



Operational Guidelines

“Strengthening of Livestock & Animal Husbandry Programme Delivery at Block Level”

Project Cost: Rs. 964.672 Lakhs

(Under State Plan 2023 - 24)

**Directorate of Animal Husbandry & Veterinary Services,
Cuttack, Odisha**

STRENGTHENING OF LIVESTOCK & ANIMAL HUSBANDRY PROGRAMME DELIVERY AT BLOCK LEVEL

1. Background

The livestock sector in State is fast growing and has a high socio-economic multiplier effect due to the wide-ranging activities linked to livestock production and marketing. The livestock productivity can be enhanced with improved management practices and hand holding support for the livestock farmers.

The Veterinarians & para-veterinarians provide the institutional & doorstep veterinary & animal husbandry services to the livestock farmers.

The Block Veterinary Dispensaries led by the Block Veterinary Officer (BVO) play a pivotal role in implementing various beneficiary-oriented Animal Husbandry schemes in the respective Blocks. In order to strengthen the service delivery there is a need to enhance and support the Block Veterinary Offices through institutional strengthening.

This scheme aims to enhance the capacity towards implementation of various beneficiary-oriented Animal Husbandry and Veterinary schemes and services by engaging a Facilitating NGO (FNGO) for each District and supporting the Block Veterinary Offices.

On the above context, the proposed scheme intends to strengthen the 314 Block Veterinary Dispensaries/ Veterinary Hospitals of the State through engagement of **314 Programme Assistant (1 at each block)** and **06 nos of Programme coordinator (at D AH & VS)** at State level to Strengthen the Animal Husbandry service delivery to the livestock farmers.

After introduction of the scheme during 2022-23, the end-to-end online public service delivery has been facilitated under different livelihood schemes which brings out transparency.

2. Objectives:

- Enhance the capacity towards smooth implementation of various beneficiary-oriented Animal Husbandry and Veterinary schemes and services through institutional strengthening.

- Follow up Animal Husbandry (AH) and livelihood programmes and facilitate converge with other livelihood schemes to derive maximize benefit to farmers.
- To capture and maintain database on beneficiaries under various AH schemes, maintaining data on livestock population, Artificial insemination, vaccination, and other data relating to ARD Sector with the use of information technology.
- To promote social mobilization, participation and build capacities among project stakeholders and support sustainability of Animal Husbandry project interventions.
- To utilize generated information /analytic reports even in the absence of the field officials, thus making service delivery and monitoring effective.
- To compile, verifying accuracy and sorting information with much ease.
- To review data of deficiencies or errors, correcting any incompatibilities and checking output.
- To facilitate the storage, retrieval, and transmission and manipulation of data, among other tasks mainly aimed to improve the efficiency of field veterinarians.
- To provide hand holding support for project grounding, implementation, capacity building to /with community and community-based organization.

3. Modalities for engaging the Facilitating NGO

- i. The FNGOs should be a **Non-Government Organization** having field experience in facilitating and implementing various Integrated Livelihood programs, Animal Husbandry activities, Natural Resources Management projects, watershed development projects etc.
- ii. The Director AH&VS has already communicated the list of Empanelled FNGOs for 30 districts vide letter no – 5324/Vet Dt:- 28.04.2022. If the performance of the FNGOs is satisfactory there agreement may be extended for next year .All Districts has to ensure deposit of Statutory Charges including GST before renewal of the Agreement with the FNGOs.
- iii. In case the FNGO empanelled for a district fails to fulfill the criteria as per the agreement with the CDVO then they should be replaced with the next empanelled FNGO for the district.
- iv. Facilitating FNGO empanelled for Cuttack district will make fresh agreement with DAH & VS for providing 6 nos of Programme Co-ordinator

at Directorate of AH & VS, Cuttack for strengthening of implementation and monitoring of ARD Sector schemes at State level.

- v. The FNGO empanelled for each district, will make an agreement with the respective Chief District Veterinary Officer (CDVO) till 31.03.2025.
- vi. Continuity of the Programme Assistant will be done by the FNGO, by looking their past performance report given by CDVOs. If required new Programme Assistant will be engaged by FNGOs by inviting open advertisement and the applications received will be scrutinized and shortlisted by the FNGO.
- vii. Thereafter, the FNGO will deploy the Programme Assistant to each Block Veterinary Office.

