

No.38-42/2012-STEP

Government of India
Ministry of Women and Child Development

Shastri Bhavan, New Delhi.

Dated 2.4.2013

To,

Ms. Qaneez-e- Fatemah Sukhrani
A/3 Hermes Drome I, 211/3/1B Viman Nagar
Pune-411014

Sub:- Application under RTI Act, 2005.

Sir,

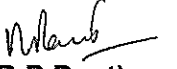
I am directed to refer to your application dated 12.3.2013 under RTI Act, 2005, received in this Division on 25.3.2013 vide IFC's reference No.43011/1/2013-IFC dated 25.3.2013 and to say that the information pertaining to STEP Division with reference to question no. 6 of your above application is furnished as under:

A copy of the Support to Training and Employment Programme for Women (STEP) is enclosed for reference. The details may also be accessed through website of this Ministry at www.wcd.nic.in

2. The details of the Appellate Authority are as under:

Ms. Preeti Madan,
Joint Secretary,
Room No. 305, A –Wing,
Shastri Bhawan, Dr. Rajendra Prasad Road,
New Delhi-110001
Telephone No. 011-23389434

Yours faithfully,


(R.P.Pant)
Director & CPIO
Tel.No.23386553

Enclosure: As above

Copy to : IFC-Section, M/WCD, Shastri Bhavan, New Delhi w.r.t. their letter No. 43011/1/2013-IFC dated 25.3.2013.





**GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT**

Revised Guidelines and Application format

On

**SUPPORT TO TRAINING AND EMPLOYMENT
PROGRAMME FOR WOMEN (STEP)**

2009





SUPPORT TO TRAINING AND EMPLOYMENT PROGRAMME FOR WOMEN (STEP)

BACKGROUND

As per the 1991 Census, there are 407.1 million women representing 47.1 percent of Country's total population. Of those 91.40 million are in work force and 90 percent of them are in the informal sector with no legislative protection and with worst condition of working. The National Commission for Self Employed Women and Women in the Informal Sector (1988) which made a situational review of women in the informal Sector had suggested introduction of protective measures which would ensure guarantee of employment and income generation minimum wages, welfare and support services, training and upgradation of skills, etc. Towards this end, a programme for women (STEP) was launched in 1986 as one of the measures to ensure well being of women in the traditional informal sector.

2. The programme of STEP advocates the objective of extending training for upgradation of skills and sustainable employment for women through a variety of action oriented projects which employ women in large numbers. The Scheme covers 8 traditional sectors of employment, viz., Agriculture, Small Animal Husbandry, Dairying and Fisheries, Handlooms, Handicrafts, Khadi and village industries and sericulture. Two more sectors, namely Social forestry and waste land Development have been added later and now locally appropriate sectors as recommended by the State Governments have also been incorporated.

3. Based on the experience gained from the implementation of the scheme during the seventh plan period and in the subsequent years (1985-92) and also as per the advice given by the Ministry of Finance and the Planning Commission, it was decided to formulate the scheme for strengthening of the existing programme components and thus make the programme more effective in achieving the envisaged objectives. The scheme has also been evaluated by an independent agency and it has been suitably modified to achieve the envisaged objectives in a more effective and visible manner.

THE CONCEPT

4. The Support to Training & Employment Programme for Women (STEP) was launched as a Central Sector Scheme in 1986-87. The programme of STEP aims to make a significant impact on women by upgrading skills for self and wage employment. The sequence of activities is envisaged as mobilizing women in viable groups, improving their skills, arranging for productive assets/ access to wage employment, creating backward and forward linkage, improving/arranging for support services, providing access to credit, awareness generation, gender sensitization, nutrition education, sensitization of project functionaries etc. Thus, STEP advocates an integrated package of inputs aiming at the self-reliance and empowerment of women by enhancing their productivity and enabling them to take up income generation activities. The ultimate endeavour of each project should be develop the group to thrive on a self-sustaining basis in the market place with the minimal Government support and inter vention after the project period is over.

5. OBJECTIVES OF THE SCHEME

- ❖ Mobilising women in small viable groups and making facilities available through training, access to credit and other inputs.
- ❖ Provide training for skill up gradation
- ❖ Enabling groups of women to take up employment-cum-income generation programmes of their own, or to access wage employment.
- ❖ Provide support services for further improving and employment conditions of women and for access to health care, literacy, legal literacy, and other information.

SERVICES

6. The Scheme aims at providing as integrated package of the following services to women to enable them economically more viable, independent and raise their socio-economic status.

- Up gradation of skills through training.
- Better and sustainable employment opportunities
- Backward and forward linkages
- Facilitation of organization of women
- Support services with the coverage of
 - Health Check-ups
 - Referral Services
 - Mobile creches
 - Education facilities

7. **SECTORS COVERED**

1. Agriculture,
2. Animal Husbandry,
3. Dairying,
4. Fisheries,
5. Handlooms,
6. Handicrafts,
7. Khadi and village Industries
8. Sericulture.
9. Social Forestry
10. Waste Land Development and
11. Any other locally appropriate sector*

*The list of such sectors to be finalized and revised from time to time by the Ministry in consultations with State Govt.

TARGET GROUP

8. The target group to be covered under the STEP Programme includes the marginalized, assetless rural women and urban poor. This includes wage labourers, unpaid daily workers, female headed households, migrant labourers, tribal and other dispossessed groups. The beneficiaries under the project will be poor or assetless marginalized women with special focus on SC/ST households, women headed households and families below the poverty line. Special attention will be paid to women living in focal districts already identified by this Department or any institution, or organization to identity areas and regions and activities in which women are particularly disadvantaged.

