



# Swayamsidha (IWEP)

## Salient Project Details & Guidelines

Department of Women and Child Development  
Ministry of Human Resource Development  
Government of India

Swayamsidha  
(IWEP)



**SWAYAMSIDHA (IWEP)**

**Salient Project Details**

**&**

**Guidelines**



## SALIENT PROJECT DETAILS

1. **Background :** It is envisaged to recast **Indira Mahila Yojana (IMY)** into an integrated programme for women's empowerment, renamed **Swayamsidha (IWEP)**, and to expand it from the existing 238 blocks to 650 blocks by the end of the IX Plan (31-3-2002).
2. **Vision :** The vision of Swayamsidha is to develop empowered women who will :
  - Demand their rights from family, community and government;
  - Have increased access to, and control over material, social and political resources;
  - Have enhanced awareness and improved skills ; and
  - Be able to raise issues of common concern through mobilisation and networking.
3. **Objectives:** With the long-term objective being the all-round empowerment of women, especially socially and economically, by ensuring their direct access to, and control over resources through a sustained process of mobilisation and convergence of all the on-going sectoral programmes, the immediate objectives are as below:
  - Establishment of self-reliant women's **Self-Help Groups (SHGs)**;
  - Creation of confidence and awareness among members of SHGs regarding women's status, health, nutrition, education, sanitation and hygiene, legal rights, economic upliftment and other social, economic and political issues;
  - Strengthening and institutionalizing the savings habit in rural women and their control over economic resources ;
  - Improving access of women to micro credit;



- Involvement of women in local level planning ; and
- Convergence of services of DWCD and other Departments.

4. **Features:**

- Women will be encouraged to form groups according to their socio-economic status and felt-need, after which they will network with other groups;
- Association of Government and Panchayat Officials/Office-bearers as participants/facilitators;
- Both Government departments/agencies and NGOs, as also district/intermediary level panchayat institutions, will be eligible to implement the project at the block level;
- Office-bearers of IWEP Societies will be elected from amongst the women members, including ex-officio women members;
- In addition to empowering SHG members *per se*, by *federating and networking strong pressure groups for women's empowerment/rights will be formed*;
- A subsidy-free approach to women's empowerment will be inculcated; and
- Convergence of different agencies for women's empowerment and integrated projects accepting delivery of different schemes from a single window.

5. **The Scheme :** State Governments will identify **Nodal Departments** for implementing the IWEP and will act through the respective nodal departments so identified for implementing the Scheme. The nodal departments will identify block/s-level implementing agencies called **Project Implementing Agencies (PIAs)**. A PIA may be any appropriate agency, Governmental or Non-governmental, including district/intermediary level panchayat institutions, as also NGOs or Government departments/organisations. The PIAs will submit block-specific projects, which would be integrated projects, incorporating not only the core issues of SHG formation/mobilisation under IWEP but also encompassing other activities under various schemes which are envisaged to be converged with the core





activities of IWEP. The Nodal Departments will be actively involved in the preparation of projects by PIAs. Accordingly, **composite projects for 4-5 years** incorporating the following **four elements** will be submitted by the PIAs, for which they would be reimbursed Rs. 10,000 in case the project is sanctioned:

- Group formation/mobilisation activities ;
- Community-oriented innovative interventions;
- Other schemes of DWCD, namely NORAD, STEP, SEP and AGP, and other schemes, too, if there is a felt need for the same; and
- Schemes of other departments, whether converged under GOI directions or State Government initiative.

5.1 The PIA will be responsible to put an effective supervisory and monitoring system in place before commencement of the project and will have to provide full details of the same separately in the project proposal.

