

**MINISTRY OF HRD**  
**DEPARTMENT OF HIGHER EDUCATION**  
**TECHNICAL SECTION -IV**

**SALIENT FEATURES OF COMMUNITY DEVELOPMENT THROUGH  
POLYTECHNICS SCHEME.**

**1. BACKGROUND**

**Skill Development Mission and perspectives of Community Development through Polytechnics.**

The National Skill Development Mission which has been launched by the Government envisages to create Skilled Manpower of at least 500 Million persons by 2020. The proposal of orienting a target population of 500 million people on Skill Development by the year 2022, is a crucial move in creation of a large section of workforce who can be productively employable and to bridge the present and future Skill gap of the country. This target is to be achieved by a comprehensive and wholistic approach. To translate the mission's objective into action, several new initiatives are being taken by various key Ministries and Departments. New Schemes orienting to Skill Development are being launched and the existing schemes are re-vamped for creation of appropriate Skill Development centres and programmes

Ministry of Human Resource Development through its various Programmes and initiatives has played a very significant role in the process of Skill Development in past. In so far as the recent initiatives on Skill Development, one of the major Scheme under the Department of Higher Education of MHRD is the "Sub-mission on Polytechnics under coordinated action for Skill Development. And "Community Development through Polytechnics forms one of the components of the said Scheme. The significant feature of the Community Development through Polytechnics scheme, is to exploit huge amount of already existing infrastructure and technical resources in Polytechnics for creation of the skill development facilities through marginal changes and minimal cost. This is a very significant move in rapid establishment of Skill imparting centres and transforming the existing institutions as the delivery points with minimum additions. The Community Development through Polytechnic is one such Scheme wherein the resources of existing polytechnics are utilized for imparting short term and non formal training programmes on various skill trades, besides appropriate technology transfer to the local community

## **2. OBJECTIVES AND ACTIVITIES UNDER COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS.**

The main objectives and activities of the scheme are:

- 2.1 To carry out Need Assessment Surveys to assess the technology and training needs;
- 2.2 To impart Skill Development Training to the intended target groups;
- 2.3 To disseminate Appropriate Technologies for productivity enhancement;
- 2.4 To provide Technical and Support Services to rural masses and slums dwellers;
- 2.5 To create Awareness among the target groups about technological advancement and contemporary issues of importance.

### **Need Assessment Survey:**

The identified Polytechnics shall conduct the Need Assessment Surveys of the area selected for activities. Such surveys should lead to determination of the felt needs and identification of the direction in which the community development efforts are likely to bring quicker results.

Based on the outcomes of these surveys, the identified polytechnics should prepare detailed time bound “Annual Operational Plan” indicating therein, objectives, targets to be accomplished in measurable terms, resource needs, implementation processes, complete time schedule for each activity to attain the set objectives and monitoring and evaluation mechanism.

### **Skill Development Training Programmes:**

In order that the human resource is developed for gainful employment/self-employment, the training must be need based, and should provide employable/self-employable skills. The purpose of the skill development is to create skilled and knowledge based manpower by empowering them technically so that they can earn their sustainable livelihood. All training programs should be well-designed through graded exercises, keeping in view the market requirements for various trades. Short term non-formal, modular courses depending on the local needs and commensurate with the available local resources with proper structures, yet having the desired flexibility to pave the way for self-paced open learning mode (OLM), should be offered. Depending upon local circumstances in some cases Multi-skill training may be offered to make self-employment viable in the rural economy. In some of the trades, advance skill course for 3 to 6 months duration may be designed and offered as per the interest of trainees or as per the demands of local companies/industries/market. Preferences may be given to the training courses with technical bias.

