

**GOVERNMENT OF MIZORAM
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT
(RESEARCH & DEVELOPMENT BRANCH)**

NOTIFICATION

Dated Aizawl, the 30th August, 2022

No. A.45011/1/2022-SEDP: In the interest of public service, the Governor of Mizoram is pleased to make the following guidelines on Family Oriented Socio-Economic Development Programme (SEDP)(Phase-1):-

**FAMILY ORIENTED SOCIO-ECONOMIC DEVELOPMENT PROGRAMME
(SEDP) (Phase-1) INKAIHHRUAINA**

I. Family Oriented SEDP thiltum:

Mahnia eizawna (self-employment leh kuthnathawh) bultan nan leh heng eizawna kalpui mekten hma an sawn zel nana an hman tur tanpuina pek a, Mizoram chhunga mimal leh chhungkua, a tam thei ang berdinmun tha zawka hlan kai.

II. Family Oriented SEDP dil theite:

Mizoram khua leh tui mi tupawh, mahnia eizawna (self-employment)kalpui mek emaw, hetiang lama bul tan tum emaw, leh kuthnathawka ei zawng mekte leh bul tan tumte tan chauh a dil theih ang. Family oriented SEDP a nih angin tanpuina hi chhungkua anga dawn tur a ni a, chhungkaw pakhat atangin beneficiary pakhat chauh a awm theih ang. State leh Central sorkar hnuaia hnathawk nghet awmna chhungkua te chu a huam lovang.

III. Family Oriented SEDP hnuai trade thlan theihte:

S.No	Department	Trade items
1	Agriculture	1. Vaimim (Maize) chin 2. Bekang (Soyabean) chin 3. Fu (Sugarcane) chin 4. Leilet (Wet Rice Cultivation I & II). 5. Oilseeds chin 6. Dailuah, channa leh adangte
2	Horticulture	<p>A. Bamboo Plantation</p> <p>B. Thei chin theihte (Fruits items):</p> 1. Balhla (Banana) 2. Lakhuihthei (Pineapple) 3. Dragon fruit 4. Sapthei (Passion fruit) 5. Serthlum (Mandarin Orange) 6. Nimbu 7. Kiwi 8. Grape
		<p>C. Thlai chin theihte (Vegetables items):</p> 1. Tomato 2. Zikhlum (Cabbage) 3. Iskut (Chayote)
		<p>D. Other Vegetables: -</p> 1. Panhnah (Betlevine) 2. Bawkbawn 3. Chingit 4. Thingthupui

		<ol style="list-style-type: none"> 5. Khanghu 6. Alu 7. Telhawng, leh adangte <p>E. Pangpar huan siam (Floriculture)</p> <p>F. Medicinal Plants</p> <ol style="list-style-type: none"> 1. Sunhlu 2. Aloe Vera leh adangte <p>G. Thingpui chin (Tea Plantation)</p>
3	Animal Husbandry & Veterinary	<ol style="list-style-type: none"> 1. Vawk vulh (Piggery-Fattener unit & Piglet multiplication) 2. Ar vulh (Poultry Farming) 3. Bawng vulh (Cattle Farming) 4. Kel vulh (Goat Farming) 5. Sial vulh (Mithun Farming)
4	Fisheries	<ol style="list-style-type: none"> 1. Sangha khawi
5	Sericulture	<ol style="list-style-type: none"> 1. Eri Culture 2. Muga Culture 3. Mulberry Culture
6	Land Resources, Soil & Water Conservation	<ol style="list-style-type: none"> 1. Kuhva chin (Arecanut Plantation) 2. Hmunphiah chin (Broom Cultivation) 3. Rubber chin (Rubber Plantation) 4. Coffee chin (Coffee Plantation)
		<ol style="list-style-type: none"> 1. Mistiri (Carpentry work) 2. Mau leh hnang hmanga thil siam (Bamboo and Cane work) 3. Steel Fabrication 4. Aluminium work 5. Puantah (Handloom) 6. Punthui (Tailoring)

7	Commerce & Industries	<p>7. Beauty & wellness therapy</p> <p>8. Lu meh (Hair Cutting)</p> <p>9. Pangpar lem siam leh khawi (Artificial flower arrangement)</p> <p>10. Thirden (Blacksmithy)</p> <p>11. Pheikhawk chhe siam (Shoe Repairing)</p> <p>12. Electronic Repairing</p> <p>13. 2-Wheeler Workshop</p> <p>14. Automobile Workshop</p> <p>15. Puncture/ Tyre workshop</p> <p>16. Computer, mobile leh internet hmangaeizawna:</p> <ul style="list-style-type: none"> a. Web design and management b. Software siam (eg. Apps/Attendance monitoring) c. Mobile application siam d. Mobile games siam e. Internet provider f. Audio/ Videography g. Ads formulation h. Desktop publishing <p>17. Khuai khawi (Bee keeping)</p> <p>18. Chaw leh ei tur sawngbawl (Foodprocessing)</p> <p>19. Chhang ur (Baking)</p> <p>20. Thingpui dawr (Tea Stall)</p> <p>21. Ei chawp dawr (Grocery store/Petty shop)</p> <p>22. Kuthnathawkte hman tur khawl lei nan (Entirnan: Chhawhchhi / vaimim herna khawl)</p> <p>23. Other Micro Enterprises & Petty Trade</p>
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8	UD & PA	<ol style="list-style-type: none"> 1. Leitha siam (Home Composting) 2. Hluhlawn thil atanga thil tangkai siamchhuah (Waste to Wealth) 3. Khawlai tihfai leh bawlhhlawh khawnkhawm (Street Sweeping and Waste Collection) 4. Kawng sir dawr siam (Street vending)
9	Tourism	<ol style="list-style-type: none"> 1. Tourist guide / Tour operation

IV. Trade Items Unit Cost: Family Oriented SEDP thawh khatna (Phase - 1) ah hian a chungga Trade Items zawng zawng Unit Cost hi Rs. 50,000/- a ni.

V. FAMILY ORIENTED SEDP KALPUI DAN TUR:

SECTION-1

(A dawngtu tur thlan dan tur leh Department-te hnena SEDP sum pek dan tur)

PART-A

(Diltute tih tur leh hriat tur)

1. Member Secretary, Village / Local Level SEDP committee hnenah Form-1 hmangin dilna theh luh tur a ni ang. Hei bakah hian mahni copy, Member Secretary, Village/Local SEDP committee signature chuanna kawlwthat baww tur a ni.
2. Form-1 hmang hian diltute'n hma lakna (trade) pakhat chauh thlan tur a ni a, pawisa dawn hman dan tur leh pawisa dawnna (transfer-na) tur bank account tar lan ngei tur a ni baww.
3. Form-1 hmanga intiamkamna hi chungkuaa hotu ber (Head of the family)-in a hming ziakin a sign tur a ni.
4. Form-1 bakah hian a hnuaia tarlante hi thil tel tur a ni:
 - a) Identity Proof - Voter ID card emaw, Ration card emaw photocopy/xerox copy.
 - b) Form-1 a tarlan pawisa transfer-na tur bank account chang taka tarlanna document (Entiran: Bank passbook phak hma).
5. Form-1-a ziah lan tur zawng zawng kim leh dik taka ziah lan lohte leh a chungah theh luh tel tur sawite tel kim lo dilna chu pawm theih a ni lo vang.
6. Mahni trade thlan mila pawisa dawn hman dan tur chungchangah mithiamte leh Department hotute an rawn theih ang. Trade thlan a zira tanpuina dawn hman dan tur kawnga inkaihhraina hi Department-ten an siam thei ang.

