

NATIONAL PROGRAMME FOR YOUTH AND ADOLESCENT DEVELOPMENT

SCHEME GUIDELINES



Government of India
Ministry of Youth Affairs and Sports

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NATIONAL PROGRAMME FOR YOUTH AND ADOLESCENT DEVELOPMENT

1. BACKGROUND

1.1 The scheme titled National Programme for Youth and Adolescent Development (NPYAD) has been formulated by merger of four 100% central sector grants-in-aid schemes of the Ministry of Youth Affairs and Sports during 10th Plan namely, Promotion of Youth Activities & Training, Promotion of National Integration, Promotion of Adventure and Development and Empowerment of Adolescents, with a view to reduce multiplicity of schemes with similar objectives, ensuring uniformity in funding pattern and implementation mechanism, avoiding delays in availability of funds to the field level and institutionalising participation of State Governments in project formulation and its implementation. While there will be synergy and convergence in operational mechanism and programme delivery, there will be clear distinction with regards the financial parameters of each of the components under the scheme.

1.2 While some procedural changes were made in the schemes during the 10th Five Year Plan, it was felt that the schemes need to be substantially restructured in order to make it more meaningful in terms of content, impact and outcomes. The schemes were reviewed in the context of 11th Five Year Plan by the Working Group constituted by the Planning Commission for formulation of the 11th Five Year Plan. The Working Group has recommended that the restructured scheme should be more focused in terms of emerging needs and requirements as also with reference to the capabilities of implementing organization, programme content and methodology of training. Following these and in the context of zero-based budgeting during 11th Five Year Plan all the four schemes have been merged into a single umbrella scheme.

1.3 The revised umbrella scheme will be operated by the Ministry of Youth Affairs and Sports as a 100% central sector scheme during 11th Five Year Plan.

2. OBJECTIVES OF THE SCHEME

2.1 Short term objectives: -

- Provide opportunity for holistic development of youth including adolescents for realisation of their fullest potential;
- Develop leadership qualities and personality development of youth and to channelise their energy towards socio-economic development and growth of the nation;
- Promote national integration, strengthen secular and eclectic outlook through creative expressions by youth;
- Foster the spirit of adventure, risk taking, teamwork, the capacity of ready and vital response to challenging situations and of endurance among youth;
- Acknowledge adolescents as a distinct sub-group among youth and address their distinct needs and at the same time provide positive stimulation and congenial environment for their all-round development; and

- To encourage research and publication and to promote technical resource support including development of information and database on issues concerning youth and adolescents.

2.2 Long-term objectives:

- Engage and channelise the energy of youth in a positive manner for nation building;
- Develop amongst youth a sense of pride in nationally accepted values like democracy, socialism, and secularism;
- Promote activities and programmes, which foster social harmony and national unity among youth;
- Promote spirit of national integration, unity in diversity, pride in Indianness among the youth of different parts of the country and to induce a sense of social harmony amongst the youth;
- To motivate the youth to act as focal point for dissemination of knowledge in the rural area and involve them in nation building process;
- To stimulate action for development and empowerment of adolescents, particularly from the economically and socially neglected/backward sections of society;
- To build and develop an environment which recognises the specific needs and promise of the adolescents in the country and provides for adolescent friendly services.

3. SCHEME BENEFICIARIES

3.1 Definition of youth and adolescent: - The Youth and Adolescents for the purpose of the scheme would be as defined in the extant National Youth Policy. In other words, the expression 'youth' would cover persons belonging to the age group of 15 to 29 years and 'adolescent' would cover persons in the age group of 10-19 years under the scheme.

3.2 Target youth and adolescents under the scheme: - The targeted beneficiaries of the programmes include members of the youth clubs affiliated to the Nehru Yuva Kendra Sangathan, National Service Scheme, State Government Youth Organisations, Bharat Scouts & Guides or student youth in Schools, Colleges and Universities. Adolescents and Youth from other established youth organisations or NGOs may be considered provided they are the registered members of such organisations. Preference may be given to the youth with special abilities and youth belonging to scheduled caste, scheduled tribes, minorities and weaker sections.

3.3 Gender budgeting: - In selection of beneficiary women will have a distinct priority and care should be taken to include at least one-third beneficiaries from women.

4. PROGRAMME AREA AND COMPONENTS

4.1 Programme Component:- The umbrella scheme will comprise of the following broad programme areas and their components: -

Sl.	Name of the Programme Area	Programme Component
(a)	Youth Leadership and Personality Development	i. Youth Leadership and Personality Development Training
(b)	Promotion of National Integration	i. National Integration Camp ii. Inter-State Youth Exchange Programme iii. Multi-Cultural Activities iv. National Youth Festival v. State Youth Festival vi. National Youth Awards
(c)	Promotion of Adventure	i. Promotion of adventure at basic and intermediate level in India ii. Promotion of adventure at advance level including expeditions in India ii. Grants to Recognized Institutions iv. Tenzing Norgay National Adventure Awards
	Development and Empowerment of Adolescents	i. Life Skills Education ii. Counseling iii. Career Guidance iv. Residential Camps
(e)	Technical and Resource Development	i. Environment Building ii. Research & Studies on youth issues iii. Documentation & Publication iv. Seminars, Conferences, Exhibitions and Workshops on youth or adolescent issues, national integration and adventure

4.2 Operational Guidelines:- The operational guidelines of each programme area and the activities under each programme component, eligible institutions/ organisations for financial assistance and their financial cost norms are given at the Annex- 'A', 'B', 'C', 'D' and 'E' to the Guidelines.

5. IMPLEMENTATION OF THE SCHEME:

5.1 Eligibility: - The following organizations are eligible for financial assistance under the scheme.

- (a) All the autonomous organizations whether partially or fully funded by the Government, registered Societies, Trusts, NGOs registered under the relevant Acts, for the last five years and actively working in the field of Youth Development for the last three years.
- (b) Universities including deemed Universities and Association of Indian Universities.
- (c) State Level Organisations (SLOs) i.e.
 - (i) State Governments State Departments/Directorates for Youth Affairs/Youth Welfare and other District Level Offices in States;
 - (ii) Panchayati Raj Institutions and Urban Local Bodies;
 - (iii) Educational Institutions including Polytechnics
- (d) The organization must have, on an average, an annual turn over of Rs.5.00 lakhs for the last three years duly authenticated by a Chartered Accountant.
- (e) The organization must have an active website and web address
- (f) All the applications for grants under the Scheme must be received electronically on-line within the stipulated time limit.
- (g) The organizations seeking grants must also be prepared to make a presentation before the designated authority whenever asked to do the same and failure to do so may debar them from receiving any future grants from the Government.
- (h) The organizations seeking grants must be able to complete the programme and submit the Utilization Certification (UC) within the financial year in which the grant is being sanctioned.
- (i) The organizations seeking grants will clearly indicate the schedule of the programme and organizations who have been sanctioned grants by the Ministry will duly inform the ministry about the commencement of the programme, one week prior to the commencement of the programme. The organization will also facilitate the inspection of the programme by an officer of the Ministry of any other person authorized by the Ministry. The organization must ensure that the inspection takes place during the currency of the programme. Inspection conducted after completion of the programme will not be recognized by the Ministry.
- (j) The Project Appraisal Committee (PAC) while deciding the GIA shall also decide whether the grant will be given in lump-sum or in installment and also the proportion to be given in the installment.
- (k) The grants-in-aid whether given in installment or lump-sum shall be settled with in the financial year in which it is released.
- (l) All the grantees shall follow the provisions contained in Government of India's General Financial Rules, 2005, wherever applicable.

5.2 Submission of Proposal:- The Ministry of Youth Affairs and Sports will receive proposals directly from all the Organisations mentioned at para 5.1 (a) and (b) above. Proposals from State Level Organisations will have to be routed through the concerned State Government/UT administration, who will verify the authenticity and feasibility of the project proposal through a designated State Level Screening Committee (SLSC) constituted for the purpose recommending to the Ministry indicating their priority.

5.2(i) The Youth Leadership and Personality Development Programme will be implemented through Nehru Yuva Kendra Sangathan (NYKS).

5.2(ii) The Technical and Resource Development Programme will be implemented through Rajiv Gandhi National Institute of Youth Development (RGNIYD).

5.2(iii) Penal action will be taken against organizations not fulfilling the requisite provisions and will be black-listed for any future grants from the Government.

5.3 Project Mode: - The scheme will be implementing in the project mode through Project Implementing Agencies (PIAs). The PIA may submit project proposal involving one or more programme area or components under the scheme but the key factor for consideration of the project will be the past experience and resource (infrastructure and technical manpower) available with the PIA. The following parameters are mandatory for formulation of project proposal by PIA.

- (i) **Project Area:** The project proposal should have a well-defined geographical area and should clearly indicate targeted beneficiaries under the project. Ordinarily two to three districts in a state will constitute a project area. Adequate justification in terms of available infrastructure, manpower and past experience of the organisation needs to be given for projects having more than one State/UT in the project area.
- (ii) **Project Period:** Ordinarily, the project should have a period of one year with in which a number of activities can be planned. In case the project requires more than one year the same should be adequately explained in the project proposal.
- (iii) **Phasing of Project:** The project should have three phases i.e., Preparatory Phase (PP), Activity Phase (AP) and Follow-up Phase (FP). During preparatory phase environment building activities and identification/selection of the targeted beneficiaries should be taken up as per criteria given at para 3.2 of the scheme guidelines. This should be followed by the activity phase in which detail scheduling of activities should be organised. The follow-up phase should have evaluation of the impact of the project on the target youth and adolescents including the outcome of the project intervention with respect to its stated aims and objectives.
- (iv) **Project Budget:** The project budget should have programme component-wise cost estimate. The cost estimate under each component will have two sub-heads i.e., (i) the contribution either in kind or cash to be provided by the PIA and (ii) the financial assistance sought from government under the scheme.

5.4 Format for submission of Project Proposal: The Project Implementing Agency will be required to submit the project proposal in the prescribed format at Appendix-1. In case of the State Governments, NSS and NYKS no Bond is required and the Part-A of the format may also be modified suitably.

5.5 Project Appraisal Committee: - The proposals will be considered by a duly constituted Project Appraisal Committee (PAC) in the Ministry of Youth Affairs and Sports. The PAC will have members from the Planning Commission, Integrated Finance Division and Administrative Division in the Ministry apart from outside experts as would be necessary. The Ministry will stipulate separate budget provisions for AIOs and SLOs from within the annual budget allocated for the scheme. The recommendations of the PAC shall be placed for approval of the competent authority in consultation with FA in the Ministry.

5.6 Release of Funds to PIAs: - On approval of the project, grants-in-aid shall be released to the PIA up to 50% of the approved amount as 1st installment. In case of State/UT governments, NSS and NYKS advance up to 90% may be released. The balance shall be released on completion of the approved programme and on receipt of the documents mentioned in sub-para 5.7 below. However in the case of projects over one year duration, the unspent balance amount with the grantee shall be adjusted from their next entitlement.

5.7 Submission of documents for balance installment: - The following documents are required to be submitted for consideration of further release of funds;

- (i) Utilization Certificate by the grantee in the form GFR-19 (A).
- (ii) Performance Report showing up to date item-wise physical and financial achievement with respect to the sanction order.
- (iii) An Undertaking stating that: -
 - (a) All the terms and conditions of the financial sanctions have been adhered;
 - (b) There is no deviation in respect of any stipulation of the sanction order including those relating to the age, number and category of the project beneficiaries;
 - (c) The amount for which reimbursement is sought from the ministry is not claimed from any other source and the organisation shall indemnify the government for any deviation noticed later, if any.
- (iv) For release of final installment of fund in addition to the above three documents the audited statement of account showing the total receipt of funds (from the ministry and other sources including own resource) and total expenditure of the sanctioned project duly certified by a Chartered Accountant needs to be furnished.
- (v) No release of fund shall be considered in case the request for second/balance installment is received in the ministry after one year of the date of the sanction order.

