

Council for Advancement of People's Action and Rural Technology (CAPART)

I. Objective / purpose of the public authority

MISSION

The Mission of CAPART is to work in close coordination with the rural NGOs and empower them by

- Engaging them in dialogue
- Respecting their thoughts and ideas
- Listening to their voice
- Harnessing their resources
- Funding their activities
- Strengthening their hands, particularly the women, the weaker sections of rural society and the disabled and other underprivileged sections of rural society.
- Walking hand-in-hand with them on the road to rural prosperity.

VISION

The Vision of CAPART is to play a dynamic and catalytic role with the various governmental agencies and NGOs, influence public policy and contribute its share towards the many-sided development of Rural India.

BRIEF HISTORY

CAPART was registered as a Society under Societies Registration Act, 1860 to acquire the activities, programme and assets of two Societies namely People's Action for Development (India) [Registration No.4433] and, Council for Advancement of Rural Technology [Registration No.12945] and all or any of the belonging, funds, rights, privileges, obligations and contracts of the said two Societies which as on the date of registration of this Society shall be deemed to have been amalgamated and merged into this society.

MAIN ACTIVITIES

The following are the main activities / function of CAPART as enshrined in the Memorandum of Association of CAPART

- (i) to encourage, promote and assist voluntary action in the implementation of projects for the enhancement of rural prosperity;
- (ii) to strength and promote voluntary efforts in rural development with focus on injecting new technological inputs in this behalf;
- (iii) to act as the national nodal point for coordination of all efforts at generation and dissemination of technologies relevant to rural development in its wider sense;

- (iv) to act as a catalyst for development of technology appropriate for the rural areas, by identifying and funding research and development efforts and pilot projects by different agencies and institutions particularly voluntary organizations;
- (v) to act as a conduit for transfer of appropriate technology to Government Departments, public sector undertaking, cooperative societies, voluntary agencies and members of public to encourage adoption of modern techniques and appropriate technology in rural development;
- (vi) to act as a clearing house of information and data bank;
- (vii) to disseminate knowledge on rural technology to manufacturers of machinery tools, equipment and spare parts so that large scale production of technically improved machinery etc. is carried out in the private cooperative and public sectors;
- (viii) to promote aid, guide, organize, plan undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular (as amended of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of physically, orthopedically and visually handicapped persons alongwith SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995).
- (ix) to assist and promote programmes aimed at conservation of the environment and natural resources;
- (x) to strengthen existing institutions of research and develop or set up institutions, so that national level institutions on matter of purely or largely rural interest are built up;
- (xi) to collaborate with other institutions, associations and societies in India or abroad including concerned international agencies – constituents of the U.N. system interest in similar objects;
- (xii) to conduct or sponsor training programmes, conferences, lectures and seminars on rural development activities of particular interest to women, with an accent on improved technologies appropriate to their role in rural development.
- (xiii) to conduct or sponsor training programmes for trainers, particularly in the voluntary sectors, so that improved technology is disseminated to participants in development in the rural areas;
- (xiv) to conduct or sponsor training programmes / seminars, workshops and meetings to promote interaction between government agencies and voluntary agencies working in the field of rural development and technology;
- (xv) to carry out research studies, survey, evaluation and the like on the use of appropriate technology and to offer fellowships, scholarships and prizes in furtherance of the objects of the society;

- (xvi) to prepare, print and publish paper, periodical-monographs and books in furtherance of the objects of the society; and
- (xvii) to do all other such things as the society may consider necessary, incidental or conducive the attainment of its objectives;
- (xviii) to create awareness amongst rural people and provide a series of escort services to them through the NGOs on matters relating to Intellectual Property Right (IPR) issues in the context of WTO and assist them by protecting rights and all matters connected therewith.

List of services being provided by the public authority with a brief write- up on them

Not applicable.

Organizational Structure Diagram

Enclosed at **Annexure-A**.

Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

CAPART deals with public through Voluntary Organizations (VOs). It has been made mandatory for the VOs to register themselves on the National Portal (NGO-PS) and apply and track the status of their applications online.

Arrangements and methods made for seeking public participation/ contribution

There is a facility of feedback on the website of CAPART through which public can offer their comments/suggestions. Feedback is received as an e-mail by an authorized user and is sent to the concerned user who will respond to the public. In addition, CAPART is in the process of finalizing in Citizen’s Charter through which the system of responding to the public grievances will be institutionalized.

Mechanism available for monitoring the service delivery and public grievance resolution

CAPART has the mechanism of redressal grievances related to the employees of CAPART. However, the issue requires some elaboration on the redressal system related to the projects proposals presented by the NGOs for consideration of financial assistance. The mechanism as given in the Citizen’s Charter is reproduced below:

GRIEVANCE REDRESSAL MECHANISM

Information to be collected on receipt of grievance

Criteria for classification	
Criteria	Categories
1. Project related	<ul style="list-style-type: none"> • Delay in sanction of projects. • Delay in release of 1st instalment.

	<ul style="list-style-type: none"> • Delay in release of subsequent instalments. • Delay in deputing monitors. • Delay in closing of file.
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Time Norm for redress	
Grievance Categories	Time Norm for Redress
<ul style="list-style-type: none"> • Delay in sanction of projects. • Delay in release of 1st instalment. • Delay in release of subsequent instalments. • Delay in deputing monitors. • Delay in closing of file. 	<ul style="list-style-type: none"> • One month • One week • One week • 15 days • 1 month

Type of Complaints	Timeline for redress at Level - I	Timeline for redress at Level - II	Timeline for redress at Level - III	Timeline for redress at Level - IV
Related to release of funds	Within a week	Within 10 days	Within 15 days	Within a month

IDENTIFICATION OF GRIEVNCE-PRONE AREAS AND REMEDIAL ACTION

Sl. No.	Date and description of complaint	Root cause identified	Most frequent root cause	Action required to improve system	Planned date & Authority responsible for taking action	Action taken date
1.	Sanction of project proposals	1. Incomplete proposals 2. Lack of mandatory documents	Incomplete proposals	Create Awareness		
2.	Release of 1st installment	1. Non receipt of accepted terms and conditions		Efforts to be made to obtain the terms and conditions		
3.	Release of subsequent installments	1. Non receipt of progress report 2. Non receipt of mid-term appraisal report		Reminders to VOs/ Monitors.		

II. Please provide details of the powers and duties of officers and employees of the organization.

- The Delegation of Administrative and Financial Powers to the officers of this Council as approved by Executive Committee of CAPART is enclosed at **Annexure-B**.
- The duties / function of GB / President, GB / EC / Chairman, EC / DG / DDGs / CVO of this Council is as follows:-

GENERAL BODY

In terms of Rule 20 of Rules of CAPART, the General Body shall have the following powers and functions, namely to :

- a) give overall policy guidance and direction for efficient functioning of the Society.
- b) approve the annual budget of the Society drawn up by the Executive Committee. The approved budget shall be submitted to the Government of India for sanction of Government grants;
- c) consider the balance sheet and audited accounts for the previous year ;
- d) consider the annual report prepared by the Executive Committee ;
- e) add and amend the rules of the Society with the approval of the Government of India ;
- f) frame, bye-laws not inconsistent with these rules, for the regulation of the business of the Society with the approval of the Government of India ;
- g) perform such other functions as are entrusted to its under these rules ;
- h) delegate such of its powers to other authorities of the Society as it may consider necessary and proper.

PRESIDENT OF SOCIETY

In terms of Rule 23 (a) of Rules of CAPART, the powers and functions of the President of the Society is as follows :-

- a) Annual General Meeting and Special General Meeting of the Society.
The President shall preside over the Annual General Meeting and Special General Meeting of the Society.
- b) In case, votes for and against a particular issue are equal, the President shall exercise his casting vote.
- c) The President shall be entitled to invite any other person to attend meetings of the Society but such person(s) shall have no powers of voting.
- d) The President shall have the authority to cause to review periodically the work and progress of the Society with a view to ensuring that the activities of the Society are carried on, in

accordance with the provision of the Memorandum of Association and Rules and Regulations and bye-laws of the Society.

- e) The President may, in writing, delegate such of the powers as he may consider necessary to the Vice-President or Chairman.

