



Nehru Yuva Kendra Sangathan
नेहरु युवा केन्द्र संगठन

साथ साथ
कल की ओर...



नेहरु युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*



Ref No. NYKS/ Spl. Projects/NEYEP/2019/ F.No. 601 (ii)/13

Dated: 10.12.2019

To,

State Directors,

Nehru Yuva Kendra Sangathan,

Hyderabad (Telangana), Bangalore (Karnataka) and Delhi

Sub: - Release of Fund and Guidelines for Organizing North East Youth Exchange Programme (NEYEP), 2019-20 – reg.

Theme of Programme: "Commemorating 150th Birth Anniversary of Mahatma Gandhi" & Ek Bharat Shrestha Bharat.

1. Please find enclosed herewith the guidelines and tentative time schedule to be filled by SD for the organization of North East Youth Exchange Programme (NEYEP), 2019-20.
2. The total fund of Rs. 1,19,94,125/- is being released by Accts Section, NYKS Hqtrs to PAOs, NYKS, Bangalore, Alipur and Guwahati for transfer to concerned State Directors, NYKS as per the details given at Annexure 13 (a & b).
3. The NEYEP would be hosted by NYK, Hyderabad (Telangana), Bangalore (Karnataka) and Delhi under the overall supervision and guidance of concerned State Directors.
4. You are requested to initiate the process for organization of the NEYEP at the earliest and submit the Plan of Implementation to NYKS Hqtrs by 20th December 2019 positively for appraisal of MHA.
5. Schedule of events should be planned in rational manner and scope for inspection visits & surprise visits should be incorporated in the programme.
6. While referring the enclosed time schedule (Annexure-15), ensure to send the exact dates and venue of the NEYEP by 20th December, 2019 to SDs, NYKS, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura for sending the participating teams with a copy to NYKS Hqtrs. The same would be shared with Ministry of Home Affairs. It would enable the Ministry and others to plan their visit to NEYEP.

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7. Inviting the teams of NEYEP will be the prime responsibility of the **Host State Director, NYKS**. The SD, NYKS, Telangana, Karnataka and Delhi will confirm the participation of the participating States. It will be the responsibility of State Director, NYKS, Telangana, Karnataka and Delhi to invite participating State viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura at the earliest, and ensure that the confirmations of participating states are received immediately.
8. The participants and Team Leaders must be selected by **30th Dec, 2019** positively as per number allotted to them. In this regard please see page no. 9 of the enclosed guidelines.
9. **Participating State Directors, NYKS** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura State are advised to take necessary steps to ensure that teams and Team Leaders are selected as per the guidelines, send the list of Team Member & Team Leaders to host State Directors, NYKS, and get them ready to participate in the NEYEP, 2019-20.
10. It is important to note that the **participating States** would organize **briefing session before the departure** of the participants. Similarly, a joint **de-briefing & feedback session** should be organized **on the arrival of participants after completion of the programme by the participants/ SDs/DYCs**. During the feedback session **activities and their plan of action** for the participants be prepared and followed up by the host SDs/DYCs. The report on the same & plan of action should be submitted to NYKS, hqtrs by the organising SDs.
11. Similarly, at the venue i.e. **Hyderabad (Telangana), Bangalore (Karnataka) and Delhi two sessions** viz. expectations of participants (**Annexure 11a**) and feedback about programme (**Annexure-11b**) from participants should be conducted.
12. Besides above, from time to time **live feedback of participants on Video** should also be recorded during the programme and submitted along with reports to NYKS Hqtrs.
13. Local district/State units of NSS and NCC may be coordinated for this programme and they may be involved during the camp as per their suitability.
14. **The organising State/ Kendra should ensure**
 - a) **Mobilising extra resources for the programme**
 - b) **Organising innovative programme as well as ensure conduct of activities mentioned in the guidelines.**

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- c) To make the theme- "Commemorating 150th Birth Anniversary of Mahatma Gandhi" for this programme.
 - d) In the Resource kit, Booklet containing schemes of Govt. of India National Flagship Programmes be prepared and given to all participants
 - e) The programme Video Film is developed professionally and submitted to NYKS Hqtrs.
15. Awareness on **National Flagship Programmes** of Government of India for Financial and Social inclusion should be created. The participants would be sensitized & made aware on the following topics of National importance
- Union Government Flagship Programmes for Social and Financial inclusion
 - Prevention of Drug Abuse, Alcoholism and other substances
 - Democratic Rights awareness with emphasis on that youth must vote.
 - Road Safety and Security awareness
 - Yoga, Health & Hygiene, Swachhta and ODF
 - Care for elder, interactive talk with them & paying respect to them.
 - Water usages, harvesting, and plantation programmes.
 - Promotion of Cashless Transactions & financial inclusion programmes.
- For more details please see enclosed guidelines.**
16. To make the programme more transparent, responsive, vigilant and effective; Hon'ble Ministers, MPs, MLAs, PRI members; eminent personalities from different walks of life, BOG Members of NYKS, State Govt. and Districts Administration's Officers; Chairpersons and Members of SACYP and DACYP and others with whom NYKs have been collaborating should be invited on different occasions during the camp. Their remarks about the camp should be taken in Visitor's Book and copy submitted to NYKS Hqtrs.
17. Host SD, NYKS should **share detailed programme schedule** with their participating SDs and NYCs well in advance.
18. **Electronic and Print Media** should be invited for wider coverage of the programme. Press Conference should be organised before the commencement of the programme by the host State Directors.
19. The **required funds are being released** to concerned PAOs by Accounts section, NYKS Hqtrs for immediate release to concerned State Office/District NYK as per **Annexure 13 (a & b)**.

