

**INSTRUCTION FOR PRINCIPAL SECRETARIES OF AUTONOMOUS COUNCILS
OF KAAC & NCHAC/PROJECT DIRECTOR OF INTEGRATED TRIBAL
DEVELOPMENT PROJECTS (ITDP)/SUB-DIVISIONAL WELFARE OFFICERS
(SDWO) FOR IMPLEMENTATION OF BENEFICIARY ORIENTED SCHEMES**

A. INTRODUCTION

The Directorate of WPT & BC, Assam implements various schemes for the welfare of people belonging to the Plain Tribes and Backward Classes communities of Assam. Various schemes are budgeted during the respective financial years featuring infrastructural, agricultural, educational, health and other development of the people belonging to the backward communities.

Grants of various natures are also distributed among the targeted beneficiaries with the aid of State Govt. as well as Govt. of India. Grants in the form of Power Tillers, Rice Mills, Uniform (Sports), Solar Home Lighting System, Drinking Water Filters, GCI Sheets, etc. are being procured under various schemes for distribution of the same to the targeted beneficiaries for addressing various developmental aspects.

To achieve the desired objective of the schemes, proper management of distribution of such grants to the targeted beneficiaries through the field level offices viz. Autonomous Councils, ITDPs and SDWOs is one of the most important activity of the implementation process of the schemes. This Instruction Manual has been prepared to bring clarity to the field offices for proper distribution of the grants to the beneficiaries.

B. OBJECTIVE

As per grant wise schematic guidelines approved by the Govt. being issued by the Director, WPT & BC, Assam, the objectives of the field level offices viz. Autonomous Councils, ITDPs and SDWOs are as follows:

- i) Receiving and proper stocking of the grants
- ii) Timely and proper selection of beneficiaries/distribution to beneficiaries
- iii) Keeping proper records of the beneficiaries
- iv) Timely submission of Completion Certificates and UCs

B. i) Receiving and proper stocking of the grants

The field level offices will be intimated with the allocation pertaining to their offices for each specific grant. The field level offices are to receive the grants after checking the quality and quantity of the grants to be delivered through various suppliers. Stock Entry register is to be maintained for each specific grant. The Challans on receipt of the grants from the supplier in good quality and exact allocated quantity is to be certified with sign and seal of the designated Receiving Official stating that **“the material with all accessories specified above are received in full and good condition with the exact quantity and quality”**.

Stocking of the goods if necessary should be limited to a maximum of 15 (Fifteen) days only and all necessary steps should be taken to distribute the grants to the beneficiaries selected as per guidelines prescribed for the grant. Necessary steps must be taken for stocking the grants in good condition without any deterioration of the grants.

B. ii) Timely and proper selection of beneficiaries /distribution to beneficiaries

The selection process of the beneficiaries should be done as per guidelines prescribed for the particular grant. The selection is to be initiated immediately on receipt of allocation from the Director, WPT & BC, Assam without waiting for the grants to be delivered so that no stocking of grants is required for a long period of time and prompt distribution of the grants is affected.

To effect proper selection of beneficiaries, wide publicity of the grants inviting applications has to be undertaken by the field offices. The Field Officers apart from adhering to the guidelines of the grants may use their discretionary powers to select needy beneficiaries.

The following Selection Committees have been constituted at the field level for selection of beneficiaries:

- i) Development Board at Sub-Divisional Welfare for ST/OBC for Sub-Divisional Office/ Project Implementation Committee (PIC) at Sub-Divisional Office for ST (if already notified by the Govt.)
- ii) Project Implementation Committee (PIC) at Integrated Tribal Development Project for ST (if already notified by the Govt.)

OR

In case of non notification of PIC/ST Development Board at Sub-Divisional Welfare /OBC Development Board at Sub-Divisional Welfare/PIC at Sub-Divisional Office for ST, the Principal Secretary of KAAC/NCHAC or the Deputy Commissioner of the District will form a Selection Committee for the respective allocated offices.

In the light of presence of the present structure of **2 (Two) Nos. of Committees for STs at Sub-Divisional Welfare Offices viz. Development Board at Sub-Divisional Welfare for ST for Sub-Divisional Office and Project Implementation Committee (PIC) at Sub-Divisional Welfare Offices**, allocations have been provided separately for each of the Committees. The selection of beneficiaries for **District wise allocation** of grants will be the mandate of **Project Implementation Committee (PIC) at Sub-Divisional Office** and the selection of beneficiaries for **Sub-Divisional Welfare Offices** will be the mandate of **Development Board at Sub-Divisional Welfare for ST**.

B. iii) Keeping proper records of the beneficiaries

With the selection of beneficiaries being undertaken at the field level, the documentation of all the records relating to the beneficiaries and relevant APRs have to be maintained by the field level offices in the form of hard copy. Further as per training of the online database management system with GPS mapping along with e-Nagarik system, the details of the beneficiaries are to be uploaded in the online system from time to time.

Emphasis has to be taken with regard to collection of information of the beneficiaries with atleast the following data structure:

- 1) Name of the beneficiary:
- 2) Voter ID No:
- 3) Address:
 - Name of village:
 - Name of block:
 - PO & PS:
 - District:
- 4) Copies of Voter ID and Caste Certificate:

The APRs on distribution of the grants should be properly maintained.