EXECUTIVE COMMITTEE

In terms of Rule 36 of Rules of CAPART the functions and powers of Executive Committee is as follows :-

- a) The Executive Committee shall exercise all executive and financial power of the Society, subject to such direction as may be issued by the Government of India and the General Body from time to time.
- b) in particular and without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the power, subject to the provisions of these, rules and bye-laws framed thereunder to:
 - (i) prepare and execute detailed plans and programmes for the furtherance of the objects of the Society;
 - (ii) consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary for being submitted to the General Body ;
 - (iii) approve annual report and audited accounts of the Society for the adoption by the General Body (approved by General Body in its meeting held on 30.09.2003).
 - (iv) create posts and appoint such staff as may be required for the efficient management of the affairs of the Society and regulate the recruitment and conditions of their service, provided :
 - a) approval of the Government of India would be required for creation of posts the maximum of the scale of pay of which exceeds ₹ 1600/- per months ;
 - b) appointment to a post carrying a maximum pay of ₹ 2751/- or more per month shall require concurrence of Government of India ; and
 - c) prior approval of Government of India would be adoption of scales of pay, allowances and revision thereof, which are not identical to those adopted for corresponding posts as per the Central Government orders issued from time to time.
 - (v) receive and to have custody of the funds of the Society and manage the properties of the Society.
 - (vi) incur expenditure, subject to provisions of the approved budget ;
 - (vii) enter for, and on behalf of the Society into agreements including those containing arbitration clauses ;

- (viii) lay down terms and conditions governing scholarships, fellowships, deputations, consultancy, grant in-aid, research schemes and projects ;
 - (ix) establish, maintain, amalgamate and / or close institutions, laboratories, offices, hostels, etc. ;
 - (x) enter into arrangements with the Government of India and through the Government with foreign and International agencies and organizations, the State Government and other public or private bodies, or organizations or individuals for securing and / or accepting grants-in-aid in terms of donations or gifts to the Society on mutually agreed terms and conditions shall not be contrary to or inconsistent with the objects of the Society or the policy of the Government of India.
 - (xi) take over, acquire (by purchase, gift, exchange, lease hire or other wise) from Government of India and through the Government from foreign and international agencies and organizations, the State Governments and other public or private bodies or organizations or individuals, institutions, libraries, laboratories, museums, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions where under it is concluded, is inconsistent with the object of the Society or the policy of the Government of India.
 - (xii) appoint boards, Standing Committees, sub-committees and panels, consisting of persons who may or may not be members of the Society or employees of the Council, to deal with any demarcated area of operation including approval of projects, the composition of which and the upper financial limit of which shall determined by the Executive Committee. In case of emergency, the Chairman shall have the power to appoint such boards, Standing Committees, sub-committees and panels.
 - (xiii) to improve and recover fees and charges for the services rendered by the Society.
- c) The Executive Committee may, by resolution delegate such administrative, financial and other powers to its Chairman, Standing Committees, Director general or any other officer of the Society as it may consider necessary and proper subject, if deemed necessary, to the condition that action taken by them under the power so delegated, shall be subject to confirmation at the next meeting of the Executive Committee.

CHAIRMAN, EC

In terms of Rule 38 (a) of Rules of CAPART the functions and powers of the Chairman, EC, CAPART is as follows :-

- a) The Chairman shall see that the affairs of the Society are run efficiently and in accordance with the provisions of the Memorandum of Association, Rules and Regulations and bye-laws of the Society.
- b) He shall preside over the meetings of the Executive Committee.
- c) The Chairman may himself call or by a requisition in writing signed by him may require the Director General to call a meeting of the Executive Committee at any time.

- d) In case the votes for and against a particular issue are equal, the Chairman shall exercise his casting vote.
- e) The Chairman shall be the sole and absolute authority to judge the validity of the vote cast by members at all the meetings of the Executive Committee.
- f) The Chairman may in writing delegate such of the powers as he may consider necessary to the Director General.
- g) The Chairman shall be entitled to invite any other person to attend the meeting of the Executive Committee but such persons shall have no powers of voting.
- h) The Chairman may direct the Director General to call a special meeting of the Executive Committee at a short notice, in case of emergency.
- i) On all such matters as the Chairman thinks are of sufficient importance and urgency and cannot await being placed before the next meeting of the Executive Committee, and which he anticipates would get the approval of the Committee, the Chairman shall take decisions and place the same before the Executive Committee in its next meetings.

Director General

In terms of rule 39 of the Rules of CAPART, the Director General is the Principal Executive Officer of the Society. He is appointed by the Executive Committee, with the prior approval of Govt. of India. He receives salary and emoluments and is governed by such terms & conditions of service as the Executive Committee may determine from time-to-time with the approval of the Govt. of India.

Functions and Powers

- i. Proper Administration of the affairs and funds of the Society.
- ii. Prescribing the duties of all employees of the Society.
- iii. Exercising supervision and disciplinary control over the work and conduct of all employees of the Society.
- iv. Coordinating and exercising general supervision overall the activities of the Society.
- v. Carrying out all acts required to institute, conduct, defend, compound or abandon any legal proceedings by or against the Society or otherwise concerning the affairs of the Society.

Deputy Director Generals

The Deputy Director Generals perform the functions and duties as assigned to them by the Director General from time-to-time.

Functions assigned to Deputy Director General (DDG-C)

DDG(C) will be responsible for all the acts and initiatives necessary, incidental or conducive to the attainment of following objectives of the Memorandum of Association and Rules of CAPART:-

- (a) To strengthen and promote voluntary efforts in rural development with focus on injecting new technological inputs in this behalf [Clause 3(iii)] ;
- (b) To act as the national nodal point for coordination of all efforts at generation and dissemination of technologies relevant to rural development in its wider sense [Clause 3(iv)];

- (c) To act as a catalyst for development of technology appropriate for the rural areas, by identifying and funding research and development efforts and pilot projects by different agencies and institutions particularly voluntary organizations [Clause 3(v)];
- (d) To act as a conduit for transfer of appropriate technology to Government Departments, public sector undertaking, cooperative societies, voluntary agencies and members of public to encourage adoption of modern techniques and appropriate technology in rural development [Clause 3(vi)];
- (e) To act as a clearing house of information and data bank [Clause 3(vii)].
- (f) To disseminate knowledge on rural technology to manufacturers of machinery tools, equipment and spare parts so that large scale production of technically improved machinery etc. is carried out in the private cooperative and public sectors [Clause 3(viii)];
- (g) To promote aid, guide, organize, plan, undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular. (as amendment of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of Physically, orthopedically and visually handicapped persons along with SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995) [Clause 3(ix)];
- (h) To assist and promote programmes aimed at conservation of the environment and nature resources [Clause 3(x)];
- (i) To conduct or sponsor training programmes for trainers, particularly in the voluntary sectors, so that improved technology is disseminated to participants in development in the rural areas [Clause 3(xiv)];
- (j) To conduct or sponsor training programmes / seminars, workshops and meetings to promote interaction between government agencies and voluntary agencies working in the field of rural development and technology [Clause 3(xv)];
- (k) To carry out research studies, survey, evaluation and the like on the use of appropriate technology and to offer fellowships, scholarships and prizes in furtherance of the objects of the society [Clause 3(xvi)];
- (l) To create awareness amongst rural people and provide a series of escort services to them through the NGOs on matters relating to Intellectual Property Right (IPR) issues in the context of WTO and assist them by protecting their knowledge-base, time-honoured inherent and patent rights and all matters connected therewith [Clause 3(xix)].

In addition to the general description above, DDGI will specifically look after the following Divisions :-

- i) Rural Technology Division

- ii) TRC
- iii) MoU with IISc
- iv) Marketing and CFU
- v) Coordination Division including VIP References,
- vi) Parliament matters
- vii) Regional Offices including staff Meetings
- viii) Administration & Establishment Division
- ix) All matters pertaining to CGC, Vaishali
- x) Watershed Development Division
- xi) Information Technology Division

Functions assigned to Deputy Director General (DDG-S)

DDG(S) will be responsible for all the acts and initiatives necessary, incidental or conducive to the attainment of following objectives of the Memorandum of Association and Rules of CAPART:-

- (a) To encourage, promote and assist voluntary action in the implementation of projects for the enhancement of rural prosperity [Clause 3(ii)].
- (b) To promote aid, guide, organize, plan, undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular. (as amendment of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of Physically, orthopedically and visually handicapped persons along with SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995) [Clause 3(ix)];
- (c) To assist and promote programmes aimed at conservation of the environment and nature resources [Clause 3(x)].;
- (d) To strengthen existing institutions of research and develop or set up institutions, so that national level institutions on matters of purely or largely rural interest are build up[Clause 3(xi)] ;
- (e) To collaborate with other institutions, associations and societies in India or abroad including concerned international agencies-constituents of the U.N. system interested in similar objects [Clause 3(xii)].;
- (f) To conduct or sponsor training programmes, conferences, lectures and seminars on rural development activities of particular interest to women, with an accent on improved technologies appropriate to their role in rural development [Clause 3(xiii)].;
- (g) To prepare, print and publish paper, periodical-monographs and books in furtherance of the objects of the society [Clause 3(xvii)];

In addition to the general description above, DDG(S) will specifically look after the following Divisions

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- i) Budget & Plan
- ii) International Cooperation and Resource Mobilization, Corporate Social Responsibility & Private Philanthropy

- iii) Finance & Accounts Division
- iv) Statutory/internal and CAG Audit
- v) Media, Publications & Printing
- vi) CIPART, Janakpuri
- vii) Disability Action Division
- viii) MoU with Maldives
- ix) Library & Resource Centre
- x) Young Professional Scheme
- xi) Hindi – Implementation of Official Languages Act.
- xii) People's Co-operation Division
- xiii) Gramin Vikas Andolan (GVA) and Nirmal Gram Abhiyan (NGA)
- xiv) National Rural Employment Guarantee Act (NREGA)
- xv) Innovative Rural Housing and SGSY

Functions assigned to Chief Vigilance Officer

- i) Vigilance Division.
- ii) Monitoring and Evaluation Division.
- iii) Old Scheme Division.

III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This formation has to be filled for each type of document.

