

Manual 12-The Manner of Execution of Subsidy Programs.

13.1 Please provide the information as per the following format:

Name of Programme / scheme

Duration of the Programme / scheme

Objective of the Programme

Physical and financial targets of the programme (for the last year).

Eligibility of Beneficiary

Pre-requisites for the benefit

Procedure to avail the benefits of the programme

Criteria for deciding eligibility

Details of the benefits given in the programme (also mention the amount of subsidy or other help given)

Procedure for the distribution of the subsidy

Where to apply or whom to contact in the office for applying

Application Fee (where applicable)

Other Fees (where applicable)

Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

List of attachments (certificates / documents)

Format of Attachments

Where to contact in case of process related complaints

Details of the available fund (At various levels like District Level, Block Level etc)

List of beneficiaries in the format given below

Sl. No. / Code	Beneficiary Name	Amount of subsidy	Parent Guardians	Criteria of selection	Address			
					District	City	Town / Village	House No.

Chapter 13 (Manual – 12) is not applicable for this department.