NUMBER OF BENEFICIAIRES

9. The number of beneficiaries may vary from 200 to 10000 depending upon the nature of the project and capacity of the organisation and topographical/demographical area proposed to be covered by the project proposal. However, the family members of the women beneficiary will not be counted as beneficiaries to decide the number of beneficiaries of the project proposal unless member of the family is a direct trainee.

NORMS

10. The programme will be implemented in the sectors listed above. As the programme is to cover the various sectors different from each, the cost of the project is bound to vary from project to project. It has been, therefore, decided that the NABARD approved norms will be made applicable to the project to be sanctioned under STEP scheme. In the areas/in the cases of the projects where NABARD Norms are not available the advice of the concerned Technical Ministry will be obtained before a project is sanctioned with the approval of the project Sanctioning Committee. However, it will be ensured that per capita cost does not exceed Rs. 16,000. As per practice, the technical feasibility and item-wise cost of the project will be ascertained in consultation with the concerned Technical Ministry/Department before a project is sanctioned with the approval of the Project Sanctioning Committee. However, the services of other agencies/ institutes may be also availed of for pre-appraisal of the project proposals or technical advice, if required. In sanctioning projects, it will be ensured that the tapering Budget is prepared so that the project becomes sustainable of its own on the completion of the term of a project.

DURATION OF THE PROJECT

11. A particular project will be for duration of upto 5 years depending upon the nature, kind of activities and the number of beneficiaries to be undertaken.

IMPLEMENTING AGENCIES

12. The scheme is proposed to be implemented through Public Sector Organisations, District Rural Development Agencies, Federation, Co-operatives and voluntary Organisation - Non-Government Voluntary Organizations working in rural areas with legal status as a society registered under the societies Registration Act of 1860 or under the Corresponding State Acts. Recipient of financial assistance under STEP are required to be bodies, Organisations or agencies working in rural /urban areas, although their Headquarters may be located in the urban area. They must be registered at least for 3 years (experience/existence in the sector concerned) at the time of approaching for assistance. Implementing agencies will also identify a set of link agencies which would facilitate the implementation of the project through their expertise, resources and experience. Link agencies would also include voluntary Organizations; active in the field of employment and women's development. While selecting non government organizations as implementing agencies, it would be ensured that the selected organisations have adequate infrastructure and technical expertise in the sector, financial soundness with facilities, resource experience and administrative capabilities for undertaking the project.

13. Women Development Corporations wherever they exist, would be involved in identifying economically viable projects, preparing project report, arranging for required training, facilitating access to credit etc. Linkages with State Departments concerned and with the existing programmes of the State and the Central Government will be established so as to enable the beneficiaries to optimally utilize their services. The implementing agency will be assisted by the State Department involved in Women's Development to effectively co-ordinate to draw upon the resources of existing infrastructure and services under programmes like ICDS, DWCRA, Mahila Samakhya, IRDP, etc.

PROJECT FORMULATION

14. The first element of the project formulation exercise by the implementing agency would be to undertake an analysis of the sector proposed to ascertain the socio-economic status and role of women in that Sector. The particular disadvantages and discrimination faced by women will be identified. The casual factors which lead to the exploitation and oppression of women in the Sector would be delineated clearly and the necessity and strategy for specific interventions will be prepared.

15. Special attention will be paid to pre-project activities including the conduct of benchmark survey which will be an essential pre-requisite for every project and would help in developing a data base from time to time for the assessment of the project performance with respect to various indicators developed and eventually in assessing the impact of the project on the status of women beneficiaries of the project. A meticulously conducted benchmark survey can generate valuable

information on the women employed in the concerned sectors, besides also helping in identification of beneficiaries for the project.

16. In each of the project to be implemented under the scheme, one of the major concerns will be raising the standards of living of women and their families through the generation of additional income from the project's economic activities. This will enable the beneficiary women and their families to rise above the poverty line. Each project proposal will be required to work out the viability of the economic activity. The cost of inputs (including women's time) and expected outputs is to be valued at current market prices and the existing infrastructure.

17. As a part of the Project Formulation Exercise, the implementing agency will have to ensure that inputs relating to Health and Nutrition Education, Adult literacy, awareness generation and women's Rights, Health Check-ups etc. would be provided to the beneficiaries of STEP Project in consultation with State Health Departments, Directorates of Adult Education, Central Social Welfare Board and State Social Welfare Boards to ensure that all round capacity building of women beneficiaries takes place. The project range may vary from 200 to 10,000 beneficiaries per project.

18. The project proposal should also elaborate the strategy to address the following activities-

- mobilize women into viable groups
- improve their skills
- arrange for productive assets
- create backward and forward linkages
- improve/arrange for support services(health, child-care, education)
- provide access to credit
- undertake awareness generation
- impart nutrition education
- sensitize project functionaries
- convergence of services

PATTERN OF ASSISTANCE

19. The pattern of assistance for the scheme will be as follows:-

a) **100% Assistance**

- Project Staff and Administrative cost,
- Training-stipend, Training of Trainers, skill upgradation/ reinforcement, Training-cum-Production Centers and Raw Material for Training.
- Support to members for formation of co-operative societies, producers, workers co-operative, leading to formal legal organizations.
- Support services-Education, General Awareness, health care sanitation, nutrition/ creche facilities for dependent children. Wherever convergences of these services are not available these will be provided as part of the project cost.
- Marketing support- Marketing/Sales personnel, stock provision and buyers' credit, godowns, marketing outlets, quality control and managerial support.

b) **50% Assistance**

Construction of individual work sheds and production centre not related with training -50% of the total cost on this component will be borne by the Government of India and 50% will have to be borne by the implementing agency.

c) **Working Capital/raw material requirements**

20. Financial Assistance will be provided for working capital and raw material in a phased manner starting with 100% during the first year 50% in the Second Year and 30% of the Third year of the project. This phasing is considered essential to minimize the otherwise exorbitant costs and also with the ultimate aim of the STEP Project to make these projects self-sufficient or reach them to a status where the beneficiaries of the STEP Project will meet their requirements as an individual to

meet its credit requirements from Rashtriya Mahila Kosh, NABARD, CAPART and other credit institutions like nationalized Banks and Co-operatives. The implementing agencies will have to arrange for credit after the project is over as these projects are of the nature of catalytic agents for the developmental aspects.

