



**Manual of Catalytic Development Program**

**Implementation Guidelines**





## CHAPTER VI IMPLEMENTATION GUIDELINES

### Introduction

The Catalytic Development Program consists of various components and sub-components under mulberry, *Vanya* and post-cocoon sectors. The program is continued for implementation as a centrally sponsored scheme with certain modifications and intensifying of XI Plan activities, for implementation in a project-mode during XII Plan. The packages under CDP cover three major areas, viz., mulberry, *Vanya* and post-cocoon, supplemented by other components of support services, which are common to all packages. The program catalyzes the efforts of state governments to improve the quality, productivity and production of raw silk, besides generating employment opportunities, particularly in the rural areas.

### Objectives

- To increase the production, productivity and quality of Indian silk through a package of innovations, technologies and incentive investments to reduce the burden of the beneficiaries, so as to promote equitable and sustainable human development, with special attention to Bivoltine and gradable ICB silk production.
- To set up viable enterprises for seed production, cocoon production, reeling, processing etc., and facilitate direct access to the latest technologies and findings developed by CSB through its research institutes.
- To focus on complete and holistic development of sericulture industry in all states of the country involving states and stakeholders for sustainability and improvement in output, in terms of quality and quantity.
- To promote sericulture as a major instrument of poverty eradication and employment generation, particularly in the rural and tribal areas of the country.
- To act as convergence vehicle among the major players like central and state governments, NGOs, SHGs, private parties and other stakeholders.
- To organize equitable distribution of benefits among the stakeholders across the production chain and inculcate participatory mode of extension system, capacity building and private participation in critical areas.
- To organize the beneficiaries into CBOs for up-scaling their activities, increasing productivity, synchronizing the pre and post-cocoon activities, strengthening extension and increasing credit flow.
- To inculcate zonal approach for neutralizing regional variations in unit cost, agro-climatic conditions and effective monitoring of developmental programmes.

- To implement 100-150 model mulberry clusters in association with states and support from nested units of research institutes of CSB across the country, for exclusive production of Bivoltine silk of international standard. Depending on the need and resources available for CDP, additional cluster projects for Bivoltine silk production in the country would be implemented.
- To establish convergence and synergy with other schemes of the central and state government through integrated approach for the overall development of silk industry to achieve horizontal and vertical integration of all the links in silk production chain.

### Implementing agencies

CSB shall implement the scheme in collaboration with DOSs, NGOs, CBOs, SHGs, SPVs, co-operatives and other para-status bodies identified by the states through proper procedure.

### Project approach

The implementation of the CDP during the XII Plan shall be on a project-mode with clear goals, measurable targets, resources and time schedule. The CDP is redesigned to suit different seri-zones and will be offered as packages for implementation in a project-mode during XII Plan with zone-wise unit costs. Identification and implementation of components within the scheme shall be based on zonal/regional/sectoral requirements and the regional variations are neutralized in the unit costs through zonal approach, **The zones and states included under them are :**

#	Zone	States covered
1	North-western (5 states)	Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Haryana and Punjab
2	Central and western (5 states)	Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Rajasthan and Gujarat
3	Eastern (4 states)	West Bengal, Bihar, Jharkhand and Odisha
4	North-eastern (8 states)	Assam (including BTC and other Autonomous Councils), Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura
5	Southern (5 states)	Karnataka, Andhra Pradesh, Tamil Nadu, Kerala and Maharashtra
	<b>Total</b>	<b>27 states</b>

The projects are to be prepared by the states, with specific goals. Separate projects must be prepared by combining different sectors for each variety viz., mulberry, eri, muga and tasar depending on the area, need and requirement. Within each sector, relative and required components (whether seed, cocoon and post-cocoon sectors) can be chosen and included in the project. Broadly, the components under CDP are as below:

#	Sectors	Components (No.)
1	Mulberry	19
2	Vanya (tasar, eri and muga)	14
3	Post-cocoon	17
4	Support service	8
	<b>Total</b>	<b>58</b>

### Project planning

- In order to seek assistance from CDP, the states shall have to prepare a DPR for remaining period of XII Plan, clearly stating the years-wise action plan with fund requirement details (GOI:state:beneficiary), along with year-wise output/outcome, in a prescribed format.

