

**Guideline for taking up the scheme of**  
**“Coaching for Higher Studies”**

1.	<b>Name of the scheme</b>	:-	Coaching for Higher Studies
2.	<b>Objective of the scheme</b>	:-	The objective of the scheme is to prepare the students of tea tribes' community for appearing in the HSLC and HSSLC exams and for selection into the medical and engineering courses and also for providing coaching for students aspiring for Civil services exams.
5.	<b>Name of the implementing agency</b>	:-	Directorate for Welfare of Tea & Ex-Tea Garden Tribes.
6.	<b>Method of Implementation</b>	:-	<p>The Deputy Commissioners of the districts in consultation with the local MLA/s shall set up coaching centers in the district headquarters and sub-divisions for HSLC &amp; HSSLC students of tea tribes' community with the fund received from this Directorate. A model estimate for organizing the coaching center shall be prepared in consultation with the Education department.</p> <p>State level coaching of at least 3 (three) months duration for students of the tea tribes' community, aspiring for civil services &amp; other competitive exams shall be organized at Guwahati.</p>
7.	<b>Criteria for selection of beneficiary</b>	:-	<p>The criteria for selection of students/candidates shall be as given below:-</p> <p>a) He/she should be a citizen of India.</p> <p>b) He/she be a permanent resident of Assam and must belong to tea tribes' community.</p> <p>c) The candidate must produce a Caste certificate. The certifying authority is the Deputy Commissioner/SDO (C) of the concerned district.</p> <p>d) He/she must produce necessary documents for undergoing the coaching.</p> <p>e) Candidates must secure a requisite percentage of marks in the qualifying examination prescribed for the desired coaching, based on the available seats.</p> <p>f) 30% of the numbers sanctioned for coaching shall be earmarked for girl students/candidates.</p>
8.	<b>Distribution procedure</b>	:-	This Directorate will provide the grants directly to the Deputy Commissioners and Institutions through e-transfer.
9.	<b>Monitoring of the scheme</b>	:-	The monitoring of progress and implementation of the scheme shall be done by the Deputy Commissioners at the district and Sub-Divisional levels and by the Directorate at the State level.
10.	<b>Maintenance of records and Monitoring</b>	:-	The Director maintains proper records with APR of the Institutions.
11.	<b>Submission of progress report</b>	:-	The Director submits the progress report to the Govt.
12.	<b>Audit by the AG (Audit), Assam</b>	:-	Mandatory Audit by the AG (Audit) Assam is conducted for the implementation of the scheme for which the Tea Tribes Welfare Department ensures the regular and timely audit of the accounts of the Director, Welfare of Tea & Ex-Tea Garden Tribes, Assam by the AG (Audit), Assam.
13.	<b>Submission of utilization certificate</b>	:-	The Directorate submits the utilization certificate to the Govt. in time.
14.	<b>Targeted period of completion</b>	:-	31 <sup>st</sup> March of each financial year.

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