



WORLD FOOD PROGRAMME &
ORISSA BAMBOO DEVELOPMENT AGENCY
(Forest & Environment Department, Govt. of Orissa)
Project Bhawan, 20A, Apartments, 4th Floor, Bhubaneswar Nagar,
Nayakuni, Bhubaneswar-751 012, Ph: +91 674 256 1344,
Fax: +91 674 256 1345, Email: oobda@odf.orissa.nic.in

Memo No. 2386 /8F-BM-104/2013
Dated, Bhubaneswar, the 28th November 2013.
To: The Range Officer,
OBDA Field Unit Angul.
Sub: Organization of District Level Workshop at Dhenkanal.
Ref: Letter No.192/13 dated 8.11.2013 of NGO RADHA and letter No.25/2013 dated 10-10-2013 of NGO NIHARR.

With reference to the above memo on the subject, the following Bamboo Artisan Training programme has approved by the Project Director, WFP-cum-SMD,OBDA with an estimate of Rs.53,500/- each programme. The detail budget is enclosed in Annexure-A.

Name and detail address of the NGO	Component	Nos of participants	Duration	Approved fund in Rs.
Rural Association for Development of Harijan & Adivasi (RADHA), At Barahata, Po-Badanagena, Dist-Dhenkanal	Bamboo Artisan Training	30 nos (3 nos SHG)	15 days	53,500/-
National Institute for Humanitarian Action & Rural Reconstruction (NIHARR), At./Post-Singa, Post-Raitala, Dist-Dhenkanal	Bamboo Artisan Training	30 nos (3 nos SHG)	15 days	53,500/-
			Total	1,07,000/-

The expenditure is to be charged under "Bamboo Artisan Training" of AAP year 2011-12 & 2013-14. You are instructed to involve DFO, Dhenkanal and his concerned field officials in the aforesaid Bamboo Artisan Training. The programme schedule should be communicated well in advance to the undersigned as well as DFO Dhenkanal. A detail report both in hard and soft copy along with the photographs, list of participant's of the programme is to be submitted within 7 days after completion of the workshop.

Encl: As above.

Memo No. 2387 /Dated. 28-11-13
Copy forwarded to the Divisional Forest Officer, Dhenkanal for information and necessary action with reference to your memo no.2185 dtd.5.4.2013.

Post 28-11-13
PROJECT DIRECTOR, WFP-CUM-SMD, OBDA, BHUBANESWAR

Memo No. 2388 /Dated. 28-11-13
Copy forwarded to the Secretary Rural Association for Development of Harijan & Adivasi (RADHA), At Barahata, Po-Badanagena, Dist-Dhenkanal / the Sectary, National Institute for Humanitarian Action & Rural Reconstruction (NIHARR), At./Post-Singa, Post-Raitala, Dist-Dhenkanal

Post 28-11-13
PROJECT DIRECTOR, WFP-CUM-SMD, OBDA, BHUBANESWAR

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Post 28-11-13
PROJECT DIRECTOR, WFP-CUM-SMD, OBDA, BHUBANESWAR

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No. C-15011/10/2016-17-CC (EK)-1
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

15834

West Block No. VII, R.K. Puram
New Delhi-110016
Dated: 20.12.2016

The Accounts Officer,
Central Pay & Accounts Office,
Office of DC (Handicrafts),
R.K. Puram, New Delhi.

Subject:- Grant in aid to M/s. Rural Association for Development of Harijan & Adivasi (RADHA), Barahata, P.O. Badanagena, Distt. Dhenkanal- 759014 (Odisha) towards incurring of non-recurring expenditure towards for stitching.

Sir,

In exercise of the power delegated to the Development Commissioner (Handicrafts) as head of Department with office of DC(H), G.O. No. 20013/42/2007/BGT/DC(HC)/PG/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-15013/42/DC(HC)/PG/2004 dated 05.05.2015 and Order of even number dated 17.05.2015, I am directed to convey sanction of the President of India for payment of Rs.75,000/- (Rupees Seventy five thousand Only) as 1st instalment out of total sanctioned Grant in aid of Rs.1,50,000/- (Rupees One lakh fifty thousand Only) to M/s. Rural Association for Development of Harijan & Adivasi (RADHA), Barahata, P.O. Badanagena, Distt. Dhenkanal- 759014 (Odisha) for incurring of non-recurring expenditure towards Base Line Survey Community Empowerment, & Mobilization for formation of 25-30 SHGs (Approx.) for SC0 artisans (Scheduled Caste) in Bamboo Craft at Villages Nagena, Barahata, Tavapal Sundarpada, Nuasahi, Bhatakateni and Banasingh, Block Sadar, Distt. Dhenkanal, Odisha under AHY, as on the following terms and conditions.