- The projects must be prepared and submitted with clear goals, measurable targets, resources and time schedule as per the format. In case of any shortfall in financial or physical targets for a particular year as per the project due to shortage of funds or any other reasons, such targets shall be added to next year by suitably modifying the action plan for relevant year.
- Forward and backward linkages, such as, supply of planting materials, silkworm seed, other inputs and marketing support etc., shall be taken care of while preparing the projects to match the raw silk production targets proposed for the state (Bivoltine, ICB, tasar, eri and muga)
- The project shall be prepared on cluster basis. Each cluster can have around 300 farmers under mulberry sector and 150-200 farmers under *Vanya* sector and hilly areas (figures are indicative). The cluster project shall contain the details of beneficiaries, name of the village(s), number of farmers/reelers/ weavers, cocoon productivity, etc., based on the base-line survey.
- The project shall specify the names of components/interventions required from CDP, cost of each component, sharing pattern of CSB, state and beneficiary, year and cluster-wise output, total output, expected outcome etc., at the end of the Plan period.
- Available infrastructure like seed production, CRCs, reeling, storage and processing capabilities indicating the installed capacities and working capacities and other facilities like cocoon storage and marketing shall enable to plan for full utilization of facilities and bridging the gaps, if any, also to indicate the area under food plants both under irrigated and rain-fed system, the rearing space available and cocoon production to suggest measures to improve the utilization of available plantation.
- Maximisation of benefits from the existing infrastructure available in the clusters shall be ensured before proposing new interventions in the project.
- Dovetail CDP components to other schemes of GOI, prioritizing the critical inputs along the silk production cycle.
- Components under mulberry cocoon sector of CDP are oriented towards Bivoltine and ICB gradable silk production. Other farmers producing Multivoltine and non-gradable Cross Breed silk shall be given less priority while sanctioning the projects.

### Mechanism for project appraisal/approval and release of funds

The year-wise state proposals shall first be discussed and approved by the concerned state level PMC and then scrutinized/finalized by a committee constituted for the respective zones (comprising members of CSB, state and other stakeholders). The zonal committee shall examine all the proposals from states of respective zones and recommend for approval of AMC. An in-house PAC constituted at CSB secretariat scrutinize the proposals received from zonal committees along with the status of utilization certificate, physical progress, fund allocation for current year (for categories like general, SCSP, TSP and NE) against capital and revenue heads, consolidate and place before AMC with its recommendations. Basically, this is a three-tier project appraisal and approval mechanism proposed from 2012-13. Conversely, the CDP funds shall be released through the zonal/regional offices to the implementing agencies for effective monitoring. Apart from monitoring of activities through the zonal offices, other regional offices of the CSB located in the respective states shall also monitor and support the states' efforts in implementing the programs.

- Three committees viz., (i) Apex Monitoring Committee (AMC) at CSB Secretariat, (ii) Project Monitoring Committee (PMC) at state level and, (iii) Zonal Committees (ZC) at zonal level are constituted to monitor/oversee the project implementation under CDP and review the progress.
- The state level PMC headed by the Commissioner/Director of Sericulture of the concerned state shall formulate/discuss project proposals and forward to the zonal committee for scrutiny by the working group of sector experts and recommend to AMC for approval and release of funds.
- The AMC shall discuss and approve the proposals for release of funds for implementation of CDP components based on the progress achieved in earlier year, extent of utilization certificates received, allocation earmarked to a state, funds allocated by GOI for the Annual Plan etc. Release of funds for subsequent installments/year shall also depend on performance during previous year, especially in terms of raw silk production against the targets.

- After approval by AMC, funds will be released to the concerned states/implementing agencies through *Single Window Release System*, based on grant-in-aid received from GOI.
- In respect of the post-cocoon sector, a few of the components shall be implemented directly by the CSB/CSTRI though its nested units/committees with representation from states and stakeholders. Detailed guidelines for this are provided in the post-cocoon sector write-up.

### Submission of utilization certificate

Utilization certificates for the funds released to state governments/other implementing agencies has to be given to CSB based on the amounts spent or released to stakeholders directly or through banks. Submission of utilization certificate should be as per the prescribed format as prescribed under GFR, supported by a statement of component-wise physical and financial progress.

The progress report and utilization certificates shall have to be submitted to CSB as per stipulated time/period. Shortfall in achieving progress/delay in furnishing of utilization certificates may adversely affect subsequent release of funds as per project action plan.