<p><u>Type of Document</u></p> <p>Memorandum of Association and Rules of CAPART.</p>	
<p><u>Brief Write-up on the document</u></p> <p>The Memorandum of Association of CAPART contains information relating to formation of CAPART as a Society under the Societies Registration Act, 1860, its vision / mission and the object for which the Society has been setup.</p> <p>The Rules and Regulations of CAPART called as Rules of CAPART inter-alia contains the various bodies of the Society, its composition, functions and powers.</p>	<p>Memorandum of Association and Rules of CAPART are placed on the Website of CAPART (www.capart.nic.in).</p>
<p><u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u></p>	<p>Fees will be charged @ ₹ 2/- per page for photocopying of the MoARs of CAPART as provisioned under the RTI Act.</p>

<p><u>Type of Document</u></p> <p>Service Bye-Laws of CAPART.</p>	
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<p><u>Brief Write-up on the document</u></p> <p>The Service Bye-Laws of CAPART are made by General Body of the Council under Rule-20(f) of the Rules of CAPART.</p>	<p>Service Bye-Laws of CAPART are placed on the Website of CAPART (www.capart.nic.in).</p>
<p><u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u></p>	<p>Fees will be charged @ ₹ 2/- per page for photocopying of the Service Bye-Laws of CAPART as provisioned under the RTI Act.</p>

<p><u>Type of Document</u></p> <p>CAPART Medical Attendance Rules, 2000.</p>	
<p><u>Brief Write-up on the document</u></p> <p>CAPART Medical Attendance Rules, 2000 are applicable to all regular and temporary employees of CAPART and their family members.</p>	<p>CAPART Medical Attendance Rules, 2000 are placed on the Website of CAPART (www.capart.nic.in).</p>
<p><u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u></p>	<p>Fees will be charged @ ₹ 2/- per page for photocopying of the CAPART Medical Attendance Rules, 2000 as provisioned under the RTI Act.</p>

<p><u>Type of Document</u></p> <p>CAPART Travelling Allowance Rules.</p>	
<p><u>Brief Write-up on the document</u></p> <p>CAPART Travelling Allowance Rules are applicable to employees of CAPART including Advisors for journeys performed on temporary duty to outstations.</p>	<p>CAPART Travelling Allowance Rules are placed on the Website of CAPART (www.capart.nic.in).</p>
<p><u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u></p>	<p>Fees will be charged @ ₹ 2/- per page for photocopying of the CAPART Travelling Allowance Rules as provisioned under the RTI Act.</p>

<p><u>Type of Document</u></p> <p>Release of funds to NGOs through NEFT</p>	
<p><u>Brief Write-up on the document</u></p> <p>Speeding the system of release of project funds to the NGOs through NEFT (Electronic transfer). The</p>	<p>Release of funds to NGOs through NEFT (Electronic Transfer). The information is available on the Website of CAPART (www.capart.nic.in).</p>

practice has been started w.e.f. 01.04.2010.	
<u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u>	Fees will be charged @ ₹ 2/- per page for photocopying of the same as provisioned under the RTI Act.

<u>Type of Document</u> Manual	
<u>Brief Write-up on the document</u> Facilitation Manual for Project Evaluators and Implementors (Monitors & NGOs). It will facilitate the Monitors as well as the NGOs to understand the information to be examined and reported to CAPART.	To facilitate Monitors and NGOs in getting the project proposals monitored at different stages i.e. PFA, mid and final evaluation.
<u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u>	Fees will be charged @ ₹ 2/- per page for photocopying of the same as provisioned under the RTI Act.

<u>Type of Document</u> Instructions, Records	
<u>Brief Write-up on the document</u> Instructions <ul style="list-style-type: none"> • Various types of instructions are issued from time to time regarding processing of projects etc. in the form of circulars. Records <ul style="list-style-type: none"> • Records relating to processing of project proposals and release of funds monitoring etc. and are available in the form of files. 	Circulars are placed on the Website of CAPART (www.capart.nic.in).
<u>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u>	Fees will be charged @ ₹ 2/- per page for photocopying of the rules, regulations, manual and records under as provisioned under the RTI Act.

IV. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide the details of such policy.

Consultation with the public representatives for formulation of policies will enable while making the submission before the Parliamentary Standing Committee on Rural Development.

V. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of provisions.

Consultation with the public representatives for formulation of policies will enable while making the submission before the Parliamentary Standing Committee on Rural Development.

VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others(please mention the level in place of writing “Others”)

The hyperlink has been provided for Annual Report, Newsletter, Agenda Notes for EC, GB and FA Committees and its minutes and various circulars issued from time to time.

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

Name and address of the Affiliated Body	Council for Advancement of People’s Action Rural Technology (CAPART) (Under the aegis of Ministry of Rural Development, Govt. of India) Zone-5A (Core-C), 2 nd Floor, India Habitat Centre, Lodhi Road, New Delhi – 110 003.
Type of Affiliated Body	Society registered under the Societies Registration Act, 1860.
Brief Introduction of the Affiliated body	CAPART was registered as a Society under Societies Registration Act, 1860 to acquire the activities, programme and assets of two Societies namely People’s Action for Development (India) [Registration No.4433] and, Council for Advancement of Rural Technology [Registration No.12945] and all or any of the belonging, funds, rights, privileges, obligations and contracts of the said two Societies which as on the date of registration of this Society shall be deemed to have been amalgamated and merged into this society.
Role of the Affiliated Body	Role / function of CAPART as enshrined in the Memorandum of Association of CAPART. (i) to encourage, promote and assist voluntary action in the implementation of projects for the enhancement of rural prosperity; (ii) to strength and promote voluntary efforts in rural development with focus on injecting new technological inputs in this behalf; (iii) to act as the national nodal point for coordination of all efforts at generation

and dissemination of technologies relevant to rural development in its wider sense;

(iv) to act as a catalyst for development of technology appropriate for the rural areas, by identifying and funding research and development efforts and pilot projects by different agencies and institutions particularly voluntary organizations;

(v) to act as a conduit for transfer of appropriate technology to Government Departments, public sector undertaking, cooperative societies, voluntary agencies and members of public to encourage adoption of modern techniques and appropriate technology in rural development;

(vi) to act as a clearing house of information and data bank;

(vii) to disseminate knowledge on rural technology to manufacturers of machinery tools, equipment and spare parts so that large scale production of technically improved machinery etc. is carried out in the private cooperative and public sectors;

(viii) to promote aid, guide, organize, plan undertake, develop, maintain and coordinate projects / schemes aimed at all round development, creation of employment opportunities, promotion of self-reliance, generation of awareness, organization and improvement in the quality of the life of the people in rural areas in general and of the economically and socially handicapped as also those who are physically, orthopedically and visually handicapped and mentally retarded in particular (as amended of Article 3(ix) of Memorandum of Association and Rules of CAPART regarding Priority treatment of physically, orthopedically and visually handicapped persons alongwith SC/ST and freed Bonded Labourers approved by the General Body in its meeting held on 07.07.1995).

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(xi) to collaborate with other institutions, associations and societies in India or abroad including concerned international agencies – constituents of the U.N. system interest in similar objects;

(xii) to conduct or sponsor training programmes, conferences, lectures and seminars on rural development activities of particular interest to women, with an accent on improved technologies appropriate to their role in rural development.

(xiii) to conduct or sponsor training programmes for trainers, particularly in the voluntary sectors, so that improved technology is disseminated to participants in development in the rural areas;

(xiv) to conduct or sponsor training programmes / seminars, workshops and meetings to promote interaction between government agencies and voluntary agencies working in the field of rural development and technology;

	<p>(xv) to carry out research studies, survey, evaluation and the like on the use of appropriate technology and to offer fellowships, scholarships and prizes in furtherance of the objects of the society;</p> <p>(xvi) to prepare, print and publish paper, periodical-monographs and books in furtherance of the objects of the society; and</p> <p>(xvii) to do all other such things as the society may consider necessary, incidental or conducive the attainment of its objectives;</p> <p>(xviii) to create awareness amongst rural people and provide a series of escort services to them through the NGOs on matters relating to Intellectual Property Right (IPR) issues in the context of WTO and assist them by protecting rights and all matters connected therewith.</p>								
<p>Structure and Member Composition</p>	<p>The Society (CAPART) consists of following Bodies / Committees :</p> <p><u>General Body</u></p> <p>There shall be a General Body of the Society and it shall be composed of all the members of the Society. The number of members of the Society shall not exceed 100.</p> <p>(a) Categories of Members</p> <table border="0"> <tr> <td>i. Voluntary Agencies</td> <td>40%</td> </tr> <tr> <td>ii. Other Institutions</td> <td>25%</td> </tr> <tr> <td>iii. Ex-Officio</td> <td>25%</td> </tr> <tr> <td>iv. Individual</td> <td>10%</td> </tr> </table> <p><u>Executive Committee</u></p> <p>The Executive Committee shall have a membership of not less than fifteen and not more than twenty five members nominated by the President of the Society from amongst the members of the General Body for the same duration for which the General Body is constituted provided that the Financial Adviser of the Ministry / Department dealing with the subject in the Government of India shall be one of the members.</p> <p><u>Standing Committee on Finance and Appointments</u></p> <p>There shall be a Standing Committee on 'Finance and Appointments' and shall comprise the members of the categories specified below :</p> <ol style="list-style-type: none"> i. Director General - Chairman ii. Joint Secretary in the Ministry / Department, Government of India dealing with the Society. iii. Financial Adviser in the Ministry / Department, Government of India dealing with the Society. iv. Two members of the Executive Committee to be nominated by the Chairman. <p><u>Regional Committees</u></p>	i. Voluntary Agencies	40%	ii. Other Institutions	25%	iii. Ex-Officio	25%	iv. Individual	10%
i. Voluntary Agencies	40%								
ii. Other Institutions	25%								
iii. Ex-Officio	25%								
iv. Individual	10%								

The geographic coverage of the Regional Committee and their functions may be determined the Executive Committee. The Chairpersons of the Regional Committees shall be Director General / Deputy Director General, CAPART. The constitution of the Regional Committee shall include the following categories of members :-

- 1.DG/DDG, CAPART - Chairperson-01
2. Voluntary Organization and Eminent Persons in the Voluntary Sector
- Member – 10
3. Professional Institutions working in the Voluntary Sector
- Member – 02
4. Secretary (RD) of the State Government in the Region or his nominee to represent each State / UT in the RC Zone
- Member
5. Member Convenor

National Standing Committees (NSCs)

NSC on PC/OB/Disability

Director General, CAPART -Chairman

Joint Secretary
(In-Charge, CAPART)
Ministry of Rural Development,
Krishi Bhawan, New Delhi – 110 001.

