

**GOVERNMENT OF MEGHALAYA
ARTS AND CULTURE DEPARTMENT.**

GUIDELINES

For Formulation, Approval, Sanction and Implementation of the schemes "*Upgradation of Infrastructure and setting up of State / District Arts and Culture Societies including Promotion of Literary Fests and Music Fests*" and scheme for "*Cultural Activities through District Societies for Arts & Culture (SCA)*".

- 1.1 Whereas, the Government of Meghalaya formulated two new schemes titled "Upgradation of Infrastructure and setting up of State / District Arts and Culture Societies including Promotion of Literary Fests and Music Fests" for promoting various activities in the field of Arts & Culture in the State.
- 1.2 Whereas, the aforesaid schemes fund's are being chanelized through the Arts & Culture Department for the 7 District of the State.
- 1.3 Whereas, the allocated funds are being distributed to the Different Districts through the Deputy Commissioners based on proposal received and recommendation by the Government.
- 1.4 Whereas the allocated funds are being accordingly apportioned by the Arts & Culture Department and placed at the Disposal of the Deputy Commissioners for implementation of the schemes.
- 1.5 Now therefore the under-mentioned guidelines are hereby specified for implementation of the schemes "*Upgradation of Infrastructure and setting up of State / District Arts and Culture Societies including Promotion of Literary Fests and Music Fests*" and scheme for *Cultural Activities through District Societies for Arts & Culture (SCA)*.

2. Scope of the Scheme:

- 2.1 The schemes of Upgradation of Infrastructure and setting up of State / District Arts and Culture Societies including Promotion of Literary Fests and Music Fests" are basically schemes formulated by State Government aiming at the upliftment and development as well as promotion and preservation of Culture Music and other related activities.

- 2.2 The schemes "*Upgradation of Infrastructure and setting up of State / District Arts and Culture Societies including Promotion of Literary Fests and Music Fests*" and scheme for *Cultural Activities through District Societies for Arts & Culture (SCA)* will offer an opportunity to the Tribal Youth of the State and Cultural Organisations/Associations /Educational Institutions to promote cultural activities in the District by upgradation of Cultural Infrastructures available in the District as well as organizing Music Festival/Literary Festival through the concerned Deputy Commissioners.

3. **Identification of the Schemes:**

- 3.1 The Deputy Commissioner concerned will invite proposals for various activities under the scheme in their respective Districts.
- 3.2 While identifying the schemes submitted by Organizations / Institutions, due weightage will be given to the schemes which promote Traditional Art and Culture.
- 3.3 The Deputy Commissioner will ensure that the organizations applying for the scheme must be a registered under Societies Registration Act XXI of 1860.
- 3.4 The objectives of the Organization/Institutions must be clearly spelt out.
- 3.5 The Voluntary Organisations/Cultural Clubs/Music Institutes/Individuals must have an account with any Nationalize Bank.
- 3.6 The organization who have received financial assistance from the Department in the previous years should furnish Utilization Certificate.
- 3.7 Inspection Report to be submitted by the Concerned Officers, District Officers including verification of records like cash book, Minute Register, will be taken into consideration while considering the financial assistance.

4. **Eligibility for Assistance:**

The following will be eligible for assistance under the scheme:-

Cultural Clubs, Organizations, Associations, Institutions, Music Institutes Individuals registered under the Societies Registration Act XXI of 1860.

Cultural Clubs, Organizations, Associations, Institutions, Music Institutes Individuals must have an account with any Nationalize Bank.

Well known and recognized exponents of traditional art forms.

Traditional Local authorities for organizing and promoting Cultural Activities.

5. **Components of the Schemes:**

Proposals for assistance under the scheme will include:-

Purchase of Arts and Culture Equipments, Instruments, Materials and Traditional costumes.

Cultural meets, Dance, Music, Drama, Competitions and other Traditional Art Forms like indigenous Pottery, Wood and Stone Carving, Traditional Organic/ natural Dyeing, etc.