5.8 Funding for the previously sanctioned projects: - The projects, which have been sanctioned under the pre-revised scheme of the Financial Assistance for Promotion of Youth Activities & Training, Promotion of National Integration, Promotion of Adventure and the scheme for Development and Empowerment of Adolescents shall continue to be funded under this scheme as per the financial amount approved earlier. The remaining amount towards second or final installment shall be released under the scheme as committed liability. Projects sanctioned under the pre-revised Scheme shall continue to follow the earlier scheme guidelines.

5.9 Revision of the scheme guidelines and cost norm: - Any provision in the scheme guidelines including cost norm may be modified/relaxed with the approval of the Secretary, Youth Affairs in consultation with the Financial Adviser in the Ministry. The decision of the Ministry with regard to modification/relaxation of any provision of the scheme shall be final and binding on the Project Implementing Agency.

6. PATTERN OF FINANCIAL ASSISTANCE

6.1 Typical Programme Component:- The financial assistance from the government of India under the scheme will be catalytic funding and the PIA is free to mobilize additional resource from other collaborating agencies/ organizations for conduct of the programme. The amount financial assistance may vary depending on the no of participants or the duration of any individual programme drawn, which may be different than the number of participants or number of days mentioned below against the each typical programme component. The pattern of financial assistance for a typical programme component under the scheme and the eligible organisations/ institutions for the financial assistance are given below for guidance.

Sl. No.	Typical Programme Component	Financial assistance amount under the Scheme	Eligible grantee for the Prog. Component
(1)	(2)	(3)	(4)
(a)	Youth Leadership and Personality Development		
(i)	Youth Leadership and Personality Development Training Project	Rs. 3,00,000/-	NYKS
(b)	Promotion of National Integration		
(i)	National Integration Camp for 150 persons for 7 days duration at – State Capitals – Other Places	Rs. 6,55,200/- Rs. 3,92,950/-	AIOs/SLOs
(ii)	Inter-State Youth Exchange Programme for 50 participants for 15 days durations	Rs. 2,92,500/-	AIOs/SLOs
(iii)	Multi-Cultural Activities	Maximum Rs. 3.0 lakh for first time grantee	AIOs/SLOs
(iv)	National Youth Festival	Maximum up to Rs. 2.00 crore	State Govts./ UT Admn.
(v)	State Youth Festival	Up to Rs.10,00,000/-	State Govts./ UT Admn.
(vi)	National Youth Awards - Individuals - NGO	Rs. 40,000/- Rs. 2,00,000/-	Individuals and NGOs

(c)	Promotion of Adventure		
(i)	Grants to Recognised Institutions	As per approved Annual Budget	Recognised Institutions
(ii)	One-week adventure camp at basic and intermediate level for 25 persons	Rs. 93,750/-	AIOs/SLOs
(iii)	Promotion of adventure at advance level including expeditions in India	As per specific expedition	Recognised Institutions
(iv)	Tenzing Norgay National Adventure Awards	Rs.5, 00, 000/-	Individuals
(d)	Development of Adolescents		
(i)	Life Skills Education (for 40 teens) – One-week Residential Prog. – One-week Non-residential Prog.	Rs. 65,000/- Rs. 23,000/-	AIOs/SLOs
(ii)	Counseling – Out-reach Prog. – Rural Counseling Centre – Telephone help line	Rs. 1,73,000/- Rs. 1,28,000/- Rs. 1,00,000/-	AIOs/SLOs
(iii)	Career guidance – Career Guidance Centre First year Second/Subsequent year – Career Mela	Rs. 2,34,000/- Rs. 2,14,000/- Rs. 25,000/-	AIOs/SLOs
(iv)	Second Chance Camps (4 months)	Rs. 4,56,000/-	AIOs/SLOs
(e)	Technical Resource Development		
(i)	Environment Building	Maximum Rs. 2.0 lakh	RGNIYD
(ii)	Research & Studies on youth issues	Maximum Rs. 3.0 lakh for first time grantee	RGNIYD
(iii)	Documentation & Publication	Maximum Rs. 3.0 lakh for first time grantee	RGNIYD
(iv)	Seminars, Conferences and Workshops on youth or adolescent issues including national integration and adventure. – National level – State Level – Regional/District Level	Maximum Rs. 5.0 lakh Rs. 3.0 lakh Rs. 0.50 lakh	RGNIYD

6.2 The maximum ceiling for grants-in-aid to a PIA will be limited to Rs. 10.00 lakh for a district or the average programme expenditure of the PIA during last 3 years, whichever is less. The Project Appraisal Committee may in case of AIOs and State Government Organisations with reasons to be recorded in writing, recommend project for more than Rs. 10.00 lakh for a district.

7. MONITORING AND EVALUATION

7.1 An institutional monitoring and evaluation system will be evolved for the monitoring and evaluation of the projects sanctioned under the scheme. Institutions such as NYKS, RGNIYD, TOC, TORCs of NSS, IDARAs or any other reputed Institution/ NGO/ VA may be designated as the Monitoring and Evaluation Institution (MEI) for the projects sanctioned in a State/UT.

7.2 Funds for the monitoring and evaluation will be released to the MEIs from the budget under the scheme. The PIA shall produce all records connected with the project to the MEI for the monitoring and evaluation purpose.

7.3 The MEI will visit the project authority on quarterly basis and submit Quarterly Progress Reports (QPRs) about the performance of the project to the Ministry under intimation to the concerned State/UT government. The MEI will also submit an end term evaluation report on completion of the project. The receipt of QPRs and evaluation report however will not hold the subsequent release of the funds to the Project Authority.

7.4 The MEI will be given an amount up to Rs. 1,50,000/- for conducting monitoring and evaluation of about five projects in a state for one year. The funds to MEI will be released on not more than 3 installments.

7.5 The Ministry of Youth Affairs and Sports, apart from the monitoring and evaluation done by the MEIs, may also conduct concomitant evaluation of the scheme/ projects for Meta Evaluation Study in terms of its intended outcome and benefits for youth.

OPERATIONAL GUIDELINES FOR THE YOUTH LEADERSHIP AND PERSONALITY DEVELOPMENT PROJECTS

1. OBJECTIVES:

The Rural Youth Leadership and Personality Development Programme would attempt to develop leadership qualities, national character, comradeship and personality development among the rural youth. It will motivate the youth to act as focal point for dissemination of knowledge in the rural area and involve them in nation building process;

2. PHASING OF PROJECTS: The projects sanctioned under the scheme will be implemented in 3 phases as indicated below.

(a) Preparatory Phase: This will involve consultation with Youth Club members, District youth Coordinators of Nehru Yuva Kendra Sangathan, NSS Programme Officers, Panchayati Raj Institutions to identify and select 5 social activities and 5 sports activities to be adopted by the Youth Clubs in the district. The preparatory phase will also include selection of youth clubs, selection of trainees from youth clubs, NSS units, scouts & guides following a transparent process and making administrative arrangements for the training. The duration of the preparatory phase will be about one month period.

(b) Training Phase: The training period will be of one month duration, which will involve 40-45 training hours per week. The training will be residential in nature and the institution providing the training should have the required infrastructure and faculty to conduct training in a professional manner. The application should specify the training to be imparted, which will broadly comprise of two weeks of leadership and life skills training and two weeks training on vocational training or capacity building, project management, accounting, physical education and cultural activities. A detail training module providing daily time-table, resource persons to be engaged and materials to be used for the training should be mentioned in the project proposal.

(c) Follow-up Phase: The final phase will be of 2 months duration comprising of at least 4 contact meetings/ visits to youth clubs and trainees to assess the outcome of the training. The training institutions will also arrange meetings with potential employers, bankers or self-employment linkages to be developed.

3. FINANCIAL PATTERN

3.1 Financial Assistance: - Financial assistance up to 100% will be provided for the projects sanctioned under the scheme. The cost norms for the components of one project shall be as under.

Sl. No.	Project Component	Amount in Rupees
(i)	Preparatory Phase: (Advertisement for application, selection process, meetings, visits, contingencies on LS)	10,000/-
(ii)	Training Phase: Boarding @ Rs.125x30x30: 1,12,500/- Lodging @ Rs. 75x30x30: 67,500/- Resource Persons (minimum 4 on LS): 40,000/- Training materials, sundries (LS): 30,000/-	2,50,000/-
(iii)	Follow-up Phase: (Placement meetings, visits, reporting etc.)	40,000/-
	Total	3,00,000/-

OPERATIONAL GUIDELINES FOR PROMOTION OF NATIONAL INTEGRATION AMONG YOUTH

1. INTRODUCTION

National Integration remains a crucial issue in India, notwithstanding the fact that we boast of a civilization, which is nearly 5000 years old. True, some of the divisive factors may be inherent in the history, geography and culture of our country, but there are also forces, which accentuate these factors. Religious fundamentalism is one such force while linguistic diversities constitute another. There are people in this country who hold an exclusive view of religion, which drives them into a sectarian frenzy that does not admit of tolerance of other faiths. Despite a shared culture of so many years, linguistic diversities have often generated tensions and conflicts amongst different communities threatening the fabric of national unity. The same holds good for regionalism exacerbated no doubt by inequitable development amongst different regions of the country. The age – old caste system has also contributed in no small measure to weaken the bond of unity among different sections of the society. All the above forces and factors do pose a serious challenge to India's unity and integrity and, therefore, conscious efforts will have to be made by all concerned to preserve the same. The youth of the country in particular will have to be put in the vanguard of such efforts. The programme component for Promotion of National Integration of the Ministry of Youth Affairs and Sports is one such small but significant step in this direction.

2. PROGRAMME COMPONENTS AND ACTIVITIES

The Scheme intends to provide central assistance in the form of grants-in-aid for conducting the following programmes and activities:

- i) National Integration Camp (NIC);
- ii) Inter - State Youth Exchange Programme (ISYEP);
- iii) Organisation of multi - cultural activities on the theme of national integration;
- iv) National Youth Festival and State Youth Festivals;
- v) National Youth Awards;

3. NATIONAL INTEGRATION CAMP (NIC):

3.1 Objective: Organisation of short-term residential camps of the adolescents and youth with a view to instill the spirit of national integration, through various camp activities.

3.2 Activities: Cultural Programmes, group discussions, debates, lectures, essay and elocution competitions on the theme of national integration and communal harmony.

- a) Community work, like mass literacy, anti-drug, anti-AIDS, pulse-polio, health awareness and environmental campaigns and such other activities as do not require any expenditure other than allowed within the programme;
- b) Reading and learning from scriptures of various religions and books which inspire the promotion of national integration;
- c) Spiritual discourses;

- d) Yoga and meditation;
- e) Work – camps in which the youth donate manual labour to create durable community assets.
- f) Cultural programmes, which promotes national integration

3.3 Other Stipulations: The holding of National Integration Camp (NIC) would be subject to the following stipulations:

- a) The duration of the camp should not normally be less than 5 days.
- b) Number of participants should not be less than 150; however, it may vary at the discretion of the sanctioning authority.
- c) Only one NIC should be organized at each State Capital.
- d) National Service Volunteers should be associated with the conduct of every camp.
- e) In each camp, at least 25% of the participants would have to be drawn from a minimum number of five states representing some linguistic and cultural diversity. Preference is to be given to the participants from North-Eastern Region and Jammu & Kashmir. Every NIC will have at least 15 participants from NE Region.
- f) All camps must be based on some basic theme so that the purpose of dissemination of Government programmes is fulfilled. The selection of Resource Persons should be related to the theme.
- g) The resource persons in NICs should be from among eminent scientists, sports persons, spiritual leaders, school/college teachers or retired teachers or any other persons of eminence of the locality.

3.4 Cost Norm: The financial assistance from the government of India will be catalytic funding in nature and the grantee is free to seek additional resource from other collaborating agencies/ organization for conduct of the programme. The item-wise financial assistance will be provided as under. However the savings from one head can be utilized under another head to meet the local need subject to the conditions that the no of participants and other terms of sanction remain unchanged.

- a) Board & Lodging: Rs. 300/- per head per day for Metro cities and State Capitals and Rs. 250/- per head per day for other places, for the participants only.
- b) Travel Expenditure: From the place of residence of participants only to the place of camp and back by sleeper class of train fare or ordinary bus fare. Daily allowance at the rate of Rs.200/- per youth for transit period for the journey exceeding 8 hours both State Capital and non-capital city will also be admissible.
- c) Cultural Programme Expenditure on lump sum basis: Rs. 50,000/- per camp for both State Capital and non-capital cities.
- d) Contingency and miscellaneous expenditure @ Rs.31,700/- for both the cities. This includes expenses on travel and honorarium to resource persons, Publicity, Documentation, Photography, etc.

