading silently small paragraphs in simple language at a speed of 35 words per minute.
- (c) Reading with understanding road signs, posters, simple instructions and newspapers for neo-literate etc.
- (d) Ability to follow simple written message relating to one's working and living environment.

Writing

- (a) Copying with understanding at a speed of seven words per minute.
- (b) Taking dictation at a speed of five words per minute.
- (c) Writing with proper spacing and alignment.
- (d) Writing independently short letters and applications and forms of day-to-day use to the learner.

Numeracy

- (a) To read and write 1-100 numerals.
- (b) Doing simple calculations without fraction involving addition, subtraction upto three digits and multiplication and division by two digits.
- (c) Working knowledge of metric units of weights, measures, currency, distance and area and units of time.
- (d) Broad idea of proportions and interest (without involving fractions) and their use in working and living conditions.

PART - A

AN ILLUSTRATIVE PROJECT FOR ERADICATION OF ILLITERACY IN A CLUSTER OF 30 VILLAGES THROUGH RUNNING OF 60 FUNCTIONAL LITERACY CENTRES AND POST-LITERACY PROGRAMME

A. FIELD COST

1. Honorarium to Instructor /Kendra Sanyojak @ Rs. 100/- p.m. for 12 months Rs. 100 × 12.				Rs. 1200.00
2. Basic teaching/learning materials:				
(a) Stage I				
i) Primer - 1	Rs. 3.50	
ii) Work Book - 1	Rs. 2.00	
iii) Slate - 1	Rs. 3.00	
iv) Exercise Books - 2	Rs. 2.50	
v) Slate Pencils/lead pencils	1.50	
vi) Supplementary materials - 2 books	Rs. 3.50	
			<u>Rs. 16.00</u>	
Cost of learning materials for 30 learners (Rs. 16 × 30 learners)		Rs. 480.00
vii) Teachers guide - 1	Rs. 4.00	
viii) Teaching charts for primer (1 set)	Rs. 6.00	
ix) Supplementary Learning Charts (15)	Rs. 30.00	
x) Other teaching aids (chalk, duster, etc.)	Rs. 24.00	
			<u>Rs. 64.00</u>	Rs. 64.00

(b) Stage II

i) Two books per learner @ Rs. 3.50 per book (Rs. 7 × 30 learners)	Rs. 210.00	
ii) Teaching materials to be prepared, improved by the the teachers and learners.	Rs. 30.00	
iii) Note book (Rs. 2 per learner (Rs. 2 × 30)	Rs. 60.00	
iv) Ball point pencil (@ Re. 1 per learners) Rs. 1 × 30)	Rs. 30.00	
v) Daily newspapers for last 4 months	Rs.100.00	
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3. Equipment (per centre)	Rs. 430.00	Rs. 430.00
i) Roll up Boards (4) (@ Rs. 20 each)	Rs. 80.00	
ii) Lighting equipments 5 lanterns (@ Rs. 30 each 5 × 30)	Rs.150.00	
4. Kerosene Oil	Rs.450.00	
5. Other contingent expenditure (organisation of socio- cultural activities, training materials, stationery, arrange- ment or resource persons/experts for Training pro- gramme of instructors.)	Rs. 200.00	
6. Supervision cost at the approximate rate of Rs. 400/- per annum per centre.	Rs. 400.00	
Total field cost of running a centre for 12 months (Stage I + Stage II) (Rs.1200+480+64+430+80+150+450+200+400 = Rs. 3,454.00)		

B. TRAINING COST (FOR 21 DAYS)

- i) —Supervisors/Preraks (Rs. 20/- per Prerak per day for
21 days (Rs. 20 × 21 days = Rs. 420/-) for boarding and
lodging and Rs. 50/- for travel thus Rs. 420/- + Rs. 50/-=
Rs. 470/-per Prerak)

ii) 60 Instructors (Rs. 20/- per day for 21 days) (Rs. 20 × 21 days = Rs. 420/-) and Rs. 25/- for travel (Rs. 420 + Rs. 25/- = Rs. 445/- per Instructor)	Rs. 26,700.00
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C. PROJECT ADMINISTRATION

Recurring:

i) Officer Assistant-cum-Typist at a consolidated salary Rs. 900/- p.m.	Rs. 10,800.00
ii) Office contingencies	Rs. 2,000.00

Non-recurring (admissible once only in the first year of the Project).

1. Furniture and equipment	Rs. 2,000.00
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Total Project Administration:	Rs. 14,800.00
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Non-recurring

(i) Equipment (Almirah, petromax, ground-table for putting newspapers, journals etc.	Rs. 2000.00
(ii) Books	Rs. 2300.00
(iii) Maps, Charts, Pictures	Rs. 1000.00
(iv) Sports items and recreational material	Rs. 1000.00
(v) Bicycle	Rs. 700.00
	<hr style="width: 100%; border: 0.5px solid black;"/>
	Rs. 7000.00
	<hr style="width: 100%; border: 0.5px solid black;"/>

Recurring		
(i)	Honorarium of Prerak	Rs. 2400.00
(ii)	Kerosene	Rs. 500.00
(iii)	Purchase of newspapers and periodicals (this includes purchase of four newspapers and a few periodicals which will be placed in the villages other than the ones where the Jana Shikshan Nilayam is located)	Rs. 1800.00
(iv)	Purchase of books	Rs. 1500.00
(v)	Replacement of sports, recreation and other materials	Rs. 1500.00
	Contingencies	Rs. 300.00
	Total	<u>Rs. 7000.00</u>

Approximate Total No. of JSNs needed to cater to the needs of 30 villages

Estimated expenditure on – JSNs

Total Estimated expenditure of the Project

Note: These details have to be worked out by the concerned agency.

