

Vocational Training Centers in Tribal Area

Implemented by: State Governments/ UT Administrations

How to apply: States/UTs may apply annually to Ministry of Tribal Affairs, Government of India, as given below in Form 2A

1. OBJECTIVE

The rising left-wing extremism is a manifestation of frustration and lack of faith in the present development process. It is necessary that both State and Central Government should make efforts weaning away the tribal youths from disruptive activities. Hence one of the major efforts is to establish such vocational training institutes for large scale employment of unemployed tribal youths.

2. SCOPE AND ELIGIBILITY

Under the scheme grants shall be sanctioned subject to terms and conditions laid down by this Ministry provided application for the same is received as per prescribed proforma.

The agencies eligible for assistance shall be as follows:

- i) Institutions or Organisation set up by Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860 or otherwise
- ii) Educational and other institutions of the like of local bodies and cooperative bodies.
- iii) Non Government Organisation meeting the following requirements:
 - It is a registered body under an appropriate Act so that it gets a corporate status and a legal personality and a group liability is established for its activities.
 - It has an appropriate administrative structure and a duly constituted managing/executive committee.
 - The aims and objects of the organization and programmes in fulfillment of those aims and objects are precisely laid down and

- The organization is initiated and governed by its own members on democratic principles without any external control.

PROCEDURE FOR RELEASE OF GRANT-IN-AID AND FUNDING PATTERN

a) Under the scheme 100% central assistance will be given to State/UTs/NGOs for setting up and running of vocational training centers.

b) One the event of Ministry of Welfare itself executing any element of the programme i.e. engagement of consultants for project formulation, monitoring and evaluation as well as expenses towards cost of training of NGO functionaries etc. Full cost shall be borne from the budgetary provision of the scheme.

c) Under the Programme while no predefined cost heads shall be stipulated at the project formulation stage, each implementing agency shall submit a detailed project proposal clearly bringing out the programme modalities and individual expenditure heads. Ministry of Welfare while approving the projects shall indicate the extent of support to the project as a whole as well as to each component of the project against which reappropriation to the extent of 20% of the total grant shall be permitted.

TERMS AND CONDITIONS FOR GRANT-IN-AID UNDER THE SCHEME OF VOCATIONAL TRAINING IN TRIBAL AREAS.

1. The scheme will come into effect from 11th day of August 1998.
2. The scheme will be meant for Scheduled Tribes and will provide for training for various trades in a particular centre depending upon the existing infrastructure as well as the employment potential in the proximity of the proposed location Only after the need and the possibility of vocationally trained tribal youths are established clearly the proposal would be considered.
3. 100% grant-in-aid will be provided to the agencies/organisations eligible for assistance as specified in Para 2 of the Scheme.
4. Each Vocational Training Center under the revised scheme may cater to five vocational courses in traditional skills depending upon the employment potential of the area. Keeping in view the limited potential of even skilled persons in interior areas, each tribal boy/girl will be trained in two trades of his/her choice, course in each trade being for duration of three months. Each trainee will be attached at the end of

six months to Master Craftsman in a semi-urban/urban area for a period of six months to learn his skills by practical experience. The practical experience in each trade being of three months duration.

5. Each Vocational training centre will provide vocational training for 100 trainees. The Centres would also provide residential facilities to maximum 50% of the trainees enrolled in the institute. The training institutes will be meant for tribal trainees only.

6. Three agencies running the vocational training centres shall also arrange for loan and subsidy either through ITDP or through any other agency for enabling each successful trainee for starting his/her new job.

7. The agencies already running vocational training centres and agencies already sanctioned grants for setting up and running of VTCs prior to 1997-98 under the scheme will not be allowed to increase the existing strength of 50 trainees in the centres. However, the assistance for recurring cost for these ongoing centers shall be provided as per revised norms for further running of these centres.

