



लोक कार्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद्

(ग्रामीण विकास मंत्रालय, भारत सरकार के तत्वावधान में)

भारत पर्यावास केन्द्र, जोन-5 ए (कोर-सी), द्वितीय तल

लोदी रोड, नई दिल्ली-110 003

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

(Under the aegis of Ministry of Rural Development, Govt. of India)

India Habitat Centre, Zone-5A (Core-C), 2nd Floor

Lodhi Road, New Delhi-110 003

Dr. Nagesh Singh,

Director General

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D.O.No. 30-306/2017-18/Mkt.-CAPART/Surajkund Mela-2018

December 15, 2017

Subject: Participation in Surajkund International Crafts Mela, 2018 scheduled to be held from 2nd to 18th February, 2018 at Surajkund, Faridabad, Haryana.

Dear *Secretary,*

On behalf of the Ministry of Rural Development (MoRD), Government of India, CAPART has been assigned the responsibility of management of stalls for participation of SHGs from States/UTs at Surajkund International Crafts Mela, 2018 scheduled to be held from 2nd to 18th February, 2018 at Surajkund, Faridabad, Haryana. In this connection, following are the points for your immediate attention and necessary action:

1. A total number of stalls (**as per list enclosed**) will be made available free of charge for selected participants (SHGs) of your State to display and sell their products.
2. Sufficient number of SHGs of artisans may be selected who are beneficiaries of the SGSY/NRLM/Aajeevika schemes of MoRD so that all the stalls assigned to your State are taken up by your selected SHGs and no stall goes vacant. **Please do not send proposals in excess of the number of stalls allotted to the State.**
3. **Not more than two persons per stall would be allowed to participate (including one SHG member and one assistant).**
4. An official of appropriate seniority from the State Government should be designated as the "State Coordinator". He/She shall have to remain present in person at the fair venue in Surajkund, Haryana from 1st February, 2018 and until the end of the fair. The State Coordinator shall bring his/her official photo ID and the Letter-of-Authority (LoA) from the State Government. The State Coordinator must be aware and familiar with the selected SHGs of your State.

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5. Kindly advise your State Coordinator and the selected participants to reach Surajkund Mela Ground, Faridabad, Haryana on 1st February, 2018. The State Coordinator, upon producing State Govt.'s LoA, shall take over allotted stalls and shall help officials in further assigning those stalls to the SHGs upon production of their photo IDs and the selection letters issued to them by your State Department.
6. Selected participants of States should organize and decorate their stalls so as to make them ready in time for the inaugural function on **2nd February, 2018**. All the stalls allotted to your State will be identified with the name of your State. In addition, you may advise your participants to bring banners, flexi signs or other appropriate identifiers to be displayed prominently on their assigned stalls to recognize the participating SHGs by their name and district.
7. Each participant should bring his/her photo ID i.e. AADHAR Card/Election I Card etc. for residence proof and the selection letter issued by State in the prescribed proforma for the SHGs, (Copy enclosed). The selected participants should be physically fit to actively participate in the fair.
8. Nominated State Coordinator should ensure that the allotted stalls are properly utilized by genuine SHGs, and that the stalls don't become vacant/un-stocked before the end of the fair.
9. **The articles to be displayed and sold at the stalls must be the ones actually produced by the selected SHGs and the artisans present in the stall should be able to explain about the nature of the product, the process of its making and other related information to the visitors and buyers.**
10. **The participants shall have to make their own arrangements for Accommodation, Transportation and Food etc.**
11. **No TA/DA shall be paid to the participants by CAPART.**
12. The selected SHG members should be advised to strictly avoid bringing any prohibited items for display and sale e.g.; animal skins, hair, conch shell, etc., which may attract penal action under the relevant laws.

Kindly confirm the participation of your State by **19th January, 2018** positively and send the details and a copy of LoA of your State Coordinator to CAPART (including his/her phone/fax/mobile numbers and e-mail Id), as well as the list of the selected SHGs, the names of the participants, and their product lists as per the format attached.

You are also requested to send the following information positively in a soft copy only in a 'Word Format' by 23rd January, 2018 through e-mail at marketingcapart@gmail.com which will enable us to circulate the same to the concerned authorities for the needful. As this information is mandatory for the preparation of ID cards and also for the police verification as required by the Surajkund Mela Authority:-

Photo of the participant	Please scan and attach recent colour Passport size photo)
Name of the participant	
Father's Name	
Craft represented	
Complete Permanent Address	
Contact Telephone No. or Mobile No.	
Aadhaar Card	Please scan and attach the Aadhaar Card (in colour)

Yours sincerely,


(Nagesh Singh)

Encl: As above

Secretary (Rural Development) - All State/UT

Copy to:

1. PS to HMRD, Ministry of Rural Development, Krishi Bhawan, New Delhi.
2. PPS to Secretary (RD), Ministry of Rural Development, Krishi Bhawan, New Delhi.
3. PPS to JS (NRLM), Ministry of Rural Development, Krishi Bhawan, New Delhi.
4. CEO/Mission Director, SRLM All State/UT.

Distribution of Stalls during Surajkund International Crafts Mela, 2018

Sl. No.	States/UTs	No. of Stalls allotted
1	Andhra Pradesh	3
2	Arunachal Pradesh	1
3	Assam	2
4	Bihar	5
5	Chhattisgarh	3
6	Goa	1
7	Gujarat	5
8	Haryana	5
9	Himachal Pradesh	5
10	J & K	3
11	Jharkhand	5
12	Karnataka	5
13	Kerala	5
14	Madhya Pradesh	5
15	Maharashtra	5
16	Manipur	1
17	Meghalaya	1
18	Mizoram	1
19	Nagaland	1
20	Odisha	4
21	Puducherry	1
22	Punjab	5
23	Rajasthan	5
24	Sikkim	1
25	Tamil Nadu	4
26	Telangana	3
27	Tripura	1
28	Uttar Pradesh	5
29	Uttarakhand	5
30	West Bengal	4
	Total	100



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

PROFORMA FOR PARTICIPATION IN SURAJKUND INTERNATIONAL CRAFTS MELA, 2018

To,

The Marketing Division
CAPART Head Quarters,
India Habitat Centre, Zone-5A (Core-C), 2nd Floor,
Lodhi Road, New Delhi - 110 003

(Recent Colour
Photograph of the
SHG member)

To be attested by the
DRDA

Sir/Madam,

This is to certify that the following members of SHG whose photograph (s) has been attested is nominated by the State Government to display and sale of his / her / their products in the stall allotted to the State Government in **Surajkund International Crafts Mela, 2018 scheduled to be held from 2nd to 18th February 2018 at Surajkund, Faridabad, Haryana.**

Name of the participant	
Father's/Husband's name	
Complete Permanent Address	
Contact Telephone No. or Mobile No.	
AADHAR Card No.	
Name and address of SHG	
Year of formation of SHG	
Craft represented	
Bank Details: Name of the account holder	
Account No. (16 digits)	
Name of the Bank & Branch	
IFSC Code	

