



लोक कार्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद्  
(ग्रामीण विकास मंत्रालय, भारत सरकार के तत्त्वावधान में)  
भारत पर्यावास केन्द्र, जेन -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  
Lochi Road, New Delhi-110 003.

No.100-3(8)/2010-CD

8th November, 2010

**CIRCULAR NO. 13/2010**

In partial modification the contents of the Circular No. 9/2010 dated 21st May, 2010 may be read as under:-

With a view to encourage and promote voluntary action in the 115 identified districts, it has been decided that the Regional Offices of CAPART will hold workshops in these districts for the benefit of voluntary organisations working in these areas or from nearby districts willing to work in these geographical areas with support of the local people.

2. The primary focus of these workshops will be on project formulation, where, the participants will be explained the purpose and expected outcome of new schemes in CAPART.

- Grow Up to Lab Achieved Benchmark.
- Value addition activities for income generation through the assets/infrastructure created under NREGS & SGSY.
- Scouting/documentation/validation and patenting/piloting and up scaling of Rural Technologies & Innovations.

3. Since, the purpose of the workshop is to seek long term involvement of voluntary agencies in the area so as to create replicable cluster of:

- High agriculture yield specifically in case of landholding of small and marginal resource poor farmers.
- Enhance access to markets beyond Indian market.
- Transfer of technology from lab to land to improve efficiency and production, and remove drudgery.

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4. The concerned RC and host organisation shall jointly collect information about outcome of research carried out in various universities/KVKs and other Science and Technology research institutions with location specific relevance and distribute such material among the participants and familiarize them with the latest technology.

The ICAR has identified 21 KVKs to provide the technical back stopping through available subject matter specialists who will act as resource persons in their areas of expertise during the proposed workshop and facilitate CAPART in preparation of project proposals of voluntary organizations. ICAR has further agreed that the regional workshops will be held in consultation with KVKs and that all Zonal Project Directors have been advised by ICAR Headquarters to ensure that the selected KVKs of their respective zones make available the logistics for holding the workshops and also provide technical expertise for developing the project proposals. Funding will be done by CAPART. This will facilitate in taking forward various agricultural technology interventions in the district. ICAR has also suggested that CAPART will invite the voluntary organizations, other resource persons and, if required, Pradhans and farmers of selected villages to participate in these workshops. A copy of the correspondence from Dy. Director General, ICAR addressed to DG, CAPART by Zonal Project Directors and the list of 21 KVKs is enclosed for ready reference (Annexure-I)

5. Regarding workshops to be held in the area of rural technology, the list of 8 technologies identified in consultation with DST as well as the list of expert institutions for this purpose is enclosed(Annexure-II). These workshops for channeling rural technology in the selected districts may also be conducted at the premises of expert institutions or TRCs and representatives of expert institutions should invariably be available so as to function as resource persons in case the workshop is held in TRCs. CAPART will conduct these workshops in consultation with DST identified research institutes. The details of nodal officials of DST who may be contacted for this purpose is enclosed(Annexure-III).

6. The RCs should also prepare a list of experts available in the relevant field from the region so that expert advice is available to the concerned voluntary organisations at minimal/affordable cost.

7. In addition to guidelines of CAPART, timelines specified for various activities should also be distributed among the participants and these should be strictly adhered to.

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8. Efforts should be made to ensure that only such voluntary organisations are invited to participate who meet the minimum eligibility criteria prescribed by CAPART.

9. At the end of each workshop the RR & MCs should ensure that at least 4 to 5 of voluntary organisations have prepared project proposals which can be submitted to CAPART. There should be vigorous follow up on part of the RCs in this regard. Attempts should be made to obtain proposals from VOs who have already worked with CAPART support earlier and also to ensure that the project proposal is for a duration which makes the intervention fully operational even if the duration is upto seven years and cost more than Rs.25 lakhs.

10. An illustrative budget for holding the workshop is given below:

Sl. No.	Items	Tentative Cost (Amount in Rs.)
1.	Venue (including furniture) for three days (District Hqtrs/ Block Hqtrs./KVKs etc.)	10,000.00
2.	Tents, Tables, Chairs & Sound System (if not part of 1 above)	15,000.00
3.	Food (50 persons x @Rs.150 x 3 days)	22,500.00
4.	Transport & Logistics (including TA to participants)	17,500.00
5.	Lodging for 15 persons@ Rs.500/- per day (15 x Rs.500/- for two days = Rs.15000/-)	15,000.00
6.	Stationery (including kit bags( @ Rs.100/- per person (50 x Rs.100/- = Rs.5,000/-)	5,000.00
7.	Honorarium to speakers/Experts (10) @Rs.1000/- (Rs.1000 X 10= Rs.10,000.00)	10,000.00
8.	Communication/Postage/Misc.	5,000.00
	<b>Total</b>	<b>1,00,000.00</b>

**Total = Rs.1,00,000/-**

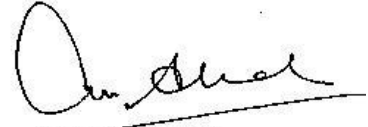
**(Note:-)**

- a) Item No.2 will be part of the total amount only if the venue for workshop does not have the requisite furniture.

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- b) Copies of vouchers for all heads of expenditure will be compulsorily submitted for verification.
- c) Amount of Rs.1,00,000/- is the uppermost limit for restricting expenditure on workshops for three days. The underlying assumption is that the workshop venue is the Institution which has the expertise on the technologies to be promoted. In case an external expert is to be invited the number of experts should not be more than one. The expenditure incurred on this expert will be reimbursed over and above the limit of Rs.1,00,000/- if required. Actual amount of disbursement will depend on actual expenditure incurred specially on experts.
- d) A detailed report on the workshop along with complete names and addresses of participants and particulars of resource persons may be submitted along with an audited statement of accounts of expenditure made for this purpose.

  
(Arun Shah)  
Dy. Director (CD)

**Distribution**  
All RR& MCs  
All HoDs

**Copy for information to:-**  
PPS to DG  
ES to DDG(C)/ES to DDG(A)  
SES to CVO