1. Grant in aid shall be utilized for Base Line Survey & Mobilization for formation of SHGs Bamboo Craft at Villages Nagena, Barahata, Tavapal Sundarpada, Nuasahi, Bhatakateni and Banasingh, Block Sadar, Distt. Dhenkanal, Odisha under AHY scheme, as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules.
2. All payments above Rs. 5000/- may be made by A/c payee Cheque/Demand Draft/ECS/RTGS only by implementing agencies and the payment made by cash should not exceed 10% of the grant sanctioned for each programme. Payment to trainees/designers/mastercraftpersons/experts etc invariably be made through A/c payee cheque/Demand Draft even if the claim is less than Rs. 5000/-.
3. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
4. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
5. The grantee shall maintain the register of assets in the prescribed form GFR No. 15. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and irrevaluable are condemned as per the procedure laid down in the General Financial Rules shall be maintained in the prescribed form in the Department of Development and Civil Supplies (Handicrafts).
6. The grantee shall submit performance certificate by the prescribed form along with the report of the Chartered Accountant on the release of funds or within twelve months of the closure of the financial year, whichever is earlier.
7. The amounts to paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts) Internal Audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
8. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 24 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971).
(or if not applicable).
9. The grantee shall get its accounts audited from the Chartered Accountants.
10. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or more applicable from time to time in this regard.
11. The grantee shall submit the utilization certificate in the prescribed form GFR 15 A received for the purpose duly signed by the head of the grantee Institution and audited by the Chartered Accountant before reimbursement or within twelve months of the closure of the financial year whichever is earlier. Or In case grant in aid sanctioned are subject to the fulfillment of certain pre requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.
12. The utilization certificate in respect of grant in aid already paid where due shall be enclosed duly countersigned by the sanctioning authority. It is certified that no U.C is pending against the organization.
13. The grantee agrees to make reservations for scheduled cast / scheduled tribes in posts/services under its control on the lines indicated by the Govt. of India, (if applicable).
14. Remaining admissible amount will be released as reimbursement subject to actual statement of expenditure whichever is less on completion of the above activities in all respect and on receipt of utilization certificate in form of GFR 15 A audited accounts statement duly signed by CA (indicating membership number) duly countersigned by the authorized signatory of the organization, satisfactory performance report vetted by the concerned Assst. Director (H) of Marketing & Service Extension Centre/ Regional Office alongwith the following details:-
 - a) List of identified with artisans with complete details & photographs alongwith the SHG details (soft copy/CD IN EXCEL FORM should also be enclosed).
 - b) Details of SHGs formed alongwith their respective Bank Account Number.
 - c) Details of Bank Account Number of the individual artisans.
 - d) Base Line Survey Mobilisation Report / Diagnostic Survey must be backed by the Detailed Report of Cluster such as identified problems of cluster and its recommended solution by implementing agency for further development of cluster artisans.
 - e) Skill mapping of the cluster artisans.
 - f) Report of the cluster in terms of Productivity (i.e. Product range), Average Inventory of the artisans, Marketing scenario, Working capital need and requirement.
 - g) Details of the entrepreneur, Master craftsperson, SG, NA, NMC, SA in the cluster (if any).
 - h) Existing infrastructure (Both Govt. and Non Govt.) in support of handicrafts development in the cluster.
 - i) Annual Action Plan of Cluster duly recommended by concerned AD(H)/RD(H).
 - j) Artisan's details such as I. Card No., photograph, Adhaar Card No./VIC, Bank Account No. & Bank Name, representing the SHG and status, Sex, Cast, education etc. should be properly given along with a soft copy IN EXCEL FORM.

- k) Details of Local Exporters/Bulk Buyer in the Cluster village/block if any.
- l) Business Plan of Cluster with marketing tie-up or buy back arrangement.
- m) Details of any Government scheme being implemented in the cluster.
- n) Undertaking may be given that grantee Organisation has not been blacklisted or debarred from any Govt. Organisation/Financial Institutions.
- o) Proof of Verification of bill/vouchers above than Rs.10,000/- by the AD(H) concerned.
- p) Intervention Proposal for the cluster will be considered on the basis "Detailed Project Report" of the Cluster Which will be prepared by the implementing agency in consultation with field/ Regional Office. In case, it is desirable to engage Third Party Consultants/Appraisers/Moderators, the same shall be appointed by the O/o DC (Handicrafts) from among the empanelled agencies.

Before considering any intervention proposals under AHVY Scheme, IA should also submit the following information's to this office:-

