

INDIA

Scheme of Assistance to
Voluntary Agencies
in Adult Education

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VOLUNTARY AGENCIES

Partners in Literacy Action

Assistance to Voluntary Agencies for Adult Education Programmes Scheme under the National Literacy Mission

The Scheme of Assistance to Voluntary Agencies in the field of Adult Education was designed and started in the First Five Year Plan and was continued with expanded scope in the subsequent Plans. The National Policy on Education (NPE), 1986 has stipulated that non-governmental and voluntary organisations, including social activists groups, would be encouraged and financial assistance provided to them subject to proper management. The Programme of Action (POA) to operationalise NPE, 1986, inter-alia, envisaged relationship of genuine partnership between the Government and Voluntary Agencies (VAs) and stipulated that Government would take positive steps to promote their wider involvement by providing facilities to participate in the implementation of programmes, by streamlining of procedures for selection of VAs and grant of financial assistance to them.

2. Keeping the above back-drop in view, National Literacy Mission (NLM) visualised that diverse methods would be employed for identification of suitable VAs; procedures of granting financial assistance to them streamlined; and that VAs may be involved on a massive scale for spread of the programme by taking responsibility for eradication of illiteracy in well-defined areas through field projects. The Scheme of Grants-in-Aid formulated in 1978 and 1982 was, therefore, modified with a view to bringing it closer to the objectives and strategies of NLM. The modified scheme, described as "Central Scheme of Assistance to Voluntary Agencies - Partners in Literacy Action", was put into operation in 1988 under NLM. Simultaneously, steps were initiated by the Department of Education to make the Scheme result-oriented, time-bound

and cost-effective. The Executive Committee of the NLMA constituted a Sub-Group on Voluntary Agencies under the chairpersonship of Dr.(Smt.) Chitra Naik in order to implement the strategies envisaged under the NLM and to consider all matters relating to involvement of VAs in Adult Education Programmes. The main stress in the Chitra Naik Committee Report was on result-oriented programmes. The report submitted by the Sub-Group was considered and accepted by the Executive Committee of the NLMA for implementation.

3. There are four main components of the Scheme, which are as follows:

- A. Grants to Voluntary Agencies for undertaking projects of basic literacy, post-literacy and other related projects.
- B. Grants to State Resource Centres (SRCs).
- C. Grants to District Resource Units (DRUs).
- D. Grants to institutions for evaluation of literacy/adult education programmes.

4. With the expansion of the programme and experience gained in implementation of the various activities and strategies under NLM, concurrent reviews have been attempted of all the four components of the Scheme to streamline procedures for selection of VAs and smoothen the process of grant of financial assistance to them. The details of all the four components of the Scheme and the manner in which the Scheme shall henceforth be implemented are discussed in paragraphs below.

Objectives and Role of Voluntary Agencies

5. The main objective of the Scheme is to secure extensive involvement of VAs in NLM. The activities for which grants would be admissible to the VAs 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 (JSNs) and other appropriate activities;

- (b) organisation of functional literacy component in developmental programmes such as health care, women's development, environmental conservation, SC/ST development, poverty alleviation programmes, etc;
- (c) organisation 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 SRCs, DRUs 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 Jathas, 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.

A. Grants to Voluntary Agencies for undertaking projects of Basic Literacy, Post Literacy, Continuing Education and other related projects.

6. NLM envisages imparting of functional literacy to 80 million illiterate persons, particularly in 15-35 age-group, by 1995 and an additional 20 million by 1997. 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 organisation, 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.

7. The main characteristics of the NLM strategy are:

- (a) designing of functional literacy programmes with a view to increasing motivation;
- (b) securing peoples' participation;
- (c) a significant increase in involvement of voluntary agencies;
- (d) improvement of ongoing programmes, among other things by application of science and technology inputs, better supervision, suitable training, pedagogical innovations, etc;
- (e) launching of mass movement of functional literacy;
- (f) provision of post-literacy and continuing education facilities, particularly through establishment of JSNs and better use of existing institutional facilities;
- (g) ensuring availability of standard learning material; and
- (i) 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.)

8. Keeping in view the above characteristics of the NLM strategy, the approach and procedures in regard to providing of financial assistance for implementation of projects by VAs have been revised. The traditional Centre-based approach is no longer being supported. Instead, VAs are expected to adopt area-based approach for eradication of illiteracy. The principal strategy in implementation of the programme would now be volunteer-based Total Literacy Campaigns (TLCs) in a specific area. Over-riding preference would be given to those VAs who have a good track record of social service in general, and experience in the field of Adult Education in particular, and who are willing to take up area-specific, time-bound, volunteer-based, cost-effective and result-oriented plans for eradication of illiteracy. Against this new perspective and thinking, VAs would now be expected to prepare a proposal for achieving total literacy by adopting volunteer-based approach in a few villages/panchayats or block or portion of block depending on their capability, experience and expertise, availability of resources and base which have been built up over the years in the area. No payment to Volunteer- Instructors has been conceived. The spirit of the approach would be one of total voluntarism. This approach implies that the volunteers of their own volition contribute for the programme without any expectation of award or reward as against the practice of payment for this work in the past.

9. The projects to be implemented for eradication of illiteracy would include:

- (a) Total Literacy Campaigns (TLCs) - These would primarily aim at providing basic literacy to enrolled learners in about 200 hours spread-over about 6 months and will basically be a guided- learning programme.
- (b) Post-Literacy Campaigns (PLCs) - Basic literacy programmes would be followed by a post-literacy phase, which may be approximately for a period of two years. This would include a systematic post-literacy programme for about 50 additional hours spread-over 2 to 3 months

which will start with guided-learning and will culminate into self-learning by making the learners self-reliant.

- (c) Self-directed continuing education in the perspective of lifelong learning through provision of facilities to enable the learners to continue their learning beyond elementary literacy and to create scope for application of their learning for improvement of their living conditions. This will also include skill development programmes for personal, social and occupational development. Such programmes may be implemented by establishment of Jana Shikshan Nilayams (JSNs), - continuing education centres for neo-literates so as to provide an institutionalised arrangement on a continuing basis.