### General guidelines

Sector and component-wise technical specifications and operational guidelines are detailed in the CDP manual separately. However, the general guidelines for implementation of CDP in the project mode, irrespective of the sector, viz., mulberry, *Vanya* or post-cocoon, are as below:

- 1) Introduction of Aadhaar enabled service delivery mechanism in respect of beneficiary oriented components in a phased manner. States to draw up a road map for convergence of the financial inclusion initiative with Aadhaar, so as to ensure its utility to the Aadhaar enabled payment system for disbursement of subsidy under CDP components. They may specifically examine ways to facilitate opening of bank accounts for all individual Aadhaar, holders.
- 2) Till the Aadhaar enabled service delivery mechanism comes to effect, the subsidy release to the beneficiaries shall be in the form of cheque/electronic transfer only and all the beneficiaries are expected to open bank accounts for easy disbursement. In exceptional cases, where beneficiaries are from far-flung hinterlands without banking facilities, the cash transfers shall be made directly to the beneficiaries by following prescribed procedure for ensuring proper utilization of subsidy.
- 3) The implementation of CDP components shall be region-specific, as different types of silkworm food plants, breeds and package of practices are suited for different areas.
- 4) All states shall operate separate accounts at the DOS for managing the funds received for implementation of CDP so that fund release to stakeholders and implementing agencies could be made without loss of time keeping in view the season based activities of sericulture sector. The states, which do not have separate accounts, shall have to open current account immediately.
- 5) Matching state share shall also be deposited in the DOS account where central share is maintained.
- 6) The states shall bridge the existing gaps in the silkworm seed, cocoon and post-cocoon sectors to reach their full potential by identifying critical areas.
- 7) It is necessary to involve reputed NGOs, VSOs, SHGs and PRIs, wherever they exist, in identification of stakeholders. While identifying stakeholders either for on-farm or off-farm activity, their Aadhaar numbers, bank account numbers etc. have to be collected and indicated in the list of beneficiaries. While the list of beneficiaries for the entire project period may not be possible to collect in the first year itself, Aadhaar based beneficiaries shall have to be identified in the beginning of every year.
- 8) At least 30% coverage shall have to be given for women in respect of components, which are beneficiary oriented.
- 9) Adequate coverage may be done for SC/ST stakeholders (SCSP/TSP) based on the allocation to be communicated by GOI on yearly basis for all the states.
- 10) Preference shall be given to cover more small and marginal farmers (while furnishing the periodical progress

report, a separate list of SC/ST/BPL/women benefited, as well as the list of other stakeholders under the project shall be furnished).

- 11) DOSs shall take the responsibility of arranging credit facilities from banks/financial institutions wherever required. For this purpose, if the beneficiaries are organized into SHGs, then the financial institutions shall come forward for providing credit facilities.
- 12) One beneficiary can avail the assistance for plantation development up to two hectares with supporting components of CDP. However, for group activity or other sericulture business enterprise, additional assistance can be recommended by the state, depending on the nature of the proposal on *pro-rata* basis for organizing larger rearing house, rearing equipment, farm mechanization and related activity components. This can be replicated in *Vanya* and post-cocoon sectors also.
- 13) The farmers shall be organised into groups to neutralize the variations in the fragmented production bases.
- 14) Components proposed under mulberry cocoon sector are to support production of Bivoltine and ICB silk only.
- 15) For availing assistance under drip-irrigation component, construction of vermi-compost sheds, fencing of plantation etc., the state shall have to give a certificate stating that the beneficiaries had not availed funds for similar components from other departments.
- 16) Components proposed under post-yarn sector of CDP in respect of handlooms and CFC for yarn dyeing and fabric processing are meant to promote equipment and technologies developed by CSTRI for silk clusters only.
- 17) Under the support service sector, while some of the components shall be directly implemented by CSB, the states can also seek financial assistance as per the component-specific guidelines.
- 18) The CSB shall release GOI share as per the approved unit costs and sharing pattern only.
- 19) After approval of the project and release of funds by CSB, as far as possible, re-appropriation of funds from one component to another may be avoided. Nevertheless, reappropriation is not permitted from *Capital Head* components to *Revenue Head* components.
- 20) The involvement of private graineurs in *Vanya* sector has yielded desirable results during X and XI Plans. The implementing states shall encourage more such private participation to augment commercial *Vanya* seed production in the country.
- 21) Where registered NGOs and SHGs arrange loans for their individual beneficiaries for sericulture development, CSB and states shall consider deposit their share of eligible subsidy amount in the beneficiary's account as per the procedure laid by the state.
- 22) The project appraisal and approval mechanism is also applicable to NGOs similar to states or other implementing agencies and the NGOs shall be assisted as per the CDP norms.
- 23) The projects under CDP can be dovetailed as far as possible with other schemes like SGSY, RKVY, MGNREGS, Backward Regions Grant Fund (BRGF), PRIs, BADP etc., by DOSs wherever such programmes are being proposed and implemented.
- 24) Efforts shall be made for development of sericulture in states sharing the borders with other countries, through integration of schemes under Panchayat Raj Ministry and BADP.
- 25) Plantation activities (especially in case of *Vanya*) shall be taken up in coordination with the departments of forest, sericulture and rural development, wherever required.
- 26) DOSs shall not propose maximum unit cost for any component and shall not propose all the component or sub-components. The proposals shall be need based and state specific.
- 27) DOSs shall have the option to adopt any of the unit costs depending on its requirement with adequate justification, as different unit costs have been suggested for different zones based on the local requirements like rearing capacity etc., in pre-cocoon sector.
- 28) The allocation of CDP assistance to states shall be based on the progress made in the previous year and also targets in the action plan of XII Plan.