8. The Agencies already sanctioned grant-in-aid to set up the vocational training centers during 1997-98 and in case the centre has not started functioning the concerned organisation will be given recurring grant as per revised scheme only after the construction of the centre is completed as per pre-revised norms. These centres will also be allowed to have the strength of 100 trainees in a year.

9. The agencies will be given grant-in-aid to run the VTCs either in rented building or in the building owned by the organisation or in the building constructed out of grant-in-aid under the scheme. The construction grant will be provided where it is absolutely necessary based on the rates approved by the State's specific PWD for the centre applied for by the agency. The local available material will be used by the agency for such construction so that the benefit of such grants also reaches to local tribal population. The rate of rent allowed per month will be maximum upto Rs.8000/- and maintenance grant in case of the building owned by the Organization/Agency will be @ 10% of the rent allowed per month. Each VTC should have minimum two class room-cum-demonstration hall for accommodating 100 trainees, two hostel dormitories to accommodate maximum 50 trainees and sufficient space for office. The non-recurring component in case of construction will be released in two equal instalments depending upon progress of construction and progress of expenditure. The non-recurring grant for

purchase of equipments and recurring grant for running the VTC will not be released unless the construction grant is utilized in full and building so completed is ready for use.

10. Each VTC will be provided financial assistance for purchase of training equipment to run courses in five trades to be decided by the agency concerned once in five years @2.40 lakh per VTC, if the agency running the VTCs wants to change the trades in which they are running the courses depending upon the changed employment potential of the area they will be allowed to do so only after they have imported training in the already running courses for the centre for minimum of five years.

11. The recurring grant-in-aid the VTCs will be @ of Rs.13,500/- per trainee per year. Each VTC will have one Chief Instructor/Foreman, four Trade Instructors, one Workshop Attendant, one Watchman, one peon, on part-time Sweeper and one Accountant Each trainee in the centre will also have to be provided stipend @ Rs.350.00 per month and raw material @ Rs.1,200/- per annum. The organisation will have to provide adequate honorarium to Master Craftsman for giving practical training to trainees of the centre. The cost of electricity and water charges and other office expenses will have to be met by the Agency/Organisation out of the grant-in-aid specified in addition to other items of expenditure mentioned above in the para.

12. The Agencies provided with the central assistance for running the courses on the trades which leads to production of finished products shall market these products to earn income for making these VTCs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

13. Grant-in-aid will be sanctioned for the new centres under the revised scheme after the information is supplied as per the application Form No.1. The recommendation including inspection reports of the State Government, National Institutes, National Commissions, Tribal Research Institutes of State Government and any other Agency, so designated by the Ministry of Social Justice and Empowerment for this purpose will be necessary, in case the centre is proposed to be run by the Non-Governmental Organisations.

14. On receipt of the proposal of the NGO in the prescribed format duly recommended, 100% grant towards Non-Recurring and 50% grant toward recurring expenses will be released as first instalment,

and the remaining 50% grant towards recurring expenses will be released on receipt of the documents contained in the prescribed format for the second instalment of grants. In case, the centre is proposed to be run by the State/UT other government institution, 100% grant in aid both towards recurring and non-recurring components will be released on receipt of the information as asked for in prescribed form for new cases.

15. The recurring expenses to the State Governments/Uts to whom the centre had been sanctioned prior to 1997-98 will be released only on receipt of the information as to the utilisation of funds previously released separately for recurring and non-recurring and the physical progress report in the Appendices attached to Form No-2-A.

16. The recurring expenses to the States/Uts to whom the centre was sanctioned during 1997-98 to run the centre will be provided only on receipt of the information as to the completion of construction work and utilisation of previous grants.