Eligibility Criteria

10. (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 grounds 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 Administration, including State Social Welfare Advisory Board, Municipalities, Panchayat Raj Institutions, Government Corporations/Committees.
- (c) A registered society or public trust, fulfilling requirements as eligible, spelt out in (b) above may be given assistance for mobilisation, involvement and for provision of financial support to other voluntary agencies, Social Activists 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 utilisation of funds by the implementing 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 waved-off in respect of agencies with specially qualified workers or which can otherwise justify a special consideration.

Plan Formulation

11.1 The VAs 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 VA 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 mass campaign approach, the VAs would be required to

prepare a detailed Action Plan in accordance with the guidelines issued from time to time by the NLMA. Selection of area, as far as possible, should be done in consultation with the local level authority assigned the responsibility for coordination, the District Mission Leader (generally the District Collector) or District Adult Education Officer (DAEO). The selected area should be compact and contiguous and no habitat/locality should be left uncovered. Area of operation could be a cluster of villages/panchayats/blocks or portion of a block depending upon the capacity and rapport with the community of the concerned VA.

11.2 However, VAs would not be sanctioned a separate independent project for taking up TLC or PLC in a district where a TLC or PLC has already been launched with the approval of the EC, NLMA or is proposed to be launched in the near future under the auspices of the Zilla Saksharata Samiti (ZSS).

11.3 The Plan formulated by the VA should clearly indicate the area of operation, the number of illiterates in each village/block, the detailed phasing of the project and specific time schedule for complete eradication of illiteracy. The Action Plan must also include details regarding the strategy for motivation and mobilisation of learners and volunteers, identification of learners and volunteers, training plan, procurement and distribution of teaching-learning materials, management structure, monitoring and evaluation, financial estimates, etc.

11.4 The objective of literacy projects should be complete eradication of illiteracy in crucial age-group of 15-35. Wherever there are no other mechanisms such as Non-formal Education Programmes to cover illiterate children in 9-14 age-group, the project proposed by the VA may also include illiterate children in this age-group. The number of illiterates to be covered by the project may initially be indicated in the plan on the basis of Census data or reliable information procured from alternative sources. However, the VA would be expected to conduct a detailed house-to-house survey to identify the illiterates, particularly in the targetted age-group, before taking a project for implementation. The process of survey would also be an interaction between the literacy functionaries and the clientele. Any agency authorised by the

Government will have a right to check the authenticity or otherwise of the list of the illiterates.

Project Approval - Decentralised Selection and Funding of Voluntary Agencies

12.1 The Scheme of Assistance to Voluntary Agencies, which has so far been implemented at the national level, would henceforth be implemented in decentralised manner and the responsibility for sanctioning the projects, disbursing grants-in-aid, monitoring, evaluation, etc. would be delegated to State level agencies like the SRCs.

12.2 The broad principles governing this process of decentralisation and delegation would be as under:

- (i) Each State Resource Centre (SRC) would constitute a Grants-in-Aid Committee as per the guidelines laid down by the NLMA. This Committee would have representatives from the Central and State Governments.
- (ii) The SRC would invite applications from VAs and after due scrutiny and pre-appraisal of the project proposals, place these before the GIA Committee for consideration and approval.
- (iii) Broad guidelines for sanctioning of the projects to the VAs will be laid by the Central Government and the SRCs will be required to operate within the parameters of these guidelines.
- (iv) The SRC would be responsible for releasing the grants-in-aid to VAs concerned, monitor their projects and ensure that the funds are properly utilised.
- (v) The Central Government would place at the disposal of the SRCs sufficient funds, as may be considered adequate for this purpose, at regular intervals.

- (vi) The Central Government will also concurrently continue to sanction projects to VAs, especially VAs of all India level, whenever necessary. For this purpose, a Central Grants-in-Aid Committee would be constituted by the Ministry to consider proposals received under the Scheme from such agencies.
- (vii) In order to enable the SRCs to execute the additional responsibility, it will be suitably strengthened. The expenditure incurred by the SRC for processing of the applications of the VAs, including expenditure on TA/DA for on-the-spot appraisal, monitoring and supervision, would be met by reimbursement under the Scheme.
- (viii) The SRC will render separate accounts to the Ministry of Human Resource Development on the grants received and disbursed by it for this purpose.
- (ix) TLC projects to be sanctioned under the Scheme to the VAs may spread-over 10 to 15 village panchayats. In cases where the size of the TLC to be sanctioned to the VAs extends beyond a block, the State Government may be requested to share one-third of the expenditure on the TLC project, as in the case of other TLC projects under the Special Projects Scheme. Only VAs with proven track record would be approved projects of block level. Voluntary agencies new to this field, would be sanctioned only upto 10 to 15 panchayats.

Pattern and Extent of Assistance

13.1 The eligible institutions would be given 100% financial assistance towards the Programme Costs as well as Administration Costs. However, the VAs will be required to ensure that the Administration Costs do not exceed 9% of the total Project Cost, as the financial assistance for meeting the Administration Costs would be restricted to 9% of the total Project Cost. The VAs would be free to make their own Administrative arrangements.

Note:

- (a) For the purpose of this paragraph, administration 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 proto-type teaching/learning materials, etc. In cases where there is ambiguity in regard to administrative and programme costs, the Grants-in-Aid Committee shall take a decision on merits of each case.
- (b) The pattern of expenditure and extent of assistance indicated in above para will apply only to (a) & (b) of para 5 above (Objectives and Role of Voluntary Agencies). The Grants-in-Aid Committee will determine the financial pattern in respect of other activities keeping in view such guidelines, as may be evolved for this purpose, from time to time.

13.2 While the total cost of the project would be approved initially for the entire project period, funds would be released in instalments on the basis of persons proposed to be made literate each year or during each cycle in a year. The grant will be released to VAs on lumpsum basis, which will be calculated on the basis of per-learner cost and the VAs will be free to decide allocation of the per-learner cost under different items of expenditure in such manner as they consider appropriate, the only condition being that the activities on which expenditure is incurred should be closely related to the literacy project. The allocation would also be subject to the further condition, as already mentioned, that the expenditure towards Administrative Costs should be limited to 9% of the total Project Cost. The major heads of expenditure and a suggested financial pattern indicating the estimated percentage of item-wise allocation is given below:

- | | |
|---|-----|
| (i) Environment building and survey (including posters, pamphlets, jathas, cultural shows, badges for volunteers etc. | 7% |
| (ii) Equipment, lighting, contingent expenditure, etc. | 27% |

(iii) Basic teaching-learning materials	33%
(iv) Supervision	9%
(v) Training, including training materials	15%
(vi) Administration	
Recurring	8%
Non-Recurring	1%

13.3 What is given above should be taken as illustrative and advisory. VAs are expected to develop their own financial pattern with such modifications as they may consider necessary. VAs may also add items of expenditure which are essential. While sending a report, the VAs would be expected to indicate the amount on expenditure on each item.

