

SCHEME OF FINANCIAL ASSISTANCE FOR VOCATIONAL TRAINING COURSE FOR THE WARDS OF TEA PLANTATION WORKERS & THEIR DEPENDANTS. (EFFECTIVE FROM 1ST APRIL 2007)

a) **INTRODUCTION:**

For creation of more and more employment opportunities to the people in tea plantation area, the Board may sanction financial assistance to the authorities of the institutions/organizationss/organizations involved in the activities of conducting Vocational Training Course. The grant will be sanctioned for the purpose of conducting Vocational Training Courses amongst the wards of tea plantation workers and their dependants only for duration of six months to one year for each course of vocational training.

b) **ELIGIBILITY OF THE INSTITUTIONS/ORGANIZATIONSS/ORGANISATIONS:**

- i) The following institutions/organizationss/organizations will be considered eligible to submit their application for the purpose of conducting Vocational Training Course under this scheme: -
 - (1) Government Institutions/organizationss,
 - (2) Other commercial or professional institutions/organizationss run by charitable endowments, which is recognized by the Director of Technical Education of the respective States and
 - (3) NGOs.
These institutions/organizationss/organizations should be situated preferably in tea plantation oriented districts or in adjacent border districts of tea plantation oriented districts.
- ii) All the institutions/organizationss/organizations imparting training should be recognized/registered by the appropriate authority and engaged in the job of conducting Vocational Training Courses.
- iii) The institutions/organizationss/organizations should have adequate technically qualified staff, space, equipments and other arrangements required for conducting particular course of Vocational Training applied for.
- iv) While considering grants preference will be given to the institutions/organizationss/organizations who have (1) conducted maximum number of Vocational Training in the same course and in different courses, (2) trained maximum number of students successfully and (3) have experience in conducting Vocational Training Course in tea plantation area preferably amongst the family members of tea plantation workers.

c) **QUANTUM OF GRANT:**

Grant may be sanctioned on submission of a proposal containing details of programme, details of beneficiaries and detailed budget of expenditure in this connection. The quantum of grant will be made upto a maximum of Rs. 1.5 lakhs for a course with a duration of six months to one year for one discipline. The quantum of financial assistance is assigned for tuition fee and hostel fee. There should also be scope for re-visiting us by the students for courses beyond one year if the Vocational Training Course itself is academically assigned for two years or less but more than one year. In such a case, such application will further be processed for continuance of the project by such students for further sanction of grant subject to maximum limit of Rs. 1.5 lakhs for the next period of course for the 2nd year or for the part of 2nd year, provided the student(s) has successfully completed the first part of the course. The quantum of financial assistance shall be sent through the regional offices of the Board to the Head of the institutions/organizations/organization where the students undergo academic pursuit with the scheme.

d) **APPLICATION FOR GRANT:**

i) The application for the Board's grant/financial assistance is to be submitted in the proforma as designed by the Board. Application for such grant/financial assistance shall be submitted by the Head of the institutions/organizations/organization. Application for grant/financial assistance should specify clearly the course of study and is to be forwarded by the appropriate authority of the State Government in case of Government Institutions/organizations. For others, application for this purpose is to be forwarded by the controlling institutions/organizations/organization. However, all the applications are necessary to be submitted through Board's regional/local office.

ii) The Board shall be at liberty to call for any other particulars and documents it may consider necessary to determine the eligibility for the grant in individual cases.

e) **SANCTIONING AUTHORITY:**

i) After scrutiny of the application, sanction will be accorded by the Board or any other competent authority.

ii) The sanction of the Board/competent authority will be conveyed to the grantee institutions/organizations with the advice to (1) complete selection of beneficiaries, (2) execute an agreement, (3) submit the list of beneficiaries within the prescribed form duly signed by the Head of the institutions/organizations/organization and Board's representative, (4) submit the report of Board's representative to the effect that all the arrangements for the training have been made and the training may be started at any time. These all are to be done within a period of 2/3 months from the date of receipt of the sanction.

iii) The Board shall be entitled, at any time, to reduce the amount of grant sanctioned or to cancel such portion thereof as shall remain unpaid, if for any reason it becomes necessary to do so. The action of the Board shall not be called in question by any party in any case.

f) **SELECTION OF BENEFICIARIES** :

i) The application of beneficiaries for the Vocational Training Course would be received and considered by the institutions/organizations/organizations imparting training and selection of the candidates will be made by these institutions/organizations/organizations in presence of Board's representative functioning in the local area. Application of the beneficiaries must accompany (1) copy of Mark Sheet of the last examination passed duly attested, (2) Certificate from the Head of the Educational Institutions/organizations where he is reading at present or where he has studied last, (3) Necessary confirmation of the tea Garden Manager about employment of the father/mother/guardian of the beneficiaries in the tea garden and their total income per month, (4) application should be endorsed by Tea Garden Managers.

ii) Selection of beneficiaries for admission in Vocational Training Course is limited upto 50 (fifty) candidates only in one cluster of tea garden districts. Minimum Number of beneficiaries for any course of Vocational Training should not fall below 10 (ten).

iii) The opportunity of admission into Vocational Training Course under this scheme is only for the wards of the tea plantation workers and their dependants. The meaning of "DEPENDENT" will be as is in vogue in the Board's "scheme of educational stipend for wards of tea plantation workers".

iv) Students' eligibility should be "at least a pass in standard VIII".

v) Age of the students should be from 14 years to 40 years. This may be relaxed by the competent authority of the Board, on case to case basis, on genuine ground.

vi) Not more than 2 candidates (children and/or dependent) of one tea plantation worker's family can avail Vocational Training under this scheme for once in lifetime.

vii) Ceiling limit of monthly income of tea plantation worker and his spouse whose children will take Vocational Training under this scheme should not exceed Rs. 10,000/- per month in total.