Ms. Judith Mascarenhas
President
Prithi Neethi Trust,
Commander George Martis Road,
Kadri, Mangalore – 2

Padmashree (Ms.) Tulasi Munda,
Adivasi Vikas Samiti,
At : Serendra, PO. Bhandarisahi,
Dist. Keonjhar, Orissa – 758035

Dr. (Mrs.) Pankajam
Vice-Chancellor & CEO
Gandhi Gram Rural Institute,
Distt. Dindigul (Anna), Chinnalapatty, Tamil Nadu

Shri R.U. Singh, Ex-IAS, Bihar

Jamuna Devi Barupal
EX-Member of Parliament (Rajya Sabha)

Director General
(In-charge of vocational Training),
Ministry of Labour & Employment,
Govt. of India, Shram Shakti Bhawan,
2 & 4, Rafi Marg, New Delhi-110001.

Dy. Director General (PC, OB, DAD), CAPART
(Tenure 28.12.2007 – 27.12.2010) - Member Secretary

NSC on Rural Technology

Director General, CAPART - Chairman

Joint Secretary
(In-Charge, CAPART)
Ministry of Rural Development,
Krishi Bhawan,
New Delhi – 110 001.

Director General
CSIR
Anusandhan Bhawan
Rafi Marg, New Delhi.

Secretary
Department of Science & Technology
Technology Bhawan
New Mehrauli Road
New Delhi - 110067.

Dr. L. G. Hiregoudar
Honorary Secretary
Agricultural Science Foundation,
Hulkoti – 582205
Dist. Gadag, Karnataka

Sri C V Krishna
208, Dharma Vihar, Jagamara,
Near Khandagiri,
Bhubanesawr – 751030

Shri Anil Joshi
Himalayan Environmental Studies and
Conservation Organization (HESCO)
Woment Technology Park,
Village Ghisaradi Mehuwala
Via. Majra, Dehradun – 248 001.

Dr. Anil Goswami
Ex. Principal, Cotton College,

	<p>Renowned Scientist & Research Scholar of Physics</p> <p>Dr. Gore Lal Yadav, Ex-IAS, Bihar</p> <p>Shri G. Vasudev Vivekananda Kendra Vivekananda Puram Kanyakumari, Tamil Nadu</p> <p>Dy. Director General (Rural Technology), CAPART - Member Secretary (Tenure 28.12.2007 – 27.12.2010)</p>
<p>Head of the Body</p>	<p>The Union Minister / Minister of State (Independent Charge) in charge of the Ministry / Department dealing with the Society shall be the ex-officio President / Chairman of the Society.</p>
<p>Address and main office and its Branches</p>	<p><u>Headquarters</u></p> <p>CAPART Zone-5A, 2nd Floor, India Habitat Center, Lodhi Road, New Delhi</p> <p><u>Regional Offices</u></p> <p>RR & Member Convenor North Zone R.C. , CAPART Tambi Tower, 3rd Floor, Sansar Chandra Road, Jaipur-302001.</p> <p>RR & Member Convenor Central Zone R.C. , CAPART PICUP Bhawan,4th Floor B2-Block, Vibhuti Khand,Gomti Nagar Lucknow - 226 010</p> <p>RR & Member Convenor West Zone R.C. , CAPART Navjeevan Trust Complex, P.O. Navjeevan Opp. Ashram Road, Ahmedabad-380015.</p> <p>RR & Member Convenor East Zone R .C. , CAPART State Institute for Rural Development Unit-8, Near Stewart School, Bhubneswar 751012</p>

	<p>RR & Member Convenor South Zone,R.C. , CAPART NIRD Campus, Faculty Building No.11 Rajendra Nagar Hyderabad – 500030</p> <p>RR & Member Convenor, North East Zone R .C. CAPART Ashok Path , Bashistha Road (Survey) Guwahati - 781028</p> <p>RR & Member Convenor R.C.CAPART SCO/179-180, 2nd Floor Sector- 17-C, Chandigarh,</p> <p>RR & Member Convenor R.C. CAPART Biscomaun Bhavan, 5th Floor Gandhi Maidan West, Patna - 800001.</p> <p>RR & Member Convenor, RC, CAPART H.No.304, Indira Niwas Bharati Nagar,3rd Main Road Dasanakoppa Circle Dharwad - 580 001</p>
Frequency of meetings	<p>The General Body shall meet Annually. However, The President may convene a special general meeting of the General Body whenever he thinks fit.</p> <p>The Executive Committee shall meet, as often as necessary and in any event at least once in each quarter of the year.</p> <p>The meetings of the Standing Committee on F&A, Regional Committees and NSCs are convened as and when required with the approval of Chairperson of the respective Committees.</p>
Can public participate in the meetings?	The President may invite any person other than a member to attend a meeting of the General Body. Such an invitee shall not, however, be entitled to vote at the meeting.
Are minutes of the meetings prepared ?	YES
Not applicable	

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.

Headquarters

Public Information Officer

Shri C. S. Pandey [Public Information Officer and Transparency Officer]

Director,
Zone-5A,

2nd

CAPART
Floor,

India
Lodhi Road, New Delhi - 110 003.

Habitat

Centre,

Phone No. 24656701 (Office)
FAX No.24648607 (Office)

During the leave period of Sh. C.S. Pandey

Shri M.L. Gupta [Public Information Officer and Transparency Officer]
Director, CAPART
Zone-5A,
India
Lodhi Road, New Delhi - 110 003.

2nd
Habitat

Floor,
Centre,

Phone No. 24633361 (Office)
FAX No.24648607 (Office)

REGIONAL COMMITTEES ♦
Information Officer

Name & Address	Area of operation	Telephone/FAX
AHMEDABAD Shri S. H. Indurkar Regional Representative & Member Convenor West Zone Regional Committee, CAPART Navjivan Trust Complex, Ashram Road Ahmedabad-380014.	Gujarat, Goa, Maharashtra, Daman & Diu, Dadar and Nagar Haveli	079 – 7545073 (T) 079 – 7545072 (F)
BHUBANESHWAR Shri Dilip Kumar Mund Regional Representative & Member Convenor East Zone Regional Committee, CAPART SIRD Campus, Unit-VIII, Near Stewart School, Bhubneswar-751012	West Bengal, Chattisgarh, Orissa, Andaman Nicobar Island.	0674 – 2551028 (T) 0674 – 2552244 (F)
CHANDIGARH Smt Vanghoihman Bawmakhai Regional Representative & Member Convenor Regional Committee, CAPART SCO/179-180,II floor, Sector 17-C, Chandigarh	Haryana, HP, J&K, Chandigarh and Punjab.	0172 – 2720465 (T) 0172 – 2700457 (F)
JAIPUR Shri Chiranji Lal Kataria, Regional Representative & Member Convenor North Zone Regional Committee, CAPART Tambi Tower,3rd Floor, Sansarchandra Road, Jaipur-302 001.	Delhi, Rajasthan, Madhya Pradesh	0141 – 2373460 (T) 0141 – 2379783 (F)

<p>GUWAHATI Shri K. B. Rani, Regional Representative & Member Convenor North-East Zone Regional Committee, CAPART, Ashok Path, Bashishtha Road Guwahati-781028</p>	<p>Assam, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Tripura and Meghalaya.</p>	<p>0361 – 2269113 (T) 0361 – 2268368 (T) 0361 – 2222118 (F)</p>
<p>HYDERABAD Shri Vijoy Kumar Rai, Regional Representative & Member Convenor South Zone Regional Committee, CAPART, Faculty Building No.II, National Institute of Rural Development Rajendra Nagar, Hyderabad-500 030.</p>	<p>AP, Tamil Nadu, Pondicherry.</p>	<p>040 – 24017851 (T) 040 – 24018669 (F)</p>
<p>LUCKNOW Shri Sohan Bir, Regional Representative & Member Convenor Central Zone Regional Committee, CAPART PICUP Bhawan, 4 th Floor, Block -B-2 Vibhuti Khand, Gomti Nagar, Lucknow- 226010.</p>	<p>Uttar Pradesh & Uttaranchal</p>	<p>0522 – 2721696 (T) 0522 – 2721695 (F)</p>
<p>PATNA Dr. Dipankar Shri Gyan, Regional Representative & Member Convenor Regional Committee, CAPART Biscomaun Tower, 5th floor West Gandhi Maidan, Patna-800 001.</p>	<p>Bihar & Jharkhand</p>	<p>0612 – 2211648 (T) 0612 – 2203669 (F)</p>
<p>DHARWAD Shri Shashi Mohan, Regional Representative & Member Convenor Regional Committee, CAPART No.304 " Indira Niwas" , Bharti Nagar ,3rd Main Road Dasanakoppa Circle, District Dharwad (Karnataka) 580001</p>	<p>Karnataka, Kerala, and Lakshadweep.</p>	<p>0836 – 2770764 (T) 0836 – 2770810 (F)</p>

Appellate Authority

Smt. Nandita Chatterjee

Deputy Director General,

Zone-5A, 2nd Floor,

India Habitat Centre,

Lodhi Road,

New Delhi - 110 003.

