

**GOVERNMENT OF ASSAM
TEA TRIBES AND ADIVASI WELFARE DEPARTMENT
DISPUR, GUWAHATI - 6**

ORDER BY THE GOVERNOR OF ASSAM

Dated Dispur, the 23rd June, 2023

NOTIFICATION

ECF No:309317/7 : In supersession of the previous notifications issued by this Department, the Government of Assam is pleased to notify the following guideline for the scheme , "Grants to Women SHGs" implemented under Tea Tribes & Adivasi Welfare Department and to follow up necessary action as envisaged herein with immediate effect:

Guideline for implementation of the scheme "Grants to Women SHGs"

1.	Name of the scheme	:-	Grants to Women SHGs
2.	Objective of the scheme	:-	The objective of the scheme is to extend financial assistance in the form of grants to women self-help groups of Tea Tribes and Adivasi community to be utilized for taking up income generation activities towards enhancement of their family income and livelihood.
3.	Physical target	:-	The physical target depends upon the annual allocation of fund for the scheme.
4.	Name of the implementing agency	:-	Directorate of Tea Tribes and Adivasi Welfare, Assam.
6.	Method of Implementation	:-	<p>Advertisements inviting applications from eligible Women SHGs belonging to Tea Tribes and Adivasi community shall be published in the official website of the Directorate of Tea Tribes and Adivasi Welfare, Assam as well as in local newspapers.</p> <p>The SHGs shall submit their applications along-with required documents online through the link given in the website. On successful submissions, the applicants (SHGs) shall receive an acknowledgement receipt. The applicants shall have to produce the acknowledgement receipt along-with the originals of the documents submitted online to the Sub-Divisional Welfare Officer (SDWO) for verification, on being</p>

		<p>called by the SDWO.</p> <p>All the Sub-Divisions with considerable number of Tea Tribes and Adivasi population in the State shall be given allocation on the number of SHGs to be selected for the grant during a particular year, based on the population of Tea Tribes and Adivasi community in the respective Sub-Divisions.</p> <p>The SDWO, after examining all the applications and ascertaining the correctness of the same in all respects shall place the consolidated lists of the SHGs before the Sub-Divisional Level Beneficiary Selection Committee for selection as per the allocation and approval. The SDWO shall forward the selected and approved list to the Directorate of Tea Tribes and Adivasi Welfare, Assam through the online system.</p> <p>The Director shall examine the lists submitted by all SDWOs and if found satisfied shall consolidate the lists from all the Sub-divisions and place the final list before the Chairman, State Level Advisory Committee (SLAC) for his/her approval. However, in course of the examinations, if an applicant/s is found doubtful, the Director shall exercise the right to return the list to the concerned SDWO for re-verification.</p> <p>The selected SHGs shall avail @Rs. 25,000/- financial assistance through e-transfer/direct bank transfer in their respective banks accounts.</p>
7.	Eligibility Criteria	<p>:-</p> <p>a) The Self Help Groups (SHGs) shall comprise of 10 - 20 members.</p> <p>b) All members of the SHGs shall be comprised of the age group of between 18 years to 59 years.</p> <p>c) All members must be valid Indian citizens residing in the State of Assam and belonging to Tea Tribes and Adivasi Community.</p> <p>d) The SHGs should have a Bank account with joint-signatory provision.</p> <p>e) The SHGs should be enrolled in the respective Block Development offices and Block Mission Management</p>

			Units (BMMU) of Assam State Rural Livelihood Mission (ASRLM). f) The SHGs should submit a group photograph containing all members of the group. g) SHGs once covered under the scheme shall not be entitled for consideration of another grant for at least 3 (three) years.
7.	Monitoring of the scheme	:-	The monitoring of progress and implementation of the scheme will be done through SDWOs who, in turn, will report to the Director of Tea Tribes and Adivasi Welfare, Assam.
8.	Maintenance of records and Monitoring	:-	The Directorate will keep proper records and monitor the implementation of the scheme.
9.	Submission of progress report	:-	The Director shall submit periodic progress reports to the Govt.
10.	Submission of utilization certificate	:-	The Directorate shall submit the utilization certificate to the Govt. in time.
11.	Audit by the AG (Audit), Assam	:-	Mandatory Audit by the AG (Audit) Assam shall be conducted and the Tea Tribes and Adivasi Welfare Department shall ensure regular and timely audit of the accounts of the Director, Tea Tribes and Adivasi Welfare, Assam by the AG (Audit), Assam.
12.	Targeted period of completion	:-	31 st March of each financial year.

Signed by Lalneizovi
Nampui

Secretary to the Govt. of Assam
Tea Tribes & Adivasi Welfare Department

Memo No. ECF: ECF No:309317/7-A

Dated Dispur, the 23rd June, 2023

Copy to:

1. The Principal Accountant General (A&E), Assam, Beltola, Maidamgaon, Guwahati-29 for kind information.
2. The Deputy Commissioner (all) for information and necessary action.
3. The Director, Tea Tribes & Adivasi Welfare, Assam, Rupnagar, Guwahati-32 for kind information and necessary action. He will also circulate it to all concerned and ensure wide publicity.

4. P.S. to Hon`ble Minister , Tea Tribes & Adivasi Welfare Department, Dispur, Assam for kind appraisal of the Hon`ble Minister.
5. P.S. to Principal Secretary , Tea Tribes & Adivasi Welfare Department for kind information of the Principal Secretary.
6. Finance (EC-1) Department for information.

By order etc.

Signed by Sanatan Haloi

Date: 27-06-2023 12:10:10

Deputy Secretary to the Govt. of Assam
Tea Tribes & Adivasi Welfare Department