4. INTER-STATE YOUTH EXCHANGE PROGRAMME (ISYEP)

4.1 Objective:

The objective of this programme, which can also be termed as national Integration Tour is to facilitate the visit of youth living and working in one State to other State(s) with marked cultural differences and an exchange visit by the youth of the visited States. More specifically, such inter-State youth exchanges would aim at:

- a) Familiarization with the environment, family life, social customs, etc. of the people living in different parts of the country.
- b) Understanding of the common historical and cultural heritage of the country as symbolised in historical monuments, cultural forms and the way of life of the people.
- c) Understanding of the problems being faced by the people of different regions.
- d) Appreciation of the vastness of the country, its varied customs and traditions and yet a basic oneness which should engender among the participants a pride in being an Indian and
- e) To inculcate amongst the youth a feeling of communal harmony.

4.2 Formation of groups and activities: In regard to formation of groups, their itinerary and activities would be planned keeping in view the following:

- a) The groups should be reasonably representative i.e. they should comprise young men and young women, students and non-students; should preferably include persons of different communities, particularly minorities and those belonging to the Scheduled Castes and Scheduled Tribes.
- b) These groups while travelling to the place of visit could stop, en-route, where conveniently possible, to visit places of interest relating to development and those of historical and cultural heritage.
- c) The groups on reaching the places of visit should undertake a variety of programmes which may include:
 - Cultural programmes
 - Seminars, discussions and informal meetings.
 - Joint participation of visitors and hosts in social developmental projects.
 - Taking up community work
 - Participation in regional festivals.
 - Visit to places of historical importance and scenic beauty as well as to the sites of important developmental projects.
 - Participate in relief and rehabilitation activities
 - Attachment with host families

4.3 Other Stipulations:

- a) The duration of inter state youth exchange programme for any group would ordinarily not exceed six weeks including the time taken on travel. However, this may vary subject to the approval of the sanctioning authority on merit.

- b) Number of participants should not normally be less than 20 and should not normally exceed 50. However, on the merit of the proposal, sanctioning authority may allow variation.
- c) The groups of visitors on return to their own States would disseminate the benefits of their experience through such methods, as may be the most suitable in the local context. This could include discussions, seminars, slide shows, exhibitions, reports, etc. In cases where dissemination takes the form of reports, a copy should be sent to the Ministry of Youth Affairs and Sports.
- d) Preference will be given to proposals involving Border States of the country.

4.4 Cost Norm: Same as that of National Integration Camps. In place of cultural programme component an amount of Rs. 50,000/- is allowed for local transport.

5. MULTI-CULTURAL ACTIVITIES:

5.1 Objective: To promote the spirit of national integration and communal harmony among the youth in particular and among the masses in general through different creative and innovative cultural activities.

5.2 Activities: Staging of plays (drama) and dance-dramas, organising musical sessions, cultural programmes, film shows, story and / or poetry recital sessions, exhibitions, and similar other sessions or workshops as may enshrine the rich cultural heritage of India on the one hand and do away with the regional, linguistic and religious barriers on the other.

5.3 Other Stipulations:

- a) Normally, the duration of such activity should not exceed 3 days. However, the sanctioning authority may allow relaxation in certain cases, purely on merit.
- b) Inter-State or inter-regional cultural activities would be given preference over local cultural festivals.

5.4 Cost Norm: It is difficult to freeze any cost norm for multi-cultural activities as the budget estimate would depend on its scale and no of participants, resource persons etc. The items of expenditure may vary from case to case, however, the financial assistance from the government of India will be limited to 75% of the total approved cost / actual expenditure, whichever is less. In case of NSS, NYKS and State/UT Governments, financial assistance up to 100% will be provided. The sanctioning authority may delete/reduce one or more of the items of the proposed/projected cost for the purpose of calculation of total admissibility of the approved cost. The maximum ceiling for first time grantee under multi-cultural activities shall be Rs. 3.00 lakh.

6. NATIONAL YOUTH FESTIVAL

6.1 Objective: Every year, the Ministry of Youth Affairs and Sports has been celebrating 12th January the birthday of Swami Vivekananda, the great philosopher, thinker and the greatest patron of the youth in India as National Youth Day and the week, commencing from that day, as the National Youth Week. As part of the celebration, holding of National Youth Festival began in 1995 as a major activity under the programme of National Integration Camp (NIC). The Government of India in collaboration with one of the States and institutions like the Nehru Yuva Kendra Sangathan (NYKS) and the National Service Scheme (NSS) from 12th January to 16th January every year conduct this programme. The idea behind a Youth Festival is to organize a gathering of the youth and to take up one or all the programmes mentioned above so that the concept of National Integration, spirit of communal harmony, brotherhood, courage and adventure may be propagated. Like the National Youth Festival, States are also encouraged to hold State level, district level and block level youth festivals in the same line as that of the National Youth Festival and the State governments are assisted for holding State Youth Festivals.

6.2 Activities & Guidelines: The National Youth Festival will be organised by the Ministry of Youth Affairs and Sports every year, in a State willing to host, in collaboration with the Nehru Yuva Kendra Sangathan and National Service Scheme.

- i. A National Steering Committee for the National Youth Festival shall be constituted every year with the Union Minister of Youth Affairs and Sports as the Chairperson and the Chief Minister of the host state as Co-Chairperson. The National Steering Committee will provide broad direction and guidance for the Festival and it will be at the sole discretion of the committee to decide the theme, logo, mascot and programme activities of the festival on a year-to-year basis.
- ii. Broadly speaking, the host State Government will be responsible for making arrangements for reception, board and lodging and payment of TA/DA to the participating delegates, officials from other States/UTs. For officials from Government of India, NYKS, NSS and other Invitees connected with the festival the State will provide appropriate accommodation, boarding and local transport during the festival. It will also make arrangements for hosting Opening and Closing Ceremony, security, protocol and provide infrastructure for organizing various events and functions by NYKS and NSS.
- iii. The State /UT Governments shall also organize their respective State / District / Block level festivals as run up to the National Youth Festival.
- iv. Each State/UT shall send its youth contingents comprising not more than 100 participants to the National Youth Festival.

6.3 Financial assistance: The concerned State Government, hosting the National Youth Festival shall be assisted. The Central Government and the Host State Government would share expenditure in the ratio 50:50 subject to a ceiling of Rs.2.00 crore so far as Central Government Grant is concerned. This ratio (50:50) shall not be applicable in case of North Eastern States and Special Category States. Involvement of Ministry of Youth Affairs and Sports will be through its field offices like the NYKS and the NSS and release of grants to these organisations may also be made separately. In addition each States/UT may also seek central assistance for conducting their respective State Youth Festivals as run up to the National Youth Festival. The assistance for State Youth Festival will be limited to Rs. 10.0 lakh per State/UT for this purpose.

7. NATIONAL YOUTH AWARD:

7.1 Objectives of the award:

- a. To motivate young persons (aged between 13 – 35 years) a challenge to achieve excellence in the field of national or social service.
- b. To encourage young people to develop a sense of responsibility to their community and thus to improve their own personal potential as good citizens.
- c. To give recognition to the outstanding work done by young persons for national development and / or social service.
- d. To give recognition to the outstanding work done by voluntary organisations working with the youth for national development and / or social service.

7.2 Description of the award:

- a. The award shall be given for demonstrably excellent youth work in different fields of development activities and social service.
- b. The number of awards given each year would ordinarily not exceed 25. It may, however vary at the discretion of the sanctioning authority in deserving case.
- c. One youth award would be given to a voluntary organisation engaged in involvement of youth in various programmes of national development.
- d. Award to individuals will comprise a medal, a certificate, a shawl and Rs.40,000/-. Award to voluntary youth organisation will comprise a medal, a certificate, a shawl and Rs. 2,00,000/- cash. The individuals will receive the prizes in their traditional attire.

7.3 Conditions of Eligibility:

7.3.1 For individuals:

- a. He / she should be between the ages of 13 – 35 years, i.e. He / she should have completed 13 years of age on the 1st of April of the financial year for which award is to be conferred and should be less than 35 years of age on the 31st of March of that financial year. However, preference will be given to those candidates who are in the age group of 18-30 years.
- b. He / she should have rendered service in the relevant field during the financial year for which award is to be given and should also be the one who is likely to continue to involve himself / herself in such activities for at least another two years after conferment of the award.
- c. The service rendered should be on a voluntary basis and should have made a remarkable impact in the community/society.
- d. The impact of the service rendered by him / her in person should be clearly identifiable, preferably quantitatively.
- e. He / she should not have been conferred such an award earlier. Such of the persons who are recommended for the award once and are not finally selected can, however, be recommended again.
- f. Persons employed with the Central / State Governments, PSUs/ Universities and colleges are not eligible for the award.

- g. Other consideration for guiding the selection of youth for the national award would include his / her reputation among the local community, his / her desire for improvement and genuine interest in the relevant field.

7.3.2 For Voluntary Organizations:

- a. Be registered under the Registration of Societies Act, 1860 (Act XXII of 1860) for the last three years or an corresponding State Act and have proper constitution or Articles of Association;
- b. Have a properly constituted managing body with its powers and duties clearly defined in its constitution;
- c. Be in a position to secure involvement on a voluntary basis, of knowledgeable persons for furtherance of its programmes,
- d. Not be run for the profit of any individual or a body of individuals,
- e. Not discriminate against any person or group of persons on the ground of sex, religion, caste or creed
- f. Have rendered service involving the Youth in a relevant field for at least three years and should also be one, which is likely to remain engaged in the relevant field for at least another two years after conferment of the award. Preference shall be given to those voluntary organisations, which are run by the youth and for the youth.
- g. Not have been conferred such an award earlier (such of the agencies as are recommended for the award once and are not finally selected, can, however, be recommended again)
- h. Have a good reputation among the local community, and
- i. The impact of the service rendered by it should be clearly identifiable, preferably quantitatively.

7.4 Submission of Proposals:

- a. The formats of application for National Youth Awards are given at Appendix-1 and Appendix-2 to these guidelines.
- b. Universities / Colleges, local developmental departments, voluntary agencies, private bodies, public sector undertakings, Nehru Yuva Kendra, National Service Scheme, etc. and the individual himself will submit their recommendation to the respective Secretary in the State Govt./Union Territory Administration by the 31st August every year.
- c. In addition to the recommendations received from the above organisations, the selection committee at different levels may, at their discretion, consider, on merits, individuals or youth organisations not recommended by anybody but considered suitable by the Selection Committee.
- d. Proposals to be considered should be accompanied by 3 passport size photographs of the candidates and also by adequate evidence in support of them.

7.5 Evaluation of Proposals: The fields of activities to be taken into consideration for the purpose of the National Youth Award would include social work in the rural areas and urban slums, promotion of national integration, adventure, cultural and recreational activities, non formal and adult education programmes, work for improvement of the conditions of persons belonging to the weaker sections of the society, SC / ST and tribal areas, work connected with popularization of nationally accepted values, scouting and guiding and any other work considered

important keeping in view the local needs and priorities. The State Governments would identify priority areas and call upon their youth to concentrate their efforts in these fields.

7.6 Selection of Awardees:

7.6.1 State Level: The applications received as explained in Para 7.4 (b) would be considered by a State level committee under the chairmanship of the Secretary of the Department dealing with youth affairs in the State. The composition of the State level committee will be decided by the State Government. However, the Committee will have two eminent personalities in the field of youth welfare, youth development, etc. and the Central government if desired will assist the State/UT Government to identify the eminent personalities in respective State/UTs. The State/UT level Selection Committee shall scrutinize the applications and recommend to the Central Government a panel of not more than 5 (five) names of young persons selected by State/UT level Committee. Similarly, each State Government/UT Administration will recommend not more than two voluntary agencies engaged in youth work. The recommendations of the State/UT Selection Committee shall normally be accepted by the State/UT Government. In case any variation is made, full justification for the same will have to be given. The State Government / Union Territory Administration will forward its recommendations to the Central Government by the 10th September every year.