**The objectives of Skill Development Training Programmes are broadly as follows:**

- i. Providing basic skills, knowledge and attitudes for self/wage employment to intended beneficiaries in their own villages/communities or nearby areas.
- ii. Imparting entrepreneurial skills for initiating micro/tiny enterprises especially for the rural youth and community.
- iii. Offering skill up-gradation programs in their own fields, or for adoption of appropriate technologies for enhancing their employment prospects e.g. masons may be trained for construction of bio-gas plants, low cost latrines, water storage tanks, ferro-cement articles; blacksmith may be trained in welding, fabrication, etc.
- iv. Identifying and conducting special skill training programs for Women, SCs/STs, OBCs, minorities, school dropouts, street children, physically handicapped, economically weaker sections of the society and other under-privileged persons
- v. Special training programs on health and hygiene, sanitation and mechanization of sanitary services and skill programs pertaining to liberation and rehabilitation of scavengers may be organized.

**Dissemination and Application of Appropriate Technologies:**

- i. A large number of technologies have been developed by various research institutions and laboratories in the form of appropriate technologies. But, the benefits of these technologies have failed to reach the rural population. The villagers could not adopt these modern technologies and implements to improve productivity, and, in turn, their quality of life, since the process of transfer of technologies was not undertaken in a planned manner. It is in this context that the identified Polytechnics need to play a very significant role in this important task. To achieve the targets and to accelerate the activities in the field of Dissemination and Application of Technology, the following points are to be taken into consideration while implementing the Scheme of Community Development through Polytechnics:
  - i. Identify location-specific proven technologies and this in turn should be transferred to the villages in a targeted manner. The basic deciding parameters for an appropriate technology or any rural development projects are: It should be (a) socially acceptable (b) economically feasible (c) technically practical and (d) environmental friendly.
  - ii. Need-based and community friendly technologies are essential because traditional technologies are not always competitive and may not generate

enough local employment for the livelihood. The vast informal sector needs introduction of new and improved technologies and upgradation of skills of its manpower and other inputs.

- iii. Transfer of appropriate and latest technologies to rural people to improve their productivity, efficiency and quality of life.
- iv. Offering upgradation of existing technologies used by artisans and villagers.
- v. The transfer of technology is not simply transfer of knowledge and skill for producing some products. It entails need analysis, technology identification, design, fabrication, development, testing, application, production, marketing and management and maintenance. This needs to have a proper delivery system and a strong component of demand and employment generation.
- vi. Providing backup technical support to the Panchayats, Zila Parishad, NGOs and grass-root community at large, is expected to bear fruits to a certain extent.
- vii. Marketing of rural produce and products: The exhibition, Gram Shree Mela, Kisan Mela can be organized to popularize the produce and products of farmers/rural artisans. Sale of handicrafts, organic food, herbal products/ medicines etc. has been increasing at a rapid rate in the world market. Therefore, Polytechnics can facilitate such retail marketing network to support the rural artisans and small farmers by evolving or organizing small cooperatives for them.
- viii. The Polytechnics should intensify their interaction with Institutions/Laboratories and Research and development organisations to accelerate the pace of the application of technology to villages. They shall have close Co-ordination with the local industries for additional technical support and employment opportunities for persons trained under this scheme.

#### **Technical and Support Services:**

In rural areas, a large number of equipment are being used in farm and non-farm sector. For their sustained working, proper repair and maintenance services are to be provided. The identified Polytechnic should help the villagers and other agencies to take up this work by organizing:

- i. Minor repairs of the equipment through Extension Centres and also at site.
- ii. Service centres to serve a cluster of villages.

- iii. Promotion of service centres and repair shops to be set up by villagers themselves
- iv. Technical service camps in villages at regular intervals.
- v. Extending consultancy services at village level through trained manpower.

**Creating awareness among the target groups about technological advancement and contemporary issues of importance:**

Assimilation and dissemination of information on rural development is another important activity. The Information, Education and Communication (IEC) plays a vital role in changing the attitudes of villagers for adopting better life style and technologies. This can be done through publication and distribution of Technical Literatures containing information useful to the rural people. For this purpose, all communication media such as leaflets, brochures, filmstrips, video films and other audio visual aids are to be used. To promote these activities some of the approaches, which are to be adopted are as follows:-

- i. Dissemination of Information to end-users and others may be made through various media. The modern as well as folk media (like puppet show, nukkad-natak and nautanki etc.) should be effectively used for awareness among masses.
- ii. Providing information through exhibitions at village Extension Centres.
- iii. Organising Youth Clubs, Mahila Mandal, Farmers' Clubs etc.
- iv. Organising special exhibitions, community workshops, group discussions, seminars, etc. in villages.
- v. Using mass media like video films, films, radio and television networks etc.
- vi. Organising technical camps, demonstration camps, mobile exhibitions etc.
- vii. Putting up hoardings and display boards at appropriate public places.
- viii. Releasing advertisements on regular basis.