PART - B

AN ILLUSTRATIVE PROJECT FOR ERADICATION OF ILLITERACY IN A CLUSTER OF 50 VILLAGES THROUGH RUNNING OF 100 FUNCTIONAL LITERACY CENTRES AND POST-LITERACY PROGRAMME

A. FIELD COST

1.	Honorarium to Instructor /Kendra Sanyojak @ Rs. 100/-p.m. for 12 months Rs. 100 × 12.		1200.00
2.	Basic teaching/learning materials:		
	(a) <i>Stage I</i>		
	i) Primer - 1	Rs. 3.50	
	ii) Work Book - 1	Rs. 2.00	
	iii) Slate - 1	Rs. 3.00	
	iv) Exercise Books - 2	Rs. 2.50	
	v) Slate Pencils/lead pencils	Rs. 1.50	
	vi) Supplementary materials - 2 books	Rs. 3.50	
		<u>Rs. 16.00</u>	
	Cost of learning materials for 30 learners (Rs. 16 × 30 learners)		Rs. 480.00
	vii) Teachers guide - 1	Rs. 4.00	
	viii) Teaching charts for primer (1 set)	Rs. 6.00	
	ix) Supplementary Learning Charts (15)	Rs. 30.00	
	x) Other teaching aids (chalk, duster, etc.)	Rs. 24.00	
		<u>Rs. 64.00</u>	Rs. 64.00

(b) Stage II

i) Two books per learner @ Rs. 3.50 per book (Rs. 7 × 30 learners)		
ii) Teaching materials to be prepared, improved by the the teachers and learners.	Rs. 210.00 Rs. 30.00	
iii) Note book (Rs. 2 per learner (Rs. 2 × 30)	Rs. 60.00	
iv) Ball point pencil (@ Re. 1 per learner) Rs. 1 × 30)	Rs. 30.00	
v) Daily newspapers for last 4 months	Rs.100.00	
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3. Equipment (per centre)	Rs. 430.00	Rs. 430.00
i) Roll up Boards (4) (@ Rs. 20 each)	Rs. 80.00	
ii) Lighting equipments 5 lanterns (@ Rs. 30 each 5 × 30)	Rs.150.00	
4. Kerosene Oil	Rs.450.00	
5. Other contingent expenditure (organisation of socio- cultural activities, training materials, stationery, arrange- ment of resource persons/experts for Training pro- gramme of instructors.	Rs. 200.00	
6. Supervision cost at the approximate rate of Rs. 400/- per annum per centre	Rs. 400.00	
Total field cost of running a centre for 12 months (Stage I + Stage ii) (Rs.1200+480+64+430+80+150+450+200+400 = Rs. 3,454.00)		

B. TRAINING COST (FOR 21 DAYS)

i) One project officer (Rs. 475/- per person - Rs. 315/- for boarding and lodging, Rs. 60/- for travel and Rs. 100.00 for other expenses).	Rs. 475.00
ii) – Supervisers/Preraks (Rs. 20/- per Prerak per day for 21 days (Rs. 20 × 21 days = Rs. 420/-) for boarding and lodging and Rs. 50/- for travel thus Rs. 420/- + Rs. 50/- = Rs. 470/- per Prerak).	_____
iii) 100 Instructors (Rs. 20/- per day for 21 days) (Rs. 20 × 21 days = Rs. 420/-) and Rs. 25/- for travel (Rs. 420 + Rs. 25/- = Rs. 445/- per Instructor)	Rs. 44,500.00

C. PROJECT ADMINISTRATION**Recurring**

i) Project Officer at a consolidated salary of Rs. 1500/- p.m.	Rs. 18,000.00
ii) Office Assistant at a consolidated salary of Rs. 1300/- p.m.	Rs. 15,600.00
iii) Typist at a consolidated salary of Rs. 900/- p.m.	Rs. 10,800.00
iv) Peon at a consolidated salary of Rs. 300/- p.m.	Rs. 3,600.00
v) T.A. for P.O. @ Rs. 200/- p.m.	Rs. 2,400.00
vi) Other contingent expenditure	Rs. 3,000.00

Non-Recurring (Admissible once only in the first year of the Project)

i) Typewriter	Rs. 4,000.00
ii) Furniture	Rs. 2,000.00

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Non-Recurring

i) Equipment (Almirah, petromax, ground-table for putting Newspapers, Roller boards, etc.)	Rs. 2000.00
ii) Books	Rs. 2300.00
iii) Maps, Charts, Pictures	Rs. 1000.00
iv) Sports items and recreational materials	Rs. 1000.00
v) Bicycle	Rs. 700.00

Rs. 7000.00

Recurring

i) Honorarium of Prerak	Rs. 2400.00
ii) Kerosene	Rs. 500.00
iii) Purchaser of newspapers and periodicals (this includes purchase of four newspapers and a few periodicals which will be placed in the villages other than the ones where the JSN is located)	Rs. 1800.00
iv) Purchase of books	Rs. 1500.00
v) Replacement of sports, recreation and other materials	Rs. 500.00
vi) Contingencies	Rs. 300.00

Rs. 7000.00

Approximate total No.

of JSNs needed to cater to the needs of 50 Villages

Estimated Expenditure on.....JSNs

Total estimated expenditure of the Project

Note: These details have to be worked out by the concerned agency.