13.4 The per-learner cost in basic literacy projects (TLCs) to be implemented by VAs may vary from Rs. 65/- to Rs. 100/- per persons. Ordinarily, TLC/PLC projects may be approved at the same per learner cost as generally adopted in relation to TLC/PLC projects sanctioned under Special Projects Scheme by the NLMA. Based on existing norms, the overall per-learner cost of the TLC and the two years of PLC may range upto Rs. 165/- per head. The norms may, however, be revised internally by the Department, as and when necessary, keeping in view the escalation in costs.

13.5 For Post-Literacy Programmes on the basis of campaign mode (PLCs), grants-in-aid would be sanctioned with a per-learner cost not exceeding Rs. 45/- per year. For Post-Literacy & Continuing Education Programme under the JSN Scheme, grants-in-aid would be sanctioned at the rates laid down under the JSN Scheme.

13.6 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.

Re-Allocation of Savings

14. Savings in any item of Programme Expenditure may be used for any other item Programme Cost only. Savings in any item of Administrative expenditure may be used for any other item under Administration Cost or for training.

The Procedure

15.1 **Application:** Any agency eligible to receive assistance may make an application in the prescribed form (Appendix-II). It is essential to ensure that information is furnished accurately according to the guidelines given in the application form. In addition to the application form, there should be a Project Proposal giving a Plan of Action, which should be in accordance with the guidelines (Appendix-III). Four sets of application and Project proposal should be prepared. The first copy may be sent to the Director of the SRC of the State in which the VA is located, one copy each of the application form alongwith the Project proposal and related annexures should be sent to **The Under Secretary (VAs), Department of Education, Ministry of HRD, C-Wing, Shastri Bhawan, New Delhi - 110001, District Adult Education Officer or the concerned Nodal Officer of Adult Education at the district level and Director of Adult Education of the concerned State.** The State Government may give its views to the Director of the SRC within a period of two months regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it, etc. The Director of the SRC will, within a period of three months, get all the applications scrutinised in accordance with the broad guidelines laid down by the NLMA and also, wherever considered necessary, nominate a two member Pre-appraisal Team for an on-the-spot assessment.

15.2 **Grants-in-aid Committee:** All applications for grant-in-aid, received by the Director, SRC, would be considered by a Grants-in-Aid Committee

constituted by the SRC in accordance with the guidelines evolved by the NLMA. This Committee would have representatives from the Central and State Governments. Prior recommendation of the State Government would not be necessary for any application to be considered by the Grants-in-Aid Committee. The State Government would have the opportunities of expressing its views-firstly, when the copy of the application is given to it and secondly, when its representative is invited to participate in the meeting of the Grants-in-Aid Committee.

15.3 The Central Government may also, whenever necessary, independently consider and sanction projects of VAs, especially in cases where project proposals are received from VAs of all- India level or if such projects are of innovative and experimental nature. For this purpose, a Central Grants-in-Aid Committee would be constituted by the Ministry of HRD.

15.4 **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. VAs are expected to formulate project proposals with minimum possible duration of the project which should not normally exceed two years, though in exceptional cases involving difficult areas, the duration of the project may be allowed upto 3 years.

15.5 Requests for extension of the Project period would be considered only in exceptional circumstances where a Project cannot be completed within the stipulated duration on account of factors beyond control viz. natural calamities, law & order situation, political disturbances or other locally relevant factors. The VAs will be required to make an application, sufficiently in advance, for this purpose giving full justification and the reasons for seeking such extension.

15.6 **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 alongwith 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.

15.7 Release of grants to VAs implementing TLC projects shall be further regulated on the basis of number of persons proposed to be made literate in each year/cycle taking into account the approved per learner cost. While the first instalment of the admissible grant so worked out, which will ordinarily be limited to 50% of the projected number of persons to be made literate during the year, may be released immediately after sanction of the project, the release of second and subsequent instalments of the grant shall be regulated having regard to the number of persons actually enrolled in the preceding phase/cycle and the expenditure actually incurred during such phase/cycle. For this purpose, the expenditure incurred by the VA in respect of all items of Programme Costs, excepting expenditure in respect of 'Basic teaching-learning materials', may be fully admitted. The expenditure in respect of Basic teaching-learning material will be admitted only to the extent of pro-rata per learner costs involved in procurement and distribution of teaching-learning materials to the number of persons actually enrolled. Thus, the second/final instalments may be reduced to the extent of 'savings' made available under the sub-item of 'Basic teaching- learning materials' of the Programme Cost on account of shortfall, if any, in the number of persons actually enrolled vis-a-vis the number of persons proposed to be made literate in the preceding phase/cycle.

15.8 Release of grants to VA may be withheld at any stage if it fails to furnish prescribed progress reports (MIS) in time to the concerned authorities or if the reports received indicate that the project is not being satisfactorily implemented by the VA.

15.9 **Disbursement:** On receipt of the Sanction letter, the VA is required to execute a bond in the prescribed form and send it to the Director of

the SRC concerned or to the Ministry, as the case may be, alongwith the pre-stamped receipt for the grant proposed to be released in the sanction letter, alongwith a resolution adopted by the Executive Committee of the organisation accepting the terms and conditions of the sanction and also undertaking to implement the programme as per norms. Grant payable to a VA, public trust, non-profit making company etc. would be remitted to it directly by a demand draft/cheque drawn in its favour by the Director of the concerned SRC or the Ministry of HRD, as the case may be.

15.10 **Extension of the Project:** Application for extension of the project should also be sent in the prescribed form, but documents such as Registration Certificate, Memorandum of Association and Articles of Association should not be sent again. However, Income and Expenditure Statement, Receipts and Payments Account and Balance Sheet of the organisation as a whole for the last year have to be enclosed with the application. Similarly in the Operational Plan, necessary modifications based on the work done up to the date of the application and future requirements should be incorporated.