17. The recurring grant-in-aid for ongoing VTCs being run by NGOs will be released in two equal instalments and the second instalment of grant for ongoing centre will be released only on receipt of the information and documents listed in application Form Nos.3 and 4 along with recommendation including inspection reports of the State Government, National Institutes, National Commissions, Tribal Research Institutes of the State Governments and any other Agency so designated by the Ministry of Social Justice and Empowerment for this purpose

18. No grants in aid will be sanctioned where there is a reasonable suspicion of suggestion of corrupt practices unless the organisations concerned are cleared of the allegations. The Government reserves its right to nominate its representatives on any grantee institution, which depends upon the Central Government grant-in-aid for more than 50% of its annual recurring expenditure. Any other special terms and conditions or procedures for transactions of business as Government may desire to be followed by the grantee institutions, shall be incorporated in the By-laws/Articles of Association of institutions concerned before release of grant-in-aid. This applies to the agencies other than state Government/UT and other Govt. agencies.

19. If the actual expenditure on the items for which the assistance was sanctioned all below and there accrues unspent balance out the grant, the organisation/agency shall be liable to refund un-utilised portion of the grant to the Govt. of India unless adjusted from the future grants.

20. The funds should be spent exclusively for the purpose for which they are meant and the organisation/agency running centre should not run for profit to any individual or body of individual. The organisation shall not accept assistance for the same purpose from more than one source. The facilities provided by the organisation with the assistance of Government of India should be free from any encumbrances and no contribution or fee should be charges from the beneficiaries being trained in the centre.

21. Before a grant is release, the grantee institution will have to execute a bond on non-judicial stamp paper worth Rs.5/-with two sureties to the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case of its failure to abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest @6% per annum thereon or the sum specified under the bond Execution of bond will not apply to State Government/UT and quasi-Government institutions and institutions whose budget is either approved by the Government has nominated its representative in the Managing Committee/Governing Body.

22. Institutions or Bodies receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant.

23. The organisation should be agreeable to occasional visit of the Government officers and consider their suggestions for improvement in the working of the scheme.

24. The accounts of the organisation will be subjected to the test check by the Comptroller and Auditor General of India at his discretion.

25. The organisation will have no authority to dispose of any capital equipment and property purchased out of grant-in-aid, sanctioned,

without prior approval of the Government. In the event of the organisation discontinuing the scheme or being wound up, the ownership of such equipment and property would vest in Government of India. The organisation will also maintain the audited record of all assets acquired wholly or substantially out of the government grants (property of a capital nature where the value exceeds Rs.1000/-).

26. The organisation/agency should agree to make reservations for the Scheduled Castes and Scheduled Tribes in the posts on the lines of reservations provided in the services under the Central Government for these communities.

27. The Chief Instructor/Instructors/Master Craftsman to be engaged under the scheme to impart training should be technically trained in the respective trades preferably on the pattern being adopted in the like institution by the State Government. 28. The Government of India is free to make any modifications in the aforesaid conditions whenever deem necessary.

28. The Government of India is free to make any modifications in the aforesaid conditions whenever deem necessary.

Form No.1

APPLICATION FORM FOR NEW PROPOSALS FOR GRANTS-IN AID UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRES IN TRIBAL AREAS

1. NAME OF THE ORGANISATION
2. COMPLETE POSTAL ADDRESS OF HEAD QUARTERS:
Phone
Fax
Telex
E-Mail
Grams
3. Name of the Act under which registered (please attach an attested photocopy of Registration certificate)
4. Any Other organisation/Institute Body, if applicable, give details.
5. In case the Centre is proposed to be run by the agencies other than State/ UTs, the following information be furnished.
 - (a) Whether registered under Foreign Contribution Act? If yes, attach an attested copy of the certificate issued by the Ministry of Home Affairs (Govt. of India) under FCRA, 1976.
 - (b) Whether or not receiving foreign contribution if received:
 - (i) Details of foreign contributions received during the last two years and for which specific purpose.
 - (ii) Whether foreign contributions so received have been reflected in the audited accounts of the organisation.

(c) Memorandum of Association And Bye-Laws (with an attested copy)

(d) Name and Address of the Members of the Board of Management/ Governing Body.

(e) A copy of the Annual Report for the previous two years which should contain the balance sheet (including receipt and payment account)

(f) Date of commencement of the Vocational activities.