Tel.No.24642392

FAX No.24647956

IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other rules/regulations etc can be made)

Hyperlink has been provided to the policy guidelines.

X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are the different levels through which a decision process moves?

NGOs who are registered on the National Portal (NGO-PS) have to apply for grants online through this portal. NGO has to then send a hard copy to the Head Quarter (Delhi) or Regional Offices depending upon the size and location of the project. Projects submitted by NGO who fulfills the eligibility criteria (mentioned at page 5 of Policy Guidelines) will go through the following stages :

1.	Receipt of Hard Copy	
2.	Desk Appraisal	Initial Screening
		Sought Clarification
3.	File Number Generation	
4.	Deputation of Monitor for Pre Funding	
5.	Acknowledgement by Monitor	
6.	Submission of Pre Funding Report by Evaluator	
7.	Examination of report by CAPART	
8.	Clarification from Monitor on Report	
9.	Preparation of draft/final Agenda	
10.	Decision taken by Sanctioning Authority (NSC/RC)	
11.	Receipt of T&C	
12.	Clarification on T&C	
13.	Release of 1 st Installment	
14.	Acknowledgement of Payment from VO	
15.	Receipt of Progress Report and Utilization Certificate	
16.	Deputation of Monitor for Mid Term	
17.	Acknowledgement/Receipt of Report from Monitor	
18.	Comments from FAD	
19.	Clarification from VOs based on FAD's comments	
20.	Release of Subsequent/Final Installments	
21.	Post Evaluation Report from Monitor	
22.	Final Progress Report From VO	
23.	Comments of FAD on closure of file	
24.	Closure of File	

XI. What are the arrangements to communicate the decision to the public?

Arrangements are available to communicate the decision to the public through its website, newsletter, Gram Shree Melas, tenders and also in prints media on DAVP rates.

XII. & XII. Who are the officers at the various levels whose opinions are sought for the process of decision making?

Channel of Submission, Supervision and Decision

Sl no.	Item of work	Initiated By	Supervised By	Recommended	Approval & Decision Taken
1	Dak received	LDC	RO/HOD	---	---
2	Opening of file	YP/RO	RO	HOD	HOD
3	Generation of Computerized file no.	YP/RO	YP/RO	HOD	ITD
4	Desk Appraisal	YP/RO	HOD	HOD	----
5	Rejection of Proposals	YP/RO	HOD	HOD	DDG
6	Deputation of FCE for PFA	YP/RO	HOD	HOD	DDG
7	Preparation of Agenda	YP/RO	HOD	HOD/DDG	DDG/DG
8	Examination and finalization of the budget in project proposals.	YP/RO	AD/DD	AD/DD	By Committee Chaired by DDG/DG
9	Approval of the Proposals	HOD	DDG	DDG	NSC
10	Issue of Sanctions	YP/RO	HOD	HOD	HOD
11	Examination of T & C and Approval of Release of Grants	YP/RO	HOD	HOD	HOD/DDG
12	Receipt of Progress Reports	YP/RO	HOD	HOD	HOD
13	Examination of Progress Reports	YP/RO	HOD	HOD	DDG
14	Approval for the release of 2 nd and Subsequent installments	YP/RO	HOD	HOD	DDG
15	Release of Grants	YP/RO	HOD	HOD	CAO (FAD)
16	Evaluations	YP/RO	HOD	HOD	DDG
17	Receipt and examination of Final Report	YP/RO	HOD	HOD	HOD
18	Examination of Accounts	YP/RO	HOD	FAD	CAO (FAD)
19	Formal Closure/Termination of file	YP/RO	HOD	HOD	DDG
20	Draft Replies to the Parliament Questions	YP/RO	HOD	HOD	DDG/DG
21	VIP References	YP/RO	HOD	HOD	DDG/DG
22	Updation of the record in computer and other works related to Computer.	Programmer	Programmer	System Analyst	Systems Manager

XIV. Who is the final authority that vets the decision?

- Regional Committees – Project cost upto ₹ 25 lakhs
National Standing Committee - Project cost between ₹ 25 lakhs to ₹ 1 crore.
Executive Committee - Project cost above ₹ 1 crore.
Executive Committee – The Officers of Council have been delegated administrative and financial powers (Annexure-B)

XV. Please provide the information separately in the following format for the important matters on which the decision is taken by the public authority.

S. No.	Decision authority
Policy Guidelines	Executive Committee (EC), CAPART
Financial Matter	Finance and Appointment Committee/EC, CAPART
Administrative matter	Finance and Appointment Committee/EC, CAPART
Annual Report	EC/GB (General Body, CAPART)
Audit of Accounts	C&AG

XVI Directory of Officers and Employees

**COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION
AND RURAL TECHNOLOGY (CAPART)**

List of Telephone & Intercom Nos as on 01.12.2010

NAME AND DESIGNATION	INTERCOM	OFFICE	RESIDENCE
Shri Mohd. Haleem Khan, DG	103	24642390 24633546(FAX)	23382246
Shri K.K. Raman, PPS	104	24642390	26197713
Smt. Nandita Chatterjee, DDG	107	24642392 24647956(FAX)	
Shri Hardip Gaur, PA	108	24642392	29562259
Shri A.K. Singh, DDG	105	24647958 4647955(FAX)	9910383751
Smt. Neeru Gupta, PA	106	24647958	25553052
Shri Y.K. Singh, CVO	101	24603026	26261289
Smt. Savita Grover, PS	146	24603026	25074894
<u>DIRECTORS</u>			
Director (Finance)	102	24624757 24624758(FAX)	26880622
PS	160	24624757	----

Shri M.L. Gupta (CD, Media/Publication, Library, Hindi and ICR&P)	120	24633361	25355440
Smt. Udesh Gaba, SES	109	----	
Shri Dinesh Singh, PA	129	----	-----
Dr. S. R. Singh (PC, DAD, Marketing)	115	----	----
Shri Rajender Kumar, SES	149	----	----
<u>DY. DIRECTORS</u>			
Dr. Om Prakash	114	24656697	22111832
Shri S.K. Pandey, Chief Admn. Officer	118	24642394	25256939
Shri K.N. Sati, PA	142	24642394	-----
Shri S.K. Srivastava, Chief Accts. Officer	119	24643682	25075537
Smt. Tanuja, Steno	158	-----	-----
Smt. Shachi Uppal, SM(ITD)	117	----	27315874
<u>ASSISTANT DIRECTORS</u>			
Shri A.K. Sharma, AD(RTD)	127	24640320	-----
PA	172	-----	-----
Shri Ram Singh, AD (PC)	116	24656698	-----
Shri Manoj Kumar, AO(AED)	125	24642394	95120-2902184
Shri Upendar Rana, System Analyst	141	-----	24321470
Shri Jaswant, Accounts Officer	126	-----	-----
Shri N.K. Gupta, Accounts Officer	121	----	-----
Shri S.K. Trivedi, DIO	167	----	23853344

Shri Rama Kant Singh, RO(PC)	131	----	----
Shri M.R. Balaji, RO(Vig.)	113	----	----
Shri N.N. Banik, Exhibition Officer	128	----	26950970
Shri Balbir, Jr. Accounts Officer	143	----	----
Shri M.P. Singh, RO(CD)	148		
<u>SECTIONS</u>			
1. ZONE – V			
PC	171 / 152		
WSD	140 / 169		
OSD	175 / 150		
RTD	172		
ARWSP Division	150		
CD	151 / 152 /115		
M&M	153 / 155		
Vacant	154		
HDD / YP	129		
Disability	149 / 135		
Facilitation Centre	137		
Publication / Media	144		

DG's Pantry	156		
General Pantry	157		
2. ZONE – IV			
Accounts Division	158		
AED(Sr. Assistant)	173		
AED(Assistant)	133		
AED(Assistant)	161		
Vigilance	174		
ITD	162 /132		
MED	145		
General Pantry	163		
R&I Section	164		
IOB Bank	166		
Library / CIPART At Janakpuri, New Delhi	---	28524701 28524702	
3. CENTRAL FILLING UNIT	165		
4. RECEPTION	9,136,124		
FAX - GENERAL - AED	24648607 24625822		
GENERAL PHONES (EPABX)	24642395, 24648605, 24623455, 24642391, 24648602, 24616519, 24646906, 24654425, 24642393, 24646908, 24640320		
Janakpuri – CIPART	28524701 / 28524702		
Rajiv Gandhi Bhawan	23743153		
CAPART's Library	24646907		

**ADDRESSES AND TELEPHONE NOS.Of CAPART
REGIONAL COMMITTEES
AS ON 01.12.2010**

Address of the Member Convenor	Tel. and Fax	States
Shri Chiranji Lal RR & Member Convenor North Zone R.C. , CAPART Tambi Tower, 3 rd Floor, Sansar Chandra Road, Jaipur-	Ph.: 0141-2373460 Fax: 0141-2379783 Mob : 09636080209 E-mail : capart.rcjaipur@gmail.com	Delhi , Rajasthan, M.P.