### **3. EXTENSION CENTRES**

In order to impart skill training and accomplish ground level physical delivery of new technologies at the doorsteps of the rural people, each identified Polytechnic shall establish Extension Centres in the nodal villages so that each centre covers at least a cluster of villages in its vicinity. These centres will act as an extension arm of the polytechnic and will provide skill training, repair and maintenance services and common

facility for group enterprises, information sharing and hiring technical facilities of the Polytechnics under the scheme. NGOs, voluntary organisations, professional experts, village agencies, village panchayats/panchayat samitis, ITI's and Senior Secondary School, Vocational Schools etc. should be involved in the establishment of Extension Centres.

The State Government, District Rural Development Agency, Village Panchayat or Philanthropists, Voluntary agencies may provide land/building for these centres. State Governments may extend facilities for strengthening extension activities. If required, low cost training sheds may be constructed for Extension Centres.

Each identified Polytechnic shall also set up a Main Centre in the premises of the Polytechnic to undertake various activities of Scheme of Community Development through Polytechnics. All activities such as, Skill Development Training Programs, dissemination of Appropriate Technologies, Technical and Support Services, and Creation of Awareness about technological advancement and contemporary issues of importance are to be done through Extension Centres and Main Centre.

Community Development Extension Centres should be utilised for training, service and production works to serve the community at large with cluster approach.

Service centres and repair shops, establishment of repair units for repair of rural machinery/equipment etc. at site shall be promoted through Community Development Extension Centres.

In order to cater to larger areas and achieve the targets given to each Polytechnic, Community Development Extension Centres shall be shifted from time to time from one area to another depending on the needs and priorities of the villages within the vicinity of the Polytechnic.

Trainers may be identified from amongst the village youth (including teachers from the local schools, ITIs, vocational schools and industries). Their training should be conducted through centres in village so that they could teach in the same environment where they learn.

Skill development training programs relevant to community needs shall be imparted through Community Development Extension Centres.

All facilities existing in the institutions available in the rural areas such as ITIs, Vocational Schools, Industries, etc. shall be used to the maximum possible extent.

NGOs, Voluntary Agencies, Panchayats, professionals and experts etc. are to be involved in the establishing of Extension Centres and their full cooperation is to be ensured in running the Extension Centres through community participation.

#### 4. FINANCIAL SUPPORT.

This is a Direct Central Assistance Scheme under which, a one time Non-recurring grant of a maximum upto Rs. 20.00 lacs and Recurring grant to the maximum of upto Rs. 17.00 lacs per annum is provided by the Ministry of Human Resource Development (Dept. of Higher Education) directly to the Principals/Directors of the Polytechnics selected for implementation of the Scheme of Community Development through Polytechnics.

In case of those polytechnics where the erstwhile Community Polytechnic Scheme was implemented, such Polytechnics shall receive a non-recurring grant of maximum upto Rs. 13.00 lacs per polytechnic and Recurring grant of maximum upto Rs. 17.00 lacs per annum.

The heads under which the Recurring and Non Recurring grants are to be utilized and the limits for each head are given in **Annexure -1**. The staff structure and cost to Government in respect of project staff employed under the Scheme is given at **Annexure - 2**. Polytechnics must strictly observe the limits prescribed in the Scheme.