7. Khaw khata trade inang thlangte chuan an Village/Local Level SEDP Committee hriatpuina in an pawisa dawn thawhkhawmin an vaia hlawkpui theih tur hmalakna liantham zawk kalpui nan an pawisa dawn pumpui emaw a aia tlem pawh thawhkhawmin an hmang thei ang.
8. Dilna hi mahni ngeiin Member Secretary, Village / Local Level SEDP Committee hnenah thehluh tur a ni.
9. Dilna thehluh zawng zawngte hian Family Oriented SEDP Phase-1 ah hian tanpuina an dawng vek theilo a nih pawhin sorkar sum dinhmun a zira Phase lo la awm zel tura an tel theihnan ruahmanna siam a ni ang.

PART-B

(Village / Local Level SEDP Committee tih tur)

1. Form-1 hi Village / Local Level SEDP Committee Secretary-ten a dil duhte hnenah an pe chhuak ang.
2. Village / Local Level SEDP Committee chuan Form-1 an dawn khawmte uluk takin an lo endik ang. Dilna Form dik lo leh kimchang lote leh dil thei lo dilnate chu hnawl tur a ni ang.
3. Form-1-ah hian diltu chhungkuain sum fai an dawn atanga an thil lei tur an rawn tar lang ang a, chu chu an hma lakna tur (trade) thlan nen a inmil em tih te, an eizawnnain hma a sawnpui ang em tih te en hmasak tur a ni. He mi tan hian Section-1, Part-A, Para 6 a tarlan angin, Department-ten inkaihhraina an siam chu a hman theih ang. Eizawna bul tan nan emaw, tih hmasawna emaw atana hman tuma lang lo dilnate chu pawm loh tur a ni.

4. Village / Local Level SEDP Committee chuan dilna an pawmpuite chu hma lakna ki hrang hrangah (Trade wise) an thliar ang a, District Level SEDP Committee hnenah Form-2 hmangin rawtna an theh lut ang. Form-2 thehluk rual hian chhungkaw thlan tura rawtte thehluk Form-1 (a thil tel - attachments telin) copy thum (3) thehluk tel tur a ni.
5. Form-2 ah hian Village / Local Level SEDP Committee-ten chhungkaw thlan tura an rawtna chu an ngaihpawimawh dan indawtin (in order of priority) a rem tur a ni.

PART-C

(District Level SEDP Committee tih tur)

1. Family Oriented SEDP hi thawh (phase) hrang hranga kalpui tur a ni a. A thawh khatna (Phase 1)-ah chuan MLA Constituency tinah chhungkua 1500 huam tura ruahmanna siam tur a ni ang. Diltute zinga a thawh khatnaa tel ve lote chu Family Oriented SEDP phase lo la awm tura tel thei tura ruahmanna siam tur a ni ang.
2. Beneficiary zat siamfel chunchangah MLA Constituency chhunga District danga awm khua te chu MLA Constituency awmna district ah chhiar tel tur a ni ang.
3. Village / Local Level SEDP Committee-in Form-2 hmanga rawtna an rawn siamte chu District Level SEDP Committee chuan uluk taka lo enin, a chungga dan zamte hi zawm a nih leh nih loh te an lo finfiah hnuin Family Oriented SEDP thawh khatnaa (Phase 1) tel thei turte an thlang ang.
4. District Level Committee chuan Family Oriented SEDP thawh khatnaa (Phase 1) tanpuina dawng thei tur chhungkua a thlante chu Form-3 hmangin Member Secretary, SEDP Executive Board-ah a theh lut ang. Form-3 rual hian chhungkaw

thlante thehluh Form-1 copy hnih (2) thehluh tur a ni. Soft copy (MS Excel file) leh hard copy-in thehluh ve ve tur a ni.

PART-D
(SEDP Executive Board tih tur)

1. District Level SEDP Committee hrang hrang atanga tanpuina pek tur Form-3 hmanga rawn thlante chu SEDP Executive Board chuan lo khai khawmin, trade thlan dan zulzuia Department hrang hrang hnuaia then darh dan tur (allocation) rawtna chu SEDP Governing Board hnenah Form-4 hmangin a thlen ang.
2. District level SEDP Committee in Family Oriented SEDP atana a lo thlan, SEDP Executive Board-a a thehluh hnuaiah, engemaw harsatna avanga siamthat ngai a awm chuan SEDP Executive Board in a tul a tih angin a siamrem thin ang.
3. SEDP Governing Board-in a chungsa sawi tak rawtnate a pawmpui angin SEDP Executive Board chuan Department hrang hrangte hnenah SEDP hnuaiah sum pek dan tur (fund allocation) Form-4 bawh hmangin a siam ang. Form-4 hi chhungkaw thlante thehluh Form-1 copy khat (1) nen Department hnenah soft copy (MS Excel file) leh hard copy in pek tur a ni ang.
4. P&PID hnuaiah SEDP Cell din a ni ang a, chu chuan SEDP Executive Board leh SEDP Governing Board tana secretarial hna a thawk ang.

SECTION-2

(Department-te hnena SEDP Fund Allocation siam hnua kalpui dan tur)

Part-A

(Budgetary Allocation, Expenditure Sanction leh Department-te hnena Fund transfer dan tur)

1. Family Oriented SEDP implementing Department-te chuan he hmalakna hi chak zawka an kalpui theih nan Head of Department (HoD) kaihhraina hnuaiah Task Group an din tur a ni. Nodal Officer an inruat bawk tur a ni.
2. Planning & Programme Implementation Department (P&PID) in Family Oriented SEDP atana Budgetary Estimate (BE) a provision awm sa chu a pumpui atan Budgetary Allocation nei tur in hma a la ang a, hemi atan hian a hnuaia Head of Account hi hman a ni ang.

5475	-	C.O. on General Economic Services
00	-	
800	-	Other Expenditure
(90)	-	Socio-Economic Development Policy (SEDP)
01	-	Implementation of SEDP (Family Oriented Programme) under Planning/State
(60)	-	Other Capital Expenditure
3. P&PID-in Family Oriented SEDP Budgetary Allocation a neih atangin Expenditure Sanction (ES) hi tumhnih (50:50) Finance Department-ah a hlawma dil leh pek tur a ni ang. Hei bakah hian he inkaihhraina in a phal ang Administrative Cost-a hman tur ES pawh a hlawma dil leh pek tel tur a ni. ES neih angin P&PID-in Family Oriented SEDP Implementing Department-te hnenah Form-4 a allocation zulzuiin sum (fund) a transfer ang.
4. Department-te hian he hmalakna atana hman tur bik bank account an siam tur a ni.

5. District leh Village Level SEDP Committee-te tana Administrative Cost chu Rural Development Department hnenah, annin an lo pek leh chhawn turin a hlawma transfer tur a ni anga, chutiang bawk a lo ti turin Local Level SEDP Committee-te tana Administrative Cost chu Urban Development & Poverty Alleviation Department hnenah a hlawma transfer tur a ni ang. District, Local leh Village Level SEDP Committee-te hnena administrative cost hi an bank account ah transfer tur a ni a chuvangin District, Local leh Village Level SEDP Committee-ten Administrative Cost an dawn na tur bank account hran an siam tur a ni.