4. Budget Outlay for Manpower support:

Component	Cost towards consolidated remuneration for one personnel per month (In Rs)	Outlay for 2023-24 (Rs in lakh)
Programme Assistant at Block level (314 nos)	21,000	791.28
Programme Coordinator at State Level(06 nos)	21,000	15.12
Fixed travel allowance for Programme Assistant @ Rs. 1000/- per month	1,000	38.40
Statutory Charges towards engagement of Human Resources like EPF (@ 13%, ESI 3.25%) per month	3412.50	131.04
GST (18%) towards consolidated remuneration per month	3780.00	145.152
Administrative & Monitoring Expenses to Facilitating NGO @ Rs. 1000/- per programme Assistant per month	1,000	38.40
	Total	1159.392
Expected Balance Fund (Non-committed expenditure of FY 2022-23		-194.722
Budget Outlay for 2023-24		964.67
Source of Funding		State Plan Budget

The administrative and monitoring expenses will be provided to the Facilitating NGOs @ Rs 1000/- per block /month.

5. Personnel to be provided by FNGO: (2023-24)

The district wise no. of Programme Assistants and Programme Coordinators to be deployed by the FNGO to the concerned Chief District Veterinary and Directorate Offices for further re-deployed to respective Block Veterinary Offices.

Sl. No.	Name of the District	No. of Blocks per District	Programme Assistant/ Coordinator
1	Angul	8	8
2	Bargarh	12	12
3	Bhadrak	7	7
4	Balasore	12	12
5	Bolangir	14	14
6	Boudh	3	3
7	Cuttack	14	14
8	Deogarh	3	3
9	Dhenkanal	8	8
10	Gajapati	7	7
11	Ganjam	22	22
12	Jagatsinghpur	8	8
13	Jajpur	10	10
14	Jharsuguda	5	5
15	Kalahandi	13	13
16	Kandhamal	12	12
17	Keonjhar	13	13
18	Kendrapada	9	9
19	Khordha	10	10
20	Koraput	14	14
21	Malkangiri	7	7
22	Mayurbhanj	26	26
23	Nowaranagpur	10	10
24	Nayagarh	8	8
25	Nuapada	5	5
26	Puri	11	11
27	Rayagada	11	11
28	Sambalpur	9	9
29	Subarnapur	6	6
30	Sundergarh	17	17
31	Directorate of AH & VS		06
	Total	314	320

5.1 Programme Assistant/ Programme Coordinator

Proposed Strength - 320

(6 Programme Coordinator at D AH & VS & 314 Programme Assistant at Block level)

Minimum Qualification:

Graduate in any discipline from a recognized University.

Age: not exceeding 45 years

Experience: Candidates should have at least 1-year work experience in promotion of development projects, livelihood programs, income generation activities etc.

Essential Skills:

- Working Knowledge of Computer in MS Office.
- Language proficiency: Speaking, Writing and Reading of English & Odiya.

Key Roles and Responsibilities:

Promote livelihood activities

- Create awareness/conduct IEC activities for promoting livestock-based livelihood schemes
- Support and facilitate in targeting and identification of beneficiaries
- Training and capacity Building of farmers and other stakeholders
- Liaison with other agencies and line departments including Panchayati Raj, Mission Shakti, etc to ensure convergence
- Support targeted farmers with timely input supply and arranging market linkages.

Monitoring of livestock related schemes

- Maintaining the database of beneficiaries under different schemes and reporting their progress on department's online platform (Decision Support System) and other online databases.
- Documenting and creating a database of all activities undertaken by the Block Veterinary Office, including vaccination, artificial insemination, veterinary treatment etc
- Preparing monthly progress reports

Role of BVOs

- The BVO will make an orientation for the Programme Assistants/Coordinators on each scheme of the Department, GO-Sugam ,DSS, FARMS and INAPH portal etc.
- Give assignment to the Programme Assistants/Coordinators.
- Monitor the work of Programme Assistants/Coordinators & report to respective CDVO.
- Verify the attendance sheet of the deployed personnel furnished by FNGO.

Role of CDVOs

- The CDVOs will make an agreement with the empanelled FNGO for each district after the completion of the previous agreement.
- The CDVOs will ensure deposit of Statutory charges by FNGOs before renewal with them.
- The CDVOs will spell out well-defined annual outputs, against which the performance of each FNGO will be monitored on a regular basis.
- Monitor the activities of Programme Assistants/Coordinators through reviews.
- The MOU with the FNGO may be renewed beyond one year based on satisfactory performance and on mutual consent.
- The release of payment to the FNGO during the second week of the succeeding month.

