

VOCATIONAL TRAINING IN TRIBAL AREAS

(w.e.f. 01.04.2009)

1. OBJECTIVE

Scheduled Tribes are the most marginalized section of the society, therefore to assist their socio-economic development, there is an imperative need to provide more employment avenues and income generation opportunities. It is aimed at upgrading the skills of the tribal youths in various traditional/modern vocations depending upon their educational qualification, present economic trends and the market potential, which would enable them to gain suitable employment or enable them to become self employed.

2. SCOPE AND ELIGIBILITY

2.1 Under the scheme of Vocational Training, grants will be available for organizing vocational trainings in recognized institutes or in Vocational Training Centres (VTCs) subject to terms and conditions revised from time to time of the scheme.

2.2 The agencies eligible for such grants are:

- (i) State Governments and UT Administrations;
- (ii) Institutions or Organisations set up by Government as autonomous bodies, either under a statute, or as a society registered under the Societies Registration Act, 1860;

- (iii) Educational and other institutions of the likes of local bodies and cooperative bodies.
- (iv) A Public Trust registered under any law for the time being in force. The trust must have been registered for at least three years.
- (v) Any Private Recognized Institution, registered and conducting such vocational courses for at least three years.
- (vi) Any industry or an association of industries like ASSOCHAM, CII, FICCI, etc. who are willing to run such skill upgradation training centres as per the financial norms of the scheme with a proper plan for placements.
- (vii) Voluntary Organization (VO)/Non-Government Organisations (NGOs) which fulfill the following requirements:
 - a) Any registered voluntary organization/non-governmental organization engaged in the conduct and promotion of social welfare of STs. The organization should have been registered for at least three years.
 - b) Experience of at least three years in the relevant field.
 - c) Aptitude and experience in welfare work pertaining to weaker sections.
 - d) Preference will be given to programmes that benefit the Particularly Vulnerable Tribal Groups (PTGs) or remote/interior/backward areas not serviced by Government Institutions or other established NGOs.
 - e) Financial viability of the organization and ability to continue the work for limited periods in absence of assistance from the Ministry.
 - f) Good reputation and credentials.

- g) Capability to mobilize community.
- h) Networking with other institutions for optimum utilization of resources allocated and assets created.

3. COMPONENTS OF THE REVISED SCHEME AND FUNDING PATTERN

- a) The scheme will be implemented for the benefit of the Scheduled Tribes as well as PTGs and can be taken up anywhere in the country but priority will be given to remote tribal areas, areas inhabited by particularly vulnerable tribes and areas affected by extremist activities.
- b) Under the scheme, the training for trades including modern trades having employment potential in the region should be provided.
- c) This scheme is exclusively for the benefit of scheduled tribes as well as PTGs. The organization running VTC will admit the ST youth irrespective of the region/State to which they belong.
- d) It will be imperative on the part of the concerned organization (i.e. States/UTs/NGOs/other organizations) to assess the employment potential in a particular area in advance depending on the educational qualification of the target population, type of industries available in that region/State, present economic trend and market potential, etc. before proposing the trades.
- e) The organizations will establish linkages with recognized institutions which can provide a Certificate/Diploma to the candidates for the trades in which they have been trained.

- f) The institutions/organizations (State/UT run institutions as well as NGOs) who are already running project with the assistance from this Ministry, and also the new applicant institutions/organizations should get/have recognition/affiliation/accreditation under “Modular Employable Skills (MES)” from Regional Directorate of Apprenticeship Training of the State/UT Governments or recognition/affiliation under “Craftsmen Training Scheme (CTS)” from National Council of Vocational Training (NCVT) under Directorate General of Employment & Training (Ministry of Labour & Employment, Government of India), as applicable.
- g) The organization should establish linkages with placement services, and for the candidates interested in self employment after availing the training, the organization shall arrange easy micro finance/loans for them through financial institutions, National Scheduled Tribe Finance Development Corporation (NSTFDC), banks, etc. Preference will be given to those institutions which guarantee placement/employment after completion of training.
- h) As far as possible, minimum 33% seats will be reserved for tribal girl candidates.
- i) 100% grant-in-aid will be provided to the States/UTs/State owned institutions/VOs/NGOs/other private organizations, eligible for assistance as specified in Para 2 of the Scheme.
- j) The grant-in-aid will be released to the State/UT Governments/State owned institutions in one instalment in a year, and to the NGOs/private institutions in two instalments as per General Financial Rules.

k) **The funding under this scheme will be in following two ways: (i) By setting up and running VTCs mainly in remote areas/rural areas deficient in facilities, (ii) By supporting vocational training for ST as also PTG candidates in already existing institutions in townships/districts, etc. like ITIs, Polytechnics, computer training centres, and other private recognized institutions subject to the maximum assistance of Rs.30,000/- per annum per ST trainee as per norms in Appendix-I.**

(i) **To set up and run VTCs in rural tribal areas:**

- a) Each Vocational Training Centre, set up under the scheme may cater to a maximum of five vocational courses depending upon the employment potential of the area, as assessed in conformity with para 3 (d) above.
- b) Each tribal boy/girl will be trained in one trade of his/her choice, the course being of maximum six months' duration. Thereafter, the trainee will be attached to a qualified Master Craftsman/Expert trainer for a maximum period of six months to learn the skills by practical experience.
- c) Each Vocational Training Centre set up under the scheme running five trades will provide training to 100 or more trainees i.e. for one trade there should be at least 20 candidates.
- d) The course content/syllabus for a particular trade will be finalized by the organization in consultation with the local ITIs/Polytechnics, etc.

