

**Guideline for implementation of the scheme**  
**“Distribution of Power Tillers”**

1.	<b>Name of the scheme</b>	:-	Distribution of Power Tillers
2.	<b>Objective of the scheme</b>	:-	The objective of the scheme is to extend support to the agro-based (BPL) beneficiaries belonging to Tea & Ex-Tea Tribes’ communities in the form of free distribution of Power Tillers to Self Help Groups (SHGs) for self-employment and enhancement of family incomes of the target beneficiaries.
3.	<b>Physical target</b>	:-	The Physical target for number of Power Tillers to distributed depend upon the unit cost which will decided in the procurement process based on the lowest bidder of the NIT Process and the total units that can be procured thus.
4.	<b>Name of the implementing agency</b>	:-	Directorate for Welfare of Tea &Ex-Tea Garden Tribes.
5.	<b>Procurement of the materials</b>	:-	Procurement will be done through NIT/E-tendering process by observing all formalities. NIT will be published in widely circulated News Papers, besides E-tendering process of procurement will also be adopted and the rates finalized by the Purchase Committee will be followed.
6.	<b>Specification</b>	:-	<ul style="list-style-type: none"> <li>a) The Self Help Groups (SHGs) shall comprise of minimum 10 - 20 members.</li> <li>b) The SHGs should have a Bank account with joint-signatory provision.</li> <li>c) Land holding documents need to be submitted by the group members for a minimum of 7 Bighas.</li> <li>d) The SHGs should sign a bond for not selling/disposing the Power Tiller for a minimum of 5 (five) years from the date of receipt.</li> <li>e) The members of the SHGs shall not be changed until the bond period is over.</li> </ul>
7.	<b>Criteria for selection of beneficiary</b>	:-	<p>The Sub-Divisional Beneficiary Selection Committee shall select the beneficiaries based on the following criteria:-</p> <ul style="list-style-type: none"> <li>a) The Self Help Groups (SHGs) should comprise of minimum 10 - 20 members.</li> <li>b) The SHGs can either be of men or women members; however, mixed groups will not be taken for consideration.</li> <li>c) All members of the group must belong to tea tribes’ community.</li> <li>d) The beneficiaries must produce a Caste certificates duly certified by the Deputy Commissioner/SDO (c) of the concerned district.</li> <li>e) The photographs of all members should be submitted along-with the application.</li> <li>f) A group photograph of all members of each selected SHG in presence of the Sub-Divisional</li> </ul>

			<p>Welfare Officer and the Chairman of Sub-Divisional Beneficiary Selection Committee shall be submitted along-with the standard application.</p> <p>g) The SDWO shall forward the list of selected SHGs to the Directorate along-with his recommendation.</p> <p>h) SHGs which have already received Power Tillers under schemes of this Directorate or from any other Govt. Department shall not be considered for the scheme.</p>
8.	<b>Method of implementation</b>	:-	Procurement will be done through NIT/E-tendering process by observing all formalities. The Purchase Committee will select the eligible bidders and place the order for supply of Power Tillers to the 46 Sub-Divisions.
			<p>Allocation of the Power Tillers to 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>The beneficiary SHGs will be provided with the Power Tillers through ceremonial distributions in presence of the Hon'ble Minister/Local MLAs and Deputy Commissioners.</p> <p>Photographic records of all the beneficiaries receiving the Power Tillers shall be maintained by the Sub-Divisional Welfare Officers.</p>
11.	<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.
12.	<b>Maintenance of records and Monitoring</b>	:-	The Director maintains proper records with APR of the Institutions.
13.	<b>Submission of progress report</b>	:-	The Director submits the progress report to the Govt.
14.	<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.
15.	<b>Submission of utilization certificate</b>	:-	The Directorate submits the utilization certificate to the Govt. in time.
16.	<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