- 29) Since the seed sector has to equip fully for providing the required seed support to achieve the silk production targets of XII Plan, it is proposed to cover the targeted stakeholders in the first three years itself (instead of spreading over to the entire five year period) so as to facilitate the timely production of required quantity of silkworm seed.
- 30) DOSs shall encourage PPP for development of clusters, especially in areas of post-cocoon development.
- 31) DOSs shall ensure proper backward and forward linkages in the value chain for a balanced growth of the industry, while formulating the projects.
- 32) DOSs desiring to implement the components basically meant for beneficiaries and state farms/units may do so by meeting beneficiary share also, in addition to state share.
- 33) DOSs shall increase their share of subsidy by earmarking necessary matching share in order to reduce the financial burden of beneficiaries, especially in general category states. However, the CSB share shall remain unchanged.
- 34) Maintenance/recurring cost of infrastructure developed with support from CDP shall be the responsibility of entrepreneurs/stakeholders or the states, as the case may be.
- 35) If CSB directly implements any of the components for demonstration of technologies to the farmers/entrepreneurs in new areas for sericulture promotion activities, 100% cost of the components in such cases, shall be borne by the GOI.
- 36) The 'final outcome' need not be co-terminus with the 'annual outlay' and 'intermediate physical output' respectively. Thus indicatively, the 'final outcome' may span a longer time frame than the annual outlay and corresponding intermediate output. Wherever the 'final outcome' is not the direct result of the annual outlay and is the cumulative effect of outlay of the past several years, this shall have to be clearly explained in the project document. Wherever the 'final outcome' is estimated to take longer than one year, the estimated time frame shall have to be clearly indicated. In case the gestation is four to five years or longer, the 'partial outcome' need to be tracked on an annual basis to ensure that the 'final outcome' once indicated as achievable after five years is not forgotten or mechanically repeated in the project document from one year to the other, and that the progress made towards achieving the final goal is reflected.
- 37) To put in place, if not already there, right system of data collection shall be put into practice with the help of specialized agencies wherever necessary, for the purpose of (i) developing performance indices to measure and assess quality of implementation, (ii) developing standard norms of unit cost and delivery of service, (iii) quantification of environmental outcome, (iv) quantification of community and empowerment outcome through social capital formation, and (v) quantification of impact of funds earmarked for publicity/awareness generation. Both collection of data on past trends and present development in technology and market is involved.
- 38) Provision made under 'Special Initiatives' (Flexi fund), shall be utilized for addressing the unexpected critical gaps during the implementation of the project based on the recommendations of PMC/ZC/AMC and with prior approval of the Ministry of Textiles, GOI.
- 39) The proposal for Flexi fund shall not lead to violation of GFR. Necessary guidelines drawn for utilization of 'Flexi funds' elsewhere is included in the CDP Manual.
- 40) The components of CDP involving higher capital subsidy, especially under post-cocoon sector, can be implemented on SPV/CBO/SHG/Cooperative mode also.
- 41) NGOs availing support under CDP shall have the responsibility of implementing the scheme components and to achieve the target envisaged, failing which they are liable to refund the administrative costs.
- 42) Sericulture beneficiaries receiving assistance under different components shall be issued passbooks as proof of identity containing details like, Aadhaar number, bank account number, education level, family members, size of holding, infrastructure available, sericulture activities performed, manpower engaged, benefits and subsidy availed at different stages and their utilization, production details, assistance availed from other departments/schemes, etc.,.



