

**IMPLEMENTATION GUIDELINES FOR
EXERCISE BOOKS FOR SC STUDENTS**

1. Objective :

The objective of the scheme is promotion of education for the students belonging to SC communities of Assam by providing Exercise Books.

2. Details of the scheme :

- (i) Physical Target for the state = 5,65,920 Nos. of Exercise Books each for SC
(ii) Total allocation of fund = Rs. 199.98198 lakhs

3. Selection Committee:

There will be a LAC Level Selection Committee (LACLSC) for selection and approval of beneficiary list with the following members:-

1. Deputy Commissioner or Official to be nominated by DC - **Chairman**
2. Sub-Divisional Welfare Officer - **Member Secretary**
3. 2 nos. (Two) social workers (representative) from SC community
nominated by the Local MLA/Deputy Commissioner - **Member**

4. Function of the Committee :

- i) The Committee will select the beneficiary for their respective areas. The target will be provided on the basis of population.

5. Eligibility Criteria :

- i) Beneficiaries must belong to SC community (Caste Certificate to be furnished).
ii) Beneficiaries must be studying in classes from Class-I to X.

6. Publicity :

The Sub-Divisional Welfare Officer will give wide publicity at various platforms viz. newspapers, websites, Notice Boards, etc.

7. Selection Procedures :

- i) The Member Secretary will collect demand of exercise books in prescribed format from the Principals/Head Masters of the Schools with the list of students class wise.
ii) In selecting the beneficiaries, the opinion of the representatives nominated by Local MLA/DC should be given due weightage.
iii) The Member Secretary will securitize the application and prepare a list of eligible beneficiaries in the order of merit as per target communicated from the Directorate.
iv) The Member Secretary will prepare the list of beneficiaries in consultation with representative(s) of MLA/DC and place the Beneficiary list along with documents received before the LACLSC for approval.
v) The approved list will be put in the Notice Board of the Sub-Divisional Welfare Office for public information.
vi) The Member Secretary will receive claims/objections complaints etc. and will examine the claims/objections/complaints etc. in his own office and dispose the same as per the guidelines of the scheme.
vii) As per allocation, the grants will be delivered to the respective Member Secretaries for distribution. The Member Secretary will distribute the same to the selected beneficiaries approved by the LACLSC.
viii) All documents submitted by the beneficiaries, APRs, Beneficiary list approved by the LACLSC, etc. will be retained by the Member Secretary for future Audit, Inspection purpose, etc.

8. Monitoring & Maintenance of records :

The Member Secretary will maintain detailed particular of the beneficiaries, in form of permanent register which should be readily available for inspection of the State Level/District level Officers and also for post Audit verification purpose. The details will include particulars of the beneficiary, viz Name/Father's name/Present address G.P. details etc.

9. Submission of Utilization Certificate and Process report:

The Member Secretary will submit the utilization/ completion certificate on completion of distribution of the grants.


Director
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Guwahati-06