7.6.2 National Level: At the National Level, a Central Selection Committee will scrutinize recommendations of the State Governments / UT administrations and make the final selection of youth awards. The Central Selection Committee may, at its discretion, consider on merits, individuals or youth organisations not recommended by a State Government / UT, for the award.

7.7 Presentation of the Award:

Presentation of the award shall be made at a special ceremony during the National Youth Festival (12-16 January) on a convenient date and time to be announced every year.

- a) The awardees shall be invited to receive the award in persons.
- b) The awardees would be given TA / DA by the First Class / AC 2-tier return rail fare and arrangements for their stay would be made by the Ministry of Youth Affairs and Sports. Lady and handicapped awardees are entitled to bring one escort. They will also be given TA/DA at par with the awardees.

Awardees and escorts from North-Eastern Region including Sikkim and Jammu & Kashmir may be allowed airfare up to Guwahati/Kolkata or Jammu/Delhi respectively on both-ways. Awardees and escorts from Andaman & Nicobar Islands and Lakshadweep are entitled for airfare both ways to the venue of the award.

7.8 General:

The Government of India, Ministry of Youth Affairs and Sports is competent to amend this code at its discretion without any prior notice whatsoever.

- a) Necessary funds for the awards and for all expenses incidental thereto as approved by the Government shall be provided by Government of India, Ministry of Youth Affairs and Sports.
- b) In case of any dispute, the decision of the Ministry of Youth Affairs and Sports will be final and binding on all concerned.

- c) The secretariat for the award shall be provided by the Ministry of Youth Affairs and Sports.

8. Budget Estimates for Typical Programme Components

8.1 It is acknowledged that it is extremely to standardize any programme component for national integration or inter state youth exchange. However for benefit of field organisations the budget for the following typical programme components has been worked out. In the case of national integration camps, Rs.1500/- for participants from NE region and Rs. 750/- for the rest has been calculated for traveling allowance. In case of inter state youth exchange programme the entire batch of 50 persons will be visiting the places of destination. The Competent Authority may in deserving cases to be recorded in writing, enhance the limit of traveling allowance.

(a) National Integration Camp for 250 persons for 5 days duration at State Capitals

Boarding and lodging @ Rs.300/- for 250 youth for 5 days	=Rs.3,75,000/-
Travelling Allowance (i)@ Rs.1500/- for 15 participants from NE region	=Rs. 22,500/-
(ii)@ Rs.750/- for 235 participants other than NE	=Rs.1,76,000/-
Cultural Programme Expenses on lump sum basis	=Rs. 50,000/-
Contingency and miscellaneous expenditure (expenses on travel and honorarium to resource persons, Publicity, Documentation, Photography, etc.)	=Rs. 31,700/-
Total	=Rs.6,55,200/-

(b) National Integration Camp for 150 persons for 5 days duration at Non-Capital Cities

Boarding and lodging @ Rs.250/- for 150 youth for 5 days	=Rs.1,87,500/-
Travelling Allowance (i)@ Rs.1500/- for 15 participants from NE region	=Rs. 22,500/-
(ii)@ Rs.750/- for 135 participants other than NE	=Rs.1,01,250/-
Cultural Programme Expenses on lump sum basis	=Rs. 50,000/-
Contingency and miscellaneous expenditure (expenses on travel and honorarium to resource persons, Publicity, Documentation, Photography, etc.)	= Rs. 31,700/-
Total	=Rs. 3,92,950/-

(c) Inter State Youth Exchange Programme for 50 persons for 15 days duration

Boarding and Lodging @ Rs. 200/- for 50 youth for 15 days	=Rs. 1,50,000/-
Travelling Allowance @ Rs. 1000/- for 50 youth	=Rs. 50,000/-
Local Transport Expenses on lump sum basis	=Rs. 50,000/-
Documentation including photography on lump sum basis	=Rs. 5,000/-
Contingencies @ 25% of B&L above	=Rs. 37,500/-
Total	=Rs. 2,92,500/-

OPERATIONAL GUIDELINES FOR PROMOTION OF ADVENTURE AMONG YOUTH

1. OBJECTIVE

1.1 The objective of the adventure activities are to create and foster amongst the youth a spirit of risk – taking, cooperative team work, the capacity of ready and vital response to challenging situations and of endurance. This also provides a creative and happy outlet for the abundant energy, enthusiasm and imagination of youth. While all youth should get the opportunity to avail themselves of adventure facilities, this scheme specially intends to serve the first generation learners and non-student youth both in urban and rural areas with particular thrust on non-student young people in the rural areas. This scheme also intends to create and strengthen institutional structures to support adventure programmes.

2. PROGRAMME COMPONENTS

The scheme provides financial assistance in the form of grants-in-aid for conducting the following activities.

- (a) Adventure Activities of basic/intermediate level within India;
- (b) Adventure Activities of Advanced level within India;
- (c) Adventure Training and/or Awareness Camps at suitable places;
- (d) Seminars, Workshops, Film/Slide Shows, Exhibitions, Festivals along with some demonstrative activities by experts on adventure;
- (e) Assistance to Recognised Institutions to Promote Adventure; and
- (f) Tenzing Norgay National Adventure Awards.

3. ACTIVITIES UNDER THE PROGRAMMES

3.1 Adventure Activities of Basic/Intermediate Level within India: The following activities can be undertaken within the scope of this programme:

- (a) On Land: Trekking at 8000 feet above mean sea level, Mountaineering, Rock Climbing etc. Cycling in a difficult terrain; Grass skiing; Snow skiing; Bungee jumping and Vehicle Safari for at least 1500 Kms. (one way) i.e. 3000 Kms. and total with a minimum of five vehicles.
- (b) In Sea: Long Distance Swimming, Surfing, Board Sailing (Wind Surfing), Sailing, Snorkeling, Scuba Diving of elementary level; Sea Awareness; Power Boating and Long Distance Motor Boating.
- (c) In The River, White/Wild Water: Long Distance Swimming, Rafting, Kayaking, and Canoeing;
- (d) In the Sky: Elementary Parasailing Ballooning and Hot-air Ballooning and Para-gliding;
- (e) Others: To be decided on merits of each adventure proposal following due procedure.

3.2 Adventure Activities of Advanced Level within India: Following activities can be undertaken within the scope of this programme:

- (a) On Land: Mountaineering Expedition for peaks more than 18,000 feet of height, Desert safari and Jungle safari for a minimum of 500 km., ski jumping and Vehicle Safari of minimum 3000 km. (one way).
- (b) In Sea: Sailing in Sea/Ocean, Long Distance Swimming, Surfing and Board Sailing (Wind Surfing), Snorkeling, Scuba Diving of higher level, Cave Diving and Exploration.
- (c) In the River, White/Wild Water: Rafting, Kayaking, Canoeing.
- (d) In the Sky: Micro-light flying, Sky-diving, Powered Hang Gliding, Ski jumping in India.

3.3 Adventure Training and/or Awareness Camps at suitable places:- Under this programme, One-week Adventure Camps such as Jungle Safari/Trekking, Desert Safari/ Trekking Beach Trekking or Training/ Awareness Camps may be organised in hilly areas, sea beaches, jungles and in similar other places where some demonstrative activities can be carried out by the experts before a group of young men and women and elementary training can be imparted to them to start with. The venue of the camp should be activity specific. Number of participants in such camp should be minimum one hundred and maximum three hundred. The location of the camp should not be very far from hospitals and adequate public transport. The basic idea of this type of a camp is to give an on-hand exposure to adventure activities to the youth.

3.4 Seminars, Workshops, Film/Slide Shows, Exhibitions, Festivals along with some demonstrative activities by experts on adventure:- Activities under this programme would be staged in both rural and urban areas. Activities like rope-walking, Tarzan swing, Monkey crawling and like, which do not need any costly equipment would be undertaken. Famous mountaineers and adventure personalities would be invited to directly interact with the youth. The duration of such seminars/workshops and exhibitions should be for a minimum of one day to a maximum of three days. The number of participants should be a minimum of 100 and maximum of 300. During the National Youth Festival, which is organised every year from 12 to 16 January, an Adventure Festival will be staged to give similar exposures to the youth. For this purpose, the organisers of the National Youth Festival may invite reputed organisations working in the field of adventure and eminent adventure personalities on such terms and condition as are decided by the Ministry of Youth Affairs and Sports.

4. ASSISTANCE TO RECOGNISED INSTITUTIONS:

4.1 Financial assistance through block grant may be provided to Recognised Institutions with whom there are agreements of the Ministry of Youth Affairs and Sports:

- to promote adventure among the youth in such ways and means as are approved by the Ministry;
- to impart training to the youth in various adventure activities, to purchase various adventure equipment for the purpose of using and lending them to the member (s) on approved terms and conditions;
- to develop adventure resource centres both in terms of expertise and equipment; and
- to provide counseling and rescuing services to whomsoever in need.

4.2 The Indian Mountaineering Foundation (IMF) is also recognised in this scheme as the apex body to oversee mountaineering activities in this country and to control the expeditions in the mountain peaks within the geographical territory of this country in consultation with Ministry of External Affairs and Ministry of Home Affairs. In addition the Himalayan Mountaineering Institute, Darjeeling (W.B) and the Jawahar Institute of Mountaineering and Winter Sports, Pahalgam (J&K) under the Ministry of Defence are the other national level institutions along with IMF are eligible to receive block grants under the scheme.

4.3 The National Institute of Water Sports, Goa under the Ministry of Tourism is recognized in this scheme as the apex body to oversee and receive grants for adventure-related activities in water.

4.4 The Aero Club of India, New Delhi is recognized as the apex body to oversee and receive grants for adventure related activities in air.

4.5 Other Institutions in the field of adventure will be provided with grant-in-aid on a project basis based on guidelines of Promotion of Adventure.

5. TENZING NORGAY NATIONAL ADVENTURE AWARD:

5.1 The objectives of the Award are:

- To recognize the achievements of persons in the fields of adventure.
- To encourage young people to develop the spirit of endurance, risk-taking, cooperative teamwork and quick, ready and effective reflexes in challenging situations.
- To provide incentive to the young people for getting exposed to the adventure activities.
- The Status of the Award will be same as Arjuna Awards conferred in the field of sports by the Ministry of Youth Affairs and Sports

5.2 Recommendations for the Tenzing Norgay National Adventure Awards as per format in Appendix-4 can be made by the Youth/Sports Department of The State Government concerned, or a recognized adventure institute like Indian Mountaineering Foundation or by the Adventure Promotion Cell of the Army/Navy/Air Force or Indo-Tibetan Border Police or similar other para-military forces. All nominations in respect of serving personnel of Army/Navy/Air Force should only come through their respective Adventure Cell/Directorate. The Ministry of Youth Affairs and Sports can also nominate any person on its own or seek nominations from such other organisations/agencies as are deemed fit, for this award.

5.3 The followings are the salient features of the Tenzing Norgay Adventure Award:-

- Ordinarily not more than one Award each will be made for adventure activities on Land, Sea and Air. A lifetime achievement award may also be conferred in a year. This Ministry may increase the number of awards in a particular year for specific reasons recorded in writing and with the approval of the Minister of Youth Affairs and Sports.
- Entries will be received in a pro-forma enclosed in Appendix-4 giving the past performances of the persons recommended in general and for the year of the Award in particular within such date as is specified on year to year basis. The last date of entry may be relaxed at the discretion of the Government of India in exceptional cases.
- Government of India will set up a Special Committee to scrutinize all the entries received as above and make its recommendations to a National Selection Committee to be headed by the Minister (Youth Affairs and Sports).
- To be eligible for the Award, a person should have excellent performance and have outstanding qualities of leadership, a sense of adventure discipline.
- The decision of the Government of India in respect of the Award will be final.
- The Award will consist of:
 - o A bronze statuette;
 - o A certificate;
 - o A blazer with a silken tie/a saree;
 - o A cash award of Rs.5,00,000/- or the same amount as for Arjuna Award for that particular year. (The Awards will be presented to the winners along with Arjun Awards by the Government of India)
- The Awardees will be reimbursed to and fro air fare and such other fare of conveyance as relevant in the journey through shortest route from his/her place of stay to the place of award ceremony and back;
- Awardees will also be provided free board and lodging in a suitable place for the award ceremony;
- During their stay the awardees will be provided 25% of the admissible DA. They will also be provided journey DA as admissible; and
- One companion with each lady and physically handicapped awardee will be provided with same travelling and board/lodging/DA facilities as that of the awardee herself/himself.
- Canvassing in any form in respect of any entry will render that entry liable to be disqualified.
- No award will be made for a second time to the same person under same category.
- The award may be given posthumously if such an occasion arises.
- Government of India may cancel or annul the award to any person and circumstances which is the opinion of the Government might render such person unworthy of the award and thereupon the recipient shall be required to surrender the statuette and the scroll of honour. However, the Government of India may restore the award if it decides to withdraw the cancellation or annulment.
- The decision of the Government of India in respect of interpretation of these rules shall be final and no appeal shall lie against them.
- A person who is recommended for the Award shall be deemed to have accepted these Rules.

