

**SCHEME OF ASSISTANCE
TO
VOLUNTARY AGENCIES WORKING
IN THE FIELD OF ADULT EDUCATION**



GOVERNMENT OF INDIA
MINISTRY OF EDUCATION AND CULTURE
(Department of Education)
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**SCHEME OF ASSISTANCE TO VOLUNTARY AGENCIES
WORKING IN THE FIELD OF
ADULT EDUCATION**

Objectives

Elimination of mass illiteracy from the country has been one of the major concerns of the Government of India since Independence. This objective has been sought to be achieved through (a) Universalisation of elementary education, and (b) Promotion of adult education for those who missed the schooling or dropped out from the school system in early stages. Adult education as a component of elementary education forms part of the Minimum Needs Programme in the Sixth Five Year Plan. The "New 20-Point Economic Programme" announced by Prime Minister lays emphasis on involvement of students and voluntary agencies in programmes for the removal of Adult illiteracy.

The Government of India (Ministry of Education and Culture) has formulated a "Scheme of Assistance to Voluntary Agencies Working in the Field of Adult Education" in order to provide facilities for fuller involvement of Voluntary Agencies in the programme. This Scheme aims at : (a) fuller participation by voluntary agencies working at present in the field of Adult Education; and (b) involvement in adult education activities of voluntary agencies not working at present in this field but having the potentiality to do so. Participation of voluntary agencies is visualised mainly in :

- (i) Planning and implementation of field programmes, including post-literacy and follow-up activities; and
- (ii) resource development, particularly production of teaching/learning materials, training, research and evaluation, etc.

Eligibility

(a) Registered voluntary societies, public trusts and non-profit making companies would be eligible for assistance under this scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, even agencies which are not legal entities may be considered for assistance provided the Collector/Deputy Commissioner certifies regarding the practical difficulties owing to which they could not be registered and regarding the bonafides of such organisations.

- (b) In order to be eligible for financial assistance under this Scheme an agency should
- (i) have a proper Constitution or Memorandum & articles of association;
 - (ii) have a properly constituted managing body with its powers and duties clearly defined in the Constitution;
 - (iii) have completed one year of activity since registration as a society, public trust or a non-profit making company;
 - (iv) be in a position to secure the involvement, on voluntary basis, of knowledgeable persons for furtherance of its programmes;
 - (v) not be run for the profit of any individual or a body of individuals;
 - (vi) not discriminate against any person or group of persons on the ground of sex, religion, caste or creed;
 - (vii) not directly function for the furtherance of the interests of any political party;
 - (viii) not in any manner incite communal disharmony;
 - (ix) not proselytise; and
 - (x) eschew violence.

(c) The following categories are excluded from the eligibility :

- (i) political parties and their mass organisations of workers, peasants and youth, etc.
- (ii) All India cultural, religious and youth organisations.
- (iii) Organisations set up by State Governments/U.T. Administrations including State Social Welfare Advisory Boards, Municipalities, Panchayati Raj Institutions, Government Corporations/Companies.

Activities for which Assistance may be Given

Assistance under this Scheme may be provided for any activity planned for the furtherance of the objectives of this Scheme. Priority in approval of activities would be given to the following :—

- Programmes of functional literacy accompanied by developmental action proposed to be organised for well-defined clientele; agencies working for women, Scheduled Castes and Scheduled Tribes would receive a special preference.
- Post-literacy and follow-up work including organisation of library services, production and dissemination of literature for neoliterates.
- Resource development activities such as production of learning/teaching materials and training of adult education functionaries.
- Innovation and experimentation, research and evaluation.
- Holding of seminars, conferences, etc. and issue of publications for creation of an environment favourable to the eradication of adult illiteracy and involvement of various agencies for furtherance of this Scheme.

Pattern of Assistance

(a) The eligible institutions may be given financial assistance according to the following pattern;

Administrative costs —75 per cent

Programme costs —100 per cent

For the purpose of this paragraph, *administrative costs* would include expenditure to be incurred at the headquarters office, i.e., on salaries of staff including project officer, clerks and peon, and office expenditure. *Programme costs* would include expenditure to be incurred on supervisory staff and instructors, transportation, instructional arrangements, training programmes, development of prototype teaching/learning materials, etc.

In cases where there is ambiguity in regard to *administrative* and *programme costs*, the Grant-in-Aid Committee shall take a decision on merits of each case.

(b) The financial pattern for 100, 60, and 30 centres given as Appendices* are approved patterns. The pattern indicated in (a) above will, however, not apply to grant-in-aid for (i) publication of journals, and (ii) holding of seminars and workshops; the grant-in-aid for these items would be limited to 50 per cent for (i) and 75 per cent for (ii) of the approved expenditure.

(c) Where construction of building is considered necessary for the furtherance of the objectives of the Scheme, assistance may be given for this purpose subject to its being limited to 50 per cent of the construction cost of the building or Rs. 1 lakh., whichever is less.

(d) No voluntary agency would, ordinarily, be sanctioned a grant of more than Rs. 10 lakhs per year.

(e) If an agency is already receiving or is expecting to receive, grant from some other official source for a project for which application is made under this Scheme, the assistance under this Scheme will normally be made after taking into consideration the grant received, or likely to be received, from such other official source. It should also ordinarily be ensured that an agency already in receipt of a recurring grant from any other official source, Central or State, should not transfer any part of that liability to a grant to be sanctioned under this Scheme.

The Procedure

(a) Application

A voluntary agency eligible to receive assistance under this Scheme should make application on the form appended hereto (APPENDIX II**). The application should be made through the State Government/U.T. Administration and the latter should give its views regarding agency's eligibility, suitability of the activity to be undertaken, capacity of the agency to implement the proposed programme etc. and non-involvement of the agency in any political or communal activity. It shall not be necessary for all India voluntary agencies having experience in the field of Adult Education to route their proposals for organising seminars, conferences, publication training programmes, etc. through the State Government. However, if an all-India voluntary agency proposes taking up field programmes, the application would have to be routed through the State Government concerned.

*Appendix-IV 100 Adult Education Centres

Appendix-V 60 Adult Education Centres

Appendix-VI 30 Adult Education Centres

**Appendix I should invariably be filled up by the voluntary agency and should be appended at the top of application form. State Government/U.T. Administrations may also check that the applications are complete in all respects and are duly supported by documents shown in Check List.