Part-B

(Family Oriented SEDP, Phase 1: 1st Instalment)

1. SEDP Fund allocation anga chhungkaw thlante hnena tanpuina pek (transfer) hi Department-te mawhphurhna a ni. Form-4 a tarlan anga trade item mila Unit Cost ang zelin chhungkaw thlante hnenah tanpuina hi tum hnih (50:50) a pek tur a ni.
2. 1st Instalment atana P&PID atanga Family Oriented SEDP fund dawn hmang hian Department-ten an chhungkaw (beneficiaries) chan zawng zawngte hnenah an trade item Unit Cost zatve an pe ang. Tanpuina pawisa hi Form 1 a tarlan bank account ah transfer tur a ni. Tanpuina pawisa hi beneficiaries-te bank account a transfer a nih hma in khua / veng tina beneficiaries zawng zawngte chuan beneficiaries register ah an hming an ziak (sign) phawt tur a ni. Register-a beneficiaries-te signature lak hi Department-te mawhphurhna a ni a, a tul angin District Level SEDP Committee leh Village / Local Level SEDP Committee- te'n Department-te hi an tanpui ang. Beneficiaries register chu Form 5 format a siam tur a ni. Heta Registration tih leh hi beneficiaries-te an awm ngei em tih finfiahna chauh a nih tawh avangin Form 1 a trade thlan tawh chu beneficiaries-ten an thlak thei tawh lo ang.
3. A chungsa Registration tih fel a nih ang zela beneficiaries-te hnena tanpuina pawisa transfer a nih dan chu Department-te'n District Level SEDP Committee

an hriattir tur a ni. District Level SEDP Committee te'n Village / Local Level SEDP Committee an hriattir chhawng ve leh ang.

Part-C
(Monitoring)

1. Department te'n a chung a an tih tur an tih a, beneficiaries-te chu tanpuina pawisa 1st installment pek an nih hnu hian Form 1 a an ziahlan ang ngeiin beneficiaries-te chuan an trade thlanah hma an la tur a ni. Beneficiaries-te hian a hmanna tur dik taka an hman ngei theih nan District tinah District Level SEDP Committee kaihruaina in District a Department Office te leh Village Level SEDP Committee ten beneficiaries te hi an kaihruai in an hmalakna an endik tur a ni.

Part-D
(Family Oriented SEDP, Phase 1: 2nd Instalment)

1. Section-2, Part-B, Point No. 2 a tih turte an tih zawh hunah Department-te chuan second instalment an dil thei ang. Second instalment dilna ah hian First Installment hman dan tar lanna, Utilization Certificate (Form - 6) chu P&PI Department ah an thehlut tur a ni. -
2. Department-ten 2nd Installment dilna an thehluh kim hunah a hlawmin P&PI Department in Family Oriented SEDP Fund zatve dang Finance Department ah Expenditure Sanction a dil leh ang a, heta fund hmuh a nih hunah P&PID chuan Department-te hnenah fund a transfer leh ang. Tichuan Section 2, Part-B, Point No. 2 a tarlan angin beneficiaries-te hnenah an trade item Unit Cost zatve dang (Second & Final Installment) chu Department-ten an pe (transfer) leh ang.
3. Beneficiaries-te hnena second installment pek hnu pawh hian Section-2, Part C a tarlan angin Monitoring hna hi kalpui chhunzawm tur a ni ang.

Part-E
(Inspection & Evaluation)

1. Second Installment pek zawhah hian Beneficiaries-te'n tanpuina pawisa an dawn an hman that leh that loh hi District Level SEDP Committee-te kaihhraina hnuaiah District-a Department Office te'n an endik tur a ni a, hemi kawngah hian Village / Local Level SEDP Committee te'n a tul angin an pui ang. Department-wise Inspection report chu Form 7 hmangin Department - ten SEDP Executive Board hnenah an thehlut tur a ni.
2. Inspection bakah hian Department-te'n Endline Evaluation Report an buatsaih tur a ni. Hei hi Department-in Scheme a kalpui dan leh a hlawhtlin dan zirna a ni ang a, recommendation pawh a siam thei ang. Sample Survey anga kalpui tur a ni ang. Third Party atan hian Mizoram University emaw, College emaw, NGO hmingtha (reputed NGO) emaw rawih theih a ni ang.

Part-F
(Completion Certificate & Closure)

1. A chungatit tur te tih a nih zawh hunah Department-te chuan SEDP Executive Board hnenah Completion Certificate (Form-8) an theh lut ang. Completion Certificate bakah a hnuaia tarlan te hi theh luh tel tur a ni:
 - a. Second installment hman zawh vek a ni tih tar lanna, 100% Utilisation Certificate (Form-6)
 - b. Inspection Report (Form-7).
 - c. Endline Evaluation Report.
2. SEDP Executive Board chuan Completion Certificate leh lehkha pawimawh (document) dang a dawnte chu lo endikin a tul anga ruahmanna siam nan a hmang thei ang a, Closure Certificate (Form-9) Department te hnenah a pe ang.

VI. Sorkar scheme dangte nena tan hona (Convergence):

1. Beneficiary chhungkuat'en an hmalakna tur (trade an thlan) mil Centrally Sponsored Scheme (CSS) emaw, sawrkar atanga scheme dang kal mek emaw atangin an hmalaknate tichak/tanpui thei tur zawngin a theih chin chinah District Level SEDP Committee-te leh Department-te'n ruahmanna siampuiin hma an lakpui thin ang.
2. Khua emaw, veng emaw azirin eizawwna hlawk zawka kalpui a nih theih nan, a huhova hlawkpui theih tur project he Scheme zulzui hian Department-te'n an siam tur a ni ang. Heng project tha zualte chu a hlawhtlin theih nan sorkarin a ngai pawimawh ang.
3. A theih ang angin khua emaw, veng emawa eizawwna thuhmun kalpui chu society-a insiam tur a ni a, hma an sawn zel nan District Level SEDP Committee leh Department-te'n loan emaw, subsidy emaw, thar chhuah hralhna (marketing) emaw lamah kaihhruaina an pe ang.

VII. Penalties & Incentives:

1. Inspection report-a tar lan pawisa dawn hmang tha lo emaw, a hmanna tura hmang lote chu Family Oriented SEDP thawh (Phase) lo la awm turah an tel thei tawh lo ang.
2. Department-te'n District Level SEDP Committee leh Village / Local Level SEDP Committee-te hriatpuina in hna thawk tha bik chhungkaw panga thleng an thlang thei ang. Hemi atan hian Form- 10 hmangin SEDP Executive Board hnenah report an thehlut thei ang a, heng mite hi SEDP Governing Body remtihpuinain chawimawina leh lawmman (incentive) pek theih an ni ang.

VIII. Administrative Cost:

1. Administrative cost a hnuai a mi ang hian sem zai a ni ang:
 - a. Department-te hnenah dawngtu chhungkaw khat zelah Rs. 500/- pek an ni ang. (Hei hian Endline survey neihna senso leh project siamna senso a huam ang).
 - b. Village/ Local Level SEDP Committee hnenah dawngtu chhungkaw khat zelah Rs. 300/- pek a ni ang.
 - c. District Level SEDP Committee hnenah Rs.5 lakh thleng pek an ni ang.
2. Department-te tana Administrative Cost tur hi a chung a tarlan angin P&PI Department in Implementing Department te ah a pe chhuak ang. District Level SEDP Committee-te leh Village Level SEDP Committee-te hnenah Administrative Cost lo pek hi Rural Development Department mawhphurhna a ni ang a, Local Level SEDP Committee-te hnenah Administrative Cost lo pek hi Urban Development & Poverty Alleviation Department mawhphurhna a ni ang.

