



Nehru Yuva Kendra Sangathan
नेहरु युवा केन्द्र संगठन

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स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*

साथ साथ
कल की ओर...



Ref No. NYKS/ Spl. Projects/ NEYEP/2016/ P.No :- 454/631

Dated: 30.11.2017

To

State Directors,

Nehru Yuva Kendra Sangathan,

Haryana, Maharashtra, Kerala, and J&K.

Sub: - Release of Fund and Guidelines for Organizing North East Youth Exchange Programme (NEYEP) – reg.

Theme of Programme: "Sankalp Se Siddhi"

1. Please find enclosed herewith the detailed guidelines and tentative time schedule for the organization of North East Youth Exchange Programme (NEYEP), 2017-18.
2. The total fund of Rs. 99,18,000/- is being released by Accts section, NYKS Hqtrs to PAO Zone, NYKS, Alipur, Gandhinagar, Lucknow and Guwahati for transfer to concerned State Director, NYKS as per the details given at Annexure 13 (a & b).
3. **The NEYEP would be hosted by NYK, Hissar (Haryana), Pune (Maharashtra), Thiruvananthapuram (Kerala) and Jammu (Jammu and Kashmir)**
4. You are requested to initiate the process for organization of the NEYEP at the earliest and submit the Plan of Implementation to NYKS Hqtrs by 30th December 2017 positively for appraisal of MHA.
5. Schedule of events should be planned in rational manner and scope for inspection visits & surprise visits should be incorporated in the programme. Vigilance compliance must be ensured.
6. While referring the enclosed time schedule, **ensure to send the exact dates and venue** of the NEYEP by 30th Dec, 2017 to concerned State Directors for sending the participating teams with a copy to NYKS Hqtrs. The same would be shared with Ministry of Home Affairs. It would enable the Ministry and others to plan their visit to NEYEP.
7. Inviting the teams of NEYEP will be the prime responsibility of the **host State Director, NYKS**. The SD, NYKS, Haryana, Maharashtra, Kerala and Jammu & Kashmir will confirm the participation of the participating States. It will be the duty of State Director, NYKS, Haryana, Maharashtra, Kerala and Jammu and Kashmir to invite participating States at the earliest, and the confirmations are received immediately.

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द्वितीय तल, कोर-IV, स्कोप मीनार, लक्ष्मी नगर जिला केन्द्र, विकास मार्ग, दिल्ली-110092
2nd Floor, Core-IV, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092
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8. The participants and Team Leaders must be selected by **15th Jan, 2018** positively as per number allotted to them. In this regard please see page no. 9 and **Annexure -9 of enclosed guidelines.**
9. **Participating State Directors, NYKS** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura State are advised to take necessary steps to ensure that teams and Team Leaders are selected as per the guidelines, send the list of host State Directors, NYKS, and get them ready to participate in the NEYEP as per the directions and schedule enclosed.
10. It is important to note that the **participating States** would organize **briefing session before the departure** of the participants. Similarly, a joint **de-briefing & feedback session** should be organized **on the arrival of participants after completion of the programme.** During the feedback session **activities and their plan of action** for the participants be prepared and followed up. The report on the same & plan of action should be submitted to NYKS, hqtrs. The venue wise and district wise details of participants and team leaders is attached **at Annexure-12.**
11. Similarly, at the venue i.e. **Hissar (Haryana), Pune (Maharashtra), Thiruvananthapuram (Kerala) and Jammu (Jammu and Kashmir) two sessions** viz. expectations of participants (**Annexure 11a**) and feedback about programme (**Annexure-11b**) from participants should be conducted.
12. Besides above, from time to time **live feedback of participants on Video** should also be taken during the programme and submitted along with reports to NYKS Hqtrs.
13. Local district/State units of NSS and NCC be coordinated for this programme and involved during the camp as per their suitability.
14. **The organising Kendra should ensure**
 - a) **Mobilising extra resources for the programme**
 - b) **Organising innovative programme as well as ensure conduct of activities mentioned in the guidelines.**
 - c) **To make the theme- "Sankalp Se Siddhi" for this programme.**
 - d) **In the Resource kit, Booklet containing schemes of Govt. of India National Flagship be prepared and given to all participants**
 - e) **The programme Video Film is developed professionally and submitted to NYKS Hqtrs.**
15. Awareness on **National Flagship Programmes** of Government of India for Financial and Social inclusion should be created. The participants would be sensitized & made aware of the following areas of National importance
 - Union Government Flagship Programmes for Social and Financial inclusion
 - Prevention of Drug Abuse, Alcoholism and other substances

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- Democratic Rights awareness with emphasis on that youth must vote.
- Road Safety and Security awareness
- Yoga, Health & Hygiene and Swachhta, ODF
- Care for elder-interactive, talk to them & pay respect to them.
- Water usages and harvesting and plantation
- Promotion of Cashless Transactions.

