

**Guideline for implementation of the scheme**  
**“Grants to Women SHGs”**

1.	<b>Name of the scheme</b>	:-	Grants to Women SHGs
2.	<b>Objective of the scheme</b>	:-	The objective of the scheme is to extend financial assistance in the form of grants to women self-help groups of tea tribes' community to be utilized for taking up income generation activities towards enhancement of their family incomes and livelihoods.
3.	<b>Physical target</b>	:-	The physical target depends upon the annual allocation of fund for the scheme and the rate of grants being decided by the SLAC.
4.	<b>Name of the implementing agency</b>	:-	Directorate for Welfare of Tea & Ex-Tea Garden Tribes.
6.	<b>Specification</b>	:-	<p>a) The Self Help Groups (SHGs) shall comprise of minimum 10 - 20 members.</p> <p>b) The SHGs should have a Bank account with joint-signatory provision.</p>
7.	<b>Criteria for selection of beneficiary</b>	:-	<p>The Sub-Divisional Beneficiary Selection Committee shall select the SHGs based on the following criteria:-</p> <p>a) The Self Help Groups (SHGs) should comprise of minimum 10 - 20 members.</p> <p>b) All members of the SHG shall be comprised of the age group of between 18 years to 59 years.</p> <p>c) The Self Help Groups (SHGs) should be enrolled in the respective Block Development offices and Block Mission Management Units (BMMU) of Assam State Rural Livelihood Mission (ASRLM).</p> <p>d) All members should be Indian citizens and should be permanent residents of Assam</p> <p>e) All members of the group must belong to tea &amp; ex-tribes' communities.</p> <p>f) The photographs of all members should be submitted along-with the application.</p> <p>g) Allocation for the no. of SHGs to be considered from each of the 46 Sub-Divisions will be done considering the population of the Tea &amp; Ex-Tea Tribes communities in the Sub-Divisions.</p> <p>h) The SDWO shall forward the list of selected SHGs to the Directorate along-with his recommendation.</p> <p>i) The beneficiary SHGs will be provided with the grants directly to their bank accounts through DBT mode.</p> <p>j) SHGs once covered under the scheme shall not be entitled for consideration of another grant for at least 3 (three) years.</p>
8.	<b>Monitoring of the scheme</b>	:-	The monitoring of progress and implementation of the scheme will be done through SDWOs who, in turn, report to the Directorate for Welfare of Tea & Ex-Tea Garden Tribes, Assam.
9.	<b>Maintenance of records and Monitoring</b>	:-	The Director maintains proper records with APR of the Institutions.

10.	<b>Submission of progress report</b>	:-	The Director submits the progress report to the Govt.
12.	<b>Submission of utilization certificate</b>	:-	The Directorate submits the utilization certificate to the Govt. in time.
13.	<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.
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