

No. 22040/45/2007-NGO
Government of India
Ministry of Tribal Affairs

Shastri Bhawan,
New Delhi - 110001
Dated: 12th September, 2007

To,
All the Participating NGOs.

Subject: Revised Guidelines of the Scheme for Award of Special Incentive to NGOs for improvement of infrastructure.

Sir,

I am directed to enclose herewith the revised guidelines of the Scheme for Award of Special Incentive to NGOs for improvement of infrastructure alongwith application format. The revised guidelines come into effect from 2007-08 onwards. From the current financial year onwards, application forms will be entertained only in the new format. You are, therefore, requested that you may make your application in the new format, attached along with the revised guidelines.

Yours faithfully,

(R.. Ramamurthy)
Under Secretary to the Govt. of India
Tel: 23386980

Copy to:

1. The Principal Secretary/ Secretary
Of all States/ UTs with a request that the revised guidelines may be circulated among all the NGOs funded by this Ministry.
2. The Technical Director, NIC with a request of upload the material on the website of the Ministry of Tribal Affairs within two days. A floppy is also sent herewith.
3. All Officers of above the level of Director/ Deputy Secretaries for information.

(R.. Ramamurthy)
Under Secretary to the Govt. of India

w.e.f. August 2007

Guidelines Governing Award of Special Incentive (ASI) to Non-Governmental Organizations for improvement of Infrastructure

I. Background

The Ministry of Tribal Affairs, Government of India has been implementing the following schemes through Non-Governmental Organizations (NGOs) to improve educational conditions and enhance socio-economic development of the Scheduled Tribes:

- (a) Grant-in-aid to Voluntary Organizations (VOs) working for the welfare of the Scheduled Tribes;
- (b) Educational Complex in low literacy pockets for development of women's literacy in tribal areas; and
- (c) Vocational Training Centre in Tribal Areas through Non-Governmental Organizations (NGOs)

It has been experienced that some projects sanctioned to the NGOs suffer due to lack of infrastructure facilities. It is an established fact that most of the tribal communities live in far flung inaccessible areas where suitable infrastructure to accommodate the projects is not always available.

The all India conference on the "Role of Voluntary Sector in National Development" held on 20.04.2002 at the instance of the Planning Commission recommended, among other things, that:

- (a) While in general, the financial assistance to VOs will be programme or project based, institutional support to develop its infrastructure is not ruled out particularly for lead VOs, to enable them to raise their outreach capacity under a medium to long term project.
- (b) In promoting GO-VO partnership and capacity building of VOs, the policy objective is to gradually enable the VOs to stand on their own as credible civil society organizations and capable of improving the self-governing institutions and the concerned departments.

Subsequently, in pursuance of the advice of the Planning Commission guidelines were formulated to govern the sanction of grant as special incentives to NGOs doing exemplary service in the field of tribal development. The experience in the last few years of implementation of these guidelines has underlined the need to revise some of the guidelines. The revised guidelines are given below:

II. Eligible Non-Governmental Organizations

The Special Incentive shall be awarded to the non-governmental organizations (NGOs) who fulfill the following criteria:

- (i) The project should have been funded by the MoTA and run for at least five years successfully.
- (ii) The organization applying for ASI should have its own land/building and infrastructure.
- (iii) The project should be remotely located and lacking public services.
- (iv) In case of building requirement for hostel, the number of inmates should have increased by 25%.
- (v) In case of building requirement of educational institutions, the number of students in each class should have gone beyond 40 (forty) and in total the number of students should have gone above 200 (two hundred).
- (vi) In case of building/equipment requirement for 10-20 bedded hospitals, there should not be any other Government run hospital within 10 km. distance.
- (vii) For any improvement, no grant should have been availed earlier from any other Government source, for the same purpose.
- (viii) The special incentive can be availed by an organization for a particular project only once in five years. Application may, however, be made for other projects run by that NGO.
- (ix) During the qualifying period of five years preceding the consideration of ASI, there should not have been any adverse comment or report against the organization by any Central/State Government.
- (x) The special incentive will be given only for the improvement of infrastructure in the project run by this Ministry under the schemes mentioned in para I and these special incentives shall not be utilized for any other purpose.