For more details please see enclosed guidelines.

16. To make the programme more transparent, responsive, vigilant and effective Hon'ble Ministers, MPs, MLAs, PRI members; eminent personalities from different walks of life, State Govt. and Districts Administration's Officers; Chairpersons and Members of SACYP and DACYP and others with whom NYKS have been collaborating should be invited on different occasions during the camp. Their remarks about the camp should be taken in Visitor's Book and copy submitted to NYKS Hqtrs.
17. SD should **share camp details** with their counterpart at State and District level in advance.
18. **Electronic and Print Media** should be invited for wider coverage of the programme. Press Conference should also be organised before the commencement of the programme.
19. The **required funds are being released** to concerned PAOs by Accounts section, NYKS Hqtrs for immediate release to concerned State Office, NYKS, Maharashtra for Haryana for Hissar, Maharashtra for Pune, Kerala for Thiruvananthapuram and Jammu for Jammu & Kashmir as per **Annexure 13 (a & b)**.
20. **The release of fund has two components**
 - (i) Participating State wise release of TA/DA, Insurance & ID budget for participants and Team Leaders **(Annexure-13-a)**
 - (ii) Release of funds to the host State (Maharashtra) for organization of North East Youth Exchange Programme **(Annexure-13 - b)**.

This arrangement has been made to ensure that the participants and Team leaders get advance train tickets and journey DA from the participating State for attending the programme.

PAO office, Alipur, Gandhinagar and Bangalore are requested to release fund as above and refer to budget release table given at **Annexure 13 (a & b)**.
21. Funds should **be utilized strictly according to the budget breakup** attached with this letter and following GFR. There should not be any diversion. Even inter head diversion is not permitted. Settlement of accounts will be on the basis of actual expenditure or maximum admissible amount within the head, whichever is less.

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If number of participants are less than boarding and lodging and other expenditure amount will be deducted accordingly.

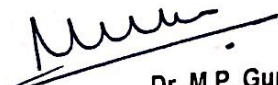
22. **Transparency and probity** in utilization of funds supported by correct and complete real time accounting should be ensured. While incurring expenditure GFR should be followed.
23. During the period of preparatory phase of the Programme, State Director should send weekly and fortnightly report to Dr. A.K. Verma, Asst Director (Spl. Projects). His email id is project.nyks@gmail.com .
24. **Comprehensive monitoring mechanism and reporting system** should be followed. A daily report will be forwarded by the SD to Dr.A.K. Verma, Asst. Director (Spl. Projects).
25. Respective State Director should also ensure to **get feedback from the participants on daily basis** through meetings and should ensure resolution of the issues, if any thereof. Similarly, he should also be alert about instructions forwarded by the DG and Hqtrs and ensure compliance of the same.
26. It is important to mention here that State Director, NYKS organizing the programmes and Participating State Directors, NYKS should submit the compiled detailed report along with photographs, press clippings, video in 3 copies (**As per Annexure-14**) within 15 days of the completion of the programme.
 - (a) It is utmost important to have **impact assessment** done through feedback format (**Annexure 11a & 11b**) and included in the **detailed Physical Report (Annexure-14)**.
 - (b) **Three sets of Physical Progress Report** in the prescribed proforma attached in the **guidelines (Annexure10 & 14)** along with good quality detailed report of the activities undertaken during 06 days of the programme.
 - (c) The report should be supported by quality action **photographs, press clipping, Videographs and feedback assessment**.
 - (d) Separately provide **video clippings of the interactive feedback sessions** with participants, stakeholders & dignitaries.
 - (e) The **in-charge participating State** of NYKS would submit **before departure & on arrival** of participants **feedback sessions** reports and **follow up action activities identified**, to NYKS, Hqtrs.
 - (f) Please note that besides hard copies of the report, **soft copy should also be sent to NYKS Hqtrs**.
 - (g) **Audited utilization certificate** based on actual expenditure and within the sanctioned released amount should be submitted immediately after completion of the programme.

You are requested to organize the programme in a befitting manner and submit reports and returns within 15 days of completion of the programme to **Dr. A.K. Verma, Asst. Director (Spl. Projects)** at project.nyks@gmail.com and arjun03_2000@yahoo.com.

Please **acknowledge receipt and confirm** that contents have been understood for compliance.

This issues with the approval of Director General.

