

## Chapter - 13

### The Manner of Execution of Subsidy Programmes

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
- Detail 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

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

N I L