- viii) Children of any person employed in a tea estate primarily in a managerial capacity whose service condition are not governed by Plantation Labour Act cannot, however, avail Vocational Training Course under this scheme.
- ix) Students in full time employment or those who wish to pursue their studies in this Institutions/organizations meant for employed workers or through correspondence course will not be eligible.

g) **MODE OF DISBURSEMENT:**

The mode of release of funds for this purpose may be as follows:

- i) 30% of sanctioned amount will be released after execution of necessary agreement between the institutions/organizations/organization imparting training and Tea Board and on receipt of necessary list of beneficiaries and report of Board's representative in whose presence the selection of beneficiaries was made. On receipt of 1st installment (30% of sanctioned amount), the grantee institutions/organizations/organization will have to start Vocational Training Course within a period 15 (fifteen) days under intimation to the Board immediately.
- ii) 50% of the sanctioned amount will be released on completion of 3 (three) months of the training successfully and on receipt of (1)utilization certificate from the Head of the grantee Institutions/organizations/organization, (2) audited statement of Board's amount (received in 1st instalment) duly certified by Chartered Accountants and (3) Inspection Report of the Board's regional/local office about successful completion of 3 months of the course and continuance of the scheme.
- iii) Balance 20% of the sanctioned amount will be released on successful completion of the entire Vocational Training Course and on receipt of (1) Utilization Certificate from the Head of the grantee Institutions/organizations/organization in respect of Board's grant received by them as also of the total expenditure incurred by them for this Vocational Training Course, (2) audited statement in respect of total expenditure for Vocational training Course duly certified by the Chartered Accountants and (3) necessary report of the regional office/local office of the Board to the effect that the Vocational training Course in question has been completed, successfully following the scheme of the Board and necessary certificates have been issued by the grantee institutions/organizations/organization to all the students in this connection.

h) **CERTIFICATION AWARD CEREMONY:**

A certification award ceremony may be held and the Board member(s) of the locality/regional officer of the Board may be invited to the function.

i) **OTHER TERMS AND CONDITIONS:**

- i) The grantee institutions/organizations should affix plaque/hoarding to identify the project created with the financial assistance of the Tea Board and should bear the name of the Tea Board.
- ii) The grantee institutions/organizations/organization shall permit the Board or any officer authorized by the Board to inspect the place of training during the period and time of Vocational training to ascertain that the training is imparted in appropriate manner following the scheme of the Board.
- iii) The Board's grant should strictly be utilized for the specific purpose for which it is sanctioned.
- iv) The recipient shall keep proper accounts in respect of the receipts and disbursements of the money obtained from the Board and shall permit the Board or any officer authorized by the Board to examine all such books at all reasonable times and take copies and extracts there from.

- v) Unless otherwise required in writing by the Board, the whole or part of the grant remaining undisbursed shall be refunded to the Board without delay.
- vi) In the event of the recipient failing to observe or perform any of the terms and conditions of the grants or the terms therein contained, the Board shall be entitled at its option either to enforce specific performance of the agreement or to obtain from the recipient the refund of the entire amount already paid with interest @ 12% per annum from the date of advance to the date of repayment.
- vii) In the event of any institutions/organizations/organization started Vocational Training Course with the grant from the Board being abolished or abandoned, it is the personal responsibility of the Head of the Institutions/organizations/organization himself to refund total amount of grant received from the Tea Board within a month of such abolition/abandonment.
- viii) The recipient shall furnish the Board with such information and periodical reports and returns relating to the grant as the Board or any officer duly authorized by the Board may from time to time require.
- ix) The project shall be completed within a reasonable time as stipulated by the Board as agreed to the **MOU** signed.
- x) In the event of any misuse of any amount from the said grant, the Board being the sole judge of the question as to whether there had been any such misuse, the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand being made.

j) **AGREEMENT:**

After a grant is sanctioned the grantee institutions/organizations shall execute an agreement with the Board in the form as framed by the Board on stamp paper of appropriate value at the cost of the recipient. No portion of the grant would be disbursed before execution of the agreement.

k) **AMENDMENTS:**

The Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of this scheme without notice.

l) **GENERAL:**

As a general rule, maximum number of vocational training be limited to 3(three) disciplines in one tea growing State in a financial year. However, this stipulation can be relaxed at the discretion of the competent authority of the Board.