B. iv) Timely submission of Completion Certificates and UCs

On completion of the distribution of grants, the Field Offices are required to submit Completion Certificates and Utilization Certificates in 12-C Format to the Director, WPT & BC, Assam which will signify the completion and achievement of the scheme.

Further, the Field Offices are requested to submit a Report on the effectiveness of the grants and the requirement of such grants in the future. The impact assessment of the grants should also be assessed and reported along with the report. Any shortfall/excess, complaint, etc. may also be a part of the report. The objective of the report is to help the Director, WPT & BC, Assam in formulation of future schemes and assess the achievement/failure of the implemented schemes.

C. IMPORTANT WEBITES AND CONTACT NOS.

All information such as order copies to the suppliers, allocations, guidelines, etc. will be uploaded in the website of the Directorate viz. <https://directorwptbc.assam.gov.in/> for the information of all the Field Offices.

All contact Nos. of the Directorate for enquiries related to the grants will be uploaded in the website of the Directorate for all necessary assistance.

The e-mail ID of the Directorate for any other correspondences is directoratofwptbc.assam@gmail.com.

The link for online database management system with GPS mapping and e-Nagarik system will be uploaded in the website of the Directorate.

D. GRANTS TO BE DISTRIBUTED DURING THE YEAR 2020-21

There are 3 (Three) categories of grants:

- 1) **Grants to be distributed without any beneficiary contribution:** For such grants, the suppliers will deliver the grants to the Filed Level Offices and the respective Filed Level Offices will select and distribute the grants to the selected beneficiaries directly
- 2) **Grants to be distributed with beneficiary contribution:** For such grants, the Filed Level Offices will submit list of selected beneficiaries to the Director of WPT & BC for approval of the Scrutiny Committee and the Selection Committee. On approval of the Scrutiny Committee and the Selection Committee, the beneficiaries or the Filed Level Offices (authorizing a Govt. official) will approach the Director, WPT & BC with beneficiary share in the form of Banker's Cheque/DD in favour of the supplier to be notified in due course of time.

3) **Grants to be distributed by the Director, WPT & BC directly:** For such grants, advertisement will be issued by the Director, WPT & BC and applications will be received by the Director, WPT & BC directly.

D. i) FOR ST

Grants to be distributed without any beneficiary contribution	Grants to be distributed with beneficiary contribution
Agriculture Kit for farmers	Power Paddy Thresher for farmers (Beneficiary Share Rs. 31,112/- and Govt. Share Rs. 1,24,446/-)
Domestic Hygiene Kit for families	Power Tiller for farmers (Beneficiary Share Rs. 35,710/- and Govt. Share Rs. 1,42,839/-)
Fashion Design Machine for women	Power Paddy Thresher compatible with Power Tiller for farmers (Beneficiary Share Rs. 37,138/- and Govt. Share Rs. 1,48,552/-)
Pressure Cooker with Gas Stove for families	Mini Rice Mill SHGs consisting of 40% or more ST member farmers with Tractors (Tractor Operated) (Beneficiary Share Rs. 51,111/- and Govt. Share Rs. 2,04,444/-) for
Battery Operated Knapsak Sprayers for farmers	
Street Vendor's Kit for unemployed youth	
Uniform (Sports) for students	
Water Filter for families	
Flour Mills (Pulverizer) for farmers	

D. ii) For OBC

Grants to be distributed without any beneficiary contribution	Grants to be distributed with beneficiary contribution
Agriculture Kit for farmers	Power Paddy Thresher for farmers (Beneficiary Share Rs. 31,112/- and Govt. Share Rs. 1,24,446/-)
Domestic Hygiene Kit for families	Power Tiller for farmers (Beneficiary Share Rs. 35,710/- and Govt. Share Rs. 1,42,839/-)
Fashion Design Machine for women	Power Paddy Thresher compatible with Power Tiller for farmers (Beneficiary Share Rs. 37,138/- and Govt. Share Rs. 1,48,552/-)
Pressure Cooker with Gas Stove for families	Mini Rice Mill for SHGs consisting of 40% or more OBC member farmers with Tractors (Tractor Operated) (Beneficiary Share Rs. 51,111/- and Govt. Share Rs. 2,04,444/-)
Battery Operated Knapsak Sprayers for farmers	Solar Dryers for unemployed youth (Beneficiary Share Rs. 82,950/- and Govt. Share Rs. 3,31,800/-)
Street Vendor's Kit for unemployed youth	

Uniform (Sports) for students		
Water Filter for families		
Flour Mills (Pulverizer) for farmers		
Exercise Books for Students		
Multi Operated Farm Powertool		
Plastic Crates for farmers		
Provisional Kit for farmers		
Smart Television for families		

D. iii) Grants to be distributed by the Director, WPT & BC directly

ST		OBC
DTP Unit for unemployed youths		DTP Unit for unemployed youths
Sports Essentials for institutes with minimum 40% ST students		Sports Essentials for institutes with minimum 40% OBC students
Disposable paper plate making machine (Heavy duty single roll automatic pattal dauna machine) for unemployed youths		Disposable paper plate making machine (Heavy duty single roll automatic pattal dauna machine) for unemployed youths
Semi Automatic Handloom Machine for women/men having experience in handloom		Semi Automatic Handloom Machine for women/men having experience in handloom
Personalized Learning Project Solution to ST students along with Tablet PCs		