- 43) Revolving capital provided to DOSs and stakeholders in seed production, cocoon marketing and processing (reeling units), *etc.*, shall essentially be flown back after completion of each activity cycle to the accounts of states and stakeholders, respectively. DOSs shall institute a monitoring mechanism to verify the flow of revolving capital and its maintenance on half yearly/annual basis as deemed fit and maintain records of their progress with them.
- 44) The stakeholders availing support under CDP shall have to continue specified sericulture activity for a minimum period of 5 years, failing which government shall have right to recover the element of subsidy disbursed to them. Stakeholders failing to implement the scheme component(s) as per the guidelines or failing to utilize the funds provided by CSB and DOS are liable for the recovery of the grants provided to them. DOSs shall develop suitable recourse mechanism through legally valid agreements/MoUs to deal with such instances and make them essential part of the implementation for CDP. DOSs shall maintain these valid agreements along with valid documents, without fail.
- 45) The beneficiary who is availing support for any one or more components together with a subsidy element of Rs.1,00,000 and above shall be required to enter into a MOU (legal agreement) with DOS. Failure on the part of beneficiary shall attract penal action as per the legal binding.
- 46) Implementing agencies shall adhere to the component-wise operational modalities, technical specifications, sharing pattern and guidelines detailed in the CDP manual.

### Monitoring and evaluation

- Monitoring and reviewing mechanism at CSB shall be strengthened with regional focus for ensuring effective implementation of scheme components.
- AMC at CSB secretariat consisting members from MOT, Planning Commission, Member Secretary and senior officers, examines the various proposals from the DOSs and recommends for release of funds, keeping in view the overall allocation made by MoT and the provisions available under revenue and capital heads, SCSP, TSP as well as NE states.
- Separate cell shall be created at CSB Secretariat to monitor production of Bivoltine, as well as gradable ICB silk, in addition to production of other silk in states as per plan targets. The cell shall have constant consultation with states to monitor and review progress of silk production.
- DOSs shall also have to create separate cell for monitoring production of different varieties of silk in the state and directly interact with monitoring cell at CSB secretariat on all issues related to production of silk.
- Funds shall be released to DOSs through the zonal cells for implementation and its utilization is regulated as per the provisions contained under the GFR-2005 and DOSs shall also have to implement Aadhaar enabled service delivery mechanism, wherever Aadhaar and bank details are available.
- AMC monitors the progress of utilization of funds and suggests corrective actions from time to time during CDP implementation.
- Nodal officers/zonal in-charges nominated for all states for effective monitoring of the CDP, in addition to monitoring of CDP implementation, participation in PMC/Zonal Committee meetings, shall also help the states in formulation of project proposals as per state's requirement. The states shall also constitute Field Level Monitoring Group for each cluster, involving members from DOS and CSB field units. With a view to strengthen the process of project implementation at zonal level, sector specific issues (seed, cocoon and post-cocoon sectors. training and publicity, support services and research and development), committees shall be constituted with subject matter specialists and officers from DOS to assist the SPMCs. The committee shall be empowered to take necessary action to accomplish the tasks required to be completed under the relevant sector, keeping in view the overall targets of the zone and individual states, proposed under CDP.
- The zonal cell shall conduct an evaluation study at the end of each financial year to assess the progress of implementation and fund for the next year shall only be released based on the assessment report.
- Concurrent evaluation and social audit on implementation of the programme shall be conducted.

- A mid-term evaluation shall be done by a third party to suggest mid-course correction and modification, if any, based on field realities for the plan period.
- The final evaluation of the scheme components shall be done at the end of XII Plan by an external agency.
- The progress review shall be based on physical indicators and recommended guidelines.

The composition, duties and responsibilities of the 3 committees (Project Monitoring Committee, Zonal Committee and Apex Monitoring Committee, are as follows:

## I. State Project Monitoring Committee

### Composition

#### Chairperson

Commissioner / Director of Sericulture

#### Members

1. Director, CSTRI, Bangalore
2. 3 Officers of concerned ROs of CSB
3. Representatives from DOSs looking after seed, cocoon and post-cocoon sectors
4. Nodal officer from CSB for states
5. Senior officer, DOS - member convener of PMC.