(i) with organisation's own resources

(ii) with State Government's grants

(iii) with any other Central Government agency.

6. Details of the project for which the grant in aid is being applied

(a) The location of the proposed centre (village, block, district & State)

(b) Number & name of the trades

(c) Employment potential of the area in specific terms.

(d) Number of students proposed to be trained under each of the trades.

(e) Other details regarding staff etc.

7. Grant-in-aid applied in the current year Non-recurring

8. Whether the organisation/agency proposes to run the centre in its own building or in any rented building or in the building constructed out of grants from Central Govt/State Government.

a) In case in its own building the details on the following may be given.

(i) Whether the building is in the name of the Organisation/agency or in the name of any member (or his relative) of the Managing/Executive Committee of the organisation.

(ii) If the building was constructed with Financial assistance from any source, the specific purpose for which such assistance was given to the organisation should be clearly indicated.

(iii) Whether accommodation is to be provided free or on Rent or maintenance charges are to be claimed and at what monthly rate.

(iv) Number of rooms, area covered and details of other facilities available in the accommodation.

(v) Details of Centres/activities already accommodated under the same roof/existing premises/complex where the proposed centre, under Grant-in-Aid Scheme for the welfare of the tribal now applied is, to be accommodated.

(b) In case, it is proposed accommodate the Centre/Activity in a rented house, then

(i) Indicate if the building is in the name of the organisation or in the name of any member or relative of any member of the Managing/Executive Committee of the organisation.

(ii) Indicate the details of Centres/activities already accommodated in the same roof/ Existing premises/Complex where the proposed centre, under the Grant-in-Aid Scheme for the welfare of the Tribals now applied for is to be accommodated.

(iii) Attach Rent Agreement on non-Judicial stamp paper as an Annexure containing details of the terms & Conditions entered into which should contain the following information:

1. Period of validity of the Agreement:
2. Amount of rent per month:
3. In case the agency proposes to run the VTC in the building constructed out of Central Govt. grant:

(i) Whether land is available for constructing the building (firm availability to be shown with documentary proof).

(ii) Location and area of the land available

(iii) Estimates for construction approved by States specific PWD with details

(iv) Approximate time required for completion of construction.

(v) Amount required for construction of the Centre.

9. It is certified that I have read the guidelines and terms and conditions governing grant-in-aid to eligible agencies/organisations and undertake to abide by the same on behalf of organisation.

SIGNATURE (NAME IN CAPITAL LETTERS)

Designation Secretary/President Name of the organisation/Institution
(Office stamp to be affixed)

Date:

Place:

Signature/Name/Designation of the Officer of the State Government

Form No.2

APPLICATION FORM FOR THE FIRST INSTALMENT OF GRANT IN ONGOING CASES UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRES IN TRIBAL AREAS IN CASE OF NGOs

Name of the Organisations

Complete Postal Address (In case of NGOs)

Phone

Fax

Telex

E-Mail

Gram

1. Location of the proposed Centre
2. Audited/unaudited accounts for The previous year indicating the Expenditure incurred on each Sanctioned item vis-a-vis the Grant sanctioned (both for recurring and non-recurring)
3. Budget Estimates for the Financial year for which Grant-in-aid is required (Show recurring and non- recurring separately)

In case, construction grant has been availed the following information is required.

- (a) Whether building is completed.
- (b) Utilisation of building grant.
- (c) Date of operationalisation of the centre.

Signature:
Name:
Address

Form No.2-A

APPLICATION FORM FOR ANNUAL GRANT IN ONGOING CASES TO THE STATE GOVERNMENT/UT/OTHER GOVERNMENT INSTITUTIONS UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRE IN TRIBAL AREAS.