(b) Grant-in-Aid Committee

The applications for grant-in-aid would ordinarily be examined by a Grant-in-Aid Committee to be appointed by the Ministry. Wherever it is considered necessary, a representative of the agency making application may be invited to discuss the proposal with the Committee.

(c) Duration

Assistance may be sought for such duration as the applicant agency may consider appropriate. Indication in regard to the period for which grant has been approved would normally be given in the letter of sanction.

(d) Size of the Project

Projects of less than 30 centres are not considered except in the case of voluntary agencies taking up programmes for women only or in difficult terrains e.g. hills, desert areas, etc. in which case the minimum number may be reduced to 15.

(e) Area of Work

The project should be run in a compact and contiguous area. In the case of programme run in the rural areas, it should relate the project with a Community Development (CD) block area. In case of two agencies running projects in one Community Development block, their respective areas should be clearly demarcated.

(f) Reallocation of Savings

Savings in honorarium to instructors cannot be used for any other purpose. However, savings under the following items of programme cost can be reallocated to each other :

- Basic learning materials
- Teaching materials
- Equipment
- Kerosene/Electricity
- Contingent Expenditure

Savings in supervision and administrative expenditure can be used for training if the provision for training is insufficient. Savings under various items of administrative expenditure may be used for any other items under administration cost. Allocation of non-recurring expenditure can be increased out of other savings only where a typewriter is purchased for a project of 100 centres and the cost of typewriter exceeds Rs. 4,000/-. In doing so, prior approval of the Ministry will be necessary.

(g) Carry over of Funds

Unspent balance in a particular year can be carried over to the following financial year in case a continuation project is sanctioned to the voluntary agency. The voluntary agency is required to refund the unspent balance immediately on receipt of the intimation from the sanctioning authority in case, no continuation project is sanctioned to the voluntary agency.

(h) Commencement and closing of the Project

The project should be commenced only after the receipt of the sanction letter from the sanctioning authority. It should not be commenced earlier in anticipation of the sanction. First two months can be used for the preparation of the project including selection of the centres, training of the supervisors/instructors and the remaining 10 months for running the adult education centres. The voluntary agency should inform the dates of the commencement and closing of the centres to the sanctioning authority.

Release of Grant

On approval of the project, grant shall be released to the agency on annual basis in two instalments. First instalment will be released immediately after the project is approved and the sanction letter is issued. For claiming second instalment, the agency will make a proposal to the State Government after the agency concerned has utilised 75% of the first instalment. The agency would be expected to attach a progress report (Appendix-X) and an unaudited statement of expenditure showing 75% utilisation of first instalment. Second instalment will be released only on receipt of a specific recommendation of the State Government/U.T. administration to the effect that the project for which the instalment is sought is running satisfactorily in the approved area and that there is justification for the release of further grants.

Release of First instalment in respect of Continuing Projects

First instalment of the Continuing Project will be released on receipt of following documents/information

- (i) Recommendations of the State Government that the agency has implemented the first project satisfactorily.

- (ii) A statement of receipt and expenditure for the first project. No utilisation certificate will be required if the release of grant will fall within 15 months from the date of issuance of first sanction letter. In case it exceeds this period, the Agency must furnish utilisation certificate in respect of grant released 15 months earlier or if possible utilisation certificate and audited statement of accounts for the entire project.
- (iii) Before the release of second instalment of the Continuing project, voluntary agency will have to submit audited accounts and utilisation certificate for the entire grant released for the first project.
- (iv) The agency shall ensure submission of timely reports in respect of its activities.

Disbursement of Funds

Grant payable to a voluntary agency would be remitted to it by a Demand Draft/Cheque drawn in its favour by the Ministry of Education and Culture. The disbursement of the Demand Draft/Cheque would be made by the Collector or the Chief Executive Officer, as may be recommended by the State Government, of the District where the voluntary agency has its registered office/headquarters, Provided :—

- (i) That the State Government may designate any other officer for such disbursement.
- (ii) That if a State Government so desires, the Ministry would make direct disbursement of the Demand Draft/Cheque to the voluntary agencies of the State concerned.
- (iii) Disbursement to all-India voluntary agencies would be made directly by the Ministry in respect of activities the application of which is not required to be made through the State Government.

Building Grant

Assistance approved for construction of building would ordinarily be required to be utilised within a period of two years from the date of the first instalment. The first instalment will be released immediately after issue of sanction and the grant would be made in three instalments to be released as follows :—

- 50 per cent to be released immediately after issue of the letter of sanction;
- 40 per cent to be released upon receipt of intimation regarding utilisation of the first instalment; and
- 10 per cent to be released after receipt of certificate of completion; utilisation of earlier instalments and requirement of the balance from the Executive Engineer of the State PWD having jurisdiction.

Audited statements in respect of a building grant should be received within six months after release of the third instalment.

Monitoring

All Instructors of Adult Education Centres are expected to send initial report (IRR) (APPENDIX-VII) and monthly report (IMR) (APPENDIX-VIII). Initial report of the Project (IPR) (APPENDIX-IX) and Quarterly Progress Report (QPR) (APPENDIX-X) should invariably be sent to the concerned D.A.E.O. IPR should be sent to the D.A.E.O. as soon as possible after the commencement of the project, while QPR should be sent to him at the end of March, June, September, and December. Annual Project Report (APR) (Appendix XI) should be sent to DAEO with a copy to the Ministry after the project is over. It is essential that all voluntary agencies comply with this system of reporting.

Follow-up and Post-literacy Programmes

The responsibility for organisation of the Follow-up and Post-literacy programmes rests with the project agency. All agencies which complete the first cycle of the programme of about 10 months literacy and are authorised to take up Post-literacy project will be considered for assistance for Post-literacy and Follow-up activities for the persons who had participated in the first cycle. Grants for organising these activities will be provided according to suggested pattern and at the same rate as per other field programmes of Adult Education, viz. 100% of the *programme cost* and 75% of the *Administrative cost*. Application seeking assistance for these activities will be made on a plain sheet of paper according to one of the approved models indicating the details of the programme along with financial estimates. Ordinarily each voluntary organisation during the 1st phase of one ten month project, should carry on with the 2nd phase of follow-up and post-literacy programme relating to another adult literacy project completed earlier. Therefore, if any voluntary agency does not come forward to undertake this programme before the end of the first phase, their request for continuation of the earlier project may not be acceded to. All proposals for post-literacy programmes should be routed through the State Government/U.T. Administration at the end of first phase projects.