3. Administrative Cost hman phalna turte:

Heng a hnuai a item hrang hrang tarlan atan hian Administrative Cost hi hman phal a ni ang:

- a. Family Oriented SEDP Implementing Departments:
 - 1) He Programme atana mamawh office stationery, office equipment leh mamawh hrang hrang lei nan.
 - 2) SEDP hmalakna atana meeting pawimawh huaihawtna senso atan (Entirnan: ei leh in, TA / DA, banner siam, Hall hman man leh adangte).
 - 3) He programme kaihnawia zin veivahna atana POL senso atan.
 - 4) Documentation leh report hrang hrang buatsaihna atan.
 - 5) Media leh public awareness kaihnawih atan.
 - 6) IEC leh Capacity building/ training atan.

- 7) Department-ten endline survey ti tur Third Party an rawihnan leh Family Oriented SEDP based Project siam nan.
- b. District Level SEDP Committee:
 - 1) He Programme atana mamawh office stationery, office equipment leh mamawh hrang hrang lei nan.
 - 2) Family oriented SEDP hmalakna atana meeting pawimawh huaihawtna senso atan
 - c. Village / Local Level SEDP Committee:
 - 1) He Programme atana mamawh office stationery, office equipment leh mamawh hrang hrang lei nan.
 - 2) Beneficiaries-te hmalakna endik nan (Monitoring and Inspection).
 - 3) SEDP hmalakna atana meeting pawimawh huaihawtna senso atan.
4. Administrative Cost hman phallohna turte:
 - a. Lirthei leh khawl (office equipment ni lo) lam chi lei phal a ni lovang.
 - b. SEDP Project kalpuina a tawhsual tawh palh a damdawi senso atan hman phal a ni lovang.
 - c. Beneficiaries ten Project an kalpui nan a bungrua thiarna atan hman phal a ni lovang.
 5. District / Village / Local Level SEDP Committee-ah chuan a concerned Committee rem tihna chauh va Administrative Cost hi hman tur a ni. Tul bik leh thil hmanhmawhthlak ah chuan committee remtihna la hmasa lovin hman theih ani ang a, amaherawhchu hmanna item leh hman chhuahna chiang taka tarlangin committee phalna a hnu ah an la leh ngei ngei tur a ni.
 6. Department-te leh District, Local leh Village level SEDP Committee-te hian administrative cost an hmanna register mumal taka vawngin receipt leh voucher-te pawh an kawlhtha tur a ni.

IX. Timelines & Plan of Action:

S.No	Activity	Expected Timeline*
1	Village Level SEDP Committee din zawh fel hun.	30.04.22
2	Village Level SEDP Committee-in beneficiary list District Level SEDP Committee hnena a theh luh theih hun tawp ber.	30.05.22
3	District Level SEDP Committee-in beneficiary list SEDP Executive Board hnena a theh luh theih hun tawp ber.	15.06.22
4	SEDP Executive Board-in Department-te hnena allocation a siam fel hun.	30.06.22
5	State Level Launching Programme neih hun	19.08.22
6	Budgetary allocation, 1 st instalment (50% Expenditure Sanction) leh Department-te hnena pawisa transfer fel hun.	23.08.22
7	District hrang hranga Launching Programme neih hun chhung	22.08.22 to 31.08.22
8	Department-ten beneficiaries-te hnena tanpuina pawisa 1 st installment an transfer hun chhung	01.09.22 to 31.10.22
9	Department-te'n 2 nd instalment dilna P&PI Department a an theh luh theih hun ni tawp ber.	15.11.22
10	50% Expenditure Sanction (2 nd instalment) Finance Department a dil hun leh Department-te hnena P&PID in 2 nd installment a transfer hun chhung	15.11.22 to 30.11.22
11	Department-ten beneficiaries-te hnena tanpuina pawisa 2 nd installment an transfer hun chhung	01.12.22 to 15.02.23
12	Department-te'n Completion Certificate leh Documents a ken telte SEDP Executive Board hnena an theh luh theih hun tawp ber.	15.03.23
13	Closure Certificate pek chhuah hun tawp ber.	31.03.23

**Timeline hi a tul anga la tihdanglam theih a ni*

GUIDELINES FOR FAMILY ORIENTED SOCIO-ECONOMIC DEVELOPMENT PROGRAMME (SEDP)(Phase-1)

I. Objective of Family Oriented SEDP :

To provide grants to enable the beneficiary to establish a self-employed business or to generate an additional income on an already established means of livelihood, to enable as many beneficiaries as possible to be self-sufficient and to eradicate poverty within the State of Mizoram.

II. Eligibility Criteria for Family Oriented SEDP :

All permanent and bona fide residents of Mizoram who are self-employed or are proposing to start self-employment can apply for the Family Oriented SEDP. As the name suggests, the grant will be given to each selected family and only one member from each family can become a beneficiary. The Programme does not apply to regular employees and Provisional Employees under State or Central Government.

III. Trades under Family Oriented SEDP :

S.No	Department	Trade items
1	Agriculture	1. Maize Cultivation 2. Soyabean cultivation 3. Sugarcane Cultivation 4. Wet Rice Cultivation I & II 5. Oilseeds cultivation Lentils (masurdaal, chickpeas etc.)
2	Horticulture	A. Bamboo Plantation B. Fruit items : 1. Banana 2. Pineapple 3. Dragon fruit 4. Passion fruit

		<p>5. Mandarin Orange</p> <p>6. Lemon</p> <p>7. Kiwi</p> <p>8. Grape</p> <p>C. Vegetable items :</p> <p>1. Tomato</p> <p>2. Cabbage</p> <p>3. Chayote</p> <p>D. Other Vegetables:-</p> <p>1. Betelvine</p> <p>2. Brinjal</p> <p>3. Prickly Ash</p> <p>4. Lusuni</p> <p>5. Climbing Wattle</p> <p>6. Potatoes</p> <p>7. Elephant Foot Yam etc.</p> <p>E. Floriculture</p> <p>F. Medicinal Plants</p> <p>1. Aonla</p> <p>2. Aloe Vera, etc.</p> <p>G. Tea Plantation</p>
--	--	---

3	Animal Husbandry & Veterinary	<p>1. Piggery-Fattener unit & Piglet multiplication</p> <p>2. Poultry Farming</p> <p>3. Cattle Farming</p> <p>4. Goat Farming</p> <p>5. Mithun Farming</p>
4	Fisheries	<p>1. Fishery</p>

5	Sericulture	<ul style="list-style-type: none"> 4. Eri Culture 5. Muga Culture 6. Mulberry Culture
6	Land Resources, Soil & Water Conservation	<ul style="list-style-type: none"> 1. Arecanut Plantation 2. Broom Cultivation 3. Rubber Plantation 4. Coffee Plantation
7	Commerce & Industries	<ul style="list-style-type: none"> 1. Carpentry work 2. Bamboo and Cane work 3. Steel Fabrication 4. Aluminium work 5. Handloom 6. Tailoring 7. Beauty & wellness therapy 8. Hair Cutting 9. Artificial flower arrangement 10. Blacksmithy 11. Shoe Repairing 12. Electronic Repairing 13. 2-Wheeler Workshop 14. Automobile Workshop 15. Puncture/ Tyre workshop 16. Computer, mobile & internet: <ul style="list-style-type: none"> a. Web design and management b. Software development (eg. Apps/ Attendance monitoring) c. Mobile application development d. Mobile games development e. Internet provider f. Audio/ Videography g. Ads formulation h. Desktop publishing 17. Bee keeping

		<ul style="list-style-type: none"> 18. Food processing 19. Baking 20. Tea Stall 21. Grocery store/Petty shop 22. Machinery & equipment (Example: sesame hulling/ maize thresher) 23. Other Micro Enterprises & Petty Trade
8	UD & PA	<ul style="list-style-type: none"> 1. Home Composting 2. Waste to Wealth 3. Street Sweeping and Waste Collection 4. Street vending
9	Tourism	<ul style="list-style-type: none"> 1. Tourist guide / Tour operation

IV. Trade-wise Items Unit Cost :

The unit cost for all trades under the present 1st Phase of Family Oriented SEDP is Rs. 50,000/- (Rupees Fifty thousand).