Monitoring

16.1 The VA should ensure that the programme becomes a project of the community involving all sections of the population. For this purpose, it will be necessary to set up a committee for the project as a whole, with sub-committees separately in charge of materials, monitoring, post-literacy, finance, etc. The personnel appointed in the project should report to these sub-committees regularly. Similarly master trainers and volunteers should report with details of progress achieved to village committees which, in turn, will report to the project coordinators. The project coordinators should, in turn, report to the concerned sub-committee at the block level. Monitoring of the project will be done through computerised Management Information System (MIS) as per prescribed format which will be supplied alongwith the sanction letter.

16.2 VAs are required to send an initial report of the project (MIS-I) soon after commencing of the project and thereafter Quarterly Progress Reports (MIS-II) to the following authorities:

- i) Director, SRC
- ii) Director, Directorate of Adult Education, 10, Jamnagar House Hutments, Shahjahan Road, New Delhi - 110011.
- iii) Under Secretary (VAs), Department of Education, Ministry of HRD, C-Wing, Shastri Bhawan, New Delhi.
- iv) State Director of Adult Education.

16.3 VAs are also expected to send an Annual Project Report (APR)/Final Report soon after the project is over. Initial progress report/quarterly progress report/any other report may be sent through a single letter addressed to the Director, SRC of the concerned State and a copy each endorsed to all other above mentioned authorities so that it may be known that reports have gone to all concerned.

16.4 Quarterly Progress Reports in respect of PLCs/JSNs may be submitted in the separate prescribed forms to the above mentioned authorities.

Evaluation

17.1 In order to ensure that the learners achieve desired levels of literacy in a specific time-frame, it is necessary to have a comprehensive system of evaluation. The learner evaluation should be participative in nature so that it identifies the problems of the learners and initiates remedial measures. IPCL primers provide for an inbuilt mechanism for evaluation including self-evaluation by the learners. Such self-assessment leads to generation of self-assurance and motivation. The Action Plan should also provide for concurrent evaluation with the help of the local community, peer learners, inter-voluntary agency, SRC and the State Government machinery. Impact evaluation of the programme may be done by the SRC or a reputed social sciences institute.

17.2 Evaluation of learners and programme will be conducted in accordance with the guidelines laid down by the NLMA. Learners will have to do exercises and drills given in the primers. Relevant record relating to evaluation will have to be maintained and kept in the office of the agency for inspection.

Levels of Literacy and Achievement

18. One of the important aspects of the revised Scheme of Assistance to Voluntary Agencies is to extend to VA projects the insistence being laid in all other programmes of literacy/adult education on achievement of prescribed minimum levels of 3 Rs. There shall be no compromise on the question of attainment of literacy levels according to the NLM norms indicated in Appendix-I. While it would be desirable to aim at making practically all adults in the operational area literate, in the States/Districts/Blocks where the existing level of literacy are very low, making of 60% of the projected number of persons literate would be treated as substantial achievement.

Participation of Women and SC/ST

19.1 A programme of literacy should aim at liberation from social and economic repression and fostering of cherished national values. Through literacy, women and SC/ST should become aware of their social and legal rights, learn to improve income generation skills, acquire a voice in the affairs of the family and the community and move towards equal participation in the process of development with dignity and self-confidence.

19.2 The VAs should ensure maximum participation by women and SC/ST in the literacy programme. To achieve this goal, care should be taken to locate centres and fix their timings at the convenience of the SC/ST and women learners, by increasing involvement of women and SC/ST as instructors and volunteers and by inclusion of women empowerment and SC/ST empowerment topics in the curricula.

Linkage with Development Departments

20. Literacy will become meaningful only if it creates an awareness about national concerns and enables the neo-literates to participate in the development programmes. To ensure this, the VA should enlist the cooperation of the functionaries of development departments who should hold meetings and share

information about government programmes with the neo-literates so that they take benefit from these programmes.

Conditions of Grant

21. Terms and conditions of grants-in-aid under the Central Scheme of Assistance to VAs in Adult Education are given below. VAs receiving grants-in-aid through the SRCs may, in addition to the following conditions, be required to comply with such other terms and conditions as may be separately laid down in this regard by the Ministry of HRD (Department of Education), New Delhi.

- (i) The grant receiving agency will be required to execute a Bond on a prescribed form (Appendix-IV, or, in case grant-in-aid is disbursed through a SRC, in such form as may be prescribed and sent alongwith the sanction letter by the Director of the SRC). 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 HRD, Department of Education or the Head of the Department administratively concerned with the matter, 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.

Settlement of Final Accounts

22. According to the General Financial Rules, the Ministry is required to furnish Utilisation Certificates in respect of grants released under the Scheme. Therefore, all VAs and SRCs should ensure that accounts are audited once in a year. VAs receiving grants through the SRCs should send the audited accounts in respect of the grants received during the year to the Director, SRC within 6 months from the close of the financial year. If this not done,

delay will occur in release of further grants to the organisations. SRCs and all VAs receiving grants directly from the Ministry shall similarly send the audited accounts in respect of the grants receiving during the financial year within 6 months from the close of the financial year. The first audited accounts, duly audited by a Chartered Accountant, are required to be sent as soon as the project is complete. The Final Progress Report in respect of complete project should also be sent. Audited accounts should always be prepared item-wise according to the sanction. Documents like bond, resolution, pre-stamped receipt, audited accounts of the project, etc., should always be sent in original only.

B. Grants to State Resource Centres (SRCs)

23. In order to provide academic and technical resource support to adult education programme, State Resource Centres (SRCs) were established throughout the country during the year 1976-77. The SRCs are functioning in Universities, State Governments and Voluntary Agencies. SRCs functioning in the State Governments are working as one of the Departments of Education and are financed fully by the concerned State Governments.

Functions of SRCs

24.1 Principal functions:

- (i) Preparation of teaching-learning materials for TLCs/PLCs under the Improved Pace & Content of Learning (IPCL) technique, keeping in view the objectives of functional literacy as explained in para 6 above. The material will be prepared in spoken languages, as far as possible.
- (ii) Preparation of training material, namely - teachers' guides, teaching aids, audio-visual material and organisation of training programmes for adult education functionaries as well as staff of the District Resource Units.