#### 5. IMPLEMENTATION ,MONITORING & EVALUATION

The Institutions shall implement the scheme strictly in accordance with the Ministry's instructions issued from time to time, and the General Conditions listed at **Annexure-3**. The Principal/Director shall be the Chief Coordinator for implementing of the Scheme of Community Development through Polytechnics and shall provide leadership to the core team. He/She shall be personally responsible and involved in overseeing the implementation, liaison, rapport building and monitoring of the scheme, strictly as per norms.

To ensure its proper implementation of the Scheme of Community Development through Polytechnics, it shall be monitored at four different levels i.e. (i) Polytechnic (Institute) Level (ii) State Level (iii) Regional Level and (iv) Central Government Level (Ministry of Human Resource Development, Govt. of India).

For successful implementation and monitoring of this centrally sponsored scheme the respective State Government /UT shall be required to be associated.

The Institutions shall implement the Scheme including engaging of staff only on the basis of the approved Annual operational Plan. The performance of the polytechnics for implementation would be monitored and evaluated based on the financial and physical achievements for which the Institution concerned shall submit periodical reports. In case the performance of the Institution is not found satisfactory at any stage, the Scheme shall be revoked and the Polytechnics shall be liable for repayment of the grants received.

#### 6. ELIGIBILITY FOR PARTICIPATING IN THE SCHEME :

Only AICTE approved Polytechnics can participate under the scheme. Priority would be given to the polytechnics in North Eastern States, border and hilly areas and districts with SCs/STs and minority concentration.

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**Annexure-1****FINANCIAL NORMS****A: NON-RECURRING**

The heads under which Non-recurring grant is to be utilised are as under:

Sr. No.	Items	Amount (Rs. in lacs)	
		Polys. which did not receive NR grant under erstwhile CP Scheme	Polys. which received NR grant under erstwhile CP Scheme
1.	Tools and equipments, for five to ten Extension Centres @ Rs. 70,000/- per Extension Centre for those Polys. which did not receive NR grant under CP Scheme and @ Rs. 45,000/- per Extension Centre for those Polys. which received NR grant under the erstwhile CP Scheme (Rs. 70000 for five new ext. Centre + Rs. 20000 for five old ext. Centre)	7.00	4.50
2.	Tools and equipments at main centre	3.00	2.00
3.	Technology items required for demonstration and fabrication	2.00	1.30
4.	Creation of infrastructure, Furniture and other physical facilities for five to ten Extension Centres	6.00	3.90
5.	Instructional resources, projection system and softwares etc.  (a) Print (Books, journal, magazines, posters etc) and non-print (video films, clippings etc) resources  (b) Software for MIS/ GIS/ database management	2.00	1.30
	<b>Total</b>	<b>20.00</b>	<b>13.00</b>

**B: RECURRING**

The heads under which Recurring grant is to be utilised are as under:

Sr. No.	Items	Amount (Rs. in lakh)
1.	Total Honorarium Bill including functionaries engaged at the Extension Centres (All staff will be purely on contractual basis under the project)	11.68

2.	Training Contingency (including raw materials, consumables, rent of extension centre(s) premises, if required; water and electricity charges; etc)	2.00
3.	Technology Demonstration (Transfer of Technology, Technical Services Camps; Exhibitions; Extension Lectures by Experts -Reputed Scientists, Environmentalists, Social Activists; Health Experts (Honorarium may be paid as per State Govt rules), Scheme related Final Year Diploma Students' Project Work; Fabrication of Rural Technology Items etc.	1.00
4.	Hiring of Vehicle from outside agencies/Fuel and maintenance charges of vehicle	0.72
5.	Maintenance of equipment and infrastructure at Extension Centres @ Rs. 6,000/- per extension centres	0.60
6.	Travel Charges (TA and field expenditure)	0.50
7.	Other Project Expenditure and office contingencies (Socio-economic survey, review and case studies, photocopying, photography, stationery, postage, advertisement in local newspaper, insurance charges for tools, equipment and vehicle etc).	0.50
	<b>Total</b>	<b>17.00</b>