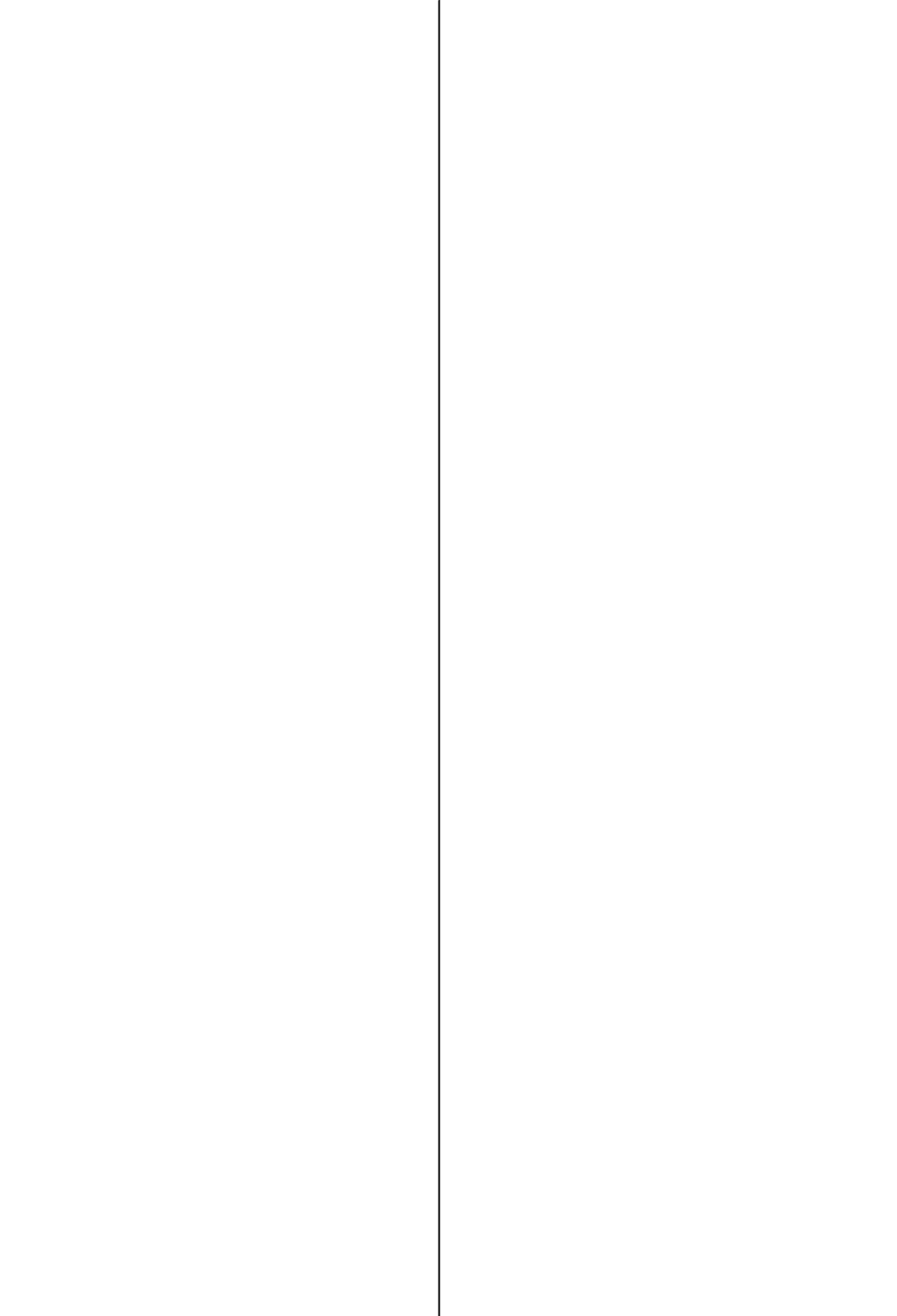
5.2 **Group formation/mobilisation activities:** In every block PIAs will be involved in formation of, on an average, 100 SHGs (50 in the erstwhile IMY blocks) at the sub-village / village level at a remuneration of about Rs. 2750 for successful formation of each group. If, after an appropriate appraisal, the designated functionary of the nodal department certifies, on primarily objective criteria, that an excellent group has been formed, Rs.750 for every excellent group so certified to be formed will be granted as an **additionality** for funding further project-related activities or capacity building of the PIAs / SHGs / Block Societies (sans hardware). Alternately, in case a project chooses to follow any low cost strategy for group formation, the balance amount up to Rs. 2750 per group will again be available for the aforesaid purpose. It may be clarified that a provision of Rs. 7.85 lakh is available for Group formation/ mobilisation, Training, MIS, Capacity building, Networking, Pre-project activities, etc. with no further inter se differentiation, and, accordingly, the afore-mentioned figure for group formation cost is only indicative, with the actual figure varying from project to project, depending upon the nature of the implementing agency, strategy adopted, etc. However, the additionality admissible for every excellent



group formed will be limited to Rs. 750 and to qualify for an additionality by virtue of a low cost strategy, the group formation cost would be taken to be Rs. 2750.

- 5.3 **Training and capacity building**, both of the Government/PIA functionaries and SHG members, a **baseline survey** as an initial requisite, **documentation** and an **end-line survey** will be other important ingredients.
- 5.4 Each group will have **15-20 members**, with **one leader/ key person**, with attempts being made to have **homogenous groups** of the same socio-economic status. All groups at the sub-village/village level will federate by sending one representative each at the village level to form **Village Societies (VSs)**. On an average, per block, 50 new SHGs in the erstwhile IMY Blocks, 100 new SHGs in new Blocks, 25 new VSs in the erstwhile IMY Blocks and 50 new VSs in the new Blocks are envisaged to be formed. Women Groups formed under other Government sponsored programme like DWCRA, Mahila Samakhya, Mahila Swastha Sangh, Yuvati Kendras, etc. will also participate in such federations. Where such clusters or federations are already available in sufficient strength, IWEP will be linked with them without creating a parallel network. The VSs in a block will federate at the block level by sending one representative each to form **Block Societies (BSs)**. Village level Government functionaries like Village Postmaster, Primary School Headmaster, Village Patwari, Village Development functionary, Village Panchayat functionary, etc. and women Panchayat office-bearers would be **ex-officio members** of VSs and Block level Government functionaries like Block Development Officer, Branch Post Master, Block Medical Officer, ICDS CDPO, Assistant/Junior Engineer PWD/PHE/Irrigation, Block level Agriculture Officer, etc. and women Panchayat office-bearers would be ex-officio members of BSs. Respective State Governments will indicate the Government functionaries to be included in the VSs/BSs. To ensure that VSs are not over-dominated by ex-officio members, the PIA may choose at most 3 ex-officio members, from the list indicated by the State Government, who are most suitable to the needs of the SHGs in a particular village, to be included in its VS. At the block level, however, all functionaries indicated by the State Government may be included in the BSs as there is little danger of the BSs being over-dominated by the ex-officio members. The respective **chairpersons** would be elected from amongst all VS/BS members, including women ex-officio members. BSs would be







registered as autonomous societies under the Societies Registration Act, for which Rs. 5000 would be provided separately in the project. Registration of VSs would not be mandatory; however, if there are sufficient number of SHGs in a particular village and/or if they so desire, they may get their VS registered but for that no specific allocation will be available in the project. Under no circumstances will the SHGs be registered.

5.5 As the target for new SHGs/VSs in the erstwhile IMY Blocks is lower than that for new blocks, the comparatively additional resources available would be optimally used in activities other than Group Formation per se, i.e., for training, MIS, Capacity Building, Group Mobilisation, etc.

5.6 Thus, **Networking** between SHGs and **Association** with Panchayat institutions and Govt. functionaries will also be important ingredients.

