

Chaper-13 (Manual -12)
The Manner of execution of subsidy programmes

- 13.1 Please provide the information as per the following format:
- 0 Name of programme/ scheme
 - 0 Duration of the programme /scheme
 - 0 Objective of the programme
 - 0 Physical and financial targets of the programme (for the last year)
 - 0 Eligibility of Beneficiary
 - 0 Pre-requisites for the benefit
 - 0 Procedure to avail the benefits of the programme
 - 0 Criteria for deciding eligibility
 - 0 Details of the benefits given in the programme [also mention the amount of subsidy or other help given]
 - 0 Procedure for the distribution of the subsidy
 - 0 Where to apply or whom to contact in the office for applying
 - 0 Application Fee [Where applicable]
 - 0 Other fees [Where applicable]
 - 0 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]
 - 0 List of attachments [certificates/ documents]
 - 0 Formats of Attachments
 - 0 Where to contact in case of process related complaints
 - 0 Details of the available fund [At various levels like district level etc.]
 - 0 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 Vill age	House No

-NIL-