**Annexure-2****STAFF NORMS**

**Persons required to be engaged and their honorarium under the scheme is as follows:-**

<b>S. No.</b>	<b>Post</b>	<b>No.</b>	<b>Amount (Rs.) per month</b>
<b>From Polytechnics</b>			
1.	Principal (Chief-Coordinator)	01	3,000/-
2.	Internal Coordinator	01	2,000/-
3.	Head of Department	Max. upto 05	1,000/- per programme
4.	Administrative Officer/Superintendent/ Deputy Superintendent	01	600/-
5.	Accountant	01	500/-
6.	Cashier	01	400/-
7.	Storekeeper	01	400/-
8.	Trainers	As per the need and available expertise	Rs. 30/- per hour (subject to maximum 2,500/-)
9.	Helper (as per need by hiring the services of category D staff)	@ Rs. 400 per hour (for a month) for one or two hours daily	800/-
<b>On Contract Basis</b>			<b>Cost to Govt. including activity fees &amp; benefits *</b>
1.	Community Development Consultant	01	10,000/-
2.	Junior Consultant for Extension Centres	01	6,000/-
3.	Guest Trainers (As per actual requirement, 10-20 as per Approved Plan). Each extension centre to offer minimum two trades and engage two trainers.	10-20	6,000/-
4.	Junior Statistical Consultant	01	6,000/-
5.	Driver (only for old institutions provided with vehicle. All vehicles to be phased out and post of the driver to be abolished on condemnation of the vehicle)	01	6,000/-

\* The above cost to Govt. is inclusive of employees & employer's share of Provident Fund as applicable, which may be deducted before making payment

**Annexure-3****General Conditions**

1. While part-time staff should be drawn from the institutions implementing the Scheme of Community Development through Polytechnics, the contract staff should be engaged from the open market. With a view to ensuring the involvement of maximum number of polytechnic faculty and staff, it is recommended that maximum 5 No. of HODs be involved in Community Development work.
2. Purchase of any vehicle under the scheme has been discontinued. However, for the smooth running of the scheme, provision of hiring of vehicle has been recommended. In case of those project implementing institutions, which had purchased vehicles earlier under the closed Scheme of Community Polytechnics, may retain the post of driver as long as the vehicle is in running conditions and vehicle's use is considered economical. In such Polytechnics the driver kept on contract basis may be paid consolidated salary of Rs. 6000/- per month out of the funds available under the recurring head. Once the vehicle is declared "condemned" or "uneconomical" for further use by the local State Transport Authority/ appropriate authority, the post of driver may be discontinued with immediate effect.
3. Every Staff inducted under the scheme should be taken purely on contract basis for a limited period for which a proper contract agreement should be executed between the project implementing institutions and the persons employed. A standardized contract format is given in Appendix-1. Each institution must sign a contract document for engaging the project staff purely on contract basis. Since the Scheme of Community Development through Polytechnics is purely a plan scheme of the Ministry of Human Resource Development (Govt. of India), the question of any stake by any person for his/her regularization does not arise, at all. While executing an agreement with any contractual staff this whole para should be made essential content of the agreement. Getting contract documents executed in connection with engagement of contractual staff under the Scheme of Community Development through Polytechnics shall be the sole responsibility of the Principal/Director of the Polytechnic/Institute and the Director of Technical Education of the concerned State/UT.
4. The expenditure shown above in Annexure 1 is at the maximum limit and the actual expenditure on each item should be limited to the bare minimum.
5. The honorarium paid to different categories of staff engaged on contract basis under the scheme shall not be lower than the minimum wages notified, if any, for the similar category of workers, in the order of State Governments/UT administration prevailing in the district concerned. To this extent, the amounts indicated above can be adjusted at the institute level without seeking any prior approval from this Ministry. However, the adjustment shall be within the overall financial ceiling for total Honorarium bill indicated above. In case the remuneration of a particular category of project staff is enhanced as per the 'minimum wages' there would be a commensurate reduction in the number of personnel.