PART - C

AN ILLUSTRATIVE PROJECT FOR ERADICATION OF ILLITERACY IN A CLUSTER OF 150 VILLAGES THROUGH RUNNING OF 300 FUNCTIONAL LITERACY CENTRES AND POST-LITERACY PROGRAMME

A. FIELD COST

1.	Honorarium to Instructor /Kendra Sanyojak @ Rs. 100/- p.m. for 12 months Rs. 100 × 12.	Rs. 1200.00
2.	Basic teaching/learning materials:	
	(a) Stage I	
	i) Primer - 1	Rs. 3.50
	ii) Work Book - 1	Rs. 2.00
	iii) Slate - 1	Rs. 3.00
	iv) Exercise Books - 2	Rs. 2.50
	v) Slate Pencils/lead pencils	1.50
	vi) Supplementary materials - 2 books	Rs. 3.50
		Rs. 16.00
	Cost of learning materials for 30 learners (Rs. 16 × 30 learners)	Rs. 480.00
	vii) Teachers guide - 1	Rs. 4.00
	viii) Teaching charts for primer (1 set)	Rs. 6.00
	ix) Supplementary Learning Charts (15)	Rs. 30.00
	x) Other teaching aids (chalk, duster, etc.)	Rs. 24.00
		Rs. 64.00
		Rs. 64.00

(b) Stage II		
i) Two books per learner @ Rs. 3.50 per book (Rs. 7 × 30 learners)	Rs. 210.00	
ii) Teaching materials to be prepared, improved by the the teachers and learners.	Rs. 30.00	
iii) Note book (Rs. 2 per learner)(Rs. 2 × 30)	Rs. 60.00	
iv) Ball point pencil (@ Re. 1 per learners) Rs. 1 × 30)	Rs. 30.00	
v) Daily newspapers for last 4 months	Rs.100.00	
	<hr/>	
3. Equipment (per centre)	Rs. 430.00	Rs. 430.00
i) Roll up Boards (4) (@ Rs. 20 each)	Rs. 80.00	
ii) Lighting equipments 5 lanterns (@ Rs. 30 each 5 × 30)	Rs.150.00	
4. Kerosene Oil	Rs.450.00	
5. Other contingent expenditure (organisation of socio- cultural activities, training materials, stationery, arrange- ment or resource persons/experts for Training pro- gramme of instructors.)	Rs. 200.00	
6. Supervision cost at the approximate rate of Rs. 400/- per annum per centre.	Rs. 400.00	
Total field cost of running a centre 12 months mn (Stage I + Stage II) (Rs.1200+480+64+430+80+150+450+200+400 = Rs. 3,454.00)		

B. TRAINING COST (FOR 21 DAYS)

- i) For one project officer and four Asstt. Project Officers (Rs. 475/- per person - Rs. 315/- for boarding and lodging, Rs. 60/- for travel and Rs. 100/- for other expenses) Rs. 2375.00
- ii) For — Supervisors/Preraks (Rs. 20/- per Prerak per day for 21 days (Rs. 20/- × 21 days = 420) for boarding and lodging, and Rs. 50/- for travel thus Rs. 420 +50 = 470 per Prerak) _____
- iii) 300 Instructors (Rs. 20 per day for 21 days) (Rs. 20 × 21 days = Rs. 420) and Rs. 25 for travel (Rs. 420+25 = Rs. 445 per Instructor) Rs. 133500.00

C. PROJECT ADMINISTRATION

Recurring

- i) Project Officer - 1 (Whole time) at a consolidated salary of Rs. 2000/- p.m. Rs. 24000.00
- ii) Four Asstt. Project Officers (Whole time) at a consolidated salary of Rs. 1500/- Rs. 72000.00
- iii) One Office Assistant-cum-Accountant (Whole time) at a consolidated salary of Rs. 1300/- p.m. Rs. 15 600.00
- iv) One Technical Assistant (Whole time) at a consolidated salary of Rs. 1300/- p.m. Rs. 15600.00
- v) Typist (Whole-time) at a consolidated salary of Rs. 900/- p.m. Rs. 10800.00
- vi) Peon at a consolidated remuneration of Rs. 300 p.m. Rs. 3600.00
- vii) TA (@ Rs. 200/- p.m. for 12 months for one P.O. and 4 A.P.Os. Rs. 12000.00

viii) Other contingent expenditure Rs. 10000.00

Non-recurring (admissible once only in the first year of the Project)

i) Typewriter Rs. 4000.00

ii) Furniture Rs. 6000.00

D. JANA SHIKSHAN NILAYAM

Non-Recurring

i) Equipment (Almirah, petromax, ground-table for putting newspaper, roller boards, etc.) Rs. 2000.00

ii) Books Rs. 2300.00

iii) Maps, Charts, Pictures Rs. 1000.00

iv) Sports items and recreational materials Rs. 1000.00

v) Bicycle Rs. 700.00

Rs. 7000.00

Recurring

i) Honorarium of Prerak Rs. 2400.00

ii) Kerosene Rs. 500.00

iii) Purchase of newspapers and periodicals (this includes purchase of four newspapers and a few periodicals which will be placed in the village other than the ones where the JSN is located) Rs. 1800.00

iv) Purchase of books Rs. 1500.00

v) Replacement of sports, recreation and other materials Rs. 500.00

vi) Contingencies Rs. 300.00

Rs. 7000.00

Approximate total no. of JSNs needed to centre to the needs of 150 villages.

