

**GOVERNMENT OF MEGHALAYA
ARTS AND CULTURE DEPARTMENT**

GUIDELINES

FOR FORMULATION, APPROVAL, SANCTION AND IMPLEMENTATION OF THE
SCHEME "FINANCIAL ASSISTANCE TO VOLUNTARY ORGANIZATIONS, ETC.
THROUGH MEMBERS OF LEGISLATIVE ASSEMBLY UNDER THE

**INTENSIVE ARTS AND CULTURE DEVELOPMENT PROGRAMME".
(I. A. & C. D. P.)**

- 1.1 Whereas the Government of Meghalaya have introduced a new scheme titled "Intensive Arts & Culture Development Programme" for promoting various activities in the field of Arts and Culture in the State;
- 1.2 Whereas the aforesaid scheme's funds are being channelized through the Arts and Culture Department for the sixty Assembly Constituencies of the State;
- 1.3 Whereas the allocated funds are equally distributed among the 60 Assembly Constituencies irrespective of the urban, semi-urban or rural character of the Constituencies;
- 1.4 Whereas the allocated funds are being accordingly apportioned by the Arts and Culture Department and placed at the disposal of the Deputy Commissioners for implementation of the scheme;
- 1.5 Now, therefore, the undermentioned "Guidelines" are hereby specified for implementation of the I. A. & C. D. P.

2. SCOPE OF THE SCHEMES

- 2.1 I. A. & C. D. P. is basically a Human Resource Development Scheme aiming at the upliftment and development of contemporary and traditional Art, Music and Culture, supplementing the existing schemes of the department;
- 2.2 The Intensive Arts and Culture Development Programme will offer an opportunity to the Tribal Youth and cultural organizations/associations to promote the traditional and contemporary art forms.

3. IDENTIFICATION OF THE SCHEME

- 3.1 The Deputy Commissioner concerned will intimate the amount allocated to the MLAs whose constituencies fall wholly or mostly within the District;
- 3.2 The MLA will select, identify and submit the schemes to the Deputy Commissioner/Director of Arts and Culture within the amount allocated;
- 3.3 While identifying the schemes, due weightage should be given to the scheme which may promote traditional art and culture;
- 3.4 Where an MLA requests the Deputy Commissioner's assistance in the matter of formulation of plan(s) and estimate(s), the Deputy Commissioner may arrange the necessary assistance by the respective District Officer(s) of the Arts and Culture Department;
- 3.5 The Deputy Commissioners will collect/compile the I. A. & C. D. P. Schemes of his District as received from the concerned MLAs and submit the same to the Director of Arts & Culture, Government of Meghalaya, Shillong every year within such time as may be prescribed.

¹ These are combined Guidelines base on the Notification Nos. MAC.88/97/PV56, Dated 19th January, 2000, and MAC.88/97/Vol. 1/98, Dated 4th April, 2000. This compilation has been issued in April, 2000 by the Director, Arts and Culture, Meghalaya.

4. APPROVAL OF SCHEMES

4.1 The I. A. & C. D. P. schemes received from different District/MLAs shall be summarized and scrutinized by the Director of Arts and Culture and placed before the State Government in the Arts and Culture Department for approval;

4.2 The State Government will—

- (i) Consider approval of the proposals placed before it;
- (ii) Review the progress of implementation of the approved proposals.

4.3 ELIGIBILITY FOR ASSISTANCE

The following will be eligible for assistance under the scheme:

1. Cultural Clubs, organizations and associations duly registered under the Societies Act or certified by the MLA concerned to be active and functioning;
2. Well known and recognised exponents of traditional art forms;
3. Traditional local authorities for organizing and promoting cultural activities.

5. COMPONENTS OF THE SCHEMES

Proposals for assistance under the scheme will include.

- 5.1 Purchase of Arts and Culture equipments, instruments and materials;
- 5.2 Cultural meets and competitions in Dance, Drama, Music, Painting and other art forms, including improvement of venues of traditional cultural activities including dances.

6. RELEASE OF FUND

- 6.1 The Director of Arts & Culture will release the funds allocated District-wise to the Deputy Commissioners concerned;
- 6.2 Schemes approved shall be sanctioned by the Deputy Commissioner concerned in exercise of authority under the Delegation of Financial Powers Rules, 1981. The amount sanctioned by Deputy Commissioner shall be released to the Block Development Officer concerned who shall disburse the same to the organizations or individuals concerned, when duly authenticated by the concerned MLA;
- 6.3 The Deputy Commissioner will sanction only those schemes which have been approved by the State Government under para 4.1;
- 6.4 The beneficiary organization/individual shall submit Utilization Certificates duly countersigned by concerned MLA and actual payee's receipts within 90 days from receipt of assistance;
- 6.5 All proper financial records shall be maintained by the beneficiaries and they shall produce all relevant books and records to the audit party or any authority as and when asked for;
- 6.6 The organization/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 action as may be appropriate.

7. IMPLEMENTATION

- 7.1 The scheme will be directly implemented by the Deputy Commissioner concerned by disbursing directly to the beneficiary organizations/club² and the Utilization Certificate must be countersigned by the MLA before submission of the same to the Deputy Commissioner concerned.

² As per Para 6.2

8. MONITORING AND REPORTING PROGRESS OF IMPLEMENTATION

- 8.1 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 and Culture;
- 8.2 The Deputy Commissioner will monitor and review the progress of implementation of the scheme;
- 8.3 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 and Culture, and Finance Department;
- 8.4 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;
- 8.5 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;
- 8.6 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.