III. Procedure for Application and Selection of Proposals

- (i) To apply for ASI, the NGO, which fulfills the aforesaid criteria, shall apply in the prescribed Application Form as given in Annexure-I and send the same to the Secretary, Ministry of Tribal Affairs **before 30th June of the financial year.** (**Attn.:** for the 1st year of the 11th Plan, the time limit is 30th September 2007).
- (ii) The proposal for ASI should be strictly for extension of infrastructure and would not be considered:
 - a) if it is not linked with the project being funded by this Ministry;
 - b) if it is not useful for the project beneficiaries;
 - c) if it is not meant for the improvement in services of the project;
 - d) if it includes the items for which the grants have already been availed under regular non-recurring/recurring grants sanctioned by this Ministry;
 - e) if it includes the item for which the grants have been availed from other Central/State Government for the same purpose;
 - f) if it involves recurring cost including payment of salaries etc.;
 - g) if it is for the maintenance of the existing infrastructure;
 - h) if the infrastructure/asset created out of the ASI is likely to promote religious/communal faith;
 - i) if it is for purchase of land/building/sport items/lab materials and books.

- (iii) In case of construction/extension of buildings, the application form should be accompanied by the following documents:
 - (a) Details of land and a map showing the location vis-à-vis plot boundaries
 - (b) Ownership of land
 - (c) Approved design with blueprint/plan with measurements
 - (d) Approved estimates as per PWD rates
 - (e) Recent photograph of existing infrastructure/site
- (iv) In case of procurement, the invoice from the dealer(s) along with specifications should accompany the application form.
- (v) Since funds are limited under this scheme, the proposals will be dealt on merit and on first come first serve basis.
- (vi) The proposals shall be examined by an internal Committee of the Ministry comprising following officials:

Joint Secretary	-	Chairman
Director (Edn.) and Director (SG)	-	Members
Representative of IFD	-	Member
Director/Deputy Secretary (NGO)	-	Member Secretary

IV. Funding Pattern

- a) The special incentive shall be utilized only for the purpose for which it has been granted, and not for any other purpose.
- b) The project, that has once availed special incentive, will not be considered for further incentive at least for the next five years. The grant would be of non-recurring nature.
- c) Any future cost required for the asset/facility developed from the ASI such as maintenance cost, etc. has to be borne by the organization.
- d) The quantum of ASI shall depend on the proposal and the category of items proposed and its actual cost, and shall not exceed Rs.10 lakh in any single case.
- e) The amount of ASI approved shall be released to the organization in two equal instalments. The first instalment shall be released after approval of the proposal by the Ministry. The second instalment shall be released after submission of utilization certificate for the first instalment and inspection/verification report of the District Collector/State Government or Ministry officials.
- f) The ASI would be 100% for a project in the Scheduled Areas/Tribal Areas and 90% for organizations working in the areas other than Scheduled Areas.

V. Terms and Conditions

Since the special incentive is given for the projects run by NGOs under the main schemes viz. GIA to Voluntary Organizations, Educational Complex and VTC, same terms and conditions as in the main schemes shall be applicable for the grant released as special incentives.

VI. Monitoring and Evaluation

The works undertaken in this scheme shall be monitored as per the procedure prescribed in the main schemes under which the project is running. The works undertaken with the special incentives should be measurable in qualitative and quantitative terms.