Estimated expenditure on ___ JSNs

Total Estimated expenditure of the Project.

Note: These details have to be worked out by the concerned agency.

SCHEME OF ASSISTANCE TO VOLUNTARY AGENCIES

APPLICATION FORM

- IMPORTANT**
1. To be submitted in duplicate.
 2. To be routed through in accordance with para 11 ____ of the Scheme.
 3. Application received in an incomplete form will not be entertained. For this purpose please see check list in Part III.
 4. Application form may be filled in neatly in Hindi or English only.

PART - I

(To be filled by the applicant)

1. Name of the Agency with complete postal address giving names of Block, Taluk, District, State and Pin Code (In Block letters)

2. Brief history of the agency, its objects and activities

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

4. **Whether the organisation has any previous experience in the field? If so, a brief mention may be made indicating the years, type, size and location of the programmes organised. Also mention the sanction number of Government of India, if any grant has been received previously.**

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

6. **In case the headquarters office of VA is far away from the project area, complete address of the place where the sub-office or Branch office will be located in the project area.**

7. **The project for which the grant is applied for (on separate sheets; the format in Part III to be used for Centres and JSNs. Projects in respect of activities mentioned in (c) to (k) of para 6 of the scheme may be submitted on plain paper giving complete details of plan or modus operandi, financial estimates of various items of expenditure and how the project is conducive to the achievement of the objective of NLM).**

8. **Profile of the Project area, who prepared it and when it was prepared. Whether it is based on actual survey or is based on old documents and projections.**

9. **Duration of the project proposed.**

10. Period during which the entire Project area would be made literate - give yearwise details of the operational plan.

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

12. Total estimated expenditure on the project Rs.

(i) Non-recurring Rs.

(ii) Recurring Rs.

13. Amount of grant requested: Rs.

(i) Non-recurring Rs.

(ii) Recurring Rs.

14. Whether the institution is in a position to meet its share of the expenditure? If so, indicate the probable source.

15. List of documets to be attached:

- (i) Constitution of the Agency, Articles of Association and attested copy of registration certificate
- (ii) Constitution of the Board of Management with particulars of each member
- (iii) Latest available annual report, including, experience in Adult Education or other related fields.
- (iv) Audited accounts for the last three years along with a copy of the certified balance sheet for the previous year

- (v) Proceedings of Board of Management/Executive Committee during the preceding one year.
- (vi) A copy each of the site plan and plan of the proposed building and estimated cost of construction in the case where application is for construction of building (to be prepared by a qualified architect or engineer).

16. List of additional papers, if any.

17. Additional information, if any.

Place:

Signature of the authorised person

Date:

Designation and Stamp

PART-II

Recommendation of the State Government or UT Administration.

Name of the organisation:

1. Certified that the organisation is eligible for assistance under this Scheme and has the capability of taking up of the programme of the size in the area as mentioned below:
2. Certified that the organisation has no communal leanings.
3. Certified that the organisation is a bonafide body and is in existence for the last _____ years.

Signature

.....

Designation

.....

Office Stamp

Place:

Date:

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

PART-III

Format for Submission of Project

- 1. The number of adult education centres and JSNs to be set up, year-wise**
- 2. Name of the block/urban mohalla, with a map attached, in which the project is to be taken up (if the project will cover a part of the block, please give names of villages).**
- 3. (i) Size of the population to be covered.**
(ii) Estimated number of illiterate persons in 15-35 age group.
(iii) Number of Scheduled Castes, Scheduled Tribes, women and other Backward Classes, if any proposed to be covered under the project.
(iv) The period during which all the illiterate persons particularly in 15-35 age group in the project area would be made literate.
- 4. The content of the adult education programme, like literacy, functional development, awareness, building linkages with developmental activities etc. Briefly describe the objectives and strategy of the project to be taken up.**
- 5. Procedure for selection of Instructors/Preraks/Project Officers.**
- 6. The teaching/learning materials to be used (please give a list of each item).**
- 7. Arrangements regarding training of Instructors/Preraks and Project Officers.**
- 8. Arrangements for coordination with various developmental agencies.**
- 9. Post-literacy and other follow-up activities envisaged.**
- 10. Whether it is proposed to have a built-in system of evaluation? If so, describe briefly.**
- 11. Financial estimates.**

PART-IV

CHECK LIST FOR VOLUNTARY AGENCIES APPLYING FOR GRANT

1. Has the name and postal address of the VA been mentioned clearly?
 YES NO
2. Is the VA recognised or registered either as a Society or as a Public trust?
 YES NO
3. Has a certified copy of the certificate of registration/recognition from a Gazetted Officer been attached?
 YES NO
4. Has it been clearly mentioned that the VA is of all-India character or localised in one or more States?
 YES NO
5. Has the purpose for which financial assistance is sought been stated clearly?
 YES NO
6. Has the total estimated expenditure been stated in the application ?
 YES NO

7. Has the source from which the matching funds or their share of expenditure is proposed to be met, been mentioned.?

YES

NO

8. Have all the documents listed in Para 15 of the application attached? (If any document is not attached), give name thereof and reasons for not attaching)

YES

NO

9. Have the details of estimated expenditure for the project, year-wise and item-wise been attached?

YES

NO

NOTE: Documents should be in Hindi or English.

(Signature)

Name and Designation of the Secretary/President of VA

Date: _____

Verified - Position as stated above is correct.