21. **COST STRUCTURE OF DIFFERENT COMPONENTS (in %)**

| | | |
|---|---|-----|
| 1. | Administration & the Project staff | 6% |
| 2. | Training Technical skill training and orientation of beneficiaries & Project functionaries | 20% |
| 3. | Infrastructure including marketing support, quality control and managerial support | 25% |
| 4. | Raw material for training including equipment and other materials required for training | 25% |
| 5. | Establishment of developmental cooperatives wherever required-mobilization and strengthening of field level set ups where such support is not available through the existing set up | 10% |
| 6. | Support services (Wherever such services are not available or cannot be covered) | 8% |
| 7. | Overriding cost | 6% |
| Flexibility upto 5% (+ or -) within the component-wise break up of project cost is permissible. | | |

22. Under the programme 90% of the project cost is given by the Government of India. The remaining 10% will have to be borne by the implementing agency from its own resources or through sources other than Government of India.

PROJECT SANCTIONING COMMITTEE

23. The Project Sanctioning Committee will be headed by the Secretary Ministry of Women & Child Development. It will have representatives from the Planning Commission and Central Government Departments, concerned with the subject matter of the proposals. State Government representative, representatives from NIPCCD, will also participate in this committee.

STATE LEVEL EMPOWERED COMMITTEE (SLEC)

24. All project proposals under the STEP scheme should be sent to the Ministry of Women and Child Development through the concerned State Government with the recommendations of the State Level Empowered Committee (SLEC). State Governments have constituted a State level Empowered Committee (SLEC) to examine the project Proposals submitted by Registered Voluntary Organizations (of at least 3 years standing) District Rural Development Agencies, Public Sector Undertakings/Organizations, Cooperative/Federations.

RELEASE OF FUNDS

25. On approval of the project by the project Sanctioning Committee the grant shall be released to the agency to cover the non-recurring expenditure and 50% of the recurring expenditure of the first year. Subsequently grants will be released on the annual basis amounting to 50% of the year's grant on receipt of accounts duly certified by a Chartered Accountant/ or authorized and utilization certificate in the prescribed form (Annexure-IV) attached.

PROJECT IMPLEMENTATION

26. The functionaries of the implementing agencies and the link agencies and the voluntary organisations involved would initially be given a suitable orientation towards the scope, objectives and requirements under the projects for the effective implementation of the project. Sensitization towards women's issue will be an integral part of training at all levels including the project implementing agencies and the beneficiaries as well.

27. Women will be given training on various aspects, including group formation, skill upgradation management of the primary producer groups and co-operatives, entrepreneurship skills, marketing, awareness of their rights and gender concern etc. So as to equip them to face, overcome and resolve their economic and social constraints and problems at their own level and to promote genuine empowerment. This is the basic approach towards the evaluation of the Status of women.

28. The implementing agency in the project formulation will outline the training arrangements of the beneficiaries, extension workers, field supervisors and technical staff, etc. identifying the training institute, guidelines of training, cost estimate etc. No additional training institute will be established. The existing infrastructure already available will be uplifted and Training will be through accredited agencies/Trainers. NIPCCD will coordinate the training arrangements and ensure that the training is imparted not only in the technical trade to upgrade the skills of market management, but also in gender sensitization, gender awareness, including legal literacy and sensitization.

29. Strong forward and backward linkages will be essential to ensure the viability and success of the economic activities of the project in the sector. The implementing agency will help for the provision of raw materials, ensure proper marketing and tie-ups for marketing of the produce's during the project period and help the groups of women under the project to manage these activities within the group once the project is over. The implementing agency will help up in tying up credit facilities. Rashtriya Mahila Kosh (RMK) will be included as a nodal agency for micro credit facilities. Besides, other financial institutions/agencies may be considered for credit linkages of the beneficiaries depending on their presence in the area. The women's groups should not be wholly captive to Governmental Corporations for marketing their products in the interest of making the groups self-sustaining in their rural set up. One of the project objectives will be to ensure that these groups are able to develop and thrive on a self-sustaining basis in the market place, with the minimal of Governmental and formal support and intervention.

The implementing agency will issue Photo Identity Card to all beneficiaries for the project and a copy of the same will be forwarded to the Ministry for records.

CONVERGENCE OF SERVICES

30. The Scheme not only aims at imparting training for the upgradation of skills to enhance the income of beneficiaries, but also a package of services consisting of health checkup, nutrition, non-formal education, legal literacy, education, mobile creches gender sensitization and gender awareness etc. These services are to be converged in the STEP areas through existing programme of various others Ministries/Departments like Health, Education, Rural Development, Women & Child Development, CSWB and the State Government/Union Territory Administrations.