IV. APPLICATION PROCEDURE FOR FAMILY ORIENTED SEDP :

SECTION - 1

(Selection of beneficiaries and release of fund to concerned Departments)

PART - A

(Instructions to Applicants)

1. Two copies of application in Form – 1 shall be made. One application shall be submitted to the Member-Secretary, Village/ Local Level SEDP Committee and the other is to be retained by the applicant after obtaining signature of the Member-Secretary, Village/ Local Level SEDP Committee.
2. Only one trade can be selected in Form – 1. Procedure for utilizing the amount of financial assistance applied for and details of the applicant's Bank Account must be clearly stated.
3. Declaration contained in Form -1 must be signed by the head of the family.
4. The following documents must be submitted along with Form – 1 :-
 - a) Proof of Identity – Photocopy of Voter's ID, Ration Card.
 - b) Document showing validity of the applicant's Bank Account wherein the fund will be deposited (eg. photocopy of first page of Bank Account Passbook).
5. Incomplete application form (Form – 1) and/or non-enclosure of required documents at Sl. No. 4 will result in rejection of the application.
6. Applicants can consult with experts or concerned Departments for preparation of projects in their chosen trades. Line Departments shall issue guidelines on the process of utilizing the funds sanctioned to the applicants for the trades concerned with their Departments.
7. If multiple beneficiaries are selected for the same trade, the beneficiaries can pool their grants in whole or in part, and with the approval of the Village/ Local

Level SEDP Committee, a project that will provide maximum profit to the beneficiaries as a whole can be drawn up.

8. The application form must be submitted to the Village/ Local Level SEDP Committee in person.
9. Those applicants who are not selected under the Family Oriented SEDP Phase 1 will be considered in future Phases.

PART - B
(Responsibilities of Village/ Local Level SEDP Committees)

1. Secretaries of the Village/ Local Level SEDP Committees will give out Form - 1 to the applicants.
2. The Village/ Local Level SEDP Committee will carefully scrutinize the Form - 1 received. All incorrect and incomplete applications, and ineligible applicants should be rejected.
3. The Village/ Local Level SEDP Committee shall scrutinize all applications received, checking if the items to be procured from their assistance and their chosen trade are compatible, and whether it will enable them to earn their livelihood. Guidelines issued by the concerned Departments at Section 1, Part A, Para 6 shall be consulted in this matter. If it appears that the assistance will neither help in starting their self-employment nor in benefiting an already established means of livelihood, the applicant should be rejected.
4. The Village/ Local SEDP Level Committee shall submit their nominees in Form 2 to the District Level SEDP Committee. Nominees should be organized/ assigned according to their trade in Form - 2. Three copies of the application in Form - 1, along with all attachments, must also accompany Form - 2.
5. The Village Level SEDP Committee shall arrange the names of their nominees in Form - 2 in order of priority.

PART – C
(Responsibilities of District Level SEDP Committees)

1. Family Oriented SEDP will be taken up in multiple phases. For Phase 1, 1500 families from each Constituency of MLA will be selected. Applicants who are not selected for Phase 1 can be considered for inclusion in future phases.
2. Beneficiaries in districts other than the District of the Constituency of the MLA but within the jurisdiction of the Constituency should be counted as part of the District of the Constituency of the MLA.
3. The nominees submitted by the Village Level SEDP Committees will be carefully scrutinized by the District Level SEDP Committees. Final selection of the applicants will be done after verifying that all the instructions contained herein are followed.
4. The District Level SEDP Committee shall submit the list of selected beneficiaries for Phase 1 of Family Oriented SEDP in Form – 3 to the Member Secretary, SEDP Executive Board. 2 (two) copies of Form – 1 must also be attached along with Form – 3. Both Forms must be submitted in soft (MS Excel file) and hard copies.

PART – D
(Role of SEDP Executive Board)

1. The SEDP Executive Board shall prepare Form – 4 containing the selected beneficiaries submitted by the District Level SEDP Committees in Form – 3 and submit the same to the SEDP Governing Board for dissemination to the concerned Departments according to the trades selected by the beneficiaries.
2. In case of any discrepancies/ issues regarding the beneficiaries submitted by the District Level SEDP Board, the SEDP Executive Board will take necessary action to rectify the situation/ matter.
3. After the SEDP Governing Board accepts the proposal submitted in Form – 4 by the SEDP Executive Board, the latter shall formulate plans to allocate fund, also

in Form – 4, amongst the implementing Departments. Form – 4 given to the Departments must also be accompanied by 1 (one) copy of Form – 1 submitted by the beneficiaries and both Forms must be submitted in both soft (MS EXCEL file) and hard copies.

4. An SEDP Cell shall be set up under Planning & Programme Implementation Department P & PID) to extend secretarial services of the SEDP Executive Board and SEDP Governing Board.

SECTION – 2 **(Plan of Action after Allocation of Fund to the Departments)**

Part – A **(Budgetary Allocation, Expenditure Sanction and Transfer of Fund to Departments)**

1. In order to expedite the implementation of Family Oriented SEDP all concerned Departments must set up a Task Group headed by the Head of Department. A Nodal Officer must also be appointed.
2. A separate Head of Account for the Programme has been created under P & PID, namely :-

5475	-	C.O. on General Economic Services
00		
800	-	Other Expenditure
(90)	-	Socio-Economic Development Policy (SEDP)
(01)	-	Implementation of SEDP (Family Oriented Programme) under Planning/ State
(60)	-	Other Capital Expenditure
3. After obtaining Budgetary Allocation, P & PID shall obtain Expenditure Sanction from Finance Department in two parts (50:50). In addition, Expenditure Sanction for Administrative Costs as permissible under these Guidelines may also be obtained. P & PID shall transfer funds to the Implementing Departments as per the allocation for each Department worked out in Form – 4.

4. All Implementing Departments must open dedicated Bank Accounts for Family Oriented SEDP.
5. Administrative Costs will be transferred in lump sum to Rural Development Department and the Department shall transfer the funds to the District and Village Level SEDP Committees. Similarly, Administrative Costs in lump sum for Local Level SEDP Committees shall be transferred to Urban Development & Poverty Alleviation Department and they will in turn release the fund to the Local Level SEDP Committees. The District, Village and Local Level SEDP Committees must open dedicated Bank Accounts to which the Administrative Costs are to be deposited by the RD and UD & PA Departments.

