

## NATIONAL CSR HUB



TATA INSTITUTE OF SOCIAL SCIENCES

### **Handicrafts Partner Organisation Empanelment Form**

Dear Applicant,

Greetings from the National CSR Hub at the Tata Institute of Social Sciences (TISS)!

The PDF version of the Handicrafts Partner Organisation Empanelment Form is for reference and viewing purposes only.

To apply for empanelment for Handicrafts Partner Organisation with TISS, please download the Microsoft Word version ONLY and send it with all relevant and mandatory documents.

As per mutual agreement between The Development Commissioner (Handicrafts) and The Head, Empanelment Committee, TISS, **NO APPLICATION / PROCESSING FEES SHALL BE PAYABLE BY THE APPLICANT ORGANISATIONS WITH EFFECT FROM October 09, 2015.**

The National CSR Hub at the Tata Institute of Social Sciences has designed and devised an evaluative framework for the assessment and identification of credible and competent development partners in the handicrafts sector. Through the empanelment process, the National CSR Hub at the Tata Institute of Social Sciences, certifies and accredits organisations on their credibility and competence. Through the empanelment process, our endeavour is to build a professionalised pool of development sector organisations in India, those that are representative of credibility and competency with evidence of community centric approaches for the promotion and development of handicrafts and artisan welfare respectively. This evaluative framework has been customised for the Office of the Development Commissioner (Handicrafts), Ministry of Textiles, GoI. Through this process, TISS envisions supporting grassroots organisations and other types of organisations in the handicrafts sector that are people centric and are/have been diligently working towards the holistic development of the artisan community and promoting cultural heritage by preserving various indigenous art forms. We are hopeful that this robust process, that lends equal weightage to both financial and programmatic evaluation, shall result in rightful channelization of government funds for the upliftment of the artisan communities across India, in turn strengthening the handicraft sector.

The Empanelment Committee of the National CSR Hub at TISS has customized the general empanelment framework to suit the sectoral requirements of the handicrafts industry. The evaluative and assessment framework designed for accreditation of not for profit partners in the handicrafts sector lends equal weightage to the financial and the programmatic parameters for assessing the competence of the not for profits. In our endeavour to promote transparency, we are enlisting below the six principle parameters for evaluation:

- *Organizational Financials: System, Capacity, Transparency and Sustainability*
- *Organizational Vision - Mission, Strategy, Methodology and Sectoral Understanding*
- *Governance, Organizational Structure, Policy, Processes and Systems, and Human Resource Capacity*
- *The Craft Process: Production, Processing, Marketing, Innovative and Sustainable Practices*
- *Mechanism of Consolidation of Existing Artisan Groups and Clusters*
- *Knowledge Creation, Documentation and Dissemination of Knowledge to the Larger Community*

Kindly read the guidelines carefully and you are requested to follow the instructions given below.

Wishing you all the very best and look forward to having you on board the Tata Institute of Social Sciences in partnering with us to achieve our objectives of sustainable development, inclusive and equitable growth with social justice.

**Head**

**Empanelment Committee**

**National CSR Hub**

**Tata Institute of Social Sciences**

## **ELIGIBILITY CRITERIA FOR EMPANELMENT APPLICATION**

1. Completion of minimum of three years from date of registration
2. Registered as a **not for profit organisation only** under any of the following:

The Societies Registration Act, 1860

The Bombay Public Trust Act, 1950

Indian Trusts Act, 1882

Trusts registered under Income Tax Act, 1956, for organizations in those States where registration of Trust is not mandatory

Section 8 of Companies Act, 2013

Co-operative Societies Act, 1912 or any other law in force in any state for the registration of Co-operative societies.

Any relevant Acts by state legislations

## **IMPORTANT GUIDELINES FOR EMPANELMENT APPLICANTS**

Applicants are requested to note that the empanelment is a time consuming process. The Empanelment Committee undertakes an exhaustive, detailed and multi-layered scrutiny and we request your patience in this regard. However, the National CSR Hub at TISS is committed to ensuring speedy, intensive and just scrutiny of applications for empanelment.

The empanelment process aims to provide the Office of the Development Commissioner (Handicrafts), Ministry of Textiles, GoI with a list of reliable and credible organisations as partners for development projects and research purposes. The National CSR Hub at TISS shall empanel those organisations that are people-centric, have experience and expertise in a specific field and have a planned approach to developmental activities with a specific focus on the welfare and rights of the vulnerable groups in society, with demonstrations and evidence of inclusive practices, sustainability and social impact through projects undertaken.

Please note that applications are processed on a first come, first serve basis. No exceptions will be made in this regard.

**Only completed application forms shall be processed for scrutiny by the Empanelment Committee. In the likelihood that the applicant is unable to fill in a specific question or provide a document, explanations must be provided or the applicant may write 'Not Applicable' or 'N.A'. However, any information missing or any mandatory document missing shall amount to the application being considered incomplete and hence shall not be processed for evaluation.**

Please note that the applicants are requested to **send in a hard copy AND a soft copy version of the duly filled empanelment form and all the documents (attachments) as per the requirements;** failing which the application will not be considered for empanelment.

**Communication is initiated with applicants whenever the Empanelment Committee thinks appropriate.** All applicants shall be informed of the Empanelment Committee's decision after due scrutiny. Meanwhile, the Empanelment Committee may communicate with the applicant organisation in case of requirement of additional details or documents during processing of the application.

**Please note that details of all empanelled organisations shall be made available to the Office of the Development Commissioner (Handicrafts) through a database. Non mention of an organization on the list of empanelled agencies does not imply rejection/disqualification/de-listing from the National CSR Hub at TISS. It simply implies that a particular application is still under scrutiny. All applicants shall be notified as and when the Empanelment Committee thinks**

**it appropriate. The status of empanelment, whether accepted, not empanelled or withheld for field verification, will be communicated to all applicants.**

Failure to meet eligibility criteria of empanelment, furnishing of incomplete application form, furnishing of false information shall lead to non-empanelment.

Any partner agency found to have engaged in irregularities of any form shall be de-listed by the National CSR Hub at TISS and the same shall be conveyed to the Office of the Development Commissioner (Handicrafts), for necessary action.

Every application that is unable to be empanelled shall be duly notified of the same. **Organizations that are unable to be empanelled, can apply only after two years from the date of communication of non – empanelment.**

**As per mutual agreement between TISS and the office of DC (handicrafts) no processing fees shall be payable by the applicant organization for being considered for empanelment with TISS.**

**Please note that follow up on empanelment status is strictly discouraged at the National CSR Hub.** The Empanelment Team shall revert during scrutiny of applications or at any other period as and when deemed relevant.