5.7 **Community-oriented innovative interventions:** An innovative feature of IWEF would be that small community-oriented innovative interventions, wherein small works, for creation of community assets, would be taken up either by the PIA or by the SHG/s to strengthen the process of group formation/mobilisation/stabilisation. For this, an amount of Rs. 6 lakh per block would be available as Government of India share. SHGs would have to contribute 40% of the project cost as their group-share but would also have the freedom to access any other Government of India/State Government/Panchayat funds (e.g. Rural Development funds, Devolution funds for Panchayat) and to dovetail the same with the 60% contribution from Government of India funds under this scheme, the specific works to be taken up will be decided by the SHGs with facilitation by the PIA and will be approved by the **District Level Steering Committee (DLSC)** or by a mechanism/delegation decided by the **State Level Steering Committee (SLSC)**.

5.8 **Integration of other schemes of Department of Women and Child Development, GOI (DWCD):** The PIAs would submit integrated projects incorporating not only the core issues of SHG formation, etc. under IWEF but also encompassing activities under other schemes of this Department, specifically, Setting up of Employment and Income Generating training-cum-production Units for



Women (NORAD), Support to Training and Employment Programme (STEP), Socio-Economic Programme (SEP) and Awareness Generation Programme (AGP), and other schemes, also, if there is a felt-need for the same at the local level. For this, 20% of the annual allocation at GOI level under NORAD, STEP, SEP and AGP will be earmarked for the IWEP blocks. It is clarified that the additional funds under the aforementioned four schemes will be used as per the schematic pattern for the said four schemes without any overall financial ceiling for any individual scheme. For other schemes, based on felt need at the local level, required sanction will be given by DWCD at the time of sanctioning the integrated project submitted by the PIA (in case the proposal for any specific activity under any specific scheme of DWCD is contained in the project and approved).

- 5.9 Thus, in the IWEP blocks, there would be only two main schemes of DWCD namely ICDS and IWEP. All other schemes would be integrated with IWEP in the IWEP blocks.
- 5.10 **Convergence of related schemes of other departments/ministries, whether of State Governments or of GOI:** When a project is recommended by the **State level Screening and Review Committee (SRC)**, the State Government would also propose its schemes, which would be converged with IWEP in the concerned block. At the GOI level, various departments/ministries, like Rural Development, Social Justice and Empowerment, Agriculture, Health & Family Welfare and Urban Development, would be advised to set apart 5-10% of the annual outlays of related schemes for sanction of projects in IWEP blocks and for that purpose an **Inter-Departmental Coordinating Committee (IDCC)** would be set up for optimising convergence.
- 5.11 **Note :** In the erstwhile IMY blocks the implementation of IMY was entrusted to the Department responsible for Women & Child Development at the State level and was generally undertaken by the CDPO setup at the block level. In the recast IMY, i.e., IWEP, a project approach would be followed and the PIA may not necessarily be a Government Department/Organisation. However, while this will also be true for the erstwhile IMY blocks, seeing the previous experience/work done by the CDPO setup in the erstwhile IMY blocks, the logical first choice for a PIA in those blocks would be the CDPO setup in case the earlier work of the CDPO setup had been satisfactory and there is no outstanding alternate





agency readily discernible. Thus, in the erstwhile IMY blocks choice of an agency for IWEP other than the CDPO setup should be made carefully at a very responsible level and the reasons, both for either retaining the CDPO setup or for going in for an alternative agency, should be clearly recorded by the nodal department while submitting a project to the SRC and the SRC should also record its categorical observations on the same.

6. **Phasing** : By the very nature of the project, it will have the following natural phases:
  - Phase 1: Formation of Self-Help Groups
  - Phase 2: Group Stabilisation and Growth
  - Phase 3: Sustainability and self-reliance
  
7. **Sustainability** : IWEP is expected to create self reliant and sustainable institutions, which prioritise women's needs and interests and bring about the social and economic empowerment of women, by the end of the project period, with the SHGs/ Societies (Vs & BSs) being sustainable entities. The Societies, especially BSs, are expected to provide the required leadership/motivation for sustained activities after the project period without any subsequent additional expenditure.
  
8. **PIAs** will submit block-specific projects through the **nodal department** in such association with the district level Steering Committee as the State Government may prescribe to the **SRC** and after SRC's recommendations the same will be considered and approved for a few **model projects** by a **National level Project Sanctioning Committee (PSC)**. Subsequently, State level SRCs, or district level like SRCs, would approve block-specific projects in the light of the model projects approved by PSC.
  
9. **Disbursement of Funds** : It may be clarified that the block-specific projects will be sanctioned under the basic principle of sanctioning grants-in-aid, i.e., reimbursement of actual expenditure undertaken on a voluntary basis in the discharge of a social welfare activity. The disbursement schedule for each project, listing the phases in which installments will be released, with the first installment being a clear advance,





subsequent installments being disbursed in advance but upon suitable proof of satisfactory utilisation of the previous installment & satisfactory achievement of the physical activities envisaged to be completed with the previous installment and the final accounting being completed & the final physical progress being achieved with the last installment, will be proposed by the PIA and approved by the PSC/SRC as the case may be. Nodal departments/PIAs may be emphasized upon to build objective benchmarks/milestones, wherever feasible, the achievement of which may trigger release of installments. However, certain subsequent activities will obviously depend upon the satisfactory completion of some pre-requisite activities, and, the same would have to be kept in view while forming the schedule and criteria for disbursement of related installments. Project funds will be released to State Governments/nodal departments, with the State Governments first delegating the responsibility of releasing installments to the SRC for a few model cases and subsequently delegating it to the DLSCs or the district level SRCs if and when the same are formed.

10. **Selection of Blocks** : While all the 238 erstwhile IMY blocks will be retained the new [212+200 = 412] blocks will be selected keeping in view the following:

- Preference will be given to areas where similar schemes do not exist and there is no group movement;
- Preference will also be given to areas where crime rate against women is high, major social indicators are unfavourable to women ;
- State Government is committing additional resources and linkages for women's development; and
- Priority will be given to blocks having a large number of population below the poverty line and high proportion of Scheduled Caste and Scheduled Tribe population.