6. PATTERN OF ASSISTANCE

6.1 Adventure Activities of Basic and Intermediate Level Within India: Under this category following will be the admissible items of expenditure:

(i) Travelling Expenses: From the Railway Station nearest to the place of stay/location of grantee up to the Railway Station nearest to the place of adventure and back in Sleeper Class of Mail/Express train of Indian Railways. Additionally, for the case of land adventures, actual fare in a State Roadways non-deluxe bus to and fro journey for that part which is not connected by rail.

(ii) Board and Lodging: At the flat rate of Rs.200/- per day per head for the whole period of adventure activity including the journey days. The total duration of the activity including journey days should not exceed 30 days.

(iii) Hiring of Equipment: Actual hiring charges if the necessary equipment are hired from any Government agency with adequate proof. Otherwise, grants for hiring/purchase of equipment shall be restricted to Rs. 1000/- per person/per camp.

(iv) Special Allowances: For water and sky adventures and activities on snow, special allowance up to Rs.2000 per head for the period of adventure activity only to take care of special needs and as an incentive.

(v) Maximum Ceiling: For any adventure activity under this programme the grant should not exceed Rs.5.00 lakh for each programme.

6.2 Adventure Activities of Advanced Level Within India: Under this category following will be the admissible items of expenditure:

(i) Travelling Expenses:- From the nearest Railway Station to the place of stay/location of grantee up to the Railway Station nearest to the place of adventure and back in A/C 2 Tier of Indian Railways. For places not connected by rail, actual fare in a State Roadways non-deluxe bus/ ordinary taxi @ Rs. 6.00 per km traveled on road (to and fro) will be admissible for that part of the journey.

(ii) Board and Lodging:- Rs.500/- per day per head during the actual period of adventure and Rs.200/- per day per head for the journey period or non-performing period in case of water and sky adventures.

(iii) The total duration of the activity including journey days should not exceed 30 days. However, under special circumstances like natural calamities – beyond the control of the grantee, the duration may be extended with the approval of the Secretary, Department of Youth Affairs.

(iv) Equipment charges: Actual cost of purchase or hiring of equipment as per approved budget by the Ministry.

(v) Porter Charges: Actual Porter Charges in case of trekking/Mountaineering.

(vi) Medical Allowance: Rs.10,000/- per head as medical allowance.

(vii) Number of beneficiaries: In the question of calculation of the admissible grants, participants of the programme shall only be taken into account.

(viii) Maximum Ceiling: For any particular adventure activity, under this programme, grant shouldn't exceed Rs.20.00 lakh. Number of activities in a particular year shall be restricted to two per category of land, water and air adventure.

6.3 One-week Adventure Training and/or Awareness Camps at suitable places: Under this programme following will be the admissible items of expenditure:

(i) Travelling Expenses: From the Railway Station nearest to the place of stay/location of grantee up to the Railway Station nearest to the location of camp and back in 2nd Sleeper Class of Mail/Express train of Indian Railways. Additionally, for the case of land adventures, actual fare in a State Roadways non-deluxe bus to and fro will be admissible for that part of the journey, which is not connected by rail.

(ii) Board and Lodging: At the flat rate of Rs.200/- per day per head for the entire period of journey and the camp. The total duration of the camp should not be less than five days and shouldn't be more than ten days. Total duration of the programme including journey days should not exceed 15 days. However, under special circumstances like natural calamities – beyond the control of the grantee, the duration may be extended with the approval of the Secretary, Department of Youth Affairs.

(iii) Hiring/Purchase of Equipment: Grants for hiring/purchase of equipment shall be restricted to Rs. 1000/- per person/per camp.

(iv) Maximum Ceiling: Total grant for a single camp should not exceed Rs.3.00 lakh.

6.4 Seminars, Workshops, Film Festivals/Slide Shows etc.

(i) Rental of Hall/Erection of Pandals etc.: Actual expenditure, subject to a maximum ceiling of Rs.20,000/- per day for a maximum period of three days.

(ii) Hiring of Films/Slides/Projectors etc.: Actual, subject to maximum of Rs.20,000/- per day for a maximum period of three days.

(iii) Hiring of Lights/Sound System/Chairs etc.: Actual, subject to a maximum of Rs.20,000/- per day for period of three days.

(iv) Publicity: Maximum Rs.25,000/- per programme.

(v) Travelling Expenses of Experts and Eminent Adventure Personalities: Actual, subject to a maximum ceiling of Rs.25,000/- per programme.

(vi) Other Contingency: Maximum Rs.50,000/- per programme.

(vii) Maximum Ceiling: Maximum ceiling of grant per programme shall be Rs.5.0 lakh.

6.5 Assistance to Recognized Institutions to Promote Adventure: Recognized Institutions will be provided assistance, mainly for following five purposes:

- i. Undertaking adventure activities;
- ii. Imparting Training on Adventure;
- iii. Purchase of Equipments to create a resource center;
- iv. Providing expertise and Counseling and
- v. Providing rescue services.

Institutions will be sanctioned grants on annual basis as per such agreements as are laid down between the Ministry of Youth Affairs and Sports and some other Ministry like Ministry of Defence, from time to time and subject to a thorough reliability and validity check of their proposals in the light of their previous year's performances, on case to case basis. For a newly recognised Institute, the ceiling of the grant would be Rs.10.00 lakh for the first year. There won't, however, be any maximum ceiling for a functional and regular grantee institute.

Any recognised Institute may be granted central funds for undertaking documentation of renowned and historic adventure programmes and training methodology.

7. BUDGET ESTIMATE FOR TYPICAL PROGRAMME COMPONENT

- One-week Adventure Trekking/ Camp for 25 participants at basic and intermediate level with 5 night halts in tents in Jungle/desert/beach:-

Board and Tentage @ Rs. 200/- for 25 youth for 7 days (200x25x7)	=Rs. 35,000/-
Travelling Allowance to base camp @ Rs. 750/- for 25 youth	=Rs. 18,750/-
Trekking/Camping equipments for hire/purchase on lump sum basis	=Rs. 12,500/-
Contingencies @ 25% of B&L above	=Rs. 8,750/-
Total	=Rs. 75,000/-

OPERATIONAL GUIDELINES FOR DEVELOPMENT AND EMPOWERMENT OF ADOLESCENTS

1. PREAMBLE

1.1 Adolescents account for one-fifth of the world's population, and the numbers are rising. In India, they constitute 22.8% of the population (according to the Planning Commission's Population projections). This means that approximately 230 million Indians belong to this age group.

1.2 Adolescence is regarded as a phase of life characterized by rapid physical growth and development, physical and psychological changes, development of adult mental processes, and a transition from socio-economic dependence towards relative independence. Adolescents have often been perceived as a group of people with problems, disturbances and a rebellious streak in them. However, this is a negative portrayal of the traits of adolescents. The reality is that adolescents have very special and distinct needs, which require be addressing and meeting. Given a climate of positive stimulation and a congenial environment, adolescents can grow up as healthy and responsible members of the society. If imbued with a sense of idealism and provided the right stimulus, environment and role models, they could be an engine for social change and national reconstruction.

2. DEFINITIONS

2.1 Unless the context otherwise requires, the meaning of different words and phrases in this scheme shall be as follows:

- (i) Adolescents, for purposes of this scheme means persons in the age group of 10 to 19 years;
- (ii) Central Government means Government of India in the Ministry of Youth Affairs and Sports;
- (iii) Counseling means the professional help and advice given to adolescents to help them resolve the nature of problems as defined in para 6.2 below.
- (iv) Life skills mean abilities that help to promote mental well-being and competency among adolescents as defined in para 5.1 below.

3 GUIDING PRINCIPLES:

3.1 The following criteria will be followed in selection of agencies for implementation of this scheme:

- a) The basic criteria for selection of the implementing agencies will be demonstrated competence to work with adolescents and demonstrated commitment to working towards promoting values of secularism, gender equity, social justice and non violence.
- b) Participation of adolescents in programme planning and implementation would be necessary to ensure the success of the interventions.
- c) Community participation and environment building is critical in work with adolescents and therefore parents, teachers, education institutions, members of civil society groups and other such stakeholders should be encouraged to engage effectively in the activities under this scheme.

- d) Programmes aimed at education and life skills development should, preferably, be conducted through residential camps, which are more enriching as they allow for adolescents to engage in peer interaction and have live-in experiences.
- e) In most programmes under this scheme there should be a preparatory phase for initial orientation of adolescents and in addition, a systematic follow up should be envisaged which may include the organization of programmes on a long-term basis.
- f) Gender concerns/sensitivity would be a cross cutting requirement in all activities.

3.2 For a proposal to be considered for grant-in-aid under this Scheme, it should be in the nature of a “project”, some of the characteristics of which are as follows:

- a) Ordinarily, it should not be in the nature of an event but part of a more comprehensive programme or an independent programme.
- b) It should be implemented in well-defined geographical area - ordinarily a district.
- c) Its overall goal as well as specific objectives should be clearly spelt out.
- d) The outcomes and long-term impact of the project should be clearly delineated.
- e) There should be clarity regarding the duration of the project, as also expected achievements each year.
- f) It should have a dedicated project team for overall management and project implementation.
- g) It should state as to how the infrastructure (equipment, accommodation and research support etc.) would be arranged and what use might be made of it beyond the use in the project.
- h) It would be advisable to provide for “tracking” of the project beneficiaries so that the investment made yields expected results.

4. ACTIVITIES FOR WHICH GRANTS-IN-AID MAY BE MADE

4.1 Grant-in-aid may be given for activities, which are in conformity with the Scheme. Some of those activities are listed below. In some cases financial norms are also indicated. However, for a Scheme such as this, it may not always be possible to spell out the financial norms in minute details. In such cases, it would be left to the Government on the recommendation of the Grant-in-Aid Committee to decide what is reasonable.

5. LIFE SKILLS EDUCATION

5.1 Life skills have been defined by World Health Organization as 'the abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demand and changes of everyday life'.

5.2 There are three broad areas of life skills: thinking skills, social skills and negotiating skills. *Thinking skills* include problem solving, thinking critically, processing information and exercising choice, making informed decisions and setting goals. *Social skills* include appreciating/validating others; building positive relationship with peer groups and family; listening and communicating effectively; taking responsibility; and coping with stress. *Negotiating skills* include self-realization that enables an individual to understand one's values, goals, strengths and weaknesses. Thus, negotiating skills need to be enhanced at two levels – within oneself and with others. Adolescents need to learn to be assertive, including learning to say "no" to drug use and other harmful behaviour. Assertiveness without aggressiveness is a skill of immense value for adolescents.

5.3 Effective acquisition of life skills can influence the way one feels about oneself and others and can enhance one's productivity, efficacy, self-esteem and self-confidence. Life skills can also provide the tools and techniques to improve interpersonal relations.

5.4 A holistic approach to life skills development must be adopted for the development of policy and programs. In this process, specific situational analysis of each group of adolescents must also be taken into account in the design of the programme. Life skills programming should be viewed as a response to adolescent's basic human rights where they are not looked upon as problems but as active participants in development, Programmes should develop core values, attitudes, knowledge and skills.