PROJECT MONITORING & SUPERVISION

31. Each project will have its own Management Information System (MIS), Monitoring Committees for each project will be set up by the implementing agency with representatives from the Ministry of Women & Child Development, State Government Departments concerned, and representatives of CSWB/SSWAB and from the link agencies and persons from academic and other institutions who are specialized in the sector concerned for the project under implementation. Review of the progress of the project on a regular basis will be done by this Committee. The Committee will meet as frequently as required but once in three months. Each project is expected to maintain a PERT Chart (Programme, Evaluation and Review Technique) about the progress of the Project since the time of its sanction to the stage of stabilization and returns. Each implementing agency will submit the Quarterly progress Report (QPR) in the prescribed proforma (Annexure-III) to the Ministry of Women & Child Development through the concerned Department/Undertaking of the State Govt. The Ministry will also hold regular Review Meeting on half yearly basis, to assess the cost benefit of the effectiveness of each of the project with respect to the parameters of number of women covered, trained and employed; availability of credit from financial institutions; socio-economic group of women covered (SC/ST Women below the poverty line etc.); increase in production/productivity and levels of income; creation of assets during the period and employment opportunities created on adhoc or sustainable basis.

PROJECT EVALUATION AND ROLE OF RESOURCE AGENCIES

32. The mechanism of concurrent evaluation will be built into the scheme as a whole and will be carried out through independent agency. The evaluation will be undertaken to assess both sectoral impact of the STEP Programme and the impact of each of the projects being implemented on the status of women beneficiaries. A research or specialized organization with appropriate knowledge and experience in evaluating employment oriented programmes will be selected for undertaking in concurrent evaluation. One or more Resource agencies will be identified to provide resources support to the scheme for evaluation of the scheme as a whole from time to time and for individual project if necessary. The Resource Agencies which will be specialized organizations in the non-governmental sectors, in the field of women's welfare and development would also undertake the task of imparting orientation training at all levels in the STEP projects. Essentially, the role of the Resource agency will be similar to the role being played by the National Institute of Rural Development (NIRD) Hyderabad with respect to the Integrated Rural Development Programme (IRDP) being implemented by the Ministry of Rural Development. Evaluation Agency may be identified at the outset. The agency which is expected to evaluate the project will be identified at the time the grant is approved and shall be provided with all baseline information as per the survey conducted by the recipient. Besides, end-line evaluation will also be undertaken which will assess impact of the project.

33. Documents required to be attached with the original Application Form and the documents required to be submitted for release of subsequent installment of fund is listed at **Annexure- V**.

TERMS AND CONDITIONS

TERMS AND CONDITIONS ATTACHING TO GRANT-IN-AID TO VOLUNTARY ORGANISATION/INDIVIDUALS

- 1 The grantee will execute bond favour of the President of India in the prescribed form.
- 2 The accounts of the project programme shall be maintained separately Reports on progress of expenditure will be sent as and when asked for by granter. The accounts shall be open to inspection by the Sanctioning authority. The audit of accounts shall be done both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department. The audited accounts shall be sent to the granter annually.
- 3 The grant shall be utilized for the purpose for which it is sanctioned and in the stipulated time schedule. The grantee shall not divert any portion of the grant received by him for any other purpose of organisation or individual.
- 4 The grantee shall furnish, every quarter, progress of expenditure on the grants received upto the end of the previous quarter, alongwith a progress report on the implementation of the project. Release of further installments of grant shall be made on receipt of such reports. The report will clearly indicate the targets fixed in the project and achievements there against. Lack of clarity in the report may lead to delay in release of further installments of grant. Further amounts may be also not be released if the progress in implementation of the project is not clear from the report on the achievements of targets is not given.
- 4-A the organisation may please also ensure that the following points get mentioned in their Quarterly Progress Report:-
 - i) that they are not getting assistance from anyone else for the programme.
 - ii) Separate accounts are being maintained in the Bank;
 - iii) The contribution of the Non-Governmental Organisation in promoting Mahila Samriddhi Yojana (MSY) Scheme alongwith the numbers of the Accounts opened as a result of their efforts
5. The grantee shall furnish a utilization certificate in the enclosed performa on the grants received every year within 12 months of the close of the Financial Year.
6. Any portion of the grant that remains unutilized for the purpose granted shall be refunded to the Government by the grantee except where it is adjusted against subsequent release.
7. The grantee shall maintain a record of assets and other items of permanent value having a life of not less than five years and costing Rs. 10,000/- and above acquired wholly or substantially out of the grant. Such assets should not be disposed of encumbered or diverted for purpose other than for which the grant is sanctioned without the prior approval of Govt. of India. Should the grantee organisation cease to exist at any time such assets etc., shall be surrendered to the Govt. of India.
8. When the Govt. of India/State Govt. have reasons to believe that the grant is not being utilized, for the purpose for which it is sanctioned, the amount paid to the grantee are liable to be refunded to the govt. of India.

9. The Govt. reserves the right to nominate a representative in the management of any grantee institution which received grant-in-aid from Govt. of India amounting to more than 50% of its annual recurring expenditure.

10. Govt. may direct grantee institution to make suitable changes in the Bye-laws and Articles of Association of the institutions concerned before release of grant-in-aid if the purpose of the grant required it.

11. Ownership of any building, or immovable property constructed wholly or partly out of the grant-in-aid may rest with the grantee so long as it is utilized for the purpose for which the grant has been sanctioned. The responsibility for the maintenance of such buildings etc. will also be that of the grantee institutions concerned. If the organisation ceases to exist, or there is breach of the terms and conditions of the grant or the building is not utilized for the purpose for which the grant was given, the ownership of the building shall rest wholly or partly with the Govt.