Operational Models

It would not be realistic to indicate a common system of Post-literacy and Follow-up programmes for all parts of the country. Six approved models have been appended hereto. Model-III (Appendix-XII) may be followed by voluntary agencies which will run a project of 100 Adult Education Centres. Model-III (Appendix-XIII) or Model-II (Appendix-XIV) may be followed by voluntary agencies which will run a project of 60 centres, according to their suitability. Model-I (Appendix-XV) or Model-II (Appendix-XVI) or Model-III (Appendix-XVII) may be

followed by voluntary agencies which will run a project of 30 centres. Besides, agencies desirous of undertaking innovative Post-literacy and Follow-up programmes can formulate their own proposals for consideration of the Ministry. However, they are advised to keep in view the need for economy and practicability.

Conditions of Grant

- (i) The grant receiving agency will be required to execute a bond on a prescribed form with two sureties.
- (ii) An agency in receipt of financial assistance shall be open to inspection by an officer of the Union Ministry of Education and Culture or the State Education or concerned Department.
- (iii) The Accounts of the Project shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to test check by the Comptroller and Auditor General of India at his discretion.
- (iv) The statement of receipts and expenditure (item-wise) together with utilisation certificates in the prescribed form duly countersigned by the Chartered Accountants are required to be furnished immediately on conclusion of the project or after expiry of the duration for which grant is approved, but not later than 15 months from the date of sanction of grant.
- (v) The agency shall maintain a record of all assets acquired wholly or substantially out of the Government grant and maintain a register of such assets in the prescribed proforma (Form GFR 19). Such assets shall not be disposed of, encumbered or utilised for purposes other than those for which the grant was given without prior sanction of the Government of India. Should the agency cease to exist at any time, such properties shall revert to the Government of India.
- (vi) In case of a building grant exceeding Rs. 10,000/- no portion of grant shall be paid until the controlling authority of the agency has executed and registered a bond in the approved form, securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant alongwith all monetary and other benefits which the agency might have received or derived in the event of the building ceasing to be applied to the purpose for which the grant was given.
- (vii) When the State Government/Government of India have reasons to believe that the sanctioned money is not being utilised for approved purposes the payment of grant may be stopped and the earlier grants recovered.
- (viii) The institution must exercise reasonable economy in the working of the approved project, especially in respect of buildings.
- (ix) The grantee agency shall furnish to the Ministry of Education and Culture progress reports as may be prescribed.
- (x) Such other conditions as may be imposed by the Government of India, from time to time.
- (xi) The decision of the Secretary to the Government of India in the Ministry of Education and Culture on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

Check List For Voluntary Agencies Applying For Grant

- | | | | | | |
|---|--|--|--|-----|----|
| 1. Has the name and postal address of the Institution been mentioned clearly? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 2. Is the Institution recognised or registered either as a Society or as a public trust? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 3. Has an attested copy of the certificate of registration/recognition from a Gazetted Officer been attached? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 4. Has it been clearly mentioned that the Institution is of all-India character or localised in one or more States? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 5. Has the purpose for which financial assistance is sought been stated clearly? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 6. Has the total estimated expenditure been stated in the application? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 7. Has the source from which the matching funds or their share of expenditure is proposed to be met, been mentioned? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 8. Has a copy of the Memorandum of the Association attached to the application? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 9. Has a copy of the Constitution of the Institution showing members of board of management together with particulars of each member been attached? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 10. Has a copy of the latest annual report been attached? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |
| 11. Have audited accounts for the last 3 years as also the balance-sheet for the last year been attached? | <table border="1" style="width: 100px; height: 40px; margin: 0 auto;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td align="center">YES</td><td align="center">NO</td></tr> </table> | | | YES | NO |
| | | | | | |
| YES | NO | | | | |

12. Have the details of estimated expenditure for the project, year-wise and item-wise been attached?

--	--

YES NO

Note : Documents should be in Hindi or English

(Signature)

*Name and designation of the Secretary/
President of the Institution.*

Date:

Verified—Position as stated above is correct.

(Signature)

*Name and designation of the
Officer of the State Government*

Date:

Central Scheme Of Assistance To Voluntary Agencies Working In The Field Of Adult Education

Application Form

- IMPORTANT**
1. To be submitted in duplicate.
 2. To be routed through State Government/Union Territory Administration.
 3. Application received direct will not be admitted and that no correspondence will be entertained in this regard.
 4. Application received in an incomplete form will not be entertained. For this purpose please see check list appended hereto (Appendix I).
 5. Application form may be filled in neatly.

PART-I

(To be filled by the applicant)

1. Name of the Agency with complete postal address giving names of Block, Taluk, District, State, etc. (in Block letters).
.....
.....
2. Brief history of the agency, its objects and activities
.....
.....
.....
.....
3. Whether registered under Indian Societies Registration Act. 1860, (Act XXI of 1860), public trust or non-profit making company? Give number and attach copy of the relevant document.
.....
.....
4. Whether the organisation has any previous experience in Adult Education? If so, a brief mention may be made indicating the years, type, size and location of the programmes organised. Also mention the sanction number of Government of India if any grant has been received previously.
.....
.....
.....
5. Whether the office of the organisation is located in its own or rented building?
.....

6. The project for which the grant is applied for*.

.....

7. The duration of the project.

.....

8. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and the name of agency.

.....

9. Total estimated expenditure on the project

Rs.....

(i) Non-recurring

Rs.....

(ii) Recurring

Rs.....

10. Amount of grant requested:

Rs.....

(i) Non-recurring

Rs.....

(ii) Recurring

Rs.....

11. Whether the institution is in a position to meet its share of the expenditure? If so, indicate the probable source.

.....

12. List of papers/Statements to be attached:

(a) Constitution of the Agency.

(b) Constitution of the Board of Management with particulars of each member.

(c) Latest available annual report.

(d) Audited accounts for the last three years along with a copy of the certified balance sheet for the previous year.

(e) Details of the project which should include a statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the project.

(f) A copy each of the site-plan and plan of the proposed building and estimated cost of construction in the case where application is for construction of building (to be prepared by a qualified architect or engineer).

13. List of additional papers, if any.

14. Additional information, if any.

Place:

Date:

*Signature of the authorised person
 Designation & Stamp.*

PART II

Recommendation of the State Government/Union Territory Administration

- 1. Certified that the organisation is eligible for assistance under this Scheme and has the capability of taking up of the programme of the size as mentioned below:
.....