Yours sincerely,


Dr. M.P. Gupta
Joint Director (Spl. Projects)

Encl.: Guidelines and RTGS letter

Copy to:

1. PPS to Secretary (YA), Ministry of Youth Affairs and Sports, Shastri Bhawan, New Delhi- 110001
2. PS to all Hon'ble VCs, NYKS and Members BOG, NYKS
3. **Shri Satyendra Garg, Joint Secretary -North East**, Ministry of Home Affairs, Room No. 109, North Block, New Delhi
4. PS to Joint Secretary (YA), Ministry of Youth Affairs and Sports, Shastri Bhawan, New Delhi- 110001
5. PS to DG, NYKS Hqtrs for kind information please.
6. PS to ED, NYKS Hqtrs for kind information please.
7. Director (F,B&A), NYKS,Hqrs.
8. Shri A.C. Jha, Under Secretary, North East Division, Ministry of Home Affairs, North Block, New Delhi
9. State Director, NYKS Arunachal Pradesh, Assam, Manipur, Sikkim, Mizoram, Meghalaya, Nagaland and Tripura for immediate necessary action to coordinate with concerned Youth Coordinators for selecting the participants and Team leaders.
10. State Director, NYKS, PAO Zone, Gandhinagar (Gujrat), Guwahati (Assam), Bangalore (Karnataka) and Alipur for immediate release of funds to programme Host State and Participating States.
11. NYC, Hissar, Pune, Thiruvananthapuram & Jammu for immediate necessary action.
12. Assistant Director (Rajbhasha), NYKS Hqtrs New Delhi with request for Hindi Translation of the guidelines with letter at the earlier as directed by DG, NYKS.
13. Asst. Director (EDP), NYKS Hqtrs with request to upload this guidelines in NYKS website.

Details of Host State wise release of fund for the organisation of North East Youth Exchange Programme, 2017-18

PAO Zone	Name of State	Venue of Programme	No. of Team Leader	No. of Participants	Boarding and Lodging @ Rs. 350 for 6 days		Resource Kit/Bag @ Rs. 200 to the participants	Organisation of interactive programme	Inaugural & Valdicti on functions & cultural programme, Video graph	Printing of Programme, Brochures, Banners and skill photographs to the participants	Transportation of participants	Thematic Programme (every day)	Documentation & Reports preparation	Procurement of T-Shirts & Trousers @ Rs. 1000 for the participants	Medical Assistant for 6 days @ Rs. 2000	Total amount to be released to Concerned State	Total amount to be released to PAO Zone
					Team Leader	Participants											
Alipur	Haryana	Hissar	25	250	52500	525000	50000	50000	80000	80000	50000	70000	50000	250000	12000	1269500	2539000
	Jammu & Kashmir	Jammu	25	250	52500	525000	50000	50000	80000	80000	50000	70000	50000	250000	12000	1269500	
	Maharashtra	Pune	25	250	52500	525000	50000	50000	80000	80000	50000	70000	50000	250000	12000	1269500	1269500
Bangalore	Kerala	Thiruvananthapuram	25	250	52500	525000	50000	50000	80000	80000	50000	70000	50000	250000	12000	1269500	1269500
			100	1000	210000	2100000	200000	200000	320000	320000	200000	280000	200000	1000000	48000	5078000	5078000

Participating State wise release of budget for participants and Team Leaders of North East Youth Exchange Programme 2017-18

PAO Zone	Name of States	No. of Participants	No. of Team Leaders	Travelling Allowance						D.A during Journey @ Rs. 250 for 4 days - Rs. 1000 per person	B&L expenses @Rs. 350 for 1 days for the participants for briefing & Debriefing Sessions	Insurance and ID cards Rs. 900 for participants and Team leaders	Total amount to be released to State NYKS	Total amount to be released to PAO Zone			
				From residence to State headquarter @ Rs. 300	To and fro from State Hqtrs to programme place and back @ Rs. 2000/- per head subject to actual	Local TA from Station /Bus stand to the place of accommodation @ Rs. 200	Participant s	Team leaders	Participant s						Team leaders		
Guwahati	Assam	128	13	38100	3900	256000	26000	25600	2600	128000	13000	89600	9100	25600	2600	620400	4840000
	West Bengal	128	14	38100	4200	256000	28000	25600	2800	128000	14000	89600	9800	25600	2600	620400	
	Odisha	128	13	38100	3000	256000	26000	25600	2600	128000	13000	89600	8400	25600	2100	616000	
	Madhya Pradesh	128	12	38100	3600	256000	24000	25600	2400	120000	12000	84000	8400	24000	2100	580800	
	Uttar Pradesh	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Chhattisgarh	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Andhra Pradesh	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Karnataka	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Tamil Nadu	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Mizoram	120	12	36000	3600	240000	24000	24000	2400	120000	12000	84000	8400	24000	2100	580800	
	Total	1000	100	300000	30000	2000000	200000	200000	20000	1000000	100000	700000	70000	200000	20000	4840000	