Role of Directorate of AH & VS

- Release fund to the CDVOs for implementation of programme.
- Compile the reports submitted by CDVOs on activities of Programme Assistants.
- Liaison with FNGOs for smooth implementation of the activities.
- Monitor & review the progress of activities.

A sample copy of the Agreement is attached at Annexure-I for kind reference

[SAMPLE COPY]

MEMORANDUM OF UNDERSTANDING
(Programme Assistant/ Programme Co-ordinator)

THIS Memorandum of Understanding is signed on the _____ day of _____ 2023 by and between the Chief District Veterinary Officer, (CDVO) _____ represented by Dr. _____ Son/daughter/wife of _____ of P.O. _____ P.S. _____ Dist. _____ (hereinafter referred to as CDVO (which expression shall unless excluded by or repugnant to the subject or context include his successors in the office and assignees) of the one part.

AND

_____ (name of the Facilitating Non-Governmental Organization/FNGO) a society registered under the Societies Registration Act, 1860 bearing Regd. No. _____ having its registered office at _____ P.O. _____ P.S. _____ District _____ in the State of Orissa, represented through its _____ Shri _____ Son/daughter/wife of Sri _____ of _____ P.O. _____ P.S. _____ Dist. _____ (hereinafter referred to as FNGO which expression shall unless excluded by or repugnant to the subject or context include his successors in the office and assignees) of the other part.

WHEREAS the Programme Strengthening of Livestock & Animal Husbandry Programme Delivery at Block Level aims to enhance the capacity towards implementation of various beneficiary-oriented Animal Husbandry and Veterinary schemes and services by engaging a Facilitating NGO (FNGO) for each District and supporting the Block Veterinary Offices and Directorate AH & vs through institutional strengthening.

AND WHEREAS with a view to achieving the full objectives, aims and aspirations enunciated in the Programme, the CDVO is desirous of utilizing the services of the Facilitating Non-Governmental Organisation (FNGO) for each district, which will support all blocks in the district by providing ONE Programme

Assistant for each Block to strengthen the implementation of Animal Husbandry schemes and programmes.

AND WHEREAS Facilitating Non-Governmental Organisation agreed to provide the CDVO above mentioned services necessary to implement the said programme at the terms and conditions and stipulations herein contained.

AND THEREFORE, CDVO _____ has asked the Facilitating Non-Governmental Organisation to provide One Programme Assistant each in _____ nos. of blocks during the financial year **2023-2024** as per **Annexure-A** and Facilitating Non-Governmental Organisation has agreed to undertake the same as per the Institutional model & FNGO Cost to support block veterinary offices through institutional strengthening as per **Annexure-B**. Hence this Memorandum of Understanding (MoU).

NOW THIS DOCUMENT WITNESSETH AS FOLLOWS:

1. CDVO shall engage Facilitating Non-Governmental Organisation to undertake the services of providing nos. of Programme Assistants (One per block) in the district of till 31.03.2025 or based on continuity of the funding and upon satisfactory performance, whichever is earlier.
2. The FNGO shall nominate either the Chief Functionary or his/her representative to coordinate the activities under the project to the respective CDVO / DD DVH / BVO.
3. CDVO shall have rights to all technical data, logos, trademark, photos, poster communications, training materials, publications, software and intellectual property that would emerge in course of implementation of the project. These data or intellectual property cannot be used otherwise than for the programme without prior written consent of CDVO.
4. The FNGO shall submit monthly requisition towards the funds along with attendance sheet of the deployed personnel duly verified by the respective Block Veterinary Officer, to the CDVO in the first week of the succeeding month.
5. The payment of consolidated remuneration, fixed travel allowance and management costs will be released to the FNGO by the CDVO on monthly basis.
6. The payment will be released by CDVO to the FNGO during the second week of the succeeding month through NEFT / RTGS /Bank transfer only. The payment will be made after deducting the statutory dues like EPF @ 13% , ESI @ 3.25% and GST @ 18% as applicable. The FNGOs will produce the documents supporting deduction of statutory each month for release of remuneration by the CDVOs.
7. In case the payment will be delayed due to want of funds or any un-avoidable circumstances, no interest shall be paid thereon.
8. CDVO or its authorised official will periodically review/monitor/evaluate the performance of the Programme Assistant engaged by the Facilitating Non-Governmental Organisation towards achievement of the intermediate objectives and milestones as set by DAH&VS, Odisha under the Programme.