12. Where the grantee institution

- i) employs more than 20 persons on a regular basis and at least 50% of its recurring expenditure is not out of grant-in-aid from Central Government and;
- ii) is a registered society or a co-operative and is in receipt of a general purpose annual grant-in-aid of Rs. 2 lakhs and more out of the Consolidated Fund of India, the grantee should provide for reservation for scheduled castes and tribes in recruitment to the posts and services under it, as contained in orders issued by the Govt. from time to time for recruitment to posts and services under it.

13. "The implementing organisation should involve itself through all its functionaries in educating the project beneficiaries and other household on sanitation and hygiene and better models of cooking. As a result of such education the implementing organisation should try to motivate and persuade at least 10% of the project beneficiaries to build individual sanitary latrines and use smokeless chullahs from their own funds or by facilitating loans to them for the purpose. The implementing organisation should give information in the Quarterly Progress Report on the number of households motivated by it who are construction/have constructed sanitary latrines and have replaced traditional chullahs with smokeless.

APPLICATION FORM
Support to Training and Employment Programme for Women
(STEP)

Note:

1. The Application should be submitted in triplicate to the Child Development Programme Officer (CDPO) of the project area.
2. Applications either incomplete or without all enclosures will not be entertained.
3. Parts A & B should be completed by the applicant organization and Part 'C' by the CDPO and part D by the state Government.

Part-A- THE ORGANISATION

1. Name and full Postal address of the head office of the Organisation

District

State

Pin Code
2. Telephone No. With STD code
3. Fax No.
4. Bank details of the organization
5. Do the bye laws of the NGO permit it to receive Govt. grants and implement women's Programme in the proposed project area?
6. Objectives of the Organisation
7. Brief History of the Organisation
8. Whether registered under Indian Societies Registration Act (ACT XXI of 1860) if so, give the number and date of registration. State the period of validity of the Registration Certificate (RC). In case renewal of RC is required, has it been done (attach documentary evidence).
9. Whether the organisation is of all India character: if yes, give the address of its branches in different States including the State Branch which will run the Short Stay Home with Phone No. Fax No. etc.
10. Whether organisation is located in its own/rented building

11. Major activities of the Organisation in the last 3 years:

| Name of activity | Coverage | | | Expenditure |
|------------------|----------|-------|----------|-------------|
| | Men | Women | Children | |
| | | | | |
| | | | | |

12. Financial status of the Organization in the last 3 years (*Rs. in Lakhs*)

| Year | Income & Expenditure | Receipt & Payment | Surplus | Deficit |
|------|----------------------|-------------------|---------|---------|
| | | | | |
| | | | | |
| | | | | |

13. Details of grants received from Central Govt./ State Govt. and other Govt. agencies in the last 3 years: (*Rs. in Lakhs*)

| Sanction order No. | Date | Amount | Scheme | Address of funding agency |
|--------------------|------|--------|--------|---------------------------|
| | | | | |
| | | | | |

14. Details of Foreign Contribution received during last 3 years:

| Country | Organisation | Purpose | Amount |
|---------|--------------|---------|--------|
| | | | |
| | | | |

15. Details of office bearers of the Organisation

| Sl. no. | Name & Address | Male/ Female | Age | Post | Qualification | Profession | Annual Income |
|---------|----------------|--------------|-----|------|---------------|------------|---------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

16. Details of employees of the Organisation:

| Sl. No. | Name & Address | Male/ Female | Age | Post | Qualification | Profession | Annual salary |
|---------|----------------|-----------------|-----|------|---------------|------------|---------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

17. Details of Managing Committee members of the Organisation:

| Sl. No. | Name & Address | Male/ Female | Age | Occupation | Profession | Monthly Income |
|---------|----------------|-----------------|-----|------------|------------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Part-B- Project Details

1. Name of the project:
2. Duration of the Project:
3. No. of beneficiaries to be covered:

SELECTION OF PROJECT AREA

4. Please furnish names of Districts and Blocks proposed to be covered and their type in the following table:

TABLE-1

| DISTRICTS | BLOCKS | RURAL/ | HILLY/ | TRIBAL/ | DESERT/ | COASTAL/ | INACCESSIBLE/ |
|-----------|--------|--------|--------|---------------|----------------|----------|----------------|
| | | URBAN | PLAIN | NON TRIBAL | FLOOD PRONE | INTERIOR | WELL CONNECTED |
| | | | | | | | |
| | | | | | | | |

5. What were the criteria used for selection of the above mentioned Districts and Blocks?
6. Does your organisation have its main office or branch office in the project area? If yes, please furnish the full postal address.
7. What is the distance between the Head-Office of your organisation and the project area?
8. Has the organisation implemented any project in the project area earlier? If yes, please furnish details in the following table:

TABLE-2

| Name of Block | Name of Project | Year of implementation | No. of Beneficiaries | Source of Funds | Expenditure (Rs. in Lakhs) |
|---------------|-----------------|------------------------|----------------------|-----------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

9. Please list out the main occupations of the people of the project area indicating the approximate percentage of population engaged in each occupation.
10. Are the Blocks proposed to be covered contiguous.

SELECTION OF BENEFICIARIES

11. Year-wise number of beneficiaries to be covered and cooperative to be formed.

TABLE-3

| Year | No. of beneficiaries | No. of Co-operatives |
|----------------------|----------------------|----------------------|
| 1 st year | | |
| 2 nd year | | |
| 3 rd year | | |
| 4 th year | | |
| 5 th year | | |
| TOTAL | | |

12. What were the criteria used for selection of beneficiaries? Whether a general assessment was made or a benchmark survey was conducted in the project area?