1. Name of the State/UT/Institution
2. Location of the Centre
3. Trade selected in the Centre
4. No. of drop-outs, if any during the year
5. Accounts for the previous year indicating the expenditure incurred on each item vis-a-vis grant received both for recurring and non-recurring as per Appendix I

6. Budget estimates for the financial year for which grant-in-aid is required.

7. In case, building grant has been availed please state.
 - (a) Year of the grant sanctioned
 - (b) Amount received
 - (c) Amount utilised as per Appendix I
 - (d) Unspent balance if any
 - (e) Progress of the building as per Appendix II
 - (f) Date of operationalisation of the Centre

- In case the Centre is being run in rented building please state:
 - (a) The validity of the rent agreement
 - (b) Copy of the rent agreement

8. List of beneficiaries as per Appendix III.

9. List of staff employed as per Appendix IV.

- 10.No. of persons benefited showing break up of persons successfully trained and self employed or employed. In organised sector (job etc.)

Signature

Name/Designation

Date:

Appendix- I

UTILISATION OF FUNDS FOR SETTING UP OF VOCATIONAL TRAINING CENTRES UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRES IN TRIBAL AREAS

S.No	Location of The Training Centres	Year of Sanction		Amount of Central Assistance Year wise	Amount of Central Assistance Utilised so far year-wise		Balance un-utilised amount year-wise	Reasons of un-utilisation
		Non-recurring	Recurring		Non-recurring	Recurring		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of official who is specifically
 Authorised to sign the expenditure for such grants
 Name & designation

Appendix - II

PROGRESS REPORT ON SETTING UP OF VOCATIONAL TRAINING CENTRE UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRE IN TRIBAL AREAS

S.no	Location of Training Centres	Year of sanction and amount sanctioned showing non-recurring and recurring separately	Date of starting the training at VTC	Names of Trades	No of trainees trade-wise, ST Boys/Girls	Stage of construction etc. if not completed	Expected date of commencement of centres	Facilities provided to the trainees	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature

Name and Designation

Appendix- III

APPLICATION FORM NO III (VOCATIONAL TRAINING CENTER) DETAILS OF THE BENEFICIARIES

No. of Beneficiaries Tradewise	No. of Beneficiaries availing residential facilities	No. of Beneficiaries genderwise	Name of the Tribal

Signature

Name and Signature

Appendix - IV

APPLICATION FORM NO.III (VOCATIONAL TRAINING CENTRE)

Part I (Previous year)

- (i) Name of the State/UT/Institution/Organization.
- (ii) Name and address of the Centre
- (iii) Year

S.No	Name & Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the year	Remarks

Part-II (Current year)

- (i) Only notify change from the previous year.
- (ii) In case there is no change in Part I from the previous year, please certify as follows:
No change in Staff particulars from the previous years.

Signature

Name & Designation

Form GFR 19

[See Government of India's Decision (7) (b) under Rule 149 (3)]
Assets acquired wholly or substantially out of Government grants
Register maintained by grantee institution
Block Account maintained by Sanctioning Authorities
Name of Sanctioning Authority

1.	Serial No.	
2	Name of the Grantee Institution	
3	No. and Date of sanction	
4	Amount of the sanctioned grant	
5	Brief purpose of the grant	
6	Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid-sanction.	
7	Particulars of assets actually credited or acquired	
8	Value of the Assets as on	
9	Purpose for which utilised at present	
10	Encumbered or not	
11	Reasons if encumbered	
12	Disposed of or not	
13	Reasons and authority, if any, for disposal	
14	Amount realised on disposal	
15	Remarks	

Form No.4

PERFORMA FOR MONITORING UTILISATION OF GRANTS ALREADY RECEIVED IN EARLIER YEAR BY A VOLUNTARY ORGANISATION UNDER THE SCHEME OF VOCATIONAL TRAINING CENTRE IN TRIBAL AREAS.