9. Facilitating Non-Governmental Organisation shall be liable to compensate the loss or expenses or damages of any nature on whatsoever account arisen directly or indirectly on account of negligence, or dishonesty, criminal negligence or fraudulent act of any of its representatives and employees, to the concerned CDVO.

Termination & Recovery of Dues

10. On breach of any of the conditions of this MoU by Facilitating Non-Governmental Organisation, CDVO by a simple notice to Facilitating Non-Governmental Organisation, shall terminate its engagement forthwith stating the reasons thereof.
11. CDVO shall not assume any responsibility or liability whatsoever for any injury, death or any legal action in respect of Facilitating Non-Governmental Organisation or its office bearers, employees/ functionaries arising out of any activity related to the programme during or after the period of facilitation/implementation.
12. It shall be the sole liability of Facilitating Non-Governmental Organisation in case of any legal claim/ suit filed towards damages of any kind caused in course of facilitation of services by Facilitating Non-Governmental Organisation or thereafter.

Settlement of Disputes

13. In case of any dispute regarding interpretation of any of the clauses of this MoU or arising during the course of implementation, the parties may refer the matter to the Director of AH& VS, Odisha whose decision shall be final and be binding on both the parties.
14. In case litigation arises between the parties to this MoU concerning matters covered thereunder, or incidental there to, the same shall come within the jurisdiction of the Civil Court under which the CDVO office is located.

IN WITNESS WHEREOF, parties hereto have put their hand and seal hereunder on the _____ day _____ month and _____ year.

Signed by _____

(Designation)

For and on behalf of CDVO

Signed by _____

(Designation)

For and on behalf of FNGO

Witness 1

Witness 2

Witness 1

Witness 2

15. Facilitating Non-Governmental Organisation shall be liable to compensate the loss or expenses or damages of any nature on whatsoever account arisen directly or indirectly on account of negligence, or dishonesty, criminal negligence or fraudulent act of any of its representatives and employees, to the concerned CDVO.

Termination & Recovery of Dues

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Signed by _____

(Designation)

For and on behalf of CDVO

Witness 1

Witness 2

Signed by _____

(Designation)

For and on behalf of FNGO

Witness 1

Witness 2

Name of the Block for deployment of the Programme Assistant

Name of District	Sl. No. & Name of Block to be engaged
_____	1. _____
	2. _____
	3. _____
	4. _____
	5. _____
	6. _____
	7. _____
(Complete List)
TOTAL	No. of Blocks to be covered _____

Signed by _____

Signed by _____

Name:

Name:

Designation

Designation:

For and on behalf of CDVO

For and on behalf of FNGO

INSTITUTIONAL MODEL & FNGO COST TO SUPPORT BLOCK VETERINARY OFFICES THROUGH INSTITUTIONAL STRENGTHENING.

1. Background:

The livestock sector in State is fast growing and has a high socio-economic multiplier effect due to the wide-ranging activities linked to livestock production and marketing. The livestock productivity can be enhanced with improved management practices and hand holding support for the livestock farmers.

The Veterinarians & para-veterinarians provide the institutional & doorstep veterinary & animal husbandry services to the livestock farmers.

The Block Veterinary Dispensaries led by the Block Veterinary Officer (BVO) play a pivotal role in implementing various beneficiary-oriented Animal Husbandry schemes in the respective Blocks. In order to strengthen the service delivery there is a need to enhance and support the Block Veterinary Offices through institutional strengthening.

This scheme aims to enhance the capacity towards implementation of various beneficiary-oriented Animal Husbandry and Veterinary schemes and services by engaging a Facilitating NGO (FNGO) for each District and supporting the Block Veterinary Offices.

On the above context, the proposed scheme intends to strengthen the 314 Block Veterinary Dispensaries/ Veterinary Hospitals of the State through engagement of **314 Programme Assistant (1 at each block)** and **06 nos of Programme coordinator (at D AH & VS)** at State level to Strengthen the Animal Husbandry service delivery to the livestock farmers.

After introduction of the scheme during 2022-23, the end-to-end online public service delivery has been facilitated under different livelihood schemes which brings out transparency.

2. Objectives:

- Enhance the capacity towards smooth implementation of various beneficiary-oriented Animal Husbandry and Veterinary schemes and services through institutional strengthening.