Annexure
(effective from 2007-08 onwards)

Government of India
Ministry of Tribal Affairs

Application Form

For

**Award of Special Incentive (ASI) to Non-Governmental Organizations for
improvement of Infrastructure**

Note: 1. *It is mandatory for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice.*

2. *Unsigned application forms will be summarily rejected without any notice.*

3. *The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form*

I Details of Voluntary Organization (VO) / Non-Governmental Organization (NGO)

S. No.	Particulars	To be filled by VO/NGO
1	Name of the Organisation (as per registration certificate)	
2	(a) Name of President (b) Name of Secretary	
3	Full address of Headquarter of Organisation with PIN code	
4	Latest landline telephone no. with STD code	
5	Mobile no. of President and Secretary	
6	E-mail address of Organisation (if available)	
7	Name of Act under which registered	
8	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of expiry:

II Project details

S. No.	Particulars	To be filled by VO/NGO
1	Name of the already running Project(s) for which the special incentive has been applied	
2	Full address of the location of the Project with PIN code	Survey No.: Village: Block/Mandal: P.O.: District: State: PIN:
3	Year from which the project is running	
4	Whether any special incentive for this project received earlier from this Ministry, if yes in which year and for what purpose, please give details in brief	
5	If special incentive received earlier, whether the works are completed, if so the name of inspecting authority along with date of inspection	
6	Whether any grant from any other Government source has been availed for the same purpose, if yes, in which year, please give details in brief	
7	The purpose for which the current special incentive applied (mention as given in para III (ii) of the guidelines)	
8	Whether blueprint and plan of the project duly approved by PWD is enclosed (in case of construction)	
9	Whether the land/building belong to the organisation (in case of construction/extension), details may be given	
10	Total estimated cost (Rs. in lakh) (enclose estimate approved by PWD in case of construction)	

III Details of grants received from Ministry of Tribal Affairs during last five years (for the project mentioned above in II at serial no.1)

S.N.	Name of the scheme	Name of projects undertaken	Amount received in last five years (Rs. in lakhs)				
1	GIA to voluntary organisation						
2	Educational Complex						
3	Vocational Training						
	Total						

IV Details of the proposed infrastructure development from special incentives (strike off the table which is not applicable)

(a) Construction/extension of building

S. No.	Already existing building		Proposed construction		Purpose
	Details of existing building	Quantity with unit	Details	Quantity with unit	

(b) Construction/extension of toilets

S. No.	Already existing toilets		Proposed construction	
	Details of existing toilets (for boys and girls separately, if applicable)	Quantity	Details (for boys and girls separately, if applicable)	Quantity

(c) Extension of sports facilities (no sports articles/items admissible)

S. No.	Already existing sports infrastructure		Proposed sports infrastructure	
	Details of existing ones like indoor/outdoor courts, football/hockey ground, archery field, etc.	Quantity	Details with measurement with units	Quantity

(d) Construction/installation of drinking water facility

S. No.	Already existing facility		Proposed drinking water facility		Source of water (ground water/rain water/river/ lake etc.)
	Details	Quantity	Details	Quantity	

(e) Procurement/installation of medical equipments

S. No.	Already existing medical equipments		Proposed procurement/installation		Justification
	Names of medical equipments with specifications	Quantity	Names of medical equipments with specifications	Quantity	

(f) Any other infrastructure (to be decided by Ministry on merit)

S. No.	Already existing infrastructure		Proposed infrastructure		Justification (to be accompanied with recommendation from CMO)
	Particulars of infrastructure with specifications	Quantity	Particulars of infrastructure with specifications	Quantity	

V Details of Building (for construction/extension purposes, the land and building should be owned by the NGO)

S. No.	Particulars	To be filled by VO/NGO
1	Location of the building with complete address	
2	Whether the building belongs to organization	Yes/No
3	Whether the building is on rent	Yes/No
4	If on rent, name and address of the owner	

VI Brief justification of the Project:

VII Details of Annexures (to be enclosed as per Checklist prescribed in the guidelines)

- 1.
- 2.
- 3.
- 4.

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge and shall abide by the terms and conditions prescribed in the scheme and revised from time to time.

Date
Place

Signature of the President/Secretary
Name of the Signing Authority
Official Stamp of the Organization