6. The above norms are applicable only to those project implementing institutions which are involved in all the activities identified under the scheme such as skill development training programs, application of technology transfer, technical and support services and creation of awareness among the masses.
7. Release of grants shall be based on the physical and financial performance of the project implementing institutions and also on the number of activities undertaken through Main and other Extension centres/Training Centres set up.
8. Principals/Directors of project implementing institutions should have financial autonomy and State Governments should permit utilization of grants under the scheme through Personal Ledger Account/Current Account/Saving Bank Account in nationalised banks. To this effect a separate communication would be issued to Directorates of Technical Education of respective state.
9. The implementation of the Scheme of Community Development through Polytechnics at the institution level shall be the sole responsibility of the Principal/Director of the polytechnic concerned. Principal of the Polytechnics/ DTE shall ensure rotation of the programmes in such a manner that contract staff is employed for conducting only one programme of six months duration. Depending upon local needs, the same programme may be repeated after six months or longer reasonable gap of time.
10. Facility of hiring of vehicles provided to the project implementing institutions should be used only for activities defined under the Scheme of Community Development through Polytechnics for its effective implementation.
11. Each of the identified polytechnics shall submit authorization certificate in prescribed format for receiving E-Payments directly in their bank account. Each polytechnic shall furnish Utilisation Certificate (UC) duly audited by AG Office/ Chartered Accountants in the prescribed proforma and signed by the Principal/Director of the concerned institution and also affixing therewith his/her Rubber Stamp.
12. Each project implementing institution should furnish Utilisation Certificates (UCs) and Statement of Accounts (SOAs) in respect of grants-in-aid released under the scheme duly prepared in the prescribed proforma by the Authorized Auditor and countersigned by the Principal/Director of the project implementing institution. The UCs and SOAs for previous financial year shall be furnished to the concerned NITTTR by 15<sup>th</sup> April every year, and NITTTRs after thorough scrutiny, should furnish the same to this Ministry well within the prescribed time limit of submission of UCs & SOAs.
13. The UCs / SOAs must be accompanied by the Physical Achievement Report (PAR) for the preceding year in the prescribed format, giving the annual targets set for the Polytechnic, for each activity, as well as achievements with relation to the target. Cogent reasons for shortfalls, if any, in Physical achievements vis-a-vis targets must be given alongwith proposed remedial action for the ensuing year. The PAR must be

signed by the Principal of the concerned Polytechnic and countersigned by the leading official dealing with the Scheme at concerned NITTTRs, certifying that targets mentioned in PAR are as per approved operational Plan.

14. Any receipts under the scheme, such as Bank Interests, sale Receipts etc., shall be taken into account under the Recurring Head of the grants-in-aid and shall be reflected in the UCs & SOAs. Such receipts, if any, and the unspent balance of previous year shall be adjusted while releasing further grants-in-aid to the project implementing institutions.
15. There is no provision of any kind of stipend for the trainees/beneficiaries under this scheme.
16. No Course Fee/Caution Money/Securities shall be charged from the trainees/beneficiaries under any circumstances. The services under the scheme shall be provided to the needy people, free of cost.
17. NITTTRs shall collect data of Physical and Financial Performance from the identified Polytechnics of their respective regions and furnish the consolidated Half Yearly Report of Physical and Financial Performance to this Ministry (Dept. of Higher Education). First Report shall be furnished in the month of April/May and Second one in September/October every year. The project implementing institutions need not send any Progress Report to this Ministry unless the same is asked for from them. These Half-Yearly Reports shall be considered for further release of Grants-in-aid to the project implementing institutions.
18. An Institute/Polytechnic level Coordination Committee may be constituted for disposing off obsolete machines/unserviceable tools and equipment/furniture/ wastes etc. Unsalable products produced by the students during practice sessions may also be referred to the above Committee for their disposal. Funds realized by auctioning above mentioned goods shall be credited to the scheme's account.
19. Ministry shall evolve a suitable mechanism in consultation with the NITTTRs and State Directorates of Technical Education for close interaction and monitoring of the scheme for achieving the desired results. In case of project implementing institutions, which do not perform according to norms set under Guidelines, may be weeded out of the scheme. The NITTTR and the DTE representatives shall investigate the matter related to any kind of financial irregularities or misutilisation of government power and money by any staff of the project implementing institution, in consultation with MHRD and shall further recommend suspension/ weeding out the institutes from the scheme.