11. **Key Committees**

- (i) **SRC**: headed by Secretary in charge of Women & Child Development, with composition to be decided by the respective State Governments. SRC would initially recommend projects to PSC and thereafter





sanction projects on the basis of model projects approved by PSC. Identical SRCs may be subsequently formed at the district level if the NLSC so deems fit.

(ii) **PSC:** headed by Secretary (DWCD) and comprising of FA (DWCD), ED (RMK), JS in charge of IWEP, DS in charge of IWEP and representative from Education, Health, Rural Development and Urban Development Departments. PSC would initially sanction a few model projects and subsequently delegate the sanctioning power to State level/ District level SRCs.

(iii) **Steering Committees** at the level of GOI under the chairpersonship of Secretary (DWCD), called the **National Level Steering Committee (NLSC)**, at the State level **SLSC** under the chairmanship of Chief Secretary and at the district level **DLSC** under the chairmanship of Collector/CDO/CEO as the State Government may prescribe, with composition to be decided by Secretary (DWCD) and respective State Governments, respectively. Steering Committees would be charged with the overall supervision and monitoring of the project at the respective levels. Steering Committee at the District level would also be charged with preparation and execution of annual plans under the project and evaluating SHGs for being eligible for additionalities for excellent groups. NLSC would be empowered to make such changes in operational matters, as it may deem necessary for the successful implementation of the project.

(iv) **Coordinating Committee** at the level of GOI (IDCC) under the chairmanship of Secretary (DWCD), with composition to be decided by Secretary (DWCD). IDCC would be charged with optimizing convergence.

12. **Project Implementation Cell (PIC) at the National Level:** Seeing that IWEP is a 4-5 year, Rs. 116.30 crore, project, it is appropriate to have an apt project implementation cell for the scheme, having sufficient expertise and flexibility, also incorporating hiring of contractual staff and obtaining the services of deputationists. Thus, while the staff originally sanctioned for MSY would be used for implementing IWEP, certain changes, as aforeindicated, will be made but within the overall expenditure ceiling for the originally sanctioned MSY staff. The formation of PIC would be finalised by DWCD in concurrence with the Finance Ministry.



13. Note: No additional staff, whatsoever, will be sanctioned at the State/ District/ Block level. However, some administrative expenses will be admissible at all the three said levels.

#### 14. Budget

The budget would be as follows:

Sl No.	Activity	For	Amount (Rs. lakh)
1.	Group formation/mobilisation, Training, MIS, Capacity building, Pre-project activities, Networking, etc. (Including Rs. 10,000 for project formation and Rs. 5000 for registration of block societies)	PIA (for the project period of 4-5 years)	7.85
2.	Community-oriented innovative interventions (Principle of 60% GOI share and 40% Group Share. 40% contribution could also come from Panchayat and other funds)	PIA (for the project period of 4-5 years)	6.00 (GOI share)
3.	Block level administrative expenditure (2.5%)	PIA, at the block level (for the project period of 4-5 years)	0.35
4.	State level expenses pertaining to Training, Capacity building, MIS, Publicity, IEC, etc. including administrative expenses upto 2.5% of the total sanctioned project amount for the State level and the respective District level, each, but from within this earmarked allocation for the State level	State Government/ nodal department at the State/district level (for 6 years)	1600 for all States/UTs, to be allocated by DWCD in consonance with the work load (average 45.7)
5.	National level expenses pertaining to Training, Capacity building, MIS, Publicity IEC, Administrative expenses, etc.	DWCD (for 6 years)	800





#### 14.1. Total Project Cost :

- i. Per block  $7.85 + 6.00 + 0.35 = \text{Rs. } 14.20$  lakh
- ii. For 650 blocks,  $14.20 \times 650 = \text{Rs. } 9230$  lakh
- iii. State/UT level expenses Rs. 1600 lakh
- iv. National level expenses Rs. 800 lakh
- v. Total: Rs. 116.30 crore, of which Rs. 36.65 crore would be in the IX Plan.

#### 14.2. Note

1. In the IMY scheme sanctioned in 1995, Rs. 6 lakh per block for 120 IMKs per block and Rs. 10,000 per block for associating NGOs was disbursed for 200 blocks. Any amount unspent on the date of launch of IWEP would not be spent under the earlier scheme but would be adjusted towards the per block allocation under IWEP.

14.3. In the erstwhile IMY Blocks, in case IMBSs have been registered earlier, no allocation of Rs. 5000 for the registration of BSs would be given.

#### 15. State Governments' Contribution

State Governments will commit funds to individual projects from the women development schemes in the state sector. They will also contribute to any additionality to the administrative expenses at the state, district and block levels in case the proportion of such funds provided under the scheme is not sufficient to cover these expenses.





16. Coverage under IWEP

No. of Blocks	No. of new SHGs (@ average 50 for erstwhile IMY Block and 100 for new Block)	Estimated new Women beneficiaries (@ average 17.5 per SHG)	No. of new VSs (@ average 25 new VSs for erstwhile IMY Blocks and 50 new VSs for new Blocks)
650 (including the existing 238 blocks under IMY)	53,100	9,29,250	26,550

17. Merger of MSY: The Mahila Samridhi Yojana (MSY), aimed at encouraging thrift among women through tiny savings, would be merged with IWEP. Accordingly, while the 25% incentive given to account holder would be discontinued, one of the many objectives of IWEP, viz., strengthening and institutionalizing the saving habit of rural women and their control over economic resources, would, to a large extent, cover the basic objective of inculcating thrift.

18. Awards: From the allocation at the National level, suitable awards [sans cash to any individual (in contrast to a group)] will be disbursed to Government/PIA/SHG/BS/VS functionaries, with the exact scheme being framed by PSC.