(Signature)

Name and Designation of the Officer of the State Government

Date: _____

APPENDIX IV

INSTRUCTOR'S INITIAL REPORT (IIR) TO PROJECT OFFICER

1. Name/Serial Number of the Centre
(As allotted by the Project Officer)

NOTE : PLEASE PUT A TICK MARK (✓) IN APPROPRIATE BOX WHERE APPLICABLE

A. PARTICULARS OF THE INSTRUCTOR

2. Name

3. Sex : Male Female

4. Age (in completed years)

5. Educational qualifications

6. (a) Do you belong to : Scheduled Caste

Scheduled Tribe

Neither of above

(b) Main occupation

7. Date of appointment as Instructor
at the adult education centre :

8. Instructor's residential address : Village/Town
Post Office Block District

9. Have you received any training so far for this assignment ?

Yes

No

If the answer to above question is YES, mention the duration of the training programme
.....

10. Are you a member of any local

(i) Charcha Mandal

Yes

No

(ii) Youth Club

Yes

No

(iii) Mahila Mandal

Yes

No

(iv) Cooperative Society

Yes

No

(v) Gram Sabha/Panchayat

Yes

No

(vi) Any other association

Yes

No

11. What is the approximate distance between the place of your residence and the

(i) Location of the Centre Kms.

(ii) Project Headquarters Kms.

(iii) Residence of Supervisor Kms.

B. PARTICULARS OF THE CENTRE

12. Complete postal address of the Centre : Village/Town
Post Office Block District

13. (a) Place where Adult Education Centre is organised :

Instructor's home

School

Panchayat Ghar

Open Space

Place of worship

Any other (Please specify)

(b) Whether electric light available in the Centre :

Yes

No

14. Date of commencement of the regular activities of the present group of learners

15. Is the Centre for :

Men only

Women only

Both for men and women

16. Is the Centre

Rural

Urban

Tribal

17. Timings of the Adult Education Centre FromAM/PM

ToAM/PM

C. MATERIALS

18. Which of the following items required for starting a Centre have been received by you till time of sending this report ?

(i) Primer Yes No If yes, No. of copies

(ii) Workbook Yes No If yes, No. of copies

(iii) (a) Slates Yes No If yes, No.

(b) Slate pencils Yes No If yes, No.

(iv) Chalks Yes No If yes, No.

(v) (a) Exercise notebooks Yes No If yes, No.

(b) Lead pencils Yes No If yes, No.

- (vi) Charts Yes No If yes, No.
- (vii) Supplementary Reading materials Yes No If yes, No.
- (viii) Teacher's Guide Yes No
- (ix) Blackboard/Rolling Sheet Yes No
- (x) Lighting arrangement (Bulbs/K. Oil/Petromax/Lanterns etc.) Yes No

D. LOCAL WORKERS/COMMUNITY SUPPORT

19. Have you so far taken the help of the local community, village extension workers like Gram Sevak/Sevika, Auxiliary Nurse-Midwife (ANM), Community Health Worker or similar other workers?

Yes No

If yes, please mention the names and designations of the workers?

Name	Designation
(i)
(ii)
(iii)

20. Has the village level committee been constituted ?

Yes

No

E. DIFFICULTIES

21. Please describe difficulties faced, if any, in organising the centre :

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

22. In case you overcame some of the above difficulties, indicate briefly, how you did so.

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

F. ENROLMENT SHEET (for the present group of learners)

Sl. No.	Name of the Learner	Father's/ Husband's Name	Put a tickmark (✓) below under the appropriate Col.				Age (in completed years)	Main Occupation
			Male	Female	SC	S T		
1	2	3	4	5	6	7	8	9

Date :

Signature of Instructor

Name

APPENDIX V

Instructor's Monthly Report* (IMR) to Project Officer

1. Name/Serial number of the Centre
(As allotted by the Project Officer)
2. This report is for the month of year
3. Give the following particulars of the learners enrolled:
 - (a) Total number of learners on roll in the previous month
 - (b) Number of learners added during the month
 - (c) Number of learners who dropped out** in this month
 - (d) Total number of learners on roll at the end of the month (a+b—c)
 - (e) Following details be furnished :

	All	SC	ST
Male			
Female			
Total			

(f) Agewise break up of learners

- (i) Below 15 years.
- (ii) 15-35 years.
- (iii) Above 35 years.

4. Attendance :

- (a) The average attendance*** for the month under report
 - (b) No. of learners who attended more than 50% of the sessions
 - (c) No. of learners who did not attend any session in the month
5. Visitors to the AEC Centre (Please specify name, designation, date of visit and purpose of visit)
6. (a) No. of days the AEC Centre met during the month
- (b) No. of days when the AEC could not meet (when it was expected to meet)
7. Difficulties faced in running the centre (on which Prerak's/Supervisor's/Project Officer's help is desired).
- (i) Non-receipt of monthly honorarium for the month(s) of
 - (ii) Lack of supply of materials (specify)
 - (iii) Any other (specify)
-

*Details in this form be given only in relation to adult education programmes. Filled-in form be sent a week after the Month to the Project Officer.

**Some learners may not attend any session during the month. The Instructor will contact such learners individually and ascertain reasons for their non-attendance. If he/she feels that his/her efforts also fail in bringing them back to the centre and considers their registration of no use, he/she may term them as 'drop outs' This figure be given here as drop out for the month under report.