302001.		
Shri Sohan Bir RR & Member Convenor Central Zone R.C. , CAPART PICUP Bhawan,4th Floor B2-Block, Vibhuti Khand, Gomti Nagar Lucknow - 226 010	Ph: 0522 – 2721695 Fax : 0522-2721696 E-mail: capart_rcluck@yahoo.co.in	Uttar Pradesh & Uttranchal
Shri S.H. Indurkar RR & Member Convenor West Zone R.C. , CAPART Navjeevan Trust Complex, P.O. Navjeevan Opp. Ashram Road, Ahmedabad-380015.	Ph: 079 -27545073 Fax: 079 – 27545072 Mob : 09898177087 E-mail: rc_ahd@hotmail.com	Gujarat, Maharashtra, Daman & Diu, Dadar & Nagar Haveli.
Shri D.K. Mund RR & Member Convenor East Zone R .C. , CAPART State Institute for Rural Development Unit-8, Near Stewart School, Bhubneswar 751012	Ph: 0674 - 2565850 Fax : 0674 – 2565860 E-mail: capart_rcbhub@cify.com	West Bengal, Chhatisgarh, Orissa, Andman & Nicobar Island
Shri Vijoy Kumar Rai RR & Member Convenor South Zone,R.C. , CAPART NIRD Campus, Faculty Building No.11 Rajendra Nagar Hyderabad - 500030	Ph : 040- 24017851 Fax: 040 -2 4018669 E-mail: capartrechyd@hotmail.com	Andhra Pradesh, Tamil Nadu, Pondicheri
Shri K.B. Rani RR & Member Convenor, North East Zone R .C. CAPART Ashok Path , Bashistha Road (Survey) Guwahati - 781028	Ph : 0361 - 2268368 Fax : 0361 – 2222118 Mob : 09435045806 E-mail: capartrcghy@yhaoo.co.in	Assam , Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya.
Smt. V. Bhomkhai RR & Member Convenor R.C.CAPART SCO/179-180, 2 nd Floor Sector- 17-C, Chandigarh,	Fax-0172 – 2700457 Ph-0172-2720465 M.No.09878128822 E-mail: capart_chd@rediffmail.com	Haryana ,Himachal Pradesh, Jammu & Kashmir,Chandigarh, Punjab.

Shri Deepankar Shri Gyan RR & Member Convenor R.C. CAPART Biscomaun Bhavan, 5 th Floor Gandhi Maidan West, Patna - 800001.	Ph :-0612-2219666 M.No.09431159766 E-mail: rcpatna@yahoo.com	Bihar, Jharkhand
Shri Shashi Mohan RR & Member Convenor, RC, CAPART H.No.304, Indira Niwas Bharati Nagar,3rd Main Road Dasanakoppa Circle Dharwad - 580 001	Ph:- 0836-2440309 Fax.0836-2770810 E- mail:capartrcdwd@rediffmail.com capartrcdwd@hotmail.com	Karnataka Kerala, Lakshadweep and Goa.
Shri Deepankar Shri Gyan CEO, CGC, Vaishali	06224-229427 Mob. 09431030767	

XVII. Please provide the information about the details of the budget for the different activities under the different schemes in the given format.

Please see Annexure-C

XVIII. The Manner of Execution of Subsidy Programmes. Please provide the information as per the following format.

Not applicable.

XIX. Particulars of recipients of concessions, permits or authorization granted by it. Please provide the information.

Providing concessions, and permits are not within the charter of CAPART. However, hyperlink will be provided with regard to details of projects sanctions and releases made and further the close up and termination of projects.

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

S. No	Activity		Time Lines
1	Receipt of Hard copy		10 days from online receipt date
2	Desk Appraisal	Initial Screening	5 days from the date of receipt of hard copy
		Sought Clarification	45 days as per guidelines
3	File Number Generation		5 days from due date of completion of activity at Sl. No 2.
4	Deputation of Monitor for Pre Funding		10 days from the date of file number generation
5	Acknowledgement by Monitor		5 days thru e-mail
6	Report Receipt		30 days for Online Submission and 45 days for hard copy from the date of issue of letter
7	Examination of report		15 days
8	Clarification from Monitor on Report		30 days
9	Prepare draft/final Agenda		
10	NSC/RC Decision (Sanction/Rejection/Defer/Conditional Sanction)		15 days from the date of NSC/RC
11	Receipt of T&C		30 days online receipt and hardcopy to be received in 45 days
12	Clarification on T&C		10 days from the date of receipt of hard copy of T&C
13	Release of 1 st Installment		15 days from the activity at slno 12 (8 days for divisions to generate pay order and 7 days for FAD to release)
14	Acknowledgement of Payment from VO		30 days
15	Receipt of Progress Report and Utilization Certificate.		Due date from the date of receipt of payment by VO.
16	Deputation of Monitor for Mid Term		10 days from the activity at slno 15
17	Acknowledgement/Receipt of Report from Monitor		Same as slno 5&6
18	Comments from FAD		10 days
19	Clarification from VOs based on FAD's comments		30 days
20	Release of Subsequent/Final Installments		15 days from the activity at slno 17
21	Post Evaluation Report from Monitor		

22	Final Progress Report from VO	
23	Comments of FAD on closure of file	
24	Closure of File	15 days from the date of receipt of Final Progress Report from VO and Post Evaluation Report from Monitor whichever is later.

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

Hyperlink has been given to access to the users for Annual Report and the various scheme guidelines.

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The information on policy guidelines, sanction and releases made with reference to projects through its website, newsletter, Gram Shree Mela, Tenders, and also in print media on DAVP rates.

XXIII. Frequency Asked Questions and their answers.

Question 1: CAPART considers assistance to NGOs registered under which acts?

Answer: CAPART considers the proposals from NGOs registered under Societies Registration Act, 1860 or a State amendment thereof or Indian Trust Act, 1882 or the Religious and Charitable Institution Registration Act, 1920. [For further details, refer to eligibility criteria of CAPART guidelines on web-site www.capart.nic.in].

Question 2: We have an NGO registered under SRA 1860. The NGO is 2 years and 10 months old. Can the NGO apply/submit any application for assistance in CAPART?

Answer: No, the NGO should file an application after having completed 3 years from the date of registration [For further details, refer to eligibility criteria of CAPART guidelines on web-site www.capart.nic.in].

Question 3: Our NGO is working in rural areas for last five-six years but the bank account is only about two year old. Can we submit the proposal?

Answer: No, the NGO should have an account either in a Bank or Post Office for atleast three years preceding the date of filing application to CAPART, [For further details, refer to eligibility criteria of CAPART guidelines on web-site www.capart.nic.in].

Question 4: Our NGO is five years old and working in rural areas for the last five years but our application has been rejected on the ground that 'rural development' objective has not mentioned in our Memorandum of Association. Please advise.

Answer: It is mandatory to have the 'clause of rural development' as one of the objectives in the NGO's Memorandum of Association.

Question 5: Our NGO is working in villages, which are covered by town panchayats. Whether we can get funds from CAPART for development programmes?

Answer: No. The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of Gram Panchayat. Areas included within the limits of Municipal Corporations, Municipalities, Notified Area Committees and Town Panchayats are not considered as rural areas.

Question 6: What are the different programmes of CAPART?

Answer: CAPART has different schemes with which it supports rural development programmes [For further details, refer to eligibility criteria of CAPART guidelines on web-site www.capart.nic.in].

Question 7: Our NGO fulfills all the eligibility conditions of CAPART except having PAN/12A. Can our application be considered?

Answer: Yes, in case your NGO is able to submit atleast the proof of having applied for the same.

Question 8: Our proposal has been rejected by CAPART on the basis of it being a family based organization. Please clarify.

Answer: The organization should be broad based and representative in character. The members of the Executive Body/Management Committee of the organization should not be related to each other or belong to the same family. There may be a maximum of two relatives/family members in the Governing/Managing/Executive Committee of the organization. But only one of them could be co-signatory of the Bank account operations.

Question 9: Our project proposal has been rejected as the NGO could not respond to, the clarifications as asked by CAPART in time. Please guide.

Answer: The proposal is liable to be rejected due to non-furnishing of the clarifications within the scheduled/prescribed time limit.

Question 10: Our NGO is running a school and a dispensary in a remote area and require only funds for construction of buildings. Whether CAPART will consider the NGO's activities for support?

Answer: No. CAPART does not consider any proposal which are exclusively for construction of buildings/strengthening the infrastructure facilities of the NGO.

Question 11: Our NGO has sent a proposal but it has been returned with a request to apply on-line. Please guide.

Answer: CAPART accepts proposals from NGOs who are to apply on-line. The NGO has to first register itself under the NGO-PS Portal and then submit its proposal on-line under the scheme code. This is to be followed by a hard copy. The acknowledgement of the proposal is to be attached to the hard copy.

Question 12 : Our NGO is quite experienced, having a good turn over and is working in rural areas. We want to implement a project to cover bigger area of operations. The NGO is approaching CAPART for the first time. Can we apply directly to CAPART Headquarters?

Answer: As per CAPART's guidelines, the NGO approaching CAPART for the first time, should get one project implemented satisfactorily with the assistance of Regional Centre and then approach CAPART Headquarters for a bigger programme.

Questio 13 **Whether the project proposal require State Government's/Member of Parliament/Minister's recommendations?**

Answer: No, CAPART does not insist on either of the above.