19. Involvement of Other Agencies: Various functions of supervision, control, mid-term review and evaluation, both at the state level and at the national level, could be transferred to other agencies like NIPCCD, RMK, CSWB and other similar agencies, not precluding private agencies with proven capabilities, to induct their specific expertise, with a suitable decision taken by the NLSC.

20. Mid term Review: Individual projects will undergo mid term review and based on the finding thereof, mid course correction/discontinuation will be sanctioned with the approval of the PSC, within the overall

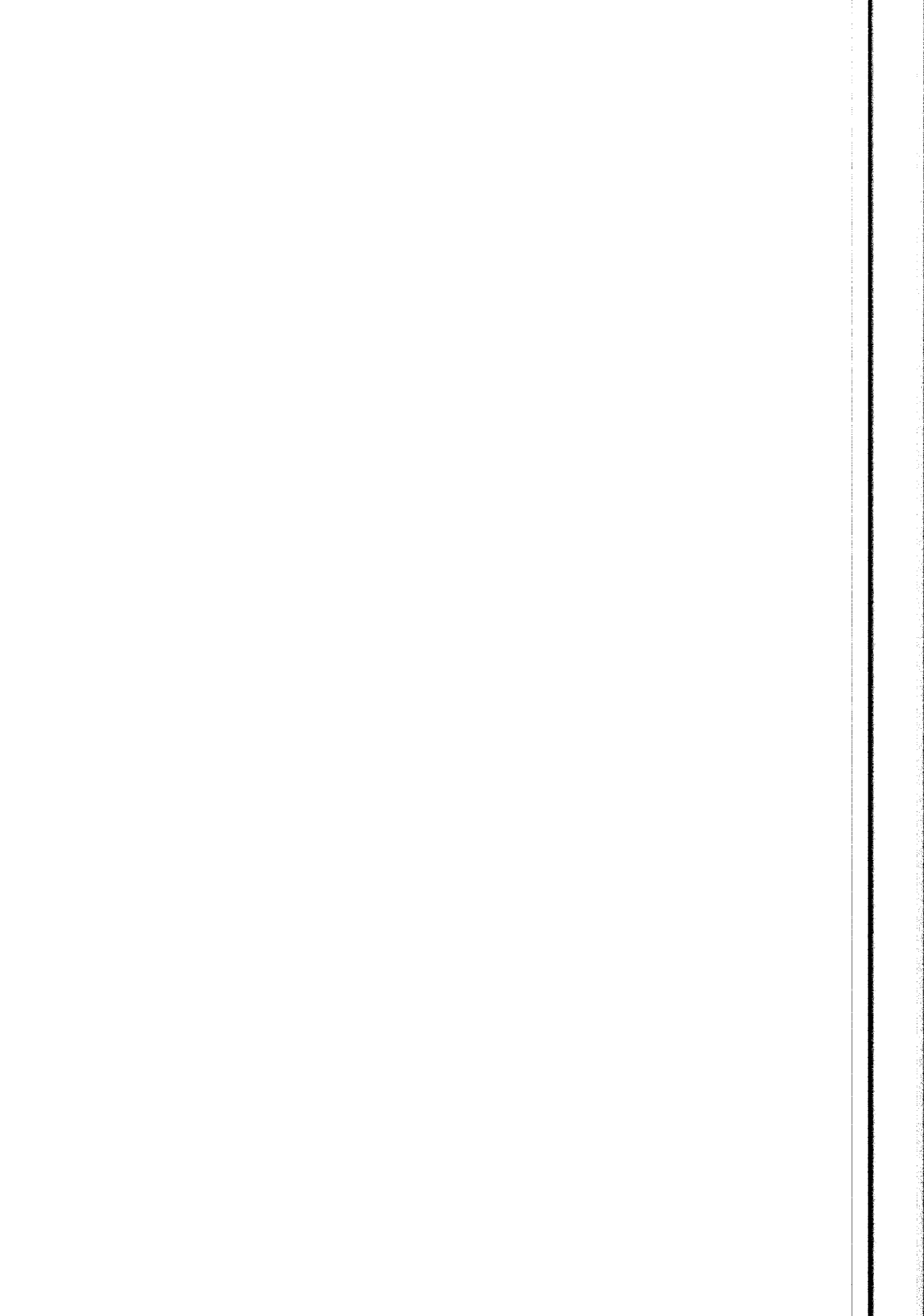


budgetary allocation for each block. The expenses for mid term evaluations will be borne from funds allocated, at the National and State level, with the exact modalities to be decided by the NLSC.

21. Evaluation : Due emphasis will be given to evaluation, incorporating inputs from the baseline and end-line surveys, appropriate field-appraisals and other mechanisms, on a continuous basis, with the exact modalities to be finalized by the PSC/SRC. The requisite funds will be provided from within the lumpsum allocation from the National / State level, with the exact modalities being decided by the NLSC.

22. Note : Unless revised or unless the same are in conflict with specific instructions issued with respect to Swayamsidha, detailed guidelines/ instructions on various aspects issued earlier with respect to IMY shall be applicable mutatis mutandis to Swayamsidha.

Date : 24.9.2001





## **GUIDELINES REGARDING IMPLEMENTATION**

1. Indira Mahila Yojana (IMY) has been recast into an integrated programme for women's empowerment, named **SWAYAMSIDHA (IWEP)**. **Salient Project Details are annexed.** (Note : Reference to "Paras" at various places pertains to paras of the said Salient Project Details). These guidelines may be read in conjunction with the said Salient Project Details.
  
2. **SWAYAMSIDHA** which is much more comprehensive and wide in its approach than IMY, would involve execution of composite, integrated projects for women's empowerment for a duration of 4-5 years at the block/s level by **Project Implementing Agencies (PIAs)**, which may be any department/ institution/ organisation, Governmental or Non-Governmental. Basic facets of the scheme would be **block/s-specific projects** (4-5 years) to be implemented by the PIAs and overall **State Action Plans** (6 years) to be operationalised by the State Government. A salient feature of IWEP is that both the block/s-specific projects and the State Action Plans would be prepared by the respective implementing agency, i.e., PIAs and State Governments, who, with their proximity to the project area, are better equipped to develop upon the generic guidelines issued by GOI.
  