13. Please furnish the findings in the following table:

TABLE-4

| Name of the block | Total Population | No. of Women in eligible category willing to join the project | No of them already covered etc.* | No. of Women not yet covered (3-4) | Out of column 5, no. women with basic knowledge in the proposed activity |
|-------------------|------------------|---|----------------------------------|------------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| Total | | | | | |

* No of women covered under similar programmes funded by central/State Government, Government agencies, private agencies or international agencies in the past 5 year may be furnished in the column.

14. Details of similar programmes implemented in the project area in the past 5 years:

TABLE-5

| Name of Programme | Year of implementation | Implementing agency | Cost of Project | Source of funding | No. of beneficiaries covered |
|-------------------|------------------------|---------------------|-----------------|-------------------|------------------------------|
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

15. If no benchmark survey was conducted, when will the same be done?

EXPERIENCE

| | |
|-----|--|
| 16. | Has your organisation implemented similar projects earlier? If yes, please furnish details in the following table: |
|-----|--|

Table-6

| Name of the Project | Project Area | Year of implementation | No. of beneficiaries | Source of funds | Expenditure (Rs. In Lakhs) |
|---------------------|--------------|------------------------|----------------------|-----------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

PHYSICAL PHASING OF THE PROJECT

17. Physical phasing of the project may be furnished in the following table:

Table-7

| | Items | PHYSICAL TARGETS | | | | | |
|----|---|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| | | 1 st year | 2 nd year | 3 rd year | 4 th year | 5 th year | Total |
| 1. | Administration (Appoint of staff) | | | | | | |
| 2. | Establishment of Co-operatives | | | | | | |
| 3. | Skill Upgradation Training | | | | | | |
| 4. | Raw material & Equipment for training (Qty) | | | | | | |
| 5. | Infrastructure | | | | | | |
| 6. | Raw material & Equipment for production (Qty) | | | | | | |
| 7. | Marketing(Qty) | | | | | | |
| 8. | Others | | | | | | |

18. Detailed physical targets for each of the above 8 items may be furnished in the following table:

TABLE-8

| Items | PHYSICAL TARGET | | | | | |
|-------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| | 1 st year | 2 nd year | 3 rd year | 4 th year | 5 th year | Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |

COST ANALYSIS

19. Year-wise cost of Project:

TABLE-9

| | Items | Cost of project (Rs. In Lakhs) | | | | | | |
|----|---|--------------------------------|----------------------|----------------------|----------------------|----------------------|-------|---|
| | | 1 st year | 2 nd year | 3 rd year | 4 th Year | 5 th Year | Total | % |
| 1. | Administration | | | | | | | |
| 2. | Establishment of Co-operatives | | | | | | | |
| 3. | Skill Upgradation Training | | | | | | | |
| 4. | Raw material & Equipment for training | | | | | | | |
| 5. | Infrastructure | | | | | | | |
| 6. | Raw material & Equipment for production | | | | | | | |
| 7. | Marketing | | | | | | | |
| 8. | Support Services | | | | | | | |
| 9. | Contingency | | | | | | | |
| | Total | | | | | | | |

20. Detailed cost break-up for each of the above mentioned 9 items may be furnished in the following table:

TABLE-10

| Items | Quantity | Rate (Rs.) | Total Amount (Rs. in Lakhs) |
|-------|----------|------------|-----------------------------|
| | | | |
| | | | |
| Total | | | |

21. Cost of the project may be analyzed in the following table:-

TABLE-11

| | Items | Salary Honorarium | Furniture & Office Equipment | Stationery Postage Office Expenses | T/DA Propulsion & Vehicle | Items to be supplied to benefici- aries | Others items | Total |
|----|---|----------------------|------------------------------------|---|---------------------------------|--|-----------------|-------|
| 1. | Administration | | | | | | | |
| 2. | Establishment of Co-operatives | | | | | | | |
| 3. | Skill upgradation Training | | | | | | | |
| 4. | Raw material & Equipment for training | | | | | | | |
| 5. | Infrastructure | | | | | | | |
| 6. | Raw material & Equipment for production | | | | | | | |
| 7. | Marketing | | | | | | | |
| 8. | Support Services | | | | | | | |
| 9. | Contingency | | | | | | | |
| | Total | | | | | | | |

22. Recurring (R) & Non-recurring (NR) components:

TABLE-12

| | Items | Cost of project (Rs. In Lakhs) | | | | | | | | | | | |
|---|---|--------------------------------|----|----------------------|----|----------------------|----|----------------------|----|----------------------|----|-------|----|
| | | 1 st year | | 2 nd year | | 3 rd year | | 4 th year | | 5 th year | | TOTAL | |
| | | R | NR | R | NR | R | NR | R | NR | R | NR | R | NR |
| 1 | Administration | | | | | | | | | | | | |
| 2 | Establishment of Co-operatives | | | | | | | | | | | | |
| 3 | Skill Upgradation Training | | | | | | | | | | | | |
| 4 | Raw material & Equipment for training | | | | | | | | | | | | |
| 5 | Infrastructure | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 6 | Raw material & Equipment for production | | | | | | | | | | | | | |
| 7 | Marketing | | | | | | | | | | | | | |
| 8 | Support Services | | | | | | | | | | | | | |
| 9 | Contingency | | | | | | | | | | | | | |
| | Total | | | | | | | | | | | | | |

COST BENEFIT ANALYSIS

23. Total Production per beneficiary per annum, the selling rate and total income may be furnished in the following table:

Table-13

| Year | Quantity * | Rate | Total Income * | Cost of Production * | Net Income (4-5)* |
|------------------------------------|------------|------|----------------|----------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 st year of Production | | | | | |
| 2 nd year of Production | | | | | |
| 3 rd year of Production | | | | | |
| 4 th year of Production | | | | | |
| 5 th year of Production | | | | | |

* Information for one beneficiary for one year may be furnished.

