

Guidelines / Standard Operating Procedure for implementation of Central Sector Schemes during XII Plan Period (2012-17)

Central Silk Board has a well-organized network of units in the areas of R&D, Seed Production, Project Implementation & Monitoring, Co-ordination and Market Development and Quality Improvement. The Board's activities are administrated by the Member Secretary as the Chief Executive Officer, supported by Research Directors, Technocrats, field functionaries and other administrative and financial experts. The schemes are implemented as per the existing administrative structure of Central Silk Board.

The funds are released to the delegated units of CSB as per the mandates assigned to them. Financial sanctions and accounting thereof shall be as per the **delegation of financial powers and accounting procedure specified in CSB Act and Rules**. The fund utilization is regulated as per the various provisions contained under the General Financial Rules (GFR). Funds are released to the subsidiary units based on the approved Annual Budget and Action Plan.

National level Research Coordination Committee (RCC) headed by a reputed Scientist of National Standing, Members from CSB R&D Units and DoSs review, evaluate and approve the research projects on a continuous basis, besides each of the 9 main Research Institutes would undertake similar activity by their own Research Advisory Committee (RAC) having representatives of Department of Sericulture. Race Authorization Committees consisting of experts would recommend release of new mulberry varieties and silkworm breeds to the field.

The Seed Organizations for Mulberry, Tasar, Eri and Muga have separate Seed Action Plan Committees comprising Members from CSB, State and private stakeholders to assess, produce and supply the entire seed production requirements of the country. As per the provision made under Seed Act incorporated in CSB Act, Central Silkworm Seed Committee and Registration Committee review the seed production and seed quality by the Registered Seed Producers (RSP) as per the quality standard norms laid down in the Act..

CSB has adopted RFD mechanism for reviewing the progress on implementation of the Central Sector Schemes by delegated field units. Progress of the units is also reviewed through monthly, quarterly, annual reports at the CSB HQs.

Auditing of the accounts is undertaken by the Offices of the CAG, Govt. of India, at CSB Head Quarters and Institutions in the respective States for all the Central Sector

Schemes. CSB has Internal Audit Team to internally check and verify the office procedure followed by the delegated units.

Yearly Action Plan in respect of all the Institutes / activities under the Central Sector schemes of CSB, covering Institute / component, with financial and physical targets as per Plan allocation for the financial year, is prepared by the Institutes concerned and furnished to CSB Hqtrs during April. Details of construction / renovation activities to be carried out, procurement of stores / equipments / machineries as well as other Head-wise expenditure proposed in the financial year is discussed in details and finalized in the Action Plan meeting. Annual Action Plan meeting is held during April and decisions of Action Plan meeting is communicated along with administrative approval for the stores / purchases / procurement and constructions / renovations to all concerned so as to initiate necessary action for submission of proposals with estimates & supporting documents.

As per yearly Action Plan and administrative approval, the Institutes / Units of CSB have to send proposals in respect of stores / equipments, construction / renovation activities etc. before end of 2nd quarter, with all formalities. No proposals shall be approved if provision has not been earmarked for the same in the particular financial year.

After receipt of proposals at Board's Secretariat, it is scrutinized and clarifications if any, shall be raised at one go and not on piece meal basis. Nevertheless, the proposals received from Institutes / Units, is cleared as per the schedule below:

- (a) Proposals which are complete in all respects and within the powers of Member Secretary, shall be cleared in 1 (one) month time.
- (b) Proposals which require clarifications and within the powers of Member Secretary, shall be cleared in 2 (two) months time, including the period of obtaining clarifications.
- (c) Proposals which require Chairman / Standing Committee's approval, decision / approval shall be communicated in a period of 3 (three) months from receipt of proposals

Details of proposals, seeking clarifications, according approval, implementation progress etc; is monitored by a single window system both in respect of purchase / stores as well as for construction / maintenance.

In case of shortage of funds for carrying out any of the activities approved in the Action Plan, such activities could be included in subsequent financial year with necessary budgeting exercise. The Action Plan *interalia* contain quarterly financial and physical

targets of all the components and activities of the scheme pertaining the Institute / Unit, as the case may be.

Monthly financial and physical progress reports on implementation of various components under the schemes will be furnished to CSB by the concerned units, which will be reviewed with reference to the targets, on a monthly / quarterly / half yearly basis. This is applicable for all the Central Sector schemes, including Quality Certification System.

In case of CDP (Central Sector Schemes), where support has to be provided to the States, the proposal has to be submitted by the States to CSB with the approval of the concerned State Project Monitoring Committees (Chaired by Director of Sericulture with representatives of CSB). CSB will analyze the proposal and Member Secretary will be empowered to sanction the proposal.