- (iii) Providing all other academic and technical resource support for the Total Literacy & Post-Literacy Campaigns.
- (iv) Securing involvement of VAs in NLM. Invitation of applications from VAs, their scrutiny, pre-appraisal, sanction and release of funds, monitoring etc. in respect of proposals under the decentralised Scheme of Assistance of VAs working in the field of Adult Education.

24.2 Other Functions:

- (v) Preparation of material for post-literacy and continuing education and support to continuing education programmes.
- (vi) Preparation of material for Mass Programme of Functional Literacy (MPFL).
- (vii) Support to District Resource Units.
- (viii) Motivation and environment building for Adult Education.
- (ix) Multi-media work including traditional and folk media.
- (x) Training of people for decentralised management, namely orientation of members of Village Education Committees, training of youth, etc.
- (xi) Running of field programmes.
- (xii) Evaluation and research study of learning impact evaluation of teaching-learning materials and learners evaluation.
- (xiii) Production/dissemination (including translation) literature of Adult Education.

New Responsibilities on SRCs

25. In view of the change in the strategy for implementation of literacy/adult education programmes from the traditional Centre- based programme to organisation of campaign for total literacy, districts after districts are being

covered under the TLCs. The SRCs are expected to develop teaching-learning materials under the new pedagogy of Improved Pace & Content of learning (IPCL) for being used in TLCs. The SRCs are also expected to associate themselves in the TLCs right from the planning stage till their conclusion. Even after the TLCs have concluded, the SRCs have a responsibility of training of various functionaries for the PLCs and production and supply of post-literacy material. The SRCs have to provide similar academic and technical resource support to the programme being taken up by VAs, educational institutions, etc. An additional responsibility, which is being given to the SRCs, is regarding the disbursement of funds under the Scheme of Assistance to VAs working in the field of Adult Education and the monitoring of these projects.

Setting up of New SRCs

26. With the gradual expansion of TLCs, new SRCs will be opened keeping in view the need to provide adequate and good quality technical resource support to the field programme. The new SRCs to be opened could be either under the aegis of VA or University. While setting up additional SRCs, regard shall be kept of the following factors:

- (i) Since the basic objective of establishing a SRC is to provide academic and technical resource support to the Adult Education programme, the primary consideration for establishing any additional SRC shall be the size of the Adult Education/literacy programmes in the State. The need for a SRC shall be assessed on the basis of number of projects in progress and proposed to be taken up during the VIII Five Year Plan period under various schemes of Adult Education, e.g. TLC Projects by Zilla Saksharata Samitis, VAs, PLCs Projects, JSNs under the Scheme of Post- Literacy & Continuing Education, Mass Programme of Functional Literacy under the University system etc.
- (ii) Larger States having high density of population or vast geographical areas may require more than one SRC

depending on the size of Adult Education programmes in the State as a whole, number of learners enrolled or proposed to be enrolled under all the programmes, number of training programmes for Key Resource Persons, Master Trainers and Volunteer Teachers required to organised and other requirements in terms of preparation of techno-pedagogic materials.

- (iii) States/UT Administration which do not have at present any SRC to take care of their academic and technical resource support requirements may be considered for setting up of a SRC with such financial and staff support as may be commensurate with the requirements of the Adult Education/literacy programmes being implemented or proposed to be implemented in the State.
- (iv) In setting up of a SRC, preference may be given to such VAs as not only fulfil the eligibility laid down in para 10 above, but which also have a proven track record in social service, particularly in the field of Adult Education and which have the capacity and capability to undertake preparation of teaching- learning and training materials for literacy programmes.
- (v) Besides the VAs, such other independent bodies as are engaged in social and developmental studies in a State and are willing to shoulder the various functions and responsibilities of a SRC, may also be considered for establishing and managing a SRC.
- (vi) These SRCs would be funded on a 100% basis under the revised pattern.

SRCs under Universities

27. All the SRCs under Universities would henceforth be funded directly by the NLMA. Besides the SRC under Jamia Millia Islamia which is already being funded by the Department of Education on 100% basis, the three other

existing SRCs under Universities viz. RRC, Chandigarh (under the aegis of Punjab University), SRC, Srinagar (under the aegis of Kashmir University) and SRC, Shillong (under the aegis of North-Eastern Hill University) would receive financial assistance with effect from 1994-95 under the revised pattern, depending upon the categorisation made in para 28.1 below. These SRCs would be funded on a 100% basis. The funds of these SRCs would be sanctioned in favour of the Registrar of the University. These funds would be kept in a separate account. The Director of the SRC would have complete functional autonomy and the funds would be placed at his/her disposal for utilisation.

Categorisation of SRCs

28.1 As all the SRCs may not be required to shoulder equal amount of responsibility, the Ministry of HRD, Department of Education will grade the various SRCs into different categories for purposes of laying down the extent and pattern of financial assistance that may be made available to them. The broad principles governing categorisation of SRCs would be as under:

- (i) There shall be 3 categories of SRCs viz. Category 'A', Category 'B' and Category 'C'. The extent of financial assistance available under each category shall be as indicated in para 6 below laying down the financial pattern.
- (ii) The criterion for classification of a SRC in a particular category shall essentially be the existing or anticipated workload on the SRC keeping in view the size of the Adult Education programme in the State in which the SRC is located. This may be judged having regard to (a) number of projects in progress or proposed to be taken up during the Plan period under all the Schemes of NLM, e.g. TLC/PLC, VAs, RFLP, Post-Literacy & Continuing Education, etc. and (b) volume of work in terms of organising training programmes, preparation and development of material and other academic and technical resource support services expected to be

rendered by the SRC in discharge of the functions laid down for the SRCs.