Note:

1. This Performa is to be filled up and submitted for continuation of yearly grants.
2. The Applicant organisation should submit this Performa for each Centre.
3. Performa found to be incomplete (i.e. not filled or partially filled or supporting documents not attached by the applicant organisation) will not be entertained or acted upon.
4. All Copies of documents attached to this performa should bear Annexure Nos. (Viz Annexure-I, Annexure-II, etc.) to facilitate references.
 1. Name and complete postal address (alongwith Telephone Nos. if any) of the Head Quarters of the Organisation.
 2. Name of the specific Centre, (alongwith full Postal Address i.e location, etc. with Tel.No if any) for which application has been submitted for continuation of grants by the organisation.
 3. Whether the organisation is following the Financial year of the Govt. (i.e beginning from 1st April to 31st March of the succeeding year) for maintaining of its accounts.

4. Please give details on the following in respect of grants already sanctioned for the project now applied for continuation.

i. Last sanction Letter No.-----
Dated-----

ii. For the financial year of -----

iii. Amounts of grants sanctioned

a) Recurring Rs.

b) Non-Recurring Rs.

Total

5. (a) Whether separate accounts project-wise etc. are being maintained by the organisation for grants sanctioned earlier.

(b) Whether the organisation is following the principle of joint operation of Bank accounts of the organisation A photocopy of the resolution of the organisation to authorising two specific officials of the organisation to operate Bank accounts jointly should be attached. (Please indicate their names and designations also)

(c) Please attach a photocopy of each of the following:-

(i) Front page of the Bank Pass Book

(ii) The page in which the entry of the first deposit of the Govt. grants has been reflected.

(d) (i) Please state whether year-wise and project-wise registers on accounts (viz. Ledger, Cash Book, Stipend Payment Register, Register for raw material purchase, Honorarium/Salary Payment register, etc.,) with printed page numbers are being maintained by the organisation.

(ii) Please attach a photocopy of the statement on Asset acquired wholly or substantially out of non- recurring Govt. grants maintained in prescribed form (Please also quote the Ministry of Social Justice & Empowerment's sanction letter number and date and the financial year for which it was sanctioned)

6. (a) Whether Audited Statements of Accounts (either by Chartered Accountant or

by Govt. Auditors) have been submitted with the main Application (Form No.2) for grants in four (4) parts for the project. In case not submitted, with that form, then attested copies should be attached with this Performa as under.

- (i) Receipt and Payment Statement
 - (ii) Income & Expenditure Statement
 - (iii) Balance Sheet and
 - (iv) Utilisation Certificate.
- (b) In case, audit of accounts has not been completed or ready for submission for any reason, then please ensure that un-audited Statements of Accounts (by following the same pattern of Statement as in the case of Audited Accounts) are submitted with the main application (Form No.2) in four (parts for the project. In case not submitted, with that form, then copies of un-audited accounts duly signed by authorised persons of the organisation should be attached with this Performa as under.
- (i) Receipt and Payment Statement
 - (ii) Income and Expenditure Statement
 - (iii) Balance Sheet
 - (iv) Utilisation certificate.

Note:-All the above un-audited statements of Accounts are to be signed only by Authorised representative(s) of the organisation specially designated by the Executive / Managing Committee of the organisation by Resolution

- (iii) Amounts of grants sanctioned
 - a) Recurring Rs.
 - b) Non-Recurring Rs.

Total

5. Whether separate accounts project-wise etc. are being maintained by the organisation for grants sanctioned earlier.
- (b) Whether the organisation is following the principle of joint operation of Bank accounts of the organisation A photocopy of the resolution of the organisation to authorising two specific officials of the organisation to operate Bank accounts jointly should be attached. (Please indicate their names and designations also)
- (c) Please attach a photocopy of each of the following:-
- (i) Front page of the Bank Pass Book
- (ii) The page in which the entry of the first deposit of the Govt. grants has been reflected.
- (d) (i) Please state whether year-wise and project-wise registers on accounts (viz. Ledger, Cash Book, Stipend Payment Register, Register for raw material purchase, Honorarium/Salary Payment Register, etc.,) with printed page numbers are being maintained by the organisation.
- (ii) Please attach a photocopy of the statement on Asset acquired wholly or substantially out of non- recurring Govt. grants maintained in prescribed form
- (c) Please ensure that year-wise and Project / Centre-wise grants earlier sanctioned by this Ministry are duly reflected in full under specific head "Central Government Grants" (Ministry - of Social Justice & Empowerment) in the Audited / Un-audited statements of the accounts. (Please also quote the sanction letter No. and date of the Ministry)
7. Please show the position on actual expenditure, on the basis of audited or un-audited accounts by using specifically either of the following words ("Audited/ un-audited' in Col.3 of the Chart")