- Follow up Animal Husbandry (AH) and livelihood programmes and facilitate converge with other livelihood schemes to derive maximize benefit to farmers.
- To capture and maintain database on beneficiaries under various AH schemes, maintaining data on livestock population, Artificial insemination, vaccination, and other data relating to ARD Sector with the use of information technology.
- To promote social mobilization, participation and build capacities among project stakeholders and support sustainability of Animal Husbandry project interventions.
- To utilize generated information /analytic reports even in the absence of the field officials, thus making service delivery and monitoring effective.
- To compile, verifying accuracy and sorting information with much ease.
- To review data of deficiencies or errors, correcting any incompatibilities and checking output.
- To facilitate the storage, retrieval, and transmission and manipulation of data, among other tasks mainly aimed to improve the efficiency of field veterinarians.
- To provide hand holding support for project grounding , implementation, capacity building to /with community and community based organization.

3. Roles & Responsibilities of the FNGO

Human Resource: The Facilitating Non-Governmental Organisation (FNGO) will provide six Programme Coordinators at Directorate office and ONE Programme Assistant in each block and in the Block Veterinary Offices for efficient monitoring of Animal Husbandry schemes and livelihood development programmes under F&ARD Department.

4. Selection of the Programme Assistant/Coordinators:

Selection of the personnel will be done by the Facilitating Non-Governmental Organisation (FNGO), through open competitive process, by placing advertisements and the applications received will be scrutinized and shortlisted by the FNGO. Thereafter, the FNGO will deploy the Programme Coordinators at Directorate office and Programme Assistant to each Block Veterinary Office.

The FNGO should take steps to deploy the personnel in each block expeditiously, preferably within a period of one month of signing of Memorandum of Understanding

(MoU). The details of the personnel deployed in each block will be intimated in writing by FNGO to the concerned CDVO. The Programme Assistants/Coordinators deployed by the Facilitating Non-Governmental Organisation (FNGO) will report and work under the respective Deputy Director (Veterinary Hospital)/ Block Veterinary Officer, for supporting the implementation of various Animal Husbandry schemes and livelihood development programmes under F&ARD Department.

5. Project Management Cost: The FNGO will be paid 'Management Cost' for the period of contract as per the Memorandum of Understanding (MoU) signed by CDVOs.

Programme Assistant /Coordinators

Minimum Qualification: Graduate in any discipline from a recognized University.

Experience: Candidates should have at least 1-year work experience in promotion of development projects, livelihood programs, income generation activities etc.

Age: not exceeding 45 years

Essential Skills:

- Working Knowledge of Computer in MS Office.
- Language proficiency: Speaking, Writing and Reading of English and Odiya.

Consolidated Remuneration: Rs 21,000 per month

Fixed Travel Allowance: Rs 1000 per month

Key Roles and Responsibilities:

Promote livelihood activities

- Create awareness/conduct IEC activities for promoting livestock-based livelihood schemes
- Support and facilitate in targeting and identification of beneficiaries
- Training and capacity Building of farmers and other stakeholders
- Liaison with other agencies and line departments including Panchayati Raj, Mission Shakti, etc to ensure convergence
- Support targeted farmers with timely input supply and arranging market linkages.

Monitoring of livestock related schemes

- Maintaining the database of beneficiaries under different schemes and reporting their progress on department's online platform (Decision Support System) and other online databases.
- Documenting and creating a database of all activities undertaken by the Block Veterinary Office, including vaccination, artificial insemination, veterinary treatment etc
- Preparing monthly progress reports

6. Indicative Payment Term

- The FNGO shall submit monthly requisition towards the funds along with attendance sheet of the deployed personnel duly verified by the respective Block Veterinary Officer, to the CDVO in the first week of the succeeding month.
- The payment of remuneration, travel and management costs will be released to the FNGO by the CDVO on monthly basis.
- The payment will be released by CDVO to the FNGO during the second week of the succeeding month.
- In case the payment will be delayed due to want of funds or any unavoidable circumstances, no interest shall be paid thereon.

7. Reporting, Terms & Conditions of the personnel deployed by the FNGO

Reporting: The personnel deployed by the FNGO will report to respective Block Veterinary Officer.

Terms & Conditions: The personnel deployed will be required to abide by the following terms & conditions.