- 2. Certified that the Organisation has no communal leanings.

- 3. Certified that the Organisation is a bonafide body and is in existence for the last..... years.

Signature

.....
*Designation**

.....
Office Stamp

Place:

Date:

Format for Submission of Adult Education Project with Functional Literacy as an Essential Component

1. The number of adult education centres to be set up, year-wise.
2. Name of the block/urban Mohalla preferably with a map attached in which the project is to be taken up (if the project will cover a part of the block, please give names of villages).
3. (i) Size of the population to be covered.
(ii) Estimated number of illiterate persons in 15-35 age group.
(iii) Number of Scheduled Castes, Scheduled Tribes, women and other Backward Classes, if any proposed to be covered under the project.
4. The content of the adult education programme, like literacy, functional development, awareness, building, linkages with developmental activities etc. Briefly describe the objectives and strategy of the project to be taken up.
5. Procedure for selection of instructors/supervisors/project officers.
6. The teaching/learning materials to be used (please give a list of each item).
7. Arrangements regarding training of instructors/supervisors and the project officers.
8. Arrangements for coordination and cooperation with various developmental agencies.
9. Post-literacy and other follow-up activities envisaged.
10. Whether it is proposed to have a built-in system of evaluation? If so, describe briefly.
11. Financial estimates.

Financial Pattern of a Project with 100 Adult Education Centres

The annual cost worked out in this paper is on the assumption that the project will have 100 centres and each centre will function for a period of approximately 10 months including the time to be taken in preparatory action and the average enrolment in each centre will be 30.

(A) Field Cost

(direct expenditure involved in running a centre including supervision cost)

1.	Part-time Instructors honorarium (@Rs. 50/- per month for 10 months)		Rs. 500.00
2.	Basic learning materials to be supplied to each learner:		
	(i) Primer	1	Rs. 2.00
	(ii) Work book	1	Re. 1.00
	(iii) Slate	1	Re. 1.00
	(iv) Exercise books	2	Re. 1.00
	(v) Slate pencils/lead pencils		Re. 0.50
	(vi) Supplementary materials (2 books)		Rs. 2.00
			Rs. 7.50
	Cost of learning materials for 30 learners (Rs. 7.50x30)		Rs. 225.00
3.	Teaching materials (per centre)		
	(i) Teacher's Guide	1	Re. 1.00
	(ii) Teaching charts for primer (1 set)		Rs. 4.00
	(iii) Supplementary learning charts	15	Rs. 15.00
	(iv) Other teaching aids		Rs. 20.00
	(v) Teaching materials to be prepared/improved by the teachers and learners		Rs. 20.00
	Total		Rs. 60.00
4.	Equipment (per centre)		
	(i) Roll up boards (4)		Rs. 25.00
	(ii) Lighting equipment*		Rs. 60.00
	Total		Rs. 85.00
5.	Kerosene oil/electricity		Rs. 200.00
6.	Other contingent expenditure		Rs. 50.00
	Total field cost of running a centre for 10 months = Rs. (500+225+60+85+200+50)		= Rs. 1,120
	Cost of 100 centres = 1120 × 100 = 1,12,000		= Rs. 1.12 lakhs
7.	Supervision		
	Full-time supervisors @ one supervisor for a cluster of 30 centres. (3 supervisors for 100 centres) with an average salary of Rs. 500/- per month plus Rs. 60/- for fixed TA & DA		Rs. 20,160.00
	or		
	5 Supervisors @ Rs. 400/- per month inclusive of TA & DA		Rs. 24,000.00
	Total field cost for 100 centres = Rs. (1,12,000+20,160)		= Rs. 1,32,160 or Rs. 1.32 lakhs

**(B) Project Administration
(Recurring)**

(i) Project Officer—One (salary calculated Rs. 700/- p.m.)	Rs. 8,400.00
(ii) Office Assistant—One (average salary of Rs. 350/- p.m.)	Rs. 4,200.00
(iii) L.D.C.—One (average salary of Rs. 300/- p.m.)	Rs. 3,600.00
(iv) Poon—One (average salary of Rs. 200/- p.m.)	Rs. 2,400.00
(v) T.A. (Rs. 200/- p.m. for project officer)	Rs. 2,400.00
(vi) Other contingent expenditure	Rs. 3,000.00
Total : Recurring Expenditure	Rs. 24,000.00

Non-recurring expenditure

(To be incurred in the first year only)

1. Typewriter	Rs. 4,000.00
2. Furniture	Rs. 2,000.00
Total	Rs. 6,000.00

Total Project Administration : (Rs.-24,000+6,000)**Rs. 30,000.00****(C) Training**

Training of the project staff and instructors

No. of
days

1. Project Officer	21	Rs. 475.00
(Rs. 475 per person—Rs. 315 for boarding and lodging, Rs. 60/- for travel and Rs. 100/- for other organisational expenditure)		
2. Supervisor	21	Rs. 795.00
(Rs. 235 per supervisor—Rs.210 for boarding and lodging, Rs.15/-for travel and Rs.10/- for other expenses).		
3. Instructors	21	Rs. 19,000.00
(Rs. 190 per person—Rs. 160/-for boarding and lodging, Rs. 15/- for travel and Rs.15/- for other expenses)		
Total		Rs. 20,180.00

(D) Total cost of the Project (100 centres)

Recurring	
Field Cost	Rs. 1,52,340.00
Project Administration	Rs. 24,000.00
Total	Rs. 1,76,340.00

Non-recurring	Rs. 6,000.00
Grand Total	Rs. 1,82,340.00 or Rs. 1.82 lakhs

Recurring cost per centre

According to this pattern the annual cost for each project will be as follows :

	Per Project (100 centres) Rs.	Per Centre (30 learners) Rs.
1. Field cost (including the cost of supervision and training)	1,52,340	1,523
2. Project Administration	24,000	240
	<hr/> 1,76,340	<hr/> 1,763
Non-recurring (on Project Administration)	6,000	60

* Provision has been made for purchase of 5 lanterns. However where saving can be found due to running of some classes during the day for women or due to electric connection or any other reason, the saving should be utilised for purchase of petromax and it should be ensured that it is used exclusively for adult education centre.