S.No	Item-wise grant sanctioned (as per full break-up given in sanction letter)	Item-wise expenditure actually incurred (on the basis of audited or un-audited accounts)	Excess Exp. (+)	Less Exp. (-)	Unspent balance (with reference to less Exp)	Remarks, if any, with reasons for less exp. Incurred
Non-recurring						
Recurring						
Total						

Signature

Designation

(Full Name of the Preseident/Secretary)

Office Stamp of Organisatoin to be affixed

Date :

Place:

Note:- This Performa is subject to modification/ alteration etc, from time to the Ministry of Welfare according to needs.

Proforma for inspection of voluntary Organisations running Vocational Organisations running Vocational Training centres under the scheme of Vocational training center in Tribal Areas

Note:- At the time of inspection, the inspecting officer(s) must consult the main application Form and other prescribed forms under the scheme for submission to the Ministry of Social Justice & Empowerment.

- 1.Full Name & Postal Address of the Head quarters of the Organisation
- 2.Full Postal Address and the location of the Centre.
- 3.The date of Registration and/or the validity period of the registration certificate organisation.
- 4.Whether the organisation follows the principle of joint operation of Bank accounts.
- 5.Composition of Managing/Executive Committee
- 6.Date of Full Name & Postal Address of the Head quarters of the Organisation.Full Postal actual commencement of the functioning of the Centre (in case of newly sanctioned centres).
- 7.The procedure adopted by the organisation for admission of trainees to the Centre and also for allowing specific trade to the trainees.
- 8.Whether the organisation has given preference to the youth from below poverty line ST families while giving admission to the centre. If so, No of such trainees (out of the total category-wise)
- 9.The Medium of instructions in the Centre
- 10.Details of no. of trainees admitted.
 - a.Tradewise.
 - b.Gender wise.
 - c.No. of trainees availing residential facility in the centre

11. Whether necessary caste certificates have been obtained at the time of admission of trainees in the Centre

12. Whether separate attendance registers for classes and hostel have been maintained.

13. Whether furniture in class rooms and bedding materials in Hostels have been provided to the trainees so, the details thereof.

14. The details of arrangements made in the Centre to watch the progress of training of the trainees.

15. The result of final examination of the previous year (in respect of the Centre)

16. Whether the following essential records are maintained at the centre (Particularly with reference the grants sanctioned by the Ministry)

a. Admission register of trainees

b. Attendance registers of trainees and the Members of the staff.

c. Stock registers (Non-consumable and Consumable items)

d. Salary Payment registers

e. Bio-data personal files of Teaching and Non-teaching Staff

f. Register for payment of stipend to the trainees

17. Details of training equipments purchased and conditions thereof trade wise

18. Details of teaching & Non-teaching staff Employed.

S.No	Name&Address	Qualification & Experience	Whether Belongs to SC/ ST	Others
Total				

19. Comments of the inspection team about the competence of the teaching staff for the job entrusted to them.

20. Whether the members/staff are getting salary/honorarium regularly and in full.

21. Whether the Voluntary organisation is maintaining the following records properly and upto date (printed registers with printed page numbers, wherever applicable)

- a. Cash Book
- b. Ledger
- c. Vouchers
- d. Stock Register
- e. Salary Payment Registers
- f. Stipend Payment Register

22. The comments of the Inspection Team about the functioning of the Centre

23. functioning of the Centre.

24. Any other details not covered by the above.

25. Specific recommendation of the inspecting Officer(s)

Date of Inspection

Signature of the Inspecting Authority
Designation with Office Seal