- i. The personnel, being engaged by the concerned FNGO, shall not demand employment with F&ARD Department/ DAH&VS or any such agency under F&ARD Department during and after the tenure of the agreement.
- ii. This deployment of the personnel by the FNGO does not confer any right to a regular appointment at any time in the F&ARD Department or DAH&VS or any other Government organization. The personnel are purely deployed by the FNGO and shall not invite any legal recourse now or in the future.
- iii. During the tenure of deployment in the Block Veterinary Office, the personnel shall abide by the rules and regulations of the F&ARD Department in force.

- iv. During the period of deployment in the Block Veterinary Office, the personnel will be required to work and attend the duties as may be assigned by BVO/ CDVO.
- v. The personnel shall undertake a minimum of 10 days tour within the Block area, in a month, as per his/her monthly tour plan approved by BVO. For each tour conducted, the personnel shall submit a 'Back to Office (Tour) Report' report to the BVO every fortnight. This report will also serve the purpose of tour diary.
- vi. The Personnel shall be entitled to a maximum of 10 days of leave for 1 year during his/her contract, after consultation with/ with prior approval of the BVO. Any unauthorised absence shall attract proportionate deduction from the consolidated monthly remuneration.
- vii. In the event of unauthorised absence of the Personnel beyond a period of fifteen days in during the period of agreement with the FNGO or any other misconduct, the FNGO shall immediately replace the concerned person. The expression misconduct would mean improper/unprofessional behavior, bad management etc. Whether an act is misconduct or not would be construed by the Deputy Director (Veterinary Hospital)/ BVO/CDVO at his/her discretion.
- viii. The FNGO shall be held responsible for any loss sustained by the project through fraud or negligence on the part of the engaged personnel and the loss will be realised from the FNGO.
- ix. F&ARD Department/DAH&VS/ CDVO or any other Officer or organization shall not be liable for any compensation towards sickness and injury of the Expert during the period of the engagement.
- x. Upon termination of the deployment of the Personnel, he/she shall be liable to handover all the assets and records of the schemes/ programs in his / her possession to the Deputy Director (Veterinary Hospital)/ BVO or any officer authorized by the CDVO.
- xi. The Personnel shall not take up any assignment with any other agency/ organisation during the period of deployment by the FNGO in the respective Block Veterinary Office.
- xii. The personnel shall submit quarterly Progress reports on his/her performance and activities to the BVO/ CDVO. These reports would also

be utilised by Deputy Director (Veterinary Hospital) /BVO/ CDVO for evaluation of his/her performance and subsequent feedback to FNGO.

- xiii. The Personnel shall not indulge/associate in any association/union, or involve in any litigations that would hamper the work progress of the F&ARD department.
- xiv. In case of any doubt/dispute with regard to implementation of any of the above clauses, the decision of the CDVO shall be final.

8. FNGO Cost:

For the implementation support provided by the Facilitating Non-Governmental Organisation (FNGO) to the district under the programme the FNGO will be paid “FNGO Cost” by the CDVO concerned during the period of contract as per the Memorandum of Understanding (MoU) signed between CDVO and FNGO, for the following components only.

Sl. No.	PMC Component	Purpose
1	Human Resources Cost	Consolidated remuneration & Fixed Travel Allowance for Programme Assistant/Coordinators
2	Statutory charges toward engagement of Human resources like EPF, ESI, GST.	As per the applicability
3	Administrative & Monitoring Expenses to Facilitating NGO	Rs 1000/- per Programme Asst /Programme Co-ordinator per month

a. Human Resource Cost

- “Human Resource cost” may include consolidated remuneration of staff which will be paid to Facilitating Non-Government Organisation to engage manpower.
- Consolidated remuneration: Each Programme Assistant/Coordinator will be paid an consolidated remuneration of Rs.21,000/- per month.
- Travel Allowance: Each Programme Assistant/Coordinator will be paid Rs.1,000/- per month as fixed travel allowance, for travel of minimum 10 days in a month.
- Statutory charges toward engagement of Human resources like EPF, ESI, GST shall be paid as applicability.

b. Administrative Cost

- “Administrative & Monitoring Expenses” to be incurred by Facilitating Non-Governmental Organisation (FNGO), for facilitation of engagement of Programme Assistant/Coordinator under the programme
- Administrative Cost @ Rs 1000/- per Programme Asst / Programme Co-ordinator per month will be paid to the FNGOs.

Signed by _____

(Designation)

For and on behalf of CDVO

Signed by _____

(Designation)

For and on behalf of FNGO