Expenditure Pattern : 60 Centres

Programme Cost

1. Honorarium to the Instructor @ Rs. 50/- p.m. for 10 months (50×10×60)	Rs. 30,000.00
2. Basic learning materials @ Rs. 7.50 per head (7.50×30×60)	Rs. 13,500.00
3. Teaching Materials @ Rs. 2.00 per head (2×30×60)	Rs. 3,600.00
4. Equipment @ Rs. 85.00 per centre (85×60)	Rs. 5,100.00
5. Kerosene/Electricity @ Rs. 200/- per centre (200×60)	Rs. 12,000.00
6. Contingent expenditure (50×60)	Rs. 3,000.00
Total	Rs. 67,200.00

Supervision

7. Two supervisors @Rs. 500/- p.m. + fixed TA/DA @Rs. 60.00 p.m. each (560×2×12)	Rs. 13,440.00
Or	
One supervisor @Rs. 450 p.m. plus two Supervisory Asstt. @Rs. 350 p.m. (all inclusive of fixed TA/DA).	Rs. 13,800.00
8. Training/Supervisors 2 @Rs. 235/- Teachers 60 @ Rs. 190/-	Rs. 11,870.00

Administrative Expenditure

Recurring

1. Clerk Rs. 300×12	Rs. 3,600.00
2. Office Contingencies.	Rs. 2,000.00
Total	Rs. 5,600.00

Non-recurring

Furniture & Equipment	Rs. 2,000.00
-----------------------	--------------

Note : 1. Details under the various items would be on the basis indicated in Appendix-IV.

2. If three Supervisory personnel are engaged, training cost will increase correspondingly.

Expenditure Pattern : 30 Centres**Programme Cost**

1. Honorarium to the Instructor @Rs. 50/-p.m. for 10 months (50×10×30)	Rs.	15,000.00
2. Basic learning materials @Rs. 7.50 per head (7.50×30×30)	Rs.	6,750.00
3. Teaching Materials @Rs. 2.00 per head (2×30×30)	Rs.	1,800.00
4. Equipment @Rs. 85/-per centre (85×30)	Rs.	2,550.00
5. Kerosene/Electricity @Rs. 200 per centre (200×30)	Rs.	6,000.00
6. Contingent expenditure (50×30)	Rs.	1,500.00
		TOTAL
	Rs.	33,600.00

Supervision

7. Supervisor @Rs 500/-p.m. + fixed TA/DA @Rs. 60.00 p.m. (560×1×12)	Rs.	6,720.00
---	-----	----------

Or

One Supervisor @Rs. 350.00 p.m. plus one Supervisory Asstt. @Rs. 250 p.m. (both inclusive of fixed TA/DA)	Rs.	7,200.00
8. Training (Supervisor @Rs. 235/-) (Teachers 30 @Rs.190/-)	Rs.	5,935.00

Administrative Expenditure**Recurring**

1. Part-time Clerk @Rs. 200/- p.m. for 12 months	Rs.	2,400.00
2. Office Contingencies.	Rs.	1,000.00

Non-recurring

Furniture & Equipment	Rs.	1,000.00
-----------------------	-----	----------

Note : 1. Details under the various items would be on the basis indicated in Appendix IV.

2. If two supervisory personnel are engaged training costs will increase correspondingly.

**Adult Education Programme
Instructor's Initial Report (IIR)**

1. Name/Serial Number of the Centre.....
(As allotted by the Project Officer)

NOTE : PLEASE PUT A TICK MARK (✓) IN APPROPRIATE BOX WHERE APPLICABLE

A. PARTICULARS OF THE INSTRUCTOR

2. Name.....

3. Sex : Male Female

4. Age :.....(in completed years)

5. Educational qualifications.....

6. (a) Do you belong to : Scheduled Caste

Scheduled Tribe

Neither of above

(b) Main occupation :.....

7. Date of appointment as Instructor
at the Adult Education Centre :

8. Instructor's residential address : Village/Town.....
Post Office..... Block..... District.....

9. Have you received any training so far for this assignment ?

Yes No

If the answer to above question is YES, mention the duration of the training programme.....

10. Are you a member of any local

(i) Charcha Mandal Yes No

(ii) Youth Club Yes No

(iii) Mahila Mandal Yes No

- (iv) Cooperative Society Yes No
- (v) Gram Sabha/Panchayat Yes No
- (vi) Any other association Yes No

11. What is the approximate distance (in kilometers) between the place of your residence and the
- (i) Location of the CentreKms.
 - (ii) Project HeadquartersKms.
 - (iii) Residence of SupervisorKms.

B. PARTICULARS OF THE CENTRE

12. Complete postal address of the Centre : Village/Town.....
 Post Office.....Block.....District.....

13. (a) Place where Adult Education Centre is organised :

- Instructor's home
- School
- Panchayat Ghar
- Open Space
- Place of worship
- Any other (Please specify)

- (b) Whether electric light available in the Centre :
 Yes No

14. Date of commencement of the regular activities of the present group of learners.....

15. Is the Centre for :

- Men only
- Women only
- Both for men and women

16. Is the Centre Rural Urban Tribal

17. Timings of the Adult Education Centre From.....AM/PM
 ToAM/PM

C. MATERIALS

18. Which of the following items required for starting a Centre have been received by you till the time of sending this report ?

(i) Primer	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No. of copies.....
(ii) Workbook	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No. of copies.....
(iii) (a) Slates	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(b) Slate pencils	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(iv) Chalks	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(v) (a) Exercise notebooks	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(b) Lead pencils	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(vi) Charts	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(vii) Supplementary Reading materials	Yes	<input type="text"/>	No	<input type="text"/>	If yes, No.....
(viii) Teacher's Guide	Yes	<input type="text"/>	No	<input type="text"/>	
(ix) Blackboard/Rolling Sheet	Yes	<input type="text"/>	No	<input type="text"/>	
(x) Lighting arrangement (Bulbs/K.Oil/Petromax/Lanterns etc.	Yes	<input type="text"/>	No	<input type="text"/>	

D. LOCAL WORKERS/COMMUNITY SUPPORT

19. Have you so far taken the help of the local community, village extension workers like Gram Sevak/Sevika, Auxiliary Nurse, Midwife (AND), Community Health Worker or similar other workers ?

Yes No

If yes, please mention the names and designations of the workers ?

	Name	Designation
(i)
(ii)
(iii)

20. Has the village level committee been constituted ?

Yes

No

E. DIFFICULTIES

21. Please describe difficulties faced, if any, in organising the centre :

.....

.....

.....

.....

.....

22. In case you overcome some of the above difficulties, indicate briefly, how you did so.

.....

.....

.....

.....