- e) The organization will make efforts to get their VTCs attached with ITIs/Polytechnics or other recognized institutions, so that the training in various trades could be supported with recognized certificate/diploma.
- f) The organization shall ensure residential facilities with adequate infrastructure, toilets (separately for males and females) etc. for the outstation trainees enrolled in the institute.
- g) Existing vocational training centres under the scheme, will be reviewed by the State/UT Governments and their further continuation from 2009-10 will depend on the need subject to the condition that they follow the revised provisions of the scheme from the year 2009-10.
- h) The organizations will be given grant-in-aid to run the VTCs either in a rented building or in the building owned by the organization. In case of rented building, the rent will be admissible as per financial norms enclosed as **Appendix-I**.
- i) The organization should have sufficient class rooms, demonstration facilities, toilets and infrastructure etc. for conducting the quality training.
- j) The **non-recurring and recurring** grant-in-aid will be admissible in accordance with financial norms given in **Appendix-I**.
- k) The organization provided with the central assistance for running the courses on the trades which leads to production of finished products will market these products to earn income for making these VTCs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

(ii) **To support vocational training in existing recognized institutes in other areas:**

- a) Vocational training may be arranged for tribal youths in the vocational courses run by the institute depending upon the employment potential of the area, as assessed in conformity with para 3 (d) above.
- b) Each tribal boy/girl will be trained in one trade of his/her choice and given practical experience as per the syllabus prescribed by the institute.
- c) The organization should have sufficient class rooms, demonstration facilities, toilets and infrastructure etc. for conducting the quality training for tribal youths.
- d) The institute will utilize their own infrastructure for the purpose of training.
- e) The institute may follow Government recognized standard syllabus/course content if they are already running the trade, or the course content/syllabus for a particular trade will be finalized by the institute in consultation with the local ITIs/Polytechnics.
- f) After completion of the training, a certificate/diploma will be provided by the institute to the successful trainees.
- g) The **recurring** grant-in-aid will be admissible in accordance with financial norms given in **Appendix-I**.
- h) The organization provided with the central assistance for running the courses on the trades which leads to production of finished products will market these products to earn income for making these VTCs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

4. PROCEDURE FOR APPLICATION

- a) State/UT Governments and State owned autonomous institutions shall apply in prescribed application **Format-I**, whereas VOs/NGOs/private institutions shall apply in **Format-II**.
- b) The State/UT Government/State owned institutions shall apply directly to the Ministry, whereas application of VOs/NGOs/private institutions shall be routed through “**State Level Committee for Voluntary Efforts**” as constituted under the scheme of Grant-in-aid to Voluntary Organizations.
- c) Applications of the State/UT Government/State owned institutions and the VOs/NGOs/Private institutions for the next financial year, must reach to this Ministry as per prescribed channel by January-February of the preceding financial year, e.g. the application for financial year 2010-11 must reach to this Ministry by the end of February 2010.
- d) To observe time schedule as stated above in para 4 (c), VOs/NGOs/Private institutions should submit their applications by December of every year for the next financial year, to the State/UT Governments to enable them to place it before the State Committee in time, e.g. the application for 2010-11 should be submitted by December 2009. For the financial year 2009-10, applications may be submitted to the State/UT Government latest by June 2009.
- e) State Government /UT Administrations, while forwarding the recommendations of the State Committee for the proposals of VOs/NGOs/Private institutions, shall ensure submission of following documents **as per the given Check List and Time Schedule:**

Check List and Time Schedule for mandatory documents for VOs/NGOs/Private institutions:

S. No. and Name of Documents	For New Projects in February every year along with State Committee's recommendations	For On-going Cases only	
		In February every year along with State Committee's recommendations	Latest by <u>15th</u> July every year
1. Application Form	√	√	X
2. Budget Estimates	√	√	X
3. Un-audited Accounts of last year	X	√	X
4. Audited Accounts with Auditor's Report	√ (of last three years)	X	√ (of last year)
5. Utilization certificate of previous year's grant in prescribed format as per GFR 19(A)	X	X	√
6. Annual Report	√ (of last three years)	X	√ (of last year)
7. List of Staff	√	√	X
8. List of beneficiaries	√	√	X
9. Inspection Report counter-signed by District Collector/ Commissioner	√	X	√
10. Registration Certificate, Rules & Bye laws	√	√	X
11. List of Management Committee	√	√	X
12. Up to date Rent agreement/ rent assessment certificate authenticated by PWD/CPWD (as applicable)	√	√	X
13. Surety Bond, Authorization letter (in Advance)	√	√	X
14. Acceptance of Terms and Conditions (Advance)	√	√	X

√- To be sent ; X- not to be sent

5. Terms and Conditions for the VOs/NGOs/Private institutions

As stipulated in **Appendix-II** of these guidelines.