**Application Form for Financial Assistance for Vocational Training Course
For the Wards of Tea Plantation Workers and their Dependents
(to be Submitted through proper channel).**

1. Name of the Institutions/organizations/organization with full address(in block letters) :
2. Year and month of establishment :
3. Registered/recognized by (copy of certificate/s of registration/recognition is to be enclosed) :
4. Applicant is required to submit a copy of Rules & Bye-laws of the institutions/organizations/organization :
5. **SOURCES OF INCOME & EXPENDITURE** :
(For the last three years)

a) <u>Income</u>		200	200	200
i)	Grant-in-aid from Government/other organizations			
ii)	Donations			
iii)	Other sources of income			
	Total Income	:		
b) <u>Expenditure</u>				
i)	Salaries & allowances			
ii)	Contingencies			
iii)	Others			
	Total Expenditure			
6. For how many years the Institutions/organizations/Organiza- :
tion is involved in conducting vocational
Training Course.
7. Number and type of courses of vocational :
training imparted so far and completed
successfully (with details)
8. Total number of beneficiaries completed :
vocational training successfully in this
organisation/institutions/organizations so far.
9. Maximum/minimum duration of course of :
vocational training conducted by the institutions/organizations/
organization so far.

10. Number of vocational training course conducted in tea plantation area preferably amongst the members of tea workers family. :
11. Number of faculties engaged with the institutions/organizations organization for the purpose of conducting course of vocational training at present. :
12. Whether any financial assistance was received previously from Tea Board/Union Govt./State Govt./local authority or from any other sources and, if so, in details. :
13. Date & place of completion of last vocational training course by the institutions/organizations/organization. :
14. Details of vocational training course for which financial assistance is sought for from the Tea Board. :
 - i) Name & type of proposed vocational training course; :
 - ii) Place of training(full address) :
 - iii) Duration of the course :
 - iv) Number of days of training in a week :
 - v) Total hours of training in a day :
 - vi) Time of training (fromto) :
 - vii) Days of holidays in a week :
 - viii) Total Number of beneficiaries :
 - ix) Number, name, qualification, experience and other details about the faculties :
 - x) Amount of financial assistance sought for for this training. :
15. Declaration to the effect that no grant/ financial assistance has been received by the applicant institutions/organizations/organization for this training course from any other source and they have also not applied/will apply for this purpose to any concern. :
16. In the event of Tea Board sanctioning the grant : the period within which the training can be started.
17. Board's financial assistance will be disburse according to the progress of vocational :

training course in the following manner.

- i) 30% of the sanctioned amount on immediate execution of agreement between the Tea Board and grantee institutions/ organizations, (2) submission of necessary list of beneficiaries by the grantee institutions/organizations/organization (3) submission of necessary report by the Board's representative in whose presence the selection of the beneficiaries was done.
- ii) 50% of sanctioned amount on submission :
of (1) utilization certificate from the Head of the grantee institutions/organizations/organization, (2) audited statement of Board's amount (received in 1st instalment) duly certified by the Chartered Accountants and (3) inspection report of the Board's regional/local office about successful completion of 3 (three) months of the training course and continuance of the same.
- iii) Balance 20% of the sanctioned amount after completion of vocation training course and on submission of (1) Utilization Certificate by the Head of the institutions/ organizations/ organization in respect of Board's grant received by them as also the total expenditure incurred by them for this purpose, (2) audited statement in respect of total expenditure for vocational training course duly certified by the Chartered Accountants, (3) necessary report by the regional/local office of the Board about successful completion of vocational training course and awarding of certificates amongst the students by the grantee institutions/organizations in presence of Board's representative.

Are these stipulations acceptable to the : Yes/No
institutions/organizations/organistion ?

18. Any reduction in the original estimate of the expenditure has to be reported to the Board and in such an event the Board shall retain right to adjust the grant proportionately.

Is this acceptable to the institutions/organizations? : Yes/No

19. Selection of the candidates will be made :
by this institutions/organizations/organization in presence of Board's representative functioning in the local area. After completion of vocational training course the grantee institutions/organizations/organization will arrange to issue necessary certificates to the candidates in presence of Board's representatives.

Is this acceptable to the institute/ : Yes/No
organistion ?

20. In the event of grant for sanction whether the :
institutions/organizations/organization is agreeable to execute
an agreement with Tea Board in stamp paper
at the cost of the institutions/organizations of appropriate
value embodying all the terms and conditions
for obtaining the grant.

Yes/No

21. Is there any need for institutions/organizations/organiza- :
tion to seek approval of any authority to
accept such of the terms and conditions of the
grant which may affect the institutions/organizations in any
way before embodying this in agreement with
the Tea Board. Please specify.

Yes/No

Place :

Date :

Signature :

(Head of the

Institutions/organizations)

Name :

(Official Seal)

N.B. : All columns of the application form should be read carefully and filled in by the
competent authority. The application form, complete in all respects including
the annexure required should be sent to the Executive Director, Tea Board,
Coonoor/Guwahati as per their jurisdiction and for other areas to Welfare
Liaison Officer(North), Tea Board, Kolkata or any other officer authorized by the
Board for this purpose.