Questio 14: **Our NGO has completed two projects from the Regional Office of CAPART. Does the proposal require the recommendations of RR&MC in order to apply to CAPART HQ for a bigger project?**

Answer: No. It does not. However, CAPART has its own mechanism to process the proposals.

Questio 15: **Are there any consultancy agencies, who prepare the proposals for getting CAPART assistance?**

Answer: CAPART does not have any such agencies

Questio 16: **Does CAPART organize any project formulation workshops?**

Answer: Yes. Regional Centres of CAPART frequently organize project formulation workshops for the NGOs. Subject Specialists and experienced NGOs also deliver guidance during such workshops. Interested NGOs should be in constant touch with the Regional Representative and Member Convenor of the concerned Regional Centre to know the tentative programme of organizing project formulation workshops.

Questio 17: **Ours is a Self Help Group. Can we apply for CAPART's assistance?**

Answer: No, CAPART supports the registered NGOs only. Interested SHGs may approach the local NGOs to work under their umbrella.

Questio18: **Our is a Self Help Group (SHG) producing various products. Can we participate either in Gram Shree Melas or in SARAS Melas organized by CAPART?**

Answer: Yes. SHGs covered under State Govt. or Special SGSY programme of MoRD can participate. The recommendation of the State Govt. is needed for participation in promoting and getting marketing opportunities for their products.

Questio19: **An Institutional monitor has been deputed by CAPART for either pre-funding appraisal or mid/final evaluation on our project proposal but the representative of the Institute is not visiting our organization.**

Answer: It is obligatory at the part of the NGO also to get in touch with the Institutional Monitor and get it monitored/evaluated at the earliest.

Questio20: **Whether the organization has to pay the travel and accommodation expenditures during the visit of the Institutional Monitor?**

Answer: No, The expenditures on travel and other contingencies are paid by CAPART after receipt of the assessment report from the Institutional Monitor.

Question 21: The monitor took a long time to submit his evaluation report, what should the NGO do?

Answer: The NGO should inform the CAPART office immediately after the visit of the monitor. It will facilitate CAPART to follow up the monitor for getting the assessment report. NGOs are not penalized for delay on part of the Monitor.

Question 22: NGOs may face difficulties in carrying out the project activities due to cost escalations. What should the NGO do?

Answer: There is a clause in the Terms and Conditions that “In the event of any increase in costs, the Project Holder/ VO shall meet the additional expenditure out of its own resources”. However, the project could be terminated after CAPART is satisfied that amount released has been properly utilized for the purpose for which it was released.

Question 23: In case, somebody makes a complaint against the NGO and kept under FAS/Blacklisted categories, what should the NGO do?

Answer: The NGO should immediately approach CAPART with all the documentary proofs and facilitate and co-operate in getting itself delisted from Complaint/FAS/Blacklisted categories.

Question 24: In case of change of policies/guidelines of CAPART from where the NGO gets the information?

Answer: Any changes in guidelines/policies are uploaded on the website of CAPART immediately. Please refer the website of CAPART. (www.capart.nic.in).

Question 25: What are the other information that a NGO can get from website.

Answer: The website of CAPART also offers information on the following:

- Policy decisions
- Reports and circulars for the use and facilitating NGOs in submission of proposals, Details of sanctioned projects and releases made, list of completed and closed projects and the NGOs who have been placed under funding restriction categories.

XXIV. Related to seeking information.

Information regarding schemes, guidelines, rules, regulations, procedures, decisions taken by the various committees is all available on the website of CAPART.

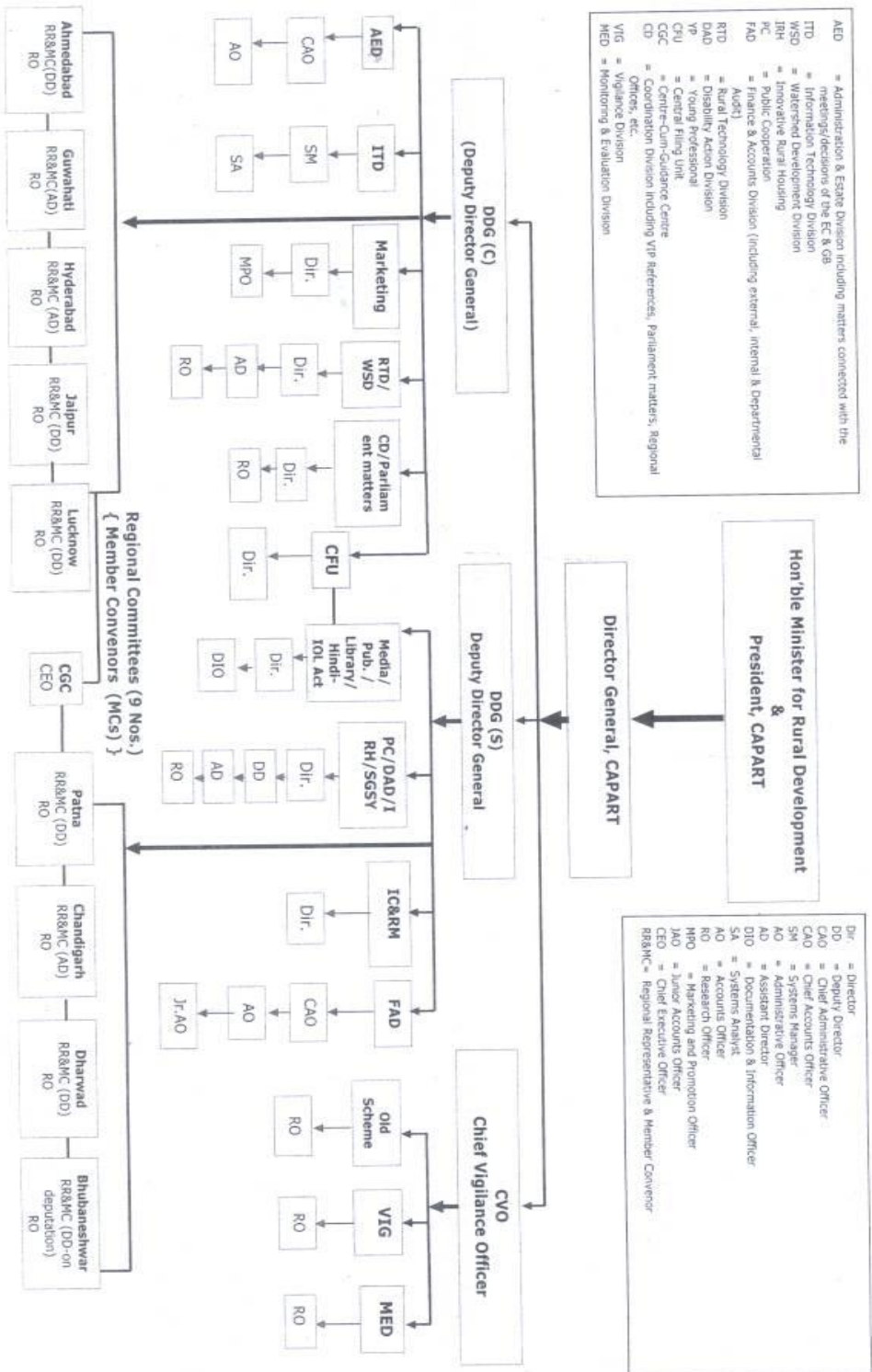
XXV. With relation to training imparted to public by Public Authority.

Not applicable

Annexure-A

Council for Advancement of People's Action and Rural Technology (CAPART)

EXISTING ORGANISATIONAL CHART



AED = Administration & Estate Division including matters connected with the meetings/decisions of the EC & GB
 ITD = Information Technology Division
 WSD = Watershed Development Division
 IRH = Innovative Rural Housing
 PC = Public Cooperation
 FAD = Finance & Accounts Division (including external, internal & Departmental Audit)
 RTD = Rural Technology Division
 DAD = Disability Action Division
 YP = Young Professional
 CFU = Central Filing Unit
 CGC = Centre-Cum-Guidance Centre
 CD = Coordination Division including YIP References, Parliament matters, Regional Offices, etc.
 VIG = Vigilance Division
 MED = Monitoring & Evaluation Division

Hon'ble Minister for Rural Development & President, CAPART
Director General, CAPART

Dir. = Director
 DD = Deputy Director
 CAO = Chief Administrative Officer
 CAO = Chief Accounts Officer
 SM = Systems Manager
 AD = Administrative Officer
 AD = Assistant Director
 DIO = Documentation & Information Officer
 SA = Systems Analyst
 AO = Accounts Officer
 AO = Research Officer
 MPO = Marketing and Promotion Officer
 JAO = Junior Accounts Officer
 CEO = Chief Executive Officer
 RR&MC = Regional Representative & Member Convenor



लोक कार्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद्
(ग्रामीण क्षेत्र और रोजगार मंत्रालय, भारत सरकार के तत्वाधान में)
भारत पर्यावास केंद्र, जेन - 5 ए (कोर-सी) द्वितीयतल
लोदी रोड, नई दिल्ली-110003.

No.2-24/97-AED

**Council for Advancement of People's Action
and Rural Technology**

(Under the aegis of Ministry of Rural Areas & Employment, Govt. of India)
India Habitat Centre, Zone-5-A (Core-C), 2nd Floor,
Lodhi Road, New Delhi-110003.