Part - B
(Family Oriented SEDP, Phase 1 : 1st Instalment)

1. The Implementing Departments shall be responsible for the transfer of funds to the beneficiaries. The amount of assistance to be given shall be as per unit cost calculated based on the trade chosen by the beneficiary and the grant will be given in two instalments (50:50).
2. Implementing Departments shall cover all of their total beneficiaries with the 1st installment of fund received from P & PID at half of the total grant per unit cost to be received per beneficiary. Registers of the beneficiaries must be maintained as per Form 5 and signatures of all the beneficiaries must be obtained before the transfer of fund in Form 5. Implementing Departments will be responsible for this task, and they are to be assisted by the District Level SEDP Committees and Village/Local Level SEDP Committees whenever the need arises. This process is simply for verification of the beneficiaries and no requests for change of trade will be permissible.
3. Implementing Departments must convey information of all payments made to the beneficiaries after registration to the District Level SEDP Committees, who will in turn inform the Village/ Local Level SEDP Committees.

Part - C
(Monitoring)

After the Implementing Departments have registered and disbursed the 1st instalment of the fund to the beneficiaries, they shall verify whether the beneficiaries are utilizing their grants as per their applications in Form 1. To ensure that the beneficiaries do not misuse their assistance, the District and Village/ Local Level SEDP Committees shall provide support and guidance wherever necessary, and also verify the work done.

Part - D
(Family Oriented SEDP, Phase 1 : 2nd Instalment)

1. After completion of instructions contained in Section 2, Part - B, Point No. 2, proposals for 2nd instalments can be submitted by the Implementing Departments. Utilization Certificates in Form 6 must be submitted to P & PID.
2. After all the Implementing Departments have submitted their proposals for 2nd instalment under Family Oriented SEDP, P & PID shall obtain Expenditure Sanction from Finance Department and transfer the grants to the Implementing Departments. The Departments will then transfer 2nd and final installment of the grants to the beneficiaries in accordance with Section 2, Part B, Point No. 2 (as was done before the disbursement of 1st installment).
3. After disbursement of 2nd and final instalment to the beneficiaries, monitoring as per Section 2, Part C must be continued.

Part - E
(Inspection & Evaluation)

1. After the disbursement of the 2nd and final instalment of grants, the Implementing Departments, under the assistance of District Level SEDP Committees, shall conduct inspection and verify that the beneficiaries have not

misused the grants and submit Inspection Report in Form 7 to the SEDP Executive Board.

2. The Implementing Departments must also prepare Endline Evaluation Reports which can be in the form of a Sample Survey. This shall be a documentation of the process of implementation of the Programme along with its success/ outcome. They are allowed to hire Third Parties, eg. Mizoram University, other colleges, reputed NGOs etc.

Part - F
(Completion Certificate & Closure)

1. After all the conditions contain above have been completed, the Implementing Departments shall submit Completion Certificate (Form – 8) to the SEDP Executive Board within 120 days from receipt of the 2nd instalment. The following documents must be attached :
 - a) Utilization Certificate showing that 100% of the 2nd instalment has been utilized (Form 6)
 - b) Inspection Report (Form – 7)
 - c) Endline Evaluation Report
2. The SEDP Executive Board shall utilize the Completion Certificates and other documents submitted for further necessary actions and will also issue Closure Certificate (Form – 9) to the Implementing Departments.

V. Convergence with other Government Schemes :

1. The District Level SEDP Committee and the Implementing Departments shall explore convergence with other existing Centrally Sponsored Schemes (CSS) or State Schemes, to the extent possible so that it can result in additional advantage and profit to the beneficiaries in their chosen trades.
2. The Implementing Departments shall, in line with these guidelines, prepare a project that can benefit the village or community as a whole. The Government will give priority to those projects that are considered to be fruitful.
3. Beneficiaries of a village or community taking up the same trades shall form societies wherever possible. The Implementing Departments or Local Level SEDP Committees shall support them with loans, subsidies or in marketing goods and produce.

VI. Penalties and Incentives :

1. If a beneficiary is found to misuse the assistance given under Family Oriented SEDP, they will not be considered for future phases.
2. The Implementing Departments, with the corroboration from the District and Village/ Local Level SEDP Committees, can select upto 5 (five) beneficiaries within their jurisdiction, who have done exceptionally well and submit report in Form 10 to the SEDP Executive Committee. The selected beneficiaries will be eligible to receive incentives after approval by the SEDP Governing Board.

VII. Administrative Cost :

1. Administrative cost will be given as shown below :
 - a) Departments will be given Administrative Cost @ Rs. 500/- per beneficiary (this is inclusive of Endline Survey and Project preparation costs).

- b) Village/ Local Level SEDP Committees will be given Administrative Cost @ Rs. 300/- per beneficiary.
 - c) A maximum of Rs. 5.00 lakh will be given to District Level SEDP Committees.
2. Administrative Cost to the Implementing Departments will be released by P & PID, Rural Development Department will release fund to District and Village Level SEDP Committees and UD & PA will release fund to the Local Level SEDP Committees.
3. Administrative Cost will be permissible for the following :-
- a) Family Oriented SEDP Implementing Departments :
 - i) For purchase of stationery, office equipment etc. necessary for the Programme.
 - ii) For important meetings held to discuss various undertakings under the Programme (eg. refreshments/ lunch, TA/ DA, banners, hall rent etc.)
 - iii) POL for journeys in relation with the implementation of the Programme.
 - iv) For preparation of documentation and reports.
 - v) For media and public awareness.
 - vi) IEC, capacity building and trainings.
 - vii) Cost incurred for hiring of a Third Party for preparation of Endline Surveys and for preparation of Family Oriented SEDP based Projects.
 - b) District Level SEDP Committees :
 - i) For purchase of stationery, office equipment etc. necessary for the Programme.
 - ii) For important meetings held to discuss various undertakings under the Programme.
 - c) Village Level SEDP Committees :
 - i) For purchase of stationery, office equipment etc. necessary for the Programme.
 - ii) For monitoring and inspection of the beneficiaries.

iii) For important meetings held to discuss various undertakings under the Programme.

4. Administrative Cost will not be permissible for the following :-
 - a) For purchase of vehicles or machineries/ equipments (other than office equipment).
 - b) Reimbursement of Medical bills incurred due to an accident that occurs during the process of implementing the Programme.
 - c) For hiring of vehicles by the beneficiaries for transportation of equipment required for their chosen trades.

5. Administrative Cost can be spent by the District/ Village/ Local Level SEDP Committees only after approval of the concerned Committee. In case an emergency arises, fund can be spent without obtaining prior approval of the Committee. However, it must be regularized as soon as possible and ex post facto approval of the concerned Committee must be obtained.

6. Implementing Departments and District/ Village/ Local Level SEDP Committees must maintain a register of receipts and expenditures. Vouchers must be properly kept in safe custody.

VIII. Timelines & Plan of Action:

S.No	Activity	Expected Timeline*
1	Constitution of Village Level SEDP Committee	30.04.22
2	Submission of list of beneficiaries by the Village Level SEDP Committee to the District Level SEDP Committee	30.05.22
3	Submission of list of beneficiaries by the District Level SEDP Committee to the SEDP Executive Board	15.06.22
4	Allocation of fund by the SEDP Executive Board to the Implementing Departments	30.06.22
5	State Level Launching Programme	19.08.22
6	Budgetary Allocation, 1 st instalment (50% Expenditure Sanction) and transfer of fund to the Implementing Departments	23.08.22
7	District Level Launching Programme	22.08.22 to 31.08.22
8	Transfer of 1 st instalment of grants to beneficiaries by Implementing Departments	01.09.22 to 31.10.22
9	Submission of proposals for 2 nd instalment by the Implementing Departments	15.11.22
10	Submission of Expenditure Sanction for 2 nd instalment to Finance Department by P & PID and transfer of fund to the Implementing Departments	15.11.22 to 30.11.22
11	Transfer of 2 nd instalment of grants to the beneficiaries by the Implementing Departments	01.12.22 to 15.02.23
12	Last date for submission of Completion Certificate and relevant documents by the Implementing Departments to the SEDP Executive Board	15.03.23
13	Issuance of Closure Certificate	31.03.23

**The above Timeline is subject to change & modifications.*

Sd/-
(**LALMALSAWMA PACHUAU**)
Member Secretary,
SEDP Executive Board
&
Secretary to the Government of Mizoram,
Planning & Programme Implementation Department.