### Duties and responsibilities

- (i) Formulating proposals, action plan including Bivoltine cluster projects and recommendation to zonal cell.
- (ii) Monitoring of CDP component implementation progress at the grass root level in close association with the district/division/field level implementing agencies.
- (iii) Ensuring submission of utilization certificates as per GFR, and progress reports on quarterly basis to zonal cell/CSB for release of funds.
- (iv) Finalisation of beneficiary list along with Aadhaar number (if available) and other details.
- (v) Constituting sub-committee under the chairmanship of PMC, DOS/Commissioner of Sericulture involving CSB and state representatives to scrutinize and recommend purchase proposals involved in CDP components.
- (vi) Monitoring production of Bivoltine and other varieties of silk on quarterly basis (within and outside cluster areas) against targets and suggest interventions in case of shortfall.
- (vii) Reviewing progress on utilization of infrastructure created for sericulture in earlier Plan periods for maximization of benefits, keeping in view the mapping exercise carried out.
- (viii) Reviewing production and productivity improvement.
- (ix) Discussing coverage of beneficiaries under different categories
- (x) Reviewing schemes and programs of other ministries/departments implemented for sericulture development (financial and physical) and to ensure submission of monthly progress report to CSB, as per prescribed format.
- (xi) While recommending CDP proposals, the components for which support was availed from programs of other ministries/departments may be excluded in order to avoid duplication.
- (xii) Follow-up action taken on the decisions of AMC and other review meetings.
- (xiii) Considering reappropriation of fund from one component to another within the overall frame-work of CDP, with sufficient justification (reappropriation from capital to revenue head is not permitted).
- (xiv) Updation of state profile on quarterly basis.
- (xv) Maintaining, reviewing district-wise database and ensuring coverage of all categories of beneficiaries envisaged under CDP.

- (xvi) Listing out issues/gaps relating to sericulture development for suggesting remedial measures.
- (xvii) Organizing concurrent evaluation and social audit.
- (xviii) Committee meeting once in a month. PMC may co-opt any other member or form other sub-committees, if required.
- (xix) The term of the committee is for the entire period of XII Plan.

## II. Zonal Committee

### Composition

#### Convenor

Zonal officers In-charge

#### Members

1. Scientist-'D', research and development institute(s) and seed organizations in the zone
2. Scientist-'D' or 'C', post-cocoon unit of CSTRI in the zone
3. Zonal coordinators from CSB secretariat.
4. Officers In-charge of regional offices in the zone.

### Duties and responsibilities

- (i) To recommend the CDP proposals from states, consolidate and send to CSB.
- (ii) To review CDP implementation in states, utilization of funds, status of utilization certificate, progress reports for previous and current
- (iii) To up-date state profiles on quarterly basis.
- (iv) To review all issues relating to CDP in the zone.
- (v) To review production of Bivoltine/ICB and other varieties of silk in the states as per targets and suggest interventions in case of short fall.
- (vi) Regional offices of the jurisdictional states shall report to the respective zonal in-charges on all matters related to CDP.
- (vii) To hold quarterly review meetings with DOSs of the zone.
- (viii) To discuss on production of dfls/cocoons/raw silk in with DOSs in review meeting and to arrive at anticipated production for the year.
- (ix) To review on Bivoltine silk production through cluster and outside cluster project areas.
- (x) To review the support availed by DOSs for sericulture from schemes other than CDP.
- (xi) Zonal cell shall be fully responsible for successful implementation of CDP in the jurisdictional states.
- (xii) To review the capacity utilization of infrastructure developed till end of XI Plan and suggest intervention for maximization of benefits.
- (xiii) To organize yearly evaluation and social audit.
- (xiv) To constitute sector specific (seed, cocoon and post-cocoon, training and publicity, support services and R&D issues) committees based on the requirement with subject matter specialists and officers from DOS to assist the SPMCs. The committee shall be empowered to take necessary action to accomplish the tasks required to be completed under the relevant sector, keeping in view the overall targets of the zone and individual states, proposed under CDP.
- (xv) Nodal officers nominated by CSB to the states shall coordinate with the zonal cell on all issues relating to CDP in respective states.
- (xvi) The term of the committee is for the entire period of XII Plan.