***Average attendance is to be calculated by adding the daily attendance of the learners during the month divided by the number of working days. For example, if the total attendance is 500 and the number of working days has been 25 in the month, the average attendance will be $500/25 = 20$. Fraction should be rounded off to the nearest number.

8. Achievements

(Please furnish the details of achievement of the AEC *at the end of the course*. This information will be required only at the completion of the course.)

(a) Indicate below details of learners who successfully completed the course.

No. of Successful learners	Male	Female	Total	Age (in years)		
				Below 15	15-35	35 & above
ALL						
SC						
ST						

(b) Please write below names of persons whose details are given in 8(a).

Signature of the Instructor

.....

Dated

Name.....

APPENDIX-VI

**INITIAL REPORT OF THE PROJECT (IRP) TO DAEO
(TO BE FILLED IN BY THE PROJECT OFFICER
OR THE OFFICE BEARERS OF VA).**

- 1 Name of the Voluntary Agency _____
- 2 Names of Community Development Blocks/Urban _____
areas covered under the Project
- 3 (i) Address of the Project Officer _____
(i) District _____ State _____
(iii) Code No. of the Project _____
- 4 Name of the Project Officer _____
- 5 Date of joining as Project Officer _____
- 6 Particulars of other Project Staff _____

Project Staff	Number sanctioned	Number in position
1. Assistant Project Officer		
2. Supervisor/Prerak		
3. Assistant/Clerk		
4. Peon		

7. (a) Date of sanction of Project _____
(b) Date of receipt of funds for the Project _____
(c) No. of centres sanctioned in the Project _____

PART-I AEC

8. Date of opening of the first AE centres
9. Total no. of Adult Education Centres (AECs) functioning by area and sex.

No. of Centres								
Rural			Urban			Total		
Male	Female	Combined	Male	Female	Combined	Male	Female	Combined
1	2	3	4	5	6	7	8	9

10. Whether the Project Officer and/or Assistant Project Officer attended orientation or training programme?

<p>Attended training programme Indicate Yes/No</p>	<p>If yes, place and dates of programme</p>
<p>Project Officer</p>	
<p>Assistant Project Officer</p>	

11. Break-up of Supervisors Preraks and Instructors

Category	Total	Male	Female	Number trained for AEP	Number untrained	SC	ST
1	2	3	4	5	6	7	8
Supervisors							
Instructors							

12. a. Break-up of learners in the Project

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Rural									
Urban									
Total									

12. b. Age-wise break-up of learners

	All Persons			S.C.			S.T.		
Age Group	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Below 15 Years									
15-35 years									
Above 35 years									
Total									

13. Nature and quantity of materials supplied to the AECs.

Sl. No.	Description of the material (titles of books)	Agency responsible for production	Quantity purchased/received during the quarter	Quantity despatched during the quarter	Additional quantity required for the next quarter
1	2	3	4	5	6

PART - II (JSNs)

2. Particulars of JSNs

Sl.	Name (locations)	Date of setting up	Name of Prerak	Qualification
1	2	3	4	5

3. Details of Training/orientation of Preraks. —

4. Nature and quantity of equipment, reading material, books etc. supplied to JSNs since their commencement.

Sl. No.	Description of the equipment/material	Agency responsible for production/supply	Quantity purchased/received	Additional quantity required	Cost
1	2	3	4	5	6

5. Difficulties, if any, faced in setting up of JSNs —

6. Steps taken to overcome the difficulties.

7. Suggestions for improvement.

Place:

Date:

Signature of
Project Officer/
Officer bearer of
Voluntary Agency.

QUARTERLY PROJECT REPORT (QPR) TO DAEO/GOI

FOR
QUARTER ENDING IN JUNE 19 _____
 SEPTEMBER 19 _____
 DECEMBER 19 _____
 MARCH 19 _____

1. Date of commencement of Project _____
2. Name/Project identification code _____
3. Brief description of the area covered : _____
(Name of th Village/Tehsil/Taluk)

Part-I

4. Number of Centres during the quarter under report

(a) Total number of centres at the beginning of the quarter _____

(b) Total number of centres added during the quarter _____

(c) Total number of centres closed
(indicate the serial numbers of these centres)

(i) On completing the course _____

(ii) For other reasons _____

(d) Total number of centres sending all reports _____

(e) Total number of centres which have not sent any report (Indicate the serial number of these centres)

5. Total number of centres functioning at the end of the Quarter

Sex	In Rural Areas	In Urban Areas	In all Areas
1	2	3	4
For Men			
For women			
For men and Women (combined)			
Total			

6. Centres by attendance

Centres with average daily attendance during quarter	Number of Centres	
	Rural	Urban
1	2	3
Below 10		
10 to below 20		
20 to below 30		
30 and above		
Total		

7. Enrolment

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Rural									
Urban									
Total (R+U)									

8. Number of persons successfully completing course.

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Rural									
Urban									
Total (R+U)									

9. Appointments

Staff	Number in position at during the beginning of the quarter		Number appointed during the quarter		No. of Posts still vacant	Total of posts
	Male	Female	Male	Female		
1	2	3	4	5	6	7
Instructor						
Supervisor/ Preraks						
Assistant Project Officer						

10. Training

Pre-service and in-service training organised for instructors and supervisors during the quarter

Staff	Pre-service number trained	In-service number trained	Untrained persons in position at the end of quarter
1	2	3	4
Instructors			
Supervisors/Preraks			
Assistant Project Officers			

11. Teaching/Learning materials

Indicate whether the teaching/learning materials required for the sanctioned centres were procured and distributed.