September 15, 2000

ORDER

In supersession of this Council's order No.2-55/87-Admn. dated September 23, 1988 the Delegation of Administrative and Financial Powers in the Council as approved by the Executive Committee in its meeting held on 05.08.2000 will be as given in the **Annexure** with immediate effect :-

(Arun Shah)
Chief Administrative Officer

Distribution :-

1. All Officers in CAPART
2. All Sections in CAPART
3. All Member Convenors of Regional Committees of CAPART.
4. PS to DG / PA to DDG(B) / PA to DDG(T) / PPS to CVO.

Annexure

REVISED DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

No.	Power to be delegated	Revised Delegation of Powers as approved by EC on 05.08.2000		Remarks
		To whom Delegated	Extent of delegation	
1.	Advance			
i)	House Building Advance	(a) DG	Full Powers	Relaxations provided in GFRs wherever necessary will be allowed by DG.
ii)	Motor Car/Scooter/Motor Cycle / Computer	(b) DDG(Admn.)	Full Powers	
iii)	Cycle Advance/Festival/Fan etc.	(c) AO(AED)	Full Powers	
2.	Contingent Expenditure			
i)	Contingent Office expenses viz	(a) DDG(Admn.)	Full Powers	
	Purchase of stationary, liveries, brief cases, Books, crockery, electrical appliances etc.	(b) CAO(AED)	Rs.4000/- in each case of purchase	
		(c) AO(AED)	Rs.2000/- in each case of purchase	
ii)	Maintenance / repairs of furniture, fixture and electrical appliances etc.	(a) DDG(Admn.)	Full Powers	
		(b) CAO(AED)	Rs.1000/- in each case	
		(c) AO (AED)	Rs.500/- in each case	
iii)	Purchase of office equipment	(a) DG (b) DDG(Admn.)	Full powers. Rs.50,000/- in each case.	After calling for quotations
iv)	Purchase of Petrol	CAO(AED)	Full Powers	
v)	Telephone Bills	AO(AED)	Full Powers. Subject to the conditions that calls have been certified as official.	

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No.	Power to be delegated	Revised Delegation of Powers as approved by EC on 05.08.2000		Remarks
		To whom Delegated	Extent of delegation	
vi)	Incurring of contingent expenditure without calling for quotation.	(a) DDG(Admn) (b) CAO(AED) (c) AO(AED)	Upto Rs.10,000/- Upto Rs.4000/- Upto Rs.2000/-	
vii)	Approval of all bills for which expenditure has been sanctioned by DG/DDG/Chief Admn. Officer.	AO(AED)	Full Powers	
3.	<u>Honorarium / Fee</u>	(a) DG (b) DDG(Admn.)	Full powers Rs.2000/- in each individual case.	
4.	<u>Legal Expenses</u>	(a) DG (b) DDG(Admn.)	Full powers Rs10,000/- in each individual case.	
5.	<u>Appointment of staff on daily wage bases.</u>	DDG(Admn.)	Full Powers.	
6.	<u>Hiring of Vehicles</u>	DG	Full powers.	
7.	<u>Expenditure on postage/ telegram/speed post / courier service etc.</u>	CAO(AED)	Full powers.	
8.	<u>Payment to house keeping / service agencies like security manpower, water, electricity charges etc.</u>	CAO(AED)	Full powers.	Subject to rates as per the terms of contract approved by DDG(Admn)
9.	<u>Disposal of unservicable articles.</u>	DDG(Admn.)	Full powers.	Subject to recommendations of a committee of 3 members appointed by DG.

(Signature)
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No.	Power to be delegated	Revised Delegation of Powers as approved by EC on 05.08.2000		Remarks
		To whom Delegated	Extent of delegation	
	Irrecoverable losses of stores or public money including deficiencies / shortages calculators, telephones, TV, Video, computers etc.	F&A Committee	Full powers.	
	Loss of revenue or irrecoverable loans and advances. (Only in case of an employee in case of death while in service).	F&A Committee	Up to Rs.2.00 lakhs	
	Condemnation of motor vehicles and motor cycles.	DG	Full powers.	
10	TA / DA Travel by higher than entitled class.	DG	Full powers.	
11	Approval of tours / counter signatures.			
	i) All Group 'A'	(a) DDGs	Full Powers	
	ii) All Group 'B', 'C' and 'D' Officers	(a) HODs	Full powers	
12	TA / DA of Members of the Council experts, Monitors etc.	(a) concerned DDG	Full Powers	
13	LTC	(a) DDG(Admn.)	Group 'A' and 'B' Officers Full Powers	
		(b) Chief Admn. Officer	Group 'C' and 'D' Officers Full Powers	
14	Conveyance charges	(a) DDGs (b) Officers similar to gazetted level in the Govt.	Full Powers Upto Rs.300/- p.m. per employees.	

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No.	Power to be delegated	Revised Delegation of Powers as approved by EC on 05.08.2000		Remarks
		To whom Delegated	Extent of delegation	
15.	Leave			
i)	Casual Leave	(a) DDG (b) Officers similar to gazetted level	Full Powers in the case of Group 'B', 'C' and 'D' employees	
ii)	Earned leave / half pay, commuted leave and EOL.	(a) DDG(Admn.) (b) AO(AED)	Group 'A' & 'B' Officers subject to admissibility 'C' & 'D' Employees subject to admissibility and on the recommendation of the Divisional Heads.	
iii)	Leave not due	DDG(Admn.)	Full Powers	
16.	Medical Claim	(a) DDG(Admn.) (b) CAO(FAD)	Full Powers All routine bills where no exception / relaxation is required	
17.	Entertainment	(a) DG (b) DDG(Admn.) (c) CAO(AED)	Full powers Rs.10,000/- in each case Rs.2000/- in each case subject to expenditure not exceeding Rs.75/- per head for lunch and Rs.35/- per head for tea/soft drinks	
		(d) AO (AED)	Rs.1000/- in each case subject to expenditure not exceeding Rs.50/- per head for lunch and Rs.20/- per head for tea/soft drinks	

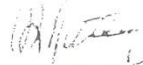
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No.	Power to be delegated	Revised Delegation of Powers as approved by EC on 05.08.200		
		To whom Delegated	Extent of delegation	Remarks
18.	Release of funds for approved on going projects.	HODs	Releases up to Rs.5 lakhs per instalment	
19.	Printing			
i)	After calling for quotations	DDGs	Full Powers	
ii)	Without quotations	DDGs	Rs.5000/- in each case.	

1. The delegation of powers is subject to normal rules and regulations and availability of funds / Budget provision, and should be exercised with due care and caution. In case of any relaxation of any rules etc. the approval of the competent authority shall be taken.

2. All Member Convenors of the Regional Committees will enjoy powers equivalent to those delegated to the Chief Administrative Officer unless higher powers have already been specifically delegated.


(Rangan Dutta)
Director General
15.09.2000

Proposed outlay for the financial year 2010-2011

Annexure-C

Rs. In crores

S. No.	Ahmedabad Budget 10-11	Bhubneshwar Budget 10-11	Chandigarh Budget 10-11	Dharwad Budget 10-11	Lucknow Budget 10-11	Hyderabad Budget 10-11	Guwahati Budget 10-11	Patna Budget 10-11	Jaipur Budget 10-11	Hqrs Budget 10-11	Total Budget 10-11
1	WSD									1.57	1.57
2	PC	2.00	1.75	1.70	1.90	3.00	0.85	3.00	1.36	7.50	27.06
3	OB (including GVA / NGA)	0.50	1.00	0.60	0.15	2.00	0.15	0.80	0.95	-	6.52
4	ARTS	0.50	1.25	0.50	1.75	1.00	0.35	0.60	0.65	20.00	29.60
5	Disability	0.10	0.40	0.50	0.50	0.50	0.15	0.20	0.10	3.20	6.15
6	CGC Vaishali	-	-	-	-	-	-	-	-	1.00	1.00
	Total A	3.10	4.40	3.30	4.30	6.50	1.50	4.60	3.06	33.27	71.90
7	HRD	-	-	-	-	-	-	-	-	3.20	3.20
8	Gramshree MeLa	0.50	0.45	0.50	0.45	0.65	0.20	0.60	0.40	2.13	6.38
9	Media & Publications	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.88	1.15
10	ITD	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.03	0.40	0.59
11	Library/CIPART	-	-	-	-	-	-	-	-	0.50	0.50
12	Workshop	0.05	0.10	0.04	0.10	0.10	0.07	0.15	0.15	0.30	1.16
13	FCE payment	0.05	0.35	0.08	0.10	0.05	0.05	0.25	0.05	0.50	1.68
14	NSC Meeting/ RC Meeting	0.03	0.10	0.04	0.04	0.03	0.03	0.04	0.02	0.70	1.07
	Total B	0.68	1.05	0.71	0.74	0.88	0.40	1.09	0.68	8.61	15.73
15	Salary & Wages	0.15	0.50	0.25	0.18	0.25	0.25	0.30	0.20	5.99	8.32
16	Rent, Rates & Taxes	0.05	0.03	0.10	0.02	0.10	0.03	0.10	0.06	0.23	0.73
17	Others	0.05	0.08	0.15	0.10	0.10	0.07	0.20	0.15	2.25	3.32
	Total C	0.25	0.61	0.50	0.30	0.45	0.35	0.60	0.41	8.47	12.37
	Total (A+B+C)	4.03	6.06	4.51	5.34	7.83	2.25	6.29	4.15	50.35	100.00

