

Guideline for implementation of the scheme of
“Awareness Programme on
Child/human trafficking, family planning, legal awareness, health, etc.”

1.	Name of the scheme	:-	Awareness Programme on child/human trafficking, family planning, legal awareness, health, etc.
2.	Objective of the scheme	:-	The objective of the scheme is to generate awareness among the tea tribes’ people on issues like child/human trafficking, family planning, legal awareness, health, etc. for bringing effective social & behavioral change amongst them.
3.	Name of the implementing agency	:-	Directorate for Welfare of Tea & Ex-Tea Garden Tribes.
4.	Method of implementation	:-	<p>The scheme shall be implemented through NGOs/CBOs working for tea tribes’ communities, selected by the Sub-Divisional Beneficiary Selection Committees. Funds shall be provided to the organization for conducting awareness programmes amongst the tea tribes’ populace, by the Directorate, observing all formalities.</p> <p>Further, production of documentaries, quickies, brochure/handouts, advertisements etc. through print, electronic and other mass media for dissemination of information and messages for the tea tribes’ community on social and development issues shall be undertaken.</p>
5.	Method of payment	:-	<p>The grants are transferred directly to the bank accounts of the groups/organizations through e-transfer.</p> <p>In case of production of documentaries, quickies, brochure/ handouts, etc. through print, electronic and other mass media, NIT process shall be followed.</p>
6.	Monitoring of the scheme	:-	The monitoring of progress and implementation of the scheme is done by this Directorate involving the SDWOs.
7.	Maintenance of records and Monitoring	:-	The Directorate keeps proper records with APR of the events and submits the reports Govt. in time.
8.	Submission of progress report	:-	The Directorate submits the progress report to the Govt.
9.	Submission of utilization certificate	:-	The Directorate submits the progress report to the Govt. in time.
10.	Audit by the AG (Audit), Assam	:-	Mandatory Audit by the AG (Audit) Assam is conducted on an annual basis for which the Tea Tribes Welfare Department ensures regular and timely audit of the accounts of the Director, Welfare of Tea & Ex-Tea Garden Tribes, Assam by the AG (Audit), Assam.
11.	Targeted period of completion	:-	31 st March of each financial year.

Director,
Welfare of Tea & Ex-Tea
Garden Tribes, Assam, Guwahati-32