.....

F. ENROLMENT SHEET (for the present group of learners)

Sl. No.	Name of the Learner	Father's/ Husband's Name	Put a tickmark (√) below under the appropriate Col.				Age (in completed years)	Main Occupation
			Male	Female	SC	S.T.		
1	2	3	4	5	6	7	8	9

Date :

Signature of Instructor
Name

Adult Education Programme
Instructor's Monthly Report* (IMR)

1. Name/Serial number of the Centre
(As allotted by the Project Officer)
2. This report is for the month of Year
3. Give the following particulars of the learners enrolled :
 - (a) Total number of learners on roll in the previous month ()
 - (b) Number of learners added during the month ()
 - (c) Number of learners who dropped out** in this month ()
 - (d) Total number of learners on roll at the end of the month (a + b - c)
 - (e) Following details be furnished :

	All	SC	ST
Male			
Female			
Total			

- (f) Agewise break up of learners
 - (i) Below 15 years.
 - (ii) 15-35 years.
 - (iii) above 35 years.
4. Attendance :
 - (a) The average attendance*** for the month under report.....
 - (b) No. of learners who attended more than 50% of the sessions.....
 - (c) No. of learners who did not attend any session in the month.....
5. Visitors to the Adult Education Centre (Please specify name, designation, date of visit and purpose of visit)
6. (a) No. of days the AEC met during the month.....
- (b) No. of days when the AEC could not meet (when it was expected to meet).....
7. Difficulties faced in running the centre (on which Supervisor's/Project Officer's help is desired).
 - (i) Non-receipt of monthly honorarium for the month(s) of.....
 - (ii) Lack of supply of materials (specify).....
 - (iii) Any other (specify)

*Details in this form be given only in relation to adult education programmes. Filled-in form be sent a week after the Month to the Project Officer.

**Some learners may not attend any session during the month. The Instructor will contact such learners individually and ascertain reasons for their non-attendance. If he/she feels that his/her efforts also fail in bringing them back to the centre and considers their registration of no. use, he/she may term them as 'drop outs' and this figure be given here as drop out for the month under report.

***Average attendance is to be calculated by adding the daily attendance of the learners during the month divided by the number of working days. For example, if the total attendance is 500 and the number of working days has been 25 in the month, the average attendance will be 500/25=20. Fraction should be rounded off to the nearest number.

8. Achievements

(Please furnish the details of achievement of the AEC at the end of the course. This information will be required only at the completion of the course.)

(a) Indicate below details of learners who successfully completed the course.

No. of Successful learners	Male	Female	Total	Age (in years)		
				Below 15	15-35	35 & above
All SC ST						

8. (b) Please write below names of persons whose details are given in 8(a).

Signature of the Instructor

.....

Date :

Name.....

Adult Education Programme
Initial Report Of The Project (IPR)
 (To be filled in by the Project Officer)

1. Name of the voluntary Agency _____
2. Names of Community Development Blocks/Urban areas covered under the Project _____
3. (i) Address of the Project Officer _____
 District _____ State _____
- (ii) Code No. of the Project _____
4. Name of the Project Officer _____
5. Date of joining as Project Officer _____
6. Particulars of other Project Staff _____

Project Staff	Number sanctioned	Number in position
1. Assistant Project Officer		
2. Supervisor		
3. Clerk		
4. Peon		

7. (a) Date of sanction of Project _____
 (b) Date of receipt of funds for the project _____
 (c) No. of centres sanctioned in the project _____
8. Date of opening of the first Adult Education Centre _____
9. Total no. of Adult Education Centres (AECs) functioning by area and sex.

Rural			Urban			Total		
Male	Female	Combined	Male	Female	Combined	Male	Female	Combined
1	2	3	4	5	6	7	8	9

10. Whether the Project Officer and/or Assistant Project Officer attended orientation or training programme?

Attended training programme If yes, place and dates of
Indicate Yes/No programmes

Project Officer

Assistant Project Officer

11. Break-up of Supervisors and Instructors

Category	Total	Male	Female	Number trained for AEP	Number un-trained	SC	ST
1	2	3	4	5	6	7	8
Supervisors							
Instructors							

12.a. Break-up of learners in the Project

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Rural									
Urban									
Total									

12.b. Age-wise break-up of learners

Age Group	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Below 15 Years									
15-35 yrs									
Above 35 years									
Total									

13. Nature and quantity of materials supplied to the AECs

Sl. No.	Description of the material (titles of books)	Agency responsible for production	Quantity purchased/received during the quarter	Quantity despatched during the quarter	Additional quantity required for the next quarter
1	2	3	4	5	6

Date :

Signature
Name and address
of the Project Officer

Adult Education Programme
Quarterly Project Report (QPR)
FOR
QUARTER ENDING IN JUNE

SEPTEMBER

[] 19—

DECEMBER

[] 19—

MARCH

[] 19—

[] 19—

1. Date of commencement of Project _____
2. Name/Project identification code _____
3. Brief description of the area covered : _____
 (Name of the village/Tehsil/Taluk/Hamlet)
4. Number of Centres during the quarter under report
 - (a) Total number of centres at the beginning of the quarter _____
 - (b) Total number of centres added during the quarter _____
 - (c) Total number of centres closed
 (indicate the serial numbers of these centres)
 - (i) On completing the course _____
 - (ii) For other reasons _____
 - (d) Total number of centres sending all reports _____
 - (e) Total number of centres which have not sent any report (Indicate the serial number of these centres)

5. Total number of centres functioning at the end of the Quarter

Sex	In rural Areas	In Urban Areas	In all Areas
1	2	3	4
For Men			
For women			
For men and Women (combined)			
Total			

6. Centres by attendance

Centres with average daily attendance during quarter	Number of Centres	
	Rural	Urban
	2	3
1		
Below 10		
10 to below 20		
20 to below 30		
30 and above		
Total		

7. Enrolment

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
	2	3	4	5	6	7	8	9	10
1									
Rural									
Urban									
Total (R + U)									

8. Number of persons successfully completing course

Area	All Persons			S.C.			S.T.		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
	2	3	4	5	6	7	8	9	10
1									
Rural									
Urban									
Total (R + U)									

9. Appointments

Staff	Number in position at the beginning of the quarter		Number appointed during the quarter		No. of Posts still vacant	Total No. of posts
	Male	Female	Male	Female		
	2	3	4	5		
1					6	7
Instructors						
Supervisors						
Assistant Project Officer						

10. Training

Pre-service and in-service training organised for instructors and supervisors during the quarter

Staff	Pre-service number trained	In-service number trained	Untrained persons in position at the end of quarter
1	2	3	4
Instructors			
Supervisors			
Assistant Project Officer			

11. Teaching/Learning materials

Indicate whether the teaching/learning materials required for the sanctioned centres were procured and distributed

Procured

Yes

No

Distributed

Yes

No

12. Indicate below the new materials only introduced/prepared during the quarter

Sl. No.	Type of material	Total	Agency responsible for production
1	2	3	4

13. Coordination

Particulars of meetings/contacts with functionaries of developmental and/or other agencies

S.No.	Name and designation of the functionary	Date of meetings/ contacts	Type of Collaboration activity worked out
1	2	3	4

14. Visits to centres by Project Officer during the quarter

Serial No. of the centre	Date of visits
.....
.....
.....
.....