3. The following activities will have to be undertaken immediately by the State Government :
  - (i) **Identification of Nodal Department** : State Government may identify Nodal Departments for implementing IWEP. It goes without saying that normally the Nodal Department would be the department in charge of Women & Child Development. However, if an alternate department is deemed to be better equipped for this work, for whatever reason, the same can be designated as the Nodal Department by the State Government.





(ii) **Designation of Nodal Officer** : The Head of the Nodal Department in the field, whether called Director or by any other name, may be designated the Nodal Officer for this scheme.

(iii) **Constitution of Key Committees**: The following committees may be constituted and notified immediately :

a) **State level Screening and Review Committee (SRC)** : headed by Secretary in charge of Women & Child Development, with composition to be decided by the State Government. All concerned departments, especially those whose schemes are envisaged to be converged with IWEP, may find representation in the SRC. Appropriate representation of Finance Department may be ensured. The Head of the Nodal Department in the field may be the Member-Secretary of the SRC. SRC would initially recommend projects to the **Project Sanctioning Committee (PSC)** at the National level and thereafter sanction projects on the basis of model projects approved by PSC, after the PSC specifically delegates this power to the SRC. Identical SRCs may be subsequently formed at the District level if the **National level Steering Committee (NLSC)** so deems fit on the recommendation of the **State level Steering Committee (SLSC)**. SRC would also issue guidelines regarding utilisation of the Rs. 6 lakh per block designated for community-oriented innovative interventions.

b) **SLSC** : headed by Chief Secretary, with composition to be decided by the State Government. SLSCs constituted for IMY earlier may be retained or recast for IWEP. Secretary in charge of Women & Child Development may be the Member-Secretary of SLSC. All concerned departments may find representation in the SLSC. SLSC would be responsible for the overall supervision and monitoring of IWEP in the State.

c) **District level Steering Committee (DLSC)** : headed by Collector or Chief Development Officer or Chief Executive Officer of the District level Panchayat, as the State Government may prescribe, with composition to be decided by the State Government. District level Coordination Committees



constituted for IMY earlier may be retained or recast for IWEP. District-level Officer of the Nodal Department may be the Member-Secretary of DLSC. All concerned departments may find representation in the DLSC. Appropriate representation to PIAs and Block Societies (BSs) in the DLSC, as and when feasible, may be provided, by such mechanism as the State Government may prescribe. DLSC would be responsible for the overall supervision and monitoring of IWEP in the District, preparation and execution of Annual Plans under the project and evaluating Self Help Groups (SHGs) for being eligible for additionalities for excellent groups. [It goes without saying that DLSCs may be formed only in those districts, which have IWEP blocks (new or old)].

- (iv) **Selection of Blocks** : While all the 238 erstwhile IMY Blocks will be retained the State Governments will select 412 new blocks in 2001-02, keeping in view the indices mentioned in Para 10. State wise break up is as shown apposite page 17.

3.iv.1. **Note** : *Basic formula for allotment of new blocks has been :*

No. of new IWEP Blocks in a State = Total No. of Blocks in the State divided by Total No. of Blocks in the Country multiplied by Total No. of IWEP Blocks (650) minus No. of existing IMY Blocks in the state (neglecting decimal figures and allocating a minimum of one block each year to every State/UT by reducing one block each from States having relatively higher number of blocks).

3.iv.2. The afore-mentioned allocation is subject to change subsequently based on performance/non-performance of States.







- 4.1 **NOTE** : Allocation for a State = 12 [lumpsum for all States irrespective of No. of IWEP blocks] plus Total No. of IWEP block in the State divided by Total No. of IWEP blocks in the Country multiplied by [(1600 minus (12 x 35)) (rounding off decimal figures)
5. **State Action Plan** : Every State may immediately draw up six-year action plan for the **year-wise utilisation of the afore-indicated allocation** as also the **year-wise operational details** of the project and submit the same to Department of Women & Child Development (DWCD), GOI, expeditiously so that a suitable decision on its approval and releasing the first installment to the State may be taken immediately.
- 5.1 The year-wise break up of fund-requirement for and between the State level and the District level may also be indicated. It may be noted that the fund utilisation at the State level may be for both the State Government as also the Nodal Department at the State level and the fund-utilisation at the District level may be for the Nodal Department at the District level. Mandatory administrative expenses for the State/District level Committees may also be borne from the State/District level allocation of funds, respectively. **Under no circumstances can the funds be utilised for infrastructural assets like vehicle, furniture, airconditioners/ coolers/ fans/ heaters/ telephones, etc.**
- 5.2 Attention is drawn to the fact that though administrative expenses up to 2.5% of the total sanctioned project amount for the State level and the respective District level, each, but from within this earmarked allocation for the State level, have been allowed, it may be noted that this figure is an inviolable upper-ceiling and the actual provision may be made well within this ceiling as per economical requirements, it may also be highlighted that a comprehensive view of the expenses admissible under "Administrative Expenses" (which may also include allied project-related activities) may be taken rather than a bare-bone definition of the same. Also, these expenses would not be allowed as a matter of right unless and until their nature and full justification thereof is forthcoming in the Action Plan, which would be critically scrutinized before sanction.
- 5.3 The implementational details may also include the time-lines for the year-wise selection of the PIAs, the year-wise sanction of block/s-specific projects and the year-wise implementation schedule of the project.







- (iii) Orientation/Sensitization Workshop/Seminar at the District level;
- (iv) Periodic/Mid-term Review Workshops at the State/District level ; and
- (v) Endline Evaluation/Feed back Workshops at the State/District level ; etc.