5.5. Pattern of Financial Assistance

(Life Skills Education Camp for one batch of 40 adolescents for one-week duration)

Item of Expenditure	Residential Camp	Non-Residential
A. Core Staff:		
1. Project Officer/Trainer I (Should possess the qualification of MSW) Execution, coordination, maintenance of records and providing training	Rs.1,500	Rs.1,500
2. Counselor (Psychology), (Trainer II) Counseling, testing and providing training	Rs.1,500	Rs.1,500
B. Details of expenditure on activities per batch:		
3. Expenditure on mid-day meal and light refreshment for 40 students @ Rs.50 /- per day per person X 7	----	Rs. 14,000/-
4. Lodging and boarding of participants a) Boarding @ Rs.125 per participant per day b) Lodging calculated @ Rs.75 per person/ day	Rs.35,000 Rs.21,000	---- ----
5. Guest/Expert lectures covering special subjects	Rs.1,000	Rs.1,000
6. Field visits to Jan Shikshan Sansthan, reputed NGOs and VTs, etc.	Rs.3,000	Rs.3,000
7. Stationery and consumables	Rs.500	Rs.500
8. Printed material (Question answer sheets, other test and reading material)	Rs.1,000	Rs.1,000
9. Miscellaneous	Rs.500	Rs.500
Total	Rs.65,000	Rs.23,000

6. COUNSELLING

6.1 A review of the literature in the field of psychological counseling indicate that the general concerns among adolescents are of seven types, namely (i) Physical/health related (food & nutrition, psycho-somatic ailments, general health, physical exercise, etc.); (ii) Familial

(understanding, sharing and security within the family); (iii) Financial (cost of education, health, recreation, etc.); (iv) Psychological (nervousness, lack of confidence, anxiety, etc.); (v) Social (friendship, sharing relationship with friends/teachers and coping with sexual drives); (vi) Emotional (anger/aggression, depression, loneliness, insecurity and feeling of guilt); and (vii) Academic (concentration, time-management, examination phobia, memory, study habits, etc.).

6.2 The main objectives of counseling should be to address these concerns of the adolescents, prevent disruptive deviations in their behaviour; to guide them to gain positive mental health; to enable them to make realistic choices; to overcome stresses and strains of everyday life, to remove confusion, and above all, to develop the personality of the adolescents. Counseling must provide appropriate information in a non-judgmental way, while ensuring confidentiality and privacy.

6.3 The specific activities under this head are outlined below:

- a. Holding of seminars/workshops, etc. for parents/ teachers:- For holding of one day seminars/workshops for 50 parents/teachers in a batch, a maximum grant of Rs.5,000/- will be admissible. This would include a working lunch, honorarium to resource persons and for making necessary infrastructure arrangements. The resource persons should be qualified health professionals / psychologists/counselors.
- b. Organising "Out-reach" Programmes in schools:- These out-reach programmes could combine both career guidance and psychological counseling and could be organized in cooperation and consultation with the educational institutions for children in the 9th to 12th classes. The sessions could be for 2-3 hrs. by setting apart one hour for psychological counseling and one hour for career awareness talks while the remaining one hour should be earmarked for interactions and individual counseling as emergently required on the spot. In order to generate adequate interest in the participating students, some time-tested psychological instruments like Problem Identification Questionnaire, Aptitude Assessment Test and evaluation of motivation level, etc., could be used in these out-reach programmes. Similarly, some brochures or pamphlets on less known and emerging careers could be got prepared and distributed to the participating students in order to make the effort more tangible. These out-reach programmes could be conducted also by universities and educational institutions which have psychology or counseling departments.
- c. Setting up of Counseling/ Career Guidance Centres for both school going and out of school adolescents to cater to at least 150 adolescents per month. Besides NGOs, universities/educational institutions, which have psychological and counseling departments are also to be given opportunities for setting up of these counseling centres.
- d. Organising On-line Counseling Services:- The Counseling Centres referred to in the preceding para may also provide online counseling services for a period of three months, specially during examinations leading up to the publication of results. A maximum grant-in-aid of Rs.30, 000/- would be considered for the purpose.
- e. Strengthening family life through family education and offering counseling to the parents:- Counseling Centres meant for adolescents may also take up courses on family education and conduct counseling sessions for the parents. Grant-in-aid up to a maximum of Rs. 1 lakh would be considered for a minimum of 10 courses of 5-day duration with the minimum participation of 40 parents/adolescents per course. This would include a working lunch, honorarium to experts/counselors and contingencies.

- f. Rural Counselors:- There is a need to provide special counseling facility for the rural areas, particularly for out of school adolescents. On an experimental basis 2-3 counselors may be provided in a village after an initial training followed by refresher training and monthly workshops.
- g. Setting up telephone help-lines in cities and small towns:- Proposals for setting up of help-lines will be considered on a case to case basis with a maximum grant-in-aid of Rs. 1 lakh per centre per annum. This would include cost of installation of a telephone line, rentals, wages for a part-time telephone attendant and honorarium to a part-time counselor.

6.4 Pattern of Financial Assistance

A. Organising "Out-reach" Programmes in schools

1.	Honorarium for the Project Officer (preferably a psychologist or a career expert).	Rs.6,000/- per month
2.	Data Entry Operator (part-time)	Rs.3,000/- per month
3.	Honorarium for the Counselor for delivering talk to a group of 150 to 200 students.	Rs.500/- per programme
4.	Honorarium to the career expert for delivering talk to a group of 150- 200 students.	Rs.500/- per programme
5.	Cost of transportation of resource personnel, printed material, posters, exhibits, etc.	Actual subject to a maximum ceiling of Rs.10,000/- for 15 programmes.
6.	Psychological test and other instruments (for 15 out-reach programmes by the same organisation)	Rs.10/- per participating student – up to a maximum limit of Rs. 30,000/- for 15 programmes.
7.	Stationery (for 15 out-reach programmes)	Rs.5,000/-
8.	Contingencies for 15 programmes.	Rs.5000/-
	Total	Rs. 1,73,000 ceiling per Prog.

B Pattern of Financial Assistance for Rural Counselling Centre

(One Centre for at least 20 villages, costs are per annum through professional organisations/ accredited institutions)

1.	Training of Rural Counselors (40 persons @ Rs.100 per day for 7 days	Rs. 28,000/-
2.	Mid-year capacity building of Rural Counselors (once in a year) @ Rs.100 for 3 days	Rs. 12,000/-
3.	Monthly meetings with Rural Counselors @ Rs.50 per head 10 times in a year	Rs. 20,000/-
4.	Honorarium to Rural Counselors @ Rs.100 p.m. per person	Rs. 48,000/-
5.	Preparation and acquisition of counseling material	Rs. 10,000/-
6.	Documentation	Rs. 10,000/-
	Total	Rs.1,28,000/-

7. CAREER GUIDANCE- PREPARING FOR WORK PARTICIPATION

7.1 In earlier times there were limited career options for adolescents and youth such as Civil Service, teaching, medicine and engineering etc.. With the advent of information technology, the frontiers of knowledge have expanded like never before. Economic liberalization has also, brought in its wake newer and brighter opportunities for the younger generation. On the flip side, though, the level of competition has intensified, and a sense of confusion has gripped large sections of adolescents and youth as to which would be the correct choice to make as far as career options go. It is against this background that a need is felt for reorganization of programmes of career guidance. The specific objectives behind this section of the scheme are

- a) To provide career information to both in-school and out of school adolescents and youth to help them find work and become economically productive and socially responsible citizens;
- b) To help in reducing the mismatch between the demand and supply of human resources;
- c) To meet the lower and middle level human resource needs of growing sectors of the economy, both organized and unorganized, by providing information and linkages;
- d) To diversify sizable segments of the students at the senior secondary stage towards vocational education or the world of work, including self-employment, and thus, providing an alternative to many who would otherwise be forced to pursue a line of higher education in which they have no interest or purpose, or otherwise remain unemployable.

7.2 The approach to the specific components of career guidance programmes are given below:

- a) Organizing Career Melas: Each Career Mela could be for 2 to 3 days duration and by holding parallel sessions; adolescents can be exposed to as many as 30 to 40 different careers options. Detailed guidelines for the organization and conduct of such Melas, in terms of the nature of sessions and speakers/counselors, etc. would need to be worked out by the agency proposing to take up this work. Parents may also be encouraged to attend. The choice of careers to be discussed in these Career Melas may vary depending on the profile of adolescents to be addressed. Melas could be organized in appropriate educational institutions.
- b) Career Guidance Centers: Universities, Colleges, Employment Bureaus, NGOs may also receive grants to establish and run Career-Guidance Centers where adolescents could come and get needed inputs. In these Centers, aptitude assessment could also be organized to help make career decisions. Such information could also made available through Youth Development Centres under the existing NPYAD Scheme, and career guidance could form part of their activity programme.
- c) Career Literature generation and dissemination: Pamphlet, CDs, websites and other modes of communication can be used to apprise adolescents about different career options and where and how one could take up particular careers. Any IEC must be in the local language and presented in an adolescent friendly way.

7.3 Pattern of Financial Assistance

(A) Setting up of Career Guidance cum Counselling Centres for both school going and out of school adolescents to cater to at least 150 adolescents per month.

1.	Honorarium for Counselor-cum-Project Officer	Rs.6000/- p.m.
2.	Part time/visiting experts (Twice a week for 3 hrs./day)	(Rs.500/- per Expert Counselor) Rs.4000 p.m
3.	Honorarium to Data Entry Operator (Part-time)	Rs.3000/- p.m
4.	Books, manuals, test material, video cassettes, etc., for career library	Rs.50,000/- (One-time) Rs.30,000/- (Annual recurring grant)
5.	Stationery	Rs.10,000/- (Lump-sum)
6.	Postage	Rs.500/- p.m.
7.	Contingency	Rs.1000/- p.m.
	Total	Rs. 2,34,000/- 1 st year Rs. 2,14,000/- 2 nd year

(B) An amount of Rs.25,000/- is earmarked for organizing one Career Mela in schools/colleges or for out of school adolescents.

8. SECOND CHANCE CAMPS

8.1 Residential camps, which provide second chance to adolescents, have an important role in the education and development of adolescents. There are a number of age specific physical, psychological and emotional needs, which require effective dealing. General tendency in schools, families and in larger society is to ignore them. Working on the issues of adolescents' concerns in a collective mode, these camps, of varying duration, can serve the learning needs of different groups of adolescents including:

- Those, who completed primary education (class iv or v) but have relapsed to illiteracy for want of follow up;
- Those, who dropped out of the school system; and
- Those altogether excluded from systematic education.

8.2 A residential training programme makes possible learning to be contextualized, grounded and designed as per the learners' requirement. Living together in a residential mode helps the differences of religion, caste and social position to recede and builds an attitude of harmony and cooperation. Further, distancing of the learners from their milieu enables them to learn in an environment of freedom.

8.3 A residential camp can be an effective medium to transact/strengthen literacy skills along with working on issues which are relevant to their lives. These issues would include confidence building, self reliant learning and problem solving, personal hygiene, reproductive health and fertility related issues, etc.

8.4 It has been shown that in the case of school dropouts and children altogether excluded from formal education, residential camps cannot only impart basic education and life skills, they can help in inculcation of values enshrined in the Constitution. Even more important, properly conducted residential camps have the potential of building a new leadership among young people who are committed to social change and building a humane and progressive social order. Evaluation of this programme has shown that the duration of residential camps should be increased from 3 to 4 months to enable non-literate adolescent persons to acquire basic literacy along with values, skills for improvement of quality of life and basic preparation for livelihood. The evaluation has also emphasized the need for improved training of trainers, advance preparatory steps and adequate follow up.