15. Is the honorarium to the instructors being disbursed regularly ?

Yes No

If no, give reasons

.....

.....

.....

16. General problems and suggestions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature

Name and Address of

the Project Officer

Date.....

Adult Education Programme
Annual Project Report (APR)

Year.....

1. General

1.1 Address/Identification of the Project/Implementing Agency

1.2 Code No. _____

1.3 Name of the District _____

2. Number of Centres opened during the Year and Number of Centres Completed the Programme during the Year

Type	No. of centres opened during the year			No. of centres completed the programme during the year		
	Rural	Urban	Total	Rural	Urban	Total
1	2	3	4	5	6	7
For men						
For women						
Combined						
Total						

Enrolment and Achievement

(of the centres which completed course during the financial year reported against Col. 5-7 item 2)

3.1 Enrolment and Achievement in Rural and Urban Areas

Item	Enrolment			Number of persons completing the programme successfully		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
Rural Area						
Urban Area						
Total (Rural + Urban)						

3.2 Enrolment and Achievement by Age-Groups

Item	Enrolment			No. made literate		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
Below 15 Years (if any)						
All learners between 15—35 years						
All learners above 35 years						

3.3 Enrolment and Achievement by Scheduled Castes/Tribes

Item	Enrolment			No. made literate		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
All SC learners						
All ST learners						

4. Enrolment of centres during the year (Reported against Col. 2-4 of item 2)

Item	Enrolment of centres opened during the year		
	Male	Female	Total
1	2	3	4
Rural			
Urban			
Total			
S.C.			
S.T.			

5. Financial Data [for the Financial Year (pertaining to adult education) activities only]

Income/Expenditure by sources	Amount sanctioned	Amount Recieved	Amount Utilised
1. Central Government			
2. State Government			
3. Any other (Please specify)			

6. Tribal Sub-Plan Projects

(If the project has centres in Tribal-Sub-Plan Areas the following information will also be required)

6.1 T.S.P. Areas covered by the Project.....

6.2 Number of centres opened during the year and number of centres completing the programme during the year in Tribal-Sub Plan Areas

Type	No. of centres opened during the year			No. of centres completed the programme during the year		
	Rural	Urban	Total	Rural	Urban	Total
1	2	3	4	5	6	7
For men						
For Women						
Combined						
Total						

6.3 Enrolment

Type	Enrolment of centres opened during the year (as shown in Col. 2—4 of item 6.2)			Enrolment of centres completed the programme during the year (as shown in Col. 5—7 of item 6.2)		
	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7
All Persons						
S.Ts.						

6.4 Achievement

Type	Number of Persons who successfully completed the Programme during the year		
	Male	Female	Total
1	2	3	4
All Persons			
S.Ts.			

6.5 Income and Expenditure incurred on centres located in Tribal Development Sub-Plan-Areas during the year

Name of Source of funds	Income	Expenditure
1.....	Rs.	Rs.
2.....	Rs.	Rs.
3.....	Rs.	Rs.
4.....	Rs.	Rs.
Total.....	Signature of Project Officer	
Date.....		

Mobile Library & Continuing Education Unit (Post-Literacy and Follow-up Programmes)

MODEL—III (100 Centres)

I. Project Level Cost :

(A) Administrative Cost

	Recurring Rs.	Non-recurring Rs.
(i) Pay of A.P.O. (C.E.) @Rs. 600 p.m. × 12	7,200	
(ii) Contingencies including T.A. of A.P.O. (CE)	2,800	
	10,000	

(B) Programme Cost :

(iii) Initial purchase of books 2,000@Rs. 2 per book	4,000
(iv) Replacement of books and purchase of periodicals	2,000	..
(v) Purchase of two almirahs	1,000
	2,000	5,000

II. Cost of the Mobile Units

Programme Cost :

Cost per mobile unit

(i) Purchase of one bicycle	450
(ii) Cost of container carrier on cycle	50
(iii) Cost of one almirah	500
(iv) Pay of continuing Education worker@Rs. 300 p.m.	3,600	..
(v) Cost of books—1,000 @ Rs. 2 per book	2,000
(vi) Repair & maintenance of bicycle	100	..
(vii) Replacement of books and purchase of periodicals	1,000	..
(viii) Contingencies	300	..
	5,000	3,000
Cost of seven Mobile Units	35,000	21,000

III. Total Cost of the Project = 47,000 + 26,000 = Rs. 73,000

IV. Central Grant

75% of the administrative cost	Rs. 7,500.00
100% of the programme cost	Rs. 63,000.00
Total	Rs. 70,500.00

MODEL -III (60 Centres)

I. Cost at the Project Level

(A) Administrative Cost :

	Recurring Rs.	Non-recurring Rs.
(i) Pay of A.P.O. (CE) @Rs. 400 p.m. × 12	4,800	..
(ii) Contingencies including TA of A.P.O. (CE)	1,400	..
	6,200	

(B) Programme Cost :

(iii) Initial purchase of books 1000 @ Rs. 2 per book	2,000
(iv) Replacement of books and purchase of periodicals	1,000	..
(v) Cost of Almirah for keeping books	500
	1,000	2,500

II. Cost of Four Mobile Units

Programme Cost

(i) Cost of bicycles Rs. 450 × 4	1,800
(ii) Cost of 4 container carriers on cycle Rs. 50 × 4	200
(iii) Cost of 4 Almirahs	2,000
(iv) Pay of Continuing Education workers @ Rs. 300 × 12 × 4	14,400	..
(v) Cost of books—1000 for each unit @ Rs. 2 × 1000 × 4	8,000
(vi) Repair and maintenance of bicycles	400	..
(vii) Contingencies	1,200	..
(viii) Replacement of books and purchase of periodicals	4,000	..
	20,000	12,000