(Attention is also drawn to the guidelines given in *IMY Handbook*, Chapter 8, which detail the training strategy for IMY, and which may be drawn upon mutatis mutandis in the light of the afore-instructions).

**Note:**

- (i) In case, any State Government identifies a department other than the department responsible for Women & Child Development as the Nodal Department, the State Government would be at liberty to entrust all or any of the responsibilities envisaged for the Secretary in charge of Women & Child Development to the Secretary in charge of the Nodal Department.
- (ii) Unless revised or unless the same are in conflict with specific instructions issued with respect to IWEP, detailed guidelines/instructions on various aspects issued earlier with respect to IMY shall be applicable mutatis mutandis to IWEP.
- (iii) It may be noted that each block-specific project to be executed by a PIA would be for 4-5 years and would be initiated in either 2000-2001 or 2001-2002. Accordingly, the State Action Plan would be for 6 years, starting 2000-2001.
- (iv) Copies of "Schemes for Assistance - A Handbook" and "Indira Mahila Yojana - A Handbook" are also being made available herewith for ready reference regarding availability of schemes of DWCD for integration into IWEP and nitty-gritty of IMY for applicability (mutatis mutandis) on IWEP, respectively.

Date : 24.9.2001





functionaries and of SHG members. Orientation/ Sensitization Workshops may (or may not!) also form a component of the projects. The onus of organising such 'Trainings'/Workshops would obviously be on the PIAs once the said components are approved in the projects.

7.1 At the State level, however, the first mandatory requirement would be an Orientation/Sensitization Workshop/Seminar of all stake-holders, especially functionaries of the Nodal Department, prospective/potential PIAs and concerned departments (especially those whose schemes are envisaged to be converged with IWEP), to be budgeted from the funds provided for State level expenses, and to follow a like workshop at the National level. The second mandatory requirement would be the afore-indicated project formulation training-workshops.

7.2 In addition, the State Government may incorporate other 'trainings'/ workshops, etc. in its scheme of affairs depending upon how it conceives to make the project a success and within the overall fund allocation, and the same may form an integral part of its Action Plan. It may be noted that the weightage to be given to training of PIA functionaries by the State Government/Nodal Department from out of the funds allocated for State level expenses would also be dependent upon the expenditure earmarked for other activities from the funds available and the nature of the PIAs. **However, though flexibility to the State Governments in making provision for training of PIA functionaries in group formation, etc. activities is being provided, no Action Plan will be acceptable unless and until it clearly reflects the basic requirement that the scheme would not be a failure for want of adequate expertise in the PIAs and the Nodal Department, especially the former.**

7.3 **Illustrative (though not mandatory)** examples of the types of 'Trainings'/ Workshops, which may be undertaken, are given below:

- (i) Convergence Workshops at the State/District level, to facilitate convergence;
- (ii) Training for functionaries of Nodal Department/PIAs/concerned Departments at the State/District/Block level;





to those villages where the same would synchronise with group activities and there is felt need for the designated assets, and, accordingly, the upper limit for any particular village may be fixed at Rs. 60,000 (contributory share extra). Further, the specific works may be decided by the SHGs with facilitation by the PIA and approval by the DLSC or by a mechanism/ delegation decided by the SLSC, and, accordingly, the specific works may not be indicated in the project report. The assets created may be transferred to the Village Panchayat for ownership/maintenance but under no circumstances can they be owned or maintained by any individual or group of individuals other than the SHG or the Village Panchayat. Further guidelines for the utilisation of this component may be issued by the SRC.

- (ii) It may also be noted that the total cost of core IWEP activities would be Rs. 14.20 lakh per block. However, each block-specific project would be of varying amounts, equal to or above (generally above) Rs. 14.20 lakh, depending upon the quantum of schemes converged or integrated into the project. Based on the then felt needs or feedback after initiation of implementation, changes, deletions or additions, in the schemes converged and/or integrated in the initial project may be considered at any time in the first two years by the same procedure and committee as had initially sanctioned the project. Additions after the initial two years, however, may be disallowed but deletions, if any, may be considered.

6.2 State Governments may organise appropriate "**Project Formulation Training-Workshops**" in the first 2 years to train the selected PIAs in project formulation so that well-formulated projects are ensured. **It may be noted that well thought of and appropriately formed projects are the key to the successful implementation of the scheme in the respective project areas.** The said Workshops may be organised as and when required, ensuring optimal usefulness, say bi-annually, subject to a maximum of 4, from out of the funds allocated for the State level expenses.

7. **Mandatory Seminars/Workshops/Training Programmes, etc.:** It may be noted that "Training" may be a specific component in the projects submitted by PIAs and may incorporate both training of PIA





- (ii) Community-oriented innovative interventions;
- (iii) Other schemes of DWCD, namely NORAD, STEP, SEP and AGP, and other schemes, too, if there is a felt need for the same, that have been integrated in the project;
- (iv) Schemes of other departments that have been converged in the project, whether under GOI directions or State Government initiative;
- (v) Supervisory and monitoring system;
- (vi) Baseline survey;
- (vii) Documentation;
- (viii) End-line survey;
- (ix) Phasing (Formation of SHGs- Group stabilisation and Growth- Sustainability and self reliance);
- (x) Sustainability (of group/BS activities after the project period and funding is over);
- (xi) Budget (depicting expenses for Group formation/Mobilisation, Training, MIS, Capacity Building, Pre-project activities, Networking, etc. and Community-oriented innovative interventions & administrative expenses);
- (xii) Indices of Physical Progress (co-relating with the budget);
- (xiii) Disbursement Schedule; and
- (xiv) Benchmarks/milestones, wherever feasible, the achievement of which may trigger release of installments.