**The decision of the Empanelment Committee shall be final and binding.** All forms will be thoroughly scrutinized by the Empanelment Committee in consonance with the criteria formulated, which shall be in sync with the larger objectives and goals of the Tata Institute of Social Sciences. You may like to visit <http://www.tiss.edu/> and <http://tisstory.tiss.edu/tisstory/> for more details on the Tata Institute of Social Sciences.

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Applicants are requested to send in **BOTHHARD COPY AND SOFT COPY** of the duly filled empanelment form and all the documents as per the application form requirement to the following address and email, failing which the application shall not be considered for evaluation.

<p><b>1. THROUGH REGISTERED POST to:</b></p> <p>PROF. B. VENKATESH KUMAR DIRECTOR NATIONAL CSR HUB 10<sup>th</sup> FLOOR, PROF. GORE ACADEMIC BUILDING TATA INSTITUTE OF SOCIAL SCIENCES (NEW CAMPUS) DEONAR MUMBAI- 400088</p>	<p><b>2. SOFT COPIES</b> are to be mailed to:</p> <p>empanelment.handicrafts@gmail.com</p> <p>Addressed to: PROF. B. VENKATESH KUMAR DIRECTOR NATIONAL CSR HUB</p>
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## **THE PROCESS OF APPLICATION FOR EMPANELMENT AND PARTNERSHIP WITH THE NATIONAL CSR HUB AT THE TATA INSTITUTE OF SOCIAL SCIENCES AND THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS)**

### **STEPS FOR PARTNERSHIP:**

1. To be a partner organisation of the Tata Institute of Social Sciences, applicant organisations must be empanelled.
2. Application for empanelment as an organisation provided the organisation meets the financial and programmatic eligibility criteria.
3. Each and every applicant organisation is sent relevant communication from the Empanelment Committee – either that of additional query or empanelment or non-empanelment.
4. The tenure of empanelment of organisations is three years, subject to renewal.
5. The empanelled organizations are eligible for funding under the registered schemes of the Office of the Development Commissioner (Handicrafts)<sup>1</sup>. After procuring a certification of empanelment with the National CSR Hub at TISS, empanelled organisations are eligible to **submit relevant project proposals to the Office of the Development Commissioner (Handicrafts)**, requesting for funding in specific domains. Please browse [www.handicrafts.nic.in](http://www.handicrafts.nic.in) for more details.
6. Upon the request by the Office of the Development Commissioner (Handicrafts), the National CSR Hub at the Tata Institute of Social Sciences, shall perform the role of a knowledge partner by scrutinising project proposals that are forwarded to us by the Ministry of Textiles<sup>2</sup>.
7. **An applicant organisation that is unable to be empanelled may only apply after two years from the date of receipt of non-empanelment communication.** However, the applicant must attach the earlier letter(s) of non- empanelment with the new application.

### **PROCEDURE FOR APPLYING:**

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<sup>1</sup>Please note that the Office of the Development Commissioner (Handicrafts) holds discretion with respect to sanctioning requisite funds to empanelled organizations (under various schemes). The National CSR hub will not entertain any queries in this regard. For more information please visit [www.handicrafts.nic.in](http://www.handicrafts.nic.in)

<sup>2</sup> ibid



One copy of the application form (in Word format) and all necessary documents (as mentioned in the form) in one zip folder with name of the applicant organisation must be mailed to empanelment.handicrafts@gmail.com only. In your email application, please mention the name of the organization in the subject line and the geographical area. For example: Name of organisation, State of registered office.

**Kindly note that applicant organizations shall be evaluated on six parameters. The supporting documents for each part should be grouped into separate folders when sending the documents at the mentioned email ID. For example, all annexures are to be sent separately in soft copy and all annexures attached separately with clear numbering in the hard copy of the application form.**

**Please also note that a hard copy of the completed application form and necessary documents are to be sent only through registered post.** We suggest applicants do back to back printing of the application form to save paper. It would be appreciated if the HARD COPY of the application is spiral bound. The HARD COPY of documents (to be sent by **registered post**) MUST contain the following:

1. The envelope/folder must bear the name of the applicant with the name of the State/UT where headquartered.
2. A cover letter with the organisation's basic details (name, geographical areas of **current operations**, thematic areas of **current operations**, contact person of nodal person for all communication, contact address, email id, phone numbers). **All details are mandatory.**
3. A checklist mentioning the documents are attached. This must be signed by an authorized signatory.
4. A copy of the duly filled-in application form.
5. The relevant documents and annexures as and where relevant are to clearly numbered.

### **Preliminary Screening Check List for Empanelment Applications**

**\*The applicant is requested to number each document. For example: Certificate of Registration shall be numbered A1, Copy of Memorandum of Association as A2, and so on as B3, B6i, B6b.. For annexures, the applicant is requested to number them from AX 00 to AX 18, as appears in the application form later.**

<b>Sr. No.</b>	<b>Document</b>	<b>Attested by the Head of the Organisation</b>
	<b>MANDATORY DOCUMENTS</b>	
<b>A</b>	<b>Legal Status and Organisational Profile</b>	
1	Certificate of registration	
2	Copy of memorandum of association	
<b>B</b>	<b>Financial Disclosures</b>	
3	Photo copy of 12A Certificate under Income Tax Act of 1961	
4	Photo copy of PAN Card	
5	Acknowledgement of Income Tax Return along with IT Return filed (last three years)	
6	Audited Financial Report for last three years from date of application	
	i. Financial Year- 1	
	ii. Financial Year- 2	
	iii. Financial Year- 3	
	a. Audit Report (with evidence of management response, if applicable)	
	b. Balance Sheet	
	c. Income – Expenditure statement	
	d. Receipt and Payment	
	e. Schedules (fixed assets, liabilities, bank a/c, etc.)	
7	Copy of FCRA Certificate (if applicable. If not applicable, to be mentioned N.A),	
8	<ul style="list-style-type: none"><li>Cancelled cheque of FCRA and non FCRA bank accounts</li></ul>	
9	Financial details for <b>at least</b> one OR maximum 3 core project (refer to template)	
<b>C</b>	<b>Programme and Organizational Capacity</b>	

10	i. Annual Report – Year 1 Most recent year	
	ii. Annual Report – Year 2 Year before most recent	
	iii. Annual Report – Year 3 Year before the above	
11	Photocopy of latest board meeting minutes	
12	Knowledge created internally by the organisation – offline, hard copy publications, research content, booklets, pamphlet, etc to be mandatorily attached (please attach maximum 3)	
13	Annexures numbered AX 00 to AX 18, mailed along with application form as separate attachments and attached with hard copy of application	
	<b>Optional/Suggested Documents</b>	
14	<ul style="list-style-type: none"> <li>• Photo copy of 80G Certificate for tax exemption under Income Tax Act 1961</li> </ul>	
15	<ul style="list-style-type: none"> <li>• Any third party external evaluation report of your organisation's work with full details of evaluating agency</li> </ul>	
16	<ul style="list-style-type: none"> <li>• Copies of last 3 years annual General Body meeting</li> </ul>	
17	<ul style="list-style-type: none"> <li>• Evidence of awards/recognition of the organisation</li> </ul>	
18	<ul style="list-style-type: none"> <li>• Any other audio-visual documents that provides evidence of the organisation's work</li> </ul>	
19	<ul style="list-style-type: none"> <li>• Any sample craft(s) item that provide evidence of the organization's work.</li> </ul>	

***PLEASE NOTE THAT INCOMPLETE APPLICATIONS SHALL NOT BE PROCESSED. PLEASE DO NOT APPLY IF ANY OF THE ABOVE MENTIONED MANDATORY DOCUMENTS ARE MISSING WITH THE APPLICATION.***

### **UNDERTAKING:**

On this \_\_\_\_\_ (Date) of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year), I confirm that all information given above is true to the best of my knowledge and, if found false or inappropriate, shall be liable to disqualification from empanelment with the National CSR Hub at the Tata Institute of Social Sciences. I also confirm that documents are self-attested with seal and signature of the institution's head, dated \_\_\_\_\_ has been attached for processing the application.

इस \_\_\_\_\_ तिथि \_\_\_\_\_ महिना \_\_\_\_\_ वर्ष, में सत्यापित करता हूँ कि ऊपर दी गयी समस्त सूचनाएं मेरे ज्ञान के अनुसार सत्य है। अगर किन्ही कारणोंसे गलत या अपूर्ण पायी जाती है तो टाटा सामाजिक विज्ञान संस्था (टि आय एस एस) के नेशनल सीएसआर हब के पैनल से हटाया जा सकता है। मैं यह भी प्रमाणित करता हूँ कि संस्थान की मुहर एवं संस्थान के प्रधान के हस्ताक्षरों से स्वतः अभिप्रमाणित दिनांकित \_\_\_\_\_ दस्तावेज इस प्रार्थना पत्र के अमागी प्रक्रिया के लिए हैं।

Signature: \_\_\_\_\_

हस्ताक्षर:

Date: \_\_\_\_\_

दिनांक:

Name: \_\_\_\_\_

नाम:

Designation: \_\_\_\_\_

पदनाम:

Email: \_\_\_\_\_

ई-मेल:

Phone No: \_\_\_\_\_

दूरभाष नंबर:

Organisation: \_\_\_\_\_

**संस्थान:**

State/UT where organisation is headquartered: \_\_\_\_\_

**राज्य/केन्द्र शासित प्रदेश जहा संस्थान का प्रधान कार्यालय हो:**

**General Questions:**

**Kindly answer the following questions**

कृपया नीचे लिखे प्रश्नों के उत्तर दे।

1. **Is this the organization's first time application for empanelment with the National CSR Hub at TISS?**

क्या टि आय एस एस के नैशनल सीएसआर हब के साथ एम्पैन्लमेन्ट के लिये यह प्रथम प्रार्थना पत्र है?

2. **If no, please discuss. (mandatorily attach previous letters of communication from the Empanelment Committee at TISS)**

यदि नहीं, कृपया विवरण दे। (टि आय एस एस के एम्पैन्लमेन्ट कमिटी के साथ पहले किय गये पत्राचार आवश्यक रूप से संलग्न करें)

3. **What are the concrete areas towards which the organisation seeks support from TISS and the Office of the Development Commissioner (Handicrafts)? ( maximum 100 words)**

वह कौन-कौन से क्षेत्र है, जिसमें संस्थान टि आय एस एस से और डेवलपमेन्ट कमिश्नर (हस्तशिल्प) से सहयोग की अपेक्षा करती है?(अधिकतम १०० शब्दों में)

4. **What are the broad craft categories that the organization engages with? (maximum 100 words)**

शिल्प की वह कौन-कौन सी विधायें हैं जिनमें संस्थान कार्यरत है? (अधिकतम १०० शब्दों में)

5. Does the organization work with artisan clusters engaged in languishing crafts specific to the geographical area? If yes, could you specify the nature of crafts engaged in? (100 words)

क्या संस्थान स्थानीय भौगोलिक स्थानीय क्षेत्र के शिल्प के उत्थान के लिए कारागिरों के समुह के साथ कार्यरत हैं ? यदि हाँ तो शिल्प की प्रकृति बताये जिसमें संस्थान संलग्न हैं ? (अधिकतम १०० शब्दों में)

6. Type of organization: Please identify the exact areas of intervention of the organization benefiting the artisan clusters (*Tick/highlight wherever applicable*):

संस्थान का प्रकार: किस प्रकार कारागिरों के समुह संस्थान से लाभान्वित होते हैं ?

Sl. No.	Areas of intervention
1.	Identifying producer groups
2.	Establishing market linkages
3.	Facilitating issue of artisan identification cards
4.	Organizing training and capacity building workshops
5.	Forming Self Help Groups
6.	Acting as implementing agencies facilitating cluster management
7.	Organizing exhibitions and buyer seller meets
8.	Providing credit facilities
9.	Research and knowledge dissemination
10.	Others (Specify) _____

7. Please mention three domains where the organisation needs capacity building support.

कृपया वह तीन क्षेत्र इंगित करें जिनमें संस्थान की क्षमता बढ़ाने में सहयोग की आवश्यकता है ।

8. Please mention three domains of competencies and expertise that the organisation can extend to others.

कृपया निपुणता एवं विशिष्टता के वह तीन क्षेत्र इंगित करें जिनमें संस्थान दूसरों को सहयोग कर सकती हैं।

9. Please provide details of the organization being funded by the Office of the Development Commissioner (Handicrafts).

संस्थान को डेवलपमेंट कमिश्नर (हस्तशिल्प) के कार्यालय द्वारा जो वित्त पोषण होता है उसका विवरण दें।

Year of Funding वित्त पोषण का वर्ष	Scheme Details योजना का विवरण	Intervention वित्त पोषण का कारण	Craft सम्बन्धित शिल्प



**APPLICATION FORM FOR HANDICRAFTS PARTNER ORGANISATION  
EMPANELMENT**

**Organisational Profile: संस्थान का विवरण**

Full name of organisation संस्थान का पूरा नाम	
State/District/Block in which headquartered संस्थान का प्रमुख कार्यालय जहा हो (प्रदेश/जिला/ब्लाक)	
Year of establishment संस्थान का प्रारंभ वर्ष	
Registration Details (Act & Reg. number) पंजीकरण का विवरण एक्ट एवं पंजीकरण संख्या	
Date of Registration पंजीकरण तिथी	

**Contact Information: संपर्क जानकारी**

Registered Address पंजीकृत कार्यालय	
Head Office Address प्रधान कार्यालय का पता	
Phone No दुरभाष सं.	
E-mail ई-मेल	
Website वेबसाइट	

- **Organizational Financials: System, Capacity, Transparency and Sustainability**

संस्थानगत वित्तीय जानकारी: व्यवस्था, क्षमता, पारदर्शिता तथा सततता

*\*Please note that the below entries must be verifiable with the audited financial statement.*

कृपया नोट करें कि नीचे लिखी प्रविष्टियाँ ऑडिटेड बैलेन्स शीट से जांची जा सकती हैं।

**Foreign Currency Receipts:**

विदेशी मुद्रा की प्राप्तियाँ

Can the organisation receive foreign funds क्या संस्थान विदेशी धन प्राप्त करता है।	Yes/No: हाँ/नहीं
Registration Details पंजीकरण का विवरण (Reg. No.) पंजीकरण की संख्या	
Date of Registration पंजीकरण तिथि	
Has the latest FCRA return been filed? Period and Date of filing क्या एफसीआरए से संबंधित नवीनतम विवरणी जमा की जा चुकी है? अवधि एवं दिनांक	Yes/No: हाँ/नहीं  Period of filing: जमा करने की अवधि Date of filing: जमा करने की तिथि

**Details of Income/Expenditure for last three years:**

पिछले तीन वर्षों का आय-व्यय विवरण

Financial Year वित्तीय वर्ष	Total Income कुल आय	Total Expenditure कुल व्यय	Surplus/Deficit आधिक्य/कमी

**Details of Sources of Funds for the last three years of operations:**

पिछले तीन वर्षों में प्राप्त वित्त का स्रोत

Source of funds	Year of receipt	Amount received from the source
Grants from Government		
Grants from Public Sector Corporations/ Private Sector		
Grants from Non- Government Organizations (NGOs)		
Income from sale of products		
Donations in cash		
Donations in-kind		
Investment income		
Corpus and Other(s), Please Specify		
<b>TOTAL</b>		

**Details of the loans taken from Financial Institutions/Banks, if any:**

वित्तीय संस्थाओं/बैंकों से प्राप्त किये गये ऋणों का विवरण। (यदि कोई हो )

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**Details of Major Assets: मुख्य संपत्तियों का विवरण:**

Sr. No.	Asset	Value (in Rupees)	Source of Funds
1			
2			
3			
4			
5			

**Cost Details (for last three years): मूल्य विवरण (पिछले तीन वर्षों का)**

Year	Name of product	Cost/unit of the	No. of units sold	Sale price
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(Please specify financial years below)		product		

*\*If multiple products, kindly attach as an annexure. This annexure shall be numbered as AX 00*

अगर अधिक / विविध उत्पाद हों तो, संलग्नक लगाये। इस संलग्नक का नंबर होगा AX 00

Does the organisation facilitate in forming federation/artisans collective, please provide details of the various artisan groups under the federation:

क्या संस्थान कारागिरों का संघ या सामुहिक संगठन बनाने में सहयोग करता है? कृपया कारागिर के विभिन्न समूहों का विवरण दें।

Please provide the details of the payment structure for the artisans on the basis of last three consignment orders:

कृपया पिछले तीन सालों के भेजे गए माल ऑर्डर (कन्साइनमेंट) के आधार पर कारागिरों को दिए जानेवाले भुगतान के स्वरूप का विवरण दें।

In the table below, please provide details of consignment orders in the last three financial years:

नीचे दी गयी तालिका में कृपया पिछले तीन वित्तीय वर्षों के माल ऑर्डर (कन्साइनमेंट) का विवरण दें।

Domestic			International		
Name of Market with Location	Nature of Product	Value of Order	Name of the Country	Nature of Product	Value of Order

*\*You may add additional rows as per requirement*

आप आवश्यकतानुसार तालिका में पंक्तियाँ जोड़ सकते हैं।

**Details of Auditors: ऑडिटर्स का विवरण**

Does the organisation have a regular internal audit system? Name and address	Yes		No	Name and address:
Period for which last internal audit report is available				
Does the organisation have a statutory auditor?	Yes		No	
Name and address of the statutory auditor				
Year since when the above firm has been the organisation's statutory auditor				
Does the organisation publish/bring into public domain the annual accounts?	Yes		No	
Does the organisation share its financial statements with the target communities? If yes, how?				

- Organizational Vision - Mission, Strategy, Methodology and Sectoral Understanding

संस्थागते दूरगामी उद्देश्य लक्ष्य योजनाएं एवं क्षेत्र विशेष की समझ

Vision Mission and Core Values Statement of the organization:

संस्थान के लक्ष्य, दूरगामी उद्देश्य एवं मुलभूत मुल्यों को स्पष्ट करें।

Objectives: उद्देश्य

Please specify exact area of one recent past or current operation in terms of village/ city, block, district, state:

संस्थानद्वारा संचालित किए जा रहे कार्यक्रमों से एक नवीनतम एवं एक पूर्व में किए गए कार्यक्रम का विवरण दें।

Geographical area				Project Implemented (thematic area of intervention)	Duration of project (DD/MM/YY) to (DD/MM/YY)
Village/City:	Block:	District:	State:		

Please discuss specifically the profile of target population/primary beneficiaries: (For e.g. the organization's primary beneficiaries' are the women artisans of the *Pardhi* community, Nomadic De-notified tribes of the state of Maharashtra)

कृपया प्राथमिक लाभार्थियों के संदर्भ में विस्तारपूर्वक विवरण करें। (उदाहरणस्वरूप: संस्थान के प्रमुख लाभार्थी महाराष्ट्र की अनुसूचित घुमंतू जनजाती की पारधी समुदाय की महिला कारीगर हैं।)

--

Please specify number of beneficiaries reached out to in last three years:

पिछले तीन सालों में जो लाभार्थी लाभान्वित हुए हैं उनकी संख्या।

Last year:	
Year before last:	
Year before year before last:	

*\*Please attach supporting documentation. The supporting documentation shall be numbered as AX 01*

कृपया पुष्टि के लिए दस्तावेज संलग्न करें जो AX 01 नंबर होगा।

Please enlist below the core competency and focus of the organisation in the last three years:

पिछले तीन सालों में संस्थान का जो योग्यताका क्षेत्र रहा हो और जिस पर संस्थान का ध्यान केंद्रित रहा हो उसका विवरण दें।

(For e.g. identifying producer groups, training and capacity building of the artisans, market linkages, facilitating generation of artisan identification cards, welfare of the artisans in the domains of health, livelihood, etc)

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What are the ancillary support services that are provided by the organization to the artisans, other than the core handicrafts development initiatives (For e.g. financial literacy, health and hygiene awareness, gender campaigns etc)?

कारागिरों के मुल हस्तशिल्प के विकास के प्रयासों के अलावा संस्थानद्वारा दिए गए अन्य सहायक प्रोत्साहनोंका विवरण दे।

List very briefly some of the projects that the organization has undertaken using government funds for the target beneficiaries (artisans) in different geographic locations (State/District/Block):

विभिन्न भौगोलिक क्षेत्रों में सरकारी वित्तों की सहायता से कारागिरों/प्राथमिक लाभार्थियों के लिए प्रारंभ किए गए कार्यक्रमों का विवरण दे।

*\*Please attach supporting documentation. The supporting documentation shall be numbered as AX 02*

संबंधित दस्तावेज संलग्न करें। नंबर होगा AX 02

With respect to the organization's core thrust areas, please discuss a roadmap for achievable goals in the next one year (short term), three years (medium term) and above five years (long term):



संस्थान के मुख्य योग्यता व प्रमुख कार्य क्षेत्र के संदर्भ में आनेवाले एक वर्ष, तीन वर्षों एवं पाच वर्षों में किए जानेवाले प्रस्तावित कार्यक्रमों के संदर्भ में विस्तार से चर्चा कीजिए।

According to the organization, what are the major problems/gaps in the handicraft sector? Are these problems specific to a particular geographic region? (In maximum 200 words):

संस्थान के अनुसार हस्तशिल्प विभाग की मुख्य समस्या/कमियाँ क्या हैं? क्या यह समस्याएं विशेष भौगोलिक सम्भाग की हैं? (अधिकतम २०० शब्दों में)

In the above stated problem space and context, define the organization's innovative approach/strategy in addressing the existing problems/gaps specific to the sector (In maximum 200 words):

उपरोक्त अंकित समस्या के संदर्भ में संस्थान के क्या प्रयास/नीति रही हैं। (अधिकतम २०० शब्दों में)

Give evidence of the uniqueness of the projects (interventions) undertaken by the organization in comparison to the existing sector specific initiatives (In maximum 200 words):

संस्थानद्वारा संचालित कार्यक्रम के उस क्षेत्र में संचालित अन्य प्रयासों की तुलना में विशिष्ट तत्वों का उल्लेख करें। (अधिकतम २०० शब्दों में)

On reflecting upon existing government initiatives/schemes aimed at strengthening the handicrafts sector, does the organization think there are possibilities of developing an alternate model for developing

this sector (in terms of funding, implementation, research and development etc)?

Please share your thoughts (In maximum 200 words).

हस्तशिल्प क्षेत्रों को मजबूत करने की दिशा में जो प्रयास/योजनाएं वर्तमान सरकार की हैं उसको देखते हुए क्या संस्थान को लगता है कि इस क्षेत्र को विकसित करने हेतु एक वैकल्पिक सांचे की संभावना है ?(वित्तीय सहयोग, शोध, विकास, आदि के क्षेत्रों में) (अधिकतम २०० शब्दों में)

Please state any examples where the organization has leveraged existing government welfare schemes/policies for development activities and major challenges faced in this regard.

कृपया कोई उदाहरण दें जहाँ संस्थान ने वर्तमान सरकार की कल्याणकारी नीतियों का उपयोग किया हो उस संबंधित चुनौतियों का भी उल्लेख करें।

List (in approximately 100 words, under each head) evidence of the organization's sustainable community interventions with reference to the handicrafts sector, in terms of achievements of:

संस्थान के हस्तशिल्प क्षेत्र के संदर्भ में संचालित समुदायिक कार्यक्रमों की उपलब्धियों का निम्नलिखित संदर्भों में उल्लेख करें।

(a) Economic impact: आर्थिक प्रभाव

(b) Social impact: सामाजिक प्रभाव

(c) Environment impact: पर्यावरणीय प्रभाव

- **Governance, Organizational Structure, Policy, Processes and Systems, and Human Resource Capacity**

प्रशासन संस्थान की रचना, नीतियों व्यवस्था एवं मानव संसाधन क्षमता

**Chief Executive Details:**

Name of Chief Executive/ Functionary				
Date of Appointment				
Is Chief Executive the Founder of the Organization?	Yes		No	
Does Chief Executive work full time with the Organization?	Yes		No	
If No, then what is the other occupation; provide details				
Is s/he member of any network- govt. or otherwise; if yes, provide details				
Chief Executive's Contact Details				
Phone No				
Email				

**Board Members Profile: बोर्ड के सदस्यों का विवरण**

1	Name of the members						
2	Gender						
3	Social categories (SC/ST/OBC/Gen./ Others)						
4	Educational qualification						

5	Full time occupation						
6	Core area of expertise						
7	No. of years on board						
8	Full address with contact no.						
9	Role in organisation						
10	Apart from board member, any other position held in organisation.						
11	Any monetary benefit received from organisation.						

**Number of board meetings held this financial year with dates:**

**इस वित्तीय वर्ष में बोर्ड की कितनी सभाएँ/बैठक हुई हैं? तिथियोंसह लिखीए।**

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**\*Please attach photocopy of minutes of latest board meeting (mandatory). *The supporting documentation shall be numbered as AX 03***

कृपया विगत में जी बोर्ड की नवीनतम बैठक हुई हो उसकी कार्यवाही संलग्न करें (अनिवार्य)। उसका नंबर होगा AX 03

**Please also add copies of last 3 years annual GB meetings, if available (optional)**

पिछले तीन वर्षों की वार्षिक सर्वसाधारण बैठक/सभा (जनरल बॉडी मीटिंग) की भी प्रतियाँ संलग्न करें। (वैकल्पिक)

**Organizational Structure (describe as an organogram): संस्थान का संस्थागत ढाँचा**

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**Succession Planning: उत्तराधिकार की योजना**

Does the Organization have a succession plan?	Yes		No	
Details:				

**Organizational Structure: संस्थागत विभागीय विवरण**

	Name of the department	Role of the department	Person-in Charge	Qualification	Position and Appointed Since
1					
2					
3					
4					

**Staff profile: कर्मचारी विवरण**

Engagement type	Number
Full time paid staff	

Part time paid staff	
Total staff strength	
Volunteers	
Female staff as % of total staff	
Staff with disabilities as % to total staff	

**List of capacity building workshops in the last three years for staff:**

कर्मचारीयों की क्षमता में वृद्धि करने के संबंध में पिछले तीन वर्षों में हुई कार्यशालाओं का विवरण दें।

Year	Topic	Donor with full address

*\*Please attach supporting documentation. The supporting documentation shall be numbered as AX 04*

संबंधित दस्तावेज संलग्न करें। दस्तावेज का नंबर होगा AX 04

**Policies and procedures:**

नीतियाँ एवं कार्यविधि

If the applicant responds with 'Yes' to the questions below, they need to be supported with evidence. <i>The supporting documentation shall be numbered from AX 05 to AX 11, as and where applicable.</i>	Yes/ No	Evidence Attached	
		Yes	No
1. Do you have a staff policy related to gender and affirmative action?		AX 05	
2. Does the organization have a recruitment policy?		AX 06	
3. Does the organisation have a published salary scale?		AX	

		07	
4. Are appropriate job descriptions in place?		AX 08	
5. Does the organisation have a staff appraisal system?		AX 09	
6. Does the organisation have any system for whistle blower protection?		AX 10	
7. Does the organisation have any internal system for combating corruption?		AX 11	
8. Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.			
9. Do you ensure to pay at least minimum salary/wages to your employees?			



- **The Craft Process: Production, Processing, Marketing, Innovative and Sustainable Practices**

शिल्प कार्यविधि, उत्पादन, प्रक्रिया, विक्रय, नविन एवं विशिष्ट व्यवहार, क्रियाएं ।

Please select the broad craft categories that the organization engages with, from the list below:

(Tick/highlight wherever applicable)

नीचे दी गयी शिल्प की प्रमुख विधाओं की सूची में से चुने – जिसमें संस्थान कार्यरत हैं ।

<b><u>Broad craft categories</u></b>			
<b>Sl. No.</b>	<b>Craft Category</b>	<b>Sl. No.</b>	<b>Craft Category</b>
1.	Bidri	17.	Pottery and clay objects
2.	Cane & Bamboo	18.	Rugs & durries
3.	Carpet	19.	Stone (carving)
4.	Conch-Shell	20.	Stone (inlay)
5.	Doll & Toys	21.	Terracotta
6.	Filigree & Silverware	22.	Theatre, Costumes & Puppet
7.	Folk Painting	23.	Textile (handloom)
8.	Furniture	24.	Textile (Hand embroidery)
9.	Grass, leaf, reed & fiber	25.	Textile (Hand printed)
10.	Horn & Bone	26.	Wood (carving)
11.	Jewellery	27.	Wood (inlay)
12.	Leather (footwear)	28.	Wood (turning and lacquer ware)
13.	Leather (other articles)	29.	Zari
14.	Metal ware	30.	Coir twisting
15.	Metal images (classical)	31.	Miscellaneous crafts Paintings
16.	Musical instrument	32.	Others (Specify) _____

Please select if the organization engages with any of the following niche craft categories, from the list below:

(Tick/highlight wherever applicable)

<b><u>Niche craft categories</u></b>			
<b>Sl.No.</b>	<b>Name of the Craft</b>	<b>Sl.No.</b>	<b>Name of the Craft</b>
1.	Indigo Dyeing	19.	Split Ply-braiding
2.	Assamese Jewellery	20.	Pithora Painting
3.	Mirizhim	21.	Hand Block Printing
4.	Natural Dyeing	22.	Sanjhi Crafts
5.	Saphe Lamphee	23.	Cuttaki Chappals
6.	Lashingphee	24.	Horn Craft
7.	Natural Block Printing	25.	Ganjeefa Cards
8.	Miniature Painting	26.	Wood Toys
9.	Cherial Painting	27.	Copper snake
10.	Raja Rani Dolls	28.	Namda
11.	Temple Kalamkari	29.	Pinjrakari
12.	Temple Applique	30.	Pottery
13.	Gesso Work	31.	Silver ware
14.	Kavad	32.	Tapestry
15.	Danka	33.	Wagu
16.	Rogan Painting	34.	Chamba Rumal
17.	Warak printing	35.	Suri Bowl/Sherpai
18.	Mend Ki Chapai		

**Organizational engagement with artisans and collectives:**

संस्थान का कारागिरों और उनके समुह से प्रतिबद्धता।

Total number of artisans engaged with कारागिरों की कुल संख्या	<b>Male</b>	<b>Female</b>
Total number of differently-able artisans engaged with शारीरिक असक्षम कारागिरों कुल संख्या	<b>Male</b>	<b>Female</b>
Total number of artisans who have received artisan identification cards	<b>Male</b>	<b>Female</b>

कुल कारिगर जिन्हें पहचान कार्ड (आयकार्ड) मिल चुका है।			
Total number of artisan collectives or federations engaged with	Male	Female	Mixed
कारिगरों के कुल समुह/संघ जो संस्थान से संबंध हैं।			

What are the parameters on the basis of which the organization selects the craft categories and subsequent artisan groups to work with? (In maximum 200 words)

शिल्प श्रेणियों व कारागिरों के समुह के चयन हेतु संस्थान द्वारा निर्धारित मानदंड का उल्लेख कीजिए। (अधिकतम २०० शब्दों में)

- Does the organization help in the business generation of the artisan groups? If yes, please answer parts a, b and c, else skip to the next question (answer these questions with reference to last three consignment orders engaged with. Please note that it is mandatory to attach relevant documents.)

क्या संस्थान कारागिरों के समुह को व्यापार बढ़ाने में सहाय्यता करता है? यदि हाँ तो a, b, c पर अंकित करें अन्यथा अगले प्रश्न पहुँचें। (इन प्रश्नों का उत्तर पिछले तीन माल के ऑर्डर (कन्साइनमेंट) के संबंध में दे।)

- a) Please briefly elaborate upon the procedure of taking consignment orders from the buyers, with respect to both domestic and international market (200 words):

घरेलू एवं अंतरराष्ट्रीय बाजार के संबंध में खरीददारों से ऑर्डर (कन्साइनमेंट) प्राप्त करने की प्रक्रिया का संक्षेप में वर्णन करें। (अधिकतम २०० शब्दों में)

*\*The supporting documentation shall be numbered as AX 12*

दस्तावेज का नंबर AX 12 डाला जायेगा।

- b) Please briefly elaborate upon the procedure of disbursement of the consignment orders among the artisan clusters (In maximum 200 words):

कारागिरों के गुप के बीच माल ऑर्डर (कन्साइनमेंट) का वितरण के तरीकों का संक्षेप में वर्णन करें। (अधिकतम २०० शब्दों में)

*\*The supporting documentation shall be numbered as AX 13*

सहायक दस्तावेज का नंबर AX 13 डाला जायेगा।

Please outline the payment structure of the artisans for individual consignment orders (In maximum 200 words):

कारागिरों के अलग-अलग माल ऑर्डर (कन्साइनमेंट) के भुगतान की संरचना की रूपरेखा दे। (अधिकतम २०० शब्दों में)

*\*The supporting documentation shall be numbered as AX 14*

सहायक दस्तावेज का नंबर AX 14 डाला जायेगा।

Do any of the crafts that the organization deals in demand specific gender expertise? If yes, could you please elaborate on the same? (In maximum 200 words)

क्या किसी संस्थान में किसी शिल्पद्वारा लिंग विशेषज्ञता की मांग होती है? यदि हाँ तो उसका वर्णन करे। (अधिकतम २०० शब्दों में)

Does the organization engage with mixed groups/clusters (including both male and female artisans)? If yes, please answer parts a, b and c, else skip to the next question.

क्या संस्थान मिश्रित समुह/संघ के साथ संलग्न हैं? (स्त्री/पुरुष दोनों) यदि हाँ, तो a,b,c में उत्तर दे, अन्यथा प्रश्न छोड़कर आगे के प्रश्न को ले।

a) Please provide details of the social composition of three mixed groups/clusters:

कृपया तीन समुह / संघ का सामाजिक संघटन प्रस्तुत करें।

b) Please elaborate upon the nature of work allocated to male and female artisans within the mixed groups (In maximum 200 words):

(For e.g. In the leather clusters, the male artisans are usually engaged in ‘cutting’, ‘punching’, whereas female artisans are mostly engaged in ‘touching up’, etc.)

मिश्रित समुह में स्त्री और पुरुष कारागिरों को किस प्रकार का कार्य दिया जाता है? कृपया अंकित करें। (जैसा चमड़ा समुह में पुरुष कारागिरों को सामान्यतः काटने, छेदने, जबकि महिला कारागिर बहुधा अंतिम सुधार के कार्य संपादित करती हैं।) (अधिकतम २०० शब्दों में)

c) Please elaborate upon the payment structure of the male and female artisans working in mixed clusters/groups (In maximum 100 words):

मिश्रित संघ/समुह में स्त्री एवं पुरुष कारागिरों को भुगतान की क्या संरचना है? बतायें। (अधिकतम १०० शब्दों में)

**Does the organization engage with young artisans below the age of sixteen years? If yes, please provide numbers of young artisans below the age of sixteen years and define their work role (In maximum 200 words):**

क्या संस्थान १६ साल या इससे कम उम्र के युवा कारिगरों से कार्य कराती है? यदि हाँ, तो कृपया युवा कारिगरों की संख्या बताएँ तथा उनकी कार्य की भुमिका बताएँ। (अधिकतम २०० शब्दों में)

**Does the organization help in establishing market linkages for the artisans? If yes, please answer parts a, b and c, else skip to the next question.**

क्या संस्थान कारिगरों को बाजार संयोजन प्रदान करने में सहायता करता है? यदि हाँ तो कृपया a, b, c में उत्तर दे अन्यथा प्रश्न छोड़कर अगले प्रश्न पर जाए।

**a) Please define your target market (Country/ state/ districts):**

कृपया आपके संस्थानद्वारा लक्ष्यरूप में निर्धारित बाजार (देश/प्रदेश/जिल्हे) अंकित करें।

**b) What are the marketing events/activities organized by the organization for attracting potential buyers? Elaborate upon the marketing events/strategy undertaken in the previous financial year (For e.g. exhibitions, buyer-seller meets, melas, seminars, craft demonstrations, etc.) (In maximum 200 words):**

संस्थानद्वारा संभावित खरीददारों को आकर्षित करने के लिए कौन-कौन से कार्यक्रम संपादित किए गए हैं? (पिछले वित्तीय वर्ष में इस तरह के आयोजित किए गये कार्यक्रम/गतिविधियाँ जैसे प्रदर्शनी, क्रेता-विक्रेता सम्मेलन आदि।) (अधिकतम २०० शब्दों में)

c) Does the organization have separate retail outlets? How are the products branded (does the organization have separate branding rights or do they collaborate with other larger organizations)? (In maximum 100 words)

उत्पादनों की ब्रँडिंग किस प्रकार की जाती है? (क्या संस्थान की अपने उत्पादनों की अलग से ब्रँडिंग करने का अधिकार है? या संस्थान किसी बड़े संस्थान के सहयोग से करता है?) (अधिकतम १०० शब्दों में )

Please provide details of the raw materials used in the craft process (Answer with reference to a maximum of three primary crafts engaged in)

कृपया शिल्प प्रक्रिया में प्रयुक्त कच्चे माल का विवरण दें।

Sl. No	Material Used	Type of Material Used <i>Please Tick/highlight wherever applicable</i>			Source of procurement
		Natural	Synthetic	Bio-degradable	

Please detail out the waste generated from the production process and discuss the waste disposal procedure adopted by the artisan clusters in different locations (In maximum 200 words):

उत्पाद प्रक्रिया से जो अपशिष्ट (कचरा) निकलता है उसका विवरण दे तथा उस कचरे को विस्तारित करने हेतु कारीगरों के विभिन्न स्थानों पर क्या तरीके हैं? (अधिकतम २०० शब्दों में)

Please mention the use of technology (if applicable) in the entire craft process (For e.g. Machinery, equipment used) (In maximum 200 words):

पुरे शिल्प प्रक्रिया में जो तकनीक इस्तेमाल होती है (यदि लागू होती हो) उसका विवरण दे। (जैसे मशीनरी, प्रयुक्त उपकरण) (अधिकतम २०० शब्दों में)

Please answer the following:

कृपया निम्नलिखित प्रश्नों के उत्तर दें:

Questions	Yes/No
1. Do all the artisan clusters have individual work sheds? क्या सभी कारागिर समूहों के पास अपना प्रथक छायादार स्थान (वर्क शेड) हैं?	
2. Does the organization provide separate work sheds for women belonging to the minority community/ in cases of mixed groups)? क्या संस्थान अल्पसंख्यांक महिलाओं के लिए अलग छायादार स्थान (वर्कशेड) उपलब्ध कराता है? (जहाँ मिश्रित समूह हैं।)	
3. Do individual work sheds have separate toilet facility? क्या प्रत्येक छायादार स्थान (वर्कशेड) में पृथक शौचालय की व्यवस्था है?	



4. Does the organization ensure cleanliness of the work sheds? क्या संस्थान छायादार स्थान (वर्कशेड) की नियमित सफाई को सुनिश्चित करता है?		
5. Do the artisan clusters have a common facility centre? क्या कारिगरी के समूह/संघ के लिए संयुक्त सुविधा केंद्र उपलब्ध है?		
6. Do the common facility centres have separate toilet facility? क्या संयुक्त सुविधा केंद्रों में अलग शौचालय की सुविधा मौजूद है?		
7. Does the organization ensure cleanliness of the common facility centres? क्या संस्थान संयुक्त सुविधा केंद्रों की नियमित सफाई को सुनिश्चित करता है?		
8. Specify the nature of colour used for the finished products <i>Tick/highlight wherever applicable</i> उत्पादों के अंतिम सुधार हेतु किन रंगों का प्रयोग किया जाता है?	Natural	
	Synthetic	
	Organic	
	Acrylic	
	Latex	
	Other (Specify)	_____

**Mechanism of Consolidation of Existing Artisan Groups and Clusters**

कारीगर समुदाय की भलाई के उद्देश्य से किए जा रहें प्रमुख कार्यक्रमों का विवरण।

**Details of core projects of the organization aimed at the betterment of the artisan communities:**

*(Please furnish details of a minimum of 1 and a maximum of 3 projects)*

कृपया कम से कम एक व अधिकतम तीन परियोजनाओं/कार्यक्रमों का विवरण दें।

Name of the project			
Broad crafts covered			
Core objectives of the project			
Source of funding (Specify donor name and address)			
Project period			
No. of paid staff engaged			
Who are the beneficiaries?			
Number of direct and indirect beneficiaries			
<b>1. Direct</b>			
<b>2. Indirect</b>			
State			
District			
Block			

Village			
Intervention plan/strategy/ Process			
Monitoring mechanism			
Indicators for measuring success			
Outcome			
Impact			

*\*The supporting documentation shall be numbered as AX 15*

सहायक दस्तावेजों का नंबर AX 15 होगा।

Does the organization help in the capacity building/skill up-gradation/ training/workshops for the artisans? If yes, answer a and b, else skip to the next question.

क्या संस्थान कारिगरी की क्षमता व दक्षता निर्माण में सहाय त्रेनिंग व कार्यशाला आदि में सहयोग करता है? यदि हाँ तो a,b और c पर उत्तर दे अन्यथा अगले प्रश्न पर पहुँचे।

- a) Please elaborate upon some of the capacity building programmes that the organization has undertaken for the target beneficiaries in different geographic locations (State/District/Block) in the last three years (In maximum 200 words):

*(Please specify details like number of artisans per batch, short term training/long term training, compensatory allowance for the trainees, etc.)*

विभिन्न भौगोलिक स्थानों (प्रदेश/जिले/ब्लॉक) पर चिन्हित लाभार्थियों के संबंध में पिछले तीन वर्षों में क्षमता निर्माण कार्यक्रमों में से कुछ का विवरण दें। (अधिकतम २०० शब्दों में)

- b) Please elaborate upon the nature of workshops conducted by the organization for the overall well being of the target beneficiaries (In maximum 100 words):

लक्षित लाभार्थियों के उत्थान के लिए संस्थान द्वारा कि गई कार्यशालाओं की प्रकृति का विवरण दें।

(अधिकतम १०० शब्दों में)

(Please specify the theme of the workshops such as gender, hygiene, design, environmental concerns etc.)

आयोजित कार्यशालाओं की विषय वस्तु स्पष्ट करें जैसे कि लिंग, स्वच्छता, पर्यावरणीय सभाएँ इत्यादी।

Does the organization facilitate in organizing self help group among the artisan clusters?

क्या संस्थान कारीगर समुह को स्व:सहाय्यता समुह (SHG) हेतु सहायता करता है?

If yes, please briefly enlist the details below:

यदि हाँ कृपया संक्षेप में विवरण दें।

*\*Please attach the bank details as AX 16 and the minutes of the last three meetings (for at least 3 groups) as AX 17:*

कृपया बैंक का विवरण संलग्न करें नंबर AX 16 पर और पिछली तीन बैठकों के लिखित ब्योरा संलग्न करें। जैसे AX 17

Name of the SHG (or artisan group)	Total no. of members	Do they have a bank account?		Frequency of meeting in a month?			
		Yes	No	Once	Twice	Thrice	More than thrice

*\*You may add additional rows as per requirement*

आप आवश्यकतानुसार पंक्तियाँ बढ़ा सकते हैं।

#### Nature of benefits provided to the artisans

कारीगरों को मिलनेवाले लाभों का विवरण दें।

Category of benefits	Yes/No	Evidence Attached	
		Yes	No
1. Infrastructural loan facility (for the artisan groups)			
2. Personal loan facilities			
3. Provision for pension schemes			
4. Provision for life insurance policy			
5. Regular health check-up			
6. Regular eye check-up			
7. Other beneficiary provision (Specify)_____			

*\*Please add explanatory notes and supporting documentation as and when applicable above*

जहाँ आवश्यक हो विवरण एवं सहायक दस्तावेज लगाएं।

How has the engagement of the organization with the artisan groups/clusters benefitted the larger community? Give evidence for the same with reference to at least one artisan community, maximum three. (For e.g. education of the children of the community, ancillary employment opportunities, and hygienic sanitary facilities built for the community, etc).

कारीगरों समूहों/संघों के साथ संस्थान की संलग्नता किस प्रकार बड़े समुदाय (लार्जर कम्युनिटी) को लाभ पहुँचाती है। कम से कम एक कारिगर समुदाय और अधिकतम तीन के संबंध में बतायें। (जैसे कि समुदाय के बच्चों की शिक्षा, सह रोजगार अवसर एवं स्वास्थ्य संबंधी, स्वच्छता संबंधी सुविधाओं के संबंध में)

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Please provide evidence of sustainability (at least one and maximum three) in the programs or organisational functioning (In maximum 200 words):

कृपया संस्थान के संस्थागत कार्यक्रमों की सततता के संबंध में उदाहरण दें। (कम से कम एक व अधिकतम तीन)

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**Please state the frequency of monitoring projects in the organization:**

कृपया संस्थान की परियोजनाओं के निरीक्षण की बारम्बारता के संबंध में जानकारी दें।

**Please provide details of the name of person/institution with designation/full address who/that monitors projects:**

कृपया उन व्यक्तियों, संस्थानों कंपनियों का नाम/पदनाम/पुरा पता दें जिसे प्रोजेक्ट का निरीक्षण दिया गया है।

**Does the organization have any system of a Management Information System available to track beneficiary details and project timelines? Yes/No**

क्या संस्थान में कोई मैनेजमेंट इन्फॉर्मेशन सिस्टम है? जो लाभार्थियों के विवरणों पर तथा प्रकल्प के समय सीमाओं पर नजर रखता है?

**Recent External Evaluations:**

Program	Evaluator (name, affiliation etc. and commissioning institution)	Date/ Period	Major Comments

- **Knowledge Creation, Documentation and Dissemination of Knowledge to the Larger Community**

विस्तृत समुदाय के ज्ञान सम्बर्धन, ज्ञान प्रलेखन व ज्ञान/सूचनाओं का प्रसार।

*\*Please provide as Annexure(s) evidence of knowledge created internally by the organization – offline, hard copy publications, research content, booklets, pamphlet, etc. Please attach minimum one and maximum three. The supporting documentation shall be numbered as AX 18.*

संस्थान के द्वारा ज्ञान संवर्धन के प्रमाण संलग्न करें। उसका नंबर AX 18.

Links to online content (if applicable):

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Awards/ Recognitions received from Government and other Organisations

सरकार एवं अन्य संस्थाओं से प्राप्त सन्मान/पहचान का विवरण।

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