- (iii) SRCs located in the States of Uttar Pradesh, Madhya Pradesh, Bihar, Rajasthan, Andhra Pradesh, Tamil Nadu, Maharashtra and West Bengal, i.e., the States which have sizeable illiterate population and/or where the Adult Education programmes need to be extensively and adequately supported with academic and technical resource services, may be classified in Category 'A'.
- (iv) SRCs located in Kerala, Karnataka, Gujarat, Punjab, Jammu & Kashmir, Orissa, Assam, Himachal Pradesh, Haryana and Delhi, i.e. the States/UTs where the size of the ongoing Adult education programmes and the overall requirements in terms of academic and technical resource support are comparatively smaller than those in the States listed at (iii) above, may be classified in Category 'B'.
- (v) SRCs falling in Category 'B' or 'C' may be upgraded to Category 'A' or 'B' depending upon the requirements in terms of existing or anticipated increase in the work-load of the SRC. A review of the work performance of the SRC and its requirements shall be made before upgrading any existing SRC into a higher category.
- (vi) Categorisation of a new or additional SRC proposed to be established in any State/UT may be determined by EC, NLMA or the Project Approval Committee having regard to the factors enumerated above. Ordinarily, a new or additional SRC in a State may initially be graded in 'B' or 'C' category and its upgradation into a higher category may be considered after the SRC functioned for atleast one year, taking into account its performance and the need for expansion of resource services to be rendered by the SRC.
- (vii) In case one or more SRC is sanctioned in any of the States, the categorisation of the existing SRC may be

altered by the EC, NLMA/Project Approval Committee having regard to the requirements of the situation and the above principles.

Financial Pattern

29.1 Keeping in view the increase in the responsibility of the SRCs during the VIII Five Year Plan period and the need to suitably equip, strengthen and stabilise them, the pattern and extent of financial assistance available to them under the Scheme is being revised so as to provide greater flexibility and leave enough scope for the SRC to make adjustments in keeping with their requirements. The main features of the revised financial pattern, henceforth applicable to the SRCs, are as under:

- (i) The SRCs would be funded on a 100% basis by the Central Government under the revised pattern.
- (ii) This pattern will be effective for the entire period of the VIII Plan i.e. from 1.4.92 to 31.3.97. There will be no further revision or enhancement of grant before 31.3.97.
- (iii) The SRCs would be graded into three categories depending upon the workload and the size of the programme in the States. The quantum of assistance has been appropriately fixed for each grade of SRCs.
- (iv) The quantum of assistance would be broadly clubbed under three items of expenditure. Under each item, lump-sum allocations would be made, which would be fully available for utilisation under that item.
- (v) No rigid norms will be laid down on the number of posts for each SRC. Nor any pay scales for the academic or administrative staff to be engaged by the SRC will be suggested. Within the overall provision for Salaries, the SRC will be free to decide on the number of persons to be appointed, their tenure and the emoluments payable to them. The underlying principle being that regular

staff should be kept to the minimum and as far as possible, supportive academic and administrative personnel should be engaged on short-term contract basis.

- (vi) SRC will be expected to engage staff only on lump-sum emoluments basis and the past practice of engaging staff on regular scales of pay will have to be discontinued. However, having regard to the need of engaging and retaining competent and experienced personnel, the SRC, if it so wishes, may give scales of pay to their employees but in no case the scales of pay, if sanctioned by the SRC, be more than the scales of pay of Government of India for comparable posts.
- (vii) Since the revised financial pattern will be followed upto the end of the VIII Plan period, the SRCs will have to manage within the overall allocations for Salaries, until the end of the Plan period and ensure to fix the emoluments for each of the post, so that the maximum possible emoluments are reached only towards the end of the Plan period.
- (viii) SRCs will be required to fix the revised emoluments of each of the staff and get these approved by their respective Governing Bodies.
- (ix) The amount of financial assistance which would be admissible to each category of SRC would be as under:

S.No.	Item	Category 'A'	Category 'B'	Category 'C'
		(Amount in Rs. Lakhs)		
(i)	Emoluments	22.00	15.00	5.75
(ii)	Office Expenditure	4.00	3.00	1.25
(iii)	Programme Exp.	10.00	7.00	3.00
	Total	<u>36.00</u>	<u>25.00</u>	<u>10.00</u>

Voluntary Agency Cell

29.2 Those of the SRCs which will have to administer the work of disbursing grant-in-aid to VAs would be provided an additional grant of Rs.3.50 lakhs per annum. The grant provided for this Cell should be utilised as per ceiling given below for each item.

(i)	Emoluments	2.50 lakhs
(ii)	Other Expenditure	1.00 lakh
		<hr/>
		3.50 lakhs

29.3 This cell would also be funded on a 100% basis by the Central Government. The Cell would be responsible for invitation/scrutiny of applications, pre-appraisal of the project areas, covering meetings of the Grants-in-Aid Committee, disbursement of funds, constant monitoring of projects, settlement of accounts, etc. The number of persons to be employed for this cell, their tenure, emoluments etc. would be decided by the Governing Body of the SRC. The persons engaged for this cell should have a good record of service, suitably qualified, familiar with working of voluntary agencies and with sufficient experience in adult/non-formal education programmes. They should be chosen carefully after ascertaining their credentials and integrity.

Re-Appropriation of Funds

30.1 Generally the ceiling imposed under each broad category of expenditure should be adhered to. The general principles governing the re-appropriation under each item of expenditure would be as under:

Salaries

30.2 As in the initial years, the provision under this item may not be utilised in full, the savings may be appropriated to Programme Expenditure, if required.

Office Expenditure

30.3 It is expected that the provision made under this item should be adequate. However, if excess expenditure is anticipated on account of purchase/replacement of certain office equipments on account of any unforeseen/unavoidable expenditure, this re- appropriation may be allowed from the savings under 'Salaries' with the prior approval of the Governing Body of the SRC.

Programme Expenditure

30.4 While the Governing Body of the SRC may allow re- appropriation into the allocations made for 'Programmes', it shall not make any re-appropriation out of the allocations made for 'Programmes' for augmenting allocations for 'Administrative Expenses'.

30.5 It would be desirable that approval of the Governing Body for re-appropriation is obtained when the representatives of the Central Government are present. The funds prescribed for Voluntary Agency Cell should, under no circumstances, be utilised for SRC's other activities or vice-versa.

Action Plan and Budget

31. Before the commencement of the financial year, each SRC would be required to formulate a comprehensive Action Plan indicating the programmes to be undertaken during that year alongwith a detailed Budget. Though in the financial pattern, the allocations have been broadly indicated under three items only, it would be essential that in the detailed budget, the expenditure proposed to be incurred for each activity and sub-items of expenditure is worked out. This Action Plan alongwith the Budget should be got duly approved by the Governing Body of the SRC.

