

Government of India
Ministry of Minority Affairs

“Hamari Dharohar”

**A scheme to Preserve Rich Heritage of Minority Communities of India under the
Overall Concept of Indian Culture
2017 (w.e.f. 28.09.2017)**

1. Introduction

1.1 Government of India believes in Unity in Diversity which is the basic tenet of Indian Culture. The Constitution of India grants equal rights and opportunities to all communities including minority communities of India to profess their religion and culture. Following the spirit of the Constitution, the Government of India is of firm conviction that there is a strong need to curate the rich heritage and culture of Minorities particularly miniscule minorities and supporting calligraphy and related crafts.

1.2 There are 6 (six) notified minorities in India which have been notified under National Commission for Minorities Act, 1992. They are Muslims, Christians, Sikhs, Buddhists, Parsis and Jains. Going by Census data of 2001, Buddhists and Jains have small population i.e. less than a Crore. The Parsis are even less than a lakh, hence may fall under miniscule minority category.

1.3 There is a general lack of information among people about the rich cultural heritage of minority communities of India, particularly of Parsis, Christians, Buddhists etc. Good knowledge about culture and rich heritage of communities develops better understanding among masses and strengthens tolerance and social knitting.

1.4 Ministry of Minority Affairs has been mandated to look after all issues related with minorities except Law and Order as per Allocation of Business. Therefore going with the priority of the Government, Ministry of Minority Affairs intends to launch a new scheme “Hamari Dharohar” to preserve rich culture and heritage of minority communities of India.

2. Objectives

2.1 To curate rich heritage of minorities under overall concept of Indian Culture.

2.2 Curating exhibitions.

2.3 Preservation of literature/ documents etc.

- 2.4 Support and promotion of calligraphy etc.
- 2.5 Research and Development.

3. Activities to be covered under the scheme

3.1 Selective intervention for preservation of heritage and may cover following kinds of projects:

- a. Curating exhibitions including iconic exhibitions/ Performing art for showcasing and preserving heritage.
- b. Support and promotion of calligraphy etc.
- c. Preservation of literature, documents, manuscripts etc.
- d. Documentation of oral traditions and art forms.
- e. Support to ethnic museums (not supported under schemes of Ministry of Culture or its bodies) for showcasing and preserving heritage of minority communities.
- f. Support for organizing heritage related seminars/ workshops.
- g. Fellowship for research in preservation of heritage and development.
- h. Any other support to individual/ organization in furtherance of cause of protection and promotion of rich heritage of minority communities.

4. Knowledge Partners

4.1 Ministry of Minority Affairs will implement this scheme in consultation with Ministry of Culture with the help of expert National and International Knowledge Partners in this field. The Knowledge Partners may be as follows:

- (a) Archeological Survey of India (ASI);
- (b) National Museum, Delhi;
- (c) National Archives of India, New Delhi;
- (d) National Gallery of Modern Arts (NGMA);
- (e) Indira Gandhi National Centre of Arts (IGNCA);
- (f) United Nations Educational, Scientific and Cultural Organization (UNESCO);
- (g) Indian National Trust for Arts and Cultural heritage (INTACH);
- (h) World Monument Fund.
- (i) Eminent personalities concerned.

5. Implementing Organizations

5.1 **Project Implementing Agencies (PIAs) (registered with NITI Aayog) for projects:**

- a) State Archaeological Departments/Agencies;

- b) Renowned organizations of national repute registered under Societies Registration Act for at least three years and having experience of such curating works of heritage.
- c) Reputed Registered Organizations, registered under Societies Registration Act for at least three years and having experience of such curating works of heritage.
- d) Registered/Recognized Cultural Institutions working for socio-economic, cultural and educational cause of minorities, registered under Societies Registration Act for at least 3 years, and having experience of curating works of heritage.
- e) Recognized Universities/ Research Institutions having experience and facilities for curating works of heritage.
- f) Institutions of Central/State Govt. having experience and facility of curating works of heritage.
- g) Trusts, Companies, Partnership Firms, or Societies registered under Societies Registration Act, 1960 and engaged in preservation and curation of items of cultural and heritage importance.