Appendix-1

**SPECIMEN OF TERMS & CONDITIONS FOR ENGAGING PERSONS  
ON CONTRACT BASIS UNDER THE SCHEME OF COMMUNITY DEVELOPMENT  
THROUGH POLYTECHNICS**

This agreement is made on this ----- day of -----, 20\_ \_, BETWEEN Shri/Smt. -----, holding charge as Principal, (give full name & address of Polytechnic where contract staff is being hired), hereinafter referred to as the **1<sup>st</sup> Party**, which expression shall wherever the context so permit include the successors and persons holding charge as Principal AND Mr./Ms. -----, Son/Wife/Daughter of -----, aged -----, residing at -----, hereinafter referred to as the **2<sup>nd</sup> Party**.

Whereas on the basis of the selection test/interview held on ----- (date), at ----- (place) for the project related position of ----- purely on contract basis, the 2<sup>nd</sup> party has been selected and is hereby offered the position of -----, on contract with an activity fee of ----- per month, under the Plan Project of Community Development through Polytechnics, approved by competent authority for implementation in -----(year).

**TERMS OF CONTRACT:**

1. The appointment is purely on contract basis for the project as approved for implementation in the Polytechnic in the current year and this appointment is only for the project work. The appointee therefore does not hold any kind of employment in the Institute other than on contract basis and nor will have no claim on any other posts or benefits in the Institute.
2. The position carries a fixed activity fee, as stated above, to be paid to the appointee as compensation which includes all contributions such as PF etc. The 2<sup>nd</sup> party would be paid the activity fee as above at the end of each month, calculated on daily basis for each working day for the number of days the appointee has actually worked.
3. The 2<sup>nd</sup> party will carry out all the duties assigned to him/her by the 1<sup>st</sup> Party, in the premises of the 1<sup>st</sup> party or at any of its extension centres and locations decided by the 1<sup>st</sup> party and that the 2<sup>nd</sup> party shall perform the work assigned to him to the fullest satisfaction of the 1<sup>st</sup> party.
4. The contract is for a period of six months from the date of joining the position, on acceptance of the terms of the contract. The contract can be terminated by one month notice from either side.
5. The appointee will be on trial basis initially for a period of first two months after his her engagement on contract, during which if his/her services not found satisfactory, he/she may be discontinued after giving one week notice.

IN WITNESS whereof the parties have hereto set their hands and seal on the dates respectively appearing under their signature.

PRINCIPAL &  
CHIEF COORDINATOR

{1<sup>ST</sup> Party}

Mr./Ms.-----  
Son/Daughter/Wife of -----  
R/o-----

{2<sup>ND</sup> Party}

Witnesses 1. -----

2. -----

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**UNDERTAKING**

**(To be furnished by Appointee (2<sup>nd</sup> Party) on a Separate non-Judicial Stamp Paper worth Rs. 100/- and must be attested by Notary)**

I, THE UNDERSIGNED, HAVE READ THE TERMS AND CONDITIONS OF THE CONTRACT AS WRITTEN IN THE APPOINTMENT LETTER AND I AM AGREEABLE TO THESE TERMS OF THE CONTRACT WITHOUT ANY PRESSURE.

I AM FULLY AWARE THAT THIS APPOINTMENT IS FOR THE PROJECT WORK AND NOT ON A REGULAR POST IN THE INSTITUTION. I SHALL NOT MAKE ANY CLAIM FOR ANY KIND OF REGULAR APPOINTMENT IN THE STATE/CENTRAL SERVICES.

FURTHER, I UNDERTAKE TO ABIDE BY THE TERMS OF THE CONTRACT.

**WITNESS NO. 1**

**Address:**

**APPOINTEE**

**WITNESS NO. 2**

**Address:**

**ATTESTED BY**

**NOTARY**