

**Guideline for implementation of the scheme of**  
**“Grants to Non-Official Organizations doing Welfare Works ”**

1.	<b>Name of the scheme</b>	:-	Grants to Non-Official Organizations doing welfare works.
2.	<b>Objective of the scheme</b>	:-	The objective of the scheme is to provide financial assistance to Non-Official Organization doing welfare work among the tea tribes’ people for their all-round development.
3.	<b>Physical target</b>	:-	The physical targets for grants depend upon the amount of fund allocated per financial year and the number of organizations applying for such activities.
4.	<b>Name of the implementing agency</b>	:-	Directorate for Welfare of Tea & Ex-Tea Garden Tribes.
5.	<b>Specification</b>	:-	The specification are as follows:-  The maximum limit of such grants is Rs. 50,000.00 (Rupees fifty thousand) only per organization.
6.	<b>Formation of Tea Tribes Welfare &amp; Development Committees.</b>	:-	In selection of the Non-Official Organizations the following criteria shall be as follows:-  i. The Sub-Divisional Beneficiary Selection Committee of all 46 Sub-Division shall constitute <b>Tea Tribes Welfare &amp; Development Committees</b> under their jurisdiction. The said committees shall be duly registered under the Societies Registration Act. The welfare & development committees shall be so organized as to assume the role of facilitator in the implementation of various schemes and other flagship programmes.  ii. These committees shall be constituted with an objective of effecting a paradigm shift in the implementation of development schemes in the tea garden areas.  iii. The Sub-Divisional Beneficiary Selection Committee shall ensure formation of committees with members having an enlightened and progressive outlook.
7.	<b>Method of implementation</b>	:-	The Directorate shall request the Sub-Divisional Beneficiary Selection Committees for the list of registered Tea Tribes Garden Welfare & Development committees in the respective Sub-Divisions for awarding of grants.  The Directorate shall compile and finalize the list and secure the approval of the Chairman, SLAC.  The grants shall be disbursed directly to the bank accounts of the selected organizations through e-transfer.
8.	<b>Disbursal of grants</b>	:-	This Directorate, on receipt of fund from the Govt., and after getting the final list approved by the Chairman, SLAC, shall disburse the grants directly to the bank accounts of the organizations though e-transfer.
9.	<b>Monitoring of the scheme</b>	:-	The monitoring of progress and implementation of the scheme is done by this Directorate involving the SDWOs.
10.	<b>Maintenance of records and Monitoring</b>	:-	The Directorate keeps proper records with APR of the events and submits the reports Govt. in time.

11.	<b>Submission of progress report</b>	:-	The Director submits regular progress report to the Govt.
12.	<b>Audit by the AG (Audit), Assam</b>	:-	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.
13.	<b>Submission of utilization certificate</b>	:-	This Directorate submits 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