Settlement of Accounts

32. As in the past, the SRCs will continue to submit the Audited Statement of Accounts and a Utilisation Certificate from the Chartered Accountant. In no case, expenditure above the ceilings laid down under each item would be entertained unless the approval for excess expenditure under each items has been approved by the Governing Body. The unspent balance remaining at the end of the year should be immediately reported to the Department so that the same is taken into account while releasing the grants for the next year. Permission of the Department would also have to be obtained for utilisation of the unspent balance of the previous year.

Building Grant

33. SRCs may be provided financial assistance for construction or repair of building, subject to a ceiling of Rs. 10 lakhs. Assistance approved for construction of building would ordinarily be required to be utilised within a period of one year from the date of release 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% to be released immediately after issue of the letter of sanction;
- 40% to be released upon receipt of intimation regarding utilisation of the first instalment; and
- 10% to be released after receipt of certificate of completion from the Architect duly endorsed by 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 statement of accounts in respect of a building grant should be received within six months after release of the third instalment.

Assistance for Innovative Projects

34. The SRCs will also be encouraged to take up innovative, supportive and research projects outside the purview of their regular activities with the objective of strengthening the resource support for the programme. These projects may particularly aim at creating mechanisms for assessing the strength/weaknesses of TLC/PLC, macro-level environment building activities, research and evaluation studies in specific areas, etc. SRCs will be provided 100% financial assistance for undertaking such projects.

C. Grants to District Resource Units (DRUs)

35. In accordance with the Objectives of the Scheme contained in para (d), separate guidelines for establishment of DRUs by VAs have been formulated. Financial assistance to VAs for establishment and running of DRUs will continue to be governed by these guidelines during the VIII Plan period. (The guidelines are separately available.)

D. Grants to Institutions for External Evaluation of Literacy/ Adult Education Programmes

36.1 External evaluation has been an integral aspect of programme implementation in Adult Education. The objectives include pro-active and retro-active improvements in the programme implementation. With the launching of NLM, several evaluation studies have been assigned to different University Departments and Institutes of Social Sciences and Research. These studies have been useful in throwing light on the strength and weaknesses of programme implementation and have also contributed in revising and re-organising the Schemes and programmes for eradication of illiteracy.

36.2 Established institutions of Social Science Research, SRC and VAs of repute having experience and expertise in conducting research and evaluation studies in the field of social work in general and Adult Education in particular will be given grants under the Scheme for undertaking such studies. Detailed guidelines for external evaluation of the literacy projects have been developed by the NLMA. The financial norm in respect of evaluation study of a project by an External Agency is Rs. 2.50 lakhs per study. However, the extent and pattern of financial assistance for undertaking such studies may be determined on merits of each individual case keeping in view such factors as may be relevant for this purpose.

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-literates 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.

APPLICATION FORM

Code Number of Voluntary Agency.

1. Name of the Voluntary Agency

2. Postal address of the Voluntary Agency

3. District and State/U.T. where situated

Pin _____

4. Nature of Voluntary Agency

- (1) Public Trust
- (2) Association
- (3) Non Profit organisation
- (4) Others

5. Registration Number

Year of Registration

6. Whether All India Organisation (Yes or No.). If yes, please furnish information as per guidelines

7. (a) Does the organisation have any previous experience in adult literacy work?

(b) if yes to (a) was any grant sanctioned from Government of India?

(c) If yes, give details as shown below:-

Sanction No. and Date	Area of operation	No. Of Adult	Period of implementation
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Department & REGISTRATION CENTRE
 National Institute of Educational
 Planning and Administration.
 17-B, Sri Aurobindo Marg,
 New Delhi-110016
 DOC, No. _____
 Date _____

D-10580
 15-08-2000

Date	i. Block ii. No. of Panchayat iii. No. of villages	Education Centre/JSN if centre based programme)	Sent or not
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8. Whether the office of the organisation is located in own building or rented building? Please indicate details of accomodation available.
9. If the Headquarters of the Voluntary Agency is far away from the proposed project area, complete address of the place where the sub-office or branch office will be located in the proposed project area.
10. Please attach Project Proposal formulated in a separate sheet as per Appendix III.
11. List of documents to be attached
 - (a) Attested copy of Registration certificate
 - (b) Copy of Memorandum of Association
 - (c) Copy of Articles of Association
 - (d) List of Members of Governing body with address and occupation (latest)
 - (e) Audited accounts for the last three years, namely, Receipt & Payment Account and Income & Expenditure Account.
 - (f) Copy of latest Balance Sheet
 - (g) Copy of latest annual report
 - (h) Proceedings of Board of Management/Executive Committee during the preceding year.
12. Brief History of the Agency, its objects, and activities.

13. Brief summary of the activities taken up and results achieved during previous year.
14. Additional papers/information, if any.

Certificate

Certified that that information furnished is correct to the best of my knowledge.

Place: _____

Date: _____

Signature of the Authorised
Signatory of the Voluntary Agency

PART - II

Recommendation of the State Government or UT Administration

RECOMMENDATION OF THE STATE GOVERNMENT/UT ADMINISTRATION THAT THE ORGANISATION IS ELIGIBLE FOR ASSISTANCE UNDER THIS SCHEME AND CAPABILITY OF TAKING UP OF THE PROGRAMME OF THE SIZE MENTIONED BELOW:

Signature

Designation

Office Stamp

Place:

Date:

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

Guidelines for preparation of Action plan for total literacy projects

(This is to be appended to Application as mentioned in col.10 of Application at Appendix II)

CHAPTER I

Profile of Area

1. In this chapter, the profile of the area adopted by the Voluntary Agency has to be indicated. The following details of the area may be furnished:
 - (a) Size
 - (b) Population
 - (c) Socio-economic, agro-climate, cultural and linguistic conditions of the area.
2. The basis on which data of population have been furnished may be indicated and a map of the area showing relevant institution/infrastructure should be enclosed.

CHAPTER II

Educational Scenario

1. Village-wise & Ward-wise literacy data for different age groups proposed to be covered would be given separately. The suggested proforma for data is

Col. No.	Particulars							
1.	Sl. No.							
2.	Name/No. of Village/ward							
3.	Total Population							
	SC		ST		OTHERS		TOTAL	
	M	F	M	F	M	F	M	F
4.	Population in the age group of 15-35							
	SC		ST		OTHERS		TOTAL	
	M	F	M	F	M	F	M	F
5.	No. of illiterates in the age group of 15-35							
	SC		ST		OTHERS		TOTAL	
	M	F	M	F	M	F	M	F

CHAPTER III

In this chapter strategies and details of Survey may be discussed.