8.5 Pattern of Financial Assistance

Pattern of Financial Assistance for Second Chance Camp for 50 participants 4 months
(To be organised through accredited institution / certified organisation only)

Sl. No.	Items of Expenditure	Monthly expenses in Rs.	Total expenditure for 4 months in Rs.
1.	Boarding and Lodging of participants		
	(a) Cost of board @ Rs. 35/- per participant per day Rs. 1050/- per month for one person	52,500	2,10,000
	(b) Cost of lodging Calculated @ Rs. 115/- per participant per month	5,750	23,000
2.	Other expenses		
(a)	Teachers		
	- Honorarium to teachers - 5 teachers @ Rs.5,000/- per teacher for a month	25,000	1,00,000
	-Travel Allowance to Teachers - 5 teachers @ Rs.200/- for a month (teachers are allowed to go home once a month)	1,000	4,000
	- Lodging and boarding of teachers - 5 Teachers @ Rs. 40/- per day	6,000	24,000
(b)	Support staff		
	-Chowkidar @ Rs. 2,500/- p.m	2,500	10,000
	-Part-time sweeper @ Rs. 1,000/-p.m	1,000	4,000
(c)	Resource persons		
	-Honorarium to resource persons	1,500	6,000
	-Travel of resource persons	1,000	4,000
(d)	Teaching-learning material	8,000	32,000
(e)	Stationery and consumables	3,500	14,000

(f)	Photography-documentation	500	2,000
(g)	Parents meetings (travel and one meal during each visit per month)	1,000	4,000
(h)	Medical attendance	2,000	8,000
(j)	Fax, telephone and postage	750	3,000
(k)	Miscellaneous	2,000	8,000
	Total	1,14,000	4,56,000

TECHNICAL AND RESOURCE DEVELOPMENT

1. ENVIRONMENT BUILDING

11 For any programme under the Scheme to be effective, a conducive environment needs to be created which facilitates acceptance and support by the community, parents and other stakeholders. The nature of environment building will be determined by the critical area of project implementation but might include one or more of the following:

Groups	Activities
Adolescents/ Youth	<ul style="list-style-type: none"> - Organising thematic competitions: essay writing, painting, poster development. - Organising exhibitions and melas. - Organising events such as mass physical drills (Bharatiyam), sports competitions, drama, music, etc. - Exposure-cum-study visits to other young peoples' programmes. - Street theatre and kala jathas - Engaging in needs assessment exercises - Peer group meetings and interactions on all adolescent issues including sexual and reproductive health. - Film shows
Parents and community members	<ul style="list-style-type: none"> - Workshops for parent teacher associations - Thematic discussions with parents/ community - Melas, exhibitions, - Intergenerational meetings and discussions - Street theatre

1.2 Pattern of Financial Assistance for Environment Building Activities

Activities	Financial Norm
Organising thematic competitions, essay writing, painting, poster development	Grants-in-Aid subject to a maximum ceiling of Rs. 10,000/- per activity will be admissible as per following norms:- Prizes – Rs.4,000/-. Refreshments @ Rs.20/- per head. Contingencies – Rs.4,000/- or actual whichever is less. (To include honorarium/conveyance for Judges and stationery etc.)
Organising exhibitions and melas	Will be governed by the norms laid down for similar activities under the Ministry's existing scheme of Financial Assistance for Youth Activities and Training.

Organising events such as sports competitions, drama, music, etc.	Grant in Aid subject to a maximum ceiling of Rs. 20,000/- per activity will be admissible subject to the following norms:- (a) Prizes - Rs. 8,000/- (b) Refreshments @ Rs. 20/- per head. (c) Contingencies: Rs. 8,000/- or actual whichever is less.
Organising mass physical drills (Bharatiyam)	A lump-sum grant not exceeding Rs. 3 lakhs would be admissible for a programme involving 5000 students / adolescents as per the following norms:- (a) Refreshments @ Rs. 20/- per head. (b) Honorarium for Trainers, - Rs.500/- per day. (c) Boarding/lodging of Trainers @ applicable for NIC. (d) TA/DA - Actual travel cost by AC/III Tier (e) Contingency - Rs. 20,000/- or actual whichever is less.
Exposure-cum-study visits to other young peoples' programmes	Grant in Aid subject to a maximum ceiling of Rs.50,000/- will be admissible as per following norms:- (a) TA actuals by II Class Sleeper. (b) Boarding/lodging as applicable @ applicable for NIC. (limited to a group of 50 period not exceeding two days including journey period)
Street Theatre and Kala Jathas	Grant in Aid subject to a maximum ceiling of Rs. 10,000/- per activity will be admissible
Engaging in needs assessment exercises	Grant in Aid subject to a maximum ceiling of Rs. 1,00,000/- will be considered on receipt of a suitable proposal.
Peer group meetings and interactions	Grant in Aid subject to a maximum ceiling of Rs. 5,000/- per activity will be admissible
Workshops for parent teacher associations	Grant in Aid subject to a maximum ceiling of Rs. 5,000/- per activity will be admissible
Thematic discussions with parents/community	Grant in Aid subject to a maximum ceiling of Rs. 5,000/- per activity will be admissible
Inter-generational meetings	Grant in Aid subject to a maximum ceiling of Rs. 5,000/- per activity will be admissible
Melas, exhibitions	Will be governed by the norms laid down for similar activities under the Ministry's existing scheme of Financial Assistance for Youth Activities and Training.

2. RESEARCH AND TECHNICAL RESOURCE DEVELOPMENT

2.1 There is a great need for research compilation and collection of primary data and technical resource development. Some specific areas deserving attention are:

- Building of database on adolescents and youth
- Enhance research capabilities
- Involve young people in research
- Study and documentation of significant experiences

Eligible organizations would be encouraged to take up work in these areas for which a grant-in-aid of upto Rs.15.00 lakhs per annum may be considered.

2.2 The Rajiv Gandhi National Institute for Youth Development (RGNIYD) of the Ministry of Youth Affairs and Sports will invariably be involved in any research and technical resource development project. The copy right on the publication will lie with RGNIYD, which is also being expected to coordinate the work relating to data collection, collation and publication.

3. DOCUMENTATION AND PUBLICATIONS

3.1 The financial assistance will be dependent on the specific proposal. However a ceiling of Rs. 3.0 lakh will be applicable to first time grantee. The maximum grant under this component will be Rs. 15.00 lakh per annum to any organisation.

4. SEMINARS AND WORKSHOPS

4.1 The issues connected with adolescents are a comparatively uncharted territory. Therefore, it calls for wide-ranging sensitizing and capacity building. Organisation of seminars and workshops, with active participation of youth and adolescents, can make a useful contribution in this regard. Funds may be provided for this purpose to the extent described below:

a.	National theme-based seminars (3 days) with well-documented report to be published within 3 months of its conclusion	Rs. 5.00 lakhs
b.	State level Seminars and Workshops (2 days)	Rs. 3.00 lakhs
c.	Local level Workshops, particularly to orient NGOs and youth organisations (2 days)	Rs. 0.50 lakhs

4.2 In the conduct of national and state level seminars/workshops, particularly those with a view to orienting local level NGOs, preference will be given to prominent NGOs with long standing track record in the area of adolescent/youth development who can assume the mantle of Mother NGOs in course of time.

**APPLICATION FORMAT
FOR GRANTS-IN-AID UNDER THE SCHEME**

OF

**NATIONAL PROGRAMME FOR YOUTH AND
ADOLESCENT DEVELOPMENT**

Government of India
Ministry of Youth Affairs and Sports

CHECK LIST OF DOCUMENTS TO BE ENCLOSED)

Sl. No.	Name of the document	Page reference (from ___ to ___)
*1.	Organisation Appraisal – (As per proforma at PART (A))	
*2.	Project Proposal – (As per proforma at PART (B))	
*3.	Bond duly signed with witness details (As per proforma at Part-C)	
*4.	ECS Mandate Form (Complete A/c No. & IFSC Code) (As per proforma at Part-D)	
*5.	Recommendation of State Govt. (As per proforma at PART-E)	
*6.	Copy of Registration with NGO Partnership System – Portal of Planning Commission	
*7.	Copy of Registration on Central Plan Scheme Monitoring System [CPSMS] at http://cpsms.nic.in and add Scheme “1213 – National Programme for Youth and Adolescent Development” before applying for financial assistance under this NPYAD Scheme and write it’s Unique Agency Code .	
*8.	Income Tax PAN Number of the Applicant/ Signatory	
*9.	Registration Certificate showing Validity (Attested copy)	
10.	Bye-laws of the Organisation including amendments, if any, subsequent to the framing of bye-laws	
*11.	Latest Composition of the Managing Committee/ Executive Body with contact numbers	
12.	Bank account passbook copy showing that the account is operative for the last three years.	
13.	Annual Report of the last 3 Financial Year (FY) F.Y _____ F.Y _____ F.Y _____	
14.	Balance Sheet for last 3 Financial Year (FY) F.Y _____ F.Y _____ F.Y _____	
15.	Audited Statements of Accounts for last 3 Financial Year F.Y _____ F.Y _____ F.Y _____	
16.	Copies of Utilization Certificate in respect of previous all grants from the Department of Youth Affairs	
17.	Other documents (specify, if any)	

* *All fields are mandatory.*

(PART-A: ORGANISATION APPRAISAL FORMAT)

(Not filling up any item or partly filled up form is liable for rejection)

- A1. Name of the Organisation :** _____
- A2. Please (tick) whether the organisation is:** Central Govt./ State Govt./body under Central/State Govt. /Others. If others, please mention _____
- A3. Name of the Applicant with Complete Contact Address:** _____
(with Pin Code, Mobile No., Telephone No., Fax No. and E-mail ID.)
- A4. Income Tax PAN No of the Applicant:** _____
- A5. Whether organisation is NGO or body registered under any State/Central Law?
If yes, mention the Act or Rules and provide details as below:**
- a) Registration No.: _____ Date _____
- b) Valid Up to _____
- c) Registering Authority: _____
- d) Details of branches or Offices (if any):

State/ UT	Branch Office Addresses & Contact Nos.	Date from which the branch is functioning	Brief activity in the last 3 years

- A6. Bank Account Details:** _____
(Please enclosed latest ECS Mandate Form with IFSC Code and Complete Saving Accounts Number attested by Bank)

- A7. Details of the Existing complete Members of Executive/Governing Body :**
(Copies of the MOU/byelaws to be enclosed)

Sl. No.	Name#	Father's/ Husband's/ Wife's name	Address with Telephone Numbers	Indicate relationship with other members
1.				
2.				
3.				

#Note-1: If there is any change in the original executive/governing body of the organisation, certified copy of the resolution passed by the Executive Body/Managing Committee of the VO should be enclosed or supporting evidence should be furnished.

*Note-2: All the members of the Executive/ Governing Body are jointly and severally responsible for the commission or omission on the part of the Organisation.

- A8. Financial Status of the Organisation (last 3 years copies to be enclosed):**

- (a) Income and Expenditure Statement:

Financial Year	Income in Rupees	Expenditure in Rupees

(b) Receipt and Payments:

Financial Year	Receipt in Rupees	Payment in Rupees

(c) Major Assets of the Organisation as per last audited balance sheet

Asset	Major items@	Value in lakh Rs.
(i) Cash Deposits		
(ii) Movable Assets		
(iii) Immovable Assets		

@ Please attach list of movable & immovable assets of acquired value more than Rs. 10,000/- including land, buildings, vehicle, computers, other equipments etc.

A9. Record of the grants received from other Ministry/ Dept. / Organisation:

Sl. No.	From whom received	Amount received	No./Date of Sanction Order	Purpose of the grant	Account settled (Yes/No.)
1.					
2.					
3.					

A10. Record of the grants received from Department of Youth Affairs:

Sl. No.	Sanction (File) No.	Date of Sanction Order	Amount released in Rupees	Account settled (Yes/No.)	Date of submission of UC (s) (Enclose Copies)
1.					
2.					
3.					

A11. Has the Organisation ever been black-listed or debarred for grants by any Ministry or Department of Government of India/ State Government:-

(If NO mention clearly, if YES gives details)

CERTIFICATE

Certified that NO UC is pending in respect of the grants received from the Department of Youth Affairs and that the information furnished in the application are true and I shall be personally responsible for their correctness.

Photograph of the Applicant with signature partly on the photo and partly in the application

(Applicant signature with date)

Name of the applicant in capital

Telephone/Fax number (s): _____

Mobile No: _____

(PART-B: PROJECT PROPOSAL FORMAT)

B1. Title of the Project:
[The PIA may choose any suitable title for the Project. The title may also indicate the project District (s), where it will be implemented]

B2. Name and Location of the Project Implementing Agency (PIA):
[The PIA may indicate details of its organizational structure, head quarter, branches if any, with contact details should be given.]