Consequent to the decision of the Govt. of India to implement the Centrally Sponsored Scheme viz. Catalytic Development Programme(CDP), as Central Sector Scheme, the existing 58 components under CDP have been brought down by retaining only the essential field oriented components which are aimed at quality and productivity improvement under seed / cocoon, PCT, Capacity building and Tribal Sub Plan Programme

Forward and backward linkages such as supply of planting materials, silkworm seed, other inputs and marketing support etc. should be taken care of while preparing the projects, to match the raw silk production targets proposed for the State (Bivoltine, Improved Cross Breed, Tasar, Eri and Muga)

To put in place, systems of data collection (Benchmark survey and diagnostic study) with the help of specialized agencies/NGOs/qualified personnel wherever necessary, for the purpose of (i) developing measurable indices of performance to measure and assess quality of implementation, (iii) quantification / factoring in of environmental outcomes, (iv) quantification of community and empowerment outcomes through social capital formation, and (v) quantification of impact of funds earmarked for publicity / awareness generation. This will not only involve collection of data on past trends but also on present development in markets and technology. The expenditure for the purpose may be met from the provision earmarked for monitoring the project

The implementing agency may also conduct Concurrent evaluation and Social audit on implementation of the programme involving specialized agencies available locally. The expenditure for the purpose may be met from the provision earmarked for monitoring the project

The project shall be prepared on cluster basis. Each cluster can have around 300-500 farmers in case of Mulberry sector and 150-250 farmers in case of non-mulberry sector and hilly areas (The figures are indicative). The cluster project should contain the details of beneficiaries with Aadhar & Bank Account Number & IFSC code, color photograph etc; name of the village(s), number of farmers / reelers / weavers, cocoon productivity, etc., based on the base-line survey.

The project should specify the details of components / interventions required from CDP, cost of each component, sharing by Govt, and Beneficiary, year-wise and cluster-wise output, total output, expected outcome etc; at the end of Plan period.

Infrastructure available like seed production, CRCs, reeling, storage and processing capabilities indicating the installed capacities and capacity utilization and other facilities like cocoon storage and marketing to enable to plan for fully utilizing the existing facilities and bridging the gaps, if any. Also to indicate the area under food plants both under irrigated and rainfed system, the rearing space available and cocoon production to suggest measures to improve the utilization of available plantation.

Maximization of benefits from the existing infrastructure available in the clusters should be ensured before proposing new interventions in the project.

The components shall be implemented directly by the CSB's Institutes / nested units. The CSB/its nested units are the implementing agencies.

The CSB/ implementing agency may involve reputed NGOs, Voluntary Service Organizations, Self Help Groups, Panchayat Raj Institutions (PRIs), wherever they exist, in identification of stakeholders in consultation with the State functionaries. While identifying stakeholders either for on farm or off farm activity, their Aadhaar numbers, bank account numbers etc. have to be collected and indicated in the list of beneficiaries.

At least 30% coverage may be given for women in respect of components, which are beneficiary oriented.

Adequate coverage may be done for SC/ST stakeholders (SCSP/TSP) based on the allocation to be communicated by Govt. of India on year on year basis. The beneficiaries under this programme in all the States will get higher subsidy on line with Special Status States.

Since there is no assistance available under CDP for plantation development, the projects under CDP can be dovetailed as far as possible with other schemes like SGSY, RKVY, MGNREGS, Backward Regions Grant Fund (BRGF), Panchayat Raj Institutions (PRIs), Border Area Development Programme (BADP) etc., wherever such programmes are being implemented / proposed to be implemented, especially for the plantation development

Majority of the plantation activities, especially in case of Vanya, will be taken up in close coordination with the State Forest Departments, State Sericulture Departments, Rural Development Departments etc. wherever required.

Plantation development will be the responsibility of State Govt.

The implementing agency shall encourage Public Private Participation, for development of clusters, especially in areas of Seed and post-cocoon development.

Implementing agency should ensure proper backward and forward linkages in the value chain for a balanced growth of the industry, while formulating the projects.

Maintenance / recurring cost of infrastructure developed with support from CDP shall be the responsibility of entrepreneurs / stake holders / States, as the case may be.

For such components meant for demonstration of technologies to the farmers / entrepreneurs in new areas for sericulture promotion activities and Common Facilities in nature, 100% cost of the components shall be borne by the Govt. of India.

For other beneficiary oriented components, the sharing pattern will be 75 : 25 / 80:20 for General Category States and 90 : 10 for Special Status States, by Government of India and Beneficiary respectively. 100% support is provided to the Group Oriented activity / component.

Provision made for 'Special Initiatives (Flexi Fund)', to be utilized for those unexpected critical areas / gaps to be addressed during the implementation of the project with prior approval of Member Secretary, CSB

Revolving Capital provided to stakeholders in seed production, processing (reeling units), etc shall essentially be flowed back after completion of each cycle of the activity

to the account of Stakeholders. The implementing agency shall institute a monitoring mechanism to verify the flow of revolving capital and its maintenance for the purpose it is intended in the scheme on half yearly / annual basis as deem fit and maintain records of their progress with them.

The beneficiary who is availing support for any one or more components together with a subsidy element of Rs.1,00,000/- and above shall be required to enter into a legal agreement with CSB/implementing agency. Failure on the part of beneficiary will attract penal action as per the legal binding.

The progress will be monitored on monthly basis by the R&D Institutes / Field Implementing Agencies and will be reviewed at CSB Head Quarters, on quarterly basis.

In-House concurrent and yearly evaluation on implementation of various programmes under all the Central Sector schemes shall be carried out by CSB followed by Mid-term evaluation and third party evaluation.

CSB will adopt Direct Benefit Transfer (DBT) for release of funds to States and Beneficiaries. The beneficiaries will be identified in consultation with the State Sericulture Departments.

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