Literary Festivals, Music Festivals, Cultural Exposure Trips, Inter Districts/ Clubs/ Schools/ Colleges Cultural Competitions.

Creation and up gradation of Cultural Infrastructures.

Research Activities, Seminars, Workshops on Activities related to Culture.

Financial Assistance to Cultural related activities.

Preservation and Protection of Heritage sites and places of Cultural Interests.

6. **Approval of the Schemes :**

The proposals/ Schemes received from the Deputy Commissioner shall be compiled and scrutinized by the Director of Arts and Culture and placed before the State Government for approval.

The State Government will:-

- a) Place the proposal before the Executive Council of the SPACE(Society for Promotion of Arts and Cultural Enrichment).
- b) The SPACE will consider the proposals placed before it and approve the same accordingly.
- c) The SPACE will review the progress of implementation of the approved proposals.

7. **Funds :**

- 7.1 The funds for the schemes will be placed in the Account of the Society for Promotion of Arts and Cultural Enrichment (SPACE).

10. **Release of Fund:**

- 8.1 The Director of Arts and Culture will release the funds to the Deputy Commissioners strictly after approval is obtained from the Executive Council of SPACE chaired by the Chief Secretary.
- 8.2 The Deputy Commissioners will release the funds to the organizations duly approved by the Government.
- 8.3 The beneficiary organizations shall submit Utilization Certificates duly countersigned by the Block Development Officers along with actual Receipts within 90 days from the date of received of the assistance.
- 8.4 The Deputy Commissioners will ensure that all proper financial records shall be maintained by the beneficiaries and they shall produce all relevant records to Audit Party when ask for.
- 8.5 The Organisations/individual failing to fulfill the terms and conditions and/or to complete the scheme shall be debarred from future benefit of such schemes besides other penal actions as may be appropriate.

9. **Implementation :**

- 9.1 The schemes will be directly implemented by the Deputy Commissioner through the District Societies concerned by disbursing directly to the beneficiary organizations/club and the Utilization Certificate must be countersigned by the BDO before submission of the same to the Deputy Commissioner concerned.

10. **Monitoring and Reporting Progress of Implementation:**

- 10.1 The Deputy Commissioner concerned will submit a monthly "Progress Report" to the Government in the Arts and Culture Department, with a copy to the Director of Arts & Culture.

- 10.2 The Deputy Commissioner will monitor and review the progress of implementation of the schemes.
- 10.3 The Examiner of Local Accounts will carry out the Audit of the accounts relating to the schemes. For the purpose, the concerned authorities as well as the beneficiaries will produce the Books of Accounts and other relevant records as may be required by the Examiner for the purpose of Audit by his Audit staff. The Examiner of Local Accounts shall submit his inspection/audit report to the Deputy Commissioner concerned, Department of Arts & Culture and Finance Department.
- 10.4 In case of activities relating to construction/improvement of venues of traditional dances like dancing grounds and venues of cultural activities like cultural halls, clubs, etc. where the amount involved exceeds Rs.25,000/- and above, the fund will be released to the selected beneficiary organization in two installments of 75:25. That is, the first installment should be 75% . The second installment of 25% will be released after the Utilization Certificate is submitted by the concerned beneficiary organization. In other cases, and where supply/purchase of materials (musical instruments, dresses, P.A. System, etc.) is concerned, funds will be released at one time. Final Utilization Certificates should be submitted by the beneficiary organizations after release of second installment.
- 10.5 The funds will be released to the beneficiary organizations by means of Account Payee Cheque, in case of beneficiaries or organizations possessing a bank account. In the event that this is not possible, a cash will be disbursed by the BDO concerned after keeping due receipt with revenue stamp, and full details of the transaction, in the presence of a witness.
- 10.6 The Deputy Commissioner concerned will compile an annual progress report of the schemes and send it to the Department of Arts and Culture and the Planning Department at the end of the financial year.