1. Methodology that has been adopted for undertaking the Base Line Survey and Mobilization.
2. Particulars of Resource Persons/Faculties/Designer/Master Trainer proposed to be engaged in implementation of these projects.
3. An undertaking indicating that sanctioned activity will be completed within the time frame mentioned in sanction order & time required for submission of relevant documents alongwith UC's after completion of project successfully.
4. Particulars of Cluster Manager in accordance with the NHDP guideline for selection of Cluster Manager shall have to be furnished.
- q) The IA should ensure that there is no repetition / duplication of activity. In the event if any dispute arises the decision of the office of Development Commissioner (Handicrafts) shall be final.
14. There is no reason to believe that the grantee is involved in corrupt practices.
15. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
16. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
17. Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance in this regard have been duly fulfilled.
18. Account Officer (HQ) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
19. The expenditure involved is debitible to the Major Head of Account 2851 00.789- Village & Small Industries-00789-Special Component Plan for Scheduled Caste (Minor Heads) - 56.02- Baba Sahab Ambedkar Hastshilp Yojana - 560231-Grants- in-General (Plan) and will be met within the sanctioned budget grant for the year 2016-17.
20. This issues with the concurrence of DC (HC) vide Dy No. 4202 dated: 17/19.12.2016.
21. Entry has been made in the ECR at page No. 03 at Sl.No. 19 .
22. The activities shall be completed within 12 months from the date of release of funds. The audited statement of expenditure from the Chartered Accountant for the grant released & Utilization Certificate in GFR 19-A should be submitted within 12 months of the closure of the financial year in which the grant has been released as per provision of GFR. The utilization Certificate would indicate the achievement against the specified quantitative targets and also disclose whether the specified quantitative targets that should have been reached against the amount utilized was in fact reached and if not, the reasons therefore.
23. Total number of artisans indicated in para 1 is provisional. The final number of artisans shall be as per the guidelines issued by this office vide letter No. C-11011/1/2012-13/AHVY (Policy) dated 04.02.2013. The final list of artisans should be uploaded by the Implementing Agency on their web-site alongwith AADHAR numbers and individual bank account number.
24. The deliverable of the interventions should aim the socio-economic stability, increase in income level, self-sustainable entrepreneurship etc. as a holistic manner.

Yours faithfully

(Yogendra Pandey)
Deputy Director (CC)

Copy to:

1. M/s. Rural Association for Development of Harijan & Adivasi (RADHA), Barahata, P.O. Badanagena, Distt. Dhankanal-759014 (Odisha) should furnish the following documents:-
 - a. Stamped Pre-receipted bill of Rs. 75, 000/- in triplicate duly signed by an authorized Signatory of the organization (on the letter head of the organization). The Agency details, Mandate for Electronic Fund Transfer through ECS/RTGS and Authorization Letter on letter head of Organization/IA and copy of Registration with NITI AAYOG may be enclosed in triplicate.
 - b. Three copies of terms & conditions duly signed & stamped on the letter head of the organization.
 - c. Bond to be executed on Stamp Paper of Rs. 10/- duly attested by Notary.
 - d. An Affidavit on Stamp Paper of Rs. 10/-
2. The Deputy Director (ER), O/o the DC (H), Kolkata
3. The Assistant Director (H), M&SEC/CWTSC, Sambalpur, Odisha
4. The Director, IPW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, Odisha, Bhubaneswar
6. The Principal Accounts Officer B&A Section, M/O Commerce & Tex. No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, Distt. Dhankanal, Odisha
9. The Director (Handicrafts), Directorate of Industries, Govt. of Odisha, Bhubaneswar.
10. Hind. Officer for Hindi version/Guard file.
11. The Scientist D, NIC, Computer Section, O/o the DC (Handicrafts), New Delhi


Deputy Director (CC)



Government of India, Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
Eastern Regional Office
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Speed Post/ FAX

Dated: 19/02.2016

No: M-4/7(1)/MSS/Exh. (HS)/ER/2015-16/ 9550

To
The Assistant Director (H),
O/o D.C. (H), M&SEC,
Sambalpur-751006 (camp Bhubaneswar).

Sub: Administrative approval for organizing Handicrafts Exhibition under Hiring of stalls on the occasion of Magha Mela, Joranda from 22.02.2016 to 28.02.2016 by M/s RADHA Dhenkanal – reg.

Sir,

Please refer to your letter No. M&SEC/SBP/HSS/2015-16/1019 dated 19.01.2016 on the subject cited above. In this connection, I am to convey the administrative approval for Hiring of 20 Nos. of Stalls as recommended involving Rs. 3,60,000/- as per budget provision given below, for participation in the Magha Mela to be organized by M/s Rural Association for Development of Harijan and Adibasi (RADHA), Dhenkanal from 22.02.2016 to 28.02.2016.

Budget provision (Headwise):

1) Hiring of 20 Stalls for 7 days-	Rs. 2,80,000/-
2) Publicity-	Rs. 30,000/-
3) T.A. to Artisans- Rs. 1500x10 (Actual to and fro by Bus/Train Fare)-	Rs. 30,000/-
4) Freight Charges- Rs. 500x10-	Rs. 10,000/-
5) Misc. Expenses including Stationary, Videography, Documentation Charges, Refreshment etc.-	Rs. 10,000/-
	Total- Rs. 3,60,000/-

The 20 No. of Stalls are sanctioned on the following Terms & Conditions:

1. All the payments above Rs. 5000/- should be made by Account Payee Cheque only
2. Cash payments may be allowed only 10% of total sanction amount.
3. 20 No. of Participants in different crafts to be selected/sponsored by Assistant Director(H), M&SECs, Bhubaneswar and Sambalpur.
4. The Space rent of Stalls should be reasonable as per the prevailing market rate
5. The Secretary of the Organization must upload the event on daily basis in their website mentioning name of participants, Crafts, I.Card No., Photographs, and Video etc.
6. Photographs and videography in each stall must be taken in presence of Inspecting Office