5.2 **Fellowships:** Fellowship will be awarded as per following eligibility criteria:

- (a) The candidate should be a notified minority and Post Graduate with minimum 50% marks from a recognized institution in the relevant field in which he/she wants to avail the Fellowship to meet the above mentioned objectives.
- (b) He/she should have secured admission in a University/Institution for a regular M. Phil/ Ph.D.
- (c) He/ She should not be more than 35 years of age.
- (d) 35% seats of annual targets will be earmarked for minority girls/women candidates.
- (e) The fellowships are awarded for undertaking research oriented projects. The applicant should provide evidence of his/her capabilities in undertaking the project.

(f) The fellowships are not intended for conducting workshops, seminars or documenting memoirs/ or writing autobiographies, fiction etc.

6. Implementation of the Scheme

6.1 The scheme will be implemented for curating rich heritage of 6 (six) notified minority communities under National Commission for Minorities Act 1992 (viz. Muslims, Christians, Sikhs, Buddhists, Parsis and Jains).

6.2 The scheme can be taken up in the entire country.

6.3 The scheme may be implemented during the remaining 3 years period of 14th Finance Commission i.e. from 2017-18 to 2019-20.

7. Pattern of Assistance and Quantum

7.1 This is a 100% Central Sector Scheme and will be implemented by the Ministry directly through selected PIAs.

7.2 Assistance under the scheme will be provided in form of Recurring grants and Non-recurring grants including the capital cost for infrastructure development, with a view to address areas critical for conservation and propagation of all forms of rich heritage of minorities and curating them.

7.3 Since, curating and preservation of heritage may involve a variety of activities depending on specific requirements, it may not be appropriate to identify items and fix an item- wise cost. The cost would depend on the kind of work being undertaken.

7.4 The projects recommended by the Project Approval Committee (PAC) will be approved by the competent authority. The Secretary (Minority Affairs) will be the Competent Authority to approve the recommendation of Project Approval Committee (PAC).

7.5 Assistance will also be provided for fellowship, research and development works of rich heritage and its presentation, promotion as well as for projects in the field of heritage education, popularization and publication works etc. The fellowship may be awarded as per prevailing financial norms of UGC for Senior Research Fellows.

8. Release of Funds

8.1 On approval of a project, the funds will be released in 3 installments i.e. 40:40:20. Funds towards release will be disbursed directly to the selected PIAs by electronic transfer in the account of the PIA.

8.2 All payments to the PIA shall be made through the PFMS as per their norms.

8.3 Installment pattern for fund release in respect of projects will be as follows:

1. Ist Installment:

The first installment (i.e. 40% of the project cost) will be released after the approval of the project and entering into a Memorandum of Understanding (MOU) between parties. The PIA will also furnish a bond and the bank details in prescribed format.

2. IInd Installment:

The 2nd installment of 40% of project cost will be released subject to the compliance with the following:

- a. Audited Utilization of 90% of the 1st instalment supported by an audited utilization certificate and
- b. On-site inspection of works by team of Ministry of Minority Affairs/ State Govt./ any other inspection authority, authorized by the Ministry.
- c. Submission of audit reports.
- d. Submission of Photographs of works undertaken.

3. IIIrd Installment:

The 3rd and final installment of 20% of project cost will be released subject to the compliance with the following:

- a. The project completion report with photographs.
- b. Audited Utilization Certificate for the entire 80% funds released in 1st and 2nd Installments.
- c. Audited accounts with auditor's report.
- d. Deliverables as required in the projects are met and is verified by team of Ministry of Minority Affairs/ State Govt./ any other inspection authority, authorized by the Ministry through random physical verification.

8.4 In case of **fellowships**, the funds also will be released as follows:

(a) The rates for Senior Research Fellow as per University Grants Commission will be applicable. The Fellowship will be awarded for three years. Fellowship for 1st and 2nd year will be @ Rs. 25,000/-p.m. and for 3rd year @ Rs. 28,000/- p.m. depending on the progress of research work.

(b) The Fellowship would be admissible maximum for 3 years. If the research is not completed within 3 years, it may be extended by maximum one year more @ Rs. 28,000/- p.m. with the approval of competent authority on the merit of the case and progress of Research Work.

(c) The funds will be transferred on half-yearly basis (Fellowship for 6 months in one go) in the bank account of the student directly by the Ministry through e-transfer. First, fund of first year would be transferred in the bank account after 6 months of securing admission in Ph.D. Subsequent funds would be transferred after every 6 months accordingly.

9. PROCEDURE FOR APPLICATION

9.1 Ministry of Minority Affairs will invite proposals in prescribed format for selection through an advertisement in newspapers and official website of the Ministry from organizations/institutions. The Ministry may also directly sponsor the projects to expert organizations who submit projects in prescribed format, and are renowned for their experience in the relevant field or on the panel of Ministry of Culture for curating works. Similarly, the Ministry may also award fellowships in the relevant field, provided the candidate fulfills the eligibility criteria prescribed in Para 5.2 of this guidelines.

9.2 The project proposals will be screened on the basis of operational guidelines, the prescribed pre-determined point-based system for mandatory criteria and will be placed before the Project Approval Committee (PAC) of the Ministry.

9.3 However, Ministry reserves the right to cancel the selection at any stage without notice.

9.4 The Ministry may verify the credentials of the PIAs through any authorized organization/institution.

9.5 The proposals of selected PIAs will be considered with the approval of the competent authority i.e. Secretary (Minority Affairs).

10. Project Approval Committee (PAC):

10.1 The project submitted by organizations including the project cost may be examined and considered by a Project Approval Committee (PAC) under the Chairpersonship of Joint Secretary (Concerned). The PAC may also have members from Ministry of Culture, Archaeological Survey of India, National Museum and National Gallery of Modern Arts. The PAC may co-opt the expert institutions as per requirement.

10.2 The PAC will have the power to examine, and recommend the project(s).

11. Project Monitoring

(i) Monitoring is a continuous measurement of progress while the project is on-going which involves checking and measuring progress, analyzing the situation and reacting to new events, opportunities, and issues.

(ii) Concurrent monitoring and random checking may be done by team of Ministry of Minority Affairs/ State Govt./ any other inspection authority, authorized by the Ministry.

(iii) Ministry's officials may also monitor the projects. The information gathered from this will be fed into the decision making process for release of funds and sanctions of project proposals.

(iv) 5% of the total cost will be spent on professional services for Administration and Management of the scheme including consultations, Monitoring and Evaluation. For administration and management, a Project Management Unit (PMU) will be established with contractual outsourced staff as per need. For engaging contractual staff, relevant GFRs will be followed. The expenses would be borne out of 5% budget set aside for Administration and Management of the scheme.

12. Administrative Expenditure:

The Ministry shall be permitted to set aside up to the extent of 5% of the annual allocation under this scheme to meet administrative expenditure of the Hamari Dharohar scheme for managing Portal, purchase of computers and accessories and other appliances, furniture, stationary and developing software, engaging qualified personnel/ agency for entering and analyzing data, processing proposals, monitoring and evaluating reports, manning telephone or outsourcing such activities, issue of advertisement, consultancy charges for preparation of pedagogy and training materials, workshops and conferences, etc.

Workshop/ conference may include functions organized by the Ministry for popularising and promoting the objective of the scheme. Cost will also include the expenses towards conducting and organizing the event, TA/DA and miscellaneous expenses.

For administration and management, a Project Management Unit (PMU) will be established with two consultants as contractual outsourced staff, as per need. For engaging Consultants, relevant GFR provisions shall be followed. The expenses would be borne out of 5% budget set aside for Administration and Management of the scheme.

The cost of these two Consultants would be nearly Rs. 8,40,000/- p.a. @ 35,000/- per month. The cost of one Peon, as per present estimates, would be nearly Rs. 1,50,000/- p.a. @ 12,500/- per month.

13. Audit

(i) The Ministry retains the right to carry out audit of the accounts of the project, if deemed necessary, including audit by the CAG and by the Principal Account officer of the Ministry or by independent agency. The PIA shall make available all relevant records for the purpose whenever requested by an agency authorized by the Ministry.

(ii) Financial audit is to be carried out by the Chartered Accountant of PIA as per the statutory provisions, and the accounts of the project shall be maintained separately in order to facilitate meaningful audit.

(iii) The Audit Report together with action taken on the auditor's observations and physical progress under the project shall be furnished at the time of release of 2nd and final installment of Central funds.

14. Terms and Conditions

The selected PIAs shall be bound by the terms and conditions of the scheme as at **Appendix.**

15. Review of the scheme

The scheme will be subjected to review in last year of the 14th Finance Commission i.e. from 2017-18 to 2019-20 after getting evaluation and impact assessment done by a reputed independent agency.

Terms and Conditions of “Hamari Dharohar” Scheme

The grants-in-aid sanctioned under the scheme is subject to fulfillment of the following terms and conditions by the selected PIAs/ organizations/ institutions/ individuals (hereinafter organization):

1. that the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the eligibility criteria as specified under the scheme;
2. the grants cannot be claimed as a matter of right, it depends on sole discretion of Government of India depending on the merit of the project;
3. that the organization will confirm in writing to the effect at the beginning of each financial year that the conditions contained in this document and as revised from time to time for the implementation of this scheme are acceptable to it;
4. that the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the President of India to the effect that it will abide by terms and conditions attached to the grant and the scheme that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law;
5. that the Ministry shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the project;
6. that the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques or electronic transfer only. The grantee institutions are required to submit at the time of seeking grant for continuation of the project, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project. The accounts will remain open for inspection by representatives/officers from the Ministry, office of Comptroller and Auditor General of India, Government of India, or concerned State Government at any time. The organization shall have the accounts of the grant-in-aid audited either by CAG empanelled Auditors or

Chartered Accountant and supply a copy of the following audited accounts, together with Utilization Certificate in GFR 19(A), to the Ministry latest by first week of June month every year:

- (a) the receipt and payment account of grant-in-aid in question for the year;
- (b) the income and expenditure accounts of grant-in-aid in question for the year;
- (c) the balance sheet, indicating assets and liabilities from grant-in-aid in question;
- (d) the utilization certificate in prescribed format (GFR-19A) as per General Financial Rules along with the item-wise break-up;
- (e) the audited accounts of the organization as a whole for the year.

7. the organization shall submit performance-cum-achievement report as prescribed by the Ministry for which it received Grant-in-aid;

8. that the facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all minorities irrespective of creed, religion, colour, etc.;

9. the organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, the same will be intimated to Ministry of Minority Affairs immediately after receipt with proper reference;

10. the organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;

11. that if the Government is not satisfied with the progress of the project or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and recover the funds with penalty or take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the Ministry, will never be considered by the Ministry for grants in future, even if delisted from the black list at any point of time;

12. that at the time of renewal of the project any unspent balance out of the grants shall be adjusted by the Ministry in the subsequent admissible grant due;

13. no assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;

14. the organization shall maintain a register in the GFR (19) of permanent and semi-permanent assets acquired wholly or in part out of this Grant-in-aid. This register shall remain open for inspection to the officials from the Office of the Comptroller and Auditor General of India/Government of India/State Government/Union Territories. The register shall be maintained separately in respect of this grant and a copy thereof furnished to the Ministry, along with the Audited Accounts;

15. the release of the 2nd and final installment of the annual grant will be conditional upon the grantee institutions to provide reasonable evidence of proper utilization of installment released earlier during the year as prescribed by the Ministry;

16. the organizations should liaise with District Administration for convergence of other existing services for the welfare of minorities. It should also maintain contact and seek cooperation of local Panchayati Raj Institutions. It should also have institutional arrangements for seeking community participation;

17. provisions of General Financial Rule 150(2) would be applicable where the NGOs are being provided assistance for the prescribed amount;

18. the organization shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of Ministry of Minority Affairs, Government of India;

19. the purchase of non-recurring items (if any) should be made only from authorized dealers at competitive prices and subject to vouchers being produced for inspection;

20. that the organization shall not charge any fees from the beneficiaries;

21. in case of new projects, the organization shall intimate this Ministry and the State Minority Welfare Department about the date of commencement of project and that should be within 15 days from the receipt of funds by the organization in their bank account;

22. that the organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines with these grants;

23. in the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Ministry shall not be responsible for any

legal/intellectual/contractual disputes between the implementing organization and a third party. By accepting the grant, the recipient accepts this condition;

24. for all disputes involving Ministry of Minority Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi;

25. the organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

26. All PIAs, who do not fall under the domain of Central/State Govt., should be registered with the NGO Portal of NITI Aayog.

Place

Date:

Signature of President/Secretary/CEO
(Full Name)
Designation
Official Stamp

Government of India
Ministry of Minority Affairs

Operational Guidelines for the scheme of 'Hamari Dharohar- a scheme to preserve rich heritage of minority communities under overall concept of Indian Culture' (w.e.f. 2017-18)

The Ministry will follow following criteria for a project to be considered under this Scheme and for selection of agencies:

1. Eligible organizations

- a) State Archaeological Departments/Agencies;
- b) Renowned organizations of national repute registered under Societies Registration Act for at least three years and having experience of such curating works of heritage.
- c) Reputed Registered Minority Community Organizations, registered under Societies Registration Act for at least three years and having experience of such curating works of heritage.
- d) Registered/Recognized Cultural Institutions of Minority Communities, registered under Societies Registration Act for at least 3 years, and having experience of curating works of heritage.
- e) Recognized Universities/ Research Institutions having experience and facilities for curating works of heritage.
- f) Institutions of Central/State Govt. having experience and facility of curating works of heritage.
- g) Trusts, Companies, Partnership Firms, or Societies registered under Societies Registration Act, 1960 and engaged in preservation and curation of items of cultural and heritage importance.

2. Eligibility Conditions

- i) The organization/institute should have a past experience of minimum 3 years.
- ii) Organization/institute should have facilities, resources, personnel and experience substantiating their project.
- iii) The organization should be financially viable and not have deficit account during the last three years. For this, duly Audited Annual Accounts of the last three years should be provided.
- iv) The institution must have been registered on NITI Aayog Portal i.e. <http://ngodarpan.gov.in>.

- v) The organization must have undertaken at least one project, related to preservation of heritage and curating, conforming to the activities under this scheme set by this Ministry.
- vi) The agency or its proprietor should not have been declared bankrupt by any banking / financial institution.
- vii) Organization or any of its head should not have been convicted for any criminal offence. An affidavit certified by NOTARY should be provided in support of this clause.
- viii) Firms/Organization/institute blacklisted by NITI Aayog or any Central/State Govt. Dept/Agency will not be admissible.

3. Selection Criteria

- (j) The proposal will be first screened by the Ministry on the basis of eligibility criteria and put up to the Project Approval Committee for further screening.
- (ii) The Project Approval Committee would include Members concerned Joint Secretary in the Ministry of Minority Affairs, Joint Secretary & Financial Advisor Minority Affairs or his/her representative and representatives of Ministry of Culture, National Museum, Archaeological Survey of India, National Archives, National Gallery of Modern Arts and Indira Gandhi National Centre for Arts.
- (iii) The Committee will assess whether the activity indicated in the proposal falls within the heritage.
- (iv) The Committee while examining the proposal, generally will follow the following criteria to decide whether the item of work falls within the parameters of a “Heritage”:
 - a. The proposed item for preservation should represent the age old culture of minority communities of India.
 - b. The proposed item should represent a master piece of human genius.
 - c. It should represent an important interchange of human values over a span of time or within a cultural area of the country on evolution and development of civilization, architecture, literature, documents, monumental arts/crafts, designs etc.
 - d. It should be an outstanding example of significant stages of history of the community.
 - e. It should be an outstanding example of traditional culture(s) or community interactions especially which have become vulnerable over a period of time.
 - f. It should be directly or tangibly associated with events or living traditions, with ideas or beliefs, with artistic and literary works of outstanding universal significance.

- g. The protection, management, authenticity and integrity of the proposed item/ activity shall also be of important considerations.

Explanation: The term “item” can also denote an institution working continuously for the period prescribed in (a) in the area of heritage and culture.

- (v) The Committee will determine the cost of the project once the heritage value of the proposal is established by them.
- (vi) While applying to Ministry of Minority Affairs under “HamariDharohar”, the organization should certify that it has not obtained funding from any other Government organization for the same item or project.

3. Illustrative list of projects which may be considered under the scheme:

Ministry of Minority Affairs will consider selective intervention for preservation of heritage and may cover following kinds of projects:

- a. Curating exhibitions including iconic exhibitions/ Performing art for showcasing and preserving heritage.
- b. Supporting calligraphy and related crafts.
- c. Preservation of literature, documents, manuscripts etc.
- d. Documentation of oral traditions and art forms.
- e. Support to ethnic museums (not supported under schemes of Ministry of Culture or its bodies) for showcasing and preserving heritage of minority communities.
- f. Support for organizing heritage related seminars/ workshops.
- g. Fellowship for research in preservation of heritage and development.
- h. Any other support to individual/ organization in furtherance of cause of protection and promotion of rich heritage of minority communities.

13. All the projects supported by Ministry under the scheme will be open to public, where applicable.

14. The procedure for application will be followed as per Para 9.1 of the scheme guidelines.