CHAPTER IV

Targets and Objectives

The Objective of the project, alongwith phasewise targets to be achieved should be clearly mentioned.

CHAPTER V

Logistic Arrangements

The project for total literacy should spell out the logistic arrangements in respect of the following clearly:

- (a) Proposed approach
- (b) Strategy for identification, motivation and mobilisation of learners and volunteers
- (c) Teaching/learning material, source of supply and the cost
- (d) Methods of monitoring and communication
- (e) Concurrent and final evaluation of the programme
- (f) Post literacy and continuing education by setting up of JSNs.
- (g) Training plan and curriculum of training of personnel at various Levels.

CHAPTER VI

Financial Estimates

While preparing financial estimates it is necessary to ensure that absolute minimum funds required are asked for. As far as possible, community support should be obtained so that a feeling of involvement is generated. Item-wise expenditure should be given.

INSTRUCTION FOR FILLING UP - APPLICATION

1. Since the application is being processed on the computer it is essential to ensure that information is furnished accurately and exactly as per the guidelines given hereunder.
2. It should be ensured that all the documents are enclosed with the application. The application with enclosures should be neatly arranged and stitched/pinned so that it is in the form of a booklet. It should be ensure that documents enclosed with the application are arranged in the same order as in Col. 11. It should be noted that applications which are not complete cannot be considered.
3. Code No. of the Organisation in this application means the CODE No. allotted by the Department of Education, Ministry of Human Resource Development. If no Code No. has been allotted this may be left blank.
4. It is essential to ensure while filling up Column No. 2 that only name is given in BLOCK LETTERS against name. Each letter should be written in a separate square and after each word, a square should be left blank. Similarly space provided for address, names of District and State and PIN code. Code should be filled in the space provided for each respectively in Capital letters. Any change in the name/address should be immediately intimated and in the letter of intimation, code no. and file no. should invariably be furnished.
5. If the Organisation is an all India Organisation, it should be clearly stated. It should be ensured that all the documents need to establish all India Character of the Organisation are enclosed with the application. (Guidelines separately given).
6. In Col No. 7, it is necessary to indicate the details of previous projects like File No. Area of Operation if the project is AEC/JSN, Year of implementation etc.
7. All the copies of documents enclosed may be either certified by a Gazetted Officer or photo copies certified by President/Secretary of VA.
8. In Column No. 12, a very brief history and objectives of the Voluntary Agency not exceeding 150-160 words may please be given.
9. In Column No. 13 a very brief summary of the activities taken up and results achieved during previous year as per annual report may be given in around 150-160 words.
10. Voluntary Agencies which are already working in the field of Adult Eduction with grants-in-aid from Central Government and which had submitted documents earlier are no required to send the following documents, if there is no change after the date of earlier submission.
 - (a) Registration Certificate.
 - (b) Memorandum of Association.
 - (c) Articles of Association.
 - (d) Audited Accounts (However, Income & Expenditure statement, Receipt & Payment account and Balance Sheet for the Organisation as a whole for the latest year has to be enclosed.).
11. Please note that a separate action plan for Jana Shikshan Nilayam is required. But it is sufficient if a copy of the operation plan is enclosed. All other enclosures are not required.

Details to be furnished by Voluntary Organisation claiming to be All India Organisation

1. Names and addresses of all branches with a brief note on their activity during the last year.
2. Nature of relationship of the branches with the main Organisation.
3. Mechanism and nature of Control exercised by the main Organisation over the branches.
4. Nature of the branches: whether they are separately registered or not; if so, this is to be clearly stated.
5. If the branches are registered as independent entities, it may be indicated as to how they can be called as branches or part of the main Organisation.
6. Indicate whether branches publish their own audited accounts. If so, whether the main Organisation has a say in appointing the auditors etc.
7. Composition of the Boards of management of branches and the manner of such composition to show the nature of the control exercised by the main Organisation on the branches.
8. Is the Board of Management of the Voluntary Agency willing to be responsible for all activities of branches?
9. A brief note on the activities of all branches in different States. copies of sanction letters for the past one year, in case, funds have been provided by Government may be enclosed.
10. Any other information which will help establishing the All India character of the Organisation.

Note: To be called on All India Agency, an agency should have active branches in more than one State. Mere affiliation of other Voluntary Agencies who are independent entities would not be sufficient. The above details are to be given only once and thereafter Voluntary Agency will be treated as an All India Organisation.

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 at _____

in the State of _____ (herein-after called the obligor) held and firmly bound to the President of India (herein-after called the Government) in _____ 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 ninety _____

3. WHEREAS on the obligors request, the Government has as per Union Ministry of Human Resource Development, Department of Education's letter No.F. _____ dated _____ (herein-after referred to as the 'Letter of Sanction' which form an integral part of these presents and a copy whereof is annexed here 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 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 of 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 ann. unless it is agreed to be carried over.

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

(*) If it is not valid, mention relevant Act under which agency is registered.

(**) Herein insert date on which bond is executed by the agency.

Signature of Authorised Signatories with Rubber Stamp

1.

2.

unauthorised use (such as letting out the premises for adequate or less than adequate consideration or use of the premises for any purposes 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 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 Government of India in the Ministry of Human Resource Development, Department of Education on the question whether there has been a 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. (***) _____ dated _____ passed by the Governing Body of the Obligor, a copy where of is annexed hereto as Annexure-8, and by the authorised officer of Government of India for and on behalf of the President on the date appearing below:

Signed for and on behalf of

(Signature of authorised signatories with rubber stamp)

In the presence of

1. Signature of Witness _____ 2. Signature of Witness _____

Name & Address _____ Name and Address _____

N.B. (***) A copy of resolution adopted by the Governing body of the agency duly signed and countersigned by the competent authorities should invariably be attached.

(TO BE FILLED UP BY THE MINISTRY)

ACCEPTED

for and on behalf of the President of India

Date

Designation

LIBRARY & DOCUMENTATION Cen.

National Institute of Education

Planning and Administration.

7-B, Sri Aurobindo Marg.

New Delhi-110016

DOC, No. D-10530

Date 16-09-2000

NIEPA DC



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