### III. Apex Monitoring Committee (CSB Secretariat)

#### Composition

##### Chairperson

Member Secretary, CSB

##### Members

1. Representative from MOT
2. Representative from Planning Commission

##### Central Silk Board Officers

1. Director (Finance)
2. Director (Tech)
3. Director, NSSO
4. Director, CSTRI
5. Scientist 'D' (C&ED)
6. Joint Secretary (Tech) and Co-ordinator of CDP - Convenor

##### Permanent Invitees

1. Zonal Co-ordinators
2. Scientist 'D', (Stat.)

#### Duties and responsibilities

- (i) To approve the CDP proposals recommended by state PMC and duly appraised and recommended by the zonal committee and scrutinized by an IAC at CSB secretariat.
- (ii) To approve the proposals based on the overall allocation of funds, provision available under revenue and capital heads, SCSP, TSP and NE states.
- (iii) To consider and approve proposals/additionalities over and above the budget estimate approved for the year, based on justification, but release of funds is subject to sanction of additional Grants-in-Aid by GOI.
- (iv) To consider spill over liability for the programs approved in previous year, but funds not released for want of GIA.
- (v) To review the progress of raw silk production (Bivoltine, ICB and other varieties of silk).
- (vi) To review progress on implementation of cluster development projects for production of Bivoltine silk.
- (vii) To oversee the implementation of CDP in XII Plan.
- (viii) To put in place an MIS for monitoring progress and review of CDP implementation (cluster and general projects implemented by DOSs outside cluster areas)
- (ix) To issue directions and guidelines from time to time to the Zonal Committee on all issues regarding formulation and implementation of CDP.
- (x) To review yearly evaluation reports received from zonal cells and organize mid-term evaluation during 2014-15 followed by mid-term appraisal of XII Plan CDP for necessary interventions.
- (xi) The committee shall meet once in a quarter to review/monitor the implementation of the CDP components and also approve proposals.
- (xii) The committee may co-opt any other member or form sub-committees, if deemed necessary.
- (xiii) The term of the committee is for the entire period of XII Plan.

## Guidelines for implementation of projects through NGO by dovetailing CDP components

### Criteria for identification of NGOs

- NGOs duly registered for last 5 years having minimum 3 years experience in sericulture/agriculture shall be considered for financial assistance.
- NGO shall have a properly constituted managing body with clearly defined powers, duties and responsibilities laid down in written memorandum of association / by-laws.
- NGO shall furnish audited statement of accounts for the last three successive years.
- NGO shall not have been blacklisted by any central or state government or any other body for availing financial assistance.
- NGO registered under foreign contribution regulation act is not a defaulter.
- NGOs shall have bonafides and strengths in terms of exposure and expertise in the field, manpower, network and infrastructure to take up the sericulture projects.
- NGOs shall have the technical competency for implementation of sericulture projects.
- NGOs shall have good financial background and network to undertake the projects in rural areas and shall furnish the financial transactions, audited statements of accounts for the last three successive years.
- Accessibility of the NGOs to the rural poor/tribal areas for undertaking different welfare activities.

### Procedure for recommendation of NGO projects

- The NGO project proposals shall be discussed and approved by the concerned SPMC and submitted to the respective zonal cells indicating the technical and financial feasibility of the proposal. The zonal committee shall examine the NGO proposals received from DOSs and make recommendations for approval by AMC at CSB secretariat. Once the projects are approved by AMC, funds shall be released to NGOs through the concerned DOS for effective monitoring of the programs. Zonal cells/ ROs and the DOSs shall monitor implementation of the NGO projects. The projects shall be sanctioned based on the distributional equity across the country and in those subjects of sericulture where progress is poor because of some critical gaps like shortage of manpower etc.
- DOSs shall ensure that the projects have a minimum limit of Rs.10.00 lakh and maximum of Rs.5.00 crore share of GOI.
- DOSs shall ensure to avoid duplication in selection of beneficiaries, area of operation in implementing the projects.
- Projects shall be cluster based following all norms prescribed under CDP and shall be implemented in a projectile approach.
- Approved CSB share shall be released in installments based on the duration of the project, status of utilization certificates, expenditure statements and progress reports. The concerned DOS is responsible for furnishing the utilization certificate.
- CSB shall release subsequent installments only after ensuring positive recommendations of the respective SPMC/ Zonal Committee.
- NGOs shall submit the projects to respective DOSs only.
- Administrative cost on the total project cost shall be released as per GOI norms approved under CDP.
- The grantee organization shall have to execute an undertaking/MOU under the GFR in the prescribed format and submit to CSB, with a copy to the concerned DOS once the proposal is approved by CSB.
- All other conditions stipulated for CDP shall be applicable to NGO projects also.