Memo No. : No.A.45011/1/2022-SEDP : Dated Aizawl, the 30th August, 2022

Copy to:

1. Secretary to the Governor of Mizoram.
2. P.S. to the Chief Minister of Mizoram.
3. P.S. to Minister, Planning & Programme Implementation Department.
4. P.S. to all Ministers/Ministers of State, Government of Mizoram.
5. P.S. to Chief Secretary, Government of Mizoram.
6. P.S. to Secretary, Planning & Programme Implementation Department.
7. All Principal Secretaries/ Secretaries/ Commissioners, Government of Mizoram.
8. All Administrative Heads of Departments, Government of Mizoram.
9. All Heads of Departments, Government of Mizoram.
10. Principal Adviser-cum-Additional Secretary, Planning & Programme Implementation Department.
11. All Deputy Commissioners, Government of Mizoram.
12. Controller, Printing & Stationeries Department, Mizoram with 6 six) spare copies for publication in the Mizoram Gazette.
13. Guard File.



(Dr. LALRINCHHANA)

Principal Adviser-cum-Additional Secretary,
Planning & Programme Implementation Department,
(Research & Development Branch),
Government of Mizoram.

FORM-1
(Family Oriented SEDP dilna)

Hming (Chhungkaw hotu – Head of the family)	:	
Mobile Phone Number	:	
Kum	:	
Pa / Nu hming	:	
Address (House No, Veng, Khua, District)	:	
MLA Constituency	:	
Chhungkaw member hming leh inlaichinna	:	(1)
		(2)
		(3)
		(4)
		(5)
		(6)
Eizawna kalpui mek <i>(Bul tan tur chuan ziahlan a ngailo)</i>	:	
Family Oriented SEDP hnuai trade thlan <i>(Trade pakhat chauh thlan tur a ni)</i>	:	
Family Oriented SEDP hnuai sum dawn hman tum dan <i>(Hmanraw lei tur emaw thil sak / siam tur leh adangte ziahlan tur)</i>	:	
Family Oriented SEDP hnuai pawisa lo dawn na tur bank account:		
Bank account neitu hming <i>(Bank account neitu leh diltu hming a inanloh chuan an pahnih inlaichinna tarlan tur a ni)</i>	:	
Account neihna bank	:	
Account neihna bank branch	:	
Account Number	:	
IFS Code	:	

Diltute hriattur pawimawh:

1. Pawisa dawn hmang thalo emaw a hmanna tura hmanglo te chu Family Oriented SEDP thawh (Phase) lo la awm turah an tel thei tawhlo ang.
2. An mahni area chhung theuhah Village / Local Level SEDP Committee ten titha bik chhungkaw panga thlang an thlang thei ang heng mite hi SEDP Governing Body remtihna angin chawimawina leh lawmman (incentive) pek an ni ang.
3. Dilna ah hian diltu Voter's ID Card emaw Ration Card Xerox Copy leh a chungka bank account kimchang lanna passbook Xerox copy thil tel tur a ni.

Intiamna:

Sorkar atanga hlawh la ka ni lova, tin a chungka ka tarlante khi thil awmdan leh hmalak ka tum dan dik tak a ni. Trade Item pawh keima duhthlanna ngei a ni. Family Oriented SEDP hnuai pawisa ka dawn zawng zawng chu ka eizawna atan chauh ka hmang ang tih ka intiam e.

Signature :
Hming :
Date :

FAMILY ORIENTED SEDP HNUAIA TRADE THLAN THEIHTE

Department	Trade items	Department	Trade items
Agriculture	<ol style="list-style-type: none"> 1. Vaimim (Maize) chin 2. Bekang (Soyabean) chin 3. Fu (Sugarcane) chin 4. Leilet (Wet Rice Cultivation I & II). 	UD & PA	<ol style="list-style-type: none"> 1. Leitha siam (Home Composting) 2. Hluhlawn thil atanga thil tangkai siamchhuah(Waste to Wealth) 3. Khawlai tihfai leh bawlhhlawh khawn khawm(Street Sweeping and Waste Collection) 4. Kawng sir dawr siam (Street vending)
Horticulture	<p>A. Bamboo Plantation</p> <p>B. Thei chin theihnte (Fruits items):</p> <ol style="list-style-type: none"> 1. Balhla (Banana) 2. Lakhuihthei (Pineapple) 3. Dragon fruit 4. Sapthei (Passion fruit) 5. Serthlum (Mandarin Orange) 6. Nimbu 7. Kiwi 8. Grape <p>C. Thlai chin theihnte (Vegetables items):</p> <ol style="list-style-type: none"> 1. Tomato 2. Zikhlum (Cabbage) 3. Iskut (Chayote) <p>D. Other Vegetables: -</p> <ol style="list-style-type: none"> 1. Panhnah (Betlevine) 2. Bawkbawn 3. Chingit 4. Thingthupui 5. Khanghu 6. Alu 7. Telhawng, leh adangte <p>E. Pangpar huan siam (Floriculture)</p> <p>F. Medicinal Plants</p> <ol style="list-style-type: none"> 1. Sunhlu 2. Aloe Vera leh adangte <p>G. Thingpui chin (Tea Plantation)</p>	Commerce & Industries	<ol style="list-style-type: none"> 1. Mistiri (Carpentry work) 2. Mau leh hnang a thil siam (Bamboo and Cane work) 3. Steel Fabrication 4. Aluminium work 5. Puantah (Handloom) 6. Punthui (Tailoring) 7. Beauty & wellness therapy 8. Lumeh (Hair Cutting) 9. Artificial Flower arrangement 10. Black smithy 11. Phekhawk chhe siam (Shoe Repairing) 12. Electronic Repairing 13. 2-Wheeler Workshop 14. Automobile Workshop 15. Puncture/ Tyre workshop 16. Computer, mobile leh internet hmanga eizawwna: <ol style="list-style-type: none"> a. Web design and management b. Software development (eg. Apps/ Attendance monitoring) c. Mobile application development d. Mobile games development e. Internet provider f. Audio/ Videography g. Ads formulation h. Desktop publishing 17. Khuai khawi (Bee keeping) 18. Food Processing 19. Baking 20. Tea Stall 21. Grocery Store/Petty Shop 22. Kuthnathawk hman tur khawl leinan (Entirnan: Chhawhchhi / vaimim herna khawl) 23. Other Micro Enterprises & Petty Trade
Animal Husbandry & Veterinary	<ol style="list-style-type: none"> 1. Vawk vulh (Piggery-Fattener unit & Piglet multiplication) 2. Ar vulh (Poultry Farming) 3. Bawng vulh (Cattle Farming) 4. Kel vulh (Goat Farming) 5. Sial vulh (Mithun Farming) 	Sericulture	<ol style="list-style-type: none"> 1. Eri Culture 2. Muga Culture 3. Mulberry Culture
Fisheries	Sangha khawi	Land Resources, Soil & Water Conservation	<ol style="list-style-type: none"> 1. Kuhva chin (Areca Nut Plantation) 2. Hmunphiah chin (Broom Cultivation) 3. Rubber chin (Rubber Plantation) 4. Coffee chin (Coffee Plantation)
Tourism	Tourism – Tourist guide / Tour operation		

FORM-2

(Family Oriented SEDP hnuiaia thlan tur chungkua Village / Local Level SEDP Committee ten District Level Committee hnenawna an thlenna)

Note:

1. Chhungkaw thlantur a rawtte zawng zawng Form-1 chu District Level Committee hnenah copy thum theuh thehluh tel tur a ni a, copy khat erawh chu Village / Local Level SEDP Committee in an kawl tha tur a ni.
2. Form-2 ah hian Village / Local Level SEDP Committee-ten chungkaw thlan tura an rawtna chu an ngaihpawimawh dan indawtin (in order of priority) a rem tur a ni.