**6.1 Note :**

- (i) *It may be noted that Rs. 6 lakh per block may be budgeted in every project for community-oriented innovative interventions, which would be the allocation for 50 villages at an average of Rs. 12,000 per village. However, these interventions may not be undertaken in every village but may be restricted*





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- 5.10 A comprehensive write-up on the strategy and mechanism to be followed by the State may also be provided up-front. *(This may be in the form of a preface under the signatures of the Secretary in charge of Women & Child Development).*
- 5.11 The said action plans may be invariably approved by the SLSCs and may be submitted by the Secretary in charge of Women & Child Development.
- 5.12 It may be noted that sufficient flexibility in drawing up the Action Plan is being accorded to the State Government so that the State Government may draw up the most suitable Action Plan within the overall ambit of the Salient Project Details of IWEF, the applicable/replicable instructions/guidelines issued earlier w.r.t. erstwhile IMY and the prevalent ground realities.
- 5.13 **Note:** *Action Plans may be finalised after a National level Orientation/Sensitization Workshop, in which, alongwith other items, draft State Action Plans will be scrutinized and there would be a professional session-cum-exercise on Action Plan Formulation/Finalisation. It may be noted that formulation of a well thought of and high quality Action Plan would be the key to the successful execution of the scheme in the State.*
6. **Preparation of Projects by PIAs :** In a nut-shell, **PIAs** will submit composite projects for 4-5 years with the active involvement of, and through, the **Nodal Department**, and in such association with the **DLSC** as the State Government may prescribe, and finally through the **SRC**, to the **PSC**, which would initially sanction a few model projects and subsequently delegate the sanctioning power to **State level/District level SRCs**, as per indices mentioned in Para 5 & 8. The projects would **incorporate** the four elements of group formation/mobilisation activities, community-oriented innovative interventions, integration of other schemes of DWCD and convergence of schemes of other Departments as per the indices mentioned in **Para 5, 6, 8 & 9**. Attention is specially drawn to **Para 9**, which deals with **disbursement of funds**. Each Project Report would invariably contain, in addition to other requisites, details of:
- (i) Group formation/mobilisation activities, as also Networking between SHGs and Association with Panchayat Institutions and Government functionaries;



These Action Plans would be formulated after the selection of the blocks and may, accordingly, contain the block-specific relevant details too.

5.4 The Action Plans would also have to reflect the steps envisaged to be undertaken for training and capacity building of stake-holders, especially functionaries of Nodal Department/ PIAs/concerned departments, MIS (at the State/District/Block) level, publicity (at the State/District/Block level) and IEC, as also other allied activities as per its requirements, and within the overall fund allocation, after weighing the inter se importance of each activity.

5.5 It may be noted that expenditure on Publicity & IEC and MIS may be limited to optimal and economical requirements within an upper ceiling of 2.5% of the total sanctioned project amount for the State. *It may be further noted that like any other expense, expenditure on these items will be admissible only upon approval of the State Action Plan by DWCD, which would be dependent upon its being self-evidently discernible in the Action Plan that on the one hand expenditure on Publicity & IEC and MIS is well-justified and as per optimal and economical requirements and on the other hand **sufficient and appropriate allocation has been first earmarked for core essential activities of Training and Capacity building.***

5.6 The Action Plan may also specifically reflect the mechanism to be followed, including the role of the Nodal Department and DLSC, in granting an additionality of Rs. 750 for every excellent group so certified to be formed (refer **Para 5.2**).

5.7 The Action Plans may also annex the notifications for the constitution of various committees and the responsibilities entrusted to the said committees. Specifically, the role of the Nodal Department and the role (or otherwise) of the DLSC in the chain of project formulation-approval may be clearly depicted.

5.8 The Action Plans may also spell out the mechanism for Monitoring and Evaluation for the State, District, Block levels, each.

5.9 The Action Plans may specifically mention the schemes of the State Government which are envisaged to be converged with IWEP and the State Government's commitment of additional funds to both individual projects and state level expenses.





- 4.1 **NOTE** : Allocation for a State =  $12$  [lumpsum for all States irrespective of No. of IWEP blocks] plus Total No. of IWEP block in the State divided by Total No. of IWEP blocks in the Country multiplied by  $[(1600 \text{ minus } (12 \times 35))$  (rounding off decimal figures)
5. **State Action Plan** : Every State may immediately draw up six-year action plan for the **year-wise utilisation of the afore-indicated allocation** as also the **year-wise operational details** of the project and submit the same to Department of Women & Child Development (DWCD), GOI, expeditiously so that a suitable decision on its approval and releasing the first installment to the State may be taken immediately.
- 5.1 The year-wise break up of fund-requirement for and between the State level and the District level may also be indicated. It may be noted that the fund utilisation at the State level may be for both the State Government as also the Nodal Department at the State level and the fund-utilisation at the District level may be for the Nodal Department at the District level. Mandatory administrative expenses for the State/District level Committees may also be borne from the State/District level allocation of funds, respectively. **Under no circumstances can the funds be utilised for infrastructural assets like vehicle, furniture, airconditioners/ coolers/ fans/ heaters/ telephones, etc.**
- 5.2 Attention is drawn to the fact that though administrative expenses up to 2.5% of the total sanctioned project amount for the State level and the respective District level, each, but from within this earmarked allocation for the State level, have been allowed, it may be noted that this figure is an inviolable upper-ceiling and the actual provision may be made well within this ceiling as per economical requirements, it may also be highlighted that a comprehensive view of the expenses admissible under "Administrative Expenses" (which may also include allied project-related activities) may be taken rather than a bare-bone definition of the same. Also, these expenses would not be allowed as a matter of right unless and until their nature and full justification thereof is forthcoming in the Action Plan, which would be critically scrutinized before sanction.
- 5.3 The implementational details may also include the time-lines for the year-wise selection of the PIAs, the year-wise sanction of block/s-specific projects and the year-wise implementation schedule of the project.