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20. **The release of fund has two components**

- (i) Participating State wise release of fund for **TA/DA, Insurance & ID, B&L & Track Suit, Sports Shoes and Caps** for participants and Team Leaders (**Annexure-13-a**)
- (ii) Release of funds to the host State for organization of North East Youth Exchange Programme (**Annexure-13 - b**).

This arrangement has been made to ensure that the participants and Team leaders get advance train tickets and journey DA from the participating State for attending the programme with their insurance, ID cards & T-Shirts, Trousers and Caps as per guidelines.

PAO office, Bangalore, Alipur and Guwahati are requested to release fund as above with reference to budget release table given at **Annexure 13 (a & b)**.

21. Funds should be **utilized strictly according to the budget breakup** attached with this letter and following GFR. There should not be any diversion. Even inter head diversion is not permitted. Settlement of accounts will be on the basis of actual expenditure or maximum admissible amount within the head, whichever is less.

If numbers of participants are less than boarding and lodging and other expenditure amount will be deducted accordingly.

22. **Transparency and probity** in utilization of funds supported by correct and complete real time accounting should be ensured. While incurring expenditure GFR should be followed.

23. **Comprehensive monitoring mechanism and reporting system** should be followed. A daily report may be forwarded by the host SD, NYKS to **Sh. R.N. Tyagi, Deputy Director (Spl. Projects)** with photographs, Videos and Press Clippings for uploading on the NYKS Website.

24. Respective Host State Directors should also ensure to **get feedback from the participants on daily basis** through meetings and should ensure resolution of the issues, if any thereof.

25. It is important to mention here that State Director, NYKS organizing the programmes and Participating State Directors, NYKS should submit the compiled detailed report along with photographs, press clippings, video in 3 copies (**As per Annexure-14**) within 15 days of the completion of the programme.

- (a) It is utmost important to have **impact assessment** done through feedback format (**Annexure 11a & 11b**) and included in the **detailed Physical Report (Annexure-14)**.
- (b) **Three sets of Physical Progress Report** in the prescribed proforma attached in the **guidelines (Annexure10 & 14)** along with good quality detailed report of the activities

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undertaken during 06 days of the programme should be submitted within 10 days of the completion of the programme.


- (c) The report should be supported by quality action **photographs, press clipping, Videographs and feedback assessment.**
- (d) Host SDs, should provide **video clippings of the interactive feedback sessions** with participants, stakeholders & dignitaries separately.
- (e) The **in-charge participating State** of NYKS would submit **before departure & on arrival of participants feedback sessions reports and follow up action activities identified and initiated** to NYKS, Hqtrs to the email project.nyks@gmail.com .
- (f) Please note that besides hard copies of the report, **soft copy of the report should also be sent to NYKS Hqtrs.**
- (g) **Audited utilization certificate** based on actual expenditure within the sanctioned released amount should be submitted immediately after completion of the programme.

You are requested to organize the programme in a befitting manner and submit reports and returns within 10 days of completion of the programme to **Sh. R.N. Tyagi, Deputy Director (Spl. Projects)** at project.nyks@gmail.com.

Please **acknowledge receipt and confirm** that contents have been understood for compliance.

This issues with the approval of Director General.

Yours sincerely,


Dr. M.P. Gupta
Director (Spl. Projects)

Encl.: Guidelines and PFMS letter

Copy to:

1. **Joint Secretary -North East**, Ministry of Home Affairs, Room No. 109, North Block, New Delhi
2. PS to all VCs & BOG Members, NYKS
3. PS to DG, NYKS Hqtrs for kind information please.
4. Joint Director (F,B&A), NYKS,Hqtrs.

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5. Shri A.C. Jha, Under Secretary, North East Division, Ministry of Home Affairs, North Block, New Delhi
6. State Director, NYKS Arunachal Pradesh, Assam, Manipur, Sikkim, Mizoram, Meghalaya, Nagaland and Tripura for immediate necessary action to coordinate with concerned District Youth Coordinators for selecting the participants and Team leaders at the earliest latest by 30.12.2019.
7. State Director, NYKS, PAO Zone, Bangalore (Karnataka), Guwahati (Assam) and Alipur (Delhi) for immediate release of funds to programme Host State and Participating States.
8. **DYC, NYK, Hyderabad (Telangana), Bangalore (Karnataka) and Alipur (Delhi)** for immediate necessary action.
9. Assistant Director (Rajbhasha), NYKS Hqtrs New Delhi with request for make Hindi Translation of the guidelines with letter at the earlier as directed by JS (YA), MOYAS .
10. Asst. Director (EDP), NYKS Hqtrs with request to upload this guidelines on NYKS website immediately.