Note: The net income of beneficiaries from the project should justify the investment proposed under this project. In case the rate of return is lower, the cost of the project should be reduced proportionately.

(Signature)

Date:

Part-C-Proforma for pre-sanction Appraisal Report

Part-D-Recommendation by State Government

PART-C-PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

(Guidelines may be referred to before pre-sanction Appraisal)

1. Name, Designation and full Address of the inspecting Officer
2. Date & time of visit
3. Name & full postal address of NGO
4. Is a name board prominently displayed by the NGO?
5. Have you inspected the original Registration Certificate (RC) of the NGO and is it satisfactory? Is the renewal of RC required? If yes, has it been done (if applicable).
6. Are any managing committee members related to each other? If yes, names of members and their relationship*
7. Are the office bearers of the NGO associated with any other NGO? If yes, names of the NGO(s)*
8. Does the NGO have staff as mentioned in the application form? If not, please indicate the shortfall:
9. Are copies of the audited accounts submitted by the NGO true copies of the original?
10. What is the present bank balance of the NGO
11. Whether credit entries are available in the passbook for various income of the NGO mentioned in the audited account? If yes, what amounts have been credited in the passbook for the following income during the last two financial years?

Donations

Members contribution

Sale of goods

Income from activities

Grants

Loan from members

12. Name the activities taken up by the NGO for which evidence was available
13. Is there any ongoing activity of the NGO? If yes, please visit some of them and report on performance
14. Name the activities included in the audited accounts and annual report for which no evidence was available
15. Name the assets included in the Balance Sheet but not available for physical verification
16. Are the local people aware of the NGO and its activities?*
17. What is the opinion of local people about the NGO?*
18. Have you come across any instance of *misutilisation* of funds or complaint involving the NGO? If yes, please give details*
19. In your opinion is the NGO capable of implementing the project applied for? Please give reasons
20. In your opinion, is there genuine need for project in the proposed project area? Please give reasons
21. Has the NGO furnished details of beneficiaries proposed to be covered? If yes, please visit a few of them and furnish the following information:

| Name of Beneficiary | Whether Below Poverty Line | Whether genuinely in need of assistance under the project? |
|---------------------|----------------------------|--|
| | | |
| | | |

22. Any other information about the NGO

(Signature)

Name:

*Opinion of local people also may be obtained before filling these columns.

PART-D-RECOMMENDATION BY STATE GOVERNMENT

(To be sent within 90 days from date of appraisal report by CDPO. If no reply is received within the time-frame, it will be presumed that the State Govt. supports the proposal)

1. Name and full address of the Organisation
2. Name of scheme for which application is made
3. Name and designation of the Officer who inspected the organisation
4. Do you agree with the report of the inspecting officer and if not reasons therefore
5. Does the organisation fulfil all eligibility criteria for grants under the scheme? Please elaborate.
6. Will the State Government recover sanctioned grants in the event of misutilisation of funds?
7. Is the Organisation capable of implementing the project applied for? Please give reasons/justifications.
8. Is there any complaint of misutilisation of funds or other irregularities by the organisation?
9. What is the justification for the project applied for?
10. Is the proposal recommended for sanction grants?

(Signature)

Name:

Designation:

GUIDELINES FOR CDPOs FOR PRE-SANCTION APPRAISAL

Vide Department of Women and Child Development letter No. 12-25/98-MSY date 22-7-99, CDPOs have been designated as Nodal Officers for all schemes of Department of Women & Child Development which are given at the end of this book (Page 169). NGOs are required to submit all proposals for grant-in-aid for women and child development schemes to CDPOs.

On receipt of proposals for grant-in-aid from NGOs, the CDPOs are required to take the following steps:

1. Check whether **3 copies** of the proposal have been submitted.
2. Check whether the **proforma prescribed** under the relevant scheme has been used by the NGO.
3. Check whether **all columns** in the application form have been filled.
4. Check whether **all the annexure** to be attached with the application form have been actually attached. Ensure that audited accounts and Annual report are for the **last 3 years**.
5. Visit the NGO with prior intimation and fill up the inspection proforma. While sending intimation to the NGO about visit, ask the NGO to keep all documents such as **registers, audited accounts, passbook, documents not attached with application form** etc. ready.
6. During the visit, **obtain information/documents** etc. as the case may also be so that the applications are complete.
7. **Send the copy** of the inspection report and the complete application to the officer concerned as mentioned in the book. **Ministry of Women & Child Development, Govt. of India, Jeewandee Building, Parliament Street, New Delhi-110001.** The **second copy** of proposal and inspection report should be sent to DPO/DY. CEO for onward transmission to the **State Government.** The third copy may be retained by CDPO for office record. **This should be done 30 days of receipt of application from NGOs.**

MONITORING FORMAT

(To be submitted on Quarterly basis for period ending June, September, December and March)

PART-A

| | | |
|-----|--|--|
| 1. | Title of the Project | |
| 2. | Implementing Agency | |
| 3. | Location of the Project | |
| 4. | Objectives of the Project | |
| 5. | Duration of the Project | |
| 6. | Component-wise estimated cost of the Project | |
| 7. | Component-wise amount spend so far (cumulative). | |
| 8. | Reasons for shortfall, if any. | |
| 9. | Targeted No. of beneficiaries | |
| 10. | Number of Actual Beneficiaries | |
| 11. | No. of villages covered | |
| 12. | Criteria for Selection | |
| 13. | Criteria for Selection of beneficiaries | |
| 14. | Increase in the income of beneficiaries during quarter | |

PART-B

1. Component-wise Budget Allocation for the year.
2. Activity areas.
 - (i) Name of Activity.
 - (ii) Beneficiaries.
 - Rural
 - Urban
 - Total
 - (iii) Working hours per day.
 - (iv) Average Income per day
 - (v) Production
 - During the Month
 - So far.
 - (vi) Sale
 - During the month
 - So far.