III. Total Cost of the Project	= 27,200 + 14,500
	= Rs. 41,700
Total Administrative Cost	= 6,200
Total Programme Cost	= 35,500

IV. Central Grant

75% of Administrative Cost	= Rs. 4,650.00
100% of Programme Cost	= Rs. 35,500.00
	Rs. 40,150.00 or say
	Rs. 40,100.00

Model—II (60 Centres)

I Cost at the Project Level

	Recurring	Non-Recurring
	Rs.	Rs.
(A) Administrative Cost:		
(i) Pay of A.P.O (CE) @Rs. 400/p.m. X-12	4,800	..
(ii) Contingencies including T.A. of A.P.O. (CE)	1,400	..
	6,200	
(B) Programme Cost:		
(iii) Initial purchase of books 1000 @ Rs. 2 per book	..	2,000
(iv) Replacement of books and purchase of periodicals	1,000	..
(v) Cost of Almirah for keeping books	..	500
	1,000	2,500

II. Cost at the A.E. Centre Level

Programme Cost:

(i) Payment to Staff —Rs. 10 p.m. × 60 × 12	7,200	..
(ii) Purchase of 60 trunks for keeping books @Rs. 75 × 50	..	3,000
(iii) Purchase of books—75 for each centre @Rs. 2 × 75 × 60	—	9,000
(iv) Replacement of books and purchase of journals	6,000	..
(v) Contingencies	6,000	..
	19,200	12,000

III. Total Cost of the Project—

Total Administrative Cost	40,900
Total Programme Cost	6,200
	34,700

IV. Central Grant

	Rs.
75% of Administrative cost	4,650.00
100% of Programme Cost	34,700.00
	39,350.00
TOTAL	39,350.00
or say	39,300.00

**Village Continuing Education Centres
(Post-Literacy & follow-up Programmes)**

MODEL—I (30 centres)		Recurring	Non-recurring
		Rs.	Rs.
(A) Administrative Cost			
(i) Pay of Project Assistant @Rs - 250 p. m. x 12		3,000	..
(ii) Contingencies (including TA for Project Assistant)		800	..
Total		3,800	
(B) Programme Cost			
(iii) Initial purchase of 600 books @ Rs. 2 per book		..	1,200
(iv) Replacement of books and purchase of periodicals		600	..
(v) Purchase of boxes for keeping books		..	300
Total		600	1,500
II. Cost at the Village Level			
<i>Programme Cost</i>			
(i) Equipment (including trunk)		..	100
(ii) Books (100@ Rs. 2 per book)		..	200
(iii) Payment to staff @ Rs. 20 p.m.		240	..
(iv) Replacement of books and purchase of periodicals.		200	..
(v) Contingencies including kerosene oil etc.		160	..
Total		600	300
Cost for 20 villages		12,000	6,000
III. Total Cost of the Project		16,400	7,500 23,900
Administrative Cost	—Rs.	3,800	
Programme Cost	Rs.	20,100	
IV Central Grant			
75% of Administrative Cost	=	Rs. 2,850	
100% of Programme Cost	=	Rs. 20,100	
Total	=	Rs. 22,950	

Continuing Education at Adult Education Centres
(Post-Literacy & Follow-up Programmes)
MODEL—II (30 Centres)

I. Cost at the Project level

Item	Recurring	Non-recurring
	Rs.	Rs.
(A) Administrative Cost		
(i) Pay of Project Assistant @ Rs. 250 p.m. x 12	3,000	..
(ii) Contingencies (including TA for Project Assistant)	800	..
Total	3,800	
(B) Programme Cost		
(iii) Initial Purchase of 600 books @ Rs. 2 per book	..	1,200
(iv) Replacement of books and purchase of periodicals	600	..
(v) Purchase of boxes for keeping books	..	300
	600	1,500

II. Cost at the AE Centre Level*Programme Cost**Cost per Centre*

(i) Payment to staff @ Rs. 10 p.m.	120	..
(ii) Purchase of trunks	..	50
(iii) Purchase of books (75 @ Rs. 2 per book)	..	150
(iv) Replacement of books and purchase of periodicals	100	..
(v) Contingencies	100	..
	320	200

Cost of 30 Centres

9,600

6,000

III. Total Cost of the Project

14,000

+ 7,500
= Rs. 21,500

Administrative Cost = Rs. 3,800
 Programme Cost = Rs. 17,700

IV. Central Grant

75% of Administrative Cost = Rs. 2,850.00
 100% of Programme Cost = Rs. 17,700.00

TOTAL = Rs. 20,550.00

**Mobile Library and Continuing Education Units
(Post-Literacy & Follow-up Programmes)
MODEL—III (30 Centres)**

I Cost at the Project Level

Item	Recurring	Non-recurring
	Rs.	Rs.
(A) Administrative Cost		
(i) Pay of Project Assistant @ Rs. 250 p.m. x 12	3,000	
(ii) Contingencies (including TA for Project Assistant)	800	
	3,800	
(B) Programme Cost		
(iii) Initial Purchase of 600 books @Rs. 2 per book	..	1,200
(iv) Replacement of books and purchase of periodicals	600	
(v) Purchase of boxes for keeping books	..	300
	600	1,500

II. Cost of the Mobile Units*Programme Cost**Cost per Mobile Unit*

II.	(i) Purchase of one bicycle	..	450
	(ii) Purchase of container carrier on cycle	..	500
	(iii) Purchase of one almirah	..	500
	(iv) Pay of continuing Education Worker — Rs.300 p.m. (all inclusive)	3,600	
	(v) Purchase of 1000 books @Rs 2 per book	..	2,000
	(vi) Replacement of books and purchase of periodicals	1,000	
	(vii) Repair and maintenance of bicycle	100	
	(viii) Contingencies	300	
		5,000	3,000
	Cost of 2 Mobile Units	10,000	6,000
	III. Total Cost of Project	14,400	+7,500
		Rs. 21,900	

II.	Administrative Cost	=	Rs. 3,800
	Programme Cost	=	Rs. 18,100

IV. Central Grant

I	75% of Administrative Cost	=	Rs. 2,850
	100% of Programme Cost	=	Rs. 18,100

TOTAL = Rs. 20,950