Procured

Yes

No

Distributed

Yes

No

12. Indicate below the new materials only introduced/prepared during the quarter.

Sl. No.	Type of material	Total	Agency responsible for production
1	2	3	4

13. Coordination

Particulars of meetings/contacts with functionaries of development and/or other agencies

S.No.	Name and designation of the functionary	Date of meetings/ contacts	Type of Collaboration activity worked out
1	2	3	4

14. Visits to centres by Project Officer during the quarter

Serial No. of the centre	Date of visits
.....
.....
.....
.....

15. Is the honorarium to the instructors being disbursed regularly ?

Yes

No

If no, give reasons

.....

.....

.....

16. General problems and suggestions

.....

.....

.....

.....

.....

.....

.....

.....

.....

PART II (JSNs)

1. Date of commencement of JSNs
2. No. of JSNs functioning at the end of previous quarter
3. No. of JSNs added during the quarter
4. No. of JSNs shifted if any, during the quarter
5. No. of JSNs sending all reports
6. No. of JSNs which have not sent any report and steps taken to get the reports regularly
7. Details of Training/Orientation Programme attended by Preraks during the quarter
8. Nature and quality of equipment, reading material, books, etc. added during the quarter

Sl. No.	Description of equipment/ material	Agency responsible for production/ supply	Quantity purchased/ received	Addl. quantity required	Cost
1	2	3	4	5	6

9. Details of Centres/CD area covered by JSNs
10. Method and periodicity of distribution/ collection of reading material/books, etc. during the quarter.
11. Number of persons benefitted from the JSNs during the month

Male	Female	Total	S.C.	S.T.	Total	Handicapped
-------------	---------------	--------------	-------------	-------------	--------------	--------------------

- 12. **Details of activities undertaken by JSNs during the quarter**
- 13. **Difficulties faced, if any, during the quarter**
- 14. **Steps taken to overcome the difficulties**
- 15. **Suggestions for improvement**

Place:
Date:

Signature:
**Project Officer/
Office-bearer of VA**

APPENDIX -VIII

ANNUAL PROJECT REPORT (APR) TO DAEO/GOI

Period from to

1. General

1.1 Address/Identification of the Project/Implementing agency _____

1.2. Code No. _____

1.3 Name of the District/Block _____

2. Number of Centres opened during the Year and Number of Centres Completed the Programme during the Year

Part-I

Type	No. of centres opened during the year			No. of centres completed the programme during the year		
	Rural	Urban	Total	Rural	Rural	Total
1	2	3	4	5	6	7
For men						
For women						
Combined						
Total						

Enrolment and Achievement

(of the centres which completed course during the financial year reported against Col. 5-7 item 2)

3.1. Enrolment and Achievement in rural and Urban Areas

Item	Enrolment			Number of persons completed the programme successfully		
	Male	Female	Total	Male	Female	Total
	2	3	4	5	6	7
Rural Area						
Urban Area						
Total (Rural + Urban)						

3.2. Enrolment and Achievement by Age-Groups

Item	Enrolment			No. made literate		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
Below 15 Years (if any)						
All learners between 15-35 years						
All learners above 35 years						

3.3. Enrolment and Achievement by Scheduled Castes/Tribes

Item	Enrolment			No. made literate		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
All SC learners						
All ST learners						

4. Enrolment of centres during the year (Reported against Col. 2-4 of item 2)

Item	Enrolment of centres opened during the year		
	Male	Female	Total
1	2	3	4
Rural			
Urban			
Total			
S.C.			
S.T.			

5. Financial Data [for the Financial Year (pertaining to adult education) activities only]

Income/Expenditure by source	Amount santioned	Amount Received	Amount Utilised
1. Central Government		
2. State Government		
3. Any other (Please specify)		

6. Tribal Sub-Plan Projects
(If the project has centres in Tribal-Sub-Plan Areas the following information will also be required)

6.1. T.S.P. Areas covered by the Project

6.2. Number of centres opened during the year and number of centres completing the programme during the year in Tribal-Sub Plan Areas

Type	No. of centres opened during the year			No. of centres completed the programme during the year		
	Rural	Urban	Total	Rural	Urban	Total
1	2	3	4	5	6	7
For men						
For women						
Combined						
Total						

6.3. Enrolment

Type	Enrolment of centres opened during the year (as shown in Col. 2—4 of item 6.2)			Enrolment of centres completed the programme during the year (as shown in Col. 5—7 of item 6.2)		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
All Persons						
S.Ts						

6.4. Achievement

Type	Number of Persons who successfully completed the Programme during the year		
	Male	Female	Total
1	2	3	4
All Persons			
S.Ts.			