6. Monitoring

(a) Besides regular inspections being conducted by the District Collector/ Commissioner/Authorities in the prescribed format, the concurrent

monitoring will also be undertaken by the officials of the Ministry and independent agencies appointed by the Central Government for the purpose.

- (b) Each organization/institution will maintain a record of each successful trainee along with the details of his/her employment/self employment.
- (c) Such details will be furnished by the organization/institution at the end of financial year mandatorily in the prescribed format. Further continuation of the project will depend on the performance in terms of employment ensured/arranged by the organization.
- (d) A monitoring cell will be established in the NGO Division to maintain data base of the NGO run projects and to monitor their progress and 2% of the annual budget may be allowed to be used for monitoring and management of the scheme.

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Admissible Financial Norms

Recurring:-

(a) Rs. 30,000/- per annum per trainee includes:-

- (i) Stipend to trainee @ Rs. 700/- per month.
- (ii) Rs. 1600/- per trainee per annum for procurement of tools, raw material etc.
- (iii) Monthly honorarium to faculty/supporting staff etc.
- (iv) Boarding/lodging of trainees, electricity and water charges, etc.

- (b)** In case of rented building, annual rent will be admissible in addition to (a) above as per actuals, and maximum limit will be Rs. 10,000/- per month. This will be subject to submission of **Rent Assessment Certificate** by Public Works Department of the State Government. If building is owned by the institution/organization, only 10% of the rental value (authenticated by State PWD), as admissible, will be provided as maintenance charges per annum.

Non-recurring:-

- (a)** Rs. 2.40 lakh for five trades once in five years @ Rs. 0.48 lakh per trade.

APPENDIX-II

TERMS AND CONDITIONS FOR VOs/NGOs/Private institutions UNDER THE SCHEME OF VOCATIONAL TRAINING IN TRIBAL AREAS

The grant-in-aid sanctioned under the aforesaid scheme is subject to fulfillment of following conditions by the voluntary organization (VO) /non-governmental organization (NGO)/private institution:

1. that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified in para 2 of the scheme;
2. the grants can not be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
3. that the organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
4. that the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and the scheme that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
5. that the organization will make reservations for the Scheduled Castes and Scheduled Tribes, etc., in the posts/services under their control on the lines of the instructions issued by the Government of India and as amended from time to time;
6. that the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
7. that the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection of by representatives/officers from the office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilisation Certificate, to the Ministry of Tribal Affairs latest by first week of July month every year:

- a. the receipt and payment account of grant-in-aid in question for the year;
 - b. the income and expenditure accounts of grant-in-aid in question for the year;
 - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - d. the utilization certificate in prescribed format as per General Financial Rules along with the item-wise break-up;
 - e. the audited accounts of the organisation as a whole for the year.
8. the organization shall submit performance-cum-achievement report (s) every six months on the project for which it received Grant-in-aid in the prescribed format;
 9. that the facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all STs irrespective of creed, religion, colour, etc.;
 10. the organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Tribal Affairs immediately after receipt with proper reference;
 11. the organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
 12. that if the Government is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and also take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the Ministry, will never be considered by the Ministry for grants in future, even if delisted from the black list at any point of time;
 13. at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due ;
 14. no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
 15. the organization shall maintain a register in the GFR (19) of permanent and semi-permanent assets acquired wholly or in part out of this Grant-in-aid. This register shall remain open for inspection to the officials from the Office of the Comptroller and Auditor General of India/Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the Ministry, along with the Audited Accounts;

16. the release of the last instalment of the annual grant will be conditional upon the grantee institutions to provide reasonable evidence or proper utilization of instalment released earlier during the year;
17. the organizations should liase with District Administration for convergence of other existing services for the welfare of Scheduled Tribes. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation;
18. provisions of General Financial Rule 150(2) (a) would be applicable where the Voluntary Organisations are being provided assistance for the prescribed amount;
19. the organization shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of Ministry of Tribal Affairs, Government of India;
20. the organization shall ensure annual inspection of the project within the first quarter of the financial year in the prescribed format from the District Collector/district authorities;
21. the purchase of non-recurring items should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection;
22. that the organization shall not charge any fees from the beneficiaries;
23. in case of new projects, the organization shall intimate this Ministry and the State Tribal Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;
24. that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;
25. in the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any legal/intellectual/contractual disputes between the VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;
26. for all disputes involving Ministry of Tribal Affairs with regard to release of grants, **the jurisdiction of the Courts will be Delhi**;

27. the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date
Place

Signature of President/Secretary
Full Name
Designation
Official Seal