PART-C

1. Estimate Budgetary Allocations.

PART-D

2. Loan/Credit extended to Beneficiaries.

PART-E

PHYSICAL TARGETS/ACHIEVEMENTS (CUMULATIVE)

| Sl. No. | Components | Targets Up to (year) | Achievements Upto (quarter) |
|---------|------------|-------------------------|--------------------------------|
| | | | |
| | | | |

PART-F

FINANCIAL BENEFITS TO WOMEN MEMBERS FROM THE PROPOSED ACTIVITY

| Sl. No. | Particulars | Before Commencement Of the project | During the month |
|---------|-------------|---------------------------------------|---------------------|
| | | | |
| | | | |

PART-G

1. Other Development Programmes
Including Awareness Generation Programme (AGP).

| Sl. No. | Name of the Programme |
|---------|--------------------------|
| 1. | Health care |
| 2. | Child care |
| 3. | Credit facility provided |
| 4. | Communication/Trg. |

- 5. Housing
 - 6. Insurance
 - 7. Others
-

PART-H

1. Link agencies

- (i) Number of Agencies
- (ii) Names of the linked agencies
 - (a) NDDB
 - (b) Welfare Department
 - (c) Health Department
 - (d) AH & Fisheries
 - (e) Others

NON-GOVERNMENTAL ORGANISATION

PART-I

- 1. Supervision and coordination
- 2. Progress with reference to Non-quantifiable inputs, i.e., Mobilisation, awareness generation and integration of the services.

PART-J

| Sl. No. | Weak areas | Remedial Action taken | Action Plan for next qtr. |
|---------|------------|-----------------------|---------------------------|
| | | | |

TO BE FILLED UP BY THE PROJECT DIRECTOR

- 1. Observation./Comments
- 2. Problems
- 3. Suggestions.

(PROJECT DIRECTOR)

Date:

SUPERVISION-AND-COORDINATION

PROGRESS OF NON-QUANTIFIABLE INPUTS

The impact of the Project on non-quantifiable activities are:-

- (a) Self confidence in rural women to manage their own institutions.
- (b) Gradual and radical change in the traditional system of social behaviors (family barrier to remain indoors).
- (c) Sense of responsibility for income generation.
- (d) Exposure/knowledge to essential needs of life like child immunization, maternal and child health care, importance of nutritious food/clean drinking water, self hygiene and family planning, child spacing programme.
- (e) Self motivation and mobilization to participate in different types of training programme within the village/ district/commissioner/State and any other part of the country.
- (f) Demands/grievances for maternal health care, child immunization, child and adult education, activities relate to cottage industries etc.

UTILISATION CERTIFICATE

I have verified the account of _____

(Name of grantee organization) in respect of the grant of Rs. _____
released by the Ministry of Women and Child Development vide- Ministry's
Sanction No. _____
dated _____ for the _____

(Name of the scheme) period _____ and
Rs. _____ on account of the unspent balance of previous year with
the help of the vouchers and certify that they are correct and that an amount of
Rs. _____ has been utilized
upto _____ for the purpose for which it was sanctioned and the
remaining amount unutilized at the end of the year _____ is
Rs. _____.

(CHARTERED ACCOUNTANTS)

(Please see guidelines for certifying the accounts and endorsing utilisation certificates in respect of Government Grants.)

**(GUIDELINES FOR CHARTERED ACCOUNTANTS/
GOVERNMENT AUDITORS)**

The Auditors certifying the accounts and endorsing Utilization Certificates in respect of Government grants should bear in mind the following points.

- (a) If the number of beneficiaries in the STEP Project is below/above the prescribed limit, the expenditure will vary accordingly at the prescribed rate agreed to by the Project Sanctioning Committee.
- (b) A separate register for inventories e.g. equipments, machinery, furniture and other assets be maintained indicating the value of the items at the time of purchase in GFR-FORM 19.
- (c) In case a particular post has been lying vacant for specified period the salaries against that should not be claimed.
- (d) The Accounts for Ministry of Women & Child Development grants for STEP Project should be prepared separately. Further, in the consolidated Audited Account of the Organization, the expenditure towards this scheme should be shown separately under the Head "Support to Training and Employment". As far as possible, only the expenditure clearly under each sub-head incorporated in the schematic pattern.

DOCUMENTS REQUIRED (to be attached with application)

1. Registration Certificate(RC)/Renewal of RC (if applicable)
2. Memorandum of Association and Bye-Laws of the Organization
3. Attested Copies of Audited Statement of Accounts (for preceding three years)
4. Annual Report (for three preceding years)
5. Outline Map of the Project Area
6. Benchmark survey of intended beneficiaries
7. Marketing plan & linkup with financial institutions.
8. State Govt. recommendation with minutes of the SLEC meeting.

DOCUMENTS REQUIRED FOR RELEASE OF 2ND & SUBSEQUENT INSTALLMENTS: (to be Submitted through State Govt.)

- a. Utilization Certificate of the previous grant-in-aid released.
- b. Audited Statement of Accounts
- c. Quarterly Progress Report
- d. Minutes of the Monitoring Committee meeting.
- e. Inspection Report from the State Govt.

1
2
3

10/10/10

10/10/10

10/10/10

10/10/10

10/10/10