							Family Oriented SEDP hnuiaia pawisa lo dawwna (transfer-na) tur bank account:			
S.No	Chhungkaw hotu hming	Mobile Phone No.	Address (House No., Veng /Khua)	MLA Constituency	District	Trade Thlan	Bank Account neitu hming	Bank Account hawwna leh branch hming	Bank Account Number	Bank IFS Code

Signature of the Member Secretary, Village / Local Level SEDP Committee :
 Name of the Member Secretary :
 Mobile Phone Number of the Member Secretary :
 Village :
 District :
 Date :

Form-3

(Family Oriented SEDP, Phase-1 a tel tur chungkua District Level Committee in a thlan, SEDP Executive Board hnena a thehluhna)

Note: Chhungkaw thlan zawng zawng Form-1 chu SEDP Executive Body hnenah copy hnih theuh thehluh tel tur a ni a, copy khat erawh chu District Level SEDP Committee in an kawl tha tur a ni.

								Family Oriented SEDP hnuiaia pawisa lo dawnna (transfer-na) tur bank account:			
S.No	Chhungkaw hotu hming	Mobile Phone No.	Address (House No., Veng leh Khua)	MLA Constituency	District	Trade thlan	Trade thlan changtu Department	Bank account neitu hming	Bank Account hawanna bank leh branch	Bank Account Number	Bank IFS Code

Signature of the Member Secretary, District Level SEDP Committee :
 Name of the Member Secretary :
 District :
 Seal :

Date :

Form-4

(SEDP Executive Board in SEDP Governing Board hnena rawtna a thlenna leh Department-te hnena allocation pekna)

Note: Chhungkaw thlan zawng zawng Form-1 chu Department-te hnenah copy khat theuh pek tel tur a ni a, copy khat erawh chu SEDP Executive Board in a kawl tha tur a ni.

Abstract:

Name of the Department	:					
No. of beneficiaries allotted to the Department under Family Oriented SEDP Phase 1 based on the trade selected by the beneficiaries	:					
Trade items & unit cost:	:	S.No	Trade Items	Unit Cost	Number of beneficiaries	Total Cost
Total budgetary allocation to the Department under Family Oriented SEDP Phase 1	:					
Administrative cost allotted to the Department	:					

List of beneficiaries allocated to the Department:

							Bank account details of the beneficiary			
S.No	Name of Head of the family	Mobile Phone No.	Address (House No., locality / village)	MLA Constituency	District	Trade selected	Name of the bank account holder	Bank and branch	Bank Account Number	Bank IFS Code

Signature of the Member Secretary, SEDP Exe Board :
 Name :
 Seal :

Date :

FORM-5
BENEFICIARIES REGISTER

Note:

Register-a beneficiaries-te signature lak hi Department-te mawhphurhna a ni a, a tul angin District Level SEDP Committee leh Village / Local Level SEDP Committee- te'n Department te hi an tanpui ang.

S.No	Chhungkaw hotu hming (Beneficiary)	Mobile Phone No.	Khua / Veng	MLA Constituency	District	Trade thlan	Signature for 1 st installment with date	Signature for 2nd installment with date
1	2	3	4	5	6	7	8	9

FORM-6
(UTILIZATION CERTIFICATE)

Sl. No.	Allocation Order No. and date of sanction	Amount (Rs.)	
			<p>1. Stated that, this Department has been given allocation of a total of Rs under Family Oriented SEDP for FY 2022-23 in order to cover.....number of families / beneficiaries.</p> <p>Certified that out of Rs. sanctioned for the purpose of Family Oriented SEDP vide Allocation Order Number given in the margin, a sum of Rs has been utilized.</p> <p>Further certified that, Rs remains unutilised out of the abovementioned sanction amount. <i>(To be filled up as NIL in cases of 100% utilisation. In case of less than 100% utilisation, reason is to be given in a separate sheet)</i></p>

2. Certified that, the Department keeps proper record and accounts relating to the direct releases to the beneficiaries' bank accounts.

Attachment: Intimation from the bank regarding deposit of the funds in the beneficiaries' bank accounts, generated as per procedure prescribed by the Controller General of Accounts.

Signature of Accounts/Finance Officer with seal

Signature of Head of Department with seal

Signature of Nodal Officer for the Programme with seal

Form-7
(Inspection Report)

Name of the Department:

S.No	Chhungkaw hotu hming	Veng / Khua	MLA Constituency	District	Trade thlan	Form 1-a pawisa hmanna tur tarlan	Pawisa dawn a taka hmanna	Pawisa hmandanah Inspection team an lungawi em? (Aw / Aih)	Inspection team leader Hming leh designation, Signature and date

Signature of Head of Department with seal

Signature of Nodal Officer for the Programme with seal

FORM-8
(COMPLETION CERTIFICATE)

Stated that, this Department has been given allocation of a total of Rs under Family Oriented SEDP, Phase – 1 during FY 2022-23 in order to cover.....number of families / beneficiaries. The details of this allocation are as under:

S.No	Trade Items	Unit Cost	Number of beneficiaries	Total Cost

Certified that, the task of undertaking direct benefit transfer to all the beneficiaries allocated to this Department has been completed as all the bank account of the beneficiaries have been credited as per the above unit cost and necessary monitoring and inspection works have been carried out.

Attached herewith:

1. 2nd instalment 100% Utilisation Certificate (Form 6)
2. Inspection report (Form 7).

Signature of the Director :
Name of the Director :
Department :
Seal :

Date :

FORM-9
(CLOSURE CERTIFICATE)

Stated that,Department has been given budgetary allocation of a total of Rs..... under Family Oriented SEDP, Phase – 1 during FY 2022-23 in order to cover number of families / beneficiaries. The details of this allocation are as under:

S.No	Trade Items	Unit Cost	Number of beneficiaries	Total Cost

Having perused the Completion Certificate (Form -9) submitted by the Department along with the necessary attachments, I am directed to inform that the SEDP Executive Body is satisfied with the execution of the Policy by the Department and accordingly it is certified that the Family Oriented SEDP, Phase – 1 carried out by the Department during FY 2022-23 is completed and closed.

Signature of the Member Secretary, :
SEDP Exe Board
Name :
Seal :

Date :

FORM-10

(Family Oriented SEDP kalpui tha, chawimawi tlak recommend-na Form)

Note: Hnathawh dan chiang zawka tarlan a nih theihnan thlalak a theih chuan thil tel tur a ni

S.No	Hming	Mobile Number	Veng / Khua	District	Trade Thlan	Pawisa hmanna leh hnathawh that dan sawizauna

Signature of Head of
Department with seal

Signature Chairman,
Local Level SEDP
Committee with seal

Signature of Chairman, Village/
Local Level SEDP Committee