B3. Project Objectives:
[Project objectives should be in consonance with the scheme objectives at para 2 of the common guidelines. However unlike the generic objectives stated in the scheme, the project objectives should be specific with verifiable indicators that can be measured through independent evaluation after completion of the project.]

B4. Project Area:
[Ref para 5.3 (i) of the common guidelines of the scheme.]

Sl. No.	Name of the State	Name of the District	Name of the Blocks to be covered under project

B5. Project Period:
[Ref para 5.3 (ii) of the common guidelines of the scheme.]

B6. Project Components:
[Ref para 4.1 of the common guidelines of the scheme as well as Annexes. Detail justification on the need assessment of proposed component for the project area should be brought out clearly. The impact of the component from national perspective should be highlighted]

Sl. No.	Name of the Programme Area proposed in the Project	Name of the Programme Component (s) proposed in the Project	No of beneficiaries to be covered under each component
(1)	(2)	(3)	(4)

Note: The number of row in col (1) and (2) would depend on the number of programme area proposed in the project. Similarly more rows may be added/deleted in col. (3) and (4) if more/ less components are proposed under each programme area.

B7. Method of the selection of the project beneficiaries by PIA:
[Ref para 3 of the common guidelines of the scheme. Detail elaboration on the consent of the State/District/Local Level Youth Organisations Officials for identification and participation of the targeted youth under the project needs to be furnished]

Sl.	Name of the District	Name of the Youth Organisation (YO) to be involved	No of beneficiaries from each YO.	Consent of YO Obtained / To be obtained

- B8. Phasing of Project Implementation:
[Ref para 5.3 (iii) of the common guidelines of the scheme and in relation to the item B5 above. Detail phasing of the project (month-wise) from start to completion should be mentioned]

Programme Phase	Month	Activities proposed during the month with dates/ weeks
PREPARATORY PHASE		
ACTIVITY PHASE		
FOLLOW-UP PHASE		

- B9. Detail Module of Project Activities:
[This may include subjects, fields those will be covered under each activity. It may also include daily schedule for the proposed activity under the project]
- B10. How the activities will be implemented (separate for each activity):
[Elaborate how, where and who will be involved in executing the project activities. In case of two week life skills & vocational training under youth leadership and personality development programme, the Training Institute (TI) details where it will be organized needs to be mentioned]
- B11. Resources (infrastructure, finance & manpower) available with the PIA:
[Bio-data of all personnel available and to be engaged from outside should be mentioned]
- B12. Resources (infrastructure, finance & manpower) to be mobilised by the PIA:
[Elaborate how, where and who all will be involved in the project activities]
- B13. Activities undertaken in the past and experience of the PIA (detail records to be enclosed separately with documentary proof):
[The past experience should focus mainly the areas proposed in the project. Other experience/ expertise should be mentioned only briefly]
- B14. Expected outcome of the project:
[The expected outcome should be with respect to the stated objectives of the project. For example a successful completion of a national integration camp will mean full achievement of the out put, while the interaction with, say 25 youth from north eastern region or Jammu and Kashmir will foster national integration, which will be the measurable outcome of the project]
- B15. Indicators for project evaluation:
[The PIA needs to mention at least two verifiable indicators with respect to the project objectives at B3 above]
- B16. Method of evaluation and follow-up by PIA:
[Elaborate how self-evaluation and follow up with targeted youth will be taken up by the PIA]
- B17. Any other information:
- B18. Total estimated cost of the project (detail estimate to be enclosed separately):
- B19. PIA's Own contribution (detail in kind or cash to be mentioned):
- B20. Total amount of central financial assistance sought:

(Signature of the Applicant)

(PART-C: BOND)

(Bond is to be furnished on Rs.20/- stamp paper and signed in original)

KNOW ALL MEN BY THESE PRESENTS THAT we the.....

.....an association

(Name of the organization/ NGO as in Registration Certificates)

registered under the Societies Registration Act, 1860 having been registered by the office

of.....

(Name and full address of Registering Authority)

vide Registration Number.....dated.....office

at.....in the State of(herein after called the

obligor/obligors) are held and firmly bound to the President of India (hereinafter called the

Government) in the sum of Rs.....(in words Rupees.....

.....only)

well and truly to be paid to the President on demand and without demur, for such payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this.....day of.....in the year Two thousand and

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of Youth Affairs & Sports for Grants of Rs.....vide his letter number.....dated.....; the obligors has agreed to execute this bond in advance, in favour of Union Ministry of Youth Affairs & Sports for entire amount of Rs.....as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bond up to this amount or by the actual amount approved/sanctioned by the Government, whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

5. The society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of Youth Affairs & Sports or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered /paid to the Government.

6. The member of the executive committee of the grantee will

(a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and

(b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization(s); and

(c) abide by any other conditions specified in the agreement governing the grants in aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @ 10% per annum thereon. The stamp duty for this bond shall be born by the Government.

7. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision of the Secretary to the government of India in the Ministry of youth Affairs & Sports 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 obligors; and

- (ii) The Government shall bear the stamp duty payable on these presents.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No.....Dated.....passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B *(to be enclosed by the NGO/grantee)*

SIGNED FOR AN ON BEHALF OF

(Signature of the grantee)

(Name of the Obligor Association, as registered.....
Full Mailing Address.....
.....
Telephone Number.....Mobile No.....
E mail address (if available).....Fax Number.....

IN THE PRESENCE OF (Witness name and address)

- (i)
- (ii).....

(seal)	ACCEPTED FOR AND ON BEHALF OF THE PRESIDENT OF INDIA
	_____ (Name and Address)
Date:	_____ Designation

TO BE SIGNED BY UNDER SECRETARY
IN THE MINISTRY

(PART-D: BANK MANDATE FORM)

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

....

A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

.....)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

.....)

Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

(PART-E: RECOMMENDATION FOR SLOs)

The project proposal of _____

_____ is recommended for approval of the Government of India, Ministry of Youth Affairs and Sports for the Financial Year _____ as under.

- (i) The proposal has been duly appraised by the State/UT Government and accorded priority no. _____ against _____ projects allotted to the State/UT.
- (ii) The Project Implementing Agency has the required infrastructure, financial capability and manpower for conducting the programmes in the project.

(Signature of the Recommending Authority)

Full Name _____

Designation _____

Office seal

APPLICATION FORMAT FOR NATIONAL YOUTH AWARDS (INDIVIDUAL)

1. Name (in block letters in English): Photograph
(Also in Devnagri Script):
2. Sex (Male / Female):
3. Father's Name:
4. Date of Birth (in words & figures):
5. Address (must provide telephone/fax/mobile numbers at (a) & (b) below)
 - (a) Contact Address:
 - (b) Permanent Address:
6. Occupation:
7. Educational Qualifications:
8. Field of Activity:
9. Outstanding work done during the last 3 to 5 years for which award is to be given.
(Please add a brief note on a separate in about 300 words indicating the concrete work done as also its impact on the community)
10. Indicate how the work indicated in col. 9 above is measurable or verifiable in quantitative terms.
11. Whether the service rendered on voluntary basis or as a paid employee.
12. Has he/she been conferred any award by the State/UT Government in recognition of this work?
13. The extent to which he/she could involve the local community in relevant field of work
14. Name, address and telephone number of two eminent personalities from your area who can certify the work done by you for the society/community
15. Was the work done by him/her in the rural area/urban slum?
16. His/Her reputation among the local community.
17. Whether he/she has been convicted by any court of law or any case is pending against him/her in any court?
18. General attitude of the person recommended towards weaker sections and for popularization of nationally accepted objectives like national integration, democracy, secularism, etc.
(Please indicate two verifiable instances)
19. His/Her future plans for marking further improvement in the relevant area of work.

RECOMMENDATION OF THE STATE LEVEL SELECTION COMMITTEE

Order of merit in the State given to the applicant by SLSC:

(Signature of the Chairperson)
of the State Level Selection Committee
with Office Seal, Complete Postal Address and
Telephone Number)

Place:

Date:

N.B:

*Incomplete applications will not be considered for the National Youth Award.

* 3 passport size photographs of the candidate should be enclosed.

APPLICATION FORMAT FOR NATIONAL YOUTH AWARDS (ORGANISATION)

1. NAME OF THE ORGANISATION
(Both in English and Devnagari Script)
2. ADDRESS IN FULL
Please also indicate pin code, Tel. No. /Fax. No. / Mob. No)
3. REGISTRATION NUMBER AND DATE OF REGISTRATION
(Please enclose a certified copy of Registration Certificate in English or Hindi)
4. NAMES AND AGE OF THE EXECUTIVE MEMBERS
5. FIELDS OF ACTIVITY
6. OUTSTANDING WORK DONE DURING THE FINANCIAL YEAR FOR WHICH THE AWARD IS TO BE GIVEN.
(Please add a brief note running into 300 words indicating the concrete work done as also its impact on the community)
7. PLEASE INDICATE HOW THE WORK INDICATED IN COL. 6. ABOVE IS MEASURABLE/ VERIFIABLE IN QUANTITATIVE TERMS.
8. WHETHER THE WORK DONE WAS WITH FINANCIAL ASSISTANCE FROM CENTRAL GOVERNMENT, STATE GOVERNMENT OR ANY OTHER SOURCE OR PURELY VOLUNTARY. IF DONE WITH FINANCIAL ASSISTANCE, PLEASE INDICATE THE EXTENT OF FINANCIAL ASSISTANCE RECEIVED FROM VARIOUS SOURCES
9. WAS THE WORK DONE IN A RURAL AREA / URBAN SLUMS?
10. GENERAL REPUTATION OF THE VOLUNTARY AGENCY AMONG THE LOCAL COMMUNITY.
11. THE EXTENT TO WHICH THE AGENCY WAS IN A POSITION TO INVOLVE COMMUNITY IN ITS WORK.
12. GENERAL ATTITUDE OF THE ORGANISATION TOWARDS WEAKER SECTIONS OF SOCIETY AND FOR POPULARISATION OF NATIONALLY ACCEPTED VALUES LIKE NATIONAL INTEGRATION, DEMOCRACY, SOCIALISM, ETC.
(Please indicate two verifiable instances).
13. THE FUTURE PLAN OF THE ORGANISATION FOR MAKING FURTHER IMPROVEMENT IN THE RELEVANT AREA OF WORK.
14. WAS THE AGENCY GIVEN ANY AWARD AT THE STATE/UT LEVEL IN RECOGNITION OF THE SERVICES RENDERED? IF SO, PLEASE GIVE DETAILS.

RECOMMENDATION OF THE STATE LEVEL SELECTION COMMITTEE

ORDER OF MERIT IN THE STATE GIVEN TO THE ORGANISATION BY SLSC:

(Signature of the Chairperson)
of the State Level Selection Committee
with Office Seal, Complete Postal Address and
Telephone Number)

Place:

Date:

N.B:

*Incomplete applications will not be considered for the National Youth Award.

- 3 passport size photographs of the Chief Executive and one Member, who will be receiving award if selected, should be enclosed.

APPLICATION FORMAT FOR TENZING NORGAY NATIONAL ADVENTURE AWARDS

1. Name (in block letters in English as well as in Devnagri script):
2. Sex (Male/Female):
3. Father's Name:
4. Date of Birth (in words & Figures):
5. Address: (Please indicate pin code and contact telephone No./FAX/mobile/e-mail address)
 - (a) Mailing Address:
 - (b) Permanent Address:
6. Occupation:
7. Educational Qualifications:
8. Details of achievements in the filed of adventure for the last three years in general and the year for which application is forwarded in particular with documentary proof:
9. Whether he/she has received any award before:
(Mention the award. If yes, give details)
10. His/her reputation in the locality of residence:
11. Whether he/she has ever been convicted by any court of law and if so the result thereof?
12. His/her future plans:
13. Special justification if any for recommendation:
14. Any other information relevant to the proposal:
15. Overall assessment of the person recommended:
16. Remarks:

3 photograph;
one pasted here
and 2 kept in an
envelope
enclosed
separately

(Signature)
with office Seal of the Recommending Authority

Place:
Date: