

**INSTRUCTION FOR DEPUTY COMMISSIONERS/ PROJECT DIRECTORS/ SUB-DIVISIONAL  
WELFARE OFFICERS**

The Directorate of WPT & BC is processing sanctioning of proposal for distribution of Tractors to ST(P) SHGs for mechanization of Agriculture under the scheme SCA to TSP during the year 2016-17. In this regard the Deptt. of WPT & BC, Govt. of Assam has provided a set of guidelines and allocation of Tractors for the same.

The Deputy Commissioners along with Project Directors and Sub-Divisional Welfare Officers are requested to submit list of applications as per the guidelines of the Govt. which is enclosed. The ITDP/SDWO wise allocation and last date of submission of the same will be communicated through WT message.

Note that, the selection of beneficiaries made by the District Level Selection Committee is purely provisional and is subject to sanction of fund from the Govt. and approval of the State Level Selection Committee.

Sd/-

**Director, WPT & BC, Assam**

**GUIDELINES FOR DISTRIBUTION OF TRACTORS AND POWER TILLERS TO ST(P) BENEFICIARIES  
UNDER VARIOUS SCHEMES FOR MECHANIZATION OF AGRICULTURE UNDER THE  
DIRECTORATE OF WPT & BC, A.P.T.D.C. LTD. AND A.T.D.A.**

**A. OBJECTIVE**

The objective of the scheme is to develop the agricultural standards of the ST farmers/ unemployed ST youths by providing modern mechanization such as Tractors, Power Tillers, etc. The people belonging to ST communities of Assam are mostly engaged in agriculture activities for their livelihood using traditional methods which provides low yield and reflects to their economic disparity. Providing modern agriculture equipments will increase the productivity of the crops and in turn develop their economic condition.

**B. IMPLEMENTATION PROCEDURE OF THE SCHEMES**

The schemes will be implemented as follows:

- 1) Against the sanction of proposals by the Govt. of Assam, allocations will be made ITDP/SDWO wise (Branch office wise incase of A.P.T.D.C. Ltd. and A.T.D.A.) based on the 2011 ST Census report which will be approved by the Hon'ble Minister, WPT & BC, Assam.
- 2) As per the approval, the allocations will be communicated to the ITDPs/SDWOs (Branch offices in case of A.P.T.D.C. Ltd. and A.T.D.A.).
- 3) Against the allocation the PD-ITDPs/SDWOs (Branch officers in case of A.P.T.D.C. Ltd. and A.T.D.A.) will submit the list containing names of beneficiaries twice the nos. of allocated nos. of Tractors/Power Tillers along with all relevant documents (For example: if ITDP-Goalgaht is allocated 2 Nos. of Tractors, PD-ITDP Golaghat will submit beneficiary list containing 4 Nos. of proposed beneficiaries) duly approved by the respective District Level Selection Committee (DLSC).
- 4) On receipt of proposals from the PD-ITDPs/SDWOs (Branch officers in case of A.P.T.D.C. Ltd. and A.T.D.A.), the same will be placed before the State Level Selection Committee (SLSC) for selection/approval of the beneficiaries for distribution of Tractors/Power Tillers.
- 5) The approved list will be communicated to the PD-ITDPs/SDWOs (Branch officers in case of A.P.T.D.C. Ltd. and A.T.D.A.) and distribution of the Tractor/Power Tillers will be done directly to the beneficiaries on receipt of Authorization letter from the respective PD-ITDPs/SDWOs (Branch officers in case of A.P.T.D.C. Ltd. and A.T.D.A.).

**C. PROCEDURE FOR SELECTION OF BENEFICIARIES**

The selection procedure will be as follows:

- 1) 2(Two) committees, viz. the District Level Selection Committee (DLSC) and State Level Selection Committee (SLSC) will be constituted for selection and approval of beneficiaries respectively. The DLSC will be the authority for selection of beneficiaries at the District level and the SLSC will be the final authority for approval of beneficiaries for distribution of Tractors/Power Tillers.
- 2) The DLSC will invite applications from intending applicants in a prescribed format along with all relevant documents through wide publicity.
- 3) The received applications will be scrutinized by the DLSC and selection of eligible beneficiaries will be done twice the nos. of allocated nos. of Tractors/Power Tillers which will be communicated to the Director, WPT & BC along with all relevant documents through the PD-ITDPs/SDWOs (Branch officers in case of A.P.T.D.C. Ltd. and A.T.D.A.).
- 4) The Director, WPT & BC on receipt of approved list of beneficiaries from DLSC will place the same for selection/approval of the SLSC.
- 5) The beneficiaries approved by the DLSC does not indicate the actual list of beneficiaries and the apex authority for finalization lies with the SLSC.

**D. SELECTION COMMITTEES**

2(Two committees) viz. the District Level Selection Committee (DLSC) and State Level Selection Committee (SLSC) will be constituted for selection/approval of beneficiaries with the following members:

**1) State Level Selection Committee**

- |  |                  |
|--|------------------|
| 1) Hon'ble Minister, WPT & BC                            | Chairman         |
| 2) Commissioner & Secretary, WPT & BC                    | Vice-Chairman    |
| 3) Director, WPT & BC/Managing Director, APDTC/CEO, ATDA | Member Secretary |

**2) District Level Selection Committee**

- |  |                  |
|--|------------------|
| 1) Deputy Commissioner                           | Chairman         |
| 2) Local Tribal MLA/MLAs                         | Vice-Chairman    |
| 3) PD-ITDP/SDWO/Branch Manager (ATDA/APTDC Ltd.) | Member Secretary |

**E. SELECTION CRITERIA OF BENEFICIARIES**

- 1) Allocation of Tractors/Power Tillers will be made ITDP/SDWO/Branch Office wise on the basis of 2011 ST Census report.
- 2) SHGs should consist of atleast 10(Ten) Nos. of ST members for Tractors and 5(Five) Nos. of ST members for Power Tillers engaged in agriculture and other allied activities for their livelihood are eligible for availing this facility.
- 3) The SHGs or members of the SHGs must have possession of atleast 10 bighas of agricultural land.
- 4) The SHGs must not have received any Tractors/Power Tillers in the last 5(Five) years against any Govt. scheme.
- 5) It is to be ensured that there is no duplicity of the beneficiary under the scheme with other schemes funded by the Govt.
- 6) The upper income limit for the individual members of the SHG should not be more than Rs. 2.00 lakhs per annum.

**F. DOCUMENTS TO BE COLLECTED FROM BENEFICIARIES**

- 1) Applications in prescribed format (Annexure-A).
- 2) Passport Photo of President & Secretary.
- 3) Copy of SHG/FMC registration.
- 4) Copy of ST Certificate of atleast 20 members for Tractor and 5 Nos. for Power Tillers.
- 5) Land holding certificate/documents in the name of the members of SHGs/FMCs.

**G. TERMS & CONDITIONS**

- 1) The Tractors/Power Tillers will be registered in the name of the SHGs and the SHG shall not transfer/sell the same to another party. On detection of such cases the Tractors/Power Tillers will be confiscated immediately without prior notice.
- 2) The SHG will be responsible for any damage, loss, theft, accident, etc. of the Tractors/Power Tillers.
- 3) The SHG will submit the beneficiary share at the rate ascertained by the Govt. for receiving the Tractor/Power Tillers.
- 4) On non-receipt of proposals from ITDP/SDWO/Branch Offices on time, the allocation will be scrapped and reallocated to other deserving ITDP/SDWO/Branch Offices without prior notice.

**APPLICATION FORM**

To,

1) The Project Director-ITDP/Sub-Divisional Officer/Branch Manager,

.....

**Name of the scheme:** .....

**Name of Machinery/input, etc. applied for:** .....

1. **Name of SHG/FMC:** .....

2. **Name of President of SHG/FMC:**.....

**Address:** .....

.....**Phone (M):** .....

3. **Name of President of SHG/FMC:**.....

**Address:** .....

.....**Phone (M):** .....

4. **Details of individual Famers, members of the SHG/FMC**

Sl. No.	Name of the Member	Father's/ Husband's name	Category of farmer (ST/SC/ Gen)	Gender (M/F)	Area of cultivable land under possession (in Bigha)	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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(Enclosed land holding certificate/revenue receipt/caste certificate of each member as applicable from competent authority)

- Enclosed:
- 1) Xerox copy of identity/voter ID cards.
  - 2) Xerox copy of caste certificates.
  - 3) Xerox copy of SHG/FMC registration card.
  - 4) Xerox copy of land documents.
  - 5) Photo of President/Secretary of SHG/FMC.

I/we certify that all the information in the application and documents enclosed are genuine.

President/Secretary of SHG/FMC  
(Seal & Signature)

1) The application and enclosed documents are scrutinised properly and recommended for allotment of ..... under .....scheme and forwarded to Director, WPT & BC, Assam for approval of the State Level Selection Committee (SLSC).

2) The applicant SHG/FMC has not received any such grant from the Govt. in the last 5(Five) years

Seal & Signature of Chairman, DLSC Seal & Signature of Vice Chairman, DLSC

Seal & Signature of Member Secretary, DLSC