6.5. Income and Expenditure incurred on centres located in Tribal Development Sub-Plan-Areas during the year

	Name of Source of funds	Income	Expenditure
1	Rs.	Rs.
2	Rs.	Rs.
3	Rs.	Rs.
4	Rs.	Rs.
Total			

PART-II

1. No. of JSNs set up and those continued during theyear:

No. of JSNs set up			No. of JSNs continuing		
Rural	Urban	Total	Rural	Urban	Total

2. Number of persons benefitted:

Male	Female	Total	S.C.	S.T.	Total	Handicapped
------	--------	-------	------	------	-------	-------------

3. Achievements of JSNs

4. Financial :

Amount received from	Rs. _____
Amount utilised	Rs. _____
Balance	Rs. _____

5. Remarks

Signature:
Project Officer/
Office bearer of VA

Date:

Signature of Project Oficer

SUPERVISOR'S/PRERAK'S INITIAL REPORT (PIR) TO PROJECT OFFICER

- 1. Name (location), serial No. of JSN —
- 2. Names (locations) and Nos. of centres served —
- 3. Date of commencement of JSN —
- 4. Accommodation Where JSN is set up - School Bldg/
Punchayat Ghar/Community Hall/Any other place —
- A. Particulars of Prerak**
- 5. Name —
- 6. Sex: Male Female
- 7. Age (in completed years) —
- 8. Educational Qualifications —

9. Do you belong to:

SC

ST

Neither

10. Main occupation —

11. Date of appointment of Prerak —

12. Prerak's Residential address:

Village/Town

Post Office

Block/Distt

13. Details of training received so far for this assignment —

14. Are you a member of any local:

Charcha Mandal Yes/No

Youth Club Yes/No

Mahila Mandal Yes/No

Cooperative Society Yes/No

Gram Sabha/Panchayat Yes/No

Any other association Yes/No

15. Approximate distance (in Kms) between your residence and

(i) Location of JSN:

(ii) Project Hd. Qrs..

B. Materials

16. Details of equipment, furniture reading material, books, etc. so far supplied to the JSN:

Description of the material	Quantity	Agency responsible for production of learning/ reading materials	Cost
Almirah			
Table			
Petromax			
Bicycle			
Container			
Trunk			
Sports items			
Recreation items			
Newspapers			
Journals			
Periodicals			
Maps			
Charts			
Pictures			
Wall Papers			
Books:			
1.			
2.			
3.			
4.			
5.			
6.			
7.			

C. Difficulties

17. Describe difficulties faced, if any, in setting up JSN:

18. In case you overcame some of the above difficulties, indicate briefly, how you did so ?

19. Suggestions for improvement.

Place:

Signature of the Prerak

Date:

Appendix-X

PRERAK'S MONTHLY REPORT (PMR) TO PROJECT OFFICER

Month 19

1. Name (location)/Serial No. of JSN —
2. Details of equipment, material, books etc. added during the month

Item	Quantity	Agency responsible for production/supply of learning/reading material	Cost
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3. Details of training received: —
4. Method and periodicity of distribution/collection of reading material/books, etc., during the month. —
5. Names (locations) and numbers of A.E. Centres supervised during the month (date-wise) —

6. Details of activities undertaken at JSN during the month —
7. No. of persons who benefitted from the programme during the month —

	Male	Female	Total	SC	ST	Total	Handicapped
8. Difficulties faced, if any, during the month					—		
9. Steps taken to overcome the difficulties							
10. Suggestions for improvement							

Place:

Date:

Signature of the Prerak

Appendix - XI

BOND

KNOW ALL MEN BY THESE PRESENTS THAT We the 1 _____

an Association registered under the Societies Registration Act 1860 (21 of 1860)² and having its office at
³ _____ in the State of _____ (herein-after called the obligors) are held and firmly bound to the President of
India (herein-after called the Government) in the sum of Rs. ⁴ _____ (Rupees _____) 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 THIS⁵ _____ Day of _____ in the/year one thousand nine hundred and _____

3. WHEREAS on the obligors request, the Government has as per Union Ministry of Human Resource
Development, Department of Education's letter No. _____

date _____ (herein-after referred to as the "Letter of Sanction" which forms an integral part of these
presents and a copy whereof is annexed here to as Annexure-A)⁶ agreed to make in favour of the
obligors a grant of Rs. ⁷ _____ (Rupees _____ only) out of which

(in figures)

(in words)

Rs. ⁸ _____ have already been received by the obligors on condition of the obligors executing a bond in the
terms and manner contained herein after and which the obligors have agreed to do.

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

(TO BE FILLED UP BY THE MINISTRY)

ACCEPTED

for and on behalf of the President of India

Date _____

Designation _____

EACH PAGE OF THE BOND SHOULD INVARIABLY BE SIGNED AND COUNTERSIGNED BY COMPETENT PERSONS

- N.B.:**
1. Herein insert name of agency.
 2. If it is not valid, mention relevant Act under which agency is registered.
 3. Complete address of the agency.
 4. Herein insert total grant approved by the Government for the project and not the amount released for a particular instalment.
 5. Herein insert date in which bond is executed by the agency.
 6. Each page of the Sanction Letter is to be signed and countersigned by the Secretary and President of the organisation.
 7. Herein insert total grant approved by the Government for the entire project.
 8. Herein also insert total grant approved by the Government for the entire project.
 9. A copy of resolution adopted by the Governing body of the agency duly signed and countersigned by the competent authorities should invariably be attached.
 10. For Ministry's use.

5. The Society/Trust agrees and undertakes to surrender/pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon 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 the Government of India in the Ministry of Human Resource Development, Department of Education or the administrative Head of the Department concerned as regards the monetary value afore mentioned 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 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 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 Obligors the day herein above written in pursuance of the Resolution No. ⁹ ___ dated __, passed by the Governing Body of the Obligor, a copy where of is annexed hereto as

Annexure-B, and by ¹⁰ _____ for and on behalf of the President on the date appearing below:

Signed for and on behalf of
(Name of the Obligor Association)

In the presence of

1. Signature of Witness _____
Name & Address _____



2. Signature of Witness _____
Name & Address _____

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
L-30, Plot No